

Yangon American International School
Parent Handbook
2024-2025



**YANGON
AMERICAN**
INTERNATIONAL
SCHOOL



Revised 01/12/2024

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School Overview

Yangon American International School (“Yangon American”) was founded in 2019 with the mission of providing students with an exemplary 21st Century American education with an international perspective. Yangon American is an authorized International Baccalaureate Primary Years Program (“IB PYP”) school that employs inquiry-based learning and integrates world class educational strategies to promote innovation and creativity for all learners. This prepares students to participate in an increasingly competitive global environment.

This secular co-educational day school features what is best about the American curriculum by focusing on critical thinking to provide a student-centered learning experience designed to achieve the potential of each student. Yangon American offers an academically centered education in addition to special classes such as Physical Education, Art, Music, and Myanmar Studies.

The Yangon American campus is centrally located on Insein Road in Hlaing Township, Yangon. The facilities are designed for 21st Century learning in a state-of-the-art building with modern classrooms that feature SMART Boards® and technology that is integrated into the curriculum in a meaningful way.

Children are taught by motivated, licensed educators who put students first. Yangon American promises the parents that their children will be reading, writing and performing mathematics at grade level while developing the total child.

Our goal is to become the leading Nursery through Grade 12 international school in Myanmar.

School Colors

Red and Blue

School Logo



IB Logo



Mission

Yangon American cultivates multi-cultural unity by empowering student inquiry and conceptual-based learning through holistic and reflective practices to remain globally competitive.

Vision

Yangon American aims to foster an inclusive community that embraces diversity, promotes equality, and technological innovations for the betterment of all it's community.

Learner Expectations

We expect students to work toward building the knowledge, skills, and learner attributes as outlined by the IB.

Learner Profile

- Inquirers
- Critical thinkers
- Communicators
- Open-minded
- Caring
- Risk takers
- Balanced
- Knowledgeable
- Principled
- Creative
- Reflective



- Respectful

Approaches to Learning

- Thinking
- Social
- Communication
- Self-Management
- Research

Approaches to Teaching

- Based on inquiry
- Focused on conceptual understanding
- Developed in local and global contexts
- Focused on effective teamwork and collaboration
- Differentiated to meet the needs of all learners
- Informed by assessment (of learning, as learning, and for learning)

Service and Action

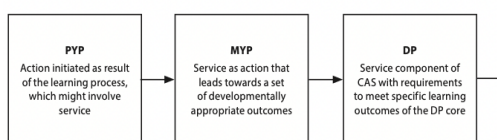


Figure 4



Daily Organization

School Hours - Regular Schedule

Elementary School (Kindergarten - through Grade 8)

The Elementary school day begins at 8:00 a.m. and finishes at 3:00 p.m. Classes have at least one 15-minute recess and a 45-minute lunch, depending on age. Both lunch and recess are outside in the athletic field area.

Students can be dropped off from 7:45 a.m. and should be picked up from school no later than 3:30 p.m. Please be mindful of the drop off and pick up times, as outside of these we are not able to properly supervise students. If you will be late for whatever reason, please contact the Help Desk so they can alert the classroom teacher.

If a child is still at school at 3:30 p.m. and we have not heard from the parent/guardian, they will be brought to the Help Desk and the parent/guardian will be contacted via telephone.

Early Years (Nursery through Pre-Kindergarten)

The Early Years school day begins at 9:00 a.m. and finishes at 2:30 p.m. These students eat their lunch together in the classroom and have a fully equipped indoor play area for lunch, recess, and physical education. The Nursery and Pre-K classes also have a 90-minute nap time built into their schedule.

Students can be dropped off from 8:45 a.m. and should be picked up from school no later than 2:45 p.m. Please be mindful of the drop off and pick up times, as outside of these we are not able to properly supervise students. If you will be late for whatever reason, please contact the Help Desk so they can alert the classroom teacher.

If a child is still at school at 3:00 p.m. and we have not heard from the parent/guardian, they will be brought to the Help Desk and the parent/guardian will be contacted via telephone.

School Hours - Early Release Schedule

At Yangon American, we believe growth and learning are essential for all members of our community, which is why we have early release Professional Development days on Wednesdays. These early release days give our teachers time to collaborate, learn new methods, and reflect on their practice. In addition to PD days, other early release days may be communicated to the Yangon American community by the Head of School.

On early-release days, drop-off and school start time will be as usual (8:00 a.m. for Elementary and 9:00 a.m. for Early Years) but all students will be released for the day at 1:00 p.m. Students should be picked up no later than 1:15 p.m. on these days to ensure our faculty is able to meet on time to accomplish the goals for the day.

Homework

At Yangon American, we believe in the educational research and use homework as an intentional tool that is used when needed or wanted by the students. There is not daily homework as it does not show any significant difference in the progression of learning and YA promotes our learner profile of balance, supporting engagement of student's home life as much as the student school life. It is important for families to create daily routines that engage them in activities such as a nighttime stories or integrating learning by incorporating them in cooking meals to support measurement and healthy lifestyles.

Student Drop off and Pick up Procedures

Early Years parents/guardians should enter through the main gate (Gate 1) to drop off and pick up your child. The full procedure document can be viewed [here](#).

Elementary parents/guardians please drop off and pick up your child at Gate 2 (the side entrance of the athletic field on Thazin Street). Security guards and teachers will be present to supervise this activity. It is important to remember that there are children present and to drive slowly and be extra cautious. Additional information about the drop-off and pick-up procedures can be found [here](#).



Parking

Please be aware that there is no parking on the school grounds, including during pick up and drop off. If you wish to enter the building with your child, there are some public parking spaces on Insein Road and Thazin Street as well as on the side of the athletic field.

Snack, Recess and Lunch

Children have a snack during morning recess and lunch around midday. If you would like to purchase a snack and lunch for your child, it must be ordered in advance and paid for as part of our meal plan.

If you pack your child's lunch, please help us promote healthy choices by not sending sugary snacks, gum, candy, or soft drinks. We also encourage our community to be as sustainable as possible, so please use reusable containers when possible.

After School Activities ("ASAs")

Starting in Kindergarten, students have the opportunity to register and participate in a variety of activities. We offer two sessions of ASAs in the Fall and Spring, each session lasting approximately 10-12 weeks. The Fall session begins in late September and the Spring session in late January. These activities are forty-five minutes long, immediately after school, from 3:15 to 4:00 p.m. and fees are assessed per activity. After school activities run Monday, Tuesday, and Thursday. Parents/guardians need to pick up their children no later than 4:30 p.m. If a child is still at school at 4:30 p.m. and we have not heard from the parents/guardians, the Help Desk will contact the parent/guardian via telephone and you could be charged a late fee.

We make every effort to organize the schedule to allow for students to participate in the widest variety of activities possible, however there is occasionally overlap that requires students to choose. Information on activities being offered and sign-up information will be sent to parents/guardians via Toddle prior to the session's start date.

Every student registered to participate in an activity is expected to attend all meetings of the activity. Elementary students should not stay after school unless they are involved in a supervised activity. In case of extenuating circumstances, Yangon American may need to cancel a session. If this happens the Ambassador Team or the supervising teacher will contact parents/guardians as soon as possible.

School Trips

Field trips to places in and around Yangon may occur on a periodical basis to augment educational programs. Such trips are organized by members of the staff and may include parent/guardian chaperones (at teacher's discretion). Written permission is required from all students scheduled to take a trip. If written permission is not returned in a timely manner, the student will not be permitted to go on the trip.

Special Classroom Celebrations

We are happy to celebrate special occasions with students and families! When these events occur, we ask that families communicate directly with the classroom teacher at least one week in advance to allow for small shifts to be made in the schedule to accommodate for the celebration time. Classroom celebrations will be scheduled towards the end of the school day for not longer than 30 minutes. Please be mindful of the learning and environment.

Personal Property

Students may not bring gum, soft drinks, candy, sport equipment, toys, or games to school. Money should only be brought to school with parent/guardian knowledge for a specific school-related purpose. Pets or other animals are not allowed at school unless otherwise approved by the classroom teacher. If a pet is brought to school for a specific academic activity, they should be always accompanied by a responsible adult. The adult should remove the pet from school when the activity is complete.



The school assumes no responsibility or liability for any lost items.

Mobile Phones, Smart Watches, Tablets

Students who bring cellphones and other smart devices to school must keep them turned off and out of sight during school hours and ASAs. If a call needs to be made, students can make a call from the Help Desk. If guardians need to contact a child, they should contact the Help Desk at +95 997 701 2100.

Any student using a mobile phone or other personal device as outlined above at any time during school hours will have it confiscated and returned to the guardian.

Lost and Found

Personal property, such as notebooks, water bottles, and lunch boxes, should be clearly labeled so they can be returned if lost. Students and guardians are encouraged to check the Lost and Found located on the ground floor regularly for misplaced items. All unclaimed items are donated to charity at the end of each month.

School Supplies

School Uniform

Yangon American International School is a professional environment, and student dress should reflect that. Students should wear uniforms that are clean and stain-free. We understand elementary-aged children need to play; therefore, shoes and clothes should accommodate play (i.e., children should wear shoes that are made for running, skipping, jumping). Yangon American has designed uniforms to meet this need. School uniforms for each grade consist of the following:

Early Years

Students in Nursery, Toddler, and Pre-Kindergarten should wear a gray Yangon American polo shirt paired with navy blue skorts, shorts, or pants.

Elementary (Kindergarten – Grade 8)

Elementary and Jr. High students should wear a light blue short sleeved Oxford shirt or white polo shirt with the Yangon American logo worn with navy blue skorts, shorts, or pants. To complete the uniform, students should wear comfortable athletic shoes with white socks. We recommend at least three sets of shirts, polo shirts, and shorts/skorts.

Physical Education Uniforms (Pre-Kindergarten - Grade 5)

Students should be aware of their PE days and dress appropriately for class in their PE uniform which includes Yangon American athletic shorts, t-shirt with the Yangon American logo, and athletic shoes. Athletic shoes are essential to ensure students can participate safely and effectively.

Should your child require a larger, customized size there will be an additional fee assessed. Any modifications because of an item being too large is the responsibility of the individual.

Other Supplies

All Early Years students should arrive at school with the following:

- Durable school backpack
- Reusable water bottle
- Full change of clothes
- A blanket for nap time (for certain ages only)

All Elementary and Jr. High students should arrive at school with the following:

- Durable school backpack
- Reusable water bottle



- Headphones with microphone (should be able to connect to a device via cable)

Please label all items with first and last names. Individual grade levels may request additional supplies, which will be communicated by the class teacher.

Attendance

Regular school attendance is one of the most important factors determining your child's academic success. When possible, please schedule any dentist, doctor, or other appointments after school hours or towards the end of the school day.

Absences

It is important that the school knows when your child is not in attendance. Please provide written notification via Toddle, email, or call the Help Desk at +95-997-701-2100 before 8:00 a.m. each and every day your child will not be attending school, even during absences of multiple days. Include the following information in your message:

- The student's full name and teacher's name
- The reason for the absence (sickness, vacation, etc.)
- The duration of the absence (whole day, will be in by 10:30 a.m., etc.)

Late Arrival

Please arrive on time so that your child starts the day in a positive way. Attendance is taken by classroom teachers between 8:00 and 8:15 a.m. All students who arrive late to school (after 8:00 a.m.) must come through the main entrance.

If you know in advance that your child will be arriving late, please call the Help Desk with the information described above for absences.

Leaving Early

Please make every effort to schedule appointments for the end of the school day to limit classroom disruptions and avoid unnecessary absences. If your child must leave early, please contact to the Help Desk via email or phone so everyone is appropriately informed.

Children should be picked up at the Help Desk. Please do not go to the classroom to pick up your child unless otherwise directed by school staff. Please check back in with the Help Desk if returning to school.

Travel and Vacation Plans

Families are expected to respect the school calendar when making travel and vacation plans. We do know that it may be important for your family to follow certain religious holidays or other situations that require your child to miss school. Please notify the teacher or Help Desk as early as possible should this situation arise.

School Cancellation

In the unlikely event that school needs to be canceled, Yangon American will alert families as soon as possible via Toddle and email as well as from the child's classroom teacher.

Parent/Guardian Involvement

We appreciate parent/guardian involvement in all forms. Some major, school-wide events are:

- Sports Day - Students show off their PE skills and compete in fun athletic activities and games.
- Holiday Festivals - Students get to dress in special clothing and celebrate holidays with their peers with fun presentations, games and activities.



- Holiday Program - Our Holiday Program gives families and friends the chance to see their children perform songs, skits, and dances to celebrate the season.
- International Day/Week- Celebrate the many cultures at Yangon American! Families and friends are welcome to come participate in this day that includes delicious food, fun activities, and cultural performances.

Parent Teacher Organization (“PTO”)

The PTO is an important part of the Yangon American community with two main purposes. First, it aims to promote active cooperation and understanding among and between its members, the school administration, and the faculty. Second, the PTO raises funds to support special projects and initiatives that are beneficial to Yangon American students and staff.

All Yangon American parents and/or guardians are members of the PTO, but it is represented through its elected board members. In addition to board meetings, there will be at least two general meetings during the school year where all Yangon American families are invited to attend. This is your school, and we encourage active participation by the American School parents and/or guardians in the PSA, volunteering in the classroom and school-sponsored activities.

Parent/Guardian Volunteers

Parents and guardians are strongly encouraged to volunteer in the school whether in a classroom, at PTO events or in other activities. Special opportunities occur throughout the school year for school-wide events, class parties, and field trips. We also have a volunteer survey that is sent out periodically to ensure we have an up-to-date list of interested parents/guardians and activities that they feel they can contribute to.



Admissions

Our school does not discriminate with regards to race, religion, ethnic origin, or gender. The decision to admit is based on a holistic assessment of the student's ability to benefit from the school's academic program and environment of Yangon American.

Class Size

From kindergarten to second grade, our classes are limited to 20 students. From the third grade to the seventh grade our class sizes are limited to 22 students.

Grade Placement

Yangon American students come from a wide variety of educational backgrounds, including international and national school systems, from around the world. In almost all cases, placement is determined by age as of September 1st in the academic year of entry. In all cases, the final determination of grade placement rests within the purview of the administration.

Placement in all grades is determined by age as of September 1st in the academic year of entry as follows:

Entering Grade	Age by September 1 st
Nursery	2
Toddler	3
Pre-Kindergarten	4
Kindergarten	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13

Screening, Documentation, and Interviews

Admissions are on an ongoing basis and parents can apply at any time during the year. Both parents are encouraged to tour the school when meeting with the Admissions team. No applications will be accepted in the month of May and June for the current school year and will only be accepted for the next school year.

- Primary School and Secondary School: Children applying for admission to grades Kindergarten and above are required to provide previous school records or have an entry assessment.
- Early Years: Potty Training- Nursery students do not need to be potty trained for acceptance but are expected to develop potty training by the end of the year. All students ages 3 and above must be potty trained.

Communication

We value transparency and are committed to ensuring that families and teachers have the best possible channels of communication.

If you need to speak with a teacher or administrator for any reason, please feel free to message them on Toddle, email them, and set up a time to meet. If it is urgent to speak with a teacher, please call the Help Desk at +95 997 701 2100 and your message will be passed on to the teacher to return your call when classes are finished.



Regular School Meetings

Throughout the year, parents/guardians will have opportunities to meet with teachers and administrators as well as get to know other class families. At these meetings, parents/guardians will learn more about their child's education program and progress in the classroom. Important school-wide meetings include:

- Open House - Held within the first month of the school year, all families are encouraged to attend this important event. At this time, teachers will present the information about themselves, schedules, and the learning plan for the school year. They will give useful insights for your child's success.
- Teacher Led Conferences - This conference will occur after the first quarter report cards have been sent home and will last for approximately 20 minutes. This conference is strictly between the parents/guardians and the teachers, please do not bring your child with you to this event. This is a great opportunity to understand your child's progress for the school year and to ask any questions you may have.
- Student Led Conferences - This conference will occur after the third quarter report cards have been sent home. At this time, students will share their successes, reflect on the school year, and discuss future academic plans and goals.

Student Code of Conduct

Yangon American works to provide a positive and supportive environment that enhances the development of each child to reach his or her own potential emotionally, socially, physically, and academically. We believe school should be a happy, friendly, and safe place where there is a sense of belonging and fairness. We aim to achieve this through the development of mutual respect by creating a school community that nurtures friendships while developing tolerance, empathy, and acceptance of differences.

Yangon American School Character

Use the Eagle in Me and the Learner Profile Attributes

Student Rights, Responsibilities, and Privileges

Rights

All students have the right to a safe, orderly and positive school environment. Learning, friendship and respect will all grow in this atmosphere. Each day all students are expected to make mindful decisions about their behavior so they are positive contributors to our school community. Plainly stated, students have the right to:

- An education
- Attend a safe school
- Physical safety and protection of personal property
- Not be discriminated against
- Privacy
- Fair and just treatment by school employees

Responsibilities

Appropriate behavior positively contributes to a productive learning environment. We ask parents to take the time and discuss with their children the following school expectations:

- Show respect and consideration for others by behaving in a kind manner and using appropriate behavior and language.
- Obey school/classroom rules and follow directions respectfully.
- Follow the Playground rules and obey all instructions when you are in this area.
- Be truthful and honest. Accept responsibility for yourself, your choices and your behavior.
- Respect school property. Remember that books, furniture, athletic equipment and technology devices have to be used for several years by many students.
- Respect the property of other people and be responsible for the care of your belongings.
- Always clean up after yourself and be environmentally conscious by not littering.
- Behave politely both on and off the school grounds.
- Complete your work as assigned to the best of your ability.
- Dress appropriately for school



- Attend school on a regular basis. Be on time, ready to learn, and have the appropriate materials needed.
- Try to solve disagreements with others using your words, do not resort to violence. If you need help solving a problem, find a teacher to help.

Privileges

- Recess activities
- Classroom celebrations
- Field trips
- After School Activities and School Clubs
- Assemblies

Health and Safety

Yangon American is committed to the health and safety of all students, employees, volunteers, and visitors within our growing school.

Child Safeguarding

Yangon American is committed to safeguarding and promoting the well-being of all students. Each student's welfare is of paramount importance. The school always takes a considered and sensitive approach in order that we can support all students.

Everyone at Yangon American shares the objective to help keep children safe by:

- Providing a safe, nurturing and conducive environment for the students to learn and develop academically, socially and physically
- Ensuring that anyone who has business with the school should sign in with security while on the campus which indicates that they have been vetted and authorized to enter.
- Educating children on the importance of empathy, civility, understanding and other aspects of positive behavior in a social environment
- Teaching children about the harmful effects of unacceptable behavior.
- Supporting school safeguarding and safety efforts with CCTV in all the classrooms and public areas – both indoor and outdoor
- Employing a professional security force that is trained in child safety, welfare and emergency procedures
- Practicing safe recruitment guidelines by vetting employees in direct contact with students

Illness

Students who are ill should not come to school. Sick students do not benefit from being in school and put others at risk of infection. In case of illness, parents/guardians are requested to notify the teacher through Toddle.

If a student becomes ill at school, they will be sent to the school nurse and, if necessary, the parent/guardian will be contacted to pick them up. If this situation occurs, we request that students are picked up in a timely manner to ensure that they

Weather Guidelines

Part of our daily routine at our school is to monitor the weather and air quality in order to plan for students' playtime, field trips and other educational activities that occur outdoors. These weather checks will provide information to teachers and staff as they plan for educational and recreational activities throughout the school day.

Family Emergencies

The school will cooperate with families to ensure the child's continued success during the event of a family emergency. Please inform the homeroom teacher and administration as soon as possible to facilitate this. Students are expected to make up for missed work, and in the event of a long-term absence, tutoring may be required.



Emergency Procedures

Yangon American has developed a set of procedures to be followed in the case of an emergency. Throughout the year, regular fire and earthquake drills are performed at the school to ensure student readiness.



Curriculum

Yangon American has selected the Common Core State Standards which is a set of high-quality academic standards to ensure that students learn at grade level and are prepared for high stakes testing and higher education. These learning goals outline what a student should know and be able to do at the end of each grade. The standards were created to ensure that all students graduate from high school with the skills and knowledge necessary to succeed in college, career, and life, regardless of where they live. The Common Core has been adopted by most states in the United States as well as high performing private and international schools. The Common Core was designed by teachers, administrators, and other experts to meet the challenges of learning in a 21st Century global environment. The standards provide a clear and consistent framework for educators to deliver meaningful instruction to students. At the American School, students are taught through blended learning utilizing technology such as smart boards, tablets and notebooks in conjunction with textbooks and direct instruction.

The Common Core was developed by incorporating the highest, most effective standards from The United States and countries around the world. The standards define the knowledge and skills students will learn throughout their K-12 education in order to graduate high school prepared to succeed in university study, entry level careers and workforce training programs in the future.

The Common Core standards are:

- Research- and evidence-based
- Clear, understandable, and consistent
- Aligned with college and career expectations
- Based on rigorous content and application of knowledge through higher-order thinking skills
- Built upon the strengths and lessons of current state standards in the United States
- Informed by other top performing countries in order to prepare all students for success in our global economy and society

International Baccalaureate (IB)

The IB is international education for 3 to 19-year-olds focused on academic and personal rigor. The program grows from an understanding of education that celebrates the many ways people work together to construct meaning and make sense of the world. An IB education is a student-centered philosophy, providing a well-rounded experience anchored by values described in the IB learner profile and skills described in the approaches to learning. An IB education focuses on the interplay between inquiry, action and reflection within global contexts, empowering students for a lifetime of learning, both independently and in collaboration with others, centered on effective approaches to teaching.

The Common Core will be taught through the International Baccalaureate Program. The IB is flexible enough to accommodate the demands of most national or local curriculum and is designed to integrate with the Common Core State Standards adopted by Yangon American International School. As a school we are authorized in the Primary years program and currently becoming a candidate school in the Middle Years program. We strive to become an IB continuum school offering the PYP, MYP, and DP. More than 5,100 schools worldwide offer IB programs.

The IB Program

- Addresses students' academic, social and emotional well-being
- Encourages students to develop independence and to take responsibility for their own learning
- Supports students' efforts to gain an understanding of the world and to function comfortably within it
- Helps students establish personal values as a foundation upon which international-mindedness will develop and flourish.

Curriculum by Subject

The following is a brief description of the topics and standards covered in the curriculum for grades Kindergarten 2 through Grade 7:

English Language Arts

Language is fundamental to learning throughout the entire elementary school program. The learning expectations within the scope and sequence are arranged into three main strands: oral communication, written communication, and visual communication. These communication strands are organized into sub-



strands which include listening, speaking, reading, writing, viewing, and presenting. There is an extra emphasis on reading and writing.

Mathematics

At all grade levels, the mathematics scope and sequence have five interwoven strands of knowledge. In number, pattern and function, students inquire into our number system, its operation, patterns, and functions. The strands of data handling, measurement, shape, and space are used to research, describe, and understand these concepts not only in math class but in an authentic context in other subjects.

Social Studies

The content of the social studies curriculum is arranged into three main strands: history, geography, and society. These strands are linked and provide students opportunities to look at and think about human behavior realistically, objectively and with understanding. It aims to guide students towards a deeper awareness of themselves and others as well as their place in an increasingly global society.

Science

The science curriculum is divided into four main strands: living things, Earth and space, materials, and matter as well as force and energy. Science Technology Engineering and Mathematics (STEM) projects will be integrated into these areas of inquiry as well as mathematics. These strands do not have fixed boundaries as many areas overlap with each other and other disciplines such as mathematics and social studies. This subject provides students with opportunities to engage in scientific investigations by making accurate observations, handling tools, recording, and comparing data as well as formulating explanations based on research.

Physical Education

Through PE, students are learning the language of physical movement and exploring the different strands that comprise the PE curriculum including body control, spatial awareness, adventure challenges, athletics, organized sports, exercise, movement, games, and health-related activities.

Fine Arts

Students will learn the disciplines of visual arts and music as well as learn about the arts (skills and processes involved) and through the arts studying artists, perspectives, themes, and ideas using the arts. In Visual Arts there are four strands: creative process, elements of art and design, visual arts in society and reflection and appreciation. In music, the expectations are arranged into four strands: performing, creative and composing, notation and listening appreciation.

Information Technology and Design

The school encourages the use of technology that supports the curriculum in a variety of locations both in and out of the classroom. We have a blended curriculum where students learn through a combination of books and instruction delivered through tablets, notebooks, and direct instruction. Students from Kindergarten onwards utilize technology in a meaningful way that supports instruction.



Academics

Teachers

We are committed to recruiting experienced, dedicated teachers who are passionate about developing each child to their full potential. Our teachers foster a positive, inclusive learning environment by putting students first and supporting them in discovery and exploration as well as building knowledge and creating connections across disciplines.

All of our teachers have a recognized Bachelor or Master's Degree, a valid teaching credential, and a life-long learning mindset. They continuously strive to improve their teaching practice to benefit our students. Yangon American supports this by holding regular professional development days during which teachers improve their skills through activities, workshops, and conferences. Professional development is an on-going priority as we strongly believe that a school flourishes when its teachers and students never stop learning.

Student Assessment

Teachers continually assess through observations, student work, and assessments using a variety of tools to track student progress. Students will be evaluated according to the IB Concepts, approaches to learning, and internationally accepted standards. Other testing including MAP (Measure of Academic Progress) and WIDA (for those who need additional English language support) will be given 2 or 3 times a year.

Grading

Report cards will be issued to students in all grades three times during the school year: Trimester 1, Trimester 2, and Trimester 3. Teachers are expected to provide a report card for all students who have been attending Yangon American for at least 8 weeks.

Grading Scale for School:

E = the student exceeds grade level expectations

M = the student meets grade level expectations

P = the student is progressing towards grade level expectations

B = the student is significantly below grade level expectations

N/A = not evaluated during this trimester

Grading Scale for MYP:

Grade	Boundary guidelines	Descriptor
1	1-5	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.
2	6-9	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
3	10-14	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	15-18	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5	19-23	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
6	24-27	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
7	28-32	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.



Technology

We have Wi-Fi access throughout the building for students, staff, and visitors. Starting in Elementary, we have iPads in Kindergarten and Grade 1 and laptops in Grade 2 and above. Access to technology is a privilege and students are expected to act appropriately and responsibly when using technology.

Acceptable Use Policy

Network access and daily use of accounts is a big responsibility. Students, staff, and visitors who use the school's network or receive password protected accounts from the school are fully responsible for all activity that occurs on their assigned account, whether or not the account holder committed the action.

Computer and Tablet Care

Yangon American International School provides technology devices for students to use on an as-needed basis. Proper use and care of tablets and computers are critical to ensure that they are available for everyone's use. All students are to immediately report damaged, broken, vandalized or otherwise non-usable computers or tablets to their teachers. Any damage caused by a student will be the responsibility of the parents/guardians.

Internet Access

Yangon American International School has implemented a secure network available only to faculty, staff, and students. Yangon American believes that benefits from access to the Internet as an education resource far outweigh the disadvantages. Students must follow the Acceptable Use Policy when accessing the Internet. Yangon American takes every precaution to filter content that it deems to be inappropriate, however, safeguards can never fully be without fault as live content on the web changes by the second.

Privacy and Student Data

Although each student has their own private account, student computer files are not private. The administrative and supervising staff have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students.



Essential School Agreement and Acknowledgement

As a parent/guardian, I will:

- Show respect and support for my child, the teachers, and the school
- Support the school's mission, vision, curriculum, and policies
- Attend important events like conferences to support my child
- Talk with my child each day about their school activities
- Support my child's learning by keeping them healthy and happy at home.
- Communicate with the school in a respectful and professional manner.

As a school, we will:

- Show respect for each child and their family
- Provide a safe and comfortable environment that's conducive to learning
- Help each child grow to their fullest potential
- Facilitate and provide meaningful and appropriate activities
- Provide necessary assistance to parents so they can help their child with assignments
- Enforce school and classroom rules fairly and consistently
- Clearly communicate students' progress and achievements as well as concerns throughout the school year
- Demonstrate professional behavior and a positive attitude

By signing below, I acknowledge that I have reviewed the Parent Handbook and the above Essential School Agreement.

We look forward to working together to make this year as successful as possible!

Parent/Guardian Signature

Date



Yangon American Technology Guidelines

Student Responsibilities

I understand that:

1. If I damage school technology, I am financially responsible for repairing or replacing it.
2. Computers at school should be used appropriately and for educational purposes
3. Using technology is a privilege, not a right, and I will be polite, respectful, and kind to others at all times
4. I will use only my usernames and passwords and not share them with others; if I know someone else's login information, I will not change or delete their work
5. I will be safe when using technology and not share any personal information about me or others online
6. I will follow my teacher's instructions and only work on the programs, assignments, and web pages that my teacher tells me to use
7. I will tell a teacher right away if I see or read anything that makes me feel uncomfortable
8. I will do my own work and not copy the work of others that I find on the internet or in other places
9. I will not download, upload, or install anything on school technology without permission
10. If I do not follow the rules, I will not be allowed to use the computer network for a period of time and may face additional disciplinary action.

Student Signature (Kindergarten and above)

Date

A parent/guardian must read and sign:

I, _____, parent/guardian of _____ read and understand the technology guidelines, which my child has signed in order to use Yangon American International School's technology and network. I have discussed these guidelines with my child to help them understand them. I fully agree with these guidelines and recognize that my child must abide by them.

Parent/Guardian Signature

Date