



**YANGON ACADEMY  
INTERNATIONAL SCHOOL**

**Faculty Handbook  
2023 – 2024**

*Revised July 2023*

## **Contents**

<b>1. Philosophy and Foundations.....</b>	<b>1</b>
<b>Vision and Mission</b>	
<b>Schoolwide Learning Outcomes (SLOs)</b>	
<b>Global Competency</b>	
<b>The 7 Teaching Principles of Yangon Academy</b>	
<b>2. General Information .....</b>	<b>7</b>
<b>Letters/Memos/Minutes</b>	
<b>Emails, Instant Messaging, and Social Networking</b>	
<b>Meetings</b>	
<b>Mailboxes</b>	
<b>School Calendars</b>	
<b>School Schedule</b>	
<b>Sign-in/Sign-out</b>	
<b>Handbooks</b>	
<b>3. Facilities, Resource, and Materials.....</b>	<b>12</b>
<b>School Facilities</b>	
<b>Resources</b>	
• <b>Library</b>	
• <b>Computer Lab</b>	
• <b>Faculty Acceptable-Use Policy</b>	
<b>Materials</b>	
<b>4. Professional Procedures.....</b>	<b>15</b>
<b>Purchases &amp; Re-imbursement</b>	
<b>School Transport</b>	
<b>Loan of School Property</b>	
<b>Keys</b>	
<b>Care of Personal Property and Valuables</b>	
<b>Repairs/Maintenance Request</b>	
<b>Photocopies</b>	
<b>Lost and Found</b>	
<b>Office Telephone</b>	
<b>Housekeeping Staff</b>	
<b>Teachers' Household-Related Issues</b>	
<b>5. Personnel Procedures.....</b>	<b>20</b>
<b>New Faculty Orientation</b>	
<b>Employment Contract</b>	
<b>Job Description</b>	
<b>Faculty and Staff Appraisals</b>	
<b>Salary</b>	
<b>Leave Policies and Application Procedure</b>	
<b>Communication</b>	
<b>Complaints</b>	

<b>6. Policies and Protocols for Teachers.....</b>	<b>25</b>
<b>6.1 Teaching Expectations .....</b>	<b>26</b>
Lesson Plans	
Grading and Assessment	
Reading and Project Groups	
Homework	
Attendance Records	
Report Cards	
Retention	
New Students	
Withdrawals	
Student and Classroom Management	
<b>6.2 Professional Duties.....</b>	<b>33</b>
Faculty Attendance - Policies & Protocols	
Assemblies	
Student Lunch Period	
Before and After-School Duties	
Recess for Elementary	
Dismissal	
Field Trips	
Faculty Meetings	
<b>6.3 Professional Conduct.....</b>	<b>36</b>
Collegiality	
Confidentiality	
Dress Code	
Smoking Prohibited	
Collecting Money	
Tutoring/Private Tuition	
Written Materials	
CDs, DVDs, and Other Multimedia	
<b>6.4 Communication with Parents/Guardians.....</b>	<b>39</b>
Conferences	
Notes to Parents/Guardians	
<b>6.5 Health and Safety.....</b>	<b>40</b>
Illness or Injury	
Emergency Evacuation Procedures	
Fire Drills	
Earthquake Drills	
Emergency School Closing	
Security & Visitors	
<b>7. ADDENDUM.....</b>	<b>42</b>
Child Protection Pledge	

# 1. Philosophy And Foundations

## **Vision and Mission**

### **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 (SLO's)

*The Schoolwide Learning Outcomes of Yangon Academy is the explicit framework for what all students should be able to know, to understand, and to do upon matriculating from our school. Developed by the faculty, and reflecting our Vision and Mission, the following SLOs serve as a daily challenge and inspiration for all students so that they may “reach their full potential” and “achieve excellence in university and life.”*

### 1. **Effective Communicators...**



- Listen respectfully and ask questions to facilitate understanding.
- Present 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.





# The 7 Teaching Principles of Yangon Academy

*Developed and adopted by the faculty, the following research-based teaching principles are published by the School to guide teachers in their instruction and to inform all stakeholders of what effective teaching looks like in our classrooms.*

## **PRINCIPLE #1: Creating a Healthy Classroom Culture**

*The effective teacher....*

Creates high expectations and healthy social norms within the classroom that allow students to collaborate authentically, to experience success, and to develop confidence in their ability to learn, all of which is predicated upon ensuring the safety, protection, and dignity of each student.

## **PRINCIPLE #2: Role Modeling for Global Citizenship**

*The effective teacher...*

Models the habits and attitudes of the ethically global citizen.

## **PRINCIPLE #3: Assessing for Understanding**

*The effective teacher....*

Uses various and frequent modes of formal and informal assessment to monitor student understanding, to provide timely feedback, and to target instruction.

## **PRINCIPLE #4: Knowing and Understanding Students**

*The effective teacher...*

Knows and understands the students' cultural contexts, prior knowledge base, and developmental stages.

## **PRINCIPLE #5: Seeking Students' Misunderstandings and Misconceptions**

*The effective teacher...*

Strives to make student thinking visible and addresses students' misconceptions and underdeveloped understandings.

## **PRINCIPLE #6: Maintaining Student Focus on Standards, Themes, and Concepts**

*The effective teacher...*

Maintains students' focus on subject standards, central organizing themes, and underlying concepts.

## **PRINCIPLE #7: Teaching Metacognition**

*The effective teacher....*

Equips students with the skills to "learn how to learn" by providing explicit instruction in metacognition.



## 2. General Information

## 2. General Information

### Faculty & Staff Handbook

Please refer to this *Faculty Handbook* for matters relating to administration, personnel, and any other official matters. If you want more details or if you cannot find something which you need to know, please contact the Section Principal. The *Faculty Handbook* is updated annually in June.

### Letters/Memos/Minutes

All official letters are printed on a letterhead which has the school's logo and contact details. A soft/hard copy is available from the Director's office. The letter should have the addressee, date, subject as well as the name and signature of the sender. All outgoing letters of an official nature need the Principal's/Director's signature. The Principal/Director should also receive a copy of any official letter sent out to the parents. Memos are used internally and for information sharing.

### Emails, Instant Messaging, and Social Networking

Emails are often used for communicating internally and externally because it is faster, effective, and productive. Please check your emails regularly. Teachers often are in their classrooms and there is no telephone line connected to their rooms. Hence, messages left for the teachers at the Reception or at the Director's Office will be relayed by email or by sending a note when the Receptionist is not receiving or taking phone calls and visitors. Please use your school email for school-related business only.

Please know and understand the following:

***All employees must agree to abide by the school's Faculty and Staff Digital Teaching and Communications Agreement (See Appendix):*** Staff may use social networking sites before and after school hours on the school's computers. However, please make sure that anything you post on the social networking sites (personal or official) does not have any negative impact on the school, the staff, or the students. While we respect your privacy, please be careful that you do not make any inappropriate/offending comment or upload inappropriate/offending pictures (of yourself, staff or student) on social networking sites. Please do not upload pictures of the staff or the parents without their permission. For students, always remember they are children under 18 and parent permission is required for all photography. All photos of children for the school website or for Facebook, need prior approval from an administrator prior to posting. If you have any doubt on the rules on using social networking sites, please refer to the *Child Protection Handbook* or speak with your section principal.

## Meetings

A variety of required meetings are held regularly, such as faculty, department, and team meetings. **Attendance at all meetings is mandatory:** Meetings may occur on a weekly, monthly or as needed basis. The Administration will always attempt to give a 24-hour notice of all meetings, but faculty should expect a weekly faculty meeting at a minimum. Appointments should not be made to avoid attendance at any of these meetings. All meetings should have agendas and minutes. For the team meetings which are held without the Principal/Director, please give a copy of the agenda, and the meeting minutes to the Principal's Office.

For the 2023-24 school year, Wednesday is reserved for various meetings. The usual time is from 3:30 to 4:30 PM. Although subject to change, a typical monthly meeting calendar is as follows:

- 1<sup>st</sup> Wednesday of the month - Full-Faculty Meeting
- 2<sup>nd</sup> Wednesday - Team/Section Meetings
- 3<sup>rd</sup> Wednesday - Section Initiatives /PD and/or Curriculum
- 4<sup>th</sup> Wednesday - Flex: Full Faculty / Section / PD and/or Schoolwide Initiatives

## Mailboxes

Mailboxes are located in the Administration-Office area. Please do not send students or someone else to pick up your mail as it may contain important and/or confidential material.

## School Calendars

The published school calendar is shared with all staff and the students and parents. It lists all the school days and holidays. An internal monthly calendar is shared among the staff, which has information on school events, activities, and meetings. If a faculty member has a need to add an item to the internal school calendar, please notify your section principal for approval.

## **School Schedule**

**Students** For all K-12 Students: 8:15 am – 3:15 pm

**Teachers** Working hours for all teachers are from:

Secondary School: 8:00 am – 3:30 pm

Elementary School: 8:00 am – 3:30 pm

Local Teachers: 7:45 am – 3:45 pm

This is the minimum time that a teacher is expected to be at Yangon Academy. Teachers may need to arrive early for rotating supervision duties and stay late for preparation, answering student questions, and/or to be available to parents.

Teachers supervising an extra-curricular activity should remain on campus until past the published finish time of the activity to ensure that all students have left safely from their activities.

## **Sign-in/Sign-out**

All teachers and staff members must electronically sign-in at the time they arrive in the morning, as well as upon leaving. This will enable Human Resources to keep accurate attendance records.

## **Handbooks**

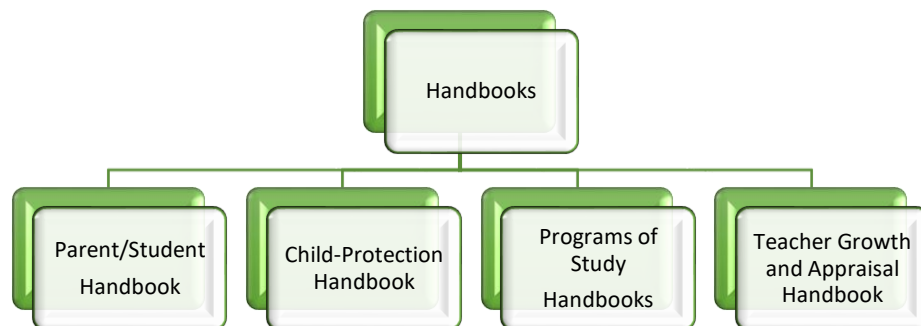
Please read carefully and familiarize yourself fully with the additional, relevant school-published Handbooks:

Parent/Student Handbook; Program of Study Handbooks; Teacher Handbook for Student Learning: Assessing, Grading, and Reporting; The Handbook for Campus Safety and Security; The Child-Protection Handbook\*; and, The Handbook for Teacher Growth and Appraisal.

If you have any suggestions to improve upon on any of these handbooks, your contributions will be greatly appreciated.

## Handbooks, continued...

**\*The school has comprehensive Child Protection Policies and Procedures. As such, once you have read the *2023-24 Handbook for Child Protection: Policies and Procedures*, please read, sign, and submit the *Employee Child Protection Pledge* (Please see Appendix): *This Pledge, along with the Faculty and Staff Digital Teaching and Communications Agreement, must be submitted by August 9, 2023***



### **3. Facilities, Resources, and Materials**

### **3. Facilities, Resources, and Materials**

#### **School Facilities**

At all times, the school campus, as well as all classrooms, should appear clean, well-organized, and cheerful. Teachers are requested to keep, display, and maintain all materials and furniture in neat and attractive ways. Please make sure that the inside of classrooms is easily visible from outside hallways and doors are not locked or covered. All students should be guided and encouraged to care for personal and school property. When using another classroom, the library or other space, teachers need to make sure all students leave the room in a neat and tidy manner. For security purposes, please lock your classrooms when you are not present and do not leave any valuables and/or money in the classroom, as the school is not liable for any loss or theft.

#### **Resources**

##### **➤ Library**

The school library is a resource for recreational reading, and a place for quiet research and reading. The library consists of a variety of fiction and non-fiction collections for students and reference resources for the teachers. If a class wishes to use the library, prior reservation is required, and the class must be supervised by a teacher.

##### **➤ Computer Lab**

The computer lab is for the students and is equipped with computers and printers. Internet access is available on all computers. Students are expected to use the IT equipment in the computer room with appropriate care and consideration. Students are not allowed to bring their own discs or USB memory sticks for using on the school systems due to viruses. Approval must be obtained from the teacher in-charge of the computer room if there is a need to transfer or copy files. The computer room is also used for teaching. When it is not used by the students or not in use for teaching, it is available for the staff. If the staff wishes to use discs or USB memory sticks, please run a virus scan before using them due to the high threat of viruses. All users must abide by the rules and procedures of the computer room and the directions of the person in-charge in the computer room.

##### **➤ Faculty Acceptable-Use Policy**

Please read carefully, sign, and submit the *School's Acceptable-Use Policy for Technology*. And know that in addition to the computer lab, each classroom has a computer for the teacher. Staff may use the computers for appropriate personal use before 8:00 a.m., during the lunch period, and after-teaching hours. The school's IT rules and procedures apply to all staff, at all times. Please do not download non-educational videos, pictures, or music during the school day.



## **Materials**

At the beginning of the school year, every class/teacher will be allocated a classroom budget for school supplies and materials. Teachers may ask the students to bring in their own basic stationery such as pencils, rulers, erasers, notebooks, etc. Supplies will be ordered each quarter, so please evaluate your needs according to the number of students that you have to determine how many items you will need. If you run out of supplies that you need for your class, check first with the Finance Office before you purchase anything, as there is the possibility that another teacher may have over-ordered and have what you need in their supply cabinet. If you need any supplies or materials, please submit a request through the Admin Manager. All materials, such as classroom materials, teaching supplies, classroom furniture, and textbooks must be inventoried by the Librarian and the Admin Manager accordingly. Teachers must register the items that they wish to take out.

Common-use supplies and materials are available for faculty from Admin Manager. Teachers are therefore advised to pre-order items that are needed, as not all items are in stock and may need to be purchased. Any materials - particularly items not being used on a regular basis - will not be available from the Admin Manager.

## **4. Professional Procedures**

## 4. Professional Procedures

### Purchases & Reimbursement

All requests for purchasing materials and purchase requisition orders must be approved by the Section Principal or Director. Please find below the procedures for receiving an advance payment and reimbursement.

➤ **Regular Process: Advance Payment for School Supplies**

1. Fill in the Requisition/ Reimbursement Form
2. Obtain verification and approval from the Section Principal or Director and withdraw money from the Finance Office (It normally takes 2 working days to withdraw the money. Please check with the Finance Manager).
3. Clear your advance payment after procurement by submitting the receipts. (All advance payment must be cleared in writing and invoices/ receipts attached, within two weeks of your withdrawal date.)

➤ **Exception to Regular Process: Teachers may make small purchases of 30,000 kyats or less without prior approval. However, receipts will need to be presented to gain reimbursement.**

In the event of an unplanned school purchase, each faculty member is pre-approved for up to Ks 30,000 (within budget allowance). To receive reimbursement for these “Exception Expenses”, please adhere to the following guidelines:

1. Fill in the Requisition/Reimbursement Form. All reimbursement items (expenses/ purchases) must be written on the form, with invoices/ receipts attached.
2. Obtain verification from the Section Principal or Director.
3. Submit the form to the Business Office/Accountant.

➤ **Grade-Level Budgets:**

Each classroom teacher has an allocated budget. Please see the Finance Office for details. The summary of all expenditures (procurement, stationery from the supply counter etc.) will be deducted from the classroom budget, and the Finance Office or the Section Principal will notify you regularly about your budget balance.

## **School Transport**

Teachers and staff may use the school's vehicles for official purpose only. A written request must be submitted at least one day in advance. Please plan ahead so you are not disappointed or cause unnecessary inconvenience. A quarterly plan for Field Trips needs to be submitted at the start of each quarter. In the case of field trips and off-campus sports activities, transport requests must be submitted at least one week in advance.

As a community we share our resources: The use of transportation both to and from school is not a contractual obligation on the part of the school, but the Finance Office will help. Our buses first send the students home, and then come back to school to pick up staff. Hence, the leaving times in the afternoon may be somewhat late. If the scheduled bus times do not match your needs, please find your own transportation. The staff at the Reception desk will help you with calling a taxi if needed.

## **Loan of School Property**

If a staff member wishes to borrow any equipment, accessories or furniture from the school, please fill in the Stationery Request Form, which is available from the Supply Coordinator. When the equipment is being returned, the staff member should physically show it to the Supply Coordinator for him/her to record the return. This will be signed as received by him/her.

## **Keys**

Classroom keys and elevator fobs are provided to teachers for individual classrooms. All classroom teachers are expected to return the key and fob at the end of the academic year. If you have lost or misplaced either, please see the Admin Manager.

## **Care of Personal Property and Valuables**

Please secure any valuables or personal property while in school. Each teacher should have a desk, cupboard or file cabinet that locks. Cupboards and classrooms should be locked before leaving the school each day. Teachers are advised not to leave money or valuables unsecured. Teachers are responsible for their own possessions as well as the school's property in the classrooms.

## **Repairs/Maintenance Request**

Requests for repairs/maintenance should be submitted by individual teachers through the Section Principal for the attention of Admin Manager. Please fill in the Repair and Maintenance Order Form. Repairs related to the school building i.e. air-con, electricity, etc. will be taken care of by the Admin Manager. Requests for maintenance/repair of all IT equipment should be sent for the attention of the IT Coordinator through the Section Principal. The Business Office needs to be informed of any repairs and maintenance work so that they can follow up and make sure that the school is well maintained.

## **Photocopies**

The school photocopier is located in the lobby next to the reception. For large quantity copying teachers are to carefully determine the number of copies needed for each document, fill out the Photocopy Request Form, and leave it with the Reception for copying. For receiving the photocopies on time, teachers are required to give at least two days (48 hours) notice. Teachers will be notified as soon as the photocopies are ready.

## **Lost and Found**

There is a box located at the Reception for lost and found articles. Students who find valuable items (watches, glasses, keys, jewelry etc.) should give those items to their teacher. All other items can be placed directly in the lost and found box. Students are not to bring expensive items to school to avoid the problem of student's personal items being lost, damaged or stolen. The school is not responsible for personal belongings.

## **Office Telephone**

The office telephone is for official school business and may be used by students for EMERGENCIES only. Teachers receiving phone calls will not be called to the office to receive the call unless it is an emergency. A message will be taken by the Receptionist and s/he will leave it in your mailbox or send it to your room. Teachers may use the phone to conduct school business when necessary. Due to the nature of business most of the time the Receptionist is busy and occupied with various tasks - both routine and ad-hoc. Please be considerate when asking for assistance in non-official matters, such as making personal phone calls or ordering lunch.

## **Housekeeping Staff**

The school's housekeeping staff is responsible for the cleaning of all areas, including the classrooms, lunchrooms, bathrooms, library, computer lab, and the offices. The classrooms are cleaned regularly with disinfectant. If there are problems with the classroom cleanliness, please notify the Admin Manager.

Sometimes you may need help of the housekeeping staff in cleaning-up after a class party or an event. Please discuss any needs you may have with the Admin Manager prior to seeking out the housekeeping staff.

## **Teachers' Household-Related Issues**

Per the employment contract, only the school will arrange for faculty housing. Please see the Housing Coordinator in the Administration Office for anything related to housing, such as communication with your landlord, contracting, maintenance, etc. School staff will try their best to sort out any issues that may occur at your household with goodwill. It is the teacher's responsibility to both properly maintain their house or apartment and make payment of their own household maintenance and utilities.

Due to government regulations, sub-letting of school-leased housing and/or "house-sitting" arrangements are not allowed. Please know some landlords will not allow pets; therefore, all requests for accompanying pets must be approved and coordinated with the Housing Coordinator in advance.

Lastly, please note that should a faculty member wish to take the initiative of finding and securing his or her own apartment through an outside real estate broker, the school will not be able to provide support or assistance regarding maintenance and/or difficulties with the landlord.



## 5. Personnel Procedures

## **5. Personnel Procedures**

Please refer to the organization chart for the line of management and responsibilities. All staff are to be clear of their roles and recognize their own duties and responsibilities. It is equally important to understand other colleagues' roles and responsibilities in order to work as a professional and productive team.

### **New Faculty Orientation**

All new teachers and staff will have an orientation led by the Director/Section Principal at the beginning of the school year or date of employment, whichever occurs sooner. Existing teachers will support the new teachers as they adjust to Yangon and Yangon Academy. The Director, Section Principals, and the support staff are also available to help, so please do not hesitate to ask for help or assistance.

### **Employment Contract**

All staff are issued employment contracts at the beginning of the employment or re-issued before the end of the school year. Terms and conditions in the employment contracts are to be agreed upon and adhered to by all employees. All personnel matters are to be discussed with the Section Principal, who will refer the teacher to the Director or the General Manager as appropriate.

### **Job Description**

Job descriptions have been created for all positions in the school and are either attached to the employment contracts or are included in the employment contracts. Any changes or amendments to your job description should be discussed with the Section Principal.

### **Faculty and Staff Appraisals**

To assist faculty in their professional development and to provide faculty with a fair and formal staff appraisal, the School has adapted the framework of the Danielson model. The objectives are as follow:

- (a) To identify and support individuals' learning/development and performance improvement needs.
- (b) To identify and resolve problems or barriers to performance which require intervention.
- (c) To identify and empower faculty for future promotion and supporting succession planning.
- (d) To improve communication between managers and team members for further professional development opportunities.



## Salaries

All salaries and allowances will be paid at the end of the month or on the first day of the following month. Changing dollars is readily available in exchange counters near the school. For the teachers, it is important that all required documents are signed before the end of the school year in order to issue the June and July paychecks. International teachers may request wire transfers provided they pay bank charges. This is generally available through the Finance Manager.



## Leave Policies and Procedures

Leave requests should be made to the corresponding Section Principal by filling in the *Leave Application Form* in advance. For any emergency or sick leave, please inform the Section Secretary at the earliest opportunity, prior to the start of the school. For such a sick/emergency leave, the *Leave Application Form* must be completed upon returning to work. Please submit all leave applications to the HR Manager in the Administration Office after getting approval from the Section Principal/Director.

Teachers are to directly inform both the Section Principal and Secretary of any absence. Communication by email, SMS messaging, or by telephone is acceptable. Sending information through colleagues is not acceptable. Lesson plans for the substitute teacher are required.

### Leave Days: Sick Leave - Personal Leave – Family Emergency Leave

Within the contracted school year, Expat Teachers are given nine (9) paid leave days: Six (6) Sick-Leave Days and three (3) Personal-Leave Days.

#### ➤ Sick Leave

- a) The Teacher will be granted up to **6 Sick Days** during the contract period. On consecutive absences of 3 or more days, a Doctor's Certificate must be produced. Absences due to illness in excess of six days per year will result in deduction from the teacher's salary at the rate of **1/190** of the stated teacher work/school days. Any other absences, including those requested by the Teacher and approved by the School will be treated as unpaid leave. Sick leave can be used to care for members of one's immediate family, as well as for additional approved personal/business leave.

### **Personal Leave**

- b) The Teacher may request up to **3 Personal Days** per year to conduct personal business that cannot be done outside school hours. Personal days may not be used in the last 2-weeks of a semester.

The Teacher may not use Personal Leave days immediately before or after scheduled school holidays or at the beginning or end of the school year, including Teacher work days. Personal Leave Days, with the exception of clear emergencies, can only be taken for a maximum of two consecutive days.

### **➤ Family Emergency Leave**

- c) The Teacher will be granted up to **7 consecutive work days** of Emergency Leave if a member of the teacher's immediate family dies, sustains life-threatening injuries, or becomes life-threateningly ill, during the contract period. For the purposes of this contract, immediate family includes parents, grandparents, siblings, children, spouse, or common-law partner. The School may request proof of an above-described situation. The Teacher agrees to provide as much notice as possible when requesting such leave.

## **Communication and Courtesy**

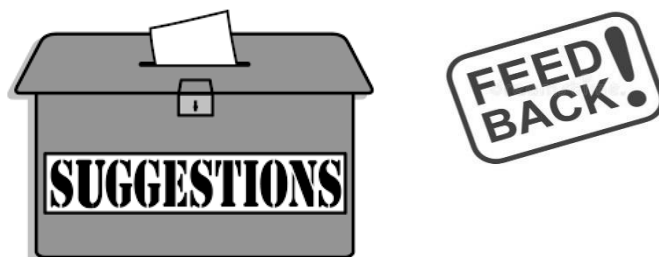
Yangon Academy is proud to attain teachers, staff, and students from around the world with multi-cultural backgrounds and diverse perspectives. It is our greatest strength that we are able to work in harmony and have established our reputation as one of the best American curriculum-based, international schools in Yangon. To ensure a healthy learning and working environment, Yangon Academy is committed to promoting a diverse, equitable, and inclusive community: All employees are expected to respect every member of the school community and communicate with each other with mutual respect regardless of one's identity, culture, religion, position, or background. The official language in Yangon Academy is English and most correspondence will be in English. Letters to the parents have to be in English and are often translated into Myanmar as well. In all correspondences, professional conduct is expected at all times. Courtesy and respect are expected from all parties, teachers, administration, office staff, students, and parents. Please contact the Director should you observe anyone acting otherwise.



## **Conflict Resolution**

If a teacher receives a complaint from a student and/or from a parent/guardian, please try to resolve the matter directly with them. If the discussion or meeting does not resolve the problem, the teacher needs to contact the Section Principal in writing or make an appointment to discuss the situation further. All significant complaints received (verbal or written) must be recorded, together with how it was resolved with a copy submitted to the Section Principal.

If a teacher has a complaint regarding the school, student, staff, etc., please see the Section Principal. Should there be a grievance with your immediate supervisor, the faculty member should refer the grievance to the appropriate senior manager.



## **6. Policies and Protocols for Teachers**

## 6.1 TEACHING EXPECTATIONS

### The Guaranteed Curriculum and Resources

It is a mandatory requirement that all teachers follow the guaranteed curriculum and the approved course resources, including textbooks. Any changes to the curriculum or to resources must first be approved by the Curriculum Coordinator, followed by the Section Principal.

### Unit and Lesson Plans

Careful planning is the prerequisite to good teaching, and at Yangon Academy all teachers base their instruction on the unit planning framework, *Understanding by Design* (UbD-Wiggins and McTighe). Well thought-out plans can increase student motivation and improve the overall learning climate of a classroom. As such, please note the following requirements:

- a. A teacher's Google Classroom platform should be updated regularly with a weekly outline of activities and resources.
- b. In the event of teacher absence, accessible lesson plans for the substitute teacher are important for the continuation of student learning. Because of this, teachers are required to submit a folder at the beginning of the school year containing any information that would be helpful to any substitute teacher, to include an emergency lesson plan and extra worksheets. A seating chart is also helpful. This folder should be submitted to the section's administrative assistant.

### Assessing, Grading, and Reporting

Please refer carefully to the comprehensive policies and best practices found in the relevant section's ***Teacher Handbook for Student Learning: Assessing, Grading, and Reporting***.

At the **Secondary School for Grades 9-12**, semester exams are required for all Mathematics, Science, English, and Social Studies classes. These semester exams are weighted as 20% of the semester grade.

All secondary school teachers are required to submit assessment results on-line using the Administrative System at a minimum every two weeks; or preferably, soon after the assessments have been scored.

For secondary school, grades are reported in the traditional format of A+ (100%-98%), A (97%-94%), A- (93%-90%), B+ (89%-87%), B (86%-84%), B- (83%-80%), C+ (79%-77%), C (76%-74%), C- (73%-70%), D+ (69%-67%), D (66%-64%), D- (63%-60%), or F (59%-50%).

The Secondary School Principal will arrange a meeting with the parents whose student earns a D in two or more subjects and/or an F in one or more subjects, within a quarter.

For **Elementary School** students, grades are reported in the format of E – Excels in Expectations, M – Meets Expectations A – Approaches Expectations, PC – Parent Conference Requested.

At the ECC, child progress is reported in the format of I – Independent, C – Consistently, D – Developing, B – Beginning, NTY – Not Yet Taught.

### **Reading or Project Groups**

Reading is the foundation for all the subjects we teach in school, and its importance cannot be overemphasized. Y AIS may sometimes have students whose abilities within each classroom vary greatly due to their background in English language. Therefore, we must keep this in mind as we do our grouping within each classroom. Teachers are encouraged to use a variety of grouping methods.



### **Homework**

Homework is intended to be a meaningful follow-up to classroom instruction. If homework is to have value, its purpose and relation to what has been taught must be clearly understood by the student, and the assignments should be related to the instructional programs' goals and objectives.

*The objectives of homework should be to...*

- Supplement and support classroom experience.
- Reinforce learning through practice, integration, and application.
- Develop student initiative, responsibility and self-direction through independent effort.
- Foster parents' awareness of their child's learning activities.

When assigning homework, the following guidelines should be considered:

- A variety of modes of homework should be assigned.
- Homework should never be given for disciplinary purposes or merely as "busy work".
- Time should always be provided within the class period to explain the assignment and respond to questions.
- Frequency - At the lower level (Grades 1 to 3) homework will be given when the teacher feels it is appropriate. At the intermediate level (Grades 4 and 5), homework will be assigned regularly. At the secondary school level, homework is assigned regularly.

Teachers giving homework should consider outside activities and assignments made in other classes. The total time students are expected to spend on homework generally should not exceed the following times:

Kindergarten	10 minutes (5 minutes reading)
Grade One	25 (15 minutes reading)
Grade Two	25 (15 minutes reading)
Grade Three	45 (30 minutes reading)
Grade Four	60 (30 minutes reading)
Grade Five	60 (30 minutes reading)
Grade Six	60 minutes
Grade Seven	70 minutes
Grade Eight	90 minutes
High School	90-150 minutes

### **Attendance Records**

Attendance will be taken by the attending teacher for each class block, to include Homeroom time, using the appropriate administrative system and submitted to the appropriate secretary for any necessary follow-up.

## **Report Cards**

Students receive written report cards four times a year, of which two are accompanied by a parent-teacher conference. The ECC students will receive similar reports twice-a-year.

Report cards have a significant effect on a student's self-esteem and how their parents view them as learners. Teachers are encouraged to think of affirmative methods of assessment to include with report cards and traditional grading. Teachers are required to follow the Report Card timeline distributed from the Section Principal's office.

If a student has any failing grades or a severe drop in grades during a reporting term, a Progress Letter should be sent home. Do not wait until the end of the reporting period to let the parents and/or Section Principal know that there is a problem. The report must be signed by the parent or guardian and returned to the school to become a part of the student's cumulative folder located in the Section Principal's Office. At the end of the school year the parent or guardian may keep the original report.

All teachers are expected to write comments for each of the reporting periods and initial them on the report that is given to the parent. All teachers' comments become part of the academic record for the student. Please make your comments specific and constructive.

Writing effective student comments is an important skill that can be helpful in fostering effective home/school communications. What to say and how to say it can make the difference between adversarial contacts and clear, to the point, helpful reports. Effective comments usually address specific points and offer concrete suggestions for improvement, enrichment, or remediation. Describing observed behavior is not negative, if done in a tactful non-judgmental way. Any negative behaviors or attitudes should also be addressed with concrete suggestions for student improvement and what you, the teacher, will do to help remediate the situation.

## **Comment-Writing**

Some areas to be included in the comments are:

- Evidence of SLOs and Global Competency attainment
- In-class participation and behavior
- Meeting responsibilities, such as homework, reports and other assignments
- Quality of work
- Note-taking/study habits
- Relationships with others: peers/teachers
- "Negative" comments should be phrased in positive terms citing ways a student can improve
- Cite specific examples and evidence whenever possible



## **Retention**

When a student's academic achievement is below grade level, or when he or she is less physically or socially mature than his or her classmates, retention is often considered. However, there are several factors involved. When a student is a candidate for retention, his or her teacher will be asked to fill out a report detailing the following:

Reading and Math levels, physical size, present grade placement, siblings and their ages, involvement in any special programs outside school, previous retention, attendance, maturity, behavior, medication, parents cooperation, student's attitude towards retention.

Notice of the concerns should be brought to the parents' attention very early in the year to allow for improvement.

## **New Students**

The first few days for a new student can be a difficult adjustment period. Your initial greeting can make a lasting impression on a student and his or her family. Please be positive and sensitive to the feeling of the student.

Helpful Hints:

- Have a plan ready for the new students. You may find it helpful to keep a folder with copies of your class schedule and any other information you feel the new student or parents should know.
- Use the buddy system. Pair newcomers with another student who may live in the same area or might have something in common with the new student. The buddy should introduce the new student to other teachers and give him/her a tour of the school.
- Remember that recess or lunch can be particularly lonesome time for someone new. Please make sure that another student accompanies the new student at those times.

## **Withdrawals**

When a parent wishes to withdraw his or her child from the school, the parent should be referred to the Section Principal.

## Student and Classroom Management

The aim is for the teachers to be more effective in the classroom and the students to be able to make responsible decisions about their behavior and have high self-esteem. The rules, consequences and rewards should be placed on a bulletin board in the classrooms where students can read them.

Be fair, consistent and understanding with students. It is also expected that home contact be made (email and/or and phone if needed) to keep parents informed of behavior, both positive and negative. A quote that is good to remember: *"Some kind teachers are not firm and some who are firm are not kind. And many are firm and kind, but not at the same time."*

Thus, you will see that with a fair discipline approach, it is easy to be both firm and kind, and the students will respond very well to it.

Some tips about disciplining:

- Be consistent and impartial
- Stop minor infractions quickly: It is easier to put out a match than it is to put out a forest fire.
- Believe in kids. If you have high expectations for them, most likely you will get excellent results from them.
- Do not make threats that you do not intend to carry out, such as, "if you do that again I will send you to see the Section Principal."
- Do not be afraid to acknowledge an error.
- Do not discipline the entire class for the misconduct of a few.
- Self-discipline should be the goal to achieve with students.
- Discipline is not necessarily synonymous with punishment. Sometimes the best results are achieved by a system of rewards and privileges.

Good discipline is essential; however, certain practices must never be used:

- Humiliation, embarrassment or ridicule of students in front of the class or peers -- Belittling a student will not be tolerated. Acts like this are impossible to explain to parents and are potentially harmful to a child's self-image.
- Punishment for circumstantial evidence – Be sure of your evidence.
- Never strike a student. There is no corporal punishment in this school.
- Do not leave your classroom unsupervised. Accidents that happen in the room may result in serious problems. If you must leave the classroom for an emergency, a neighboring teacher must be informed so that someone is in charge.
- Do not have other students responsible for the discipline of your classroom. Putting a student in charge while you are out of the classroom is never acceptable. This may also create hard feelings among the students.
- Do not banish a student to the hallway for more than a few minutes. Students miss valuable classroom instruction and cause disruption in the hall. It is better to have a desk set up away from other students, telling the disruptive child that by choosing to misbehave (s)he also chooses the consequence of sitting away from the rest of the students.

## **Student and Classroom Management, continued**

The purpose of these rules is to protect you, the teacher, and allow you to be able to teach in an effective manner in the classroom. It also ensures that the rights of the child are respected. Remember, most problems involving teachers and parents are due to careless use of discipline and negligence.

### **Assemblies**

All assemblies will be held as needed, usually, once-a-month, on the last Friday of the month, during the 8:30 to approximately 8:55 a.m. time slot. Teachers will be informed of assemblies in advance by the Section Principal.

Good behavior at assemblies is essential.

- Students should enter and exit the assembly location quietly and orderly.
- Be attentive to those presenting.
- Applaud at appropriate time to show appreciation.
- There should be no talking while the presenters are addressing the assembly.

### **School Lunch Period: Proper Etiquette for Students**

*Teachers should emphasize regularly several common practices:*

#### ***Students should...***

- Wash hands with soap and water before and after eating.
- Practice healthy eating habits.
- Stay inside canteen/designated areas while eating.
- Keep the conversations pleasant while eating.
- Demonstrate proper table manners.
- Keep voices at an appropriate level.
- Clean up dining areas before leaving.
- Respectfully follow the directions of all personnel supervising recess and lunch duty.

## **6.2 Professional Duties**

### **Faculty Attendance – Policies and Protocols**

During the school day, the safety of students is the School's primary responsibility. Moreover, the School has a responsibility to reassure parents that their children are properly supervised throughout the school day. To ensure this priority and responsibility are realized, faculty should do their best to remain on campus through the entire school day and to adhere the following policies and protocols.

#### **➤ Sign-In / Sign-Out**

All teachers and staff members must electronically sign-in upon their arrival to school in the morning, and he/she must also electronically sign-out when they depart school for the day. In so doing, accurate attendance records will be maintained by the Human Resource Department.

#### **➤ Leaving Campus**

While faculty should remain on campus during the school day, it may be necessary to leave campus for urgent or personal reasons; in such an event, the teacher should request leave from the Section Principal or his/her designee.

#### **➤ Lunch Period**

Should a faculty member wish to leave campus during the lunch period, the School would ask that all teachers both adhere to the following common-sense protocols and to understand the "spirit" of these protocols: 1) The teacher should only remain off-campus for 30-minutes or less; 2) The teacher should only go out to lunch or purchase food/snacks in the immediate vicinity of the school campus; and, 3) The teacher should avoid group gatherings of colleagues among the general public during the school day. 4) The teacher should sign-out at Reception.

### **Before and After-School Duties**

Teachers will be assigned to before and after-school duties and supervision. If you are unable to attend to your duty on your assigned date please arrange for a substitute and inform your section principal/designee of the supervision arrangements at least one-day in advance.

## ***Recess Notes for Elementary School***

Elementary students may play on the playground adjacent to the basketball court or basketball court when it is not in use.

### **Indoor Recess for Elementary**

- In very wet or muddy conditions, students should remain in class and stay off the playground following the directions of the teacher or assistant.

During indoor recess teachers will supervise students in their classrooms.

### **Recess Rules for Elementary**

- Students are never to leave the school grounds during school hours without the parent or guardian.
- Students are to play in designated areas only. They should not play in or on the window or climb in or out of them.
- When using swings students should swing straight, one person per swing, in the sitting position. When finished, students should step out rather than “bailing out.”
- When using climbing equipment students must never wrap their legs around another student while they are attempting to cross the climbing equipment, nor should they kick or swing their legs at another child while crossing.
- Field - Footballs and other playground balls used for kicking or throwing should only be used on the open areas away from other students and cars. No tackling of any kind for any sport is permitted. No “play fighting”.
- Foursquare and courtyard areas - No softballs, footballs or super-balls should be kicked or thrown in this area. It is meant for foursquare, hopscotch and jumping rope etc. Students should never run through a game in progress.
- In general - Anything on the ground (dirt, rocks, sand etc.) should be left on the ground and should never be kicked, picked up or thrown away. Absolutely, no Running in the hallways.

### **Dismissal**

All students are dismissed at 3:15 PM.

Teachers should help supervise their students at dismissal times. Students should never be sent home with anyone who is not authorized. Check with the Section Principal’s office for any changes in authorized pick-up. If anyone else is picking up the student, the school will need a written permission from the parents, even if the student recognizes the individual. In case of an emergency, a phone call to the school will suffice, but written note should be made of the date, time, instructions and name of who made the call to the school.

## **Field Trips**

Field trips are an integral part of the educational experience when used in conjunction with a course of study. When you plan to take a field trip, please remember the following:

- Submit a Field Trip Proposal Form.
- The field trip must relate to the unit of study to be of value.
- Teachers should fill in a Field Trip Proposal Form and ask for the Section Principal's approval. Approval for a field trip must be sought at least 1 week in advance.
- The Events Coordinator will help the teachers in organizing the field trips by finding out all the details regarding the trip.
- A note must go home to all parents with an outline of the approved trip and a Field Trip Permission Form for their signature indicating their permission for their child to attend the field trip, at least two days in advance.
- Adult supervision must be included for the trip. Adult to children ratios: 1 adult per 10 children for Elementary groups. One of the supervisors of the trip must be the classroom teacher.
- No field trips are to be scheduled during the last two weeks of each semester. As the period around Thingyan through May is typically very hot, field trip requests may be denied during this time frame.

Note: If you are going on a field trip with your class, or for any other reason are unable to take your duty assignment, it is your responsibility to make arrangements to swap with someone before you leave.

Please see the school's Field Trip Policy and Procedure for more details.

## **Faculty Meetings**

Faculty meetings are held every Wednesday, from 3:30 to 4:30 p.m. Attendance for all faculty is mandatory. Should a teacher need to be absent from a scheduled faculty meeting, he or she must first seek permission from the Section Principal.

## **6.3 Professional Conduct**

### **Collegiality**

All employees are expected to conduct themselves professionally, with courtesy and respect for others at all times. To ensure a healthy learning and working environment, Yangon Academy is committed to promoting a diverse, equitable, and inclusive community: As such, collegiality among faculty and staff is a daily priority. Do not publicly argue or demonstrate negative behavior, either verbally or with body language, to colleagues, other adults or students on the school campus, whether in classrooms, hallways, or other areas. Using students as proxies to further one's personal or professional agenda is not ethical and not allowed. Do not use social media to broadcast complaints, especially concerning other colleagues, to students, parents or other adults.

When language is a barrier, please try other ways to communicate, such as getting someone to help with translation. Impolite use of language and/or behavior toward students, teachers, and staff must be avoided.

Please see your supervisor if you experience any difficult situation as a consequence of someone's improper conduct. A conference may be called by the Director and/or the Section Principal, together with both parties, to discuss the incident.

### **Confidentiality**

#### **Student Records**

All cumulative student folders must remain locked and secured in Section Principal's Office and maintained by the Secretary. The student folder should contain the following:

- Any transcripts, report cards, medical/health records, etc. from previous schools
- Any results of standardized achievements tests
- Report Cards and Documents relating to Behavioral Issues
- Any important parental or student/teacher communications

No faculty or staff member should give out any personal information concerning any student enrolled in the school to any person, unless that person is the student's own parent, guardian or an official of the school.

Faculty and staff members are also reminded to protect the privacy of all students, faculty, and staff. This protection includes preventing the spread of gossip and rumor as well as maintaining confidentiality when discussing matters of a private nature.

## Dress Code

Business casual dress, at a minimum, is required during the school day. For men, usually a pair of dress pants and a dress shirt is sufficient. For woman Smart Casual dress is sufficient. Teachers are expected not to wear:

- Revealing dresses, tops, etc.
- Jeans/Denim skirts
- Leggings, unless worn with a tunic or under a dress
- Yoga pants or gym apparel
- Shorts/Short Skirts

## Smoking

Yangon Academy is a non-smoking campus.

## Collecting money

Teacher should not collect money from the students for any reason. All money should be handled by the Business Office.

## Tutoring/Private Tuition

Parents may wish to have Y AIS teachers and/or teaching assistants to provide extra help to their sons/daughters. Yangon Academy administration will endeavor to support these parent requests, but all parents, students, and Y AIS staff must agree to the school procedures and guidelines given below.

1. Teachers should avail themselves 30minutes before and /or after the school day for additional academic support at no additional payment.
2. Should a faculty member choose to provide tutoring outside of normal school hours, then he/she must read these guidelines and complete a *Yangon Academy Tutoring Form* for each student before any tutoring begins. The *Yangon Academy Tutoring Form* must be completed and discussed with the classroom or subject teacher and the Section Principal.
  - a) **No Y AIS staff member may tutor his/her own students for payment.** Consequences for violations: First violation, a written notice will be placed in teacher file. Job termination on second violation.
  - b) Tutors will be expected to regularly discuss the student work undertaken with the referring and/or grade level/subject teacher.
  - c) Tutors will collect all fees for their services directly from the parent(s) or guardian(s) of the tutored student.

Consequences for not following this step: Discussion with Section Principal on the first violation. Written warning to be placed in the teacher's file on the second violation. Job termination on the third violation.



Note: However, the expectations given above refer to Yangon Academy students only and not those attending other schools. It is assumed that all extra tutoring by teachers and TAs will not negatively impact the quality of their work at Yangon Academy.

### **Written materials**

All official forms, both soft and hard copies are available from the Administration Office or on the school server. As every document creates an impression in the community, please be sure that there is no spelling or grammatical errors in any written piece.

All faculty members are requested to abide by following practice:

- Use of school letterhead should be reserved for official correspondence only. Copies of all official letters, whether to students, parents or anyone else, must be approved by the Section Principal for reference.

## 6.4 Communication with Parents/Guardians

### Conferences

Parent-Teacher Conferences are held twice a year. This does not limit the individual conference if the teacher wants to see the parents to discuss the student's progress. If a student is experiencing difficulty in any subject, teachers are expected to send home interim reports and progress reports. The forms are available from the Section Principal's Office. Parents may also request a conference at any time through the Section Principal's Office. They must give at least 24-hour notice to set up the appointment unless it is an emergency.

The following guidelines are suggested for conferences:

- Ask the parents in advance if they are going to need translation. If so, please arrange for it in advance.
- Schedule conferences during regularly scheduled conferences days, before or after school, or during a free period.
- Use a corner of the classroom or other suitable place, such as the meeting room.
- Provide an adult type chair(s) for the parent(s) or guardian(s). These can be requested through the Reception if necessary.
- Conference time should not exceed 30 minutes, and on regularly scheduled conference days probably not more than 15 minutes.



## **6.5 Health and Safety**

### **Illness or Injury**

Students should be sent to the Health Clinic @ Reception if they become ill at school or if they are injured while on school grounds. If there is an injury on campus, please fill in the Accident Report Form for any accidents known on the school premises and send copies to the parents and to the Section Principal's Office for the student's file.

The School Nurse will provide teachers with any relevant information regarding individual student medical issues. Parents and guardians should provide the School Nurse with the necessary medications for allergies, especially bee sting kits and asthma inhalers that a student needs at school.

All medications should be dispensed in the Health Clinic and supervised by the School Nurse. At no time should students have medications in their desks or on their person. Teachers should never dispense medication of any sort to students.

Keep in mind the following:

- Only the School Nurse should give medication to students.
- The medication should be in the container with the label and prescription it was dispensed by the pharmacy or physician.
- Written permission must be received from the parent requesting that the school comply with the physician's orders.
- If a student arrives at school with a medication he/she says should be taken, the student must report to the Health Clinic and parents must be provide permission.
- No medication should be given to any student without first checking with the parent for allergies. (including Panadol).

### **Emergency Evacuation Procedures**

Each room should have an "Evacuation Plan" posted next to the door. It is the teacher's job to familiarize themselves with the evacuation procedures in case of a fire or emergency evacuation. Please note the school will conduct regular emergency drills, to include "Fire Drills", "Earthquake Drills", and "Lock-Down Drills". Important information and details regarding school emergencies can be found in a separate Security Manual.

## **Emergency School Closing**

In the event that the school must be closed or delayed, you will be contacted by various modes of communication, to include phone calls, emails, and/or messaging apps. While teachers are not normally required to report to school if it is closed for the day, schooling will continue online via Google Workspace, when possible. Please be sure that the school has an up-to-date contact number for you. If you do not have your own phone, please provide an emergency contact number so that we may leave a message for you. An announcement will be made on the school website as well.

## **Security**

The security and safety of our students and staff should be the priority concern for all of us. This responsibility begins in your classroom, but it includes the entire institution. If you see any part of the facility that lacks proper security, please report it to the Assistant General Manager. If you visit school outside of school or office hours, please make sure to check the doors and windows are locked, and the air-con is turned off before you leave.

All visitors are required to sign-in and sign-out at the Reception Desk. They should then be wearing the Yangon Academy Visitor I.D. During school and office hours, if you see someone on the premises, who is unescorted by a staff or a faculty member, or if you observe someone you do not know, please do not hesitate to ask him/her if you can assist. If you are unsure about someone, notify the Receptionist immediately.

Students are not allowed to leave campus at any time during school hours without written parent permission. The section's administrative assistant will inform the Section Principal first before a student can leave. The student cannot leave without the Section Principal's direct permission. The Security Team will then be notified that the student has been cleared to leave campus.

Excluding school-approved, off-campus events (athletics etc.), teachers are not permitted to take students off-campus for any reason during school hours. For such trips, teachers are required to submit the Field Trip Proposal Form.

## **Visitors**

Parents and other visitors who visit the school must report to the main reception desk, sign-in, receive an identification badge, and be supervised throughout the visit. Parents and other visitors arriving unannounced should be sent to the Section Principal's Office to make an appointment to visit. The Section Principal must approve all appointments.

## **APPENDIX TO THE FACULTY HANDBOOK**

***The following forms are important for all faculty to know and understand.***

- **Employee Child Protection Pledge (please sign and submit)**
- **Acceptable-Use Agreement for Technology (please sign and submit)**
- **Requisition/Reimbursement Form**
- **Stationary Issue Slip**
- **Faculty Leave Request Application Form**
- **Repair & Maintenance Form (for classroom and/or apartment)**
- **Staff Destination Form w/Emergency Contact (please complete and submit prior to holiday leave)**

**Each Faculty Member Will Receive Soft-Copies of the Above Forms.**



## **Employee Child Protection Pledge**

As an employee of Yangon Academy International School, I agree to abide by all school policies, protocols, and practices pertaining to the Codes of Conduct as outlined in the *Employment Contract*, the *Child Protection Handbook*, and in the *Faculty and Staff Handbook*. I further acknowledge and agree that, in my role as an adult working with children, there exists a special duty of care to protect children from harm and to safeguard their well-being. As such, I understand that should I not meet this duty of care, whether in full or in part, my employment with the School may be terminated at any time. This Child Protection duty of care includes, but is not limited to, the following Five Obligations for Protecting Students:

1. If I receive a report of student abuse or neglect, or if I suspect a student is the victim of sexual, physical, or emotional abuse or neglect, I am required to report such allegations and suspicions within 24-hours to the Child Protection Officer, and/or to a member of the Child Protection Team, and/or to a member of the Administration Team.
2. I will neither schedule school-related meetings with a student(s) away from the school campus, without the specific approval of an administrator and the student's parent/guardian, nor will I socialize with students outside of the school day, without the specific approval of the student's parent/guardian and a member of the Administration Team.
3. In my 1-to-1 interactions with students, I will ensure that my conduct is professional and there is a reasonable attempt at remaining visible to members of the school community.
4. I will maintain appropriate professional boundaries between myself and my students, including in my speech, in my actions, and with all forms of online communication and social media.
5. I have read and understand, and agree to abide by, the policies and procedures outlined in the *Handbook for Child Protection*. Further, I will commit to all Child Protection-related Professional Development training offered by the School and, by striving to implement the best practices of Child Protection, I will help ensure that every child's protection, safety, and well-being are schoolwide priorities.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_



## **Acceptable-Use Agreement**

*For All Faculty and Staff*

As an adult member of Yangon Academy, I must ensure that my use of technology while I am at school, including all forms of electronic communication and Internet usage, conforms to the highest virtues of honesty and respect and always provides a wholesome example of safety and security for the students to emulate. Whether using the School's equipment or network or my own equipment or any other computer or electronic device or outside network, I will adhere to the following *Acceptable Use Agreement*.

### **Privileges and Responsibilities**

- I will not reveal my password to others.
- I understand that the School may review my account, including any e-mails, Internet search histories, or other files I send or receive, at any time.
- I will remain vigilant regarding students' use of technologies as outlined in their own Acceptable Use Agreement and, should I be made aware of any violations, I will promptly report those violations to my section Principal.
- I understand that I may not portray myself, the School, or anyone associated with the School in a manner that is in conflict with the School's policies and practices with respect to honesty, integrity, and general standards for community behavior.
- For security reasons, I understand that I should exercise care in portraying the School in any manner in any public forum; at all times, and in the interests of protecting students, I will adhere to the School's photography/videotaping policy.
- I understand that bullying, harassment, hazing and discrimination of any kind are in conflict with the School's ideals and, in such an instance, may result in the immediate termination of my employment as well as exposing me to any legal remedy that may be relevant.
- I will not give out or put online personal information that compromises my own well-being, the well-being of others, or the security of the School community.
- I understand that I may not access inappropriate websites, content, or materials using the School's network or another outside network.
- I will not download or copy commercial software in violation of copyright laws.

***Acceptable Use: Privileges and Responsibilities, continued.***

- I will not attempt to gain unauthorized access to network resources or disrupt the network, including by unplugging or tampering with computers, printers, or other hardware resources.
- I will log off when I complete my work or when I leave a computer.
- I will not access or use the accounts or files of others.
- I understand that I am accountable for my use of technologies beyond communications on Yangon Academy's network and during school hours, especially when my online activity and/or my electronic communications harms the reputation of the School or impacts negatively my colleagues and/or the students of Yangon Academy.
- In the event I need to take home with me the School's laptop or other ICT resources, I assume all financial obligations, in replacement or repair, should the laptop or resource(s) become lost, stolen, or damaged.
- I understand that no software (even public domain and shareware) may be installed or used on a School computer without the permission of a Technology Department staff member. I further agree that I will not participate in illegal file-sharing programs.

**Personal Laptops and Other Technology Devices**

If I bring a personal laptop or other network-accessing device (e.g., iPad, iPod, iPhone, Blackberry, Droid, PDA) to School, I understand that this Agreement also governs my use of such personal devices.

---

I respectfully pledge that I will follow these rules for acceptable use of technological resources, at School. I understand that breaking these rules may be disruptive to the educational process and may be considered a major disciplinary offense. Violations of this policy may invoke consequences including immediate termination of employment.

Signature of Faculty/Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name of Faculty/Staff Member: \_\_\_\_\_





*Yangon Academy  
International School*

### Requisition/Reimbursement Form

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

Sr. No.	Description	Qty	Rate	Amount
Total Amount (Kyat/ US\$)				

Requested by: \_\_\_\_\_ Certified by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

2023-07-001 Requisition/reimbursement form

### Stationery Issue Slip

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_

No	Items	Qty	Remarks


Normal

Urgent

Sign: \_\_\_\_\_



## Yangon Academy International School

### Leave Application Form

Please submit all leave applications to the Admin Manager in the Business Office after getting approval from the Principal/Director. Sick leave application must be completed upon return to work.

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Date(s) of leave: \_\_\_\_\_ Number of days: \_\_\_\_ Date Submitted: \_\_\_\_\_

☐ Personal ☐ Professional (e.g. attending a work-related workshop) ☐ Sick leave

Reason for request:

\_\_\_\_\_

-----  
Employee's signature

-----Office use only-----  
Leave used prior to application: Personal days ( ) Sick days ( )

Principal's/Director's approval: ☐ Yes ☐ No

Comments:

\_\_\_\_\_

-----  
Principal's/Director's signature

2023-07-001 leave application form



**Yangon Academy  
International School**

## **Repair & Maintenance Order**

Date requested: \_\_\_\_\_ Requested by: \_\_\_\_\_

Requested for ☐ House ☐ School (room/class \_\_\_\_\_)

Requested work (Please provide full details):

.....

.....

.....

.....

### **Agreement**

I understand that I or somebody assigned by me must be present in the room while the maintenance work is being done. I will lock all the valuable items and put them out of sight. I will not hold responsibility to the school or the maintenance person if something goes missing after the maintenance work has been done.

\_\_\_\_\_  
Signature

2023-07-001 Repair and maintenance order form



*Yangon Academy  
International School*

## **Staff Destination Form**

**To be completed and filed with the PRINCIPAL during travel absences of 3 days or more.**

Name -----

Date of Departure ----- Date of Return -----

Destination -----

Return Flight No. (If applicable) -----

Address where staff member may be reached during travel (if known)

---

E-mail : -----

Contact Phone No. : -----

In case of emergency,

Name ----- Relationship -----

E-mail & Phone No. : -----



*Yangon Academy  
International School*

**School Address :** 35-B, University Avenue Housing, New University Avenue Road,  
Bahan Township, Yangon, Myanmar.

Tel: (951) 549 451, 540 730, 557 219

**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)