

Sharon International School



2021-2022

Parent & Student HANDBOOK

Kindergarten

IMPORTANT

Please make sure to:

- 1. Read all pages.**
- 2. Contact the SIS office if you have any questions.**
- 3. Sign & return the required “Parent-School Partnership Form” to the office.**
- 4. Keep a copy of the Parent & Student Handbook as a ready reference throughout the school year.**

The following packet contains important information about the international academic programs at Sharon International School (SIS). The information is provided to help parents understand how to support their student in their learning. It will also help parents to understand the SIS program and philosophy. SIS asks for parents to familiarize themselves with the SIS policies and procedures to cooperate in providing effective education to the students.

SIS will keep parents informed as updates are made in the Handbook. The updates will usually be done through the Parent Workshops and/or through other modes of communication. If parents have any questions, please feel free to contact the SIS office.

The Parent & Student Handbook is updated in print yearly. While every effort is made to ensure that each new version of the Handbook is complete and accurate, please understand that at times the SIS policies and mandates are updated and/or changed as our school grows.

There may be situations that SIS has not foreseen to include in the Handbook. The SIS administration will decide on the necessary procedures to handle unforeseen situations in clear communication with the parents.

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PART I. INTRODUCTION

Welcome

Welcome to Sharon International School (SIS), where we aim to bring together local and international communities through quality education. SIS is dedicated to equipping students to be global citizens with integrity and intelligence. We are excited and grateful for every single one of our students and parents who are involved at SIS.

Mission and Vision

Sharon International School's mission is to equip students with knowledge, skills, and character to actively participate in the global world.

Sharon International School's vision is to equip our students with character, critical thinking, and creativity through outstanding educational programs to become life-long learners and life-changing leaders.

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 their home country, their hearts for the children of Laos grew continually. They decided to leave their home country and move their family to Laos, with a vision to serve the Lao people through quality education. Initially, Sharon International School began with kindergarten only in 2005, and progressively expanded to 8th grade for the English and Lao programs. Director Sharon and her husband are continuing to work and live in Laos, and desire to see SIS make a lasting impact on education in Laos.

Our Philosophy

Sharon International School provides a safe, nurturing, and stimulating environment to help learners grow physically, socially, emotionally, and academically. SIS believes successful people are more than the knowledge they have, so we focus on academics and character. Here at SIS, learners are inspired to develop and strengthen their dynamic talents and unique gifts.

All the dedicated, caring, and professional staff at SIS strive to make sure that your child has the best educational experience possible. We thank you for entrusting us with the privilege and responsibility to be involved in the development of your child. We believe that proper and engaged parental involvement in your child's learning is key for them to succeed. SIS desires that staff and parents work as a team to give our learners a proper education. Therefore, SIS has provided several ways to work together with the parents. Parents can learn how to support their child's education by attending Parent-Teacher conferences, Parent workshops, meetings, and paying close attention to other notices and letters from the SIS staff/teachers. Your child's teacher can provide you with a general one-year learning plan at your request.

SIS Core Values

Character Education: SIS believes that a quality education teaches learners to possess both intellectual knowledge and superior character traits. We desire to equip learners who will make a positive impact in their world. We desire to teach our learners outstanding character traits throughout their time at SIS, 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 is in society. SIS strives to keep tuition and other costs affordable and reasonable according to the Vientiane Capital's standards.

Family-Oriented: Working together with parents, SIS believes that we can foster each learner's growth and development. This happens when SIS and families are working together for our learners' growth.

Standardized Placement: Placement standards are set and evaluated yearly. Placement standards take into consideration any of the following that are applicable: age, curriculum-specific placement tests, teacher's evaluations, assessor's evaluation, and Standardized Assessment results. While teacher's evaluations are an important part of the placement process, all assessment results must meet the SIS and Cambridge standards.

2. CURRICULUM

The SIS curriculum is carefully selected by the professionally educated and trained SIS Leadership team to help students succeed in meeting the academic goals. The SIS curriculum promotes and develops critical thinking skills and a worldview based on high moral character. SIS is licensed through Cambridge International to ensure that our curriculum is aligned with what is being taught internationally in each subject/grade level and that students are learning the skills that will prepare them for more challenging, higher-level work.

PLACEMENT

SIS students come from all over the world, from varying school systems. Classes are divided mainly by age requirements.

SIS uses the Cambridge International system. Cambridge Year 1 begins in the final year at the Kindergarten campus (ages 5-6). Classes will be referred to by their Cambridge Year. Year 1 (Kindergarten) - Year 9 (end of Middle School). Please note, for example, that Year 1 would usually be students who are studying in Lao Kindergarten 3.

KINDERGARTEN

Class	Age
Kindergarten 1	3-4 years old
Kindergarten 2	4-5 years old
Year 1	5-6 years old

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 to readiness for primary school. Areas of assessment include the following:

- Language and Communication Development
 - understanding language
 - speaking to communicate with others
 - early literacy skills needed for reading and writing

- Cognitive Development
 - Science and the Natural World
 - Social Studies and Community
 - Mathematics
 - Fine Arts
- Social and Emotional Development
 - Self-awareness
 - Self-regulation
 - Relationship with others
- Physical Health and Motor Development
 - Gross motor skills
 - Fine motor skills

Kindergarten 1 and 2: Students experience hands-on learning through engaging rhythm and rhyme, exploring the outdoors, as well as more structured activities. Students learn new vocabulary, age-appropriate topics, character, and skill development.

Year 1: Students prepare to leave Kindergarten and enter Primary School. Year 1 class is equivalent to kindergarten classes in the United States. Students at this level are taught basic reading, writing and math, which are necessary for meeting expectations for Primary School.

HOMEWORK

Reading: Parents are encouraged to read to their children daily or use other technologies to expose their children to the English language. For Year 1, this can be through Raz-Kids online. Students who read and interact with English text consistently are proven to make greater improvements in all subjects and score higher on standardized tests. SIS desires to see all students succeed in every subject, and having good reading fluency and comprehension will help to reach that goal.

Other Subjects: Kindergarten will be given homework every Friday. Anything outside of this schedule will be communicated to parents directly. It is important for students to have time away from the classroom to practice the skills that have been learned in the classroom. We also encourage students to get plenty of physical exercise and time away from electronics in order to develop in all areas!

OTHER COURSES

Lao Curriculum: In line with the Lao Ministry of Education, SIS also offers the Lao curriculum. In Kindergarten, these classes run after the English curriculum from 3:30pm to 4:30pm, after a play break. Please speak to the office for more details.

3. CONTACT US

Please let us know if you have any questions or concerns.

EMAIL: siskinder.lao@gmail.com

WEBSITE: www.sislao.com (School information & events; Available for download: newsletters and school documents)

FACEBOOK: @SharonInternationalSchoolKindergarten

OFFICE TEL.: +856 (0)30 515 0937 / (0)30 523 2224

ADDRESS:

Sharon International School Kindergarten,

Hom 9 Saphanthong Neua, Sisattanak District, Vientiane, Lao P.D.R / P.O. BOX 4951

PART II. ABCs of SIS

A a

ADMISSION

1) Admission Procedure and Requirements

SIS Kindergarten welcomes enquiries from parents who have children between the ages of 3 and 6 years old. The administration team is delighted to discuss education options here at SIS in order for parents to choose which school is right for their child.

Parents should note that there is an admission packet that must be completed for each student at SIS. The procedures for all students applying to SIS must be followed including potential placement tests, and the student cannot begin attending classes until all the required forms/documents are completed and submitted. Please discuss the process with any of our office staff for more information and to see a list of the required forms.

2) Early withdrawal from SIS

Parents must complete the SIS Withdrawal Form at the office. The school requests a minimum of two (2) weeks' notice before withdrawing a learner from SIS. This is to ensure that everything is complete before the learner can leave. Also, the school will require enough time to complete the report card and/or a letter to the school that the student is transferring to if needed.

3) Admission-related Fees

Please contact the office to find out details of admission-related fees, including tuition and other service fees.

ASSESSMENTS & STUDENT REPORT CARDS

1) Developmental Observation

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

2) Kindergarten Assessments

In Kindergarten, individual students' progress will be assessed in regards toward readiness for primary school. Areas of skill assessment will include: Language and Communication Development, Cognitive Development, Social and Emotional Development, Physical Health and Motor Development.

- a) **Informal Assessments:** Unlike formal assessments, informal assessments are what teachers use every day to evaluate the progress and comprehension skills of the students. These assessments come in many types, such as written work, portfolios, grading, tests, quizzes, and project-based assignments.
- b) **Curriculum Semester Exams:** Curriculum-specific semester exams (tests that are specific to the curriculum/books that are used in core courses) for Year 1 students are given at the end of each semester according to the schedule determined by SIS.
- c) **Lao Language:** Every month, there will be a report sent home for each student to notify parents about their child's standing academically and behaviourally.

3) Grading Scales

Students will receive a score on their report cards from Level 1 to 4 indicating their ability to achieve certain knowledge or skills:

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 previous Semester expectations

Level 4 = Exceeding expectations

4) Test Policy

Taking missed tests must meet certain criteria and will be evaluated by the SIS Leadership team. Testing, scheduling, and other necessary information will be available at the SIS office. If students are struggling academically, then SIS encourages parents to find tutoring for their students to ensure that they are successful in the class. Please contact the SIS office if you have any questions.

Students who leave SIS for more than one year (12 months) and return will need to go through the admissions procedure as new students.

**Families that have NOT paid for their child(ren)'s tuition each semester (Semester 1 and Semester 2) will not be given the semester exams. The exams will then need to be made up on the day set by the school.*

Note: Please refer to the Appendix - Calendar for the specific test dates.

According to the 15-day Absence Policy at SIS, students might not be permitted to take missed tests if they have missed 15 days or more in a school year. Please contact the SIS office if you have any questions regarding the 15-day Absence Policy.

ADDITIONAL ASSISTANCE & TUTORING

Please contact the office to set up a meeting with your child's teacher to learn ways to help at home or if tutoring is advised. The student's teacher and SIS could suggest ways to help the student to progress according to their knowledge and skills. Some teachers might be interested in tutoring SIS students outside of the normal school day and hours. The school permits this but has some requirements:

- Parents and teachers should set up the time, place, and payment directly and not through the office.
- Students are not allowed to be tutored at the school or during school hours if parents are paying.
- If SIS finds out that teachers and/or learners are manipulating or being dishonest with assessments and tests, then the SIS Leadership team has the right to cancel the tutoring sessions between the teacher and learner(s), along with other significant consequences.
- The learner's teacher and the tutor can discuss the needs of the student, but cannot relay information directly related to tests/quizzes given.

ATTENDANCE & ABSENCE

Attendance is important to ensure that students are learning. Students that miss many school days will not progress as effectively as students who attend regularly. Please inform the office ahead of time of any planned absences (e.g. travel).

If a student is absent for a significant number of days over the course of the school year and the teaching staff feel that this will negatively affect their ability to move up to the next level the following year, discussions will be had with school management to decide whether the student should repeat the year.

If a student is sick, then please call the SIS office to inform them as soon as possible. If the student was taken to a clinic/hospital/doctor, then please visit the school office when the child is able to return to school and fill out the SIS Absent Form, along with a doctor's note to be considered an excused absence. If a note is not provided from the doctor/hospital (receipts are not a doctor's note), then the sickness will be counted as an unexcused absence (see "Health").

Please bring your child to school on time every day. Arriving late disrupts the teacher, the class and your child's education. The school gate will be closed and locked at 8:30am every day. If your child arrives after this time you will be required to bring your child to the school office yourself and sign a form. After this the office staff will escort your child to their classroom. Please never leave your child outside the gate or with the school guard.

If you have a reason for your child arriving late, then please call and let the office know. If you bring your child later than 9:00am without a valid reason, your child will not be permitted to attend that day.

Note: Parents who sign the Academic Release of Responsibility should pay close attention to the expectations listed on the document.

AWARDS

Students at SIS are eligible for awards based on different academic and behavioral achievements at various points throughout the year, for example::

- **Student of the Month:** At the beginning of every month, two to three students from each class are selected as star students.
- **Raz-Kids:** Year 1 children who are reading the most every week will be awarded.

B b

BIRTHDAY CELEBRATIONS

The Kindergarten classes celebrate birthdays by singing to the birthday student on the last Friday of each month. Parents are invited and encouraged to bring a birthday cake and other snacks to school to be shared with classmates (please follow the “Snacks” requirements). If you would like to celebrate your child’s birthday then please contact the school office in advance.

BOOKS

SIS tuition includes the necessary workbooks and exercise books. Other textbooks are for in-school use only.

BULLETIN BOARDS

The SIS bulletin board is located outside the gate, and is updated regularly with the latest information. Please stop by when you are visiting the SIS campus to see the most recent information.

C c

CALENDAR

SIS is divided into two semesters:

Semester 1: August 26 - December 21, 2021

Semester 2: January 7 - June 15, 2022

For a calendar of events please see the appendices. The daily schedule for your student's class will be available at the beginning of the year.

CONTACTING THE OFFICE

We are here to answer any questions you may have about our school. School improvement and development is one of our highest values. Helpful suggestions and tips are always appreciated. If you see something that could be improved, then we will gladly consider your ideas. Please contact the office to fill out the SIS Suggestion Form. Also, please let us know if you would like to volunteer for certain events or throughout the year. Please contact the office to discuss the details with the principal and teachers.

D d

DRESS CODE

The Lao Ministry of Education mandates that all students must attend school dressed in the required school uniforms. SIS has two uniforms – *Formal and Informal* (sports uniform). A schedule will be set at the beginning of the year and parents will be informed of these details at the parent orientation. Also, all students must wear sports shoes or sandals with a back strap; flip flops/slippers are not permitted. During the cooler season, girls may wear *black, gray, dark blue/navy, and skin-tone* leggings only; any other colors are NOT permitted. Long pants can be purchased at the office for the cooler weather. "Freestyle" clothes are not allowed at school, unless certain events allow or require them.

We want to encourage a healthy lifestyle to our learners. Since hair dye can be damaging to children's health, distracting hair colors are not permitted. Natural colors are allowed but not encouraged.

Failure to dress appropriately will result in a request for the parents to bring appropriate clothes to school for their students.

We ask that parents label all of their children's clothing and personal items (e.g. jackets, shoes) with a permanent marker. This will help us to make sure that lost items can be returned. Please note that SIS is not responsible for any lost items. We will collect them at the school for a few weeks to months but then any clothing/items not collected may be sent to a local charity.

Please understand that the students may play hard and can get dirty while at school. K1 students will shower before nap time, and parents should send an extra uniform for them to change into. K2 and Year 1 have time to freshen up and it is up to the parents if the child changes into a fresh uniform or not. Please place this set of clothing in a plastic bag with the child's name on it in the student's book bag.

In addition to the dress code requirements, please be informed that SIS does not allow students to come to school with diapers, bottles, toys, binky (pacifier), blankies or other things from home. We want to encourage all students to become attached to school and our staff without the extra items with them. It will be an adjustment in the beginning but your child will get used to this new normal and will thrive.

DISCIPLINE

SIS has an effective system on classroom behavior control. Students who are kind to others, listen well, and are prepared in classes are praised. We believe in rewarding positive actions/behaviour and encouraging our students to do their best in a loving way.

SIS has also implemented the “Second Step” program in order to help our students grow in their social and emotional development. All the skills in this program help prepare children for Kindergarten and to be more successful in school and in life. This is also a great way that parents can be involved with their child's learning, through the activities that teachers will send home and helpful links online. It is very important that parents are assisting the children in this type of development and not just to be concerned about the academics.

For students who do not follow the rules, teachers may assign written sentences, oral recitation, or silent reflection to be completed during the recess time. SIS teachers are never to physically or emotionally assault a child at SIS. When necessary, SIS will assign an appropriate punishment, which will be decided by the SIS Leadership team. The consequences for students breaking the SIS rules may range from a lunch detention, 1-day in-school suspension to an expulsion. The SIS office will contact the parents to inform them of any incidents that result in a punishment for the student.

Parents should never take the discipline of another student into their own hands. Parents' attempts to discipline students other than their own is not permitted and will be handled strictly. Please speak with an SIS office staff member or the principal if there is a problem to be addressed.

If you have any issues or concerns as parents then please contact the SIS office and/or make an appointment to speak with the appropriate SIS staff member (e.g. teacher, principal, director).

E e

ELECTRONICS

Students are never allowed to bring their personal tablets/iPads, laptops, and/or cellphones to SIS unless it has been arranged with a teacher and the office. In this case, students will be using the device under the guidance of a teacher. Otherwise, devices will be confiscated from the student and they will be kept in the office. The parent/guardian may reclaim the device at the end of the day. SIS takes no responsibility for any student's lost or damaged electronic devices.

EMERGENCY

In case of an emergency, SIS will follow the instructions listed on the Medical Form, which was completed by the parents upon admission. In urgent situations that require immediate medical attention, SIS will contact the parents immediately while transporting the learner to the most appropriate hospital for the situation. In minor cases, SIS will provide general first aid treatments.

After initial medical attention is provided, the parents are free to transfer the child to a different hospital. Please note that SIS is not responsible for any medical bills or adverse situations that may occur from an accident/illness outside of what is provided by the insurance coverage.

If you do not desire the school to take your child to a specific hospital or provide any general first aid treatments, then please inform the SIS office immediately. Without clear communication, SIS will follow the general protocol for all learners. Please refer to the "Insurance" section for more information.

In order to prevent and also be prepared for emergency situations, SIS plans to train and educate the staff and learners on the following matters:

1. Fire

a. Preventative Measures

- i. Up-to-date fire extinguishers will be kept in accessible locations throughout campus.
- ii. Any installation of electrical work will follow proper building code.
- iii. SIS staff will receive annual fire safety training from the fire department.

b. Evacuation Plan

- i. When fire is identified, it is the responsibility of the nearest staff member to alert all other staff in the quickest way possible. This could be completed via phone or over loudspeaker. If the situation presents itself, then in-person alerts may also be preferred. Teachers should evacuate the building that contains the fire or any other buildings that are threatened by fire.
- ii. The first refuge point is the grassy play area.

- iii. If this is determined to be within a dangerous proximity to a fire, teachers and staff will evacuate students to the street directly opposite the school.
- iv. Teachers will be trained in safe evacuation and drills during teacher orientation. Elements considering flames, smoke, and entrapment will be covered.
- c. *Drills*
 - i. SIS will conduct fire drills annually. Before the drill, teachers will communicate the information that students need to know.

2. Earthquake

- a. *Plan of Action/Evacuation Plan*
 - i. SIS will adopt the strategy of *drop, cover, hold on*. Explained below:
 1. Drop: Wherever you are, drop down onto your hands and knees. If you're using a wheelchair, make sure your wheels are locked and remain seated until the shaking stops.
 2. Cover: Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
 3. Hold on: If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.
 - ii. After an initial earthquake, teachers will evacuate students to the grassy play area and await further instruction from the administration.
- b. *Drills*
 - i. SIS will conduct drills annually. Before the drill, teachers will communicate the information that students need to know. This will include training on all aspects of earthquakes and survival training in case a student is trapped in a damaged building.

3. Persons Intending Physical Harm

- a. *Preventative measures*
 - i. A guard is posted at the front gate for the entire school day.
 - ii. Gates are kept locked and monitored by the guard on duty.
 - iii. All visitors are identified by the guard and must remain in sight of the guard while on school property or report to the office who will then be responsible for all supervision of guests.
 - iv. SIS takes the mental health of its staff and students seriously and does its best to address any concerns and get people the help they need.
- b. *Plan of Action*
 - i. Once a dangerous person is identified, it is the responsibility of the nearest staff member to alert all other staff in the quickest way possible. This could be done

via phone or over loudspeaker. If the situation presents itself, in-person alerts may also be preferred.

ii. SIS will follow the method of *Run, Hide, Fight*:

1. Run: If it does not put students in increased danger, teachers are to quickly and quietly evacuate students away from the dangerous person; the refuge points are the land to the left of the school or the small street directly opposite the school.
2. Hide: If a teacher cannot confirm the location of the dangerous person, they will hide their students in the room they are located in. Efforts include: locking/barricading doors, utilizing desks to act as shields, and turning off lights to decrease visibility.
3. Fight: If the dangerous person has direct access to students, teachers will make every effort to disarm or disable the dangerous person. It is important that if there are multiple teachers they coordinate their efforts and work as a team, supporting one another.

c. *Drills*

- i. Due to the uncommon if not unprecedented nature of physical attacks from persons intending bodily harm within or from outside schools in Laos, SIS does not conduct drills for such situations. SIS believes drills would cause unnecessary anxiety and trauma. SIS believes by training students in natural disaster drills, students will have the skills needed to follow instructions quickly and seriously and this can be applied to the situation explained above. Teachers will be prepared in the matter, however.

F f

FIELD TRIPS

The SIS teachers are highly encouraged to organize field trips, with parents' assistance, to visit different educational sites that are relevant to the students' learning. Safety is one of our highest priorities during field trips. Parents' help is greatly needed to make sure that we can provide safe and fun experiences to our students. Please discuss with your child's teacher(s) about field trip ideas, and how you may assist in your child's classroom field trips. Any trips that are taken by the school will be organized and a letter will be sent home before the date asking for parental permission.

G g

GRADUATION CERTIFICATION

Graduating Year 1 students will receive their certificate along with their yearly report card. The head teacher or principal will request a meeting in the second semester to communicate any concerns with advancement of the student into Primary School.

H h

HEALTH

Medical Information: Medical emergency information on the Medical Form, and other forms must be completed and submitted within the first month of school (See “Admission”). Please make sure to submit all necessary information for the safety of your child. Please note that parents may be asked to take their child home until all necessary documents have been submitted.

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

SIS is concerned about the health of every student. Parents/guardians are required to keep their students at home if they exhibit any of the signs and symptoms listed below (read the next part on “Returning to School”):

- | | |
|--------------------------------------|--|
| - Fever | - Vomiting |
| - Diarrhea | - Excessive runny nose |
| - Excessive coughing and/or sneezing | |
| - Conjunctivitis (pink eye) | - Impetigo |
| - Strep throat | - Chicken pox |
| - Lice or scabies | - Dengue fever |
| - Malaria | - Other contagious illnesses or diseases |

If a child shows any of the above signs during the school hours, parents will be contacted to pick up their child. SIS asks that parents responsibly pick up their student and provide appropriate medical attention immediately.

Parents are asked to notify the school within 24 hours if a child or family member has developed a known or suspected communicable/contagious disease (e.g. COVID-19, chicken pox, scarlet fever, etc.). Your cooperation is essential in keeping SIS a safe place.

To keep in line with government and WHO Covid-19 prevention measures, anyone entering SIS premises will be required to wear a mask that covers their mouth and nose, perform hand hygiene and have their temperature taken. Anyone with a temperature of 37.5°C and above will not be allowed to enter school premises and, in the case of a child having a fever, the parents will be asked to take the child home until the child has had a normal temperature for at least 24 hours.

1) Returning to School: SIS asks the parents to keep their students at home until the below symptoms have been cleared. Please check the following symptoms to see if the child is ready to return to school:

- No fever for 24 hours or more since onset of the fever.
- Mood, appetite, behavior, and activity are normal again. Antibiotics (if prescribed) have been used for more than 24 hours (48 hours in the case of strep throat).
- Vomiting and diarrhea have been cleared for more than 24 hours.
- Frequent coughing and/or excessive nasal discharge has stopped.
- Pain (earache, cramps, headaches, etc.) has stopped.
- **Important: When COVID-19 symptoms are present or an individual has come into contact with an infected person, a negative result of the COVID-19 PCR Test is required in order to return to school. Learners and family members are encouraged to self-quarantine at least for a few days after the PCR test.**

If you feel that your child is well despite some ongoing symptoms of illness and you wish to send them back to school, please take your child to a doctor and obtain a doctor's note confirming that your child is not infectious to other people. SIS office staff will need to see this note before allowing a child with symptoms to return to class. This is for the safety of all children and staff in SIS and we appreciate your partnership with us in keeping our school safe and healthy for all.

2) Lice, Ticks, or Scabies: If there is any evidence of lice, ticks, or scabies, a student will be sent home immediately. The child's head will be checked for lice, ticks, or scabies by an SIS staff member before the student can return to class. Students who continue to exhibit signs of an infestation will not be allowed to return until it has been cleared.

3) Allergies: Please identify any allergies that your learner may have upon enrolling at SIS so that SIS staff can take necessary precautions to protect them. SIS asks parents to provide EpiPen/epinephrine injection/other allergy medication if their student could have a life-threatening allergic reaction. While SIS does not provide alternative snacks or lunches, we could work together to avoid a situation of a student ingesting food that they may be allergic to with the necessary information provided in advance (see "Meals").

4) Insurance: Please refer to the "Insurance" section to find more information.

5) Pandemic / Health Emergency: We will keep online learning to as minimal as possible. Permission to continue face to face classes with mitigating measures will be sought from the appropriate government ministry wherever possible with the following (or similar) proposals:

- Year 1: attend face to face classes on campus three times a week
- K1 & K2: attend face to face classes on campus two times a week
- Social distancing protocols will be strictly implemented and adhered to at the school
- Maximum number of students and staff indoors and the size of room allocated will be determined based on government guidelines
- Review packets to be given for days when learners are at home.

However, should the government strictly mandate a complete lockdown where it is not possible for face to face classes to continue, we will have a combination of online classes and at-home learning packets. Specific details will be provided in a separate document and communicated with parents / guardians.

HOMEWORK AND READING

Homework will be given once a week. This must be returned to the teacher in a timely fashion – this will be according to each teacher. There are multiple studies showing the counter-productivity to giving homework to this age group. We would like to see our students having play time/family time in the evenings and not just focusing on school. Physical exercise and other mental stimulation will help the development of your children. Teachers will give homework once a week to keep parents involved in their child's learning and to show parents what is happening in the classroom. Special projects throughout the year may require more work at home, but this will not be the norm.

Please continue to have your child read at home with books and/or English podcasts. SIS will also issue Raz-Kids accounts for all Year 1 students that they will be required to use - this is an online reading program that encourages literacy at home. SIS hopes that literacy will be promoted in the home. *Please do not fill the extra time with television/social media/video games as this will also be counterproductive to your child's development.*

HOURS

1) Arrival: All students must be escorted to and from the gate by an adult, preferably the parents/guardian. Parents should be informed that teachers will not arrive until 7:30 AM, and the school is not held responsible for the students before then. Students should not be left at school before 7:30 AM. If you leave your child at SIS between 7:00 AM - 7:30 AM, parents must be aware that SIS cannot be responsible for their safety. This is to keep all of your children safe. We ask that all parents leave the school premises by 8:20am in order to respect students' learning time and to maintain social distancing.

Please bring your child to school on time every day. Arriving late disrupts the teacher, the class and your child's education. The school gate will be closed and locked at 8:30am every day. If your child arrives after this time you will be required to bring your child to the school office yourself and sign a form. After

this the office staff will escort your child to their classroom. Please never leave your child outside the gate or with the school guard.

If you have a reason for your child arriving late please call and let the office know. If you bring your child later than 9:00am without a valid reason your child will not be permitted to attend that day.

2) School Doors: The entrance will be open from 7:30-8:20am, 2:30-3:00pm, then from 4:30-5:00pm. Other than these times, the front gate will be closed and locked. Parents can still come during the times the gate is locked but will be escorted to the office by one of the guards. Parents are not allowed to enter the classroom buildings unless it's a special meeting/parent event.

- The English program hours are from 8:00 AM to 2:30 PM. International students should be picked up between 2:30-3:00PM.
- The Lao program hours are from 3:30 PM to 4:30 PM.

2) Departure: All students are to be picked up at the correct times. Parents who are picking up their student early must notify the SIS office as soon as possible. If a student is leaving early for the day, then the parents must sign the student out at the office. Depending on the situation, the student leaving school early could be counted as an excused or unexcused absence. Students are not permitted to leave the SIS campus without their parent's/guardian's escort. If someone other than the persons named on the *Authorized Pick-Up Form* is picking up a student, then a parent must provide a written, signed note to the SIS office in the morning of the day on which pick-up will be affected. Parents can also call the office before the student is to be picked up.

Parents must pick up their learners before 5:30 PM. There are no exceptions. At 5:30 PM, the SIS staff plan to leave the campus. As much as the SIS staff cares for all learners, your signature on the Handbook shows that you read this section and releases SIS from any responsibility, damages, or injuries that a student might have after 5:30 PM. Also, parents are agreeing to abide by the rules of SIS. Parents should inform the SIS office the same day of the late pick-up as soon as possible. Parents picking up their children after 5:30 PM will be finned 50,000 Kip per occurrence, or 500,000 Kip per month to discourage late pick-ups.

3) Office hours: Office hours are from 7:30 AM - 5:30 PM. Please call or visit the office for any questions, concerns, or suggestions.

INSURANCE

All SIS students are required to have an insurance coverage plan, unless the family is enrolled in their own insurance. SIS will be insured through *Allianz General Laos* for all students at an affordable cost in case anything happens here on the school grounds during the regular school hours, or in case of a field trip. Students will be required to enroll in the SIS School Insurance Plan – *Personal Accident Package* (PAP). All families are required to complete the SIS Insurance Document as part of the admission process before the child can join their classmates.

The insurance plan will cover a set amount depending on the type of accident, but there will be no financial reimbursement from SIS. There are numerous hospitals and clinics that are covered in Laos, and Thailand. Please meet with the office staff in order to find the detailed list. If parents choose to take their child to a hospital or a medical institution not listed by the insurance, then all expenses (hospital, ambulance, traveling, etc.) are the family's responsibility, and not the responsibility of SIS.

L I

LOST AND FOUND

Please label all of your child's belongings, including their clothes, to make sure lost items may be returned. Please check the SIS office for lost and found items. For general clothing, SIS will keep them for about three weeks. Please note that SIS is not responsible for any lost or damaged items. Students should learn to be responsible for and take care of their personal items, and parents should check to ensure that their student returns home with all of their items. Each month, SIS may distribute unsupervised or uncollected items to a local charity.

M m

MEALS

1) Breakfast at Home: It is important that parents provide breakfast to their child at home before arriving at SIS. Students who eat breakfast will have more energy to participate and focus at school. SIS does not provide breakfast.

2) Lunch: A balanced lunch meal and snacks are provided daily. If parents do not wish to enroll in the school lunch, then parents must send a meal with their child to eat during the scheduled lunch break.

3) No Substitutions: Please note that SIS does not make dietary substitutions for individual students. If a student requires a specific diet due to allergies, religion, etc., then the student's parents must provide their snacks and/or lunch. Please provide a written request to the SIS office if you do not wish for the school to provide certain food/dishes for snacks or lunch.

4) Prohibited Food: Soft drinks, caffeinated beverages, and gum are not allowed for students at SIS. Vitamin tablets and/or powders, or other medications are not permitted either. If there are medications for your student, then please bring them to the office and complete the Medicine Consent Form. Candies, sugar-filled drinks, and junk foods are not allowed at SIS.

MEDIA IN THE CLASSROOM

Our classrooms are equipped with technology that allows teachers to provide the best textbooks and teaching materials. Document cameras, laptops, and projectors are used to bring subjects to life through various teaching methods and visual aids.

Students and parents who destroy/damage any of the SIS equipment by unruly, negligent, or careless behavior will be charged the full price to repair or replace the equipment in addition to any other necessary fees.

P p

PARENT – TEACHER PARTNERSHIP

We consider the partnership between parents and teachers to be very important. Together, we can help to give your child the best possible start to their education and journey to becoming well-developed adults.

At home:

- Have your child read on-level English books for at least 20 minutes daily.
- Supervise and sign homework assignments.
- Attend SIS parent workshops, Parent-Teacher conferences, and other Open House events.
- Inform and teach your child about the SIS rules, and support the school in the enforcement of the rules.
- Provide extra assistance or tutoring for the student's needs if they continue to not meet academic goals.

PARENT VISITS AND VOLUNTEERING

There are a number of opportunities throughout the year for parents to help with projects, events, and field trips. Furthermore, Open House, SIS Fun Day, and other events provide opportunities for parents to visit their child's classroom (see also "Field Trips" and "Birthday Celebrations"). Parents can volunteer with the teachers or in the office. When any parent is coming to the school, they must always sign-in at the office first and receive a visitor name tag.

PERSONAL BELONGINGS

Students are not allowed to bring toys, personal play items, or any electronics from home, other than during the first two weeks of school when we allow students to bring a favorite toy or familiar object to help the transition to school. The goal is to help the child begin to enjoy his/her Kindergarten experience and ease their anxiety as soon as possible. Outside of these first two weeks, such items are a distraction in the classroom, and they may be lost or damaged.

1. **Student Devices:** Please refer to "Electronics".
2. **Show & Tell:** In some classes, "Show & Tell" will provide an opportunity for a student to bring something appropriate to show to their classmates. The student's teacher will send a note to inform the parents at least one day in advance. These items should be labeled with the student's name, and responsibly taken home after the project. Please assist your child in preparing for the project.

PROHIBITED ITEMS

Weapons, play guns (e.g. BB gun, nerf gun, slingshot, etc.), and other toys are not allowed at SIS. Items that endorse aggression, unhealthy competition, and hostile feelings are not permitted.

Other items that are not allowed include:

- Toys (after the first two weeks of school)
- Medication – only allowed in the office with the proper medication form
- Caffeinated drinks and soft drinks
- Tablets or pills of any kind, including vitamins
- Any type of weapons or toys that represent weapons.

R r

RECORDS

1. **School Records:** School records will be kept in the SIS office for reference following the schedule as listed:
 - a. Student Records: 2 years
 - b. Curriculum-specific semester and final exams, Semester 1 report cards: 3 years
 - c. Final report cards: 5 years
2. **Duplicates:** Your child's report card will be issued upon their completion of all requirements for each class at the end of the year. If parents need a second copy, then it will be issued free of charge one time. If you need more copies, they can be issued for \$10 per copy. Please make sure to keep the final report cards safe and to request any needed documents within the time frame mentioned above. SIS is not responsible for any records beyond the above schedule.
3. **Legal Documentation:** SIS offers further assistance in obtaining necessary government verification stamps, which may be required by some international schools to verify the school records. This service is offered at \$20 per service. All other fees required for necessary government verification (copy requirements, etc.), if necessary, will be forwarded to the family requesting the documents. Please make sure to request a receipt for these fees.

RULES

One of the important guidelines of respectable behavior is to remember to “treat others as you want to be treated”. There are also many other important character values that SIS teaches our students which are included in the rules. Some examples of what SIS expects from our students are the following:

- Be prepared for class.
- Listen when the teacher is speaking. Follow instructions well.
- Be quick to listen, slow to speak, and slow to anger.
- Keep your hands, feet, and mouth to yourself.
- Respect other people, their property, time, and space.

S s

SAFETY

SIS fully supports the ideals of **Article 27 from the DECREE of the PRESIDENT of the LAO PEOPLE'S DEMOCRATIC REPUBLIC On the Promulgation of the Law on the Protection of the Rights and Interests of Children**. Child-Friendly Schools. The State has the policy to create

child-friendly schools that are popular for children and attract them to learn. A child-friendly school is a place with a good environment that promotes learning and study by children, where they can receive attention, counselling and assistance from teachers, with friendly solidarity among students; [and where they are] protected from the use of violence, physical punishment or inappropriate words or acts that affect the dignity of children, [and] from discrimination or bias, and work that exceeds their abilities.

SIS prioritizes providing a safe and healthy educational environment to our students. All parents and students should be fully aware of the SIS Safety Policies. We ask that parents take time to educate and train their students in addition to the training that students will receive from SIS staff, so that we can raise our students to be responsible global citizens and prevent any inappropriate situations from happening while at SIS. SIS hopes that our students will learn the consequence of their actions, and the seriousness of breaking rules.

The consequences for students breaking these rules pertaining to students' safety could range from a lunch detention, a 1-day in-school suspension, to an expulsion from SIS depending on the circumstance.

SIS will contact the parents immediately once the consequences for the students are decided. The SIS Leadership team will come together to investigate and determine the consequence for each situation. We ask parents in advance to cooperate with SIS. Any class day(s) missed due to the consequences of breaking any of these rules will be counted as the absence/tardy policy states (see "DISCIPLINE").

1) Safety Policies:

- a. "Bathing Suit" Policy: Students should be fully aware to not touch other people's private body parts that would be covered by bathing suits. If a student touches another student or talks about it inappropriately, then SIS will take the incident very seriously. SIS will focus on making sure that all involved students are educated and protected aptly.
- b. "Bathroom" Policy: Only 1 person is allowed in a toilet stall at a time and often the Teacher will assist the child if help is needed. If more than 1 person is found in a stall at the same time, then all people found in the stall will receive consequences for breaking one of the school's Safety Policies. This is not the case during bath time where the International Teacher will be present in helping the children to bathe swiftly and the Lao Teachers will help the children to get dressed quickly.

2) Anti-Bullying Policy:

- a. As students are growing up, SIS understands that there can be some disagreements that could result in physical aggression or assault. However, we will not tolerate any type of bullying at SIS. As students learn in their classes, SIS promotes anti-bullying efforts through lessons and events throughout the year. There are largely three types of bullying (according to www.stopbullying.gov).

- b. Bullying can be defined as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time” (www.stopbullying.gov). It is also “intentional hurting of one person or group by another person or group” (www.anti-bullying-alliance.org.uk). All types of bullying have a serious, lasting impact on both students who are bullied and those who bully others.
- c. The type of bullying can be categorized into multiple areas, but SIS will consider the following four areas specifically:
 - i. **Physical bullying:** physical behaviors to hurt a person’s body or possessions, which may include pushing, poking, kicking, hitting, biting, pinching, spitting, tripping, taking or breaking/damaging someone else’s item, throwing something at someone, and making rude/demeaning physical gestures.
 - ii. **Verbal bullying:** verbal or written ways of hurting others, which may include teasing, name-calling, inappropriately crude or sexual comments, taunting, threatening/intimidating to cause harm, and spreading false rumors.
 - iii. **Social/relational bullying:** hurting someone’s relationship or reputation, which may include excluding someone on purpose from a group, telling other students not to be friends with someone, spreading rumors, embarrassing/ridiculing someone in public, manipulation, and coercion.
 - iv. **Sexual bullying:** although no official definition has been published yet, this type of bullying includes any behavior with a sexual element, which may include unwanted physical contact, inappropriate touching, abusive sexual comments/threats/taunts/innuendos, distribution or exposure to sexual content (photos, videos, etc.), inappropriate phone calls/text messages/via social media, and sexual assault or abuse.

Note: all situations will be dealt with seriously with an in-depth investigation and careful consideration of consequences. The severity of the consequences of breaking the Safety Policies and/or Anti-Bullying Policy will be determined by the SIS Leadership team on a case-by-case basis according to the principles, characters and ethics taught at SIS. We ask parents to note that the above guidelines are for general situations, and not for every situation that may occur.

3) Leaving the SIS campus: Students are not allowed to leave the school grounds during the designated school hours for any reason, unless accompanied by a parent/guardian through the SIS office.

4) SIS Events: During on-campus events, SIS asks for parents’ active cooperation in keeping students safe. SIS teachers and staff will take precautions to ensure the safety of our learners, but parents should also try to keep their eyes on their children to prevent any injuries or accidents. During off-campus events where parents are present, we ask that parents make sure they supervise their children at all times. The SIS staff will supervise the learners during the participation of events, but parents will be asked to take responsibility for their learners as well.

5) Non-Discriminatory Policy

Sharon International School does not discriminate on the basis of race, color, gender, creed, religion, nationality or ethnic origin, sexual orientation, socio-economic status, or disability in administration of its admissions, the administration of its educational, athletic, or other school programs, or its employment practices.

SCHEDULE

The school calendar is in the appendices and additional copies may also be provided during the Parent Orientation. Please note that your child's schedule will be passed out at the beginning of the year.

SCHOOL SUPPLIES

Normal school supplies costs are included in the tuition fees in general; however, students are asked to help provide classroom supplies in the beginning of the year per homeroom teacher's request. This is only to help the homeroom teacher, so we ask for parents' cooperation. If there are incidents that occur with students disrespecting school property and damages occurring, SIS will notify parents and ask them to agree to help cover the costs of the damages.

SHOW AND TELL

Please refer to the "Personal Belongings – Show and Tell" section for more information.

SNACKS

Learners are recommended to bring nutritious snacks for the morning and afternoon, such as fruits or mixed nuts. As a consideration to parents who may be selective in their children's diet, learners are encouraged not to share their food/snacks with other students. In order to enforce this, learners should be taught not to ask for other students' food. Please refer to "Meals – Prohibited Food" for more information.

T t

TRANSPORTATION

The SIS school van is fully insured, and driven by a licensed driver and a staff attendant. Transportation can be arranged for an additional cost.

If you choose to have your child use the school transportation, then please make sure that they are ready at their pick-up time and location. The van will wait for 3 minutes at each stop before leaving. Please understand that this rule is to ensure that all students arrive at the school on time. If your child is not ready at the designated time and location, then the parents/guardians are responsible for bringing their learner to SIS. Please refer back to the “Hours” section for more information.

TUITION AND FEES

Please contact the office for detailed information on tuition and other fees for your student during their time at SIS.

Note: If a student leaves SIS and returns within the year (less than 12 months) then they need to only pay for the Placement Tests and not the registration fee. If the student has left SIS for more than a year (more than 12 months) and is returning, then they are required to pay the registration fee and the Placement Tests fees. This is because the office will need to re-do the registration process and re-evaluate the student’s placement.

V v

VISITOR CHECK-IN PROCESS

Visitors are NOT permitted to walk into any of the school buildings at any time without permission (7:30am-5:00pm) unless there is a parent meeting. All visitors, *including* parents and families, must check in at the office first each time they come onto the school premises.

If parents are coming to pick up their child to leave early, then the parents must fill out a form at the office. The office staff or a teacher will bring the learner to the office.

If a visitor is a guest speaker/volunteer, then a check-in sheet must be completed and a visitor pass/lanyard will be provided. An office staff member must escort them to the class, or hand them off to a

designated teacher. After their time is completed, then the visitor must be escorted back to the office by an SIS staff member.

A staff member / teacher must escort the parents and/or visitors; visitors should not be left without supervision while on campus.

If parents need to give food, clothes, and/or medicine, then they must be given to the office staff. The parents should not walk into the school building.

If parents want to see their child during school hours, then they must wait until recess/lunch time to see them at the office. Learners should not be pulled out of classes unless they are leaving the school or in case of an emergency.
