



Yangon Academy International School

ELEMENTARY PARENT/STUDENT HANDBOOK 2023 - 2024

Revised August 2023

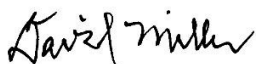
Name

Class

Using Your Elementary Parent/Student Handbook

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

Best Wishes!



David Miller
School Director, Yangon Academy International School

About Yangon Academy

Established in 2004, Yangon Academy is a private, English-medium school offering an American-based curriculum. The school provides high-caliber education to children from the ages of 4-18, serving grades ranging from Kindergarten to Grade 12. Qualified, and highly experienced English-speaking teachers from around the world provide a strong academic foundation for learning. In addition, Myanmar teachers also assist in the classrooms. Air-conditioned classrooms, a computer lab with Internet connection and wi-fi facilities, music and art rooms, a library, a covered sports court and a playground 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.



Student Learning Outcomes (SLOs)

Effective Communicators



- Listen respectfully and with sensitivity.
- Share information and ideas clearly and honestly.
- Communicate in many ways by speaking and writing and through art, music, movement, math, and social interaction.
- Use appropriate technology as a tool to convey ideas.

Creative and Critical Thinkers



- Create new ideas for good purpose.
- Reflect and find creative solutions.
- Do their best.
- Use art to make life better for themselves and others.

Healthy Individuals



- Enjoy playing with others to stay healthy.
- Support the health and safety of self and others.
- Show Happiness with their body and mind.

Collaborative Team Players



- Work positively with others.
- Support classmates.
- Lead classmates by examples.
- Understand that each classmate is important.

Responsible Global Citizens



- Show respect for others.
- Show responsibility for their actions.
- Value and honor family.
- Respect different people and cultures.
- Care for the environment and community.

Lovers of Learning



- Show excitement and curiosity for learning.
- Develop their abilities.
- Use their imagination and develop new ideas.
- Take responsibility for their learning.

Global Competencies

Global Competence is the knowledge to understand and act on issues of global significance. Yangon Academy International School has adopted four *domains* for global competence as presented by the Asia Society & the Council of Chief State School Officers (CCSSO)-United States to foster an awareness and a curiosity about how the world works.

These Global Competencies are embedded within the SLO's.

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 AT YANGON ACADEMY

Yangon Academy International Elementary has adopted the approach of Positive Behavioral Interventions and Support (**PBIS**). It is a way for schools to encourage good behavior. With **PBIS**, schools teach kids about behavior, just as they would teach about other subjects like Reading or Math. The focus of **PBIS** is prevention, **not** punishment.

A Yangon Academy student is expected to...

- be diligent in attempting to master such studies as are part of the program in which a student is enrolled;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and wise parent;
- attend classes punctually and regularly;
- be courteous to fellow students and obedient and courteous to teachers;
- be clean in person and habits;
- take tests and examinations as required;
- show respect for school property.

Be Safe

Be Respectful

Be Responsible



School Faculty and Support List

Management

Yee Yee Tha	Managing Director
Paing Tha Htoo	Chief Executive Officer
Nyo Nyo Aye	General Manager
Khin Yu Yu San	Assistant General Manager
David Miller	School Director
Michel Augustine Gordon	Secondary School Principal
Johannes Dippenaar	Elementary School Principal
Michael Thomas Schneller	Secondary School Assistant Principal
Katelyn Kearney	College Counselor
Jill M. Snedden	Curriculum Coordinator

Elementary School (KG - Grade 5)

Jonah Mari Vanilla Albelda Villafuerte	Kindergarten Teacher
Kameren Kory Lund	Grade-1 Teacher
Aarthi Auxilia Dawson	Grade-2 Teacher
Josh Lynn Rice	Grade-3 Teacher
Zara Schoeman	Grade-4 Teacher
Iain George	Grade-5 Teacher
Naw Khu Khu Shee	Kindergarten Assistant Teacher
Phyu Phyu Aung	Kindergarten Assistant Teacher
Chal Su Thi	Grade-1 Assistant Teacher
Myat Nandi	Grade -2 Assistant Teacher
Htet Htet Win	Grade-3 Assistant Teacher
Khine Soe San	Grade-4 Assistant Teacher
Shwe Yi Mon	Grade-5 Assistant Teacher

Special Subject

Tin Tin Khaing	Art Teacher
May Myat Thwel	Computer Teacher
Phone Myat Aung	Music Teacher
Barani	Physical Education Teacher
Lwin Lwin Khine	Myanmar Studies Teacher
Chit Phu Ngon Nyunt	Myanmar Studies Teacher

Administrative Support Staff

Nay Mar Hlaing	Finance Manager
Tin Zar Win	Accountant
Cing Num Lun	Assistant Accountant
Wai Wai Tun	Assistant Accountant
Chit Hnin Pwint	Human Resource Manager
Nyeint Nyeint	Admin Manager (Faculty Visa)
Soi Ohnmar Kyaw	Admin Manager (Housing)
Phyu Phyu Khaing	Assistant Admin Manager
Yin Pa Pa	Admin Coordinator
Thandar Kyi Oo	Receptionist
Ye Htet San	Receptionist
Swan Htet Aung	Receptionist
Kay Thwe Hnin	Project Manager
Hein Thant Thaw	Maintenance Supervisor

Academic and Administrative Support Staff

Naw Gay Blut Moo	Secondary School Coordinator
Su Lei Phyu	Elementary School Coordinator
May Zin Oo	School Secretary and Administrative Support
Aung Min Khant Kyaw	Graphic Designer
Hay Man Oo	Customer Service Executive
Mi Han Thar Yar Man	Librarian
Than Min Aung	Science Lab Technician
Win Aung	IT Manager
Tun Tun Win	IT Executive
Kyaw Min Htun	Junior IT Assistant
Aung Phone Pyae	IT Intern
Kay Zar Thein	School Nurse



Administrative and Basic School Policy

School time

The academic year runs from August to June, with students receiving a total of 180 tuition days in a school year. School is in session from Monday through Friday from 8:15 a.m. - 3:15 p.m.

School is closed on public and school holidays. Please refer to the 2023-2024 School Calendar for more details.

Drop-off

Elementary students should be dropped off at 8:00 a.m. at the designated student safety area. The school requests all parents be extra vigilant of other students and to be considerate of other drivers and the residents around the school area. There are teachers on duty at the safety area drop-off point in the mornings and afternoons.

Pick-up

There is limited parking space at the Yangon Academy 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 inadequate. Whenever possible, parents need to make arrangements so that siblings not involved in after-school activities can go home directly. There are teachers on duty at the safety area pick-up point at the school's dismissal times.

Dress code

Students are required to wear the school uniform when attending school or representing Yangon Academy on and off-campus, including field trips and sports activities. A full P.E uniform will be worn only on the days when P.E is scheduled. Students are to present themselves in a modest, tidy, dignified fashion wherever they appear in uniform. Inappropriate and or any obscene pictures or words are prohibited. Students will be asked to change or be sent home if they are seen wearing such clothing or jewelry. Students must wear appropriate footwear when they are outside of the classroom, on the playground and during Physical Education (PE) lessons.

The school uniform and PE uniform can be purchased from the school Business Office.

Homeroom

Each class has a homeroom and a homeroom teacher. Students should turn to their homeroom teacher for guidance and counselling. If a student has a concern or a matter they need to share or discuss with an adult, they may approach their homeroom teacher or the assistant teacher. If further assistance is needed, the homeroom teacher will help the student approach the Elementary Principal for further support.

Monitoring student's progress

Student progress is continually monitored by teachers in various ways and recorded on progress reports and report cards. Parents and older students should regularly check their assignments and scores via Plus Portals. Parents-teachers Conferences will take place twice a year to discuss student's progress. More information is available on progress reports in the school-home communication section.

Grading

At Yangon Academy students receive grades for their schoolwork. A student's grade is determined by his/her participation in class activities, completion of or performance on class projects, tests and examinations.

For elementary school, grades are reported in the format of:

Excels in Expectations	E
Meets Expectations	M
Approaches Expectations	A
Parent Conference Requested	PC

Student Files

Yangon Academy keeps a file for every student which contains the student's identification document such as passport, NRC or birth certificate, application form, copies of immunization records and copies of academic records, such as report cards and transcripts. These files are confidential.

Student ID and Library Card

Student ID cards are issued for all students at Yangon Academy. New students receive a picture identification card at the beginning of the school year. They are valid for three years and can be extended. Students need to show the student ID cards when they want to check out items from the library as well as when the school staff asks for them for verification. An additional ID card will be sent home to parents. Replacement of a lost, stolen, or damaged ID is 10,000 kyats. See the Elementary Secretary for elementary ID card needs.

Punctuality

Students are expected to be on time for school. If for any reason a student is going to be late for school, parents should inform the school reception by telephone at (951) 549451 / 557219 / 540730 for elementary school. For extended absences parents need to submit a written request to the Elementary Principa,l with the important details.

Attendance

Yangan Academy recognizes regular, punctual attendance has a positive effect on student learning and achievement. If you know your child will be absent, please call the school office (951) 549451 / 540730 / 557219. Excused absences from school are for personal illness, family emergencies, health care appointments or religious observances. Following an absence, we ask for parent/guardian assistance. A note explaining the absence is needed.. If you are concerned about your child's adjustment to school and/or his/her attendance record, please contact your child's teacher, and/or school principal.

Absences

Frequent absences contribute to difficulties in learning, create emotional strain for the student, and may be potentially harmful to the child's academic progress. As such, when absences are considered to be considered excessive a conference will be scheduled to include the parent/guardian, child, and school principal. The purpose of this conference is to work for solutions. For any extended absences, parents need to submit a letter well in advance to the Principal requesting approval for such absences.

Tardiness

It is important that children arrive at school on time. When children arrive late, they miss vital instruction time, announcements and directions, and interrupt the entire class. At Y AIS, when it is determined that tardies have become excessive , an attendance conference will be scheduled to include the parent, child, and school principal.

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 to make up any missed lessons. 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' safety

For students' safety, all parents and visitors must check-in at the reception before entering the school building, must wear the "visitor badge" and must check-out before leaving the school building. Anyone who is seen not wearing the badge will be queried by the staff at any point, and will be asked to check-in at reception. Parents/visitors shall not enter the school building without prior appointment and without a valid reason.

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 school. Students must not be present on-campus after school hours (3:15 pm) without supervision.

Yangon Academy has an evacuation/emergency drill at least once a quarter for all the students and staff. All students must follow the evacuation safety procedures strictly and participate in the drill. During the first week of starting school, students will be briefed on safety and evacuation procedures in case of fire, earthquake, and lockdown.

Injury and illness

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

For major injuries (fracture, concussion, excessive scrapes or cuts) 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 take the student straight to Asia Pacific Clinic, and to Asia Royal Hospital for immediate care.

For any accident that happens, during school hours, the class teacher will prepare the accident report, send a copy to the parents, and give a copy to the Section Principal.

Sports

Yangon Academy provides its students with a fairly sufficient area to carry out sports activities, and encourages all students to take part in sports activities while promoting a healthy and active lifestyle. All students except those who are exempt for health reasons are required to participate in P.E. lessons.

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 Reception for the students to pick up during lunch and break time.

Left, Lost and Found

When general items are found on campus, they are placed at the school reception. Periodically, unclaimed items up to 30 days are donated to charity. Valuables (watches, rings, computers, mobile phones, etc.) found on campus are also brought to Reception. The school receptionist holds such items for identification and return.

Students bring valuables such as jewelry, computers, cameras, and other gadgets to school at their own risk. Yangon Academy cannot be responsible for theft or any loss.

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 in case of emergency.

Cellphones

The use of cell phones *is not* permitted on the Elementary Campus without teacher permission. Cell phones must kept in the student backpack unless the teacher has granted permission for use.

Textbooks

Textbooks are provided by the school. When textbooks are issued, students are required to put their names at the front of the book in ink. This is used as a check by the teacher when books are returned. Textbooks are school property, and the 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. Students should protect their textbooks with covers.

Library Books

All are encouraged to borrow books and other materials from the library and adhere to the library rules.



Information Technology (IT) Rules

Using Computers:

Personal laptops, iPads, tablets

With teacher permission, students may use their own laptops, iPads and tablets at school for school-related activities. Should a student misuse any IT equipment, Yangon Academy reserves the right to bar that student from using any IT equipment on the school premises..

Computer Lab

There is a fully-equipped computer lab for student use. Students must have a teacher's permission to use a computer, and may only do so when supervised. All students must follow the computer lab rules at all times. Consequences for violating these rules may include suspension of computer privileges.

Printing Assignments: Printers are provided in the computer lab for printing assignments and students are expected to use these printers with the permission of the computer teacher. An additional printer for students is available in the library.

Using the Internet:

From personal laptops, iPads, tablets, smart phones

Students are not allowed to use the Internet on personal laptops, iPads, tablets or smart 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. *See the School's Digital Learning Agreement for details.*

In computer lab

Students may use the Internet in the computer lab for school-related activities under the supervision of the computer teacher and/or the class teacher. Students are not allowed to install or download any program onto a computer, or to change the system configuration of any computer. Unauthorized access to the Internet will lead to suspension of use of computers.

CODE OF CONDUCT

Yangon Academy is a community of teachers and students dedicated to the process of learning in a safe and caring environment. Our Code of Conduct prohibits any acts or materials that hinder any teacher's teaching or any student's learning.

The Elementary Principal/Assistant Principal will take necessary action if any student is found conducting any of the behaviors listed below.

- *Lateness* - arriving late to school or to any individual class
- *Not wearing the full school uniform*
- *Unexcused absence* - missing a class or a school day without permission from the school
- *Inappropriate behavior in class* - any act or speech that disrupts the class's education
- *Insubordination* - being disrespectful, failure to follow the direction 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 during tests and exams.
- *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 without express permission, whether or not you intend to return it; damaging in any way something that does not belong to you
- *Smoking, possession of cigarettes* - smoking on school premises is strictly prohibited.

- *Inappropriate display of affection* - intimate or prolonged embraces, hand-holding, kissing, etc.
- *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. YA is very strict about bullying on Social Media.
- *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 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

OFF-CAMPUS BEHAVIOR

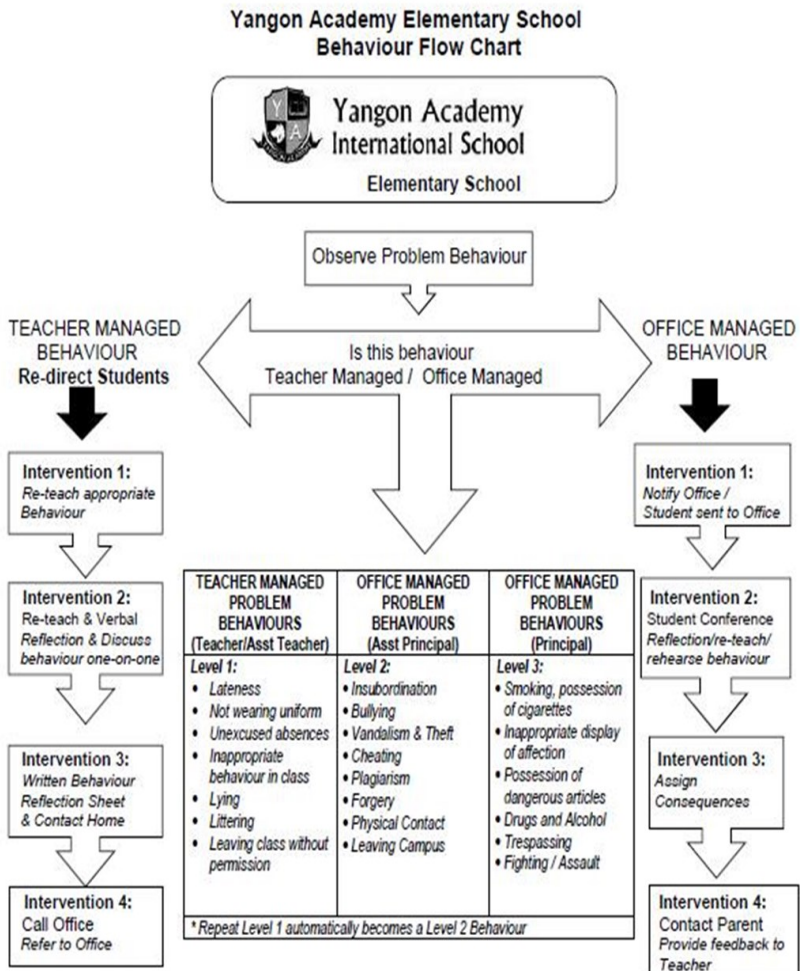
Yangon Academy students and their parents are responsible for their own behavior when they are off-campus. However, the school expects its students to be well-behaved and well-mannered as the representatives of Yangon Academy at all times.

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 the improper use of social media.



DISCIPLINARY CONSEQUENCES

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. Depending on the seriousness of the student's behavior, a contract may be drawn up where expectations to improve the student's behavior are stated. For a student on behavioral probation, subsequent breach of rules could result in the student being asked to leave the school.



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, students must also return textbooks, library books, and other school materials. Any fees or fines owed by the student must also be paid.

The withdrawal process:

- 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
- student returns the student withdrawal form to school for signatures of teachers, librarian, business manager and administrators
- 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 the signed withdrawal form

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 suggested.

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.

Elementary Reporting Periods

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

The four report cards for 2023-2024 will be issued as follows:

Quarter 1 - October 2023 during parent-teacher conferences

Quarter 2/Semester I - January 2024

Quarter 3 - March 2024 during parent-teacher conferences

Quarter 4/Semester II - June 2024

The elementary school will not issue report cards in October and March without a parent conference.

The student's progress reports for elementary school (Kindergarten - Grade 5) include comments on each student's academic progress, as well as his/her social behavior and study habits. During parent-teacher conferences, parents may request to see samples of their child's work, achievement records, both formal and informal, and hear about his/her strengths and areas for improvement, general behavior and adjustment to school.

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. Teachers are available to meet with parents 30 minutes before and 30 minutes after the school day, but would prefer to meet after 3:15 pm. Principal is available at anytime for parents during school hours.

Parent communication from school

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.

Electronic Parent Communication Methods:

- Parent Portal
- Viber Class Groups

Current student data

Parents must notify the school of a change of address, telephone number or email 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

Schools are human institutions ; conflicts and differences of opinion arise from time to time. It is the aim of the school to create an environment allowing conflict 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 Principal in writing or make an appointment to discuss the situation further.

CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

The school offers an extensive co-curricular program that may include the following activities: intramural sports, practice for math competitions, fine arts, Myanmar cultural arts, Mandarin board games, 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 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 co-curricular activities, organized by Yangon Academy. At least three times a year, students are required to attend the school cultural and social programs, such as the Annual Elementary Christmas program in December, the Thingyan festival in April, and Games Day competitions.

FIELD TRIPS

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

MEASURES OF ACADEMIC PROGRESS (MAP)

Yangon Academy uses a set of computerized tests (Measures of Academic Progress - MAP) to help assess the level of knowledge 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 quality international schools in more than 54 countries around the world. We test each YA student twice a year in the Fall and Spring, in order to fully evaluate the success of our school programs and to improve the learning of each student.

COURSES

Elementary school

1. English
2. Mathematics
3. Science and Technology
4. Social Studies: Society, Geography and History
5. Myanmar Studies: Language, Culture, History, Geography, Ethnic Groups
6. Music
7. Art
8. Physical Education
9. Computer Studies
10. Mandarin (after school)

Please refer to the Elementary Program of Studies Handbook for details.



Yangon Academy International School

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

Tel: (959) 7707 9999 4-5, (951) 549 451, 540 730, 557 219

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admissions@yangonacademy.com

School Website : www.yangonacademy.com