

## 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  
Director

### 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.



## Schoolwide 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 activities 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.

## COURSES

### Elementary school

English  
Mathematics  
Science and Technology  
Social Studies: Society, Geography and History  
Myanmar Studies: Language, Culture, History, Geography and Ethnic Groups  
Music  
Art  
Physical Education  
Computer Studies

## Global Competencies

### CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

The school offers an extensive co-curricular program that may include the following activities: intramural sports, fine arts, Myanmar cultural arts, 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 has begun to use 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.

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

At Yangon Academy, a priority is placed upon teaching and guiding students to develop the best habits of behavior: Being Safe; Being Respectful; and, Being Responsible are expectations for all our elementary school students:

*A 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**



## 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
- Seesaw Family App

A Weekly Class Planner will be sent home by the Homeroom Teacher using the Seesaw App.

## 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

Because 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.



## 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 2022-2023 will be issued as follows:

First quarter	- October 2022 during parent-teacher conferences
<b>First semester</b>	- January 2023
Third quarter	- March 2023 during parent-teacher conferences
<b>Second semester</b>	- June 2023

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 3:00pm.

## School Faculty and Support List

### Management

Yee Yee Tha	Managing Director
Paing Tha Htoo	Chief Executive Officer
Nyo Nyo Aye	General Manager
David Miller	School Director
Mike Gordon	Secondary Principal
Dr. Frano Ivezaj	Elementary Principal
Katelyn Kearney	College Counselor
Jill Snedden	Curriculum Coordinator

### Elementary School (KG - Grade 5)

Jonah Mari Vanilla	Kindergarten Teacher
Kameren Lund	Grade-1 Teacher
Aarthi Dawson	Grade-2 Teacher
Josh Rice	Grade-3 Teacher
Zara Schoeman	Grade-4 Teacher
Iain George	Grade-5 Teacher
Khaing Thazin Soe @ Katherine	Kindergarten Assistant Teacher
Khine Soe San	Kindergarten Assistant Teacher
Yee Nwe Nyein	Grade-1 Assistant Teacher
Myat Nandi	Grade-2 Assistant Teacher
Su Su	Grade-2 Assistant Teacher
Aye Aye Set @ Bell	Grade-3 Assistant Teacher
Nant Dahlia	Grade-4 Assistant Teacher
Yee Yee Mon	Grade-4 Assistant Teacher
Thet Htar Swe Zin @ Della	Grade-5 Assistant Teacher
Shwe Yi Mon	Grade-5 Assistant Teacher

### Special Subject

Tin Tin Khaing	Art Teacher
Pyone Pyone Khin @ Smile	Computer Teacher
Kyaw Khaing Htun	Music Teacher
Yu Ma Ma Aung	Physical Education Teacher
Lwin Lwin Khine	Myanmar Studies Teacher
Chit Phu Ngong Nyunt	Myanmar Studies Teacher

## Administrative Support Staff

Khin Yu Yu San	Assistant General Manager
Nay Mar Hlaing	Finance Manager
Than Than Soe	Accountant
Zin Oo Khin	Assistant Accountant
Chit Hnin Pwint	Human Resource Manager
Nyeint Nyeint	Admin Manager ( Faculty Visa and Facility )
Soi Ohnmar Kyaw	Admin Manager ( Housing and Inventory )
Phyu Phyu Khaing	Assistant Admin Manager (Housing and Inventory)
Nan Thel Phyu	Admin Coordinator
Khin Gandamar Myint	Receptionist
Naing Kyaw Lin	Maintenance-Engineering Consultant

## 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
Khine Lin Thant	Customer Service Executive
Mi Han Thar Yar Man	Librarian
Than Min Aung	Science Lab Technician
Win Aung	IT Manager
Tun Tun Win	IT Staff
Kyaw Min Htun	IT Staff



## STUDENT REQUIREMENTS AT YANGON ACADEMY

A student shall:

- 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 judicious 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.

## STUDENT WITHDRAWAL PROCEDURES

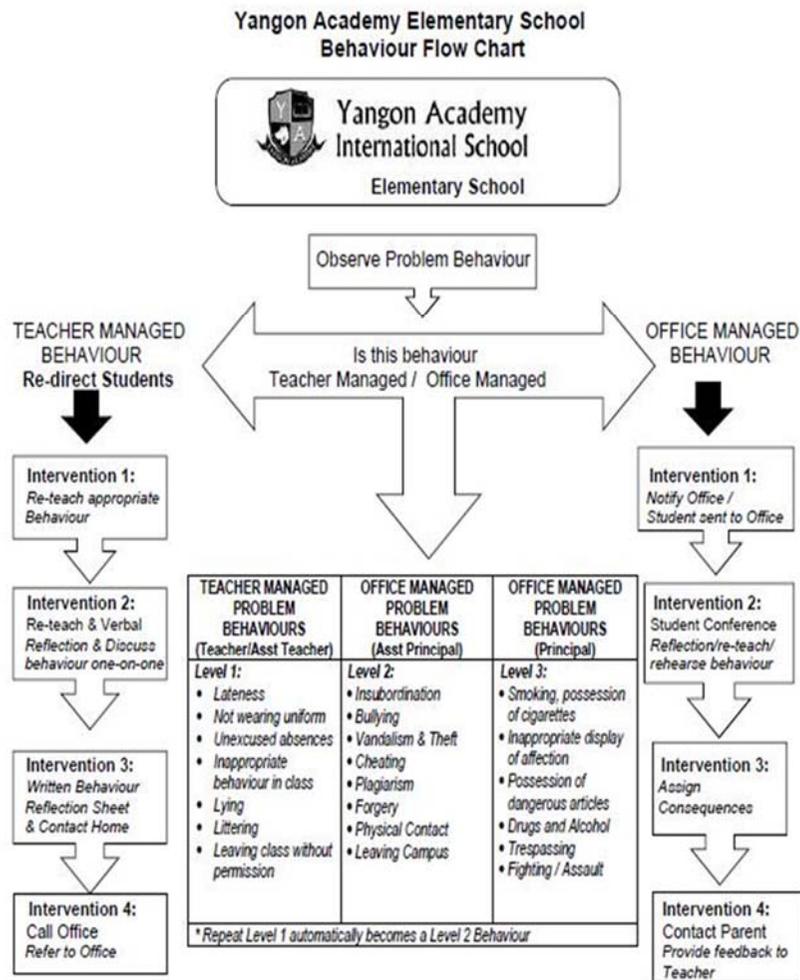
To facilitate the withdrawal procedure, parents are advised to inform the Section Principal's office in person. All school fees must be paid prior to the student withdrawal procedure. Additionally, students must also return textbooks, library books, and other school materials. Any fees or fines owed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

## DISCIPLINARY SANCTIONS

All students at Yangon Academy are expected to abide by the rules and regulations of the school. Students may receive behavioral probation if they do not follow the rules and regulations accordingly. The school will inform the parents and call for a conference to discuss the reasons for behavioral probation. Depending on the seriousness of the student's behavior, a contract will 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 expelled from the school.



## 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 8:30 a.m. - 3:00 p.m.

School is closed on public and school holidays. Please refer to the 2022-2023 School Calendar for more details.

### Drop-off

Elementary students should be dropped off at 8:15 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/guardians will be invited to meet with teachers 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:

- E – Exceeding Expectations,
- M – Meeting Expectations,
- B – Beginning to Meet Expectations,
- N – Not Meeting Expectations,
- NA – Not Applicable.

## 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.

- *Bullying* - teasing, threatening, verbal or physical abuse of any person, friend or not, also taking money, material goods, or favors from any person, using threats of any form; this includes fighting and play fighting.
- *Possession of dangerous articles* - weapons of any sort, laser-pointers, chemical sprays, firecrackers, etc.
- *Drugs and alcohol* - use, possession, sale or purchase of any drug or alcohol on school premises, on school buses, or 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.



## 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, keeping cigarettes anywhere on school premises
- *Inappropriate display of affection* - intimate or prolonged embraces, hand-holding, kissing, etc.

## Attendance

Yangon 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 REQUIRED for admittance back to class. 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.

## Unexcused Absences

An unexcused absence means that a student has failed to attend the majority of classes in an average school day and that the parent/guardian has not informed the school of a valid basis for the absence within 48 hours of the absence. The school may refuse to acknowledge a parental excuse if the absenteeism was unnecessarily prolonged and potentially harmful to the child's academic progress. At Y AIS, a student with **5 unexcused absences** in a school year will be required to participate in an attendance conference (including the parent, child, and school officials). When a student has ten unexcused absences in a year, the school the student and their parent(s) must have a second conference with the School Principal.

## Excessive Excused Absences

Frequent absences (excused or unexcused) contribute to difficulties in learning, create emotional strain for the student, and may be potentially harmful to the child's academic progress. As such, Y AIS has a policy that **10 absences in a quarter** will be considered excessive. On this 10<sup>th</sup> absence, an attendance conference will be scheduled to include the parent/guardian, child, and school principal. The purpose of this conference is to work for solutions and to create a signed attendance agreement. Should absences reach a level of 20 excused absences in a year or 20 excused tardies in a year, the school may complete a lack of attendance letter to be placed in the student's permanent file.

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 a student has accumulated **five tardies in a semester** a letter will be sent to the parent/guardian. If a student continues to be tardy, the guidelines for excessive tardies will apply – at **10 tardies**, an attendance conference will be scheduled to include the parent, child, and school principal. At **15 tardies**, the school may complete an attendance warning letter to be placed in the student's permanent file.

## **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.

## **Student's 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.

## **School Bus Conduct and Safety**

In order to ensure a safe ride to and from school, student conduct on the school bus is expected to be the same as the responsible conduct that is demonstrated at school. Respect for self and others, and respect for one's own and others' property, are the essential elements of responsible student conduct on the school bus.

The requests of the bus monitor must be respected and followed immediately at all times. Inappropriate behavior on the school bus will be reported by the bus monitor to the school office and/or Section Principal. Consequences for inappropriate behavior may include: a warning, a conference with principal, an assigned seat, a parent notification or suspension of bus privileges.

# **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 Internet policy 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.

### 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. There is no need for Elementary students to have a cell phone at school. If there is a need (requested by parents) for a student to have a cell phone at school, the student may keep the phone on silent in their back pack.

### 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.



### 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 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.