



SHARON INTERNATIONAL SCHOOL

Children are our future



Parent Handbook 2017-2018

Sharon International School

Website: sislao.com / www.facebook.com/SharonInternationalSchool2004

IMPORTANT NOTICE

The following packet contains important information about the international academic program at Sharon International School (SIS). This information is provided to help you know how to support your child in his/her learning. It will also help you to better understand the SIS program and philosophy.

You should please:

- 1. Read all the pages.**
- 2. Contact a school administrator if you have any questions.**
- 3. Sign & return the required “Parent-School Partnership” form to our office.**
- 4. Keep the handbook as a ready reference throughout the school year.**

We will attempt to keep you informed as updates to relevant information are made. This will usually be done through our parent workshops and/or through notices sent home with your child. If you have any questions, please feel free to contact a school administrator.

This information is updated in print yearly. While every effort is made to make sure that each new version of our handbook is complete and accurate, please understand that at times our policies & mandates are updated or changed as our school improves and develops and that there may be situations which we have not foreseen to include.

Contents

PART I. INTRODUCTION	4
1. SHARON INTERNATIONAL SCHOOL	5
Welcome	5
History of SIS	5
Our Philosophy	5
SIS Core Values	6
2. CURRICULUM	7
KINDERGARTEN	7
MIDDLE SCHOOL	12
SUPPLEMENTAL LEARNING	13
3. SCHOOL ON THE WEB	14
4. CONTACT.....	14
PART II. ABC's of SIS	15
ASSESSMENTS & STUDENT REPORT CARDS.....	16
ASSISTANCE FOR STRUGGLING STUDENTS	19
ATTENDANCE	19
BIRTHDAY CELEBRATIONS	20
BOOKS	20
BULLETIN BOARDS	21
CALENDAR.....	21
CONTACT US.....	21
DRESS CODE	22
DISCIPLINE	22
ELECTRONICS.....	23
EMERGENCY	23
ENGLISH USAGE	23
FIELD TRIPS.....	24

GRADUATION CERTIFICATION	24
GRADUATION REQUIREMENTS – PRIMARY.....	25
HEALTH.....	26
HOURS	27
LIBRARY	29
LOCKERS	29
LOST AND FOUND	30
MEALS.....	30
MEDIA IN THE CLASSROOM.....	31
PARENT – TEACHER PARTNERSHIP.....	32
PERSONAL BELONGINGS.....	32
PROHIBITED ITEMS	33
RECORDS	33
RULES.....	34
SAFETY POLICIES	34
SCHEDULE	35
SCHOOL SUPPLIES	36
SHOW AND TELL.....	36
SNACKS.....	36
TRANSPORTATION	36
TUITION AND FEES	37
Appendix 1 - Primary Sample Weekly Schedule	37
Appendix 2 – Middle School Sample Weekly Schedule.....	39
Appendix 3 - Kinder Calendar 2017 – 2018.....	40
Appendix 4 - Primary Calendar 2017 – 2018.....	41
Appendix 5 – Middle School Calendar 2017 – 2018.....	42

PART I. INTRODUCTION

1. SHARON INTERNATIONAL SCHOOL

Welcome

to Sharon International School (SIS) where we aim to bring together local and international communities of children who are being made confident of their ultimate purpose. SIS is dedicated to seeing students grow to be local and global citizens with high integrity. We strive to educate your child with a focus on character so that your child is able to be a moral leader, inspirational visionary, and peacemaker throughout his/her home and community. SIS staff lead by example and encourage students to be sacrificial servants and people of strong character who will positively impact their world for a greater good.

History of SIS

The vision for Sharon International School (SIS) began in 2000 and 2001 when Director Sharon and her husband visited Laos looking for opportunities to serve the Lao people. After returning to Korea, they couldn't forget Laos. Their hearts for the children of Laos grew. They decided to leave all they had in Korea, and move their family to Laos with a vision to serve the Lao people through quality education. Initially, Sharon International School began as a kindergarten in 2005, and progressively expanded to 8th grade for the English and Lao program. Ma'am Sharon and her husband are currently working and living in Laos, and desire to see SIS make a lasting impact on the youth of this wonderful country.

Our Philosophy

Sharon International School provides a safe, nurturing and stimulating environment to help students grow in all areas. SIS believes successful people are more than what they know, so we focus on academics as well as what type of person your child is becoming. Here at SIS, students are inspired to develop and strengthen their dynamic talents and unique gifts.

All the dedicated and caring staff at SIS strives to make sure that your child has the very best educational experience possible. We thank you for entrusting us with that privilege and responsibility. We believe that proper and engaged parental involvement is key to ensure each student is provided every opportunity to succeed. SIS desires that staff and parents work as a team to give your child a proper

education with all the tools and skills necessary to thrive. Therefore, SIS has provided several ways to keep connected. Parents can learn how to support their child's education by attending parent teacher conferences, parent workshops, meetings and by other notices and letters. Your child's teacher will provide you with your child's general one year learning plan **at your request**. SIS is designed differently than other schools because of the emphasis on character education as well as skill based classes. (See index: Placement)

SIS Core Values

- ***Tailored Classes*** – SIS students come from all over the world and we believe that has a big impact on how the child will perform in school. All children have different backgrounds, experiences, and abilities. Likewise, we recognize that children may not fit into the same class levels. Therefore at SIS, we offer a tailor-fit academic program in our primary classes.
- ***Character education*** – SIS believes that a quality education teaches students to possess good character traits. We desire to cultivate students of exemplary character who are upwardly focused and will make a positive impact in their world. We desire to teach students good character traits throughout the year and give them practice to grow in a safe and nurturing environment.
- ***Financially affordable*** – At SIS, we believe that a quality education should be available to all children no matter what their position in society. SIS strives to keep tuition and costs low.
- ***Family oriented*** - Working together, we at SIS believe we can foster each child's growth and development. This happens when the school and family are working together to give each student the best education possible!
- ***Standardized Placement*** - Placement standards are set and evaluated yearly and take into consideration any of the following which are applicable: age, curriculum-specific placement tests, teacher's evaluations, assessor's evaluation, and standardized Texas Assessment of Knowledge & Skills (TAKS) test results. While teacher's evaluations are a very important part of the placement process, all recommendations must meet standards and are overseen by our curriculum coordinator.

2. CURRICULUM

Curriculum alignment matches what is written (curriculum) with what is taught (instruction) to what is tested (assessment). Our curriculum is carefully selected by our Curriculum Coordinator to help students succeed in meeting the academic goals. Our curriculum promotes critical thinking skills and development of a worldview based on high moral character.

KINDERGARTEN

Classes	Age
Sunshine	3-4 by September 1st
Starlight	4-5 by September 1st
Discoverers	5-6 by September 1st

For more information about entrance requirements for the Sunshine class, please see the policy posting in the office. Young learners are introduced to subjects about the world around them through thematic learning, stories, literature, activities, songs, and games to help meet the learning goals. In Kindergarten, individual students' progress will be assessed in regards toward readiness for primary school. Areas of assessment include:

- Reading skills
- Personal behavior, organizational, and social skills
- Language skills
- Math skills
- Listening and processing skills

Sunshine and Starlight

Students experience hands on learning through engaging rhythm and rhyme, exploring the outdoors, and structured activities. Students learn new vocabulary, age appropriate topics, character, and skill development.

Discoverers

Students prepare to leave Kindergarten and enter Primary School. The Discoverers class is equivalent to an American kindergarten class. Students at this level are taught basic reading, writing, and math which are necessary for meeting expectations for Primary School.

PRIMARY SCHOOL

Placement

SIS students come from all over the world. Therefore, two students that are the same age may not be at the same academic level. For example, a student may be advanced in math, but a new English learner. This creates a problem in a traditional classroom because the student's math skills are above level for his age but his English skills are beginner level.

In Primary School, classes are divided into subject/skill areas and are leveled. Students are placed into leveled classes according to individual skill set. This allows a student who tests at one level for math to be in a different leveled class for English language class. We call this a "tailor fit" program.

By leveling students according to abilities in each skill set, each student may progress rapidly both in subjects which he/she excels as well as in those areas in which he/she encounters greater difficulty.

This placement program is not meant to be used as a traditional "grade" placement system. Whenever possible, all students regardless of placement level are given a homeroom which corresponds to their age. Generally, children 6-9 have a homeroom downstairs while children 9-12 have a homeroom on the second level.

Placement standards are evaluated and updated yearly. Standards are applied fairly and consistently for all students.

Placement for next year's level(s) will take in consideration teacher's assessment report, curriculum specific exam results, reading level, and TAKS test results. (See index: Examinations) Course curriculum and SIS specific book tests are used mainly to determine placement in language and math courses. In addition to helping with homeroom placement, TAKS tests are used to determine what grade a child is eligible to enter in America and most international schools.

WOW Classes	Language Classes	Math Classes
Explorers	Scribblers	1A-1B
Globetrotters	Scribes	2A-2B
Trailblazers	Wordsmiths	3A-3B
Navigators	Authors	4A-4B
Adventures	Composers	5A-5B

Extra English Classes
ELL A
ELL B
Reading & Conversation 1
Reading & Conversation 2
Writing Workshop 1
Writing Workshop 2

Primary School is open to qualifying students age 6 (by September 1st) through age 12 (on September 1st). All students are placed into one of each of the classes. All the classes are divided into subject/skill areas which are leveled (See index: Placement)

World of Wonders (WOW)

History, Geography and Cultures, & Science

World of Wonders classes serve as your child's homeroom class. WOW courses introduce students to history, geography, cultures, and science through read-alouds, engaging discussions, and reading comprehension strategies. Science classes

include hands on discovery, experiments, and activities. Students are given the opportunity to excel at independent reading as well.

All WOW classes are literature-based. This means that your child is exposed to a wide range of books for learning about the world. Conversation is the main method used in the classroom to interpret the literature students are reading.

Listed below are all the WOW classes with the subject emphasis.

- 🌐 **Explorers** – Explore the World
 - Science 1 and Health Safety and Manners 1
- 🌐 **Globetrotters** – World Cultures
 - Science 2 and Health Safety and Manners 2
- 🌐 **Trailblazers** – World History 1
 - Elementary Chemistry & Elementary Biology
- 🌐 **Navigators** – World History 2
 - Elementary Physics (with science fair)
- 🌐 **Adventurers** – ASEAN Studies
 - Building Blocks of Science 5

Please refer to www.gravitaspublications.com for more information about the Focus On Real Science 4 Kids programs used in Trailblazers, Navigators, and Adventurers.

Language

Easy Grammar and Phonics

Scribblers and Scribes use a phonics-based reading and writing program. Wordsmiths, Composers, and Authors use an Easy Grammar program. Both these programs are highly effective for both native English speakers and English learners. Language classes focus on writing, grammar, and phonics.

Please refer to www.easygrammar.com for more information.

Spelling

Sequential Spelling is used to teach students to spell according to patterns in the English Language.

Please refer to www.avko.org or www.spelling.org for more information

Math

We use the Primary Mathematics Standards Program which was developed by the Singapore Ministry of Education. It has been modified to include both customary and metric weights and measures. This curriculum employs a concrete to pictorial to abstract approach which makes this program highly successful.

Please refer to www.singaporemath.com for more information.

Extra English Courses

English Language Learners (ELL)	ELL class provides an added opportunity to improve on reading comprehension, conversation skills, and vocabulary. Twice per week, students read stories and learn techniques for understanding texts. This class helps improve standardized assessment scores.
Reading Comprehension	This course serves as a bridge between the ELL and Writing Workshop courses. Twice per week students gather to read stories and learn techniques for understanding information from selections read. This new course is intended to improve vocabulary and standardized assessment scores.
Writing Workshop	This class prepares students in creative writing and essay preparation. Twice per week, students have the opportunity to improve writing skills by learning expository writing methods and techniques.

Please contact the office to schedule appointments with teachers or the curriculum coordinator about any questions, comments, or suggestions. We are happy to help in any way we can!

MIDDLE SCHOOL

Middle school is open to qualifying students age 10 through age 15 (by September 1st) who have earned a certificate of completion for Primary School and meet other criteria. Students are placed in the different subjects by grade (6th, 7th, or 8th) **except** for math for which students are placed by level.

Science

In 2017-18, students will study Middle School Physics and Geology using the Real Science 4 Kids books. This program focuses on content and hands on laboratory activities and experiments.

Please refer to www.gravitaspublications.com for more information.

Social Studies and Literature

Students are provided with a wide variety of books to learn about the world. This year the focus is on world history.

Composition

Language Composition is made up of Writing and Grammar. Students are given instructions on writing various types of compositions. Creativity is encouraged. Grammar skills continue to be reviewed through exercises in Easy Grammar.

Please refer to www.easygrammar.com for more information.

Math

Teaching Textbooks is a computer based math curriculum that is leveled. A teacher is on site to answer questions and keep track of progress. Students are placed by skill level.

Please refer to www.teachingtextbooks.com for more information.

SUPPLEMENTAL LEARNING

Homework

Math

Primary students will have regular math homework. Please make time for students to complete their homework at home and always initial in the child's book that you have seen and checked over the completed work.

Reading

Read 20 minutes daily at home. Children who read daily are proven to make higher scores on standardized tests than those who do not. Failure to read 20 minutes a day will have a negative impact on your child's graduation hopes.

Other Subjects

Important homework may also be assigned for Language, Writing Workshop, Discoverers, and Middle School classes. It is important to develop good study and homework habits in kindergarten to ensure a smooth transition to primary school.

Lao Language

According to the Lao Ministry of Education and to promote the integration of children living in Vientiane into the aspects of local society which is beneficial, afternoon classes are available to all Lao nationals. (Please see the Lao Curriculum Coordinator for more information) Lao language is also available to students from other countries but within a limited window.

Extracurricular Activities

Activities include but are not limited to art, music, taekwondo, and Lao Traditional Arts. We also offer a variety of additional event activities a year. Please see school calendar for more information.

3. SCHOOL ON THE WEB

We are running a homepage and Facebook. You can access anywhere on your smart phone, tablet, or personal computer.

 WEB SITE : www.sislao.com

School information & events

Available for download: newsletters, school documents

 FACEBOOK: www.facebook.com/SharonInternationalSchool2004

School photos & video clips

4. CONTACT

At SIS we are always happy to answer any questions you may have about our community and learning environment.

Ask for our staff by name:

Director & Owner	Sharon Lee
General Principal & Kinder/Primary Department Head	Michelle Classen
Middle School Department Head	Chris Adam Carroll
English Curriculum Coordinator	Heather Marie
Lao Curriculum Coordinator	Somnuk Meksavang
Office Managers	Ketmany Siyavong / Sukanya Thanthavong

OFFICE EMAIL: sharon_international@yahoo.com

OFFICE TEL: +856 (0)30 515 0937 / (0)21 353 275

OFFICE FAX: +856 (0)21 263 458

ADDRESS: Sharon International School

P.O. BOX 4951 Saphanthong Neua, Sisatthanak District, Vientiane, Lao P.D.R

PART II. ABC's of SIS

A a

ASSESSMENTS & STUDENT REPORT CARDS

1) *Developmental Observation*

Each student will be observed throughout the year to assess his/her development in these areas: physical, emotional, social, cognitive, creative, and linguistic. This information will provide the basis for parent-teacher conferences which are also held 1-2 times yearly. Conferences may be held at other times by appointment if either parent or teacher requests one.



2) *Progress Assessments*

Twice yearly an assessment of knowledge and skills will be completed. Please note that teacher's progress reports are primarily the teacher's subjective assessment of your child's progress. Placement for next year's level(s) will take the subjective portion of teacher assessment reports into consideration. However, other relevant objective factors such as age, curriculum-specific exam results, reading level, and Texas Assessment of Knowledge & Skills (TAKS) test results will also be considered. Course curriculum or SIS-specific book tests are used mainly to determine which SIS course level a student will be placed in during the next school year. TAKS tests are used mainly to determine which grade a child is eligible to enter in American and most traditional international schools.

While teacher's evaluations are a very important part of the overall placement & advancement process, all recommendations must meet standards and are overseen by our Curriculum Coordinator. (See PLACEMENT.)

In Kinder School, individual student's progress will be assessed in regards toward readiness for primary school. Areas of skill assessment will include:

- 🎯 Reading
- 🎯 Language
- 🎯 Personal, behavioral, organizational, & social skills
- 🎯 Listening and processing
- 🎯 Math

3) Grading Scales

Students will receive a score from 1 to 4 indicating their ability to achieve certain knowledge or skills as based upon the Texas Essential Knowledge and Skills (TEKS).

Level 1 = *Experiencing great difficulty and not meeting expectations*

Level 2 = *Making progress towards expectations but still not meeting expectations*

Level 3 = *Improving, learning, and growing, and is currently meeting expectations*

Level 4 = *Exceeding expectations*

4) Curriculum-specific Examinations

Curriculum-specific semester exams (tests which are specific to the curriculum/books that are used in core courses) for pre-primary, primary, and middle school students are given at the end of each semester according to the schedule determined by the school.



For review at home, primary math and language teachers and middle school grammar, science, and history teachers will work with parents and students to compile student review packets throughout the year. These will be your only resource to prepare for semester and final exams. Please contact your child's teacher if you have questions or do not see these packets sent home at least monthly.

8-10 hours of sleep per night, proper nutrition and an on-time arrival will increase the chances of successful outcomes.

Pre-primary and primary students will be tested in the following areas during first semester & final examinations: language, math, & reading fluency (SIS might add science in the future).

Middle School students will be graded throughout the school year, at mid-year, and at final examinations in the following areas: writing, math, and reading.

Lao language testing for foreigners and English conversational skills will be tested in the final semester. Only. Other courses may or may not be included in the final semester examinations.

5) TAKS Assessments

TAKS stands for Texas Assessment of Knowledge and Skills and are based on the TEKS which stands for Texas Essential Knowledge and Skills. The TEKS are the standards our curriculum is based on. The TEKS determine what outcomes are expected from the curriculum in each leveled course. SIS offers TAKS tests once a year under license from the Texas Education Authority in the United States. These tests are called “standardized tests”. This means that they are intended to show a student’s knowledge and skills in a certain standard (in this case, American grade) level.

TAKS tests will be given in the second semester. The dates will be announced. The TAKS results will be shown on the student report cards and graduate certificates as a standardized indicator of each students’ knowledge & skills in the areas of writing/editing & revising, reading comprehension, & math. Middle School students may be given additional TAKS tests.

6) Re-tests/ Missed tests / Skip Tests

Testing which is outside of our normal testing schedule may be made available in some cases for fee. Requests for re-tests and skip tests must meet certain criteria and require the approval of the Curriculum Coordinator. Testing and schedules and information will be available in the office. Testing fees are non-refundable regardless of scores/outcomes.

7) Two-Year Placement Policy

Students who have repeated a course and continue not to progress in the second year, may not be allowed to take the course a third year. In this case, the family may meet with the director and/or curriculum coordinator to make a plan of action.

Generally, students who consistently do not meet academic expectations will be dismissed temporarily to allow the student time to improve his/her language skills, to choose to focus on learning curriculums in his/her native language, or to attempt a new course of action which may better meet the student’s needs.

The family may choose to have the student reapply for placement with advancement after one year. For kindergarten students who were promoted to primary school solely on the basis of age (7 years old), the second year of this policy

will be considered to be in effect even though their physical enrollment may be in first year primary classes.

(For more information, see the sections in the curriculum guide at the beginning of this handbook.)

ASSISTANCE FOR STRUGGLING STUDENTS

Students have extra English practice in their ELL class. Please contact the office to set up a meeting with your child's teacher to learn ways to help at home. Setting up a meeting with your child's teacher will help you understand what your child needs to work on. With that information, you can help your child, get a tutor, or there are options for one on one tutoring at SIS at an additional cost.

ATTENDANCE

Attendance is important to ensure the student is understanding and prepared for final exams. Students that do not come to school will not progress as quickly as students who regularly attend. Please inform the office ahead of time of any planned absences. (ex: when you travel). If your child is sick, please call the morning of and bring a written excuse or doctor's note upon return. (See index: Health)

***Students who miss 15 more days per school year may be required to repeat the grade.**

***In addition, 3 tardies will count as 1 absence.**

B b

BIRTHDAY CELEBRATIONS



Kindergarten

We celebrate birthdays by singing to the birthday student and providing a "birthday gift" on the last Friday of each month (generally). Parents are invited to bring a birthday cake to school to be shared with classmates. If you do not wish your child to participate in this activity, please notify the school.

Primary

If you would like to celebrate your child's birthday or wish to request your child's teacher to sponsor a celebration which is not on the calendar, you may propose this to your child's teacher(s). Please understand that it is at the teacher's discretion, if the proposed event is a benefit to the class as a whole and whether there is enough time available during the school day without disrupting the academic schedule. All events/celebrations that are not preapproved (such as those not on the calendar) must be submitted for approval a minimum 1 week in advance. The more you as a parent are willing to volunteer your time and resources to make the proposed event successful, the more likely the teacher(s) will consider your request.

You may also leave a treat at the school with your child's teacher to give to students during class or lunch.

BOOKS

The only book you need to provide for your child is a good English-English dictionary. Please write your child's first and last name in his/her dictionary. SIS tuition includes the necessary workbooks and exercise books.

Primary math textbooks are available on loan to parents for a deposit fee. (Contact the office/curriculum coordinator for more information.) Other textbooks are, generally, for in-school use only except in some middle school courses. For a list of company websites which sell some of the other texts we use, please contact the office before March 30th. You may use the website reference to make your own arrangements to purchase additional copies of the books you require and have them shipped to your address.

BULLETIN BOARDS

The bulletin board outside the office doors is updated regularly with the latest information.

C c

CALENDAR

SIS is divided into two terms.

Term 1: August 10th to December 23rd

Term 2: January 8th to May 29th

For a calendar of events and/or a sample daily schedule of your child's classes, see the attached documents in the appendix. (See APPENDICES.)

CONTACT US

School improvement and development is one of our highest values. Helpful suggestions and tips are appreciated. If you see something that could be done better or could be improved, please discuss this with a member of the management team. Also, if you are willing to offer to volunteer services, we will gladly consider your ideas. We are happy when others have suggestions to improve the school!

At SIS we are also always happy to answer any questions you may have about our community and learning environment.

OFFICE EMAIL: sharon_international@yahoo.com

OFFICE TEL: +856 (0)30 515 0937 / (0)21 353 275

OFFICE FAX: +856 (0)21 263 458

ADDRESS: Sharon International School

P.O. BOX 4951 Saphanthong Neua, Sisatthanak District, Vientiane, Lao P.D.R

D d

DRESS CODE

The Lao ministry of Education mandates that children should come to school dressed in the required school uniform. Freestyle clothes may not be worn at school. Failure to dress appropriately may result in parents being required to bring appropriate clothes to school for the child to wear.

Please understand that children play hard and can get dirty while at school. Underwear, socks, pants, and a shirt should be left at the school for all kindergarten students in case of an accident. Please place this set of clothing in a plastic bag with the child's name on the outside for easy storage.

Label all clothing, jackets, etc. with a permanent magic marker. This will help make sure that lost items may be returned.

DISCIPLINE

We have a very effective system of classroom behavior control. Children who are observed to be kind to others, listening immediately, and being prepared are praised. For students who don't follow the rules, teachers are allowed to assign written sentences, oral recitation, or silent reflection to be completed during students play time.

At no time do SIS teachers physically strike a child at school. We believe in rewarding the positive and encouraging children to do their best in a loving way.

Sometimes, however, more discipline is needed. The school will give the discipline that is appropriate, and you may be informed if further steps are in fact, taken.

Do not attempt to take the discipline of another student into your own hands. This can cause confusion and disturbance. Parent's attempts to discipline students other than their own without authority will not be tolerated.

If you have any further issues or concerns, please contact an administrator or make an appointment to speak with your child's teacher.

E e

ELECTRONICS

Students are not allowed to bring their personal tablets, computers, I-pads, phones, etc. on any day except at the end of the second term. Devices taken from students will be put into the office and the parent/guardian may reclaim the device. SIS takes no responsibility for any students' lost electronic device.

EMERGENCY

In case of an emergency, we will follow the instructions from the Health and Medical Record form which you should have received upon registration. In major cases, we will make every possible effort to reach you prior to seeking treatment. In minor cases, we will provide typical first aid. If you do not desire us to do so, please inform us in writing.

ENGLISH USAGE

English is the only language which may be used on the school grounds by students and teachers between the hours 7:30 AM to 2:30 PM, Monday-Friday. This includes all areas of school activity, including the playground. The reason we do this are to promote social inclusion and the advancement of oral language skills and to allow for better classroom control.

Classroom teachers who are speakers of other languages are assessed yearly to ensure that they also are increasing their language skills and are meeting our standards for classroom instruction and/or assistance in English.

F f

FIELD TRIPS

Our teachers have been encouraged to organize field trips with parent assistance to visit sites around Vientiane which are relevant to their student's learning. Safety is our highest priority during our outings. Your help is needed to make sure there is a proper adult to student ratio to ensure student safety. Talk with your child's teacher about your field trip ideas and how you may be of assistance in your child's classroom fieldtrips.

G g

GRADUATION CERTIFICATION



Graduating students will receive their certificate on the day of graduation with their name and customized completion outcome. TAKS test scores, levels, and years of attendance at SIS will be on primary certificates. There is more than one type of certificate which may be issued to a student. Please plan ahead to work towards the certificate that best matches your intentions for your child's secondary schooling. Listed below are the requirements for each certificate. For more information about this, please contact the Primary Department Head.

Independent of the student's current placement level, parents who wish for their child to continue to Middle School at SIS may request the final TAKS assessment and report. We suggest waiting to request these tests and reports until the child has had sufficient time to make as much progress as possible at SIS. (See index: Assessments)

GRADUATION REQUIREMENTS – PRIMARY

1) Certificate of Completion with Honors

- 🌐 Passed with 70% or higher Adventurers, Authors & a 5th grade equivalent math course
- 🌐 Passed with 70% or above all subject areas on the TAKS 5th grade or equivalent test
- 🌐 Passed with 80% or higher at least one of the core subjects

2) Certificate of Completion

- 🌐 Native English speakers 9 years old on Sept. 1st who entered Globetrotters at 6 years of age and passed Adventurers, Authors, and a 5th grade equivalent math class and meet other criteria for Certificate of Completion
- 🌐 10-12 years old on Sept. 1st of current school year (Oct. 15th for those who entered 2013 or before)
- 🌐 Attended primary school a minimum of 5 years
- 🌐 Passed with a 70% or above all subject areas on the TAKS 5th grade or equivalent test

3) Certificate of Participation

- 🌐 Graduation is mandatory for students who were 12 years old on Sept. 1st regardless of test scores.
- 🌐 10-11 years old on Sept. 1st of current school year choosing this option must have parent release signature for TAKS scores which do not meet pass requirements. Parents must inform the school near the beginning of the 2nd term if they want this option.
- 🌐 Attended primary school a minimum of 5 years

H h

HEALTH

1) All immunizations must be current.

Medical emergency information forms must be left on file before the child may enter school.

The World Health Organization recommends preventive treatment for worms every 6 months. Prior to the first day of school, parents are strongly encouraged to treat students and the entire family for worms. Worms are easily transmitted from person to person and can cause anemia (low iron in the blood) leading to many health problems.

We are concerned about the health of every child at SIS. Families and staff are encouraged to be mindful of each other to help limit sickness throughout the school. Guardians are required to keep their child at home if your child exhibits any of the signs listed below:

- 🦠 Fever
- 🦠 Vomiting
- 🦠 Diarrhea
- 🦠 Excessive runny nose
- 🦠 Conjunctivitis (pink eye)
- 🦠 Impetigo
- 🦠 Strep throat
- 🦠 Chicken pox
- 🦠 Lice or scabies
- 🦠 Dengue fever, malaria or other contagious illness or disease

If a child shows any of the above signs at school, parents will be contacted to pick up their child. When called, the child's guardian or alternate person is expected to pick up their child within the hour. **There are no exceptions to this rule.**

Parents and staff are reminded to notify the school within 24 hours if a child or family member has developed a known or suspected communicable (contagious) disease. (ex. chicken pox or scarlet fever) **Your cooperation in this matter is very much appreciated.**

2) *Returning to school*

After a child is sick, please check the following signs to see whether the child is ready to return to school:

- ☉ Mood, appetite, behavior and activity are normal again
- ☉ **No fever for 24 hours or more since onset of the fever**
- ☉ Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep throat)
- ☉ Vomiting and diarrhea have been cleared for 24 hours
- ☉ Frequent coughing and/or excessive nasal discharge has stopped
- ☉ Pain (earache, cramps, headaches, etc.) has stopped

3) *Lice or Scabies*

If there is evidence of lice or scabies, a child must be sent home immediately. The child's head will be checked for nits by SIS staff before returning to school. Students who continue to exhibit signs of an infestation will not be allowed to return until it has been cleared.

4) *Allergies*

Please identify any allergies your child may have when enrolling him/her so the school staff can take necessary precautions. While we do not provide alternative snacks or lunches, we can avoid giving your child an item he/she may be allergic to if we have this information in advance.

HOURS

a. Arrival

All students must be escorted to and from the gate by an adult. No guardians will be on the school grounds before 7 AM. Parents should be informed that teachers will not arrive until 7:30 AM and the school cannot be held responsible before 7:30 AM. **Children must not be left at school before 7 AM. If you leave your child at school between 7:00 AM - 7:30 AM, you agree that you do so at your own risk and responsibility in the case of an adverse event.**

1) Kindergarten School

- 🌐 English program hours are **8:15 AM to 2:45 PM**. International students not participating in the optional Lao program must be picked up before 3:30 PM
- 🌐 Lao program hours are from 3:30 PM to 4:30 PM.
- 🌐 Half day Sunshine and Starlight students eating lunch should be picked up from 12:00 PM to 12:20 PM each weekday. Students who are not eating lunch must be picked up promptly at 11:45 AM.

2) Primary School

- 🌐 English program hours are from **7:45 AM to 2:30 PM**. Morning exercise class begins promptly at 7:45 AM. Students arriving after **8:10 AM** will be counted as late by the classroom teacher.



- 🌐 Lao program hours for Lao Nationals are from 2:40-4:40 PM. Lao hours for internationals will be announced upon enrollment in the class.

3) Middle School

- 🌐 Middle school hours are from **8:00 AM (7:45 AM Monday) to 2:30 PM**. Optional after school program hours will be announced.
- 🌐 Lao program hours for Lao Nationals are from 1:30-5:30 PM.

b. Departure

Children are to be picked up at the agreed times. Parents taking children early must notify the staff that the child is leaving early and sign the child out. In some cases, early departure will be counted as a tardy. It is best to notify the office if the parent will be late to picking up a student.

Students will not be permitted to leave without your permission. **If someone other than the person the(s) named on the "Authorized Pick - Up Form" is to pick up**

a child, a written, signed note should be given to the Director's office upon arrival the morning of the day in which pick - up will be affected.

You absolutely must pick up your child before 5:30 PM. At 5:30 PM, staff will be going home to spend time with their families and do other personal work. **Your child will be left with the guard.** Your signature showing you read this releases the school from all responsibility, damages, or injuries that a student might have after 5:30 PM. In addition, parents picking up after 5:45 PM will be fined 50,000 Kip per occurrence to discourage tardy pick-ups.

c. Office

Office hours are from 7:30 AM - 5:00 PM.

Please call for any questions, or concerns.

L I

LIBRARY

Visits to the library are arranged weekly to provide 1 - 2 on level English reading books for each student to read at home. New books are being added regularly. This is in addition to their classroom reading program. Extra reading at home helps with vocabulary and reading fluency.

Books should be returned before another may be checked out. In the case of lost or damaged books, parents are responsible for the fine for each book. Fees are necessary to purchase and ship replacement books.

LOCKERS

Each primary/middle school student is provided a locker for their backpack, books, and other personal items.

LOST AND FOUND

Please label all of your child's belongings and clothing to help make sure lost items are returned. Please check the office for lost and found items.

M m

MEALS

1) Breakfast at Home

It is important that you **feed your child breakfast at home before coming to school**. SIS does not provide breakfast.



2) Lunch

A balanced noon meal is provided daily. If you do not wish to pay for the school lunch, you may send a lunch with your child to be eaten during the scheduled lunch break.

3) No Substitutions

If you require a specific diet for your child, you may provide his/her snacks & lunch. We will make deletions to the items your child is served with your **written** request. **We do not make dietary substitutions.**

4) Kinder School

Snacks and a balanced noon meal are provided daily.

5) Primary School



The school provides a balanced noon meal for students each day.

Students are recommended to bring a milk box for the morning break and a small nutritious snack such as fruit or whole wheat crackers to be eaten at 2:30 PM daily. As a consideration to parents who may wish to be selective in their children's diets, **students may not share their snack** with other children. In

order to enforce this, children should be taught not to ask for other students' food as well.

6) Prohibited Items

Dark sodas or other caffeinated beverages such as **Pepsi and Coke, and gum are not allowed** for students. Vitamin C tablets & powders or other pills are not permitted due to the possibility of overdose. Candy, sweet drinks, and junk foods are not recommended.

MEDIA IN THE CLASSROOM

Most of the classrooms are equipped with technology which allows us to provide your child with the very best texts and teaching materials as possible. Document cameras, laptops, and projectors are used to bring subjects to life through visual texts and web links.

Parents of students who destroy or damage equipment by unruly, negligent, or careless behavior will be charged the full price to repair or replace equipment in addition to any fees and shipping costs.

The school provides electronic reading tablets and laptops for certain classes to use. Students and guardians will be responsible for any damaged, broken, or lost tablets or laptops as well as any unauthorized online purchases made that the school is reliable for. Parents wishing their students to take home tablets for school-related use must leave a 400,000 Kip deposit for tablets with the school. This amount can be returned at the end of the year for tablets which are in good condition.

P p

PARENT – TEACHER PARTNERSHIP

Ways to help at home:

- 🌐 Have your child read on level English books 20 minutes daily
- 🌐 Supervise homework assignments
- 🌐 Attend SIS parent workshops, parent-teacher conferences, and other open house events
- 🌐 Inform your child of school rules that affect him/her and support the school in the enforcement of those rules
- 🌐 Provide extra assistance or tutoring of the student's needs if he/she continues to not meet academic goals

Parent Visits and Volunteers

There are a number of opportunities during the year for parents to help with projects and field trips. Furthermore, Open House and other events provide opportunity for parents to visit their child's classroom. (See also FIELD TRIPS and CELEBRATIONS.)



PERSONAL BELONGINGS

Parents are asked not to allow children to bring toys and personal play items from home because of the possibility of loss or damage. Such items may also be a distraction in the classroom.

1) Student Devices

Students are not allowed to bring their personal tablets, computers, i-pads, or phones to school on any day except at the end of the second term. Devices taken from students will be put into the office and the parent/guardian may reclaim the device. SIS takes no liability for any student's lost electronic device.

2) *Show & Tell*

In some classes, “Show & Tell” will provide an opportunity for your child to bring something to share. Your child’s teacher will send a note home to inform you at least one day in advance. These items should be labeled with your child’s name and taken home after being shown.

PROHIBITED ITEMS

Play guns and other toys that encourage aggressive play are never welcome at SIS. Items that promote/cause aggression, unhealthy competition, and hostile feelings are also not permitted.

Other items that are not allowed:

- Gum
- Caffeinated sodas and beverages, energy drinks, etc.
- Tablets or pills of any kind
- Vitamins or supplements

R r

RECORDS

1) *Records-Maintenance Schedule*

School records will be held in our office for reference for a limited time following the schedule as follows:

- 🌐 Curriculum-specific semester & final exams, TAKS exams & mid-year report cards - 1 year
- 🌐 Final report cards - 10 years

2) Duplicates

One copy of your child's report card will be issued upon completion of each semester. This service is included in your tuition fees. If you need a duplicate copy, this also may be issued free of charge one time. After that, the fee for a duplicate record is \$10 per item. Please be sure to maintain secure family records and to request any needed documents within the time frame mentioned above. We will not be held responsible for record keeping beyond this schedule.

3) Legal Documentation

We also offer further assistance in obtaining the necessary governmental verification stamps which are required by some international schools to verify school records. This service is offered at the following fee for service rates:

SIS service fee - \$20

All other fees as incurred through government offices, copy requirements, etc. will be forwarded to the family requesting the documents. You may ask for receipts of these fees.

RULES

The most important guideline of right behavior is to always remember to **"Do to others as you would have them do to you."**

- 🌀 Be prepared for class
- 🌀 Listen when the teacher is talking. Follow instructions quickly
- 🌀 Raise your hand to talk
- 🌀 Keep your hands, feet, and mouth to YOURSELF
- 🌀 Do not distract others

S s

SAFETY POLICIES

SIS prioritizes in providing a safe educational environment for our students. Parents and students should be fully aware of our specific safety policy. We ask that parents to teach and train the students so that we can prevent any inappropriate situations from happening.

1. “Bathroom Policy”:

For Primary and Middle School that only 1 person is allowed in a toilet stall at a time. This policy is meant to keep our school a safe environment for all students.

However, if more than 1 person is found in a stall at the same time, all people found in the stall will receive consequences of breaking the school’s safety policy. SIS hopes that our students will learn the consequence of their actions, and the seriousness of breaking rules.

The consequences for students breaking this rule may range from a 1-day in-school suspension to an expulsion from SIS (see *Note* below).

The parents will be contacted immediately, and the SIS staff/teacher will discuss the incident in detail. We ask the parents in advance to cooperate completely with us.

Any class day(s) missed due to the consequences to breaking this rule will be counted as the absence/tardy policy states (See also DISCIPLINE).

Note: the severity of the consequence of breaking the safety rule(s) will be determined by the SIS leadership team on case-by-case base according to the principles, characters, and ethics taught at SIS. We ask that the parents to note that the above guidelines are general situations, and not for every situation that may occur.

2. Students are not prohibited to leave school grounds during the designated school hours for any reason unless accompanied by a parent or guardian.

SCHEDULE

For a calendar of events, see the corresponding school calendar in the appendix. For a sample daily schedule of your kindergarten child’s school day, please ask your child’s teacher to provide you a copy. Copies may also be provided during Parent Orientation. Sample schedules in the appendix are provided as examples only. Your child’s schedule may not follow the sample schedule exactly. (See also HOURS and APPENDICES.)

SCHOOL SUPPLIES

Supplies are covered from tuition; however, students may bring their own supplies too.

SHOW AND TELL

In some classes, "Show and Tell," will provide an opportunity for your child to bring something to share. Your child's teacher will send a note home to inform you at least one day in advance. These items should be labeled with your child's name and taken home after being shown.

SNACKS

Students are recommended to bring a milk box for the morning break and a small nutritious snack such as fruit or whole wheat crackers to be eaten at 2:30 PM daily. As a consideration to parents who may wish to be selective in their children's diets, **students may not share their snack** with other students. In order to enforce this, children should be taught not to ask for other students' food as well.

Dark sodas or other caffeinated beverages such as Pepsi, and Coke are not allowed for students. Vitamin C tablets and powders or other pills and gum are not allowed. Candy, sweet drinks and junk food are not recommended.

T t

TRANSPORTATION

Transportation can be arranged with the school for an additional cost. Our school vans are fully insured and driven by a licensed driver and bus attendant.

If you choose to have your child use school transportation, **please be sure your child is ready at his/her pick up time. The van will wait for 3 minutes at each stop before leaving. If your child is not ready at that time, a guardian is responsible for sending the student to school.** This method is not recommended because we cannot guarantee your child's arrival time.





















Private transportation to and from school is recommended.

TUITION AND FEES

Please ask the office for the most recent tuition form in order to understand the breakdown of tuition and fees per child per year.

Appendix 1 - Primary Sample Weekly Schedule

Sample Primary Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45—8:00 A.M.					
8:00—8:10 A.M.					
8:10—9:10 A.M.	Math	Math	Math	Math	Math
9:10—9:20 A.M.					
9:20—10:20 A.M.	World of Wonders	World of Wonders	Library	World of Wonders	World of Wonders
10:25—11:20 A.M.	World of Wonders	World of Wonders	World of Wonders	World of Wonders	World of Wonders
11:20 A.M.—12:20 P.M.	Hot Lunch 	Hot Lunch 	Hot Lunch 	Hot Lunch 	Hot Lunch 
12:20—1:20 P.M.	Language	Language	Language	Language	Activity
1:20—1:30 P.M.	Water Break	Water Break	Water Break	Water Break	Water Break
1:30—2:30 P.M.	Activity	Extra English	Activity	Extra English	Activity
2:30—2:40 P.M.	Snack Break	Snack Break	Snack Break	Snack Break	Snack Break

Appendix 2 – Middle School Sample Weekly Schedule

<div>  <h1>SIS Middle School</h1> <h2>Sample Weekly Schedule – Term 1</h2> </div>				
Monday	Tuesday	Wednesday	Thursday	Friday
Morning Assembly 7:45 – 8:05 AM Teacher Chris PE 8:10 – 9:10 AM Teacher Michael Water/Snack Break 9:10-9:20 Teacher Michael Science 9:20 – 11:05 AM Teacher Yen Milk Break 11:05 – 11:15 AM Teacher Yen World History & Literature 11:15- 12 NOON Teacher Chris LUNCH 12 NOON – 1:00 PM World History & Literature 1:00 PM – 2:30 PM Teacher Chris	Morning Assembly 8:00 – 8:10 AM Ms. Kris Study Hall/Typing 8:10-9:15 AM Ms. Kris Grammar 9:20 – 10:20 AM Teacher Chris/Ms. Kris Snack Break 10:20-10:30 AM Teacher Chris Writing 10:30 – 12 NOON Teacher Chris LUNCH 12:00 – 12:40 PM Math 12:40 - 1:40 Teacher Reyno Activity 1:40 - 2:30 Teacher Reyno or Dan	Morning Assembly 8:00 – 8:10 AM Teacher Michael PE 8:10 – 9:10 AM Teacher Michael Water/Snack Break 9:10-9:20 Teacher Michael Science 9:20 – 11:05 AM Teacher Yen LUNCH 11:05 – 11:45 AM World History & Literature 11:45- 1:30 PM Teacher Chris XX Lao Traditional Music/Activity 1:30 – 2:30 PM Teacher Dor, Reyno, or Dan	Morning Assembly 8:00 – 8:10 AM Ms. Kris Study Hall/Typing 8:10-9:15 AM Ms. Kris Grammar 9:20 – 10:20 AM Teacher Chris/Ms. Kris Snack Break 10:20-10:30 AM Teacher Chris Writing 10:30 – 12 NOON Teacher Chris LUNCH 12:00 – 12:40 PM Math 12:40 - 1:40 Teacher Reyno Activity 1:40 - 2:30 Teacher Reyno or Dan	Morning Assembly 8:00 – 8:10 AM Ms. Kris Study Hall/Typing 8:10-9:15 AM Ms. Kris World History & Literature 9:15 – 11:15 AM Teacher Chris Character Ed. 11:15-11:30/45 AM Teacher Chris LUNCH 11:30/45 – 12:30 PM Math 12:40 - 1:40 Teacher Reyno Sports 1:30 – 2:30 PM Teacher Panay or Reyno

Appendix 3 - Kinder Calendar 2017 – 2018

SIS 2017 - 2018 Kinder Calendar

This calendar is provided for your planning purposes. Please note, however, that dates may be subject to change. Standardized TAKS examinations (Discoverers only) dates and schedules are to be announced.

View updates on the school website: www.siskao.com.

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Parent Meetings	
9 August	Parent Orientation
14 September	Kindergarten Parent Workshop (4:00 PM)
18-20 September	Parent-Teacher Conferences by Special Invitation
10-12 January	Parent-Teacher Conferences—Collect report cards at conference
10 May	Kindergarten Open House & Parent Workshop (4:00 PM)

Events and Holidays	
10 August	First Day of School—Gate opens at 7:30 AM and closes at 5:00 PM.
10-15 August	Student Orientation—In Sunshine, orientation is a parent-teacher cooperative.
11 August	Student Health Check-ups
August—May	Birthday Celebrations—Celebrate once a month for all birthdays in the current month plus July birthdays in August and June birthdays in May.
25 August & 4 October	Teacher/Staff Development Days
5-9 October	Vientiane Boat Racing Festival & National Teacher's Day—School Closed * 10 October—School Resumes *
24-27 October	Kindergarten Color Week
3 November	That Luang Festival—School Closed * 6 November—School Resumes *
18 November	SIS International Festival
28-30 November	Reading Fluency Assessments—Discoverers
4 December	Lao National Day—School Closed * 5 December—School Resumes *
14-19 December	Review & Mid-Year Assessments—Discoverers
22 December	Christmas Program (Recitals) - Last Day of Term 1
25 December—5 January	International New Year Break—School Closed * 8 Jan.—School Resumes *
12 January	Student Health Check-ups
27 January	Family Field Day
14 February	Friendship Day
23 February	Kindergarten Community Helpers Dress-up Day
8 March	International Women's Day—School Closed * 9 March—School Resumes *
12-16 March	I-Like-to-Read Week
27-29 March	Reading Fluency Assessments—Discoverers
29 March	Meetings with Discoverers Parents by Special Invitation
9-16 April	Lao New Year Break—School Closed * 17 April—School Resumes *
1 May	International Labor Day—School Closed * 2 May—School Resumes *
14-18 May	Review & Final Assessments—Discoverers
23 May	Meetings with Discoverers Parents by Special Invitation
28 May	Kindergarten Recognition Program—Last day of school
29-30 May	Teacher Work Days
30 May	Final Report Cards Issued—Collect report cards in the school office

Appendix 4 - Primary Calendar 2017 – 2018

SIS 2017 - 2018 Primary Calendar

This calendar is provided for your planning purposes. Please note, however, that dates may be subject to change. Standardized TAKS examinations and Lao examination dates and schedules are to be announced.

View updates on the school website: www.sislaos.com.

August 2017							September 2017							October 2017							Events and Holidays					
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa						
			1	2	3	4	5					1	2				1	2	3	4	5	6	7		10 August	First Day of School—Gate opens at 7:30 AM and closes at 5:00 PM.
6	7	8	9	10	11	12		3	4	5	6	7	8	9			8	9	10	11	12	13	14		11 August	Student Health Check-ups
13	14	15	16	17	18	19		10	11	12	13	14	15	16			15	16	17	18	19	20	21		25 August & 4 October	Teacher/Staff Development Days
20	21	22	23	24	25	26		17	18	19	20	21	22	23			22	23	24	25	26	27	28		5-9 October	Vientiane Boat Racing Festival & National Teacher's Day—School Closed * 10 October—School Resumes *
27	28	29	30	31				24	25	26	27	28	29	30			29	30	31						3 November	That Luang Festival—School Closed * 6 November—School Resumes *
																									18 November	SIS International Festival
November 2017							December 2017							January 2018							28 November—1 December	Reading Fluency Assessments				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	4 December	Lao National Day—School Closed * 5 December—School Resumes *				
			1	2	3	4						1	2			1	2	3	4	5	6			14-19 December	Review & Mid-Year Examinations (Language & Math)	
5	6	7	8	9	10	11	3	4	5	6	7	8	9			7	8	9	10	11	12	13		20-21 December	Student Music, Speech, & Drama Practice Days (International Teacher Work Days)	
12	13	14	15	16	17	18	10	11	12	13	14	15	16			14	15	16	17	18	19	20		22 December	Christmas Program (Recitals) - Last day of term 1	
19	20	21	22	23	24	25	17	18	19	20	21	22	23			21	22	23	24	25	26	27		25 December—5 January	International New Year Break—School Closed * 8 January—School Resumes *	
26	27	28	29	30			24	25	26	27	28	29	30			28	29	30	31					12 January	Student Health Check-ups	
							31																	27 January	Family Field Day	
February 2018							March 2018							April 2018							14 February	Friendship Day				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	8 March	International Women's Day—School Closed * 9 March—School Resumes *				
				1	2	3					1	2	3			1	2	3	4	5	6	7		12-16 March	I-Like-to-Read Week	
4	5	6	7	8	9	10	4	5	6	7	8	9	10			8	9	10	11	12	13	14		9-16 April	Lao New Year Break—School Closed * 17 April—School Resumes *	
11	12	13	14	15	16	17	11	12	13	14	15	16	17			15	16	17	18	19	20	21		23-27 April	Reading Fluency Assessments	
18	19	20	21	22	23	24	18	19	20	21	22	23	24			22	23	24	25	26	27	28		1 May	International Labor Day—School Closed	
25	26	27	28				25	26	27	28	29	30	31			29	30							3 May	Science Fair (Navigators & Adventurers)	
																								16-22 May—to be confirmed	Review & Final Examinations (Language & Math)	
May 2018							IMPORTANT Parent Meetings							24-25 May	Student Music, Speech, & Drama Practice Days (International Teacher Work Days)											
Su	Mo	Tu	We	Th	Fr	Sa	9 August	Parent Orientation						25 May	Primary Graduates Final Report Cards Issued Meetings with Principal by Special Invitation											
		1	2	3	4	5	21 September	Primary/Middle School Open House & Parent Workshop (5:00 PM)						28 May—to be confirmed	SIS Language/Math Retests by Special Invitation—See handbook for regulations											
6	7	8	9	10	11	12	26-28 September	Parent-Teacher Conferences by Special Invitation						29 May	Primary/Middle School Graduation & Celebration Program—Last day of school											
13	14	15	16	17	18	19	16-18 January	Parent-Teacher Conferences—Collect report cards at conference						30 May	Final Report Cards Issued (General) - Collect report cards in school office											
20	21	22	23	24	25	26	22 March	Parents of Primary Graduates Meeting																		
27	28	29	30	31			3 May	Parent Workshop (5:00 PM)																		

Appendix 5 – Middle School Calendar 2017 – 2018

SIS 2017 - 2018 Middle School

This calendar is provided for your planning purposes. Please note, however, that dates may be subject to change. Standardized TAKS examinations and Lao examination dates and Lao curriculum schedules are to be announced. View updates on the school website: www.sislao.com.

August 2017							September 2017							October 2017							Events and Holidays	
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	5					1	2	1	2	3	4	5	6	7	31 July—9 August	Teacher Orientation
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	10 August	First Day of School—Gate opens at 7:30 AM and closes at 5:00 PM.
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	11 August	Student Health Check-ups
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	25 August & 4 October	Teacher/Staff Development
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					5-9 October	Vientiane Boat Racing Festival & National Teacher's Day—School Closed * 10 October—School Resumes *
																					3 November	That Luang Festival—School Closed * 6 November—School Resumes *
November 2017							December 2017							January 2018							18 November	SIS International Festival
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	4 December	Lao National Day—School Closed * 5 December—School Resumes *
			1	2	3	4						1	2		1	2	3	4	5	6	14-19 December	Review & Mid-Year Examinations (Language, Science, & Social Studies)
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	20-21 December	Student Music, Speech, & Drama Practice Days (International Teacher Work Days)
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	22 December	Christmas Program (Recitals) - Last day of term 1
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	25 December—5 January	International New Year Break—School Closed * 8 January—School Resumes *
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				12 January	Student Health Check-ups
							31														27 January	Family Field Day
February 2018							March 2018							April 2018							14 February	Friendship Day
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	8 March	International Women's Day—School Closed * 9 March—School Resumes *
				1	2	3					1	2	3	1	2	3	4	5	6	7	12-16 March	I-Like-to-Read Week
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	9-16 April	Lao New Year Break—School Closed * 17 April—School Resumes *
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	1 May	International Labor Day—School Closed
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	16-22 May to be confirmed	Review & Final Examinations (Language, Science, & Social Studies)
25	26	27	28				25	26	27	28	29	30	31	29	30						24-25 May	Student Music, Speech, & Drama Practice Days (International Teacher Work Days)
																					25 May	Middle School Graduates Final Report Cards Issued Meetings with Principal by Special Invitation
May 2018							IMPORTANT Parent Meetings							29 May	Primary/Middle School Graduation & Celebration Program—Last day of school							
Su	Mo	Tu	We	Th	Fr	Sa	9 August	Parent Orientation						30 May	Final Report Cards Issued (General) - Collect report cards in school office. (Teacher Work Day)							
		1	2	3	4	5	21 September	Primary/Middle School Open House & Parent Workshop (5:00 PM)						31 May	Administrative Work Day							
6	7	8	9	10	11	12	26-28 September	Parent-Teacher Conferences by Special Invitation														
13	14	15	16	17	18	19	16-18 January	Parent-Teacher Conferences—Collect report cards at conference														
20	21	22	23	24	25	26	22 March	Parents of Primary Graduates Meeting														
27	28	29	30	31			3 May	Parent Workshop (5:00 PM)														

.....

CHILDREN ARE OUR FUTURE

sharon_international@yahoo.com

PHONE: 030 515 0937, 021 353 275

FAX: 021 263 458

www.sislao.com

P.O. BOX 4951 Saphanthong Neua, Sisatthanak District, Vientiane, Lao P.D.R.

