

# **Sharon International School**



**2021-2022**

**PARENT and STUDENT HANDBOOK**

**Primary and Lower Secondary**

# 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 Handbook as a ready reference throughout the school year.**

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

SIS will keep the 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 learners to be global citizens with integrity and intelligence. We are excited and grateful for every single one of our learners and parents who are involved at SIS.

### **Mission and Vision**

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

Sharon International School's vision is to equip our learners 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 strives 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

***Tailored Extra English classes:*** SIS students come from all over the world. All students have different backgrounds, experiences, and abilities. Likewise, SIS recognizes not all students may fit into the same English language classes. We offer tailor-fit, supplemental English Language classes in our primary classes through placement tests and other admission reviews by the trained and certified SIS staff.

***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 costs affordable and reasonable according to the Vientiane Capital's standards.

***Family-Oriented:*** Working together with the 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.

## CURRICULUM

The SIS curriculum is carefully selected by the professionally educated and trained SIS Leadership team to help learners 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 by the Cambridge International School, registered to offer education programmes from Cambridge Assessment International Education, a department of the University of Cambridge. We are proud to be part of the world's largest



international community of schools, preparing learners for life with Cambridge qualifications that are valued by universities and employers around the world. Our programmes inspire students to love learning and helping them discover new abilities and a wider world. This gives a clear path for educational success and helps learners to be prepared.

## PLACEMENT

SIS learners come from all over the world, with different levels of abilities, and from varying school systems. Classes are divided mainly by age requirements. We also work to assign Extra English classes according to their age and English language abilities, which are identified during the placement testing process.

Cambridge Primary is typically for learners aged 6 to 11 years old. It develops skills and understanding to the Primary Years in English, as a Second Language, Mathematics, Science, Information and Communications Technology (ICT) and Cambridge Global Perspectives. However, students will still switch classes for the Extra English (EE) hour. This is where the classes will be tailored-fit to each learner and more appropriate to their English language skills.

Cambridge Lower Secondary is typically for learners aged 11 to 14 years old. It helps prepare students for the next step of their education, providing a clear path as they progress. Subjects like, English, as a second language, Mathematics, Science, Information and Communications Technology (ICT) and Cambridge Global Perspectives, allow students to find plenty of opportunities to develop creativity, expression, and wellbeing in a variety of ways.

Please refer to the table below to understand SIS guidelines on age and placement. For any situation where age and placement do not follow these guides, the SIS Leadership team would need to come to a consensus and have approval by the director.

Age (as of Sept. 1)	Lao Grade	US Grade	UK Year Group	School Stage
6-7	໑ 1	Grade 1	Year 2	Primary
7-8	໑ 2	Grade 2	Year 3	
8-9	໑ 3	Grade 3	Year 4	
9-10	໑ 4	Grade 4	Year 5	
10-11	໑ 5	Grade 5	Year 6	
11-12	໒ 1	Grade 6	Year 7	Lower Secondary
12-13	໒ 2	Grade 7	Year 8	
13-14	໒ 3	Grade 8	Year 9	

## 1) PRIMARY SCHOOL

Primary School is available to qualifying students from age 6 - 11 (by September 1st).

	<b>Cambridge Global Perspective</b>	<b>Math</b>	<b>Science</b>	<b>English</b>	<b>ICT</b>
<b>Year 2</b>	Cambridge Global Perspective 1	Hodder Cambridge Primary Math 1	Hodder Cambridge Primary Science 1	Cambridge Global English 1	Computer dot com 1
<b>Year 3</b>	Cambridge Global Perspective 2	Hodder Cambridge Primary Math 2	Hodder Cambridge Primary Science 2	Cambridge Global English 2	Computer dot com 2
<b>Year 4</b>	Cambridge Global Perspective 3	Hodder Cambridge Primary Math 3	Hodder Cambridge Primary Science 3	Cambridge Global English 3	Computer dot com 3
<b>Year 5</b>	Cambridge Global Perspective 4	Hodder Cambridge Primary Math 4	Hodder Cambridge Primary Science 4	Cambridge Global English 4	Computer dot com 4
<b>Year 6</b>	Cambridge Global Perspective 5	Hodder Cambridge Primary Math 5	Hodder Cambridge Primary Science 5	Cambridge Global English 5	Computer dot com 5

<b>Extra English (EE) Classes</b>	<b>Reading Future Dream 1, Reading Future Discover II , Reading Future Develop III, Writing Framework Paragraph Writing 1, Writing Framework Paragraph Writing 2</b>
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**Global Perspectives:** This programme develops the skills of research, analysis, evaluation, reflection, collaboration and communication. It strengthens the links across English as a second language, mathematics, science and ICT starters.

**Hodder Cambridge Primary Science:** Learners will think scientifically and develop practical skills alongside knowledge and understanding, which is vital for explaining the world around us. Improving learners' awareness of science in the world around them develops their sense that 'science is for me', helping to connect themselves to the subject.

**Hodder Cambridge Primary Math:** Learners develop a holistic understanding of the subject, focussing on principles, patterns, systems, functions and relationships. They will become mathematically competent and fluent in computation, which they can apply to everyday situations.

**Cambridge Global English:** The English as a Second Language programme empowers even the youngest learners to communicate confidently and effectively. It helps them to develop the skills needed to respond to a range of information, media and texts. The programme promotes active learning, develops thinking skills and encourages intellectual engagement.

**ICT:**Information and Communications Technology (ICT) is now part of the educational experience worldwide and regarded as a new ‘literacy’ alongside reading, writing and numeracy. Learners will develop key ICT skills in a range of applications including computer programming, word processing, digital graphics, databases, spreadsheets, email, presentations, video/animation, the internet and web authoring. They will also consider wider issues such as eSafety and the adaptation of their work to suit their audience.

**Extra English Courses:**

- Reading Future Dream, Reading Future Discover, Reading Future Develop: Provide learners with informative passages covering various fields related to the future. It covers a wide range of topics, including social studies, science, math, art, music, literature, language arts, physical education, careers, and more. This course enhances the students ability to develop essential 21st century skills. Twice per week students gather to read stories and learn techniques for understanding information. This course is intended to improve vocabulary and standardized assessment scores.
- Writing Framework Paragraph Writing: Learners develop writing skills in real-world contexts. It allows learners to develop critical thinking skills through step-by-step guided writing processes. Twice per week, extensive practice activities from personal (e-mails, journals, letters) to academic (essays, book reports, story telling) writing provide opportunities for 21st-century learners to develop excellent writing skills.

## **2) LOWER SECONDARY**

Lower Secondary is available to qualifying learners from age 11 to age 14 (by September 1<sup>st</sup>), who have earned a Certificate of Completion from SIS Primary School or meet all other criteria. SIS Lower Secondary is equivalent to the Cambridge Lower Secondary Years.

**Cambridge Lower Secondary Global Perspectives:** Global perspective classes follow the Cambridge Lower Secondary programme that develops the skills of research, analysis, evaluation, reflection, collaboration and communication. It strengthens the links across. The emphasis of the programme is firmly placed on the development of skills encouraging learners to consider and connect personal, national and global perspectives.

**Cambridge Checkpoint Science:** The programme gives a thorough introduction to the concepts and offers a wealth of ideas for hands-on activities to make Science come to life. It provides exercises that develop students' ability to apply their knowledge as well as developing their scientific enquiry skills relating to planning experiments and recording results.

**Cambridge Global English:** Cambridge Global English provides comprehensive, language-rich support for learners of English as a Second Language worldwide. With international cross-curricular topics, from natural resources and renewable energy to storytelling and music, the series helps learners develop the skills to study across the curriculum in English. Packed with literature and oracy activities, the programme provides opportunity for learners to become confident communicators.

**Cambridge Checkpoint Mathematics:** Cambridge Mathematics explores five content areas: number, geometry, measure, handling data, and problem solving. The course focuses on principles, patterns, systems, functions and relationships so that learners can apply their mathematical knowledge and develop a holistic understanding of the subject.

**ICT:** Information and Communications Technology (ICT) helps the learners develop a solid understanding of how and why technology and communication are core to the world we live in. With a new focus on strengthening practical skills, learners apply their theory to real-life-scenarios- building core skills they will use in all areas of life.

### 3) HOMEWORK

**Reading:** All learners are strongly encouraged to read and listen to reading at least 20 minutes at home daily; this can be through Raz-Kids, English podcasts, or other avenues. Learners who read and interact with English text consistently are proven to make greater improvements in all subjects and score higher on standardized tests. SIS wants to see all learners succeed in every subject, and having good reading fluency and comprehension will help to reach that goal.

**Other Subjects:** Primary learners will be given homework once a week per subject, but Lower Secondary learners will have homework more often than that. We encourage Lower Secondary learners to use daily planners in order to keep their work organized with the teachers' help.

It is important for learners to have time to practice the skills that have been learned away from the classroom. We also encourage learners to get plenty of physical exercise and time away from electronics in order to develop in all areas.

### 4) OTHER COURSES

**English as a Second Language (ESL) Program:** it is designed to give remedial assistance to learners who are not ready yet to be placed according to the SIS placement policy. A learner's score on the

placement tests and an interview as well as observation with the teacher/test administrator determines placement into the ESL program.

The goal of the ESL program is to give assistance to thrive and be successful. SIS hopes that two years would be the maximum time that a student would need to be in this class, but their will would determine the length of the time in the program.

**Lao Language:** According to the Lao Ministry of Education, and to promote the beneficial integration of learners living in Vientiane into the aspects of local society, Lao Language classes are available during the afternoon classes to all Lao nationals. We ask that parents do not disturb the Lao students who are studying. It is important that the learners are able to study for the whole time set for Lao Language. Lao language is also available to students from other countries within a limited schedule. Please contact the SIS office for more information.

**Activities:** They include but are not limited to art, music, physical education, and Lao Traditional Arts. These activities will change by the year and depending on the talents and interests of our teachers.

## CONTACT US

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

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# **PART II.**

## **ABC's of SIS**

### **A a**

#### **Admission**

##### **1) Admission Procedure and Requirements**

SIS Primary and Lower Secondary welcomes inquiries from parents who have children between the ages 6-14. The leadership team is delighted to discuss education options here at SIS in order for the 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 learner at SIS. The procedures for all learners applying to SIS must be followed including potential placement tests, and the learners cannot begin attending classes if all the required forms/documents are not completed or submitted. Please discuss the process with any of our office staff for more information and a list of the required forms.

##### **2) Early withdrawal from SIS**

The 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. It 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 about admission-related fees, including tuition and other service fees.

##### **4) Two-Year Placement Policy**

Learners who have not met the SIS standards will require an Academic Requirements Report (ARR) and summer tutoring in the failed subject/s in order to advance to the next year level.

Learners who advance with an ARR and continue to not meet the SIS standards may repeat their current level the following year. If the student continues to not meet the SIS standards the third year, they will not be allowed to return to SIS the following year. If a learner is asked to leave SIS due to this policy, the family may choose to have the learner re-apply for placement at SIS after one year.

For students in the Year 1 class who are promoted to the Year 2 class, only because of their age (7 years old) but have not completed the class in good standing, the second year of this 2-year policy will be considered to be in effect even though their physical enrollment may be in first year primary classes. This policy can be confusing to some parents, so they should contact the office if they have any questions.

## **ASSESSMENTS & STUDENT REPORT CARDS**

### **1) Developmental Observation**

Each learner 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) Assessments**

Placement for next year's level(s) will take the subjective portion of teacher assessment reports into consideration. Other relevant objective factors such as age, curriculum-specific exam results, reading level, and Scholastic Assessment will also be considered for Placement. While teacher's evaluations are an important part of the overall placement and advancement processes, students must meet the SIS standards on all evaluations.

**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.

**Curriculum Semester Exams:** Curriculum-specific, semester exams (tests that are specific to the curriculum/books that are used in core courses) for Primary, and Lower Secondary learners are given at the end of each semester according to the schedule determined by SIS.

**Review Packets:** For review at home, Primary and Lower Secondary teachers will work with learners to compile their review packets throughout the year. The review packets, class workbooks, and homework books will be your only resource to prepare your learner for the semester and final exams. Please contact your learner's teacher if you do not see these packets sent home or have any questions.

**Primary Classes:** Primary school learners will test in the following areas during the first semester and final examinations: Language, Math, Science and Global Perspectives.

**Lower Secondary Classes:** Lower Secondary learners will be graded throughout the school year, at mid-year, and at the final examinations in the following areas: English, Mathematics, Science, ICT and Global Perspectives.

**Lao Language:** Lao Language testing will be done in January and then at the end of the final semester in May.

**Cambridge International Assessments:** SIS is currently in process of becoming licensed to use the Cambridge examinations. Once this happens, the school will begin issuing these assessments as well. Parents will be notified accordingly.

### **3) Grading Scales**

Learners will receive a final percentage on their report cards indicating their ability to achieve certain knowledge or skills, based on the unit tests and exams for Math, Global Perspectives, ICT and English alternate assessment.

Global Perspectives, Science, ICT, Math and English classes will have a percent score that is accumulated based on:

- Semester Exams (25%)
- Unit Tests and Quizzes (30%)
- Homework & Project (20%) (minimum of 4 grades/month, Homeworks, Projects)
- Attendance (10%)
- Classroom Engagement/Participation (15%) (4 grades/month)
- The final passing grades for all core classes is 70%.

### **4) Failing Policy**

Learners whose final grade is below 70% will be required to complete a five-hour per subject summer tutorial. Tutoring will be done during the summer break by a SIS teacher. A recommendation from the tutor will be given upon completion of the required hours. However, if the learner failed to comply with the standard qualifications, a tutorial extension will be given, if deemed necessary.

### **5) Test Policy**

Missed tests and re-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. Testing fees are non-refundable regardless of scores/outcomes.

SIS sends the review packets throughout the semester for the parents to help their learners to prepare for the tests. SIS will not provide special review for the tests outside of what is discussed during the class and on the review packets. If learners are struggling academically, then SIS encourages parents to find tutoring for their students to ensure that they are successful in class. Please contact the SIS office if you have any questions.

Placement Tests are required for all new learners for SIS to determine the placement. 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(rens) 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.

The test fees are listed as the following (unless the learner meets the criteria for no fees listed below):

- Placement Tests: \$30 (1 or 2 tests); \$100 (3 or 4 tests)
- Missed Tests: \$30 per subject
- Re-tests: \$30 per subject
- Skip Tests: \$200 per subject
- Reading Fluency Test: \$30 per test

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

Special cases for Excused Absences only (no fees charged):

- Sickness/illness/accident: if the learner is ill or injured, then the missed test can be provided without a fee. An official note from the physician's office/clinic must be provided to SIS. Receipts of medical bills or medicine will not be considered.
- Family emergencies/accidents may be considered.
- If the learner is under quarantine due to being exposed, suspected or infected with Covid-19 virus, the office must be notified and medical documents must be submitted afterwards.

Learners under disciplinary action such as suspension and academic misconduct may not be permitted to take the missed test during the allotted schedule.

## **ADDITIONAL ASSISTANCE & TUTORING**

Learners who need additional English practice will receive it during the Extra English hours. 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 teacher and SIS could suggest ways to help the learners to progress according to their knowledge and skills. Some SIS teachers might be interested in tutoring SIS students outside of the normal school day and hours. The school permits this but has requirements:

- Teachers cannot tutor their own students that they teach.
- Parents and teachers should set up the time, place, and payment directly.
- Learners are not allowed to be tutored at the school or during school hours if outside of the school program.
- 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**

The following classifications will be used regarding absences: Excused, Unexcused, and School-Authorized.

### **Examples of Excused Absences include:**

- Personal illness
- Family emergency or death in the family
- Medical/dental appointments
- Prearranged school visits/exams (limit of 3 days)
- Major religious holidays
- Legal/visa matters, court appearances, etc.

Unexcused Absences are absences not authorized by the parent/guardian, or the school.

### **Unexcused absences include:**

- Arriving late on their scheduled class
- Departing early from class without authorization
- An unauthorized departure from campus
- Vacation/weekend extensions
- Suspension from class or school.

**School-Authorized absences** authorize students to miss regular class(es) in order to participate in alternative activities. As these are school activities, students are marked ‘present’. The examples include:

- Interscholastic athletic or academic competitions and events
- Approved field trips
- Special services support groups
- Student recognition and award ceremonies
- Standardized testing.

If a learner is sick in any case, then please call the SIS office to inform them as soon as possible.

If the learner 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 medical 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”).

**Primary and Lower Secondary 15-Day Absence Policy:** Students who miss 15 or more days per school year may be required to repeat the year level. For students who start late in the semester, parents should be aware that there is an increased risk for their student to struggle or fail the class.

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

### **Consequences for tardiness**

Learners who arrive after the start of class, will receive a mark of tardy. The administration considers 3 marks of tardies, the same as one class period skipped and will assign consequences accordingly. Even if learners are late, it is important that they attend class.

Attendance is important to ensure the learners are learning and preparing for semester exams. Learners that miss many school days will not progress as effectively as learners who attend regularly.

Three (3) tardies count as 1 absence. Please make sure that your learner is on time in the morning, and to their classes throughout the day. Students who are admitted late during the semester are held to the same expectations.

Attendance shall be uniformly and regularly taken in all classes and monitored by teachers and other staff members so that it can be used as an early warning sign of academic difficulty. Parents are advised to monitor attendance data and unexcused class absences are reported to parents.

**In order to be promoted to the next year level, learners are expected to be present for at least 90 percent of the total number of school days throughout the academic year.**

## **AWARDS**

SIS Students are eligible for awards based on academic and behavioral achievements at the end of each semester. The awards and criteria are listed as the following:

**Citizenship Award:** Students who have three or more character awards per semester and have had no incident reports.

**Honor Roll:** Students who have received 85% or higher in 3 out of the 4 core subjects.

**Star Student:** This is the highest academic award at SIS. Students must meet the following criteria: (1) achieve 85% or higher in 3 out of the 4 core subjects; (b) receive a Citizenship Award, and (3) accumulated less than three unexcused absences.

# **B b**

## **BIRTHDAY CELEBRATIONS**

For primary/lower secondary learners, who would like to celebrate their birthdays with friends at SIS, please contact the school office at least one (1) week in advance to discuss the possibility and make a plan. We try not to disrupt the class time, but are always willing to have parents drop off food or snacks at the SIS office for their child and their classmates to enjoy during the lunch break (please follow the “Snacks” requirements).

## **Books**

The only book that the learners need to provide is an *English-English dictionary*. Please write your child's first and last name in their dictionary. SIS tuition includes the necessary workbooks and exercise books.

Primary Math textbooks are available for rent to parents for a deposit fee; please contact the office for more information. Other textbooks are for in-school use only, except in some Lower Secondary courses.

## **BULLETIN BOARDS**

The SIS bulletin board is located outside the office, 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 each year:

**Semester 1: August 26 - December 22**

**Semester 2: January 7 - June 15**

For the calendar of events, or sample daily schedule of your student's classes, please see the appendices.

## CONTACT US

School improvement and development is important in maintaining a conducive learning environment. All involved parties at SIS may suggest helpful tips toward school improvement. In addition, let us know if you would like to volunteer for events throughout the year. Please contact the office on these matters.

## D d

### DRESS CODE

The Lao Ministry of Education mandates that all learners must attend school dressed in the required school uniforms. SIS has two uniforms – *Formal and Informal*. A schedule will be set at the beginning of the year and parents will be informed during the Parent Orientation.

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 the learners’ health, distracting hair colors are not permitted. Natural colors are allowed but not encouraged.

Failure to dress appropriately will result in requesting 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 (ex. jackets, shoes) with a permanent marker. This will help us to make sure that lost items could 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.

### DISCIPLINE

SIS has an effective system on classroom behavior control. Learners who are kind to others, listen well, and are prepared in classes are praised. We believe in rewarding positive actions and encouraging our learners to do their best in a loving way. For learners who do not follow the rules, teachers may assign written sentences, oral recitation, or silent reflection to be completed during recess time. SIS teachers are never to physically and emotionally assault a learner at SIS.

If and when necessary, SIS will assign an appropriate punishment according to the school policy, which will be decided by the SIS Leadership team. The consequences for learners breaking the SIS rules may range from a lunch detention, 1-day in-school suspension, or even to an expulsion from the school. The SIS office will contact the parents to inform them of any incidents that result in a punishment for the learner.

Parents should never take the discipline of another student into their hands. Parent's attempt to discipline learners other than their own is not permitted, and will be handled strictly. Please speak with an SIS office staff 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.

## **DEALING WITH CHEATING**

### **A. BEFORE IT HAPPENS:**

1. Teachers will be sure to teach the learners to understand what constitutes cheating, and why cheating is unacceptable at SIS. Integrity is one of the characters we teach and value at SIS.
2. Each teacher that assigns written work where plagiarism is possible will take the time to explain to the students what it is, how to avoid it, and the consequences of plagiarizing. Plagiarism is considered cheating with consequences.
3. Make learners more aware of the purpose and significance of a test and of daily work.

### **B. IF IT HAPPENS:**

If a learner is discovered to have cheated, then the school policy requires a zero (0) point on that score, and a discipline will be given as well. The teacher will send out a Teacher-to-Parent Notice Form to inform the parents the necessary details.

Cultures around the world have different ideas about what is considered cheating in school. Learners are responsible for learning, understanding, and following SIS guidelines for cheating.

Academic dishonesty is not tolerated at SIS. It is the responsibility of the school community to educate students on academic honesty and integrity. As partners in education, parents are expected to aid in holding learners accountable to this policy.

Examples of cheating include, but are not limited to, the following:

- Turning in work that is not their own.
- Plagiarism (including copying from the internet).
- Collusion-copying the work of others or allowing others to copy your work.
- Sharing or acquiring test information from another student, either through a traditional set-up or during remote learning

- Using crib/cheat sheets for exams (except as allowed by teachers).

More specifically, plagiarism is using another person's words or ideas without giving credit to that person. Plagiarism includes, but is not limited to, the following:

- Using another person's words as their own (with or without that person's consent).
- Buying a paper online.
- Copying from written sources without proper citation.
- Copying and pasting from online sources without proper citation.
- Failing to identify quotations in a paper.
- Changing words but copying sentence structure from another source.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Using pictures, data, graphs, etc. without proper citation.
- Citing sources incorrectly.

If learners have questions about plagiarism, there are a variety of resources they may use to better understand this topic. Learners should talk with their teacher about specific assignments in question. Also, students should speak with their teachers as they are experts in documentation. Finally, there are many online resources to help learners understand and avoid plagiarism, e.g. Purdue OWL (Online Writing Lab). Teachers may use tools to detect possible issues with academic integrity. Learners are encouraged to take full advantage of assessing and evaluating their work before submitting.

SIS fully supports and adheres to all academic honesty policies of the Cambridge Assessment International Education Curriculum, and will follow all procedures related to reporting violations of these policies.

Students who violate academic integrity shall, after due process, be subject to failure on quizzes and examinations, detention, suspension or expulsion as follows:

- **First reported violation** of the academic honesty policy results in a grade of zero (0) on the quizz/examination and a two-day detention.
- **Second violation** will result in a zero (0) on the quizz/examination and a one-week suspension.
- **Third violation** or cheating on quizz/examination will result in loss of credit with a final grade of 50% on the transcript, and may result in further disciplinary action up to and including dismissal from school.

**All of the consequences mentioned above apply the same for both remote learning and traditional set-up.**

# E e

## **ELECTRONICS**

Primary learners 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, learners will be using the device under the guidance of a teacher. Unapproved devices will be confiscated from the learners, 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 learner's lost or damaged electronic devices.

However, lower secondary learners are allowed to bring their laptops to school (screen plus keyboard) when needed but must sign the Technology Agreement Form in advance. Also, learners are allowed to bring their phones ONLY on days specified by their class teacher. This will be logged in the office before it is brought to the classroom.

## **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 the 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 below 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 when circumstances allow.

#### ***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 the fire.
  - ii. The first refuge point is the basketball court.
  - iii. If this is determined to be within a dangerous proximity to a fire, teachers and staff will evacuate students to the Village Office across the street.
  - 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 basketball court 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 point is the Village Office located across the street.
  2. Hide: If a teacher can not 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 instruction quickly and seriously and this can be applied to the situation explained above. Teachers will be prepared in the matter, however.

## ENGLISH USAGE

English is the only language that is allowed to be used on the school grounds by learners and teachers between the hours of 7:30 AM to 2:30 PM, Monday to Friday. Being strict with this policy brings great improvement to all SIS learners, advancement of oral English language skills, and promotion of social inclusion.

# **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 learners' education. Safety is one of our highest priorities during field trips. The parents' help is greatly needed to make sure that we could provide safe and fun experiences to our learners. Please discuss with the learners' teacher(s) about field trip ideas, and how you may assist. Any trips that are taken by the school will be organized and a letter will be sent home before the date asking for parent permission.

## **FIRE**

Please refer to the "Emergency" section.

# **G g**

## **GRADUATION CERTIFICATION**

Graduating learners will receive their certificate on the day of graduation. Standardized Assessment scores, SIS levels and scores, and years of attendance at SIS will be on the primary certificates.

There is more than one type of certificate that may be issued to a learner. The principal will request a meeting during the second semester to plan for a successful completion for each learner. All parents of primary graduates must have the *SIS Graduation Projection Form* completed with a member of the administration team before the end of the school year. 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 (see "Assessments and Student Report Cards").

## **GRADUATION REQUIREMENTS – LOWER SECONDARY: Year 9**

### **1) Certificate of Completion *with Honors***

- Passed with 70% or above in all Year 9 courses.
- Passed with 85% or above at least three of the core Year 9 courses.
- 12-15 years old (by Sept. 1<sup>st</sup>) of current school year
- Attended lower secondary (not exclusively at SIS) for a minimum of 3 years (must provide official documents if the student has transferred from another school).

## **2) Certificate of Completion**

- 12-15 years old (by Sept. 1<sup>st</sup>) of current school year
- Attended lower secondary (not exclusively SIS) for a minimum of 3 years (must provide official documents if a learner has transferred from another school).
- Passed with a 70% or above on all subject areas on the Cambridge Assessment International Education 9th grade or equivalent level test.

## **3) Certificate of Participation**

- Graduation is mandatory for students who are 15 years old (by Sept. 1st) regardless of test scores.
- 14-15 years old (by Sept. 1st) of the current academic year.
- Attended lower secondary (not exclusively SIS) for a minimum of 3 years (must provide official documents if a student has transferred from another school).

# **G**RADUATION REQUIREMENTS – PRIMARY: Year 6

## **1) Certificate of Completion *with Honors***

- Passed with 70% or above in all Year 6 courses.
- Passed with 85% or above at least three of the core Year 6 subjects.
- 10-12 years old (by Sept. 1<sup>st</sup>) of the current school year (Oct. 15<sup>th</sup> for those who entered 2013 or before).
- Attended Primary school (not exclusively at SIS) for a minimum of 5 years (must provide official documents).

## **2) Certificate of Completion**

- 10-12 years old (by Sept. 1<sup>st</sup>) of the current school year (Oct. 15<sup>th</sup> for those who entered 2013 or before).
- Attended Primary school (not only SIS) for a minimum of 5 years (need to provide official documents).
- Passed with a 70% or above on all core Year 6 subject areas.

## **3) Certificate of Participation**

- Graduation is mandatory for learning who are 12 years old (by Sept. 1st) regardless of test scores.
- 10-11 years old (by Sept. 1st) of the current academic year.
- Attended primary school (not only at SIS) a minimum of 5 years (must provide official documents).

# 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 learner. Parents/guardians are required to keep their child at home if they exhibit any of the signs 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 (ex. 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 learners 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 stopped 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 have come in 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.**

**2) Lice, Tick, or Scabies:** If there is any evidence of lice, ticks, or scabies, a learner will be sent home immediately. The learner's head will be checked for lice, ticks, or scabies by a SIS staff before the student can return to class. Learners 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 the SIS staff can take necessary precautions to protect them. SIS asks parents to provide EpiPen/epinephrine injection/other allergic 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) Pandemics/National Emergency:** In case of a pandemic or national emergency, SIS will comply with government ordinances and notifications for school closures. If the school must be closed, SIS will use the online teaching resources.

## **HOMEWORK**

Lower Secondary learners are assigned homework from the teachers for each class. There will be time set aside during the week at school for them to do this, but anything not finished during those times (ex. Study Hall) will need to be completed after the normal school hours. The teachers will work to get the amount of time for homework to a minimum in order to not discourage the students.

Primary classes are given homework once a week per subject. This must be returned to the teacher in a timely fashion, which will be according to each teacher. There are multiple studies showing the counter-productivity to giving too much homework to this age group. We would like to see our students having play time/family time in the evenings. Physical exercise and other mental stimulations will help

the development of your learners. Teachers will give homework once a week per subject 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.

Please continue to have your child read at home with books, Raz-Kids and/or podcasts. Despite not assigning homework, we hope that literacy will still be promoted in the homes. Please do not fill the at-home time with television, social media, or video games as this will also be counter-productive 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. Teachers will arrive by 7:30 AM. 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 is not responsible for their safety. This is to keep all of your children safe. After students' drop-off, parents are to leave the school premises, unless there is an important appointment at the office.

**2) School Doors:** Students are able to enter the front or side door in the morning. The side gate will be closed at 8:00 AM, then all students can only use the front entrance. The side gate will be closed then until 4:30 PM, when students are finished with the Lao curriculum. The front entrance will open from 7:30-8:30 AM, 2:30-3:30 PM, then from 4:30-5:30 PM. Other than these times, the front gate will be closed and locked. Parents can 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.

Please see below to find more details for the Primary and Lower Secondary arrival hours:

### Primary School:

- The English program hours are from 7:45 AM to 2:30 PM. Students are able to exercise and play around the sports field before the classes begin. Students arriving after 8:00 AM will be counted as tardy by the classroom teacher. Students who arrive late must first check in at the office to receive a pink slip, so that the school can account for all students correctly.
- The Lao Program for Lao Nationals is from 2:40 to 4:40 PM. The Lao Program for international students will be scheduled upon interest shown for the class.

### Lower Secondary:

- The Lower Secondary hours are from 8:00 AM (7:45 AM on Mondays) to 2:30 PM.
- The Lao Program for Lao Nationals is from 2:40pm to 5:30 PM. Parents will be notified if there are any changes to the schedule

**3) Departure:** All learners are to be picked up at the correct times. Parents who are picking up their child early must notify the SIS office in advance. If a student needs to leave early for the day, then the parents must sign the student out at the office. Please note that 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 person named on the *Authorized Pick-Up Form* is picking up the student, then parents must provide a written, signed note to the SIS office in the morning of the day. 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 fined 50,000 Kip per occurrence, or 500,000 Kip per month to discourage late pick-ups.

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

# I

## INSURANCE

All SIS students are required to have the school's 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, including all school activities like field trips. All 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 learner 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 l

## **LIBRARY**

Consistent visits to the school library are arranged weekly, so that all learners are able to have one to two on-level English reading books to read at home. New books are added to our library regularly. Additional books that students take home are in addition to their classroom reading program. Supplemental reading at home helps with vocabulary and reading fluency, and parents are encouraged to help their students. SIS encourages all students to read around 20 minutes per day at home with a parent/guardian.

Books must be returned before other books may be checked out. Teachers and the librarian will monitor all the books that have been borrowed for each student in their class and notify parents each month if there are books that haven't been returned. In the case of lost or damaged books, parents are responsible to pay 50,000kip for each book, including any fees necessary to purchase and ship replacement books. The replacement cost must be paid in full before a child's report card can be provided.

## **LOCKERS**

Each Primary and Lower Secondary student is provided a locker for their backpack, books, and other personal items.

## **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 to 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 not collected items to a local charity.

# M m

## **MEALS**

**1) Breakfast at Home:** parents are highly encouraged to provide breakfast to their learner at home before sending them to school. Students who eat breakfast will have more energy to participate and focus at the school. SIS does not provide breakfast.

**2) Lunch:** A balanced lunch meal is provided daily. If parents do not wish to enroll in the school lunch, then parents must send nutritious meals with their child to eat during the scheduled lunch break. Primary and Lower Secondary students can enroll in daily lunch.

**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/dish from 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 strongly discouraged 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 or 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.

SIS 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 unadvised by SIS.

# **P p**

## **PARENT – TEACHER PARTNERSHIP**

### **At home:**

- Have your learner read on-level English books at least 20 minutes daily
- Supervise and sign homework assignments and review packets and agenda daily
- Attend SIS parent workshops, Parent-Teacher conferences, and other open house events
- Inform and teach your learner 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 and other events provide opportunities for parents to visit their child's classrooms (see also "Field Trips" and "Birthday Celebrations"). Parents can and are encouraged to 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. 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 our learners to bring something appropriate to show to their classmates. The 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 learner in preparing for the project.

## PROHIBITED ITEMS

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

Other items that are not allowed:

- Toys
- 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, Mid-year and Final report cards are archived for 5 to 7 years.
  - b. Curriculum-specific semester final exams, and standardized assessment exams are archived for 3 years.
2. **Duplicates:** Each learner'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 for one time only. If more copies are needed, then it can be issued for \$10 per copy. Please make sure to keep the final report cards safely, 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.

## REMOTE/DISTANCE LEARNING

In the event that Sharon International School is required to temporarily suspend on-campus education, the school may implement off-campus distance learning to mitigate disruptions to the educational program. Distance learning will entail synchronous (real-time) and asynchronous (self-paced) instruction and assignments appropriate to grade level, resources, duration and other relevant factors. The intent of SIS' distance learning procedures is to maintain personal connections among the school, learners, and parents, that allow uninterrupted pursuit of the school's mission and education.

- **Requirements**

Each learner should have access to a computer, or opt to borrow from school if none, and a reliable internet connection.

- \* **Years 2 -3:** A device is appropriate. Web-based content and assignments will be minimal and may be completed according to each family's unique obligations, schedules, and pacing. Coursework will be more heavily composed of teacher-created packets and printable resources.
- \* **Years 4 - 5:** Learners will need consistent access to a computer and internet. Learners will be required to participate in live lectures and activities several times per week. Some assignments will be completed and submitted online with imposed deadlines.

- \* **Years 6 - 9:** Each learner will need his or her own device and family internet connection. Learners will attend live classes online according to a schedule that mirrors their on-campus routine. Learners will also have separate opportunities to connect virtually with their teachers for additional help.

While the goal of distance learning is to maintain uninterrupted educational progress, some disruption is inevitable and unique to each family. Parents are encouraged to trust that teachers are willing to work with each family individually and to make adjustments as needed.

- **Platforms**

Distance learning platforms will vary by year level and class. Platforms utilized may include the following, but not limited to:

**ZOOM**  
**GOOGLE CLASSROOM**  
**RAZ-KIDS**

**THINKWAVE**  
**GOOGLE MEET**

- **Technical Support**

If a learner or parent, is unable to access the online material, they should take the following steps:

1. Ensure the device and internet connection are working properly.
  - \*\*Restart and update the computer.
  - \*\*Restart the home internet connection (reset the modem or router).
  - \*\*If the problem is with the device or connection, contact the internet provider or computer service.
2. Check the learner or parent's username and password.
3. Contact the office, if the above steps do not help.

- **Roles and Responsibilities**

While maintaining the pace and quality of education, distance learning does shift the dynamics of the school community. The SIS staff members, learners, and parents will need to prepare and work together in the following ways.

1. **The SIS Leadership Team**

- Review, revise, and communicate policies and procedures relevant to distance learning
- Establish clear and consistent channels of communication among school community groups
- Ensure faculty access and training related to distance learning platforms
- Provide faculty support in implementing distance learning tools that maintain high-quality educational experience for all students
- Modify schedules conducive to distance learning format
- Provide appropriate social and emotional resources when necessary
- Maintain the school's operational success in all areas.

## **2. Teachers**

- Participate in faculty training and ensure proficiency in use of distance learning platforms
- Ensure learners in each class have access and knowledgeable use of distance learning platforms
- Provide the leadership team with access to all distance learning platforms
- Consistently post lesson plans and assignments
- Extend enrichment assignments to learners who would benefit from additional learning opportunities
- Articulate all distance learning classroom expectations, including guidelines for learner interactions, student attire, assignment submission, make-up work, testing, participation, and grading
- Pair learners for support in the case of technical or communication problems
- Establish methods of regular communication with students and parents
- Document conversations with students and parents to ensure accurate records
- Maintain professional appearance and demeanor
- Attend faculty meetings
- Maintain attendance and gradebook records.

## **3. The SIS Office Staff**

- Communicate distance learning methods and platforms to parents
- Maintain communication with classroom teachers
- Attend live classroom sessions
- Continue ensuring prescribed modifications and accommodations on all assignments and assessments
- Establish regular communication channels for supported learners, including communication with parents.

## **4. Learners**

- Maintain a regular schedule as much as possible (wakeup time, bedtime, etc.)
- Login to live class sessions on time
- Adhere to teacher expectations concerning participation, assignment completion, due dates, conduct, attire, etc., as well as school-wide behavioral expectations
- Maintain full attention during live class sessions by refraining from non-class use of phones, gaming devices, televisions, and other devices
- Communicate all concerns and questions directly to the teacher
- Complete printed assignments neatly and keep organized in a folder for easy submission
- All rules and regulations upholding academic integrity and honesty are applied the same to distance learning.

## 5. Parents and Guardians

- Ensure learners have reliable internet access and computer
- Help learners establish a normal routine and daily structure, including wake up and bed times, meal and snack times, daily work completion goals, and physical activity
- Regularly check-in with learners and help maintain engagement with distance learning assignments and activities
- Determine a quiet study space conducive to learning, but avoid locations that are isolating or prevent routine screen and activity monitoring
- Maintain communication with teachers and freely initiate communication when any questions or concerns arise
- Encourage independence and allow learners to exercise age-appropriate ownership of the learning process
- Help learners maintain contact with peers through platforms such as phone, Facetime or Google Meet
- Encourage and help facilitate physical activity throughout the day
- Monitor learners' stress level and emotional well-being and contact the school if learners seem overwhelmed or excessively anxious
- Monitor learners' time management to help ensure productivity and confidence
- Remain mindful of internet bandwidth to ensure that learners maintain a quality of connectivity conducive to meeting distance learning requirements.

## 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 that 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 learners should be fully aware of the SIS Safety Policies. We ask that parents take time to educate and train their learners in addition to the training that learners will receive from the SIS staff, so that we can raise our learners to be responsible global citizens and prevent any inappropriate situations from happening while at SIS. We hope that our learners will learn the consequence of their actions, and the seriousness of breaking rules.

The consequences for learners breaking these rules pertaining to students' safety could range from a lunch detention, a 1-day in-school suspension, to even 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 the parents in advance to cooperate with SIS. Any class day(s) missed due to the consequences to breaking any of these rules will be counted as the absence/tardy policy states (see "DISCIPLINE").

## **1) Safety Policies:**

- a. "Bathing Suit" Policy:** Learners should be fully aware to not touch other people's private body parts that would be covered by bathing suits. If a learner touches another and talks about it inappropriately, then SIS will take the incident very seriously. SIS will focus on making sure that all involved learners are educated and protected aptly.
- b. "Bathroom" Policy:** Only 1 person is allowed in a toilet stall at a time. If more than 1 person is found in a stall at the same time, then all people found in the stall will receive consequences of breaking one of the school's Safety Policies.

## **2) Anti-Bullying Policy:**

- a.** As learners 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 learners learn in their classes, SIS promotes anti-bullying efforts through lessons and events throughout the year.
- 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](http://www.stopbullying.gov)). It is also "intentional hurting of one person



or group by another person or group” ([www.anti-bullying-alliance.org.uk](http://www.anti-bullying-alliance.org.uk)). All types of bullying have a serious, lasting impact on both learners who are bullied and 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, pushing/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 way to hurt 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 contents (photos, videos, etc.), inappropriate phone calls/text messages/via social media, and sexual assault or abuse.

*Note:* All situations will be dealt seriously with 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 that the parents note that the above guidelines are for general situations, and not for every situation that may occur.

### 3) 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.

### 4) Disciplinary Decisions and Actions

- Inability to follow the policies may result in consequences depending on its severity.
- All decisions regarding the level and severity of discipline are the sole discretion of school administration. Administration may, at its discretion, consider input from faculty, parents, and learners in the process.
- These decisions are final and a student does not have any right to appeal such decisions.

- A conference with a parent or guardian is required following any suspension before a student may return to school.

#### **A. DETENTION**

- Detention is assigned for minor violations of rules.
- Skipping a scheduled detention will lead to immediate probation.
- Repeated failure to attend assigned detention may result in suspension or dismissal from school.

#### **B. FORMAL WARNING**

- An official warning for behavior is normally accompanied by a loss of privilege and can result in the exclusion from activities, educational outings and overnight trips.

#### **C. SUSPENSION**

- Suspension is the separation of a learner from the school community for a period of one or more days.
- Suspension includes:
  - In-school suspension: the learner(s) is removed from class but stays on campus;
  - Out-of-school suspension: the learner(s) stays at home or returns home for a period of time while the learner, family, and administration consider whether and/or how the student can successfully continue at SIS.

#### **D. DISMISSAL/EXPULSION**

- Dismissal/Expulsion is the permanent barring of a learner from SIS.
- Dismissal may occur for reasons stated in this Handbook, when a student continues inappropriate behavior after probation or suspension for the same or similar behavior, when a student's conduct significantly disrupts the rights of others to an education, or when school officials determine a student's conduct endangers the student, other students, surrounding persons, including school employees, or property of the school.
- Teachers and other school officials may recommend that a student be dismissed. The school principal and director makes the final decision whether a student is dismissed.

**5) Leaving the SIS campus:** Learners are not allowed to leave the school grounds during the designated school hours, unless accompanied by a parent/guardian through the SIS office. Parents must show a learner pick-up card to the teacher on duty.

**6) SIS Events:** During on-campus events, SIS asks for parents' active cooperation in keeping learners 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 to supervise their students 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.

## **SCHEDULE**

For a calendar of events, see the school calendar in the appendices. Copies may also be provided during the Parent Orientation. Sample schedules in the appendices are provided as examples only. Please note that your learner's schedule may not follow the sample schedule exactly.

## **SCHOOL SUPPLIES**

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

### **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 due to ensuring 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. Also, 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 each semester and year.

Note: If a learner 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 learner 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. The SIS office will need to re-do the registration process and re-evaluate the learner's placement after 12 months.

## V v

### VISITOR CHECK-IN PROCESS

Visitors are NOT permitted to walk into any of the school buildings (kindergarten/primary/lower secondary) without permission at any time (7:30am-5:30pm) 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 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 a SIS staff member.

A staff/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 their child at the office. Learners should not be pulled out of classes unless they are leaving the school or in case of an emergency.