



International School Of Myanmar

ELEMENTARY SCHOOL

Student & Parent Handbook (2026-2027)



**International School of
Myanmar**

Elementary Student- Parent Handbook

Edition – March 2026

ISM, as a community of lifelong learners, prepares students with the knowledge and skills, understandings and attitudes to become independent and socially responsible citizens who are successful in their future learning opportunities and in meeting the challenges of an ever-evolving world.

**School Year
2026 - 2027**



INVOLVED CITIZENS



ACADEMIC ACHIEVERS



CRITICAL THINKERS



EFFECTIVE COMMUNICATORS



SELF-DIRECTED LIFELONG LEARNERS

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Principal's Welcome

Dear ISM Elementary School Families,

Welcome to the 2026–2027 school year at the International School of Myanmar (ISM)! Whether you are joining us for the first time or returning for another year of growth, we are honored that you have chosen to be part of our vibrant Elementary School community.

Reflecting on my first two years as your principal, I am more inspired than ever by the energy within these halls. Our students remain the heart of our purpose. Everything we do is intentionally guided by ISM's mission and vision, ensuring that we don't just teach subjects, but nurture well-rounded global citizens.

A thriving school flourishes when every member—students, parents, and educators—actively collaborates. The dedication you bring to our school community truly shapes our shared success. Our international faculty, who bring a wealth of global experience, consistently remark on the unique spirit of ISM students: their hard work, genuine respect for others, and an infectious curiosity for the world around them.

Our curriculum remains rooted in rigorous educational standards. We provide a clear roadmap for academic progress, ensuring every child is challenged and supported.

- **Core Academics:** English Language Arts, Mathematics, Science, and Social Studies.
- **Specialist Programs:** Music, Visual Arts, Technology, and Physical Education.
- **Cultural Identity:** A robust Myanmar Studies program to strengthen native language skills and cultural appreciation.
- **Student Support:** Comprehensive services through our School Counselor, ESOL department, and Health Services.

As a united community of learners, we are committed to making this a remarkable year of personal, social, and academic accomplishment. We eagerly anticipate partnering with you to foster a successful, safe, and enriching learning journey for your child.

Warm Regards,
Dr. Jacob Huff
Elementary School Principal
Email: esprincipal@ismyanmar.com



INTERNATIONAL SCHOOL OF MYANMAR

SCHOOL CALENDAR 2026 - 2027

JULY							AUGUST							SEPTEMBER							OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4						1							1	2	3	4	5			1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31				
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30												
							30 31																						
23 Admin Meeting							3 Students' First Day (1st Qtr Begins)							11 Buddhist Lent (Holiday)							2 End of 1st Quarter								
23-24 New Teachers Arriving							6 Buddhist Lent (Holiday)							12 School Day							5 2nd Quarter Begins								
25-30 New Teachers Orientation							13 Buddhist Lent (Holiday)							17 Half Day PD (11:30 Dismissal for Students)							15 Conference Day (2:30 PM - 6:00 PM)								
27-31 All Staff Orientation							15 School Day														Conference Day (8:00 AM - 11:30 AM) No School for Students								
29 Full Moon Day of Waso (Holiday)							21 Back to School														19 Buddhist Lent (Holiday)								
31 New Student Orientation							28 Buddhist Lent (Holiday)														26-30 Thadingyut Holiday								
							29 School Day																						

School Activities
 School Wide Events
 Teachers Work Day

Conference
 Graduation
 Holiday

Professional Development (1/2 day)

** Full PD day (no school for students) - 2 days (throughout the school year)

** Half PD day (11:30 AM dismissal for students) - 4 days (throughout the school year)

ISM Vision Statement

ISM students are empowered innovators who positively impact both Myanmar and the global community.

ISM Mission Statement

ISM, as a community of lifelong learners, prepares students with the knowledge and skills, understanding and attitudes to become independent and socially responsible citizens who are successful in their future learning opportunities and in meeting the challenges of an ever-evolving world.

Schoolwide Learner Outcome

1. ISM students will be **Critical Thinkers** by...
 - Identifying, evaluating and using resources effectively for the purpose of problem-solving.
 - Building meaning and understanding for themselves using prior knowledge and new information.
 - Solving problems using a variety of strategies.
 - Judging relevant from irrelevant information.
2. ISM students will be **Academic Achievers** by...
 - Continually assessing, and adjusting work to maintain high standards in all curricular areas.
 - Demonstrating the ability to work both independently and collaboratively.
 - Accessing information from a variety of sources.
 - Demonstrating technological literacy and the creative use of technology.
3. ISM students will be **Involved Citizens** by...
 - Demonstrating care and concern for their environment and community.
 - Demonstrating responsibility for active decision making.
 - Embracing awareness and respect for the rights of others.
 - Supporting the safety and health of self and others.
4. ISM students will be **Effective Communicators** by...
 - Demonstrating their creative talents to express themselves and convey ideas.
 - Listening respectfully and ask questions to facilitate understanding and achieve insight.
 - Demonstrating the skills of effective collaboration to achieve group goals.
 - Understanding and conveying written, oral and visual information using appropriate media/ technology.
5. ISM students will be **Self-directed Lifelong Learners** by...
 - Accepting responsibility for their own learning.
 - Participating in a variety of programs that develop social, emotional and physical talents.
 - Taking creative risks in developing untried ideas.

- Demonstrating competency in goal setting, time management, and organizational skills.

Principles of Learning

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

- The learning environment is welcoming and inspiring, encouraging independence, individual responsibility, and collaborative endeavors.
- Instruction is developmentally and culturally appropriate, reflective of each student's unique learning style, skill level, interests, and ideas.
- Activities are designed to encourage critical thinking, problem-solving, and communicating effectively.
- Learning experiences guide students to make connections and transfer new knowledge and skills to real-life situations.
- Evaluation methods include diagnostic assessment, student self-reflection, peer review, and timely, descriptive teacher feedback.
- Learning goals match achievement targets and are standardized across grade level and subject areas, providing students with clear objectives and outcomes.

About ISM

History

ISM opened in 1998 with the goal of providing an affordable, North American style education to both Myanmar and expatriate students residing in Yangon. The school began life with just 48 students covering Pre-Kindergarten to Grade 5 and has grown rapidly over the years. In 1999, ISM moved to its current location and continued to add grade levels - Grade 6 in 1999 and Grade 7 in 2000. In 2004, a new secondary building was constructed, and in 2012, the new elementary building opened. This enabled ISM to fulfill its goal of a Pre K - Grade 12 program.

Governance

A Board of Directors governs ISM and selects the Director. The Director, along with Principals in each division, oversees the day-to-day operations of the school. They are responsible for the creation and implementation of school policies and adherence to ISM's mission statement.

Accreditations and Affiliations

The International School of Myanmar is fully accredited by the Accrediting Commission for Schools - Western Association of Schools and Colleges (ACS-WASC). Accreditation provides students with greater access to colleges and universities in the United States and the world. It drives ISM to strengthen the quality of its educational programs and practices through continuous review, strategic improvements and professional development. ISM is also a member of the East Asia Region Council of Schools (EARCOS), the leading provider of teacher professional development. This ensures that ISM teachers are constantly updated and professionally relevant to the rapid changes and innovations of modern education.

ISM is also a member of NWEA, the leading provider of adaptive assessment known as MAP. Scores from MAP tests provide individual and school-wide insight on academic achievement and growth over a period of time in comparison with students and schools in Southeast Asia and in the United States. ISM is also affiliated with the WIDA consortium. WIDA provides differentiation benchmarks and tests to identify and assist English Speakers of Other Languages (ESOL). ISM is a member of the College Board, the provider of the Advanced Placement (AP) Curricula and other rigorous college preparatory programs and assessments.



The Elementary School Timetable

Arrival to School

School starts at 8:00 A.M. Students should be dropped off at the Elementary School by 8:00 A.M. Students who arrive after 8:15 are officially late and will be marked as tardy. Please refer to the attendance and tardy policy in the Routines, Policies and Guidelines section of this handbook. Students lineup by class and are escorted by the teacher to the classroom at 8:00 A.M. Schedules for classes are as follows:

Students may not arrive before 7:30. If students arrive before 7:30 they will need to wait outside the gate with their guardian until 7:30. At 7:40, Preschool and Prekindergarten students are taken to the Play Room, Kindergarten, grades 1 and 2 students wait in the Cafeteria, and students in grades 3 - 5 go to the covered playground. All areas are supervised by teachers from 7:40 - 8:00. At 8:00, teachers pick up their students from their designated location.

Recess

All students have a morning and a lunch recess. Morning recess includes snack time.

Departure and Student Pickup

At dismissal time, students will go to the cafeteria until their number is called. Each family will have a pickup number, which will be given in the form of an A4-sized card and a badge-sized card, called a Pickup Card. When a student's number is called, they will line up in the cafeteria doorway until they are released. They will then walk to their car or their parents, depending on the pickup method.

Dismissal Times

PK3 and PK4 Pickup: 2:30

KG-5th Grade Pickup Times: 2:55

ASA dismissal: 3:50

Early Dismissal (PK3/4): 11:00

Early Dismissal (KG-5): 11:25

Rights and Responsibilities

Student Rights and Responsibilities

Students at ISM have the right to:

- A meaningful education with high standards
- Timely communication of all rules, procedures and expectations
- Safety and protection, including the right to safe and sanitary buildings and facilities
- Consult with staff and faculty if they have concerns
- Be treated with dignity and respect regardless of race, gender, religion, nationality, or ability

As members of the ISM community, students are expected to:

- Come to school dressed appropriately, with necessary materials and a willingness to learn
- Demonstrate consideration for others by refraining from loud, boisterous behavior and using vulgar or obscene language
- Respect school property and the personal property of others, including keeping all books, materials and other school property in good condition
- Refrain from fighting or creating a disturbance
- Demonstrate respect for the educational process and learning environment of others by refraining from habitual tardiness and unexcused absences
- Display appropriate classroom behavior and be respectful of their teachers and fellow classmates
- Exercise responsibility by entering every class prepared and ready to participate.

Parent Rights and Responsibilities

Parents at ISM have the right to:

- Receive a meaningful education for their child(ren), with rigorous educational standards that adequately meet the needs of individual students within the capabilities of ISM
- Receive information about the curriculum and the school's guidelines and expectations
- Receive information on their child's progress through semesterly report cards, scheduled

parent-teacher conferences, and meetings with teachers on request

- Contact teachers and/or the Principal when they have questions or concerns about their child's education and receive a timely response; the chain of communication should be contacted with the teacher first, then contact the Principal, then contact the Director

Students learn best when home and school work closely together. To encourage this, ISM expects parents to:

- Encourage students to study daily and support them in respecting their school work
- Review their assignments each day
- Provide a regular place and time at home for studying, reading and completing homework
- Ensure that their child receives adequate sleep on school nights
- Ensure that their child arrives at school and is picked up from school on time
- Ensure that dress code regulations are met
- Ensure that their child attends school according to the posted school calendar
- Maintain regular contact with the school and their child's teachers
- Provide the school with updated contact information in the form of telephone numbers and email addresses
- Notify the school if they are leaving Yangon and the child will be in someone else's care
- Regularly check their child's hearing and sight and provide correction if necessary
- Ensure timely payment of the school's tuition, fees, and charges for lost books
- Take advantage of opportunities to participate in school events and attend conferences
- Monitor electronic devices and time spent on social media
- Not disrupt the educational experience of any student, create adverse working conditions for any employee, or cause any harm to the reputation of ISM.

ISM Parent Teacher Association

ISM's Parent Teacher Association consists of nine representatives, representing all three schools. They meet with school administrators on a monthly basis. All parents at ISM are automatically members of the Parent Association and are encouraged to attend events and meetings. Parents support school events such as International Cultural Day, Fun Fair and Thingyan celebrations.

Mission of ISM Parent Teacher Association

To support ISM students and promote the ISM community by organizing events and facilitating communication among parents, teachers, administrators, and the Board of Directors.

Goals of ISM Parent Teacher Association

- To improve the education of ISM students
- To provide opportunities for parents to take an interest in the life and work of the school
- To utilize existing channels of communication to voice concerns and ideas for the school
- To work as a team
- To support the values of the school
- To ensure everyone's contribution is valued
- To promote an atmosphere of goodwill and collaboration

Activities of ISM Parent Teacher Association

During the year, the Parent Association plans, attends, and supports many events and meetings, including:

- Monthly whole-school meetings with the Director and principals to collaborate on school-wide initiatives and raise school-wide concerns.
- The Executive Committee of the PTA meets as needed with the Board of Directors to collaborate on school-wide initiatives and raise school-wide concerns.
- School events such as International Cultural Day and Thingyan festivities;
- Assistance with fundraising for ISM projects.

Elementary School Student Council

The Elementary School Student Council (ES StuCo) is a student leadership body composed of representatives from Grades 2 to 5, under the guidance of two teacher advisors. Elections for Elementary School Student Council Representatives (StuCo Reps) are held at the beginning of the school year. Parents of the elected StuCo Reps are asked to provide consent before their children begin serving.

Roles, Responsibilities, and Expectations of Student Council Members/Representatives

- Represent their class at all Student Council meetings and events.
- Attend weekly meetings or meetings held during recess as needed.
- Plan student-led activities and events
- Demonstrate responsibility, honesty, and a positive attitude.
- Serve as role models for the rest of the student body.
- Model the monthly character traits.

- Show initiative in leading new projects that improve our school.
- Act as a voice for the student body.
- Present information and serve as Masters of Ceremonies (MCs) during school assemblies and other gatherings.
- Work hard and strive for excellence in all schoolwork.

Events

Recurring Events

Parents are encouraged to attend school events that help them be involved in their children's education and build a meaningful rapport with the ISM community. These events include:

- New Student Orientation - Students and parents are invited and encouraged to visit the school, pick up the student schedule and briefly meet teachers. This event is designed as an orientation for students so that they are prepared for the beginning of the school year and not intended as a time for extended conversations between teachers and parents.
- Parent Coffee - The Elementary School Principal organizes a coffee morning each month. This event is designed to strengthen the bond between home and school.
- Back to School - This event is an opportunity for parents to meet all the teachers working with their children and to hear an overview of the curriculum and expectations for the school year. It is also a time in which parents meet and get to know each other.
- Parent-Teacher Conferences - There are two Parent-Teacher Conferences each year, one at the end of the 1st Quarter, and one at the end of the 3rd Quarter. Parents are expected to attend PTCs by appointment with their Homeroom teacher and are encouraged to meet with Specials teachers as well.

Yearly Events

- In November, the International Day is a celebration of the many nationalities represented in ISM and a sharing of traditional food and activities.
- In February, Fun Fair is a fundraising event giving teachers and students an opportunity to raise funds for school programs and for chosen local charities. Parents assist at both these events and everyone is invited to join in the fun and celebration.
- In April, ISM celebrates Thingyan with a performance on the meaning of the holiday and cultural songs and dances.

Communication

Strong communication links between home and school are a vital aspect of an effective school. At ISM, we strive to maintain open channels of communication regarding students and issues of importance to the school and parents. Effective communication is the responsibility of every member of the school community. Parents should feel that they are welcome at any time to share any question or concern they may have. We practice an “Open Door Policy” at ISM.

Opportunities for Communication

At ISM elementary school we believe that the homeroom is the most basic level of relationship and encourage families to reach out to their homeroom teacher or assistant teacher at any time.

As a matter of security, all visitors are required to register with the guards upon arrival at the school. All visitors are required to check in at the school office before visiting a classroom or teacher. In addition, visitors are required to wear a visitor badge while on campus during school hours. Drivers, helpers or parents bringing lunches or other items for students are not permitted to go to individual classrooms during the school day. All materials should be dropped off with the Receptionist. However, it is strongly suggested that this procedure of dropping off items only occurs in emergencies as students should take responsibility for bringing their books, materials and lunch to school.

School Communication

Class Dojo and email are the primary communication channel between the homeroom and parents. The elementary school sends out a weekly update through email and Class Dojo to keep parents informed about what is happening at the school level.

A newsletter called Dragon Bytes is sent out at a whole school level monthly. The ISM Facebook page is also used as a means of communication about what our school does.

Periodic notices and school reports, including student report cards, are emailed or sent home with students. These communications will inform parents of important information about ISM. Parents are asked to read all notices. If there are questions, please contact the teacher/assistant teacher or the Administrative Assistant in the school office.

As an English language school, all official communication is sent out in English. We encourage families to use digital tools to create translations as needed and will make

every effort to make this as accessible as possible.

Student Support Services

Counseling and Social-Emotional Learning

The ISM Elementary School has a counseling and social-emotional learning program that aligns with the school's mission of a community of lifelong learners that prepares students with the knowledge, skills, understanding, and attitudes to become independent and socially responsible citizens who are successful in their future learning opportunities and in meeting the challenges of an ever-evolving world.

Counseling

Counseling is a process through which people are helped to resolve personal, emotional, social, academic, and other issues. The ISM Elementary School has a comprehensive counseling program that fosters the personal, social, emotional, academic, and career development of all students. The ES counseling program is an integral part of the school as the elementary years are a time when students begin to develop their self-concept, academic skills, social and emotional skills, and other skills needed to be successful in their relationships with others and in school.

The following services are offered under the ES counseling program:

- Teaching Social-Emotional Learning (SEL) classes. There are SEL classes offered to all students in school, which focus on skills for learning, emotion regulation, relationships, problem-solving, and other skills necessary for success in school and life.
- Individual counseling. This is where the counselor meets with a student in need of resolving any personal, emotional, social, or academic issue.
- Small group counseling. This is where the counselor meets with a small group of students with similar interests and needs.
- Student Support Team collaboration. The counselor collaborates with homeroom teachers, teaching assistants, ESOL teachers, and the Principal to plan support for students in need.
- Parent support: Parents are free to consult with the counselor on counseling and social-emotional learning matters. This can be done through the scheduled Parent-Teacher Conferences or individual appointments throughout the year.
- Character traits of the month. The counselor spearheads the character traits of the month through assemblies and SEL classes.
- Child Protection: The counselor works with the Child Protection team to ensure that

all the children are protected from any form of abuse.

- Referral: If a student presents social, emotional, behavioral, or academic needs beyond what the school can meet, the counselor works with families to refer such a student for specialized services outside of the school.

ES Social-Emotional Learning Program

According to the Collaborative for Academic, Social, and Emotional Learning (CASEL), Social-Emotional Learning is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to:

- develop healthy identities
- manage emotions
- feel and show empathy for others
- establish and maintain supportive relationships
- make responsible and caring decisions

The Elementary School has a comprehensive SEL program at each school level. This includes SEL-focused classrooms with a supportive classroom environment, integration of SEL into academic instruction, and scheduled SEL classes for all students. At the school level, SEL is promoted through positive climate, practices, and programs. The school also creates authentic partnerships with families, parents, and guardians to promote SEL. Organizations and services in the community are utilized to enhance SEL as well.

SEL classes are offered to all students in ES once every 6-day cycle. These lessons focus on skills for learning, social skills, emotion regulation skills, and problem-solving skills.

English for Speakers of Other Languages

International School of Myanmar provides English for Speakers of Other Languages (ESOL) to non-native speakers of English. Our ESOL program is designed for students who need extra support to effectively use the English Language for academic purposes.

The main objective of the ESOL program is to prepare students for success in ISM's regular academic program by fully developing English skills in the areas of reading, writing, speaking, and listening. This is obtained by using different instructional materials catered to the student's grade level and developmental needs.

All students applying for admission to ISM are screened to determine their English

language proficiency. If Admissions screening determines that a student may need ESOL support, then a full English Assessment (WIDA) is administered upon enrollment to the school, to determine the level of ESOL support required. Students receiving ESOL support, will need to undergo an EOY WIDA summative assessment in order to determine if the student meets exit requirements, or will continue to require support. All students in the ESOL program will receive at least one full academic year of support.

We are committed to provide the best ESOL support to our students by using different instructional models to meet the individual student's needs.

Some of the models ESOL uses include:

- **PUSH-IN / INCLUSION:** ESOL teachers go into the students' classrooms to assist ESOL and other students' class work
- **CO-TEACHING:** ESOL teachers plan and teach with classroom or subject teachers.
- **PULL-OUT:** Students go to the ESOL teacher's classroom during regular class
- **CONSULTATION:** ESOL teachers meet with classroom or subject teachers to provide appropriate supports for students
- **STUDENT SUPPORT:** The ESOL teacher, counselor, principal and Homeroom teachers meet regularly to review student progress and create action plans.

Emergency Procedures

The safety of ISM students is paramount. Emergency drills (such as fire, evacuation, earthquake) are scheduled periodically throughout the school year. At the beginning of the year, teachers will discuss and review the emergency procedures with their students. Instructions for emergency events are posted in every classroom. Students are expected to exit the building in a quiet and orderly manner. Teachers will accompany their students during these emergency events/drills and remain with their students until further instructions are provided.

Student Health

Parents must call the school office if their child is going to be absent from school for any reason. Parents can reach the office by dialing 09443075902. Parents must also call the school if they need to pick up their student for an early dismissal. Parents can also email the Elementary School Administrative Assistant at esadminassistant@ismyanmar.com.

Health-Related Guidelines

- If a child has had a communicable disease, a physician's statement regarding the illness and any necessary precautions may be required upon returning to class.
- If a student becomes ill during the day, they will be sent home at the discretion of the school nurse and/or school doctor.
- When students visit the nurses office and need moderate or severe medical treatments the nurses office will communicate with the home about the incident and the resulting treatments and if there are any follow ups or outside medical services recommended.
- After an illness, children should remain home until they are free from fever, diarrhea, and vomiting for 24 hours.
- The school nurse and/or doctor will attend to cuts, scratches, and other minor injuries. In the unlikely event of a more serious accident, parents will be informed immediately about any action being taken.
- When parents pay the annual tuition, they give the school the authority to send the child, in case of emergency, for competent medical attention at the parents' expense.
- When children get together to play or participate in sports, injuries can occur. The school is not responsible for covering medical costs.
- Parents must inform the school if a child is required to take medication during school hours. It should be given to the school nurse or doctor in the original packaging.
- Students should not have medication on their person at school unless there is a documented need that has been submitted to and accepted by the school doctor.
- If a student is absent for more than three days for illness or injury, a note from a medical doctor is required when the student returns to school.

Accidents or Injuries That Occur At School

The school is not responsible for covering medical expenses connected to student injuries that occur at school.

Child Protection

The International School of Myanmar (ISM) acknowledges its responsibility to safeguard and protect all the students under its care from all forms of abuse, harm and maltreatment. In this regard, ISM has a Child Protection Team made up of the school director, school doctor, counselors and a local representative tasked with implementing the ISM Child Protection Policy.

Safeguarding is the action taken to promote the welfare of children and protect them from harm. This entails:

- Protecting children from maltreatment
- Preventing harm to children's mental and physical health or development
- Ensuring children grow up in a safe environment
- Taking action to enable all children to have the best outcomes

Child protection refers to preventing and responding to violence, exploitation and abuse against children, and forms part of safeguarding and promoting welfare.

ISM has a Child Protection Policy which establishes boundaries, guidelines, and best practices for acceptable behavior at the school in order to prevent abuse and protect the wellbeing of all the students. The guidelines established in the ISM Child Protection Policy apply to all members of the school community and those affiliated with the school, including:

- Senior Leadership Team and administration
- Board of Directors
- All staff employed by ISM, including but not limited to foreign faculty, local teachers, administrative staff, security staff, drivers, maintenance staff, and cleaning staff
- Any outside company employed to work at ISM, including but not limited to outside contractors, cafeteria food groups, and special event presenters
- Any outside group volunteering at ISM
- The Parent Teacher Association
- Parents; guardians, family members; drivers, and helpers of students attending ISM.
- Any visitors that will have any contact with the students or spend time on the school grounds.

If you have any child protection concerns, please contact the ES Counselor via escounselor@ismyanmar.com

Attendance

It is the responsibility of both students and parents/guardians to ensure punctual attendance and that students come to school ready to learn. Students are expected to attend all school days listed on the official school calendar. Medical appointments abroad

and vacations should only be scheduled during official school breaks. Early dismissals should be limited to as few as possible to minimize classroom disruption and loss of valuable learning time.

There may be times when parents wish to allow their child to participate in non-school related activities. In these situations the school asks that families communicate their needs with the school.

Regular school attendance is critical to successful student learning and educational achievement. Students who have 20 unexcused absences in a year or 12 in a semester may receive incomplete indicators on their report card. In extreme situations, the students might need to repeat their current grade level.

Absences

Parents must notify the school by 8:00 A.M. if their child will be absent. Students who miss school for any reason are responsible for making up all missed classwork. Students are not permitted to extend vacations by taking days off before or after school holidays. Parents are requested to consult the school calendar and ensure that vacations are taken only when school is not in session.

If a parent anticipates an extended absence for their student, the parent shall notify the classroom teacher and the office. The classroom teacher and the principal will work together to make arrangements for alternative instruction.

Medical Absences

If a student is absent for more than three days for illness or injury, a note from a medical doctor is required when the student returns to school.

Tardy

Students are expected to arrive at school by 8:00 A.M. Students who arrive at school at 8:10 or later are considered tardy. Tardy students miss out on important morning routines and instruction, which causes a disturbance to others and creates unnecessary interruptions in the classroom. Parents are expected to bring their children to school by the starting time every school day. Being on time shows respect for self, for teachers, for peers and for the importance of school work and culture. If a parent knows a student will be tardy, they should notify the school immediately.

Academics

Core Principles of Academic Integrity

Learning is a process that requires staff, students, and families to work together for students to develop the skills to learn. This includes students learning how to study and learn ethically and productively. To help student develop they should adhere to the following principles.

- **Honesty:** Submitting work that is genuinely one's own, or acknowledging and citing use of other's work, including AI in generating work, reflecting integrity, transparency and personal responsibility.
- **Trust:** Building a community where academic work is valued and respected, fostering a culture of collaboration and support.
- **Fairness:** Ensuring equitable opportunities for all students to learn and demonstrate their knowledge, promoting a level playing field.
- **Responsibility:** Taking ownership of one's learning and actions, developing the independence and ethical considerations necessary for future success.
- **Respect:** Acknowledging the intellectual property of others, demonstrating the social responsibility valued by ISM.

Assessment and Reporting

The ISM school calendar is divided into 4 quarters/2 semesters. At the end of each semester, we will send home a report card of each student's progress. There will be two parent-teacher conferences held during the school year (end of quarter 1 and quarter 3).

Curriculum

The curriculum at the International School of Myanmar is designed to allow all students to achieve the expected school wide learner results of being involved citizens, academic achievers, effective communicators, critical thinkers, and self-directed life-long learners.

In order to do this, the curriculum framework includes academic subjects, creative arts, sports, Social-Emotional Learning (SEL), service learning, and field trip opportunities, which are all viewed as integral components of an ISM student's holistic education.

Field Trips

Field Trips are an integral part of the ISM curriculum and students are required to attend. Students are chaperoned by teachers and staff. They visit archeological, historical,

industrial, geophysical, cultural, and business sites to enrich their classroom knowledge in various subject areas. These excursions provide our students with experiences that can not be duplicated in the classroom. There may be some cost to parents for these trips. Parents may be invited to assist with chaperoning. Parents are to request permission from the teacher before joining any field trip.

When teachers are planning a field trip, they will send home information and any special instructions to parents several days before taking students out of the school. School rules apply during all field trips! The school has the right to cancel/postpone any field trip in consideration of student safety.

Homework and Homework Guidelines

At the elementary school, each classroom teacher may assign meaningful homework to complement and reinforce classroom learning and instruction. It may also be used to complete work not finished in class. Homework may be given over the weekend, but will not be assigned during vacations (project research may be the exception).

As part of their homework, elementary students are expected to read daily to develop their language and literacy skills further. All students, kindergarten through 5th grade, are expected to read for 20 minutes at home every night as directed by their teacher.

Language Policy

At ISM, English is the language of instruction in all subjects, except for the Myanmar Language class. In class and at all instructional times, students are expected to use English to the best of their ability. Students are encouraged to use English to the best of their ability in non-classroom times, such as recess, lunch, and free time.

Language Philosophy

ISM's primary language of instruction is English for the express purpose of ensuring the success of ISM graduates at university and in their future careers. ISM recognizes that English is a second language for most students. Each teacher bears responsibility for ensuring each student's proficiency and fluency in English, which is the common language of the school. In addition, ISM will continue its commitment to providing a Myanmar Language program.

We believe it is important to promote the host language and culture (Myanmar) to

support cultural awareness for all our students and build a positive sense of identity within our Myanmar population. We recognize the value of the Myanmar language and the importance of parental involvement.

ISM understands that the development and maintenance of a student's mother tongue is crucial to the process of second language acquisition. Research suggests that proficiency in one's mother tongue significantly increases success in learning additional languages.

We encourage families to use their mother tongue at home, using activities such as reading and writing in students' mother tongue. By actively nurturing their child's mother tongue, parents provide them with invaluable advantages that extend throughout their academic journey and life, enabling them to thrive as global citizens who embrace and celebrate linguistic diversity.

MAP Testing

The International School of Myanmar administers the test called the Measures of Academic Progress.® MAP tests are given to determine students' achievement levels in English, mathematics, and science and to measure their growth in these areas throughout the school year, and from year to year. The MAP assessment is administered to every student KG-5 three times each year, in the fall, winter, and in the spring.

The MAP test is a computerized adaptive test that adjusts to the skill level of each student and provides teachers and parents with a detailed analysis of each student's strengths and areas that require some additional support. It is used to help guide teachers and their instruction. Due to its responsive nature, this is not a test students can study or take tuitions for. For more information on resources for parents, download the Parent Toolkit at www.nwea.org >> Partner Support or contact the school for assistance.

Tuition Teachers

It is strongly recommended that parents not hire tuition teachers for their children. Students receive an excellent education at ISM, and additional tutoring time is not necessary. In fact, very often, tuition teachers can be detrimental to the student's progress because they tend to use old-fashioned rote methods that do not encourage students to think critically or solve problems. This can cause confusion for students and

often makes them feel inadequate. It is a common occurrence for Elementary School teachers to see students who are exhausted and unable to complete their homework in a timely manner because they are overscheduled with tuition. The most effective way to accelerate a student's progress is to ensure that they are reading (in English) every day in a variety of genres, both fiction and non-fiction.

If a student is struggling to understand concepts or is not managing assignments well, there may be times when teachers and the Principal recommend that a tutor be hired for a period of time but the educators will advise the best type of tuition to employ. Other supports may be suggested – in particular, Khan Academy (a free online program) for students who have gaps in their conceptual understanding of mathematics or the use of iReady and RazKids for reading.

Behavioral

ISM Approach to Behavioral Management

At ISM, we deeply value the growth and safety of every student. We believe that fostering a secure and supportive environment is a shared responsibility, and we expect all members of our school community – students, faculty, staff, and parents – to actively contribute to making our school a safe and secure place for everyone. Furthermore, we champion a culture of respect, where all individuals are expected to exercise and honor the rights of tolerance and acceptance towards one another. While we have clear behavioral expectations, we also view instances of misbehavior as valuable opportunities for students to learn, reflect, and grow into responsible and respectful members of our community.

Our primary intent is to guide students towards more appropriate ways of behaving and interacting. Corrective measures, potentially involving parents, teachers, counselors, and/or the principal, are seen as integral to this learning process. Consequences are thoughtfully applied as steps to support students' development and the restoration of any relationships affected by their actions.

Care of the School Environment

ISM is our school. We are proud that it is clean and neat, and we all have a responsibility to keep it that way. We strongly encourage our students to be neat and tidy. There are trash bins located around the school, and all students, staff, parents, and visitors are expected to use them to dispose of trash. Students or adults should never throw trash on

the ground or the floors of the school.

Dangerous Articles

Articles that could pose a danger to others are not permitted in school. ISM defines dangerous articles as any object that may be used to threaten or inflict bodily injury upon another person. Articles of this nature found in school will be confiscated, and the Principal will impose a consequence for possession.

Toy weapons are not allowed in school and will be confiscated.

School Rules

- Respect ALL people (We are all part of the ISM family – honor each other's culture)
- Respect Personal Space (Keep your hands and feet to yourself)
- Respect Learning (Be prepared for class)
- Respect Language (Work quietly and use kind words)
- Respect Property (School & other people's)

Student Code of Conduct

Each student is a part of the total school community at ISM and will display behaviors respectful of our community. Teachers will instruct and students will learn in an environment free from disruption. Disciplinary procedures will be progressive and restorative, when possible in nature.

Suspension and Expulsion

For very serious or repeated infringement of school rules, policies or guidelines the consequence of suspension or expulsion from school may be imposed.

Parent/Student responsibilities

Dress Code

All students are required to wear the ISM school uniform. It is the students and parents' responsibility to ensure that the student is dressed in the appropriate uniform each day. All uniforms must be in good condition and free of any added words, designs, or embellishments. ES students must wear the Red ISM Polo unless it is a PE day or special dress day. On PE days students must wear their PE kit.

All elementary school students are expected to dress as follows:

- Trousers are allowed.
- Shorts can be near knee length. Shorts above mid- thigh are not acceptable.

- Jeans, floral or striped pants, tight clothing with patterns, logos are not acceptable.
- Skirts must not be more than 2" above the knee.
- Sport shoes or sandals with straps may be worn on non-PE days.
- Sports shoes are required on PE days.
- Shoes with wheels and plastic heeled shoes are not allowed!
- No large or distracting jewelry may be worn.
- Make-up is not allowed.

School Resources

ISM will provide learning resources for the students. The students are responsible for these materials. At times books and/or resources will be taken home so students may do their homework. All books/materials must be returned at the end of the year or when a student leaves ISM, this includes all books from the library and classroom resources/materials. The fee for lost or damaged materials includes the replacement cost plus 30% shipping and handling charges.

Change of Address, Phone Number or Email

If a family moves or changes contact details during the school year, it is their responsibility to inform the school office of their new address, telephone number and email.

Lost and Found

Lost and found items will be kept near the elementary office. Students are not to bring valuable items such as jewelry, electronic equipment and money to school as we can not guarantee the safety of such items. If a student does lose something, they should check with their teachers, retrace their steps and check with the office. ISM is not responsible for any lost items. Unclaimed lost and found items will be thrown out or donated at the end of each quarter. Parents are encouraged to search the lost and found anytime they are in the building.

Official ISM Events

Any event that uses the ISM logo and/or the collection of funds must be approved in advance by the school administration.

Parent Volunteers

Parents are encouraged to assist with classroom activities and attend field trips when needed. Parent involvement in our school is essential to promote and foster our school's mission and all parents are encouraged to be involved in our PTA or volunteering with

classroom activities or school events.

Policy of Continuing Enrollment

Our program is designed for students who are developing the capacity for independent and collaborative work, and who are generally able to remain focused with minimal guidance. We also aim to provide resources and support tailored to each grade level. If a student is facing significant and persistent academic or behavioral challenges in meeting these developmental expectations, and if, despite our best efforts and available support, we are unable to facilitate their successful participation, a decision regarding continued enrollment may need to be considered at a time that is as supportive as possible for the student and family. In such circumstances, a prorated refund of the year's tuition fees will be provided.

Scheduling a Meeting

ISM asks parents to schedule an appointment with their child's teacher directly when they have any questions regarding the school program. Parents can schedule these appointments by talking with or emailing teachers or local teachers, or by contacting the school administrative assistant.

Dropping off items

Drivers, nannies or parents bringing lunches or other items for children are not allowed to go to individual classrooms during the school day. All materials must be dropped off at the security office.

Student Placement

When deciding classes for the following school year, ISM teachers place our students very carefully. The decision for placement is based upon the teacher's solid knowledge of each student's academic, social, emotional, and physical strengths. Unique information concerning your child can be directed to the office but the principal has final discretion on all classroom placements.

School Fees

School Fees are calculated on a semester basis and are due at the start of each semester. Fees not paid within one month from the start of each semester are considered overdue. Any student attending ISM, even for one day, in any semester is subject to payment of school fees for the whole semester and no refund of school fees or deposit thereof will be given. In the event of a student withdrawing from ISM, school records will be released only after all outstanding charges are fully paid.

Withdrawing from ISM

All students are expected to be in the school for the entire school year for academic success. If a student has to be withdrawn from the school due to relocation or another change in family circumstances, it is preferable to make a change at the end of a quarter or semester. The school should be notified at least one month in advance of the withdrawal date of the student. This will permit the student to complete assignments, have closure with peers and teachers, and it will allow the school staff to compile the student's records for transfer to another school. School records can only be released to the parent/guardian and after the business office has determined that all fees have been paid.

ISM Technology Code of Conduct

At ISM, we believe technology is a powerful tool for learning and collaboration. This Code of Conduct outlines the responsible and ethical use of technology within our school community, ensuring a safe and productive digital environment for everyone. By adhering to these guidelines, students contribute to a positive learning experience and uphold the values of our school.

Core Principles:

- **Purposeful Use:** Technology should be used to support learning, research, and school-related activities.
- **Respect and Responsibility:** Treat all digital resources and users with respect, integrity, and consideration.
- **Safety and Security:** Protect personal information, school systems, and digital resources from harm.
- **Ethical Conduct:** Uphold academic honesty and digital citizenship in all online interactions.

Specific Guidelines:

1. Appropriate Use:

- Students are responsible for maintaining a safe and respectful digital environment.
- Accessing, creating, or distributing inappropriate materials (e.g., pornography, hate speech, violent content, copyrighted material without permission) is strictly prohibited.
- This includes, but is not limited to: plagiarism, unauthorized access (hacking), spreading misinformation, initiating false alarms, and engaging in cyberbullying or harassment.
- Using a teacher's device without their permission and presence is not permitted under any circumstances.

- Students are not permitted to use school printers. They must print their documents independently or seek assistance from a teacher.
- Students are responsible for backing up personal files; ISM is not liable for data loss.
- Students may use artificial intelligence tools only when permitted by teachers and must not misrepresent AI-generated content as their own work.

2. **Device Security:**

- Students using personal devices on the school network must ensure they have up-to-date anti-virus protection.
- Sharing passwords or accounts is prohibited. Students are responsible for all activity under their accounts.
- Network Integrity:
 - Students must not intentionally degrade network performance.
 - Downloads of non-educational audio or video during school hours are prohibited.
 - Downloading files from the internet may be restricted at the discretion of the administration.
- Food and drink must be kept away from all technology equipment.

3. **Communication and Interactions:**

- Online communication with teachers should be limited to academic and school-related matters.
- "Befriending" current ISM teachers on social media platforms is prohibited while a student is enrolled at ISM.
- Students will respect the privacy of others and not share private or personal information without consent.

4. **Monitoring and Privacy:**

- Network administrators may monitor files and communications to ensure system integrity and compliance with this Code.
- Students should not expect complete privacy for files stored on school servers.

Consequences of Violations:

Violations of this Code of Conduct may result in disciplinary action, including:

- Verbal or written warnings.
- Restriction or loss of technology privileges.
- Parent-teacher conferences.
- Suspension.

- Expulsion may be considered for severe offenses, including harm, threats, intimidation, or vandalism.

The school administration reserves the right to determine the appropriate disciplinary action based on the severity of the offense.

Student Responsibility:

- Students are expected to familiarize themselves with this Code of Conduct and adhere to its principles.
- Students must report any suspected violations or security concerns to a teacher or administrator.
- Students are responsible for their digital footprint.
- The school IT department provides limited support for students' personal devices, primarily related to network connectivity. Support for the repair, licensing, maintenance, installation, or updating of software and applications are the responsibility of the device owner. Additionally, the IT department will not print documents on behalf of students.

Parental Involvement:

- Parents are encouraged to discuss this Code of Conduct with their children.
- Parents are encouraged to monitor their child's online activity and ensure responsible technology use at home.
- Parents are expected to support the school in enforcing these guidelines.

Mobile phones

- Mobile phones may not be used at any time within the school, unless a teacher has expressly granted permission for a particular purpose in the classroom.
- Students may not have mobile phones on their person during the school day.
- The school cannot accept responsibility for any cell phones lost or stolen on the school premises.
- Mobile phones used inappropriately will be confiscated and held by the teacher or principal for the timeframe he or she chooses.

Images of Students

Photographs or other media that include student images may be used in ISM publications. These images are used to provide information for ISM families and other parties about the ISM programs and school events/activities. The images may be published on ISM approved platforms. If the school would like to add the child's name to a specific photo, parent approval must be obtained before posting.

Parent's Consent for Google Workspace for Education

ISM utilizes Google Workspace for Education, a powerful and versatile online platform that enhances learning and collaboration for all our students. This platform provides essential tools like Gmail, Calendar, Drive, Docs, Slides, Sheets, Classroom, and more, accessible from any internet-enabled device.

All students, from Kindergarten through Grade 12, will receive a school-managed Google Workspace for Education account. This account will allow them to:

- **Access Learning Materials:** Utilize Google Classroom to view lessons, submit assignments, and communicate with teachers.
- **Communicate Effectively:** Use school-managed Gmail for internal communication with teachers and peers. (Gmail access may be restricted for younger students based on school policy).
- **Organize and Plan:** Manage schedules, activities, and assignments with Google Calendar.
- **Create and Collaborate:** Utilize Google Docs, Slides, and Sheets for document creation, presentations, and collaborative projects.
- **Store and Share Files:** Save and retrieve documents using Google Drive, and share them for collaborative work.
- **Create Surveys and Quizzes:** Use Google Forms for educational purposes.

When creating a student account, ISM provides Google with personal information such as the student's name, email address, and password. Google may also collect additional details directly from students, like a phone number for account recovery or a profile photo.

When students use Google Workspace for Education, Google collects information including:

- **Account Information:** Name, email address, and related details.
- **Activity Data:** Content viewed, interactions, and communication history.
- **Device & App Usage:** Browser type, device settings, operating system, IP address, and system activity.
- **Location Data:** Determined by IP address, GPS, and nearby network signals.
- **Direct Communications:** Records of feedback, support requests, and inquiries.

ISM also allows additional Google services such as Youtube, Maps, Chrome Web Store, etc. For this reason, Google may also collect:

- **Search & Content Activity:** Search history, videos watched, ads interacted with, and purchase activity.
- **Device & App Data:** Same as core services, including app usage and browser settings.
- **Enhanced Location Tracking:** Uses GPS, Wi-Fi signals, Bluetooth, and nearby devices.

- **Voice & Audio Data:** Information from voice searches and audio features.

Google's data collection follows its **Privacy Policy**, and ISM encourages students and parents to review these policies for further details. You can review the Google Workspace for Education Privacy Notice here: https://workspace.google.com/terms/education_privacy/.

Guidelines for Responsible Use:

1. **School-Managed Account:** Each student will receive a unique Google Workspace for Education account, active during their enrollment at ISM.
2. **Email Access:** Students will have access to school-managed Gmail for internal communication. (Email access may be restricted for younger students based on school policy).
3. **Acceptable Use:** Students must adhere to ISM Technology Code of Conduct and Google Acceptable Use Policy for Students.
4. **Account Privileges:** Access to Google Workspace for Education is a privilege granted by ISM. The school reserves the right to restrict or revoke access for violations of school policies or laws.
5. **Data Security:** While we take precautions, ISM cannot guarantee absolute security of files stored on Google Workspace for Education.
6. **Privacy:** We are committed to protecting student privacy within the electronic environment.

Parental Consent:

By consenting, you acknowledge the following:

- Consent to your child receiving a school-managed Google Workspace for Education account.
- Understand that this consent remains valid for the duration of your child's enrollment at ISM.
- Understand that ISM administrators may access your child's data within Google Workspace for Education, including emails (if applicable), assignments, notes, calendars, and projects.
- Understand that your child is expected to comply with ISM Technology Code of Conduct and Google Acceptable Use Policy for Students.
- Acknowledge and consent that Google may collect, use, and disclose your child's information as required to provide, maintain, and enhance its services in accordance with its privacy policies.

ISM Google Workspace Account Suspension and Deletion Policy

1. Student Withdrawal/Departure:

- **Immediate Suspension:** When a student withdraws or departs from ISM during the academic year, their Google Workspace for Education account will be suspended immediately upon the school receiving official notification of their departure.
- **Data Access During Suspension:** During the suspension period (until the end of the current school year), the student may request permission from the school administration to retrieve specific data from their account.
- **Account Deletion:** At the end of the academic year in which the student departs, the suspended Google Workspace for Education account will be permanently deleted. All files, data, and associated information within the account will be irretrievably erased.

2. Student Graduation:

- **Extended Access:** Graduating alumni will retain full access to their ISM Google Workspace for Education accounts for a period of two (2) school years following their graduation date.
- **Post-Two-Year Suspension:** After the initial two-year period, the alumni's Google Workspace for Education account will be suspended.
- **Data Access Post-Suspension:** Alumni wishing to access their suspended accounts after the two-year period must contact the ISM school administration for permission.
- **Final Account Deletion:** Two (2) school years after the initial suspension (a total of four (4) school years post-graduation), the alumni's Google Workspace for Education account will be permanently deleted. All files, data, and associated information within the account will be irretrievably erased.

ISM Medical Information Form

Medical Information for Participation in Physical Education and Recess Periods

Dear Parents/Guardians :

Vigorous physical activity is essential for normal, healthy growth and development. Growing bones and muscles require not only good nutrition, but also the stimulation of vigorous physical activity. Active participation in games, fitness activities, dance, gymnastics and outdoor activities provides opportunities for students to gain the confidence necessary to pursue a physically active lifestyle. Physical education programs, after school programs, athletic teams, and recess allow students to experience the fitness feeling and to help them understand and make decisions regarding personal fitness and the value of physical activity in their daily lives.

When activities involve bus trips, a parent consent form will be sent home with students.

The potential for injury exists in every athletic activity and is greater in some activities than in others. Injuries may range from minor sprains and strains to more serious injuries. The safety and wellbeing of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in physical activity.

The school is not responsible for covering medical expenses connected to student injuries that occur at school. It is important that your child participate safely and comfortably in the physical education program.

In your child's best interests we recommend the following:

- An annual medical examination.
- Appropriate clothing for safe participation (T-shirt, shorts or track pants and running shoes).
- Students must not wear jewelry or chew gum during physical activity.
- A headband and/or glasses with shatterproof glass if your child wears glasses which cannot be removed during physical education classes.
- Sun protection for all outdoor activities. Sun protection includes sunscreen, sunglasses, a hat and appropriate protective clothing.
- Safety inspection at home of any equipment brought to school for class use (e.g., skis, skates, helmets).

ACKNOWLEDGEMENT OF PARENT RESPONSIBILITIES

Please read this entire Handbook with your child and then sign the form below and return it to your child's homeroom teacher no later than one week from the day you receive the handbook.

Student Name: _____ Parent Name: _____

Grade: Pre-K ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Parent Phone: _____

Parent Email Address: _____

We have read this Handbook with our child and:

- completely understand the policies, rules, and procedures we must follow as a family at the International School of Myanmar;
- have explained to our driver (and future drivers should they change) all the safety, security and driving regulations that apply to drop off and pick up of our child at school;
- agree that if we have any concerns about our child's experience at ISM, we will contact the teacher(s) first and then the principal;
- agree that student group photos may be posted on the school website, social media, and newsletters without identifying personal information.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

STUDENT TECHNOLOGY CODE OF CONDUCT ACKNOWLEDGEMENT

The International School of Myanmar actively promotes the appropriate use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all users of technology must have proper authorization and adhere to the school's code of conduct. To access and use technology at ISM, a Student Technology Code of Conduct statement must be signed by each student and his/her parent and kept on file at the school. Please carefully review the Student Technology Code of Conduct Statement in this Handbook and sign this form to acknowledge that both parents and students have read, understood, and agree to comply with the code of conduct.

With our signatures below, we agree to fully comply with ISM's Student Technology Code of Conduct.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

