



# Yangon Academy International School

## SECONDARY PARENT/STUDENT HANDBOOK 2023-2024

*Revised August 2023*

Name .....

Class .....

## Using Your Secondary School Parent/Student Handbook

The purpose of this handbook is to provide parents and students with the necessary information concerning a student's responsibilities, the school rules and routines, and a student's daily life at the school. Students should discuss and share the contents of this handbook with their parents/guardians and use the guidelines and procedures set forth by the school to have a truly successful year.

Best Wishes!

A handwritten signature in black ink that reads "David Miller". The signature is written in a cursive style with a large, stylized 'D' and 'M'.

David Miller

School Director

## About Yangon Academy

Established in 2004, Yangon Academy International School is a private, English-medium school offering an American-based education. The school provides a high-caliber education to children from the ages 4 to 18, serving grades ranging from Kindergarten through Grade 12. Qualified and experienced English-speaking teachers from around the world provide a strong academic foundation for learning. In addition, air-conditioned classrooms, a computer lab with Internet connection and wi-fi facilities, music and art rooms, a library, a covered sports court and playgrounds contribute to an exciting and rigorous educational experience.

### Vision

*Yangon Academy empowers students to reach their full potential.*

### Mission

Yangon Academy is a dynamic international school that provides a challenging K-12 American-based education which prepares our students for excellence in university and life. Our community inspires students to love learning and to contribute positively within a diverse and ever-changing world.



# SCHOOLWIDE LEARNING OUTCOMES (SLOs)

## 1. Effective Communicators

- Listen respectfully and ask questions to facilitate understanding information and ideas clearly and honestly with sensitivity to others.
- Demonstrate the ability to effectively communicate in multiple ways; e.g., speaking, writing, artistic/musical expression, kinesthetic/movement, mathematical/logical, interpersonal/social, intrapersonal/reflective, media/technology.
- Use appropriate technology as a tool to convey ideas.

## 2. Creative and Critical Thinkers

- Create, adapt, and evaluate new ideas in the light of the common good.
- Think reflectively and creatively to evaluate and solve problems.
- Achieve excellence, originality, and integrity in their own work.
- Analyze and employ the arts, media, and technology to enhance the quality of life.

## 3. Healthy Individuals

- Participate in leisure and fitness activities for a balanced and healthy lifestyle.
- Support the health and safety of self and others.
- Demonstrate a robust sense of physical and emotional happiness.

## 4. Collaborative Team Players

- Demonstrate the skills of effective collaboration to achieve personal and group goals.
- Collaborate meaningfully, supportively, and efficiently on teams.
- Demonstrate leadership through collaboration and teamwork.
- Understand that each member of a team plays an essential role, and all are interdependent.

## 5. Responsible Global Citizens

- Demonstrate a positive sense of respect for the dignity and welfare of others.
- Act ethically, taking responsibility for their own actions.
- Value and honor the role of family in society.
- Respect and affirm the diversity and interdependence of the world's peoples and cultures.
- Demonstrate care and concern for the environment and community.

## 6. Lovers of Learning

- Demonstrate attributes of passion, curiosity, and inquiry.
- Continually develop their given potential.
- Take risks to imagine and innovate.
- Accept responsibility for learning.

## Global Competency at Yangon Academy

*Global Competency represents the knowledge and understanding as well as the skills and habits to act on issues of global significance: By striving to develop Global Competency, Yangon Academy students are empowered, “to contribute positively within a diverse and ever-changing world”. Toward these ends, Yangon Academy International School has embedded within our SLOs the **Four Domains** for global competency as developed by the Asia Society & the Council of Chief State School Officers (CCSSO-United States).*

*At Yangon Academy, globally-competent students are able to...*

**Investigate the world beyond their immediate environment**, framing significant problems and conducting well-crafted and age-appropriate research.

**Recognize perspectives, others’ and their own**, articulating and explaining such perspectives thoughtfully and respectfully.

**Communicate ideas effectively with diverse audiences**, bridging geographic, linguistic, ideological, and cultural barriers.

**Take action to improve conditions**, viewing themselves as players in the world and participating reflectively.



## STUDENT EXPECTATIONS

*All students are expected to...*

- be diligent in attempting to master one's program of study;
- exercise self-discipline and follow all school rules and requirements;
- accept such discipline as would be exercised by a kind, firm, and judicious parent;
- attend classes punctually and regularly;
- be courteous, helpful, and respectful to all students, teachers, and staff;
- be clean in person and healthy in habits;
- take tests and examinations as required;
- show respect for school property.



## Secondary School Faculty and Staff

<b>Administrator</b>	<b>Management Title</b>
Ms. Yee Yee Tha	Managing Director
Mr. Paing Tha Htoo	Chief Executive Officer
Ms. Nyo Nyo Aye	General Manager
Ms. Khin Yu Yu San	Assistant General Manager
Mr. David Miller	School Director
Mr. Mike Gordon	Secondary School Principal
Mr. Johannes Dippenaar	Elementary School Principal
Mr. Michael Schneller	Assistant Principal, Secondary School
Ms. Katelyn Kearney	College Counselor
Ms. Jill M. Snedden	Curriculum Coordinator

## Secondary School Faculty (Grade 6 – Grade 12)

<b>Teacher</b>	<b>Subject</b>
Ms. Marsha Lea Woodward	English Teacher (Counselor)
Mr. Robert George Powers	English Teacher
Mr. Brett Landon Poncia	English Teacher
Ms. Morgan Heeder	English Teacher
Mr. Hiranmoy Gupta	Mathematics Teacher
Mr. Rupert de Smidt	Mathematics Teacher
Mr. Niclas Moller	Science/Math Teacher
Mr. Michael Kent Fluge	Science Teacher
Ms. Zar Che Win	Science Teacher
Ms. Magda Von Benecke	Social Studies Teacher (Counselor)
Mr. Joshua Thaller	Social Studies Teacher
Mr. Bernard Lesch	Social Studies Teacher
Ms. Khin Ma Gyi	Myanmar Studies Teacher
Ms. Chit Loon Kyin	Myanmar Studies Teacher
Ms. Naw Aye Aye Set	Myanmar Studies Teacher

**Teacher**

Mr. Aung Myo Naing  
Mr. Aung Hlaing Oo  
Ms. Wai Wai Aye Kyaw  
Ms. Nyein Nyein Ei  
Mr. Kyaw Khaing Htun  
Ms. Naw Linn Nandar Zaw  
Ms. Zin Yin Minn  
Mr. Sai Aung Soe Moe

**Subject**

Mandarin Teacher  
Mandarin Teacher  
Art Teacher  
Art Teacher  
Music Teacher  
Music Teacher  
Computer Studies Teacher  
Health and Physical Education Teacher

**Administrative Support Staff**

Ms. Nay Mar Hlaing  
Ms. Tin Zar Win  
Ms. Cing Num Lun  
Ms. Wai Wai Tun  
Ms. Chit Hnin Pwint  
Ms. Nyeint Nyeint  
Ms. Soi Ohnmar Kyaw  
Ms. Phyu Phyu Khine  
Ms. Thandar Kyi Oo  
Ms. Yin Pa Pa  
Mr. Ye Htet San  
Mr. Swan Htet Aung  
Ms. Kay Thwe Hnin  
Mr. Hein Thant Thaw

Finance Manager  
Accountant  
Assistant Accountant  
Assistant Accountant  
Human Resource Manager  
Admin Manager (Faculty Visa and Facility)  
Admin Manager (Housing and Inventory)  
Assistant Admin Manager (Housing and Inventory)  
Receptionist  
Admin Coordinator  
Receptionist  
Receptionist  
Project Manager  
Maintenance Supervisor

**Academic Support Staff**

Ms. Naw Gay Blut Moo  
Ms. Su Lei Phyu  
Ms. May Zin Oo  
Mr. Aung Min Khant Kyaw  
Ms. Hay Man Oo  
Ms. Mi Han Thar Yar Man  
Mr. Than Min Aung  
Mr. Win Aung  
Mr. Tun Tun Win  
Mr. Kyaw Min Htun  
Mr. Aung Phone Pyae  
Ms. Kay Zar Thein

Secondary School Coordinator  
Elementary School Coordinator  
School Secretary and Administrative support  
Graphic Designer  
Customer Service Executive  
Librarian  
Science Lab Technician  
IT Manager  
IT Executive  
Junior IT Assistant  
IT Intern  
School Nurse



## **SCHOOL POLICIES & PROCEDURES FOR STUDENTS**

### **School Calendar**

The academic school year runs from August to June, with the calendar divided into two semesters with a total of four academic quarters. First semester is from August to December, and the second semester is from January to June. Students receive a total of 180 tuition days in a school year, which run from Monday through Friday from 8:15 a.m. – 3:15 p.m. Please refer to the 2023-24 School Calendar for more details, including both school and public holidays.

### **Pick-Up**

There is limited parking available at the school campus; therefore, parents are asked to pick-up their children promptly at the dismissal times. If not involved in after-school activities, students should not stay at school after school hours as supervision is limited. Whenever possible, parents should make arrangements so that Yangon Academy siblings, not involved in after-school activities, can go home directly.

### **Advisory**

Each student is assigned to a grade-level advisory section with a faculty advisor. Students should turn to their advisor for guidance on their program of study and any counseling issues. If a student has a concern or a matter they need to share or discuss with an adult, they may approach their advisor. If further support is needed, the advisor will help the student approach the Counselor and/or Assistant Principal.

## **MONITORING STUDENT PROGRESS**

### **Examinations**

Students in Grades 9-12 are required to sit for semester final exams. Administered in the four core classes – English, Social Studies, Mathematics, and Science, these examinations are held twice a year in December and May. Alternative arrangements are only made in exceptional circumstances. In the event a student is unable to take an exam due to illness, a doctor's certificate is required.

### **Grading**

At Yangon Academy, students receive grades for their schoolwork. A student's grade is determined by completion of assignments, performance on class projects, quizzes, tests, examinations, and other varied forms of assessment. For secondary, grades are reported in the format as follows:

A+ (100%-98%), A (97% – 94%), A- (93%-90%), B+ (89%-88%), B (87%-84%), B- (83%-80%), C+ (79%-78%), C (77%-74%), C- (73%-70%), D+ (69%-68%), D (67%-64%), D- (63%-60%), or F (59%-50%).

In addition to parent-teacher conferences, the Assistant Principal and/or Principal will arrange a meeting with the parents of those students who get 2 or more Ds or 1 or more Fs during a marking period quarter.

### **GPA (Grade-Point Average)**

Beginning with the first semester of the 9<sup>th</sup> grade year, students' cumulative grade point averages (GPA) are computed. This information is required by many university applications. The GPA is computed using only **semester grades** earned at Yangon Academy, starting with Grade 9. Grades from a student's previous school are not included in calculating one's GPA.

### **Student Files**

Yangon Academy keeps a file for every student, which contains copies of important documents such as passport, birth certificate, application form, immunization records, and academic records, to include report cards and transcripts. These files, which are stored and locked in the Administration office are confidential.

### **Student ID Cards**

Student ID cards are issued for all students at Yangon Academy. They are valid for 3 years and can be extended, but updated annual photographs are required. Students need to show their student ID card when they want to borrow books and resources from the library, as well as when the school staff asks for them for verification.

### **Student Dress Code**

Students are required to wear the school or P.E. uniform when attending school or representing Yangon Academy off-campus, including field trips. A full P.E. uniform will be worn only on the days when P.E. is scheduled. For community service trips, just a school polo shirt will suffice. When at school or when representing the school, students are to present themselves in a modest, neat, dignified fashion. Inappropriate outfits - tops, trousers, jackets, skirts, dress, hats, socks - with any offensive pictures or words are prohibited. Students will be asked to change or will be sent home if they are seen wearing such clothing or jewellery.

Boys may not wear earrings. Any earrings collected by the office can be reclaimed at the end of the semester.

Students must wear appropriate footwear when they are outside of the classroom, and during Physical Education (P.E.) lessons.

The school uniform and P.E. uniform can be purchased from the school's Business Office.

Students are expected to follow the school dress code daily, and should they appear out of uniform, they will be asked to change immediately into proper dress, which the school will loan with a nominal fine. Students who borrow the school uniform and/or the PE uniform must return the clothing to the supply coordinator soon thereafter – washed and ironed.

If a student has a dress-code infraction more than 3 times in one quarter, this will result in lunch and after-school detentions. In the case of repeated infractions, further consequences may include, but not be limited to, a Saturday detention and a parent conference.

## **Hair color**

Natural hair color is expected. Shades of brown are acceptable, but not distracting colors such as gray, white, red, green, and the like.

## **Punctuality**

Students are expected to be on time for school. If, for any reason, a student is going to be late or absent from school, the parent/guardian should inform the Secretary through the school reception by telephone.

## **Attendance**

Good attendance is essential to learning; as such, students are expected to attend school regularly and attend all classes. It is the requirement that every student will be in attendance for a minimum of 85% of the school days within a semester. Should a student need to leave school early for an important appointment, he/she must report to the Principal's office with a signed note by a parent/guardian. No student may leave the school premises during the day without the Principal's permission.

## **Absences**

For extended absences, perhaps due to family reasons, the parent/guardian must inform the school in advance, either in writing or by telephone, and, if possible, come and see the teachers at least one week prior to the absence.

If a student is absent due to illness, the parent or guardian must call the school and inform the secondary secretary. They, in turn, will inform the classroom teachers.

If a student is absent from school and the office has not heard from a parent on the day of absence, the student will be required to bring a note signed by a parent/guardian, to the Principal's office explaining the reason for absence the following day. Parents are urged to call the office on the morning between 7:45 and 9:30 a.m. of any absence. Any work missed during an absence is the responsibility of the student and must be completed.

If, during the school year, a student accumulates an excessive number of class absences, even permitted absences, that student's achievement will be at serious risk. In addition to falling behind in class work, he or she may face disciplinary action, including loss of course credit, suspension, or even expulsion. A student who misses more than 15% of the classes in any semester may not be eligible to receive credit for the course.

## **Extended Absences and Consequences**

Yangon Academy has generous holiday breaks, which are publicized well in advance of each new school year. Parents are urged to arrange family holiday and leave plans in keeping with the school calendar.

Decisions about denying course credit because of excessive absence will be decided on a semester rather than a quarter basis. Loss of credit may affect the ability of a senior to graduate.

## **Tardiness**

Students who arrive for class after the class period has begun are tardy. Teachers keep a record of tardiness and inform the Section Principal's office each class period. If a student is late for the class more than 3 times in one quarter, this will result in lunch and/or after-school detentions and parental notification. Further instances of arriving late to school or to class will result in more serious consequences, to include, but not limited to, afternoon detentions, Saturday detentions, and/or a parent conference.

## **Make-Up Work**

If a student misses class due to illness or a permitted absence, he or she is required to make arrangements with the teacher for making up any missed lesson. It is the student's responsibility to complete any class work, assignments, and tests missed on a due date set by the teacher. The completion of missed schoolwork and the time allowed for completing such work shall be at the discretion of the teacher, working with the student and parent. Students should make use of a friend or responsible peer in the class to help keep up with work.

## **Student Safety**

For students' safety, all parents and visitors must check-in at the reception desk upon arrival and wear the "Visitor Badge". Upon conclusion of the visit, parents and guests must check-out at the reception desk. Anyone who is seen not wearing the Visitor Badge will be queried by the staff at any point and will be asked to check-in at the reception desk. Parents/visitors shall not enter the school building without prior appointment and without a valid reason. All guests and independent contractors will be supervised throughout their visit to the school.

All students will be under the supervision of teachers and staff during school hours. For after-school activities, the corresponding teachers/coaches will be responsible for supervising the participating students. It is the parents' responsibility to pick up their children on time without fail every day from the school. Students must not be present on-campus during after-school hours without supervision.

To help prepare for a safe response in the event of an emergency, Yangon Academy conducts several and varied emergency drills throughout the school year. All students must follow the fire, earthquake, and lockdown safety procedures strictly and participate responsibly in the drills.

## **Injury and Illness**

For injuries, students will be treated by the School Nurse at the Health Clinic, which is located near the Reception area. The Health Clinic will deal with day-to-day student health problems and accidents, which occur at school. No drugs/medicine will be administered to a student without a doctor's prescription (noting dosage and frequency, etc.) and written parental permission. Parents will be informed of all health concerns involving their children.

For major injuries (fracture, concussion, excessive scrapes and lacerations etc.) the school will contact the parents/guardian or emergency contacts. Students are to have their own health insurance in case of accidents at school. Yangon Academy is not responsible for accidents and/or injuries on the campus. If a student is ill, they should stay at home and not come to school. If a student becomes ill during class, the school will inform the parents/guardian. In case of emergency, serious or life-threatening injury or illness, the school will immediately transport the student by ambulance to a local hospital such as Ar Yu International Hospital.

For any accident that happens during the school hours, the class teacher will prepare an accident report, and give a copy to the Section Principal. For specific details, please see the posted document: *Medical Emergency: On-Campus Protocols*.

## **Athletics**

Yangon Academy provides its students with a sufficient area to carry out athletic activities, and the school encourages all students to take part in such activities for the promotion of a healthy and active lifestyle. All students, except those who are exempted for health reasons, are required to participate in PE lessons. The school also offers after-school interscholastic athletics such as basketball, soccer, and volleyball.

## **Student Lockers/Personal Belongings**

Lockers are assigned to secondary students for their use and convenience. At all times, they remain the property of Yangon Academy. Lockers are not to be hit, kicked, defaced, or otherwise damaged or vandalized. Students will be held responsible for the repair of damaged lockers and for cleaning, should it be required. In the interests of student safety, Yangon Academy has the right to inspect or search lockers without prior notice or approval. Any student wishing to be assigned a different locker must obtain approval from the Secondary Principal's office. Yangon Academy will not be responsible for the loss or theft of personal belongings kept in the student lockers. All students must have locks for their lockers, and lockers should be locked at all times. Combination locks are suggested because of ease of use.

## **Forgotten Books/Homework**

Forgotten books, homework, and other items can be delivered to the school. For students' safety, all items should be left with the Security or at the Reception desk for the students to pick up during the lunch period or at the morning break time.

## **Lost and Found**

When lost items are found on campus, they are placed at the school Reception area. Periodically, unclaimed items are donated to charity. Valuables (watches, rings, computers, mobile phones, etc.) found on campus are also brought to the reception area. The school receptionist holds such items for identification and return.

Students bringing valuables to school such as jewellery, computers, cameras, and other expensive items do so at their own risk. All valuable items should be locked in the individual student's locker, especially during PE or other activities. Yangon Academy cannot be responsible for theft or for any loss of any personal items.

## IDENTIFICATION OF PERSONAL PROPERTY

Students are encouraged to label their personal belongings, e.g. lunch boxes, calculators, books, etc. with their names.

## **Use of School Telephones**

The school telephone is to be used for school business. Students are granted use of these phones only in case of emergency.

## **Textbooks**

Textbooks are provided by the school. At the beginning of the school year, students will be given their textbooks at the school library. The librarian will issue the textbooks under the student's name using the electronic system tied to the student's school ID card number. Students are individually responsible for their textbooks.

At the conclusion of the school year, all textbooks will be taken to the school library and checked back in. Textbooks are school property, and the students must care for them as such. Any damage or loss will be charged to a student at the end of the year, and that fine must be paid before any grades or transcripts can be issued.

## **Library Books**

Yangon Academy invests in the school library with a variety of books and audio/visual materials for all students and staff. All are encouraged to borrow books and other materials from the library and required to adhere to the library rules. For further details, please read carefully the *Library Contract*.

## **Student Council**

Yangon Academy's student council is run by the secondary students consisting of President, Vice-President, Secretary, Treasurer, and Class Representatives, all elected each year by the students. The Student Council aims to address matters relating to students, acts as liaison between students and the school, and organizes various school activities (social, fund-raising, etc.). The Student Council constitution is available upon request from the Student Council advisor.

## **INFORMATION TECHNOLOGY (IT) POLICIES AND PRACTICES**

*Yangon Academy requires students to bring to school each day a personal laptop (BYOD), fully charged, with the school-mandated software and learning platforms installed (Plus Portal and Google Classroom).*

*It is a further requirement that all parents and students know, understand, and agree to abide by the Digital Learning policies as outlined in the **Student Digital Learning Agreement**. This Agreement Form will be distributed to students on the first day of school and must be signed by both students and parents within this first full week of the school year.*

### **Using mobile cell phones**

Students are only allowed to use mobile phones during the break periods and at lunchtime. During lessons, whether in the classroom or outside, all mobile phones must be turned off. Teachers have the discretion to collect all cell phones at the beginning of each class period. If a student is using a mobile phone during a lesson without permission, then the mobile phone will be confiscated by the teacher and given to the Secondary Principal. On the first offense, the student may take the mobile phone back at the end of the school day. The student must also bring a note from their parent/guardian the following day indicating their knowledge of the event.

For further infractions of the cell phone policy, the mobile phone may be held for a longer period. If a student continuously infringes upon this rule, discussions will be held with the parents concerned as to whether or not the student may have a mobile phone at the school in the future.

The exception to this rule is when a teacher directs students during a lesson that they may use the mobile phone or other device as part of the lesson; e.g., searching the internet, recording of homework etc. Of course, a student using their cell phone for a use other than these instructions is in violation of the rules on mobile phones.

In the same context of knowing how to use a mobile phone appropriately, no student is permitted to use their mobile phone to audio record, photograph or video any other student or teacher without that person(s)' knowledge and consent. Should this happen, the student will risk losing the privilege of having the mobile phone at school, and may be subject to more stringent disciplinary actions.

Students also must not upload through email or through social media sites any material (photos, audio, video, etc.) in original form or digitally altered, that has not been approved in advance by the person(s) involved.

During exams all cell phones need to be collected by the teacher until the exam ends.



## **Using Computers:**

### **Personal laptops, iPads, and tablets**

Students are required to use their own personal laptops or tablets (upon approval) at school for school-related activities. Should a student misuse any School-owned, IT equipment, Yangon Academy reserves the right to bar that student from using their own IT equipment on the school premises.

Printing Assignments: Printers are provided in designated rooms for printing of assignments: Students are expected to use these printers responsibly and only with the permission of a teacher.

## **Using the Internet:**

### **From personal laptops and other personal devices (tablets, cell phones etc.)**

In the classroom, students are not allowed to use the Internet on personal laptops, iPads, tablets or cell phones during the lessons unless authorized by the teacher. Viewing or downloading of pages from the sites which advocate violence, pornography, prejudice, bigotry or any form of discrimination is strictly prohibited. For comprehensive details, please read carefully the school's **Student Digital Learning Agreement**.

Students are not allowed to install or download any program onto a school-owned computer or to change the system configuration of any such computer. Unauthorized access to the Internet may lead to suspension of computer privileges.

## CODES OF CONDUCT

Yangon Academy is a community of teachers and students dedicated to the process of learning in a safe and caring environment. Our Codes of Conduct prohibit any acts or materials that hinder any teacher's instruction or any student's learning. The Section Assistant Principal or Principal will take necessary action if any student is found conducting any of the behaviors listed below. This list gives examples and is not meant to be comprehensive.

### ***Prohibited:***

Chronic tardiness/lateness - arriving late to school or any individual class. Note: The Advisory Period is an important component to the students' education: Attendance is required every day for all students.

Chronic infraction of the school dress code – not being in the required school uniform during either class or P.E. time.

Unexcused absence - missing a class or a school day without permission from the school.

Inappropriate behavior in class - any act or speech that disrupts student learning or teacher instruction.

Insubordination - being disrespectful to others, failure to follow the redirection of any staff member.

Cheating - copying notes and/or homework, sharing test information, use of other student's materials during tests and exams, talking or signaling answers during tests and exams. The penalty for cheating may result in the student(s) being put on a Behavioral Contract.

Plagiarism - stealing or passing off as one's own, the ideas or words of another, using a created production without crediting the source, presenting as new and original an idea or product derived from an existing source.

Forgery - creating or using a false document, including a parent or teacher's note or pass; forging the signature of a parent, teacher, or another student.

Lying - making a false or misleading statement.

Obscenity - using abusive language, making profane gestures.

Littering - discarding of trash anywhere but in appropriate receptacles.

Vandalism and theft - taking something that does not belong to you without permission, whether or not you intend to return it; damaging the property of others in any way.

Smoking, possession of cigarettes/e-cigarettes - smoking on school premises, keeping cigarettes or lighters anywhere on school premises.

Public displays of affection – hugging or intimate, prolonged embraces, hand-holding, kissing, etc.

***Codes of Conduct, continued...prohibited:***

Harassing or Bullying - teasing, threatening, verbal or physical abuse of any person, friend or not; also taking money, material goods, or favors from any person, using threats of any form; this includes fighting and play fighting.

Possession of dangerous articles - weapons of any sort, laser-pointers, chemical sprays, firecrackers, etc.

Drugs and alcohol - use, possession, sale or purchase of any drug or alcohol on school premises, on school buses or trips, or at school-sponsored events

Trespassing - venturing in any unauthorized or unsupervised area on the school premises.

Leaving campus - leaving school grounds without permission from the Section Principal for any reason during the school hours.

**HARRASSMENT/BULLYING**

Everyone has the right to feel safe at school. Harassment or bullying is when someone repeatedly says or does something to someone that is unwanted and makes one feel bad. When someone is harassed, that person can feel embarrassed, frightened, upset, humiliated, or uncomfortable. Teasing turns into harassment when the person being teased feels bad about it.

Harassment is wrong and must not be allowed to continue. Whenever it happens, students must report to their homeroom teacher, counsellor, subject teachers, or Section Assistant Principal or Principal directly.

Section Principals will take appropriate action, when necessary, to address the problem.

**OFF-CAMPUS BEHAVIOR**

Yangon Academy students are responsible for their own behavior when they are off-campus. However, the school expects its students to be well-behaved and well-mannered as the representatives of Yangon Academy at all times. The school reserves the right to take any appropriate disciplinary action if it is found that the student is involved in any illegal or inappropriate activities off-campus. This includes improper use of social media.

## **DISCIPLINARY SANCTIONS**

All students at Yangon Academy are expected to abide by the rules and regulations of the school. Students may receive behavioral probation if they do not follow the rules and regulations accordingly. The school will inform the parents and call for a conference to discuss the reasons for behavioral probation. Related to the seriousness of the student's behavior, a contract will be drawn up where expectations to improve the student's behavior are stated.

The school uses a range of consequences for inappropriate behavior. They include detention, student counselling, in-school and out-of-school suspension, and expulsion.

For a student on behavioral probation, subsequent breach of rules could result in the student being asked to leave the school.

## SCHOOL-HOME COMMUNICATION

### Reporting Student Progress to Parents

Parent-teacher conferences can be very productive. Parents of students who are not making satisfactory progress between reporting periods are formally contacted between reporting periods and remedial action is recommended.

Parents can help the school by sharing relevant information on the child's reaction to school, physical condition, and general health, activities, hobbies, special interests and relevant strengths and areas for improvement. This can be done at any time, either in writing or personally to the relevant officials at school.

There are four reporting periods in the school year: two in the form of written student's report cards which are sent home, and two as parent-teacher conferences when reports are handed directly to the parents. To earn a quarterly grade, arriving or departing secondary students must attend one-half of a quarter. One-half of a quarter is determined by dividing the number of days in a quarter by one-half.

The four report cards for 2023-24 will be issued as follows:

First quarter - October 2023 during parent-teacher conferences

#### **First semester - January 2024**

Third quarter - March 2024 during parent-teacher conferences

#### **Second semester - June 2024**

In the event their children are in danger of receiving a grade of 'C-' or lower in any subject area, parents of students in Grades 6-12 will receive mid-quarter progress reports.

Only the **High School semester grades** are reported on the student's official transcript.

### Visits to the School

Yangon Academy urges parents to contact the school if they have any queries regarding school matters. Appointments to speak with members of staff can be made through the school Reception or the Secretary at any time during school hours. Generally, teachers prefer to see parents after 3:15 p.m.

## **Parent Communication**

The school uses a multitude of ways to communicate with parents on a variety of concerns and interests. These communication efforts include meetings and printed materials: parent-teacher conferences, monthly calendars, curriculum guides and overviews, open house and/or “back to school” nights, co-curricular schedules, permission forms, newsletters, student journals, progress reports, and this handbook.

The school currently and regularly reports the results of class attendance, assignments, and assessment results via the internet through the Plus Portal. Parents and students will be given individual User IDs and Passwords. The school strongly encourages both students and parents to check regularly their account(s) on the Plus Portal system.

## **Current Student Data**

Parents must notify the school of a change of address or telephone number in writing or verbally. This is vital so that in case of emergency parents can be contacted immediately.

## **Student Health**

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

## **Resolution of Concerns**

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

- Begin at the level of concern. If a problem emerges with a teacher or in a particular classroom, arrange for an appointment with the teacher concerned. The majority of problems can be easily resolved at this level.
- If the meeting with the teacher does not resolve the problem, contact the Section Assistant Principal or Principal in writing or make an appointment to discuss the situation further.

## **STUDENT WITHDRAWAL PROCEDURES**

To facilitate the withdrawal procedure, parents are advised to inform the Section Principal's office in person. All school fees must be paid prior to the student withdrawal procedure. Additionally, the student must also return the textbooks, library books, and other school materials. Any fees or fines owed by the student must also be paid.

*The withdrawal process:*

- The parents provide the school with a written notice of departure, indicating the date of departure.
- The school sends the student withdrawal form to parents for completion.
- The student returns the student withdrawal form to school for signatures of teachers, librarian, business manager and administrators.
- The student records such as current and past progress reports, report cards, transcripts, test results, etc. will be issued by the Principal's office after any outstanding issues have been settled and upon receiving of the signed withdrawal form.

Note: Graduating seniors have a separate form that requires full completion and proper signatures before receiving their official diploma.

## **CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS**

The school offers an extensive co-curricular program that may include the following activities: competitive sports, club sports, fine arts, Myanmar cultural arts, student government, and community service. The school welcomes parents to participate in the organization and implementation of co-curricular activities. The school provides a schedule of activities on a regular basis. Students are required to have parental permission to participate. Since these activities are not a part of the set course of studies, participation is not mandatory, but nevertheless, participation is recommended to all students. A nominal charge may be levied to cover the cost of materials and outside expertise.

All students are encouraged to participate in school events and major co-curricular activities, organized by Yangon Academy. At least three times a year, the school has cultural, social and sport programs during which student attendance is required; e.g., the Week Without Walls trips, the annual Thingyan festival in April, and the Sports Day competitions.

## FIELD TRIPS

One-day field trips to various places in Yangon occur on a regular basis and augment the educational programs the school offers. Such trips are organized by the Yangon Academy staff. Written parental permission is required from all students scheduled to take a trip.

Extended field trips (more than one day), such as the annual *Week Without Walls* trips, require that parents pay the cost of meals, lodging, and transportation. Every effort is made to keep the costs of such trips within the reach of all students. Such trips always require written parental permission. All students are strongly urged to participate. School rules apply during all field trips.

## MEASURES OF ACADEMIC PROGRESS

Yangon Academy uses a set of computerized tests (Measure of Academic Progress - MAP) to help assess the level of academic knowledge, understanding and skills of our students in Reading, Language Usage, and Mathematics for Grades 3-10. These MAP exams are an externally developed and scored set of tests which are currently used in many international schools in more than 54 countries around the world. To fully evaluate the success of our school programs and to improve the learning of each student, the school tests each YA student twice a year in the Fall and again in the Spring. Parents will receive their child's MAP scores during the 2<sup>nd</sup> and 4<sup>th</sup> quarters, when report cards are issued. In addition, the section principals host regularly scheduled MAP informational presentations for all interested parents.

## ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program (AP) is an American-based program, sponsored by *The College Board*, designed to offer the challenge of college-level courses for talented, ambitious high school students in a variety of subjects. Students prepare for a rigorous external examination administered in May and routinely receive university credit in the US for high scores. Currently, the School offers AP courses in academic disciplines of Mathematics, Science, Social Studies, English, and Art.

Final determination for enrollment in AP courses will be made by the Principal in consultation with the Counselor and Subject Teacher. **It is required that any student enrolled in AP courses will sit for the exam(s) in May. For AP Students who choose not to sit for the AP examination(s), their final transcript will not have the prestigious "AP" designation accompanying the course title. Instead, the designation of "Honors" will appear next to the course title and the opportunity to earn college credit will not be possible.**

Study Leave will be granted for those taking AP exams on the day of the specific exam and the day before only. Students are responsible to inform their teachers concerning AP exam leave and to make up any assignments missed.

The same Study Leave will also be granted for the SAT, PSAT, or TOEFL testing times.



## Yangon Academy AP Courses offered for 2023-24:

AP Language and Composition  
AP Statistics  
AP Pre-Calculus  
AP Calculus AB  
AP Biology  
AP Chemistry  
AP Environmental Science  
AP Physics 1 (Algebra-Based)  
AP Microeconomics  
AP Modern World History  
AP Psychology  
AP World History  
AP Computer Science - A  
AP 2D Art  
AP 3D Art  
AP Drawing

Considerable information for AP students can be found at The College Board website: <https://apstudent.collegeboard.org/home>

### ADMISSION TO AP COURSES

AP courses require long-term commitment from students. For this reason, students must demonstrate the following before being admitted to any AP courses:

- A high level of motivation and good grades across the majority of subject areas.
- Fulfillment of course prerequisites as stated in the *HS Program of Studies*.
- A high level of achievement in courses deemed prerequisite to the selected AP courses.
- An understanding and acceptance of the increased study and homework demands.
- Written subject teacher and parent approval.
- Payment for exams is considered part of the family's financial obligations.
- A commitment to complete all course requirements, including external examinations. All students enrolled in AP courses are required to register for and sit the external exams.

Important Note: Requests for withdrawal from any AP course will be carefully considered by the Principal in consultation with the Subject Teacher and the Counselor.

## GRADUATION REQUIREMENTS

Yangon Academy aims to provide a quality and challenging program study for its students.

To graduate from Yangon Academy, a student must earn a minimum of 25 credits across all subject areas in grades 9-12. For the Class of 2024, the subject requirements are as follows:

<u>Subject</u>	<u>Credits</u>
English	4
Social Studies	3
Mathematics	3
Science	3
Myanmar Studies	3
Computer Studies	1
Music	1
Art	1
PE	1
Electives	5
<b>Total</b>	<b>25</b>

For more comprehensive academic details, please refer to the *High School Program of Studies Handbook*.

## SECONDARY SCHOOL COURSES

<p>Elective courses for secondary school at Yangon Academy are determined by student demand, pertinent to their learning goals and faculty scheduling. The grade level next to the course title indicates the year the course is usually taken. All AP course offerings are subject to student demand and teacher availability.</p>	
<b>ENGLISH</b>	<b>MATHEMATICS</b>
English 6 - 12 Academic Writing 6 – 9 AP Language and Composition 11-12	Math 6 Math 7 Math 8 Math 9 Math 10 AP Pre-Calculus 10-12 AP Calculus AB 12 Statistics 10-12 AP Statistics 10-12
<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>
Science 6 - 8 Physical Science 9 Biology 10 Chemistry 11-12 Environmental Science 11-12 Physics 11-12 AP Environmental Science 11-12 AP Chemistry 11-12 AP Physics 11-12	The Ancient World 6 The Medieval World and Beyond 7 Geography: Regions and People 8 Southeast Asia 9 World History 10 AP Microeconomics 10-12 AP Psychology 10-12 AP Modern World History 11-12 Contemporary Global Issues 11-12
<b>MODERN LANGUAGE</b>	<b>ARTS</b>
Myanmar Studies 6 – 12 (Required) (Regular/Beginner) Beginner Mandarin (6-8 Required) (9-12 Elective)	Art 6 - 12 Mixed Media – 11/12 Interior/Exterior Design 9-12 Drawing and Painting 10-12 AP Drawing / AP 2D Art / AP 3D Art
<b>COLLEGE ADVISORY PROGRAM</b>	Music 6 - 12 Chorus 9-12 Guitar 10-12 Music-Strings 9-12 Instruments 10-12 Keyboards 10-12
SAT Prep 11 (Elective-Semester) College Seminar 11 (Semester 2-Required) College Seminar 12 (Semester 1-Required) Capstone 12 (Semester 2-Required)	
<b>PHYSICAL EDUCATION (PE)</b>	<b>INFORMATION TECHNOLOGY</b>
Health and Physical Education (6-12)	Computer Studies 6-10 Python Programming 11/12 AP Computer Science - A



## Yangon Academy International School

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**School Email :** [info@yangonacademy.com](mailto:info@yangonacademy.com), [admissions@yangonacademy.com](mailto:admissions@yangonacademy.com)

**School Website:** [www.yangonacademy.com](http://www.yangonacademy.com)