

**International School of Myanmar**

# **High School**



# **Student & Parent Handbook 2017-2018**

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# PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to the 2017-2018 school year at the International School of Myanmar (ISM). It is my pleasure to be starting my 33<sup>rd</sup> year in an international school setting here in this wonderful country. Although many schools around the world may be similar, each is unique and has its own “personality”. I invite students, parents and members of the greater school community to explore, discover and celebrate what makes ISM a special place to learn and grow.

In the High School, our focus remains on academic excellence, social responsibility and participation in the ISM experience. We will continue to provide our students with diverse and motivating learning opportunities intended to challenge, stimulate and inspire. You will see we are committed to helping all our students experience success. We ask that you join as collaborative partners supporting our endeavors to help students reach their unique potential.

The High School Handbook is a publication to help you understand the processes, procedures, rules and guidelines at ISM. Please read the document and familiarize yourselves with the contents. This document will be most effective if parents and students review it together. A common understanding of responsibilities and expectations for all our programs, activities and events will give everyone the greatest chance for success. ***At the end of the document there is a form that needs to be reviewed and completed . . . . . Please ensure this form is returned to . . . . . by the end of the first week of school.***

If you have any questions regarding the High School, please do not hesitate to communicate with the office, contact me via e-mail or in person at school. I look forward to meeting everyone and having a great school year.

Sincerely,

Paul D. Sibley  
High School Principal  
paul.sibley@ismyanmar.com

# ISM MISSION STATEMENT

The International School of Myanmar is a community of life-long learners. Our students will acquire the skills and attitudes necessary to succeed in a English-speaking universities and to be caring, independent, productive, and responsible citizens ready to meet the challenges of a rapidly changing world.

## MISSION & BELIEFS

At ISM, we are proud of the diverse and varied range of opportunities we offer to our students; opportunities that are aimed to challenge, stimulate and inspire.

We wish to develop our students within and beyond the classroom walls, so that they widen their horizons and add breadth to their understanding. When they leave our school for future challenges we hope to have helped shape thoughtful, caring and critical thinkers.

We regard ourselves as a learning community and thus collegially, as a learning community, we have agreed upon and established ISM's Expected School-Wide Learning Results (ESLRS) and the Principles of Learning. Both of these documents are reflective of our educational beliefs and are the cornerstone of learning and teaching in ISM.

# EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

ISM students will be:

## *Involved Citizens*

- Demonstrate care and concern for their environment and community
- Demonstrate responsibility in active decision-making
- Embrace awareness and respect for the rights of others
- Support the safety and health of self and others

## *Academic Achievers*

- Continually assess, evaluate and adjust work to maintain high standards in all curriculum areas
- Demonstrate the ability to work both independently and collaboratively
- Access information from a variety of sources
- Demonstrate technology literacy and the creative use of technology

## *Effective Communicators*

- Demonstrate their creative talents to express themselves and convey ideas
- Listen respectfully and ask questions to facilitate understanding and achieve insight
- Demonstrate the skills of effective collaboration to achieve group goals
- Understand and convey written, oral, and visual information using appropriate media/technology

## *Critical Thinkers*

- Identify, evaluate and use resources effectively for the purpose of problem solving
- Build meaning and understanding for themselves using prior knowledge and new information
- Solve problems using a variety of strategies
- Judge relevant from irrelevant information

## *Self-Directed Life-Long Learners*

- Accept responsibility for their own learning



- Participate in a wide variety of co-curricular programs and activities, which develop social, emotional, and physical talents
- Take creative risks in developing untried ideas
- Demonstrate competency in goal setting, time management, and organizational skills

## **PRINCIPLES OF LEARNING**

The International School of Myanmar community agrees that educational best practice occurs when:

1. The learning environment is welcoming and inspiring, encouraging both independent responsibility and collaborative endeavors.
2. Instruction is developmentally and culturally appropriate, honoring each student's unique learning style, skill level, interests and ideas.
3. Activities are designed so that students are enabled to think critically, problem-solve, and communicate effectively.
4. Learning experiences are structured to guide students to both make connections and transfer new knowledge and skills to real life situations.
5. Evaluation methods include diagnostic assessment, student self-reflection, peer-review, and timely, descriptive teacher feedback.
6. Learning goals are matched to achievement targets and are standardized across grade-level and subject areas, affording students clear objectives and outcomes.

## **ABOUT ISM**

### **History**

ISM was first opened in 1998 with the goal of providing an affordable North American style of education to both Myanmar and expatriate students residing in Yangon.

The school began life with just 48 students covering Pre-Kindergarten to Grade 5 and has grown rapidly over the years. In 1999, ISM moved to its current location and continued to add grade levels, grade 6 in 1999 and grade 7 in 2000. In 2004 a new secondary building was constructed enabling ISM to fulfill its goal of a Pre K - Grade 12 program. ISM now enrolls almost 1100 students from 30 nationalities.

## **Governance**

A Board of Directors governs ISM and selects the Director. The Director along with Principals in each division oversees the daily running of the whole school.

The Director and divisional Principals are responsible for the implementation and creation of school policies and adherence to ISM's mission statement.

## **Absence of Policy**

In the absence of policy for an unforeseen event, the Director has the discretion to create a temporary policy which in his/her best judgment addresses the situation. The Director will henceforth inform the Board chair as soon as possible of the action. At the subsequent Board meeting, the Board will review the temporary policy and a) approve it as it is written b) approve it with modifications c) revoke the temporary policy.

## **Accreditation**

ISM is fully accredited by the Western Association of Schools and Colleges Accrediting Commission for Schools (WASC).

# **IMPORTANT DATES**

### *Important dates for the 2017-2018 academic school year*

July 31, 2017: Student Meet the Teachers	January 8, 2018: Semester 2 Begins
August 1, 2017: First Day of School	March 16, 2018: End of Quarter 3
September 1, 2017: High School Open House	March 22-23, 2018: Parent Teacher Conferences
September 2017: MAP Testing	March 2018: AP Mock Exams
October 2 - 8 : Thadingyut Holiday	April 12 - 20: Thingyan Holiday
October 9, 2017: End of Quarter 1	May 2018: AP Exams
October 19-20, 2017: Parent Teacher Conferences	May, 2018: Semester 2 Exams
December, 2017: Semester 1 Exams	May 22, 2018: Senior Graduation Ceremony
December 15, 2017: End of Semester 1	May 30, 2018: End of Year Award Ceremony
December 16 - January 7: Winter Holiday	May 30, 2018: Last Day of School (1/2 day)

## STRUCTURE & ORGANIZATION

The High School structure consists of Grades 9-12 and is based on an American model of education that is challenging and comprehensive. Students need to earn a minimum of 26 credits in the various content areas outlined in order to receive a High School diploma. However, for college entrance the accumulation of more than the minimum credits is highly recommended.

The High School operates on a 2-day rotating block schedule where classes meet every other day. There are eight blocks across a two-day cycle. Regular classes meet for 80 minutes every other day. On Mondays and Wednesdays Students have a tutorial period from 2:20pm -3:00pm. On Tuesdays and Thursday students have an advisory period from 2:20pm -3:00pm. On Fridays there is a school-wide assembly from 2:20pm - 3:00pm.

### HIGH SCHOOL REGULAR SCHEDULE

Grade 9 & Grade 10		Grade 11 & Grade 12		Day 1	Day 2
8:00 - 9:20	Block 1	8:00 - 9:20	Block 1	A	E
9:20 - 9:35	Break	9:20 - 9:35	Break		
9:35 - 10:55	Block 2	9:35 - 10:55	Block 2	B	F
10:55 - 11:30	Lunch	10:55 - 11:05	Break		
11:30 - 12:50	Block 3	11:05 - 12:25	Block 3	C	G
12:50 - 1:00	Break	12:25 - 1:00	Lunch		
1:00 - 2:20	Block 4	1:00 - 2:20	Block 4	D	H
2:20 - 3:00	Tutorial (Monday, Wednesday) Advisory (Tuesday, Thursday) Assembly (Friday)	2:20 - 3:00	Tutorial (Monday, Wednesday) Advisory (Tuesday, Thursday) Assembly (Friday)		

Supplementing our core courses, ISM offers a wide array of Advanced Placement (AP) courses. These courses are university level courses for advanced students. Students who complete AP coursework and pass the AP exam can receive university credit at universities globally, not only in the United States.

As well as rigorous academics, ISM provides a multitude of extra-curricular activities (“ECA”) in which our students can participate. These activities are essential in providing students with opportunities for learning beyond the classroom walls and are an integral part of our holistic curriculum.

All students at ISM must be able to work independently and collaboratively, as well as remain on task at all times with a minimum of redirection. If a student is unable to meet these standards, the student may be dis-enrolled from the program at the most convenient time for the school. In such an event, the family will be refunded the pro-rated portion of the year's tuition fees.

# ISM Offers

- A very strong guidance and counseling program facilitated by two dedicated full-time High School counselors.
- Each student has the opportunity to be part of an advisory group, which is organized by grade levels. These meet every Tuesday and Thursday for 40 minutes
- High School students a full range of academic courses for each year
- Students a variety of academic and ECA travel opportunities throughout the year
- Expert ESOL support for students for whom English is a new language
- A dedicated Study Hall period for Grades 9 through 12.
- A required Health class for all Grade 10 and 12 students to enable them to make informed choices about their well-being
- Advanced Placement (AP) Courses
  - AP courses are much more rigorous than general course offerings.
  - Eligibility for AP courses is determined by each academic department and includes factors such as but not limited to: MAP scores, GPA, and teacher recommendations
  - AP classes lead to AP examinations. The cost of these examinations (approximately \$130 USD each) are the responsibility of the student. Any student enrolled in an AP class is required to take the corresponding AP exam in May of that academic year.
  - Colleges may grant advanced standing & credit depending upon the score achieved on the AP examination.
- A vibrant High School Student Council (STUCO) program
- A wide array of community service groups, after-school clubs, and competitive sports teams, collectively ECAs.

## Campus Limits

ISM is a closed campus from 8:00am – 3:00pm. Students may depart for previously arranged appointments only with written parental permission (emails acceptable). Students are expected to sign out at the reception area with the necessary forms completed before departure. During High School lunches and breaks, student may be in the following HS campus areas:

- Cafeteria
- Library
- Computer Lab
- The Lobby
- The Gym
- The Field
- B2 Portico Area

# **STUDENT LEARNING SUPPORT & COUNSELING**

## **Learning Support**

When student concerns arise, teachers are the first to communicate with the family and apply in-class interventions or accommodations. Modifications of the curriculum are not an accepted educational practice at ISM. If concerns persist, teachers may refer students for support services and/or the High School Principal. Parents may be asked to come to school to discuss the issues. Parents are informed throughout the process and are welcome to contact any member of the support team if they feel the need to do so.

## **English Language Support (ESOL)**

In the High School we understand that some students need additional support with their English language acquisition in order to assist in their academic development. Our aim is for all students to develop their fluency, accuracy, and confidence in English so they can succeed not only at ISM but at any university they choose to attend after graduation.

In order to support these students the High School employs one full-time English to Speakers of Other Languages (ESOL) teacher. The ESOL program is designed for students who need extra support in learning English. The ESOL department recognizes that to meet the challenges and expectations at ISM, students need to develop linguistic, academic and social skills, as well as an understanding of the school environment. Thus, its responsibility is to focus not only on acquiring social English language proficiency but also academic language skills. Current best educational practice believes that ESOL student benefit most from being immersed within the common curriculum with additional support outside of it. To promote this push-in / pullout program, all of our ESOL students are placed within mainstream classes, where they are part of the whole but are supported and guided by our ESOL teachers. Each student is then scheduled to work with ESOL specialists separately outside the class but within the daily timetable.

Students are 'exited' from the ESOL program and no longer required to take ESOL classes when they have achieved satisfactory results on the WIDA exam and receive the endorsement of the ESOL teacher.

## **Academic, College / University, & Emotional Counseling**

The High School Counseling program is an essential part of ISM's educational program. Counselors collaborate with students, parents, teachers and administration to facilitate student achievement through a variety of developmentally appropriate

academic, personal and social activities. Parents or teachers may refer students for counseling services. Additionally, students who are in need of counseling services may also refer themselves by contacting their Counselor in person, through email, or telephone. Some possible reasons for seeking counseling assistance include:

- Help with the college application process
- Obtaining information about college entrance tests
- Academic and class behavior difficulties
- Class scheduling
- Learning about summer school and activities programs
- Personal and/or social difficulties
- High School Advisory Program

ISM may require students to consult with or be evaluated by outside professionals (at parental expense) in order to identify and fully meet their academic, social, and emotional needs.

In the Advisory period, students meet in smaller advisory groups for personal teacher / student conferencing and occasionally meet in grades to do activities that are supportive of the issues relevant to their grade levels.

## **Study Hall**

Study Hall is intended to be a focused study opportunity. Study Hall enables students to develop good study habits and academic discipline. ISM aims for high academic expectations; Study Hall is allocated to High School students in order to give them an opportunity to complete schoolwork to study, or, whenever mutually convenient, to meet with teachers.

Due to the increased pressure and academic rigor at ISM we encourage a Study Hall period, for all Grades 9 - 12, over the course of the year. Study Hall is a supervised, non-credit block in which students should work on assignments, study for tests, use the Library, work on college selections and applications or visit the computer lab. Study Hall provides students with important opportunities to practice time-management and independent learning as they transition to university.

## **Study Hall Guidelines**

Students are to report to Study Hall on time and conduct themselves as they would with a regular class, and are prepared with sufficient work to occupy an 80-minute period.

A student may leave Study Hall only with permission of the Study Hall teacher. When leaving Study Hall, a student must sign out noting the time and sign in upon return.

Students are to be quiet and work in a manner that is not distracting to others.

No games (cards, board games, or electronics), iPods, cell phones, etc. are permitted.

If students have completed all assigned work, it is strongly recommended they bring materials to read for the remainder of the period.

A student meeting with a specific teacher for extra help will present a pass from that teacher to the Study Hall monitor before the student is allowed to sign out. The student will return from the help session with a pass from the teacher

Any student who signs out for a particular location is expected to be at that location.

## **Information Technology Integration**

ISM is committed to integrating technology throughout the curriculum. To support students in their academic pursuits, there are two computer labs available to all students. However, we encourage student to bring their laptops for classroom usage as teachers continue to integrate technology within their courses. The High School has school-wide wireless capacity ensuring full network access in all classrooms and all common areas.

High School students are expected to check their ismyanmar.com email address everyday during the school week to remain updated with school work and communication from their teachers and ISM.

## **Textbooks & Classwork Resources**

Students are responsible for all resources and equipment issued to them by the school. Classroom texts, library books, and other resources such as musical instruments and art supplies, issued by ISM are the responsibility of the student. If any resource item is lost or damaged, the student is responsible to pay for its replacement at the current replacement cost.

Students are expected to provide the following essential materials themselves: notebooks, pencils, pens, erasers, and a calculator (based on Math and Science departments expectations). Students also need to have a USB drive to save documents and other information. Finally, students are invited to bring their personal laptops to use during classes as all classes have a technology integration aspect where these will be very useful.

Students are expected to be enrolled in the corresponding online classrooms for each of their courses and also regularly check their International School Myanmar email address for communication from their teachers and the school administration.

Students and their parents are encouraged to check the online student information system (Plusportal) regularly to ascertain and track their academic progress.

Students must have the ISM Physical Education uniform for all PE classes. This uniform must be purchased from the ISM school store. Appropriate gym shoes are also required.

## **SCHOOL COMMUNICATION**

### **Regular communication from the school**

Strong communication links between home and school are a vital aspect of an effective school. At ISM, we strive to maintain open channels of communication regarding students and issues of importance to the school and to parents. Effective communication is the responsibility of every member of the school community.

The Director and the Principal want parents to feel they are welcome at any time to share any question or concern they may have. We practice an “Open Door Policy” at ISM, however, for your convenience, we encourage parents to make an appointment through the school secretary.

### **Parent Rights & Responsibilities**

Students learn best when the parent / guardian and the school work closely together. To encourage this, ISM suggests parents:

- Encourage their children to study daily
- Maintain regular contact with the school and their child’s teachers
- Notify the school in advance when they plan to leave Yangon and place the care of their child with a relative or guardian
- Ensure that their child gets to school on time so they do not disrupt classes and the learning process
- Notify the school when their child is absent from school for any reason

### **Academic Inquiries and Parent-Teacher Disagreements**

If parents have a question about their student’s academic progress or a complaint or a disagreement with a teacher, they should follow the steps listed below before contacting the Principal, Director, or Board of Directors. All complaints made directly to the Board of Directors or the Director will be referred to the appropriate building Principal. The teacher involved will be informed about any parent complaint promptly.



At ISM we are committed to keeping the faculty, parents, and students communicating and working together, enabling the best learning experiences possible for each student.

### **Step 1 – Direct Conversation**

If a parent has a question about their child’s academic progress, disagreement or misunderstanding with a teacher, they should first attempt to address their concern by contacting the teacher directly and scheduling a meeting. The teacher will meet with the parent as soon as possible.

### **Step 2 – Meet with the HS Principal**

If the parent or the teacher is not satisfied with the outcome of the initial meeting, the parent or teacher may schedule a meeting with the Principal.

### **Step 3 – Formal Process**

If a parent’s concern is not resolved after meeting with the Principal, the parent may schedule a meeting with the ISM Director.

### **Non-Academic Inquiries**

Questions about finance, facilities, community relations or other school-related items should be addressed to the ISM Director

### ***Communication from ISM***

Regular communication from the school comes in many forms. The High School produces daily “Morning Announcements” which are read to all students during first period each day. These announcements are also placed on the HS e-Board in the lobby of Building I. The HS e-Board is also used to inform and celebrate ongoing events around the school as well as to provide information about school life and events.

### **Other Means of Communication:**

**Email** – ISM High School Communication notices will be sent to parents via email to provide updates and information. Please ensure that your current email address is on file at the office. Email is also used to communicate issues with students when needed.

**Principal’s Monthly Breakfast** – This is a chance for the principal to present information and ideas regarding the Secondary School. This is also a chance to meet with the principal as a group and share ideas on educational issues.

**Open House** - Early in the fall, the Secondary School hosts an Open House - the opportunity for parents to tour the school and meet our faculty. This is also the time to receive insights into your child’s curriculum, get copies of course syllabi and to ask any questions you may have regarding the educational program.

**High School Principal's Newsletter** - This publication is full of information about upcoming events, special accomplishments, and ongoing school-wide activities and is emailed on a monthly basis to parents.

**Parent-Teacher Conferences** - Twice a year, parents are invited to attend individual conferences with their child's teachers. The conference experience is the best opportunity for collaborative efforts between parents and teachers in support of student learning. These conferences occur immediately following the first and third reporting periods.

**Emails and Telephone Calls** - Teachers will contact the parents through these methods, as needed. Parents are welcome to use the same methods to contact the teacher. If necessary, a meeting can be scheduled either through the teacher or school secretary.

**Quarterly Reports** - ISM will send home reports at the end of the 1st and 3rd quarters. These reports are intended to keep parents aware of any concerns about progress, or any positive change in the progress students are making between major reporting periods. With this continued parent / teacher communication, parents have a chance to help support their child at home, prior to the arrival of the official report card.

**Report Cards** - Report cards are sent home at the end of each quarter, four times a year.

**Learning Updates** – From time to time, it is necessary for teachers to communicate, in writing, to students and parents regarding the student's academic and social behavior in a specific class. Learning Updates must be signed by a parent or guardian and returned to the classroom teacher. Learning Updates may be given at any time during the academic school year.

At the mid-quarter point, progress reports will be sent home for all students whose progress level is a C- or below.

### **Parent-Teacher Association (P.T.A.)**

The Parent Teacher Association works on activities throughout the year to help raise funds for special projects to support the school and the children. Money raised goes back into activities and special purchases for the school. The P.T.A. also supports teachers for their dedication to their children and the school by sponsoring teacher appreciation days and helping with school sponsored activities. The P.T.A. strives to include all parents in our school community and everyone is welcome to get involved.

# BEHAVIORAL EXPECTATIONS

The Expected School-Wide Learning Results (ESLRs) are central to ISM’s mission, values and beliefs. All ISM staff aim to create productive and valuable relationships with all our students. All our students are to “Demonstrate care and concern for their environment and community” and our belief in community responsibility and relationships is fundamental to ISM.

Forming these relationships is the basis that creates a mutual level of trust that guides the school expected behavior of all our students. We believe all students in the High School have the right to:

A meaningful education, with high educational standards, which adequately meet the needs of the individual students, within the capabilities of ISM

A timely notice of all rules, regulations, policies, and penalties to which they are subject

Physical safety and protection of their personal property including the right to safe and sanitary buildings and facilities

We also believe that our students have to adhere to the following responsibilities:

- Come to school clean and dressed appropriately
- Demonstrate consideration for others by refraining from loud, boisterous behavior and using vulgar or obscene language
- Respect school property and the personal property of others, including keeping all books, materials and other school property they use in good condition
- Refrain from fighting, or creating a disturbance
- Refrain from using tobacco, alcohol, illegal drugs, or any other unlawful or unhealthy activity
- Demonstrate respect for the educational process and learning environment of others by refraining from habitual tardiness and unexcused absences
- Follow appropriate classroom behavior and be respectful to their teachers and classmates
- Exercise responsibility by attending every class while being prepared and ready to participate fully
- Represent ISM positively both on ISM’s campus and in Yangon and the world.

Actions and behaviors off campus that reflect negatively on ISM’s reputation could have consequences for the student if they engage in illegal activity

Clear expectations also entail the clear communication of consequences for infractions. Most infractions are handled through progressive consequences, which can include

working with students through counseling, problem-solving, parent notification/dialogue, detentions or suspensions. Larger infractions are met with the consequences provided below unless extenuating circumstances apply to a given situation.

## INFRACTIONS & CONSEQUENCES CHART

The levels listed below serve as general guidelines for assigning consequences for inappropriate behavior. Depending on the severity and frequency of an offense, the Principal or the Director may deviate from these guidelines at their discretion.

### Disrupting Learning Actions & Consequences:

Actions	Consequence(s)
Unauthorized use of electronic devices in the classroom or during school events	<p>1<sup>st</sup> Offense: Confiscation of item and turned into principal &amp; returned at the end of the day.</p> <p>2<sup>nd</sup> Offense: Confiscation of item and turned into principal &amp; returned next day. Principal &amp; parent notification</p> <p>3<sup>rd</sup> Offense: Further disciplinary action as dictated by the Principal including but not limited to student detention or in-school suspension, behavior contract.</p>
Violation of ISM dress code	<p>1<sup>st</sup> Offense: Sent to Principal's office. Name recorded. Change of clothes required to return to class.</p> <p>2<sup>nd</sup> Offense: Detention with Principal. Parents informed.</p> <p>3<sup>rd</sup> Offense: Principal /parent meeting. Further disciplinary action as dictated by the Principal including but not limited to a detention, in-school suspension, student behavior contract.</p>
Tardy to school (arrival after 8:00 AM)	<p>1<sup>st</sup> Offense (on the 3<sup>rd</sup> tardy): Warning to student.</p> <p>2<sup>nd</sup> Offense (on the 4<sup>th</sup> tardy &amp; 5<sup>th</sup> tardy): morning detention &amp; Parent informed.</p> <p>3<sup>rd</sup> Offense(on the 6<sup>th</sup> and subsequent tardies): In-school suspension. Parent informed</p>

<p>Tardy to class (not present at time class attendance taken)</p> <p><i>Tardies tracked on a quarterly-basis</i></p>	<p>1<sup>st</sup> Offense (on the 1<sup>st</sup> -3<sup>rd</sup> tardies): Teacher warning and recorded in GradeBook</p> <p>2<sup>nd</sup> Offense (on the 4<sup>th</sup> tardy &amp; 5<sup>th</sup> tardy): 30-minute after-school detention. Principal and parents informed.</p> <p>3<sup>rd</sup> Offense (on the 6<sup>th</sup> tardy): In- school suspension. Parent informed.</p>
<p>Skipping class (unexcused late arrival to class of more than 10 minutes)</p> <p><i>Tracked on a semester-basis</i></p>	<p>1<sup>st</sup> Offence: Sent to Principal. Incident recorded. In-school suspension (1 day). Parents informed. Student marked absent for the day.</p> <p>2<sup>nd</sup> Offence: In- school suspension. Student placed on academic / behavior contract. Principal-parent meeting.</p> <p>3<sup>rd</sup> Offence: Out-of-school suspension.</p> <p>4<sup>th</sup> Offence: Principal recommendation for permanent school expulsion / removal</p>
<p>Absences from School (unexcused)</p>	<p>After 5 unexcused absences in a semester: Parents and student warned in writing</p> <p>After 7 unexcused absences in a semester: Parents and student warned in writing</p> <p>On the 10<sup>th</sup> unexcused absence in a semester: Student loses academic credit for all courses taken in that semester.</p>

## Behavior that undermines the integrity of ISM:

<p>Plagiarism / Cheating</p> <p>Tracked across high school career (9<sup>th</sup>-12<sup>th</sup> grade)</p> <p><i>Refer to Academic Honesty section in this handbook.</i></p>	<p>1<sup>st</sup> Offense: Sent to Principal. Incident recorded. Morning detention. Zero (F) grade on the assignment. Parents informed.</p> <p>2<sup>nd</sup> Offence: In-school suspension (1 day). Principal-parent meeting. Zero (F) for the assignment. Student behaviour contract.</p> <p>3<sup>rd</sup> Offence: Course failure. Principal recommendation for permanent school expulsion / removal</p>
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<p>Forgery</p> <p><i>Forgery is knowingly imitating a parent's or guardian's signature on an official school document</i></p>	<p>1<sup>st</sup> Offence: Sent to Principal. Incident recorded. Morning detention. Parents informed.</p> <p>2<sup>nd</sup> Offence: In-school suspension (1-5 days). Principal-parent meeting. Student behavior contract.</p> <p>3<sup>rd</sup> Offence: Out-of-school suspension or Principal recommendation for permanent school expulsion / removal</p>
<p>Vandalism</p> <p><i>Intentionally destroying or defacing the property of the school or the property of a member of the school community.</i></p>	<p>1<sup>st</sup> Offence: Sent to Principal. Incident recorded. Morning detention. Parents informed.</p> <p>2<sup>nd</sup> Offence: In-school suspension (1-5 days). Principal-parent meeting. Student behavior contract.</p> <p>3<sup>rd</sup> Offence: Out-of-school suspension or Principal recommendation for permanent school expulsion / removal</p>
<p>Gambling</p> <p><i>Betting on the outcome of games and competitions for financial gain while on school grounds.</i></p>	<p>1<sup>st</sup> Offence: Sent to Principal. Incident recorded. Morning detention. Parents informed.</p> <p>2<sup>nd</sup> Offence: In-school suspension (1-5 days). Principal-parent meeting. Student behavior contract.</p> <p>3<sup>rd</sup> Offence: Out-of-school suspension or Principal recommendation for permanent school expulsion / removal</p>
<p>Use of obscene language, materials, actions and/or gestures</p>	<p>1<sup>st</sup> Offence: Teacher warning.</p> <p>2<sup>nd</sup> Offence: Sent to Principal. Incident recorded. Morning detention.</p> <p>3<sup>rd</sup> Offence: Morning detention. Parents informed.</p>
<p>Assault, fighting, bullying, sexual harassment, and other unacceptable behavior as determined by the administration</p>	<p>1<sup>st</sup> Offence: Sent to Principal. Out-of-school suspension. Parents informed.</p> <p>2<sup>nd</sup> Offence: In-school suspension (1-5 days). Principal-parent meeting. Behavioural contract.</p> <p>3<sup>rd</sup> Offence: Principal recommendation for permanent school expulsion / removal</p>

Use or possession of drugs, alcohol, weapons, and/or instruments	1 <sup>st</sup> Offence: In-school suspension (1-5 days). Principal-parent meeting. 2 <sup>nd</sup> Offence: Principal recommendation for permanent school expulsion / removal
Burglary, theft, bribery, arson, bomb threat, causing false fire alarm, etc.	Consequences will be at the discretion of the Principal. Depending on the severity, consequences may range from in-school suspension to expulsion
Leaving campus without proper authorization	1 <sup>st</sup> Offence: In-school suspension. Parents informed. 2 <sup>nd</sup> Offence: Out-of-school suspension. Behavioural contract.
Taking food to off-limit areas or purchasing food from cafeteria at times other than scheduled breaks	1 <sup>st</sup> Offence: Teacher/Principal Warning 2 <sup>nd</sup> Offence: Referral to Principal. Discipline at Principal's discretion

Note: All discipline is at the discretion of the Principal/Director; punishments may be adjusted based on the severity of infringement but will not be disproportionate to the nature of the offense.

## Bullying & Harassment

All members of the ISM community are responsible for making the school environment safe and secure for all. All member of our school community expected to exercise and respect the rights of tolerance and acceptance for all others. It is the expectation of all community members to create an environment where bullying is never accepted and always reported.

Bullying and harassment can take place anywhere: within classrooms, corridors, washrooms, outside of school/off-campus, or through the use of technology and social media. If the action, as defined above, affects the ISM community, it comes within the remit of this policy.

***Bullying and harassment can include:***

- Being the target of uninvited or unwanted physical action or the threat thereof
- Being teased in a hurtful way
- Being singled out and/or having hurtful things said about a specific attribute such as appearance, race, gender, religion, sexuality, abilities, or family background
- Having lies or rumors spread
- Having their property taken, damaged or hidden
- Having their friends turned against them
- Being threatened or forced to do hurtful things in order to become part of a group
- Being blackmailed
- Cyber-bullying (see below)

It is important to remember that bullying and harassment do not include:

- The implementation of an individual's supervisory or instructional capacity
- The encouraged expression of complaints, oral or written, if communicated in an acceptable and polite fashion
- Naturally occurring but occasional conflict, which is understood to arise in any regular social interaction

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber-bullying can take different forms including:

- Flaming. Online "fights" using electronic messages with angry and vulgar language
- Harassment. Repeatedly sending offensive, rude, and insulting messages
- Denigration. "Dissing" someone online or in some other public forum.
- Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships. This includes sharing "opinions" about students, teachers, or school in public forums
- Impersonation. Creating a fake online profile in a student's name or breaking into someone's social media account, then posting as that person and sending messages to make the person look bad, get that person in trouble or danger, or damage that person's reputation or friendships.
- Outing & Trickery. Sharing someone's secrets or embarrassing information or images online. Tricking someone into revealing secrets or embarrassing information, which is shared online.
- Exclusion. Intentionally excluding someone from an online group, like a "friend list".
- Cyber-talking. Repeatedly sending messages that include threats of harm or are highly intimidating. Engaging in other online activities that make a person afraid for his or her safety.



- Cyber-threats. Either direct threats or distressing material that raises concerns or provides clues that the person is emotionally upset and may be considering harming someone, including harm to self.

## **Reporting Procedures & Consequences for Bullying**

Bullying and harassment are severe actions that threaten our school community. Any reported acts of bullying and harassment will be immediately investigated and acted upon. ISM requires that all incidents of bullying and harassment are reported. Students should be able to trust and disclose to anyone they need such as teachers, administrators, siblings, friends or parents who, if needs be, can provide support to the student in reporting the incident.

ISM understands that students often feel fear and are reticent in reporting an incident and therefore pledge to implement protective measures. The safety of the student reporting an incident of bullying will be a driving factor in the school's response.

## **Types of Punitive Consequences**

### **Detention**

Students who are notified of an infraction must serve detention on the date assigned. Failure to serve assigned detention may result in further disciplinary action. Transportation to and from school for detention is the responsibility of the student/parent.

The following rules must be followed in detention:

- No talking or moving from assigned seat
- No mobile phones, laptops or other electronic devices
- Students need to bring schoolwork or reading material
- No sleeping

### ***Morning Detention***

7:30 AM - 8:00 AM; Location at the discretion of the Principal

### ***After-school Detention***

3:00 PM - 3:30 PM; Building 1 Room 104 or Location at the discretion of the Principal

### **In-School Suspension (ISS)**

ISS is regarded as a very serious consequence. ISS may be assigned for a maximum of 5 days depending on the severity of the behavior. The counselor may be requested to report ISS to colleges to which the student is applying. The rules of detention apply during ISS.

- Students serving ISS shall be permitted to make up and receive credit for

assignments during ISS

- Students should bring schoolwork.
- Parents will be notified of ISS.
- Guidelines for ISS will be issued and discussed upon assignment of the student to this suspension.

## **Out-of-School Suspension (OSS)**

OSS is regarded as a very serious consequence. The school Director will be informed of all OSS actions. OSS may be assigned for a maximum of five (5) days depending on the severity of behavior. The counselor may be requested to report OSS to colleges to which the student is applying.

- Parents will be notified of an OSS and may be asked to take the student home.
- The student may not attend school through the length of the suspension
- Students will be permitted to make up classwork, quizzes, tests, papers, and/or major projects missed while serving OSS for full credit.
- Students will not be able to make up any graded participation or group focused work that took place while on OSS.
- Parents will be notified of the student's rights to appeal.
- Suspensions may cross semester lines and may be carried from one school year to the next
- All OSSs will apply towards the attendance policy
- Students may not attend any school functions or participate in ECAs while serving OSS
- Students are not permitted on school grounds while serving OSS

### ***Expulsion***

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the school rules is committed, the student may be recommended for expulsion from school.

Principals recommend expulsion to the Director and the Board of Directors for their consideration. A student may appeal an expulsion by following the appeal guidelines (see below).

### ***Grievance Procedures & Appeals***

Students may appeal a disciplinary action by talking to the school principal. A student, parent, or guardian may file an appeal of the administrative decision to suspend or expel a student to the board of directors by filing a notice of appeal in writing within three (3) calendar days of the formal written notice of suspension or expulsion. Failure to file a timely appeal waives any right to appeal the suspension or expulsion. Upon receipt of the

appeal the Board will render a decision within fourteen (14) calendar days.

### ***Behavioral Contract***

In addition to Academic Probation and the Academic Contract there may be certain cases that require an immediate intervention from the school Administration and Student Support services. In these cases a student may be placed on a Behavioral Contract. This will be created around the specific issues facing the student. This Behavioral Contract will be created with the knowledge and cooperation of the student's parents, the High School Principal, relevant Counselor and teachers. All parties are required to sign the Behavioral Contract and to ensure it succeeds. Failure to improve may result in suspension or expulsion.

### ***Senior Privileges***

The Senior Privileges program is a privilege and responsibility offered to members of the Grade 12 class only. Senior Privileges apply only to students in Grade 12. These privileges may comprise of:

- Grade 12 students can arrive at school after 8:00, if the student has Study Hall first period
- Grade 12 students can wear appropriate clothes of their own choice at the start of Semester 2.

### ***Eligibility for Senior Privileges***

In order to maintain eligibility for Senior Privileges , Grade 12 students must:

- Be passing all classes with no less than a C average or better in all classes
- Have accumulated no more than 10 tardies per semester
- Have accumulated no more than 10 absences in the first semester, and no more than 20 over the year
- Have not had any dress code infractions during Semester 1 of their senior year
- Eligibility checks will occur regularly throughout the year. Students will lose their eligibility if they do not comply with the expectations. Reinstatement will be at the discretion of the Principal and be linked to improved academic standing and increased commitment to school

If any of these criteria is not met, a quarterly contract will be and signed and when met, senior privileges can commence with the Principal's approval.

# ATTENDANCE EXPECTATIONS

ISM cannot stress enough the importance of attendance at school. Absences diminish learning. The school is concerned when a student misses more than five days of school in a semester. Regular absences generally result in:

- Lower grades and learning potential
- Increased stress upon the student who must catch-up missed work
- Problems within student relationships if a student cannot fulfill group commitments
- Gaps in the student's learning because a student does not receive the extended opportunity to be in a development learning environment
- Negatively impacting other students learning since teachers are engaging in helping students catch-up, rather than focusing on the whole class.
- Putting extra stress on teachers who have to support the absent student on their return

## Family Support

We ask families for their support in making sure that school attendance remains a priority. While every possible allowance is made for students who are absent due to illness, family emergency, religious observances, visa trips, or participation in a school-sponsored activity we stress that absences resulting from extended vacation and family trips are inappropriate reasons to miss school.

Please attempt to schedule doctor's visits or other such appointments outside of the school day. Parents are asked to contact the office at least 24 hours before any appointments but generally, as far in advance as possible for a foreseen absence. The school reserves the right to require medical documentation related to student absences. Without adequate advance notice or if the reason for the absence is not satisfactory to the school, we reserve the right to record any absences as unexcused.

## Attendance & Tardiness Policy

Students are expected to attend all of the 180 days of school listed in the school calendar. It is the student's responsibility to get to school on time and be prepared. Students who are seriously ill should not attend school, especially if the illness is considered infectious. Students with repeated tardiness and/or attendance absences will be placed on a Behavioral Improvement Contract.

## **Minimum Attendance Requirements**

To achieve grade level promotion, class credit or graduation, students may not miss more than nine (9) unexcused days of school per semester. Parents will be contacted when a student reaches five (5) and seven (7) days of absences each semester (unexcused).

## **Calls to School / Notes for Absences**

Notes from home are required when a student returns to school following an absence. Students must submit a note to the High School Reception within three (3) days upon returning to school. Doctor's notes may be required for health related absences or a history of absences.

## **ABSENCES**

### **Attendance Activity / Academic Balance**

Absences will have academic consequences. It is vital that students understand the time commitments involved with regard to the choices they make over their involvement in school academic and activity programs. It is our responsibility to provide clear guidelines regarding the balance that we feel is advisable. We understand different students have the capacity for different levels of involvement, but ISM wishes to provide a guideline regarding activities. Students should seek quality over quantity – and to seek a learning experience that is more meaningful than participating in a potentially overwhelming amount of activities.

Students are asked to use the school's year-long calendar, and plan activities (considering the school absences that will result) with the consultation of parents and the counselor / academic advisor.

ISM states the following guidelines to help students / parents in the planning process.

There must be no more than (9) days absence from school each semester. There should be no trip taken within one month of another trip, unless it is for the same sports or activity commitment

Students with AP exams must submit an appeal for any travel or any extended commitment in April that may affect their AP exams

The philosophy of these guidelines is to ensure that our students do not overload their

stress levels and maintain a healthy balance of academics and activities.

In extraordinary circumstances students can appeal to the Absence Appeals Committee (see below) with a written request to be signed by themselves and their parents/guardian. In addition, the student may be asked for a meeting to discuss the situation

Students who fail to meet the attendance requirements listed below may not be promoted to the next grade level, receive credit or graduate.

Parents must notify the school by 8:15 a.m. if their child will be absent. Students who miss school for any reason (excused or unexcused) are responsible for making up all missed classwork.

### **Excused Absences**

Absences are considered excused when they meet any of the following conditions:

- Illness or injury prevents the student from physically attending school
- Local health professional orders the isolation of the student
- Death of an immediate family member
- Emergency medical, dental or other similar emergency appointment approved by the Principal in advance
- Student is observing an event specifically required by the religion of the student or student's parents
- Student is obtaining a visa for traveling or fulfilling any aspect of Myanmar residency requirements
- Student is taking an AP examination and is not required to attend regular classes on that day
- The Principal has approved a reason not listed above that in advance.

### **Unexcused Absences**

Absences are considered unexcused when they fail to meet any of the conditions listed under Excused Absences. Test preparation, transportation problems, educational courses or camps overseas or in country, family vacations and attending family graduation ceremonies overseas are NOT legitimate excuses for missing school. It is stressed that a family holiday is not deemed by the school as a legitimate reason to miss school.

### **Absences during Final Exam Week**

Any student who is absent due to illness during final exam week must submit a medical

certificate to the school which explains the nature of the illness before they are allowed to sit for the make-up exam.

A student CANNOT achieve grade level promotion or graduation without completing the semester examination or the key summative assessment pieces for courses where a semester examination is not required.

### **Pre-Planned Absence**

If a student is knowingly going to be absent from school, it is the family's responsibility to inform the school well in advance of the event and allow the student and their teacher time to prepare and collect the work they will miss. Two weeks prior to the absence is the minimum time for notification. The student must also complete the Pre-Planned Absence Form. The school reserves the right to call a meeting with parents to discuss the reasons and consequences of the absence. The school reserves the right to mark any absences as 'Unexcused'.

### **Short Term Absence**

If a student needs to leave campus before 3:00 p.m. their parents must inform the High School Reception in writing (email acceptable) at least 24 hours before. Failure to do so more than once will result in the student receiving an unexcused absence.

Students who intend to leave campus prior to 3:00 must complete the Short Term Absence form, which is found in the High School Reception. That must ensure that they have notified the relevant teachers and collected any work. It is highly inappropriate to miss any tests or quizzes or exams for a short-term absence.

### **Long Term Absence**

Students who will miss school for an extended period of time must complete the Long Term Absence form. This is found in the High School Office. Students must obtain all the relevant work that teachers provide them. The school reserves the right to call a meeting with parents to discuss the reasons and consequences of the absence.

Students who are leaving school before 3:00 must report to the High School reception area to sign in/out.

### **Notification of Prolonged Absence**

Parents/guardians are required to notify the school whenever a student will be absent for more than three (3) days. The parent must notify the Principal when a student

suffers from a severe, prolonged, or chronic illness and is under the care of a physician. The Principal will make arrangements for homebound/hospital-bound or other appropriate instruction.

### ***Prolonged Excused Absences***

If a student is absent as the result of a prolonged illness or other extreme circumstances, the student's parent/guardian should contact the school and make arrangements to collect classwork from individual teachers. Upon returning to school, the student will need to demonstrate mastery of the material missed in order to receive credit for the course. The individual teacher will determine the type of work and the time frame, within which it must be completed.

### **Planned School Trips & Activities**

Students who are absent from a class for a planned school trip or activity will be given the opportunity to complete missed class work if they have completed a Planned Absence Form and made arrangements with individual teachers prior to the absence. Students who will reach or exceed the allotted 10 absences (excused or unexcused) per semester as the result of any school activity need to get teacher and Principal approval to miss additional days of school.

Students will be given the same number of days they were absent to complete missed work upon returning to school. A planned absence does not excuse students from classwork prior to the absence. If a major project, paper or test is due during a planned absence; the student should make arrangements with the teacher to complete the work prior to the absence. Changing due dates for existing classwork is at the discretion of the individual teacher.

### **Participation in Extracurricular Activities (ECA)**

Students must be present for more than half ( $\frac{1}{2}$ ) of a regular school day to participate in extracurricular activities scheduled for that day. For early dismissal days, students must be present for the entire day, unless arranged in advance with the Principal.

### **Awareness of Calendar Dates**

Please be aware that the school publishes its calendar at the start of the academic year, with the school holidays clearly marked. It is NOT acceptable to miss days around published school holidays. ISM expects parents to be supportive of school attendance expectations. ISM asks parents to be responsible when booking trips. All such absences are regarded as UNEXCUSED and any work missed will be allocated an F grade.



### ***Absence Appeal Committee***

In the event of extraordinary circumstances the Absence Appeal Committee, comprising of the High School Principal and the Counseling Dept. will consider any appeals against this policy. The Absence Appeals Committee will base its decisions on factors such as:

- The progress of a student in class. The time-management with regard to completing assignments is important as well as the grades achieved
- The student's record of responsible behavior regarding the completion of class work if they have previous absences due to activities commitments
- Their ability to deal with increased stress level
- Their number of absences incurred over the year

## **TARDINESS**

### **Tardy for the Start of School**

Students are expected to be in class no later than 8.00 AM at the start of each school day. It is an expectation that all students leave home at a time that ensures they arrive to class for 8:00 AM. If a parent knows a student will be tardy, they should notify the school when possible. Test preparation, transportation problems, and oversleeping are not legitimate excuses for being tardy. Students who are purposely late to school to avoid tests or to study for a test later that day will be referred to the Principal and assigned consequences by the class teacher, including a F grade for work missed.

### ***Late Work / Make-up Work / Missing Tests & Summative Assessments***

Students who are absent from school or class, regardless of the reason, are responsible for making up all missed classwork. It is the responsibility of the student to meet with individual teachers and make arrangements to complete missed work. The type of work and the timeframe within it must be completed will be determined by the teacher. Work for excused absences may be made up for full credit. Work for unexcused absences may or may not be given full credit, depending on the circumstances surrounding the absence. Awarding credit for unexcused absences is at the discretion of the Principal.

# OTHER RULES

## School Dress Code

All students are required to wear an ISM uniform. It is the student and parent's responsibility to ensure that the student is dressed in the appropriate ISM uniform each day. All uniforms must be in good condition and free of any added words, designs or embellishments. All students must wear:

- A short-sleeved white ISM polo shirt purchased from the ISM school store.
- Black trousers, black dress shorts, or black shorts are to be worn. All items must be purchased from the ISM school store. Any color longyi can also be worn.
- No tights / leggings, or jeans are allowed
- Sensible shoes. No heels over an inch high are permitted

Any forms of disrespectful clothing or extreme jewelry (including body piercings) are against the school's dress code.

Physical Education Uniform: ISM grey PE t-shirt and ISM pocket-less blue sports shorts are required for physical education. This uniform must be purchased from the school office. Students must also wear proper trainers or sneakers deemed acceptable by the PE teacher.

### *Casual Dress Days*

*Every Friday is Casual Dress Day* Students should not be disrespectful of school or Myanmar culture on these days. Failure to do so on more than one occasion will result in the loss of this privilege.

*Dragon Spirit Dress Days* will be given occasionally throughout the year for Student Spirit event. These days will be identified at least 2 weeks prior.

## Public Displays of Affection

Students must use good judgment regarding the public display of affection and refrain from touching, kissing, and other sexual activity while on campus or during school sanctioned events.

## **Cafeteria Protocols**

Students can use the cafeteria before school, after school, during schedule breaks and during lunch. It is not permissible for students to buy food during class time. Students found using the cafeteria outside of scheduled breaks will be sent to the Principal.

School behavioral expectations apply in the cafeteria. Students must clean up after themselves, making sure the table they used is clear of dishes, utensils and bottles etc. Students are encouraged to keep healthy snacks in their locker for quick nutrition breaks between classes.

## **Lunch Time / Break Time Access to the High School Cafeteria**

Students are allowed above the first floor during lunch and break times. However, unless they are given permission from a teacher, they must not take food or beverages, with the exception of bottled water, above the first floor.

## **Food & Beverages**

Only water is allowed in High School classrooms. No food or beverages, including gum, candy, or other snacks, are allowed.

## **Toilets**

The High School Buildings have toilets on each floor. Students are expected to keep the toilets clean and report any issues to the receptionist. The toilet on the second floor is a Staff Only toilet. No students are allowed to use this toilet.

## **Student Health**

If there is any significant change in a student's health, parents should notify the school immediately. Please refer to the following guidelines for all other health related questions and concerns:

- If a student has had a communicable disease, a physician's statement regarding his/her recovery and condition may be required upon returning to class
- If students are well enough to be at school, they are normally healthy enough to participate in physical education classes and normal school activities
- If a student feels sick, that student will be sent home at the discretion of the school nurse, principal, or director
- The School Nurse will attend to cuts, scratches, and other minor injuries. In the

unlikely event of a more serious accident, parents will be informed immediately.

- When parents complete the application for admission, they give the school the authority to send the student, in case of emergency, for competent medical attention at the parents' expense
- Parents must inform the school if a student is required to take prescribed medication during school hours.

## **Personal Property**

ISM is not responsible for valuables that are lost or stolen on campus or when on school sponsored trips. Students should:

- Always keep their belongings with them or in their locker.
- Ensure their lockers are locked and the combination kept private.
- Put their names on their belongings.
- Not bring to school more money than required for the school day.
- Never interfere with another's property even if deemed a joke.
- Music, games, and other electronic devices are not to be used during class time and therefore should be stored securely in a locker.

### ***Procedure for Thefts***

If a student has something stolen, they are to report immediately to the High School Reception. The Reception will contact the High School Principal who will investigate by contacting security, teachers, and / or other staff members who might have information regarding the theft. CCTV will be checked for evidence.

# **ACADEMIC EXPECTATIONS & PROGRESS**

## **Graduation Requirements**

All High School students attending ISM are expected to fulfill our graduation requirements over a four-year duration. At the conclusion of the four-year period, a student, graduating students will have earned a minimum of 26 credits.

We strongly advise students during their progression through High School to meet regularly with the High School counselors in order to review and plan the courses that may be taken. Choices made in grades 9-11 can impact later options when trying to graduate.

To be eligible to earn a High School Diploma from ISM, a student must be in attendance

the entire Grade 12 year. If a student transfers into ISM after the start of his/her Grade 12 year, the previous school will be responsible for awarding graduation status and a High School Diploma for that student.

New seniors with no previous High School language credit will be required to complete only one credit of world language. Other graduation requirements for new incoming seniors will be needed to graduate (PE, Health, Computer Science).

### **Required Credits Table**

To earn the High School Diploma from ISM, students must earn at least the cumulative total of 26 credits, distributed as follows:

#### **REQUIRED CREDITS TABLE**

<b><u>SUBJECT AREA</u></b>	<b><u>MINIMUM CREDITS</u></b>	<b><u>RECOMMENDED CREDITS FOR COMPETITIVE UNIVERSITIES</u></b>
ENGLISH	4	4
MATHEMATICS	3	4
SCIENCE	3	3-4
SOCIAL STUDIES	4	3-4
WORLD LANGUAGES	2	3-4
PERFORMING / FINE ARTS	1	1
PHYSICAL EDUCATION	1	
COMPUTER SCIENCE	1	
HEALTH	1	
ELECTIVES	6	
<b><u>MINIMUM TOTAL CREDITS REQUIRED FOR ISM HS GRADUATION</u></b>	26	

# ACADEMIC REPORTING PROCEDURES

## Reporting Student Progress Reports, Report Cards and Grade Book

Mid-Semester Progress Reports are distributed at the end of Quarter 1 and Quarter 3. Progress Reports outline a student's work habits, grades, strengths and weaknesses. Progress Reports are given out to parents at Parent-Teacher Conferences. Grades and comments on the Mid-Semester Progress Reports are not permanent records and do not carry-over to the final Semester Report Card.

All report cards or Progress Reports must be signed by a parent or guardian and returned to the school within one (1) week of distribution.

Report Cards are published at the end of each quarter. The semester grade is calculated by averaging together coursework (40% per quarter x 2 quarters) and the semester examination (20%). Report Cards must be collected by a parent / guardian from the High School Reception.

All students have the right to see their current grades through PlusPortal. Student grades are available anytime online through PlusPortal to students and parents/guardians (once registered). If there are questions behind the total calculation of the PlusPortal average, parents/students should check with the individual teacher as grading categories and weights may differ.

## Reporting Dates

- Mid Semester 1, October 18
- Semester 1, January 11
- Mid Semester 2, March 21
- Semester 2, May 30

## Academic Support – Learning Updates

ISM sets dates throughout the year when we will perform academic checks on all students to identify and support students who are struggling. These dates are also connected to a student's eligibility for extracurricular activities (ECA).

If a student is doing poorly in any subject: for example with a grade of D+ or below, or if the teacher has a concern that they wish a parent to be aware of – they will send a *Learning Update* report. This Learning Update is sent home halfway through each quarter. However, a teacher may choose to send one home at any time throughout a quarter. Teachers may also send home Learning Updates for students who are doing well, have shown improvement, etc. Parents are required to sign and return the report to the student's classroom teacher. As a courtesy the school will call parents to ensure

they received the report.

Students and parents have the right to know current grades, especially if the grade may cause concern. No D or F grade should be a surprise to any stakeholders.

## **Parent-Student Teacher Conferences**

Parents are encouraged to contact the school with any questions or concerns concerning their child. Parents can also request to meet at any time during the year with a teacher. This can be arranged through the High School office, or by directly contacting the teacher via email. Additionally, Parent/Teacher conferences are scheduled in October and March. All parents are expected to attend these conferences along with their child to ensure information gathered is accessible to parties involved.

## **Course Registration Procedure**

The process for course selection and registration begins in February of each year. In February, the school will host a Course Selection evening where both parents and students are provided information about the courses on offer in the High School, across all grade levels. Students will then have one week to complete the courses registration forms and to hand these registration forms into the High School office. School counselors are available for course selection consultation.

## **Course Registration Timeline**

February: Information for individual grade levels

February: High School Grade Transition Night/Day for parents and students

February: Assembly and Advisory time regarding registration procedure.

March: Forms to be completed and handed into the High School Office

## **Schedule / Course Changes**

Ordinarily, students will not be permitted to add or drop courses after the start of the semester in which the course begins. Therefore, students must be conscientious in their decision-making regarding course selection and registration. Teachers, students, parents, and counselors are all involved in the process. Therefore, once a program of study has been initiated, changes to selections should occur only if a student has been misplaced or if a student finds the course is not meeting his or her expectations during the ten-day drop/add period at the start of the academic year.

A student has the right to request to drop or add a course during this ten-day period if

he or she obtains written permission from parents, teacher(s), and the counselor. Students who drop a course after the drop/add period without approval for extenuation circumstances will receive a failing grade for the course.

Only Grade 12 students may drop a course at the beginning of the 2nd academic semester. In order to do so, they must already possess enough credits to graduate with their remaining courses AND have a compelling reason for dropping the course.

In addition, Grade 12 students wishing to drop a course after transcripts have been sent to colleges and universities; must notify each institution of the modification to their academic program.

## **Reporting Grades Explained**

All students receive letter grades for coursework and semester examinations. The letter grades are an indicator of academic performance in an individual subject. Below is a general guide to ISM's letter grades.

### ***The A range is Academic Performance that:***

- Is consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations
- Conveys consistent evidence of analysis, synthesis and shows evaluation where appropriate
- Demonstrates consistent originality and insight and always produces work of very high quality

### ***The B range is Academic Performance that:***

- Is consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations
- Generally shows evidence of analysis, synthesis and shows evaluation where appropriate
- Demonstrates occasional originality and insight and usually produces quality work

### ***The C range is Academic Performance that:***

- Conveys an adequate understanding of the required knowledge and skills, and the ability to apply them.
- Occasionally demonstrates evidence of analysis, synthesis and evaluation, and sometimes produces quality work.



***The D range is Academic Performance that:***

- Is of limited achievement against most of the objectives, or has clear difficulties in some areas
- Demonstrates a limited understanding of the required knowledge and skills and rarely applies them fully

***An F grade shows very limited achievement against all of the objectives:***

- The student has clear difficulties in understanding the required knowledge and skills and does not apply them fully
- In addition to the A-F grades communicated on the ISM Report Card, the following marks may also appear.

***Incomplete (I)***

Teachers may elect to give a student an incomplete grade for reasons such as illness or family emergencies. The student must then complete the work within a maximum of twelve school days from the end of the quarter/semester.

Absence is not an excuse for not turning in the missing material. Ideally when a student is ill, the student can arrange with friends or family to have the work delivered to the school at the appropriate time.

***No Grade (NG)***

A No Grade is issued in cases where it is inappropriate to give a student a grade in a given course. A No Grade is pre-arranged and the most common use of the NG grade is for late arriving students who enter a class with less than eight (8) weeks remaining in the grading period. The NG does not affect the student's GPA. In most cases, although the official grade is listed as NG, the school will do its best to provide educational feedback by estimating a grade to the student within the narrative comments section of the grade report.

***Pass/Fail (P/F)***

A Pass/Fail grade is a pre-arranged grading system used in special situations in special courses. A student may take a class on a Pass/Fail basis with the approval of parents, teacher, counselor, and principal. This approval must be granted before the grading period in question has started. For some ESOL students, a separate Pass/Fail rubric will be introduced of specified courses with a focus on skill development/ growth.

**Grading & GPA**

A student's grade point average (GPA) is determined using a 4.00 point system. All

courses are included in the determination of a GPA. Students are expected to maintain a minimum GPA of 1.70 each semester. Grades earned are worth the following points:

Percent	Letter Grade	Grade Point
90-100%	A	4.00
80-89%	B	3.00
70-79%	C	2.00
60-69%	D	1.00
0-59%	F	0.00

### **Academic Probation**

- Academic Probation will be determined at the end of each reporting period, and will be based on the student's grades according to the following criteria:
- A 1.7 grade point average or below
- A grade of "F" in any class
- Two or more grades of "D" in any class.
- If a student is determined to be on academic probation, the following steps will take place:
  - Parents/guardians meet with counselor and/or principal and teachers (if possible) to discuss problems/issues.
  - Academic Improvement Contracts will be drafted and signed by the student, parents, counselor and principal.
  - Student's grades will be reviewed every two weeks.
  - Counselor and/or principal will meet with student for support as necessary.

If, at the end of the next semester, or at the end of the academic school year (whichever comes first), a student does not improve his/her grades, he/she may be asked to withdraw from the school.

### ***Student Academic Improvement Contract***

This is created around the specific academic issues facing the student. This Academic Improvement Contract will be created with the knowledge and cooperation of the student's parents, the High School Principal, relevant Counselor and teachers. All parties are required to sign the Academic Improvement Contract. Failure to improve may result in suspension or expulsion.

# Academic Honesty

Academic dishonesty is submitting as your own work that which is not your own. Cheating in its various forms constitutes academic dishonesty. Students who have knowledge about violations of academic honesty are to report their information to the Principal or teacher.

## *The Academic Honesty Contract prohibits:*

- Sharing or partial sharing of answers to school work so that another student may copy. This includes, but is not limited to, digital, physical and oral sharing of answers to school work
- Copying work
- Loitering at a teacher's desk, handling teacher materials or using a teacher's computer without the immediate permission of the teacher
- Plagiarism, which we define as: the deliberate copying or paraphrasing of someone else's words or ideas without citing the original source
- Violations of testing or exam procedures including the possession of an electronic telecommunications device and sharing information
- Withholding information about known violations of academic honesty. ISM considers the one who provides the information as well as the one who receives it to be responsible for academic dishonesty.

## *Additional Academic Dishonesty Consequences*

It is important to remember that students caught committing Academic Dishonesty will also:

- Have all High School teachers informed of the offence.
- Have the offense recorded in their permanent file
- The school also reserves the right to withhold a college recommendation letter for students who has been caught cheating.

## *Homework*

Homework is an important tool for extending and enhancing classroom learning. Homework is valuable when it enables students to develop and support classroom learning. As a general guideline, ISM High School students should expect around 1.5-3 hours of homework each night. This will likely increase for students taking AP classes. We note that during periods when larger projects or extended essays are required, a student must effectively manage their time to ensure that work is not left up until the deadline and create unnecessary additional stress.

Many teachers will provide ongoing projects or assignments as homework and these will be assigned several days or weeks in advance. This is a valuable practice as it

provides students more opportunities to time manage effectively. Teachers will provide a timeframe for completion of homework tasks to allow students to plan and organize themselves. All teachers also use an internal test board to ensure larger homework tasks do not clash with other class assignments. Students may not have more than 2 summative tests and one summative assignment due in one day.

## **Awards**

### **High School Honor Roll & GPA**

The academic honor roll is based on a student's grade point average for each semester. Students with GPA's of 4.0 are designated as "Principal's Honor Roll". Students with GPA's from 3.6-3.99 are designated as "Esteemed Honor Roll". Students with GPA's of 3.30-3.59 are designated as "Honor Roll".

The GPA is determined from each semester's GPA, including the semester examination grade. A grade point average is calculated by totaling the grade points and dividing by the total number of units carried.

The Honor Roll is awarded each semester. Students who are achieving the Honor Roll will be recognized at the end of each semester.

#### ***Eligibility***

Students who have 10 tardies and/or 10 absences in a semester WILL NOT be eligible for Honor Roll. Appeals to this policy can be referred to the Absence Appeals Committee.

### **End of the Year Assembly**

At the end of the year the High School celebrates the achievements of our students in an Awards Assembly. These awards are to acknowledge the success of our students throughout the year, across all levels of accomplishments including academics, athletics, and community service.

## **STANDARDIZED TESTING**

ISM administers various forms of standardized testing in order to monitor student progress. Data driven policy is key for improvement of educational practices at ISM. Student data may be transferred electronically to education organizations outside the country for educational purposes only.

## **MAP**

Twice a year the Measure of Academic Progress (MAP), an adaptive computer- based achievement test, is administered to students. Immediate feedback allows teachers and students to create learning goals that will be the focus on the year. It also allows teachers to see gaps in classroom knowledge and learning. A comparative test is taken to assess the year's academic performance

Student results, along with a brief explanation on how to interpret the scores, are sent to parents when the school receives them.

## **PSAT**

All Grade 10 students take the PSAT/ NMSQT (Pre-Scholastic Aptitude Test) in October.

PSAT is used as an indicator of how students may do when they take the SAT, which is usually taken by Grades 11 and 12 students. It is also used by teachers to identify student strengths and weakness.

## **SAT I & SAT II**

Many of our students are interested in attending US universities. Students who wish to attend US universities should sit the SAT I and SAT II. These are typically given on ISM's campus but may be hosted by other international schools in Yangon. (For further details, contact our Counseling Departments)

## **IELTS**

Many ISM students take the International English Language Testing Service (IELTS) test as evidence of English language proficiency. It is an internationally recognized test that is hosted at the British Council in Yangon.

## **TOEFL**

Many ISM students take the Test of English as a Foreign Language (TOEFL) as an English proficiency test that is used by Universities and Colleges in the United States, Canada, and Europe.

# **EXTRACURRICULAR ACTIVITIES (ECA)**

ISM offers a wide range of co-curricular student activities including sports, community service, Model United Nations, and more.

## **Expectations & Regulations**

ISM expects students to be involved in activities, but stresses that they make realistic choices when committing to these with regard to academic responsibilities. We encourage students to make commitments that will allow them to dedicate themselves to without compromising other equally important responsibilities. In order to ensure this, the school will provide counsel to students if it is evident that academic performance, absences, tardiness, or stress levels are affected due to too many ECA.

## **Art, Drama and Music Productions**

The art, drama and music departments at ISM present a variety of performances and shows during the school year. High School students may have the opportunity to participate in two major drama productions per year. An annual art show featuring the year's artwork from all of the High School art classes is hosted by a professional gallery in Yangon. And two major music performances by ISM students take place in December and April. Smaller performances may also take place during the monthly Principal's "Breakfast With The Parents" Meetings.

## **High School Student Council (STUCO)**

The ISM High School Student Council is a year long volunteer organization for grade 9-12 students. Three representatives are elected by students from each grade level. These twelve students then elect from their number a President, Vice-President and Treasurer. The council's goal is to act as the voice of ISM students as stakeholders in the school and facilitate non-academic activities.

## **After School Clubs**

ECA are a very important part of our school program at ISM. Most of our students join a club or sport during the school year. Students who are involved in club activities tend to feel more involved in school life.

The High School program offers numerous clubs and activities per year. Clubs meet on Tuesdays from 3-4 p.m. At the beginning of each year, a list of clubs is made available to students. Students may join more than one club in a school year.

## **Community Service (CS)**

ISM believes community service is a valuable and necessary component of any learning community. Serving the community can be an educational, social, and emotional experience for all involved. It's a unique opportunity that allows students to develop a sense of self-confidence and understanding of the many roles they play as productive members of society. Community service also allows students to improve their academic learning, develop personal skills and strengthen their ties to the community.

Community Service (CS) meets every Wednesday from 3-4pm.

ISM defines its community as members of the school-faculty, support staff, students, sports teams, clubs, the surrounding community of Hlaing Township, and the greater communities of Yangon and Myanmar. We attempt to serve our community in five distinct ways: volunteerism, advocacy, education, strengthening local connections, and charity. Students at all levels, PreK-Grade12, have the opportunity to participate in community service through individual class-driven projects, school-wide activities and events, and established programs at the High School levels.

Programs at the High School level are designed for students interested in making a deeper commitment to their community and becoming involved citizens on a regular basis. The HS program works to support, serve, strengthen, and share with the local community through a variety of student-driven, sustainable projects. ISM is presently working with an orphanage, a retirement home, a primary school, and an animal shelter.

## **School Sponsored Student Trips**

Each year ISM sponsors a variety of student trips locally, regionally, and internationally. These trips give students the opportunity to expand their learning and experiences beyond the ISM classroom focusing on community service, academics, sport, and adventure activities. Previous trips have taken students to Spain, China, France, Nepal, South Korea, Thailand, USA, Switzerland, Indonesia, and Cambodia.

### ***School trips allow students to:***

- Forge enduring friendships between students with other students and with teachers
- Widen students' cultural awareness of the country or place they visit
- Allow for leadership opportunities and promote self-reliance and maturity for students
- Enable students to participate in various outdoor physical activities

### ***Costs & Logistics***

The students are responsible for covering all costs incurred on the trip. Parents are advised to consult their own health policies to highlight what insurance coverage

their child will need during the trip. Parents may also be responsible for securing any visas that may be required for their child.

## **Eligibility for ECA and Trips**

In order to participate in school sponsored ECA and trips, students must be eligible.

To be eligible:

- A student may not be on Academic Probation
- Must not have exceeded 9 unexcused absences per semester or 6 tardies

A student should not have one F grade, or more, or TWO D grades, or more on their quarterly transcript. Eligibility checks are made at the end of each week.

A student who has been disciplined on previous trips or repeatedly throughout the year may not participate in activities and trips. Finally, students who will reach or exceed the allotted ten (10) absences per semester as the result of a trip are not permitted to attend.

We encourage students to make commitments that will allow them to dedicate themselves to activities without compromising other equally important responsibilities. In order to ensure this, the school will provide counsel to students if it is evident that academic performance, absences, tardiness, and/or stress levels are affected due to too many extra-curricular commitments.

It is the student's responsibility to be pro-active, meet with teachers in advance of any planned absence, and determine what needs to be done in advance or made up upon return.

## **ATHLETICS DEPARTMENT**

### *Sport Programs-*

Students are highly encouraged to participate in a variety of sports within the Myanmar International Sport Athletic Conference (MISAC), Yangon Athletic Conference (YAC), or international sporting events. ISM offers the following interscholastic competitions:

- Volleyball
- Soccer
- Basketball
- Badminton
- Table Tennis
- Swimming
- Softball
- Cross Country



Coaching staff will select Varsity teams to compete in YAC events, and Junior Varsity teams will be selected to compete in MISAC events. Tryouts will be provided to select the Varsity team within four weeks prior to the first game. All other players who still desire to participate will join the Junior Varsity team.

HS/MS Varsity/A-team Volleyball- 6-13 athletes  
HS/MS Varsity/A-team Soccer- 8-15 athletes  
HS/MS Varsity/A-team Basketball- 5-12 athletes  
HS/MS Varsity/A-team Badminton- 4-8 athletes  
HS Softball 10-16 athletes

HS/MS Junior Varsity/B-team Volleyball- 6-Unlimited athletes  
HS/MS Junior Varsity/B-team Soccer- 8-Unlimited athletes  
HS/MS Junior Varsity/B-team Basketball- 5-Unlimited athletes  
HS/MS Junior Varsity/B-team Badminton- 4-Unlimited athletes

### **Athletics Eligibility-**

Athletes must complete the emergency contact form, parent/guardian permission form, and parent/guardian must attend the pre-season athletics informational meeting.

An athlete may also not try out for a team once a coach has given the official roster to the athletic department for grade and eligibility verification. Transfer students are an exception to this rule.

If an athlete quits a team or is asked to leave a team, he or she cannot join another sport already in season.

### **Academic Eligibility-**

ISM expects students to meet academic responsibilities first and athletic responsibilities second. If a student receives academic probation they will not be able to participate in any following semester's athletic events.

### **Attendance Requirements-**

Participation on an athletic team is a privilege granted after a student's academic responsibilities are met. Attendance in the classroom is an important requirement for a good education, as is attendance at team activities. Attendance requirements for participation in a sport are as follows:

- Athletes will attend all classes regularly and be on time. Tardiness to class and cutting class will not be tolerated.
- Any student who is absent from school or not in school for four(4) periods will not be permitted that day to participate in any athletic activity. Exceptions due to extenuating

circumstances may be granted by the Director of Athletics and Principal.

- Athletes will not use a sport as an excuse to miss class or portions of a class unless the team is departing early from school. In the case of an early dismissal, the Director of Athletics will notify the athlete's teacher.
- Athletes should be role models in physical education class. If an athlete does not participate in physical education during the day, he/she is not eligible to participate in practice or a game that day.
- A student suspended from school may not participate in a practice or a game during the effective date(s).

### **Attendance at Practices and Games-**

The physical conditioning and the game readiness for those athletes who miss games and practices for any length of time while in season is a major concern. However the bigger concern is the health and safety of those athletes who miss games and are no longer at peak physical condition and are not prepared to the level necessary to compete at the highest level.

- Attendance at all practice sessions and games (including tournaments) for all team members are mandatory with the only exception being a school approved trip. If an athlete is committed to participating in a school trip, it is the athlete's responsibility to inform the head coach prior to the beginning of the season, or within 48 hours of the announcement of the school trip. Failure of an athlete to abide by this rule may result in an immediate suspension or dismissal from the team. If an athlete is absent due to an approved school trip (longer than 2 days) they must make up the lost practice time before competing in next scheduled game.
- Athletes who will be absent or tardy for a practice or game for reasons that are not school related must speak to the head coach prior to the practice or game missed. It is the responsibility of the athlete to inform the head coach of any missed practice or game. Failure to abide by this rule may result in an immediate suspension and or dismissal from the team.
- No unexcused absences from practices or games are permitted. Athletes may not leave a practice or scheduled game/athletic event. Failure to abide by this rule an athlete may receive an immediate suspension and or dismissal from the team.
- Athletes will not have mandatory practice on ISM scheduled holidays but may have mandatory practice on non-school days. Parents are encouraged to accommodate to the practice schedule during a sport season.

# Absence of Policy

In the absence of policy for an unforeseen event, the Director has the discretion to create a temporary policy which is his/her best judgment addresses the situation. The Director will henceforth inform the Board chair as soon as possible of the action. At the subsequent Board meeting, the Board will review the temporary policy and a) approve it as it is written b) approve it with modifications c) rescind the temporary policy.

## APPENDICES

### Technology Code of Conduct – Use Policy

The International School of Myanmar actively promotes the appropriate use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all users of technology must have proper authorization and adhere to the school's code of conduct. To access and use technology at ISM, a Technology Code of Conduct statement (see below) must be signed by each student and his/her parent and kept on file at the school.

All use of technology must be in support of and consistent with the purposes of ISM. It is the user's responsibility to keep all inappropriate materials and files or other software dangerous to the integrity of the system away from the school's technology.

Students must have an anti-virus protection system installed on their personal technology prior to accessing the school's system.

The school expects that students will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, pornography, games, hate mail, chain letters, unauthorized access (hacking), social networking during class time including Study Hall, and email messages that initiate false alarms, etc.

The school expects that students will not publish inappropriate materials. Inappropriate publishing includes, but is not limited to, personal attacks, harassment, illegal activities, and publishing private or personal details.

It is contrary to school policy for current students to be friends or to communicate with current ISM teachers through social media sites unless it is a class or club site approved by the Principal.

Each user shall respect another individual's work, files, passwords and programs. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the school's

technology or other networks. Individuals must have full responsibility for the use of their account; They should not share passwords or accounts.

Students are not to use a teacher's computer without permission from the teacher. It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from all equipment.

Users need to be responsible and not knowingly degrade the performance of the network. Downloads of audio or video broadcasts that are not for assigned educational purposes are prohibited during the school day because of the impact on limited bandwidth. Downloading files from the Internet may also be restricted at the discretion of the administration.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private.

Failure to adhere to the ISM Student Technology Code of Conduct may result in disciplinary action. Depending on the nature of the offense, discipline will range from verbal reprimand, detention, a meeting with parents, to an immediate suspension, as deemed appropriate by the school administration. The administration reserves the right to escalate consequences or choose other disciplinary measures as deemed appropriate. This can include a recommendation for expulsion for the use of technology to harm, threaten, intimidate or use as a tool of vandalism.

## Sporting Activities Code of Conduct

Involvement in ECA means a student represents ISM in a variety of situations during the school day, after school, practices, and during games and performances. As a representative of the school, certain standards must be maintained and rules met. These include:

- The use of tobacco, illegal drugs, and drinking of alcohol are not allowed during school-sponsored activities.
- Students must display good sportsmanship at all times including not arguing with referees, coaches, or teammates or using profane language.
- Fighting is strictly forbidden.
- Students must fall within the parameters of the “Eligibility Policy”. Should a student fall outside the policy they will fall under the constraints described therein.
- Students who are away from school for any reason or have their in-class activities restricted (i.e. illness, in-school or out of school suspension) may not participate in activities that day.
- Students are subject to the rules of each event or host school and ISM’s policies.
- Each member of an ECA is expected to attend all practices, games, performances and the award ceremonies at the end of the school year.
- Students must not miss more school time than is allocated by the school for an activity. (I.e. Students must attend school the day following a tournament).

If a teacher, coach, the Athletics Director, or Principal feel that a student is not conducting himself/ herself appropriately, a meeting will occur with activity supervisor, the Athletics Director, the Principal and the student affected. Disciplinary action may include a warning, suspension from the activity, dismissal from the activity or removal from all subsequent activities for a determined time period depending on the infraction. If the infraction is severe, additional consequences such as suspension or expulsion may occur.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

# ISM High School Trip Code of Conduct

When traveling, students are expected to remember that they are representatives of the school and their country. School-related travel is a privilege, and ISM reserves the right to prevent students from traveling. All ISM school rules apply to all ISM students who travel.

Students are expected to remember:

- Students must abide by specific rules and travel specifications as pertains to the specific trip they attend.
- Students behavior will be polite and courteous at all times
- Students will follow the itinerary at all times unless changes are announced by a chaperone. All time restrictions will be followed as indicated by the itinerary or communicated by a chaperone
- Students are responsible for their personal belongings and are expected to dress appropriately at all times
- Any regular medications taken should be reported to the trip leader before the trip. In the event of any medical incident or injury, the trip leader should be notified immediately.
- Student conduct, while on the buses and planes, is expected to be safe and orderly.
- Students must use headsets on all personal music devices.
- Students are expected to remain in their seats while the buses are in motion and refrain from unnecessary noise and/or loud talking.
- Students may bring food items; however, students are responsible for all trash and necessary cleanup. All beverages must be in a sealed plastic container. Opened bottles, cans, or glass will not be permitted
- Students should stay with group at all times, unless permission is given from trip leader. If permission is granted, students must be with a buddy, not alone.
- All lights out will be adhered to and students will be expected to use lights- out time for sleeping. Telephone calls, visitations, and other activities will not be permitted once lights are out.
- If in a hotel, students must be in the hotel room by the curfew time set by the teacher
- If in a hotel room, the teacher reserves the right to enter the room on any occasion after giving notice of the intent to enter
- Boys and girls will not be allowed in the same hotel rooms without adult supervision.
- Students must leave the door of the hotel room unlocked at all times prior to curfew unless instructed to lock it by the chaperone for safety reasons. Teachers are empowered to make an appropriate search of a student if there is reasonable

belief that the student has in their possession an item that contradicts school rules. Any searches will always be conducted in the presence of another teacher.

- Smoking or any other use of tobacco, the drinking of alcohol and the use of non-prescription drugs are not permitted
- No motorbike driving or riding
- If housing arrangements have been made by the host school, they must not be changed
- Students who homestay must be in the home of the host parent by the curfew set by the host school, in conjunction with the ISM teacher representatives.

These regulations apply to all students – hosts and visitors. These regulations are applicable to the entire duration of the trip, including the journey to and from the event.

If an offense is committed on a trip, which would normally incur suspension or expulsion, the affected student may incur a travel ban if the offense takes place during participation in an extra-curricular activity. The travel ban may last for the rest of the semester in which the offense took place, and/or for the entire semester following the offense. If feasible a student will be sent home, at their parent's expense, if their behavior is regarded as having been serious enough.

Students who have been excluded from extra-curricular participation are not allowed to miss school to travel to extra-curricular events outside of Myanmar.

All students must meet the guidelines outlined above. Moreover, sponsors of the activities may provide additional guidelines and rules specific to their activity. If any of these rules are broken the individual(s) can face the consequence of removal from the specific activity. This will be determined on an individual basis by the supervisors involved. Parents will be responsible for the cost of early transportation home in extreme situations. Such situations may include, but are not limited to: hurting others or breaking the law.

Failure to adhere to the ISM Trip Code of Conduct may result in disciplinary action. Depending on the nature of the offense, discipline will range from verbal reprimand, detention, a travel ban, exclusion from extra-curricular participation, a meeting with parents, to an immediate suspension or expulsion, as deemed appropriate by the school administration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My Child has permission to participate in this activity.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School Fees

School fees are calculated on a semester basis. Fees are due at the start of each semester. Fees not paid within four weeks of the start of each semester are overdue. Late payment of fees is subject to a penalty of \$100 (first calendar month) per student. Plus an additional penalty fee of \$10 per day for the remaining period. In the event of a student's withdrawal from ISM, school records are released only after all outstanding charges have been paid. A student who attends ISM for any part of a semester will owe the full amount.

**No refund of school fees, deposit or/and charges in part or in whole shall be given.**



# International School of Myanmar's High School Handbook Confirmation

I hereby confirm that I have read and understood the International School of Myanmar's Parent Student Handbook and agree to uphold and follow the regulations stated within the document.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade : \_\_\_\_\_