



# MYANMAR INTERNATIONAL SCHOOL



Parent/Student Handbook

2018-2019

## Table of Contents

---

|  |     |
|--|-----|
| 1. INTRODUCTION FROM THE ACADEMIC DIRECTOR               | 2   |
| 2. VISION AND MISSION                                    | 5   |
| 3. SCHOOLWIDE LEARNING OUTCOMES                          | 4   |
| 4. SAFEGUARDING AND CHILD PROTECTION                     | 5   |
| 5. ADMISSION TO MIS                                      | 6   |
| 6. FEES  | 7   |
| 7. YEAR GROUPS   | 8   |
| 8. CLASSES   | 8   |
| 9. A CAMBRIDGE AND WASC SCHOOL                           | 9   |
| 10. THE MIS CURRICULUM                                   | 9   |
| 11. MIS HIGH SCHOOL GRADUATION REQUIREMENTS              | 13  |
| 12. HOMEWORK   | 14  |
| 13. ASSESSMENT, REPORTS AND TARGETS                      | 15  |
| 14. ATTENDANCE AND PUNCTUALITY                           | 15  |
| 15. STUDENT'S HEALTH                                     | 16  |
| 16. DROPPING OFF AND PICKING UP                          | 16  |
| 17. WALKING HOME AND TAKING TAXIS                        | 19  |
| 18. LEAVING THE SCHOOL CAMPUS                            | 19  |
| 19. BEHAVIOUR  | 19  |
| 20. ANTI-BULLYING POLICY                                 | 21  |
| 21. MOBILE PHONES AND ELECTRONIC DEVICES                 | 22  |
| 22. ACCEPTABLE USE OF COMPUTERS AND INTERNET POLICY      | 22  |
| 23. CARE OF SCHOOL BOOKS, EQUIPMENT AND PROPERTY         | 23  |
| 24. SCHOOL UNIFORM                                       | 23  |
| 25. TUITION  | 23  |
| 26. THE SCHOOL LIBRARY                                   | 23  |
| 27. HOW CAN PARENTS* HELP THEIR CHILDREN DO WELL AT MIS? | 24  |
| 28. CONTACT US   | 25  |
| 29. CHANGE OF CONTACT DETAILS                            | 27  |
| 30. COMPLAINTS PROCEDURE                                 | 27  |
| 31. SAFETY AND SECURITY PROCEDURES                       | 31  |
| 32. SCHOOL CALENDAR FOR ACADEMIC YEAR 2018-19            | 32  |
| 33. SCHOOL LOCATION AND MAP                              | 337 |
| 34. AGREEMENT FORM                                       | 34  |

TODAY'S LEARNERS  
TOMORROW'S LEADERS

## 1. INTRODUCTION FROM THE ACADEMIC DIRECTOR

---

Dear Parents and Students

Welcome to your MIS Handbook for 2018-19. We hope that it brings together in one place all of the information you need to know. If you are hungry for more details there are links and tips about where you can find them.

We are delighted to have YOU as part of our MIS community. We can be proud of our school! MIS opened with just 50 students in September 2009. In just eight years it has grown to over 700 students with a total staff of nearly 200 of whom 76 are teachers. We have been awarded full accreditation by the USA's Western Association of Schools and Colleges and the UK's Cambridge Assessment International Education. Our students have achieved good results in their examinations and our first graduating class are now enrolled in excellent universities.

MIS is now a fully established and well respected international school providing a high quality education for students aged from 3-18.

We look forward to another safe, happy and successful year together.

Yours sincerely

David Tansey



## 2. VISION AND MISSION

---

### VISION

At Myanmar International School, we believe that all children are special and possess unique skills and abilities. We offer an education in a positive, diverse, and secure learning environment. We support creativity, critical thinking, and lifelong learning designed to bring out the best in every child. By integrating local values with a global perspective, we prepare our students to successfully meet 21st century challenges.

### MISSION

The Myanmar International School mission is to create a challenging, engaging, and motivating student-centered learning environment with instruction in English, where students are taught by a diverse multicultural staff utilizing the Cambridge International Curriculum. Together, we work in harmony to develop every student's full potential in a positive environment, both inside and outside the classroom.

#### *We Accomplish This By:*

- Providing students with the academic, physical, and social skills that will enable them to develop as responsible and confident global citizens through collaborative relationships within the school community.
- Offering English Language Learners a supportive, nurturing and conducive environment to improve their English communication skills.
- Inspiring, educating and empowering our students to be inquisitive lifelong learners.

### 3. SCHOOLWIDE LEARNING OUTCOMES

---

#### ❖ RESPECT

Respect self and others while being responsible for personal actions.

#### ❖ LIFELONG LEARNING

Acquire the skills and the ability to access the resources necessary to continue learning outside of school.

#### ❖ CRITICAL THINKING AND PROBLEM SOLVING

Apply critical thinking skills in order to solve problems, make decisions, and ask higher level questions.

#### ❖ CREATIVE EXPRESSION

Participate in the visual and performing arts as well as produce innovative and original projects or presentations across the curriculum.

#### ❖ HEALTH AND WELLNESS

Focus on healthy choices, practice fitness and nutrition, make informed decisions, and develop health literacy.

#### ❖ EFFECTIVE COMMUNICATION

Using language and technology effectively to communicate ideas through writing, speaking, listening, reading, and collaborating.

#### ❖ GLOBAL AND COMMUNITY PARTICIPATION

Contribute as a globally aware citizen while respecting local values and making positive contributions to the community and the world beyond school.

*MIS student 'REACHES' for success!*

**R**ESPECT

**E**STABLISH LIFELONG LEARNING SKILLS

**A**CTIVE PROBLEM SOLVING AND CRITICAL THINKING

**C**REATIVE EXPRESSION

**H**EALTH AND WELLNESS

**E**FFECTIVE COMMUNICATION

**S**TRONG GLOBAL AND COMMUNITY PARTICIPATION

## 4. SAFEGUARDING AND CHILD PROTECTION

---

MIS is committed to keeping children safe. All staff are vetted before appointment and are trained in how to identify and respond to signs of abuse, children's disclosures and allegations. They are required to report to the designated leader on Safeguarding any suspicions or allegations of abuse.

We aim to create a supportive, caring environment that enables students to talk about their concerns. We educate students about how to keep themselves safe and what to do if they have concerns about somebody else or if they themselves are victims of abuse. We aim to work closely with parents but the children's safety takes priority.

We have a partnership with an international NGO that provides us with advice and support.

All staff must sign the following Code of Conduct.

### STAFF CODE OF CONDUCT

I agree that I will follow this Code of Conduct as a condition of my working with children and young people at Myanmar International School.

#### *I will:*

1. Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
2. Recognise, praise and celebrate students' efforts, achievements and improvements.
3. Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are in line with guidance issued.
4. Report to my Principal any gifts made by parents, or by students with their parents' consent, to a member of staff with a value that could be more than 10 USD.
5. Avoid being alone with a child and/or young person where possible, and ensure any 1:1 interactions are captured on CCTV. 1:1 meetings outside school are prohibited. (The Academic Leadership Team, Counsellors and Doctor are exempt from this restriction for interviews that are required by the nature of their duties.)
6. Report all allegations and disclosures of abuse from any source immediately to the Counsellor or, if the alleged perpetrator is a member of staff, to the Academic Director. If the allegation is against the Academic Director, report to the School Coordinator.
7. Report any conversations or actions witnessed that arouse any suspicion that a member of staff might be abusing children or young people to the Academic Director or School Coordinator.
8. Cooperate fully in any investigation of abuse of children and/or young people.

***I will not:***

1. Touch or speak to a child and/or young people in a sexual or other inappropriate manner.
2. Inflict any sexual, physical or emotional abuse such as striking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or young people.
3. Use insults or comparisons with others when working with children and/or young people.
4. Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or young people.
5. Give a child who is not my own a ride home.
6. Accept gifts from or give gifts to children or young people without the knowledge of the parents or guardians other than small gifts of flowers or food given to colleagues by children as part of celebrations or for the member of staff's birthday.
7. Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms electronic or social media other than approved and monitored school systems.
8. Use profanity in the presence of children and/or young people at any time.

I understand that as a person working with and/or providing services to children and young people under the auspices of Myanmar International School, I am subject to background checks. My signature confirms that I have read this Code of Conduct and that as a person working with children and young people I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including dismissal from Myanmar International School.

## 5. ADMISSION TO MIS

---

MIS is an inclusive school and we aim to meet the needs of all of our students. Our admissions tests in English and Mathematics are designed to identify students' strengths and weaknesses so we can plan an appropriate curriculum to meet their needs. Students will only be denied admission if they are unable to access our curriculum.

Students in the early stages of learning English are accepted at MIS until Year 9 on condition that they take part in the English as an Additional Language support programme, for which no extra charge is made.

All prospective students and parents are interviewed and records from previous schools are examined. These procedures aim to ensure that new students will meet our high expectations of behaviour and that they share the values set out in our Vision, Mission and Schoolwide Learning Outcomes.

Before admission, parents are required to provide all necessary information and to sign the 'Home-School' Agreement, which can be found on the back page of this document.

To request an appointment or to learn more about admissions please contact

[admissions@mis-edu.com](mailto:admissions@mis-edu.com) or call us at 01-558115-8.

## 6. FEES

---

### *Joining MIS*

Before a student starts at MIS, their registration fee and the fees for their first semester must be paid.

### *Tuition Fees*

Fees for each semester must be paid in advance of the start of the semester. Report cards will not be issued to students whose accounts are not settled. Students will not be allowed to attend until the account has been settled.

A 3% discount is offered when the fees for the whole year are paid in one instalment.

Sibling discount is offered at 3% discount for the second, 2% discount for the third and 1% discount for subsequent children in each family.

### *Renewal of school places*

Students' places for a new academic year will not be confirmed until:

- a) a non-refundable deposit of 500 USD for Year 1 to Year 13 and 500,000 MMK for Nursery and KG on the fees for the following year are paid.
- b) A re-registration fee of 200 USD will be charged for those who do not pay the deposit by the due date.

## 7. YEAR GROUPS

MIS uses students' dates of birth to place them in the appropriate Year Group. 1 September is the boundary date. Students born between 1 September of one year and 31 August of the following year are usually grouped together but parents of August-born children may choose if they would like their children to be the youngest in the Year Group (the standard arrangement) or the oldest in the Year Group below.

### *Year Groups and Ages*

| Division    | Section       | Year-Group   | Age           |        |       |
|-------------|---------------|--------------|---------------|--------|-------|
| Primary     | Lower Primary | Nursery      | 3-4           |        |       |
|             |               | Kindergarten | 4-5           |        |       |
|             |               | Year 1       | 5-6           |        |       |
|             |               | Year 2       | 6-7           |        |       |
|             | Upper Primary | Year 3       | 7-8           |        |       |
|             |               | Year 4       | 8-9           |        |       |
|             |               | Year 5       | 9-10          |        |       |
|             |               | Year 6       | 10-11         |        |       |
|             |               | Secondary    | Middle School | Year 7 | 11-12 |
|             |               |              |               | Year 8 | 12-13 |
| Year 9      | 13-14         |              |               |        |       |
| High School | Year 10       |              | 14-15         |        |       |
|             | Year 11       |              | 15-16         |        |       |
|             | Year 12       |              | 16-17         |        |       |
|             | Year 13       |              | 17-18         |        |       |

## 8. CLASSES

There are three Homeroom classes in almost all Year Groups and they are all of equal standing with a mixture of boys and girls, cultural backgrounds and levels of ability.

Students are allocated to Homeroom classes by the Admissions Team, comprising the Admissions Officer, Principals and Teachers. They consider academic and social issues carefully. Parents are not able to request admission or transfer to particular classes. Our standard class size is 20 though in exceptional circumstances additional students are accepted. There are fewer than 20 students in most high school classes.

Some subjects are taught in different groups, especially in the High School. These groups are decided through a process of consultation with students and parents.

## 9. A CAMBRIDGE AND WASC SCHOOL

The Curriculum at MIS from Year 1-13 is built on the Cambridge international Curriculum. We are accredited to offer this curriculum and we are a recognised Centre for Cambridge examinations: Primary and Secondary Checkpoint, IGCSE, AS and A Levels.

CIE is part of Cambridge University in the UK, ranked second in the World University Rankings for 2018. There are over 10,000 Cambridge Schools in 160 countries. It is the most widely recognised international English language curriculum.

In addition, MIS is fully accredited by the Western Association of Schools and Colleges (WASC), an accrediting commission for schools in the United States of America. This is a unique combination of accreditations and it means that our students have the 'best of both worlds'. Our high school students graduate with a certified diploma, equivalent to a diploma of regular high school in the United States and receive a world-renowned AS/A level qualifications from Cambridge, which are highly valued by the most prestigious universities in the world.



## 10. THE MIS CURRICULUM

### Early Years

Before Year 1, our curriculum follows The Early Years Foundation Stage from England. The Early Years comprise Nursery (age 3-4) and Kindergarten (age 4-5) where children are guided to develop in the following areas of learning:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Young children learn best through play, music and arts in the rich and stimulating MIS environment. In Kindergarten, an emphasis will be placed on learning phonics as a lead up to reading.

## Lower Primary

Lower Primary consists of Year 1 (ages 5-6) and Year 2 (ages 6-7). Here the focus is on learning to read and the Oxford Reading Tree is our central reading scheme. In Year 1 and 2, children begin their journey through the Cambridge International Curriculum in English, Maths and Science with their Homeroom teacher who also teaches Social Studies. Specialist teachers provide enriching lessons in Art, Music, PE and ICT. Myanmar Language and Social Studies are a core part of the curriculum for everybody.

## Upper Primary

Upper Primary is from Year 3 to Year 6, ages 7-11 where we continue through the Cambridge International Curriculum, taking Progression Tests each year and the Checkpoint examinations in Year 6.

Again, students learn English, Maths and Science from the Cambridge Curriculum with their Home Room teacher who also teaches Social Studies. Specialist teachers provide enriching lessons in Art, Music, PE and ICT. Myanmar Language and Social Studies are a core part of the curriculum for everybody.

## *Primary After-School Programme*

Students may choose from a wide range of sports, arts, music, ICT and other activities that take place on Tuesdays or Thursdays. Participation is voluntary but students are strongly encouraged to attend as many as possible. Our staff are ready to share their interests and enthusiasms!

## Middle School

All MIS students in Years 7-9 participate in a broad and balanced curriculum of study. Particular emphasis is placed on English, Mathematics and Science through the Cambridge Secondary 1 Curriculum, with Year 9 students sitting Checkpoint examinations in the three subject areas at the end of Year 9. Social Studies covers world history and geography with a local flavour.

Myanmar Studies, Art, Music, ICT and PE continue to be important subjects for all students.

All subjects are taught by specialist teachers and students move from room to room throughout the day.

Modern Foreign Languages are introduced in Year 7. Students take one language from the following list, though students who need English as an Additional Language support are usually withdrawn from this subject.

- Korean
- Mandarin Chinese
- Myanmar Language
- Spanish

These courses are introductory, additional language programmes, not designed for native speakers.

## Middle School Electives Programme

In addition to the MIS core curriculum, students are offered a variety of elective courses to provide them with a well-rounded and engaging learning experience. Electives will be held on Fridays during periods 7 and 8. Like all other scheduled classes, attendance and participation is mandatory and will be assessed at the end of each semester with an Outstanding, Pass or Fail grade. In order to graduate, students must earn at least a Pass grade for each semester's elective.

*In 2018-2019, students have an opportunity to choose the following Electives courses:*

| MIDDLE SCHOOL ELECTIVE COURSES 2018-2019 |                        |                          |
|--|------------------------|--------------------------|
| Comic Books                              | Drama                  | HTML                     |
| EAL                                      | Chess                  | Cooking Aussie Style     |
| Microscopy                               | Indoor & Outdoor Games | Robotics                 |
| Myanmar Poetry and Prose                 | Photography            | Yearbook                 |
| Dance and Zumba                          | Hakan Ball             | Oil and Acrylic Painting |
| Yoga                                     | Talkative Topics       |                          |

## High School

### Year 10 and 11: IGCSE

The International General Certificate of Secondary Education (IGCSE) is an internationally recognized educational programme developed by Cambridge International Examinations board (CIE). IGCSE is the most popular qualification for 14-16 years old students in the world today, and Cambridge IGCSE is recognized by universities and employers worldwide.

*The following IGCSE courses are offered in 2018-2020*

| COMPULSORY                  | GROUP 1        | GROUP 2                  | GROUP 3            |
|-----------------------------|----------------|--------------------------|--------------------|
| English FL/SL               | History        | Business Studies         | Computer Science   |
| Mathematics                 | Geography      | Additional Maths         | Literature         |
| Physics                     | Sociology      | Travel and Tourism       | Mandarin Chinese   |
| Biology                     | Drama          | Environmental Management | Food and Nutrition |
| Chemistry                   | Art and Design | Music                    | *Myanmar Language  |
| Physical Education*         | *EAL           | *EAL                     | *EAL               |
| <i>*Not an IGCSE course</i> |                |                          |                    |

### *Years 12 and 13: A Levels and the USA High School Diploma Programme*

The Cambridge International Advanced Level (A Level) is an internationally renowned pre-university qualification that requires deep study of three or four subjects for two years. Advanced Subsidiary (AS Level) examinations are taken at the end of the first year of study. High grade passes at A Level enable entry to elite universities all over the world.

All AS and A Level students are able to achieve sufficient credits to be awarded the MIS High School Diploma, accredited by the US Western Association of Schools and Colleges (WASC). The MIS WASC Diploma is recognised as an entry qualification by many universities in the US, Asia and the world.

If students follow a diverse range of subjects at A/AS Level and pass our courses in Global Perspectives and Thinking Skills they can also achieve the Cambridge Advanced International Certificate of Education (AICE) Diploma, a prestigious high school group award that emphasises the value of broad and balanced study. Alongside in-depth understanding of a variety of subjects, students also need to master a broader range of skills critical for success in university study and employment.

*The choice of subjects for 2018-2020 is as follows:*

| COMPULSORY                               | GROUP 1               | GROUP 2        | GROUP 3         |
|--|-----------------------|----------------|-----------------|
| Thinking Skills AS                       | Biology AS/A          | Chemistry AS/A | Physics AS/A    |
| Global Perspectives AS                   | Accounting AS/A       | Business AS/A  | Economics AS/A  |
| Mathematics AS/A or Applied Mathematics* | English Language AS/A | Sociology AS/A | Psychology AS/A |
| Physical Education*                      | Computer Science AS/A | IELTS*         |                 |
| <i>*Not an AS/A levels course</i>        |                       |                |                 |

### *Secondary After-School Activities*

After-school clubs are optional activities that give the students an opportunity to enrich their learning and practical skills even further. The programme includes a range of sports such as Basketball, Football and Volleyball along with 'Brighter Tomorrow' charity group, Model United Nations (MUN), Scholars' Cup team and other clubs. Sports clubs offer the students an opportunity to compete with other international and local teams in Yangon and Model United Nations and Scholars' Cup members have a chance to participate in a local and an international conference. Possibilities are based on students' interests and teachers' availability.

## Educational Visits

The goal of our Educational Visit programme is to expand the learning process beyond the classroom by providing the opportunities for the students to make connections between the concepts learned in the class and the outside world. Students may go to cultural, historical, entertainment or business establishments in the local area. These trips are organised by staff members and may include parental chaperones.

Safety is the top priority. Risk assessments are carried out and parents are required to sign consent letters and provide up to date medical and dietary information.

School rules will apply during all field trips and students are expected to be good ambassadors for the school.

Residential experiences are offered, including the Middle School and High School Week Without Walls programmes. In Years 7-9 trips are organized within Myanmar while the High School programme includes international opportunities.

The costs of the educational visits are not included in the student's tuition fees. Middle School students are, however, required/expected/strongly encouraged to attend their WWW trip each year and there will be no middle school classes in school that week as the teachers will be on the visits.

## 11. MIS HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate, the student must achieve a minimum of 15 IGCSE level (or equivalent) credits, 7 A-level (or equivalent) credits and two extra-curricular credits offered through the Electives programme and/or other verified extra-curricular courses.

All students will take a core of compulsory subjects and choose one subject from each of the three options groups.

Each of the IGCSE level subjects is a TWO credit course with the exception of PE (ONE credit). Students requiring EAL assistance can choose to receive EAL support in up to two subject group blocks. One EAL block over two years will contribute ONE credit toward graduation requirements.

All A-level subjects are available either as a single credit (AS or alternative, one year) or double credit (A levels, two years) course with the exception of Global Perspectives (single credit only). PE contributes one credit over the two years (12 and 13 combined).

| Credits required for graduation |           |
|---------------------------------|-----------|
| IGCSE level credits             | 15        |
| A-level credits                 | 7         |
| Extra-curricular credits        | 2         |
| <b>Total</b>                    | <b>24</b> |

## Types Of High School Diploma

The graduating students will receive their High School Diploma with either Distinction, Merit, or at a Pass level. Type of the diploma awarded depends on the collective number of points earned in the last two years of high school study, in years 12 and 13. The table below explains the points awarded for each grade.

| DOUBLE CREDIT STUDY (TWO YEARS) |        | SINGLE CREDIT STUDY (ONE YEAR) |        |
|---------------------------------|--------|--------------------------------|--------|
| GRADE                           | POINTS | GRADE                          | POINTS |
| A*                              | 140    | A*                             | 70     |
| A                               | 120    | A                              | 60     |
| B                               | 100    | B                              | 50     |
| C                               | 80     | C                              | 40     |
| D                               | 60     | D                              | 30     |
| E                               | 40     | E                              | 20     |

### *High School Diploma with Distinction:*

Awarded to students with a score of 360 points or above

### *High School Diploma with Merit:*

Awarded to students with a score between 250 and 359 points

### *High School Diploma at Pass level:*

Awarded to students with a score of between 140 and 249 points

## 12. HOMEWORK

Homework is set by teachers to help students become independent learners, to further their understanding and knowledge and to help them develop their organizational skills. Students are expected to complete all homework assignments thoroughly and on time. Homework for Years 1 & 2 should take no more than 30 minutes. Years 3-5 could have up to an hour of homework per night. Older students may have 1.5 hours plus of homework per day. Every student is different, and works at a different speed, so the actual time may vary.

We recommend that every child spend some time reading every day. Reading is an essential part of learning and as such should be an integral part of every child's life.

### 13. ASSESSMENT, REPORTS AND TARGETS

---

Students' work is assessed day-to-day and regular oral and written feedback pinpoints what has been done well and what the student needs to do next to improve. Students and parents should reflect on this feedback and students are expected to learn from it.

Myanmar International School follows Cambridge assessment standards and student achievements are reported quarterly and by semester (in the high school). There will be three parent-teacher conferences during the school year. These conferences will be held a week after the end of each of the first three quarters.

The reports will include comments on every child's academic progress as well as his/her social skills and study habits. During parent-teacher conferences, parents can expect to see samples of their child's work, achievement records, hear about his/her strengths and areas which need improvement, general behavior and adjustment to school.

From Year 3, all MIS students have targets for their achievement in the end of year examinations based on the prior attainment. If the School has concerns about a student's academic performance, parents will be involved at an early stage and interventions will be made to get the student back on track.

### 14. ATTENDANCE AND PUNCTUALITY

---

Good attendance is closely correlated to high levels of achievement. We expect MIS students to maintain 95% attendance. This is not exceptional. It equates to one day off per month or nine per year. 100% attendance is a realistic target for healthy young people. Holidays during term time will not be authorised by the School and we expect medical, dental and other appointments to be made out of school time. Of course, we understand that this is sometimes impossible.

If your child is sick and needs to stay at home please email the School before 9am: [info@mis-edu.com](mailto:info@mis-edu.com)  
Please try not to use the telephone for this.

If your child needs leave of absence for another reason, please send a written request (on paper) to the appropriate Principal in advance whenever possible.

If a child is absent and no notification has been received the School will call you on the first day to enquire as to the reason.

The School will authorise absence for sickness and for unavoidable personal reasons but other absence will be recorded and reported as Unexcused.

Parents of students with persistent absence will be asked to come to School to discuss the problem.

Punctuality is a sign of a good attitude and of respect for the School. We expect all students to be in their Home Rooms by their given start time every day. Traffic in Yangon is always very challenging but we do not accept this as an excuse for late arrivals. Students who are late regularly will receive a sanction and parents will be invited into School to discuss how the problem will be solved.

| Students' start and finish times  |  |
|---|--|
| Nursery   | 8:45 am-11:45 am (Morning Group)<br>12:30 pm-3:15 pm (Afternoon Group) |
| KG and Year 1   | 8:30 am - 2:15 pm  |
| Years 2 to 6  | 8:30 am- 3:15 pm*  |
| Years 7 - 13  | 8:30 am-3:30 pm*   |
| <i>*Every Wednesday, primary and secondary students are dismissed at 2:45 pm and a staff meeting is held.</i> |  |

Students from Year 3-13 who arrive after 08:30 must sign in late at the Reception desk. They will be given a slip which they must produce to be allowed into class. Failure to do this might result in a phone call home asking where the child is. There is a weekly detention for secondary students who are late.

## 15. STUDENTS' HEALTH

When completing the application for admission parents must verify that their children are in good health. Parents must also agree to give the school the authority to send a student for appropriate medical treatment in case of an emergency. This treatment would be at parents' expense.

If a child had a communicable disease, a physician's statement regarding his/her recovery and condition may be required on their return to classes.

The child who has a fever or any contagious sickness should stay at home until fully recovered.

If children are well enough to be at school they are normally healthy enough to participate in physical education classes and other normal school activities. In case the child needs to forgo physical education classes for a period of time, the parents need to provide written medical statement specifying the reasons for such exemption.

If a child feels sick, they will be sent to the MIS clinic for medical evaluation. If warranted they may be sent home at the discretion of the teacher and the section Principal.

The school will provide first aid to minor cuts, scratches etc. In the unlikely event of a more serious accident the parents or person listed on the application as the emergency contact will be informed promptly. Because of this, a parent must notify school of any change in telephone numbers.

The teacher, nurse and/ or administration must be informed if a child is required to take prescribed medication during school hours. Any such medicine must be kept and administered at MIS clinic with the assistance of the nurse. Students are not allowed to have any drugs in their possession on the school grounds.

## 16. DROPPING OFF AND PICKING UP

Children should not arrive before 8:00am and should depart by 3:45pm so that they are appropriately supervised. If for some unforeseen reason parents anticipate being late, we ask you to inform the school, so that your child won't be concerned and we can make arrangements to look after them. However, as a courtesy, we ask parents or drivers to be prompt in picking up the children.

### Safety Regulations

We have planned these regulations to ensure the SAFETY of our children. With this as our primary concern we ask you and your drivers to follow the rules listed below. PARENTS ARE RESPONSIBLE FOR INFORMING THEIR DRIVERS OF THESE RULES. We believe that everyone's cooperation with these rules will result in the smooth flow of traffic and the safety of our students.

- Follow the directions of the MIS staff directing traffic at all times.
- Please be patient and do not use your horn at any time!
- Drive very slowly on the lanes leading to and from school and always be alert for children.
- When school is in session, parking is limited to Pyin Nya Waddy Street or Sittaung Street next to our covered play area. No parking is available on the School Campus.
- DO NOT pass other cars waiting in line on Pyin Nya Waddy Street. Please be patient and wait for your turn.
- When cars are entering the MIS campus, please drive very slowly. There will be staff members there to assist the children. Please do not allow your drivers to leave the car to help the children. This slows down the process and may block traffic.
- Please enter and exit through the signed gate.
- Stay in your lane.
- Take extreme care to check for children crossing between school and the outside lane.
- If your child is at the main entrance he/she must get into the car as quickly as possible to allow the next car to come in.
- If your child is not at the main entrance the car must leave the campus and go to the back of the queue on Pyin Nya Waddy Street.

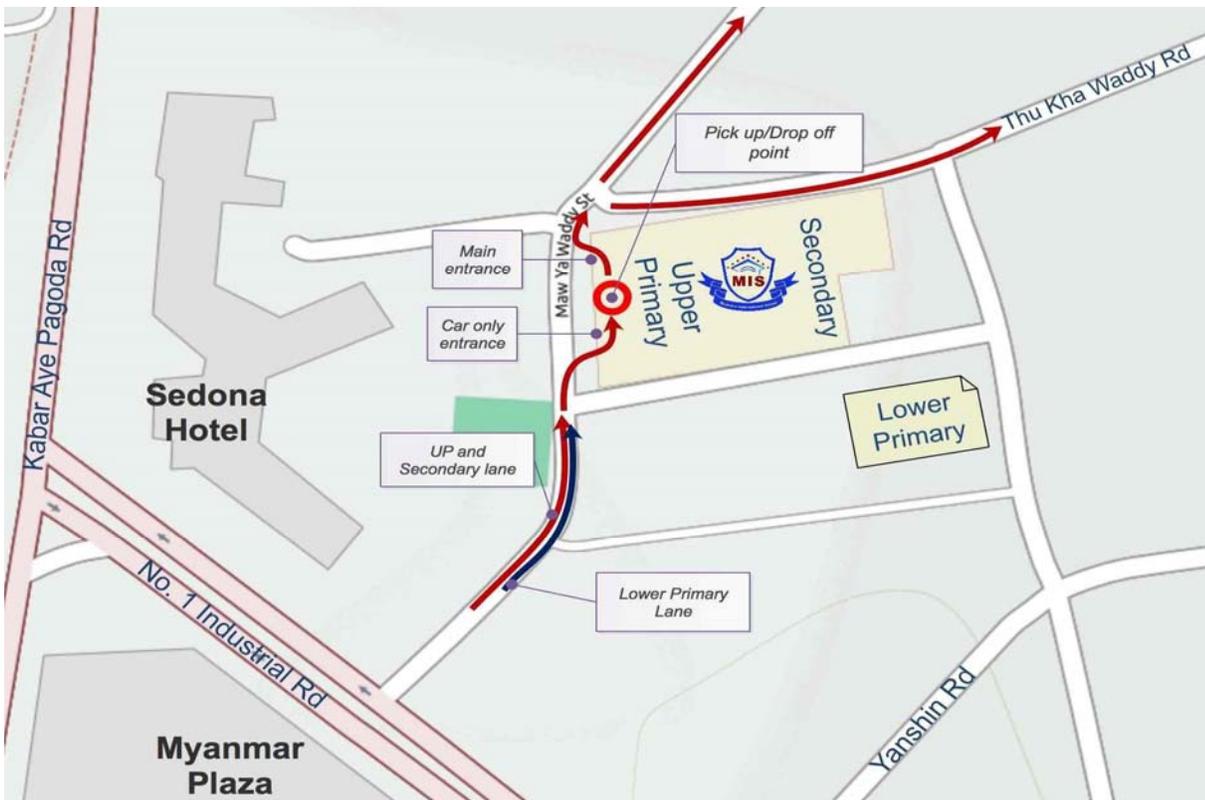
**PLEASE REMEMBER THAT CARS DO NOT HAVE THE PRIORITY AT MIS, CHILDREN DO**

Drivers that do not follow our regulations may be banned from the MIS grounds.

*Route: Lower primary students with or without siblings in Upper primary or Secondary*



*Route: Upper primary or Secondary students only*



## 17. WALKING HOME AND TAKING TAXIS

---

Primary students must be collected from the School by their parent or their parents' appointed representatives.

Secondary students may leave the School at the end of the day independently with the following provisions:

- They have a pass from the School that they show at the gate. Without the pass they will not be allowed to leave independently. Passes will only be provided when parents make a request in writing.
- They wear their school uniform properly when off site as this is when they are representing the school.
- They do not enter premises where alcohol is served
- They do not smoke cigarettes.
- They conduct themselves in ways that bring credit to the School.

Students who breach these regulations will not be allowed to leave independently.

## 18. LEAVING THE SCHOOL CAMPUS

---

Students are not allowed to leave the school premises during school hours without Principal's permission. The Principal will only give permission to leave the school grounds with the parent's approval. The student must leave a signed gate pass form at the Security Gate before he/she is allowed to leave campus.

## 19. BEHAVIOUR

---

This policy applies on the school campus, at all school activities, on school transport and to issues between students at the School stemming from the misuse of technology no matter where students were located when the offence took place.

### *Students' Rights*

- To be safe and feel safe
- To be respected
- To learn
- To make a positive contribution

### *Students' Responsibilities*

- To behave safely
- To respect others, the school and the environment
- To help others to learn
- To use your talents to benefit others

## *The MIS Student Code of Conduct*

- We treat each other with respect
- We look after each other and show we care
- We look after our School and the things in it
- We work together to help each other learn
- We talk through our problems to find solutions
- We follow instructions so our school is a happy and safe place to be

## *Rewards*

All members of staff use praise, encouragement and reward to re-inforce students' success in following the Code. Positive recognition should be three times as evident as negative comments about behaviour. Display should be used to inform students about their behaviour. In Years 1-9 Class Dojo is used as the means of logging and displaying positive recognition and minor behavioural infringements (see consequences below).

## *Consequences*

When children display unacceptable behaviour we respond by issuing them with appropriate consequences which teach them that their actions have an impact on themselves as well as others. The purposes of consequences are:

- To repair the damage that has been done.
- To restore damaged relationships.
- To deter future offences.
- To demonstrate that the school has high standards that apply to everyone.

## *Our formal consequence system has the following steps*

### **Step 1** "Verbal Warning"

### **Step 2** Loss of break

- Issue Dojo "needs work" point (Y1-9)
- Consider moving within the class

### **Step 3** Consider sending to a buddy class or to Principal

- Refer to senior member of staff
- Record on Connect
- Parents informed by the teacher
- Loss of two breaks

### **Step 4** Send to Principal

- Principal considers internal suspension/exclusion
- Record on Connect
- After school detention on Wednesday
- Parents informed

Parents will be kept informed of all incidents from step 3. The member of staff who experienced the incident should inform the parents. They will be required to attend meetings after inclusion and exclusion have been used as consequences.

Repeated or extreme behaviour will result in suspension and, ultimately, to expulsion from the School.

## 20. ANTI-BULLYING POLICY

---

### Definition

Bullying means any pattern of written or verbal expression or physical or electronic gesture that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student based on power imbalance. This can happen on school campus, school sponsored activities or events (regardless of the location), on school provided transportation, or technology or that otherwise created a significant disruption to the school environment.

### Reporting

All victims and reporters of bullying will be treated with the utmost respect, sensitivity and discretion.

All victims and witnesses should report bullying whenever they see any of the school community harming another member to:

- any member of staff either in person
- send an email to bullying at [bullying@mis-edu.com](mailto:bullying@mis-edu.com) (please specify what you saw, who was involved, where it took place, when and any other relevant details)
- bully box (please specify what you saw, who was involved, where it took place, when and any other relevant details)

### Investigation

All members of staff are required to report bullying to the homeroom teacher. The staff will specify what was seen, who was involved, where it took place, when and any other relevant details. If a pattern is identified, the homeroom teacher will investigate the situation by speaking to the parties involved (students and teachers). If the homeroom identifies the situation as bullying, he or she will contact the principal and school counselor via email.

### Response

#### *Responding to the bully:*

**Minor Bullying** – can include restriction of privileges and activities, notification to parents and daily report/behavior card

Moderate Bullying – can include conference between teacher(s), students and parents including BPP (behavioral probation plan), further restriction of privileges and activities, daily incident on academic report card, internal suspension and fixed term exclusion of up to three day.

**Severe Bullying** – can include all of the above and longer fixed term exclusion and expulsion.

### *Responding to the victim:*

Provide appropriate and relevant guidance support, including the principal and counselor as necessary.

### **Learning lessons**

School procedures will be reviewed after bullying incidents to identify how future incidents can be prevented.

### **Training and Preventative Education**

Anti-bullying will be a part of the health curriculum in all grade levels. All staff will be educated and sign the anti-bullying policy at orientation.

## **21. MOBILE PHONES AND ELECTRONIC DEVICES**

---

Primary students are not allowed to bring mobile phones or electronic devices to School. If they are seen they will be confiscated and returned to the child at the end of the day. From time to time, teachers might inform parents that such items may be brought to School for a specific purpose.

Secondary students are allowed to bring mobile phones and electronic devices to school with the following rules applying. During lesson and Home Room times they are to be in pockets or bags and switched off. If seen during these times they will be confiscated and returned to the child at the end of the day. Students are forbidden to access inappropriate material or to use their devices in ways that breach the School Code of Conduct or the Acceptable Use of ICT policy. Such breaches will be considered serious behavioural issues.

From time to time, teachers might allow students to use their devices in class for specific purposes and for a limited time.

The School will not be responsible for the loss or damage of any electronic devices brought into School.

## **22. ACCEPTABLE USE OF COMPUTERS AND INTERNET POLICY**

---

MIS computer system and Internet access are for educational purposes only.

### *Unacceptable use of the system or Internet includes:*

1. Accessing or posting any material that is pornographic, encourages violence or is anti-social
2. Any form of online bullying
3. Posting any false, private or hurtful material
4. Vandalizing postings of other people
5. Accessing restricted areas or personal files or social networking sites (eg. Facebook) without permission
6. Establishing unauthorized online contacts
7. Violating copyright laws and plagiarizing work
8. Conducting business transactions
9. Failure to follow established MIS Internet procedures
10. Disrupting the operating system by any means whatsoever

Failure to follow this policy may result in the loss of use of school computers and Internet; in serious cases, the student faces the risk of suspension or expulsion from the school.

## 23. CARE OF SCHOOL BOOKS, EQUIPMENT AND PROPERTY

---

Our textbooks are valuable and an important component your educational experience. Please help us take care of them.

MIS will provide textbooks to the students from Year One to Year Thirteen. No illegally photocopied books are permitted to be used. The students are required to write their names in the front of the books in ink and they are responsible for the care of the books checked out to them. At times books will be taken home to help students complete their homework. All books must be returned at the end of the year or when a student leaves MIS. Students who lose or damage books must pay for the replacement cost including shipping.

Students should similarly take good care of all school property and equipment entrusted to them in School or to use at home. They will be charged for deliberately or negligently damaging school property or equipment.

## 24. SCHOOL UNIFORM

---

Wearing the School Uniform proudly is a sign of a good attitude. The Uniform creates a strong image and a sense of pride and togetherness. It reduces any feelings of difference between students and encourages them to value each other equally.

All students must wear black leather shoes with black socks, except for the Primary girls whose socks are white. Grey trousers, skirts or skorts supplied by the School are compulsory in all year groups.

Students must also wear the school shirt, and either a school cardigan or jumper may also be worn. These items are available in the school. The colours are red for primary and blue for secondary.

The full PE kit is to be worn on PE days or students may change before and/or after PE. The PE kit and Uniform should not be mixed.

Long hair should be tied back. No extreme styles or colours are allowed.

Secondary students may apply a small amount of make up.

## 25. TUITION

---

MIS staff are not allowed to tutor students with whom they work in class. Tutoring other MIS students must be approved by the appropriate Principal.

## 26. THE SCHOOL LIBRARY

---

The mission of the MIS Library is to promote a life-long love of reading and ensure that students and staff are effective users of information.

To accomplish this mission the MIS library provides:

- A peaceful, welcoming environment where students may study, conduct research, browse and checkout books, or read during their free time.
- Guidance in the use of technology, materials and resources.
- Access to thousands of fiction and non-fiction books students may checkout and bring home to read.
- Access to a large collection of reference books, encyclopedias, and periodicals students may use within the library for out of personal interest or for research projects and papers.
- A designated library period each week for lower primary students during which time children listen to stories, read independently and with partners, work on book-related projects, and checkout books.
- A designated time each week for upper primary students during which students may checkout books, work on research projects or read under the direction of their homeroom teacher.
- A space where teachers may bring a class of students to work on special projects.
- The MIS also implements school-wide contests and events that promote literature and a love of reading and books. In addition, the school librarian assists teachers by selecting books and learning resources according to the needs and interests of their students.

### Library Hours

The library is open Monday to Friday from 8:30 until 3:45. Students are welcome visit the library to read, study, conduct research, return and checkout books during their free time. Students may also use the library during class time with permission from their teacher.

### Library Rules

- All the students are members of MIS School Library and may borrow as many books as they like during the school year. However, Primary students are limited to borrowing one book at a time and Secondary students are limited to borrowing two books at a time.
- Students may borrow new books as soon as they return the book(s) they have borrowed.
- Students are responsible for the books they borrow and must pay for the repair of books damaged in their care.
- Students must pay for the cost to replace lost books including shipping fees.
- Reference books, journals and periodicals are to be read in the library and are not to be checked out.
- Students are responsible for all personal items brought into the library. Eating and drinking is not permitted in the library building.

## 27. HOW CAN PARENTS\* HELP THEIR CHILDREN DO WELL AT MIS?

The best learning environment for students occurs when parents, teachers, and children work together in unison. This is even more important for parents of students living in an overseas setting.

If the parent(s) who normally care for the child plan to leave Yangon while their child attends MIS they need to notify the school in advance and inform the school who will be taking care of their child.

Parents should be role models for their children. Remember, your child will follow your example not your advice.

Experience has taught us that parents help their children to be happy and successful at School when they do:

- Have high expectations of the child
- Ensure the child gets enough sleep
- Provide a healthy diet
- Insist on good attendance and punctuality
- Get the child to school on time
- Show love and support for the child as a unique and precious individual
- Take an interest in school, “What did you learn today?”
- Listen carefully to any concerns and take them seriously
- Supervise homework
- Contact the school about any concerns
- Work with the staff to find a solution, listening to both sides of the story
- Reward effort and progress
- Encourage other interests such as sport, music and drama
- Share information about the child’s health or wellbeing

And when they don’t

- Compare the child to others
- Pile on unreasonable pressure
- Expect unreasonable amounts of time to be devoted to study and tuition
- Automatically believe that the child is in the right, or in the wrong
- Do the homework or get the tutor to do it
- Use physical punishment
- Accept excuses for not doing school work

\*We use the word parent to mean any adult with parental responsibility.

## 28. CONTACT US

---

Please contact your child’s teacher via Class Dojo if you need advice about your child’ learning. For other issues, please contact the School switchboard on 01-558115-8 or email [info@mis-edu.com](mailto:info@mis-edu.com)

### Visiting School

We encourage our parents to contact MIS when they have questions about the school. If an appointment to meet a teacher is needed, please contact the office at 01-558115/116/117/118 during the office hours 8:00am-4:00pm during weekdays. Visitors must check in at the School Gate and Reception before visiting a classroom or a teacher and wear a visitor’s pass during the visit.

Please do not attempt to meet teachers without an appointment at the beginning or end of the School Day to discuss any significant issues. Please make an appointment so that we are able to give you proper attention.

Drivers, nannies or parents bringing lunches or other items for children should leave them at the reception area.

## Home Room Teachers

| PRIMARY          |                     |
|------------------|---------------------|
| <i>Home room</i> | <i>Teacher</i>      |
| Nursery-AM       | Thida Oo            |
| Nursery-PM       | Thida Oo            |
| KG-A             | Theint Nandar Khine |
| KG-B             | Nang Mo Kham        |
| KG-C             | Ngu War War Htut    |
| 1A               | Shamima Davids      |
| 1B               | Rachel Peraz        |
| 1C               | Jyoti Rawal         |
| 1D               | Zsuzsanna Kisantal  |
| 2A               | Shelly Renee Leen   |
| 2B               | Nailah Saeed        |
| 2C               | Karla Teresa Tulio  |
| 3A               | Joey Borja          |
| 3B               | Nelarose Steel      |
| 3C               | Cory Callin         |
| 4A               | Rosie Nay           |
| 4B               | Charles Cowan       |
| 4C               | Tony Harris         |
| 5A               | Leonida Ramos       |
| 5B               | Melissa Spitz       |
| 5C               | Christopher Kaiser  |
| 6A               | Mehran Manshadi     |
| 6B               | Widuri Mustakim     |
| 6C               | Kory Thein          |

| SECONDARY        |                      |
|------------------|----------------------|
| <i>Home room</i> | <i>Teacher</i>       |
| 7.1              | Ana Pabelina         |
| 7.2              | Edmer Torre          |
| 7.3              | Joseph Krivit        |
| 8.1              | Cathy Kean           |
| 8.2              | Christian Parkinson  |
| 8.3              | Paulas Piera Elauria |
| 9.1              | Maria Liza Valero    |
| 9.2              | Hakan Mapolar        |
| 9.3              | James Elkins         |
| 10.1             | Dylan George Perkins |
| 10.2             | Imran Bin Hamidon    |
| 10.3             | Joseph Cobbs         |
| 11.1             | J Vanitha            |
| 11.2             | Clive Bryan          |
| 11.3             | Nidhi Sharma         |
| 12.1             | Monja Mckay          |
| 12.2             | Chloe Burns          |
| 13               | Roger Lovett         |

## 29. CHANGE OF CONTACT DETAILS

---

It is vital that parents inform the School of any change of address, phone numbers and email addresses so we can contact you.

## 30. COMPLAINTS PROCEDURE

---

### Policy Statement

It is in everyone's best interests in our school and community to communicate well with one another and to ensure that any concerns and complaints are dealt with as quickly and appropriately as possible. In addition, concerns and complaints brought to the attention of the school can be an opportunity to inform, review and help improve school procedures.

This policy has been developed after consulting:

- Complaints Policy Working Group, consisting of headteachers and local authority representatives in the UK
- Department for Education (DfE) School Complaints Guidance
- Best practice from other local authorities in the UK

### Aims and principles of the policy

#### *This policy aims to:*

- Encourage the resolution of concerns and complaints by informal means wherever possible
- Ensure that concerns are dealt with quickly, fully and fairly and within defined time limits where possible
- Provide effective and appropriate responses to concerns and complaints
- Maintain good working relationships between the school and all those involved

All staff and parents at the school are made aware of this complaints policy and any other policies that may be inter-related (eg Behaviour, Health & Safety etc).

### Summary

1. This policy sets out the procedures, which Myanmar International School will follow whenever it receives a complaint.
2. In all cases where the complaint directly concerns the school's senior leader, the nominated teacher in the first instance will investigate the complaint.

## Monitoring and recording complaints

At all stages of the complaints procedure the following information should be recorded:

- Name of the complainant
- Date and time at which complaint was made
- Details of the nature of the complaint
- Desired outcome of the complainant
- How the complaint is being investigated (including written records of any interviews held)
- Results and conclusions of investigations
- Any action taken
- The complainant's response
- Record of any subsequent action if required

### *Definition*

Problems inevitably arise in a complex organization like a school and they are usually resolved quickly and happily. When somebody believes that the issue that is causing them concern is not being addressed satisfactorily they identify that they wish to complain. This is when an issue or concern becomes a complaint.

### *Upholding or not upholding complaints*

At each stage of the complaints procedure the conclusion will be either:

1. That the complaint is upheld (in part or full) and where appropriate some form of action is taken OR
2. That the complaint is not upheld and reason(s) for this, where appropriate, are clearly given

In the first instance of receiving a complaint it may be appropriate to resolve the issue by offering to the complainant one or more of the following:

- A definitive response
- An explanation of events
- A recognition that the situation could have been handled differently or better
- An explanation of the steps that have been taken to try to ensure that it will not happen again. However, this must not include any information or detailed action taken involving a member of staff
- An undertaking to review school policies in light of the findings of the complaint

The complainant may choose to take no further action or take their complaint to the next stage.

## The Stages of the Complaints Process

### *Stage 1*

Somebody raises and discusses their issues with the member of staff concerned. Most concerns can be resolved satisfactorily at this stage. However, the staff member may feel it more appropriate to refer the person to a more senior or experienced member of staff who will try to resolve the concern informally. Alternatively, the person with the concern may wish to escalate the issue and does so by saying they want to register a complaint and they become a complainant. They should be made aware of this policy at this stage.

### *Stage 2*

The complainant should be referred to the Complaints Officer and put their concerns in writing. The Complaints Officer will then investigate the concerns and respond within agreed timescales. An acknowledgement will be made of the complaint within five school working days. The Complaints Officer will respond to the issues raised within 15 school working days of receiving the complaint. If it is not possible to meet these timescales, then the Complaints Officer will contact the complainant to discuss reviewing these.

### *Stage 3*

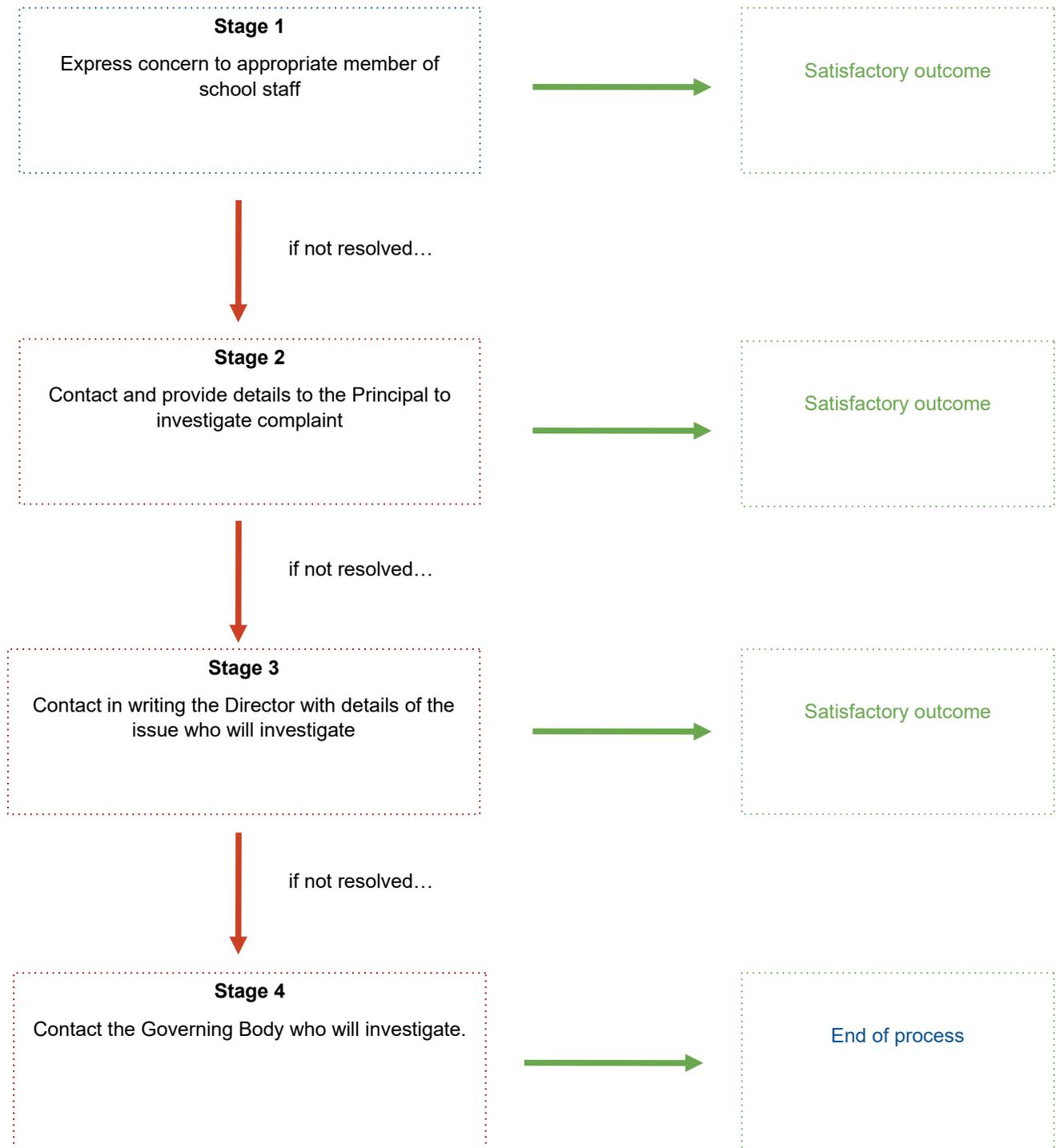
If the Complaints Officer is unable to resolve the concern to the satisfaction of the complainant, the complainant may write to the Academic Director at the school. The Director will acknowledge the complaint within five school working days and arrange an investigation into the case.

Once the investigation has been held the complainant will be informed of the Director's decision within five school working days. If it is not possible to meet these timescales then the Director will contact both parties to discuss a mutually convenient date.

### *Stage 4*

If the complainant remains unsatisfied by the outcome of the Director's decision, they may contact the Governing Body who will carry out a new investigation if there is good reason to believe this might lead to a satisfactory outcome. This will be carried out by a person with no prior knowledge of the case. This will be carried out within 15 days of the Board being made aware of the case. The decision of the Governing Body is final.

## Complaints Procedure



## 31. SAFETY AND SECURITY PROCEDURES

---

The students' safety is our top priority so we have procedures in place for a range of contingencies.

The emergency evacuation procedure will be followed in case of fire or similar hazard.

This may lead to the emergency dismissal procedure being invoked. In this case you will receive an email, text message or phone call from the school asking you to collect your child immediately. If the area in the vicinity of the School becomes unsafe we will evacuate to the Sedona Hotel, the Myanmar Plaza or similar place of safety.

In the event of an earthquake, we have a stop and drop procedure which is likely to be followed by the emergency evacuation and emergency dismissal procedures, depending on the severity of the incident.

If we experience a threat from outside the School, we have a lockdown procedure.

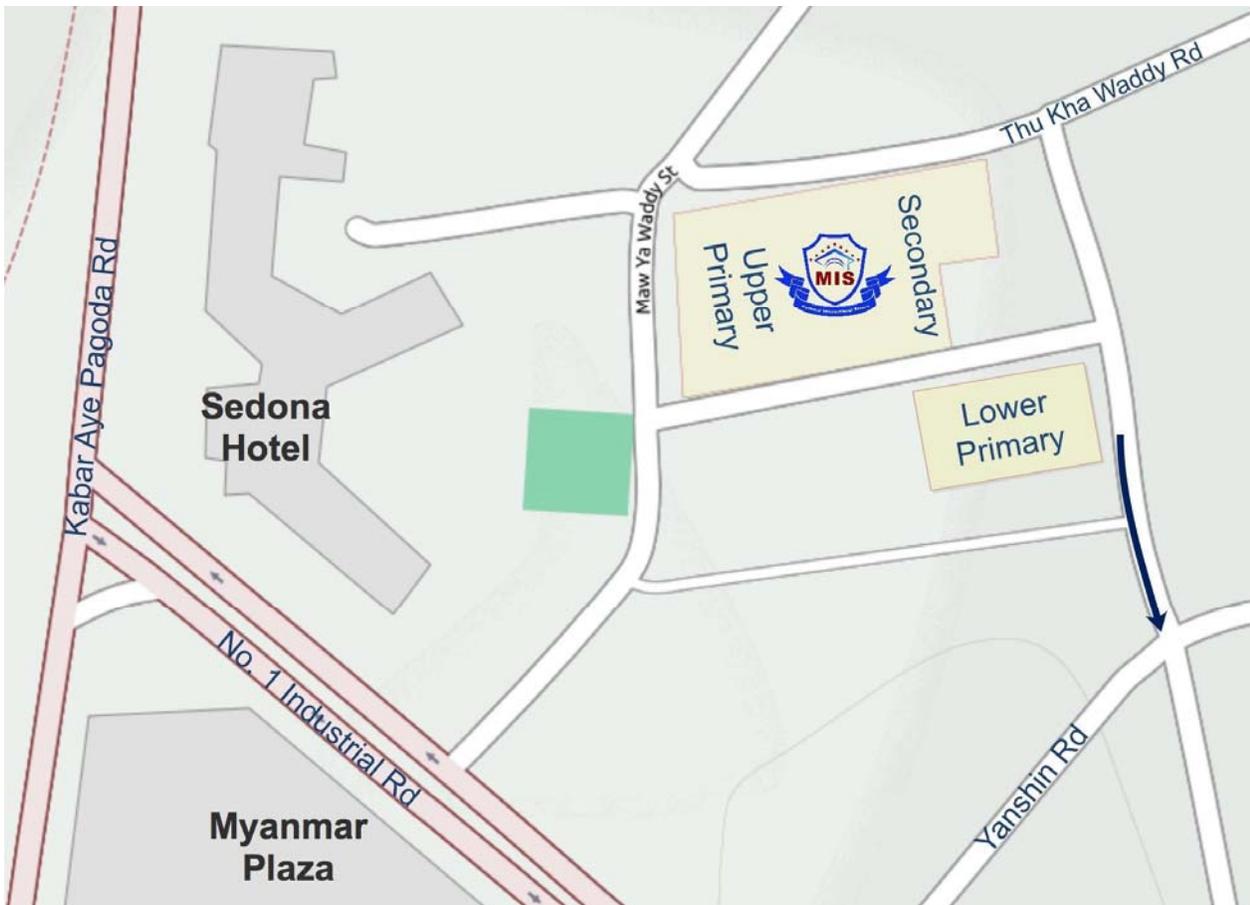
These procedures are rehearsed periodically.

## 32. SCHOOL CALENDAR FOR ACADEMIC YEAR 2018-19

---

|                       |   |
|-----------------------|---|
| August 9              | New teachers report   |
| August 13-15          | Teachers in-service (no school for students)                      |
| August 15             | New students' orientation   |
| August 16             | First day of school   |
| September 28          | Teachers in-service (no school for students)                      |
| October 19            | Quarter 1 ends  |
| October 22-26         | Thadyingyut holiday – school closed                               |
| November 2            | Parent-teacher conferences (quarter 1 reports go out)             |
| November 7            | Diwali - school closed  |
| November 16           | Sports day  |
| November 21-23        | Full moon of Tazaungmone – school closed                          |
| November 26-30        | MS/Year 10 Week Without Walls trips                               |
| December 12           | Holiday Programme   |
| December 17-January 4 | Winter holidays – school closed                                   |
| January 8 - 11        | Semester 1 examinations   |
| January 18            | Quarter 2/Semester 1 ends   |
| January 25            | Parent-teacher conferences Quarter 2/Semester 1 reports go out    |
| February 5            | MIS Chinese NY Holiday – school closed                            |
| February 12           | Union Day – school closed   |
| February 16           | International Day   |
| February 22           | Teachers in-service (no school for students)                      |
| March 4-15            | IGCSE/AS/A2 mock examinations                                     |
| March 20              | Full Moon of Tabaung  |
| March 27              | Armed Forces Day – school closed                                  |
| March 29              | Quarter 3 ends  |
| April 5               | Parent-teacher conferences (quarter 3 reports go out)             |
| April 12              | MIS Water Festival celebration (half day)                         |
| April 15-19           | Water Festival – school closed                                    |
| April 30              | Year 11-13 last day of classes                                    |
| May 1                 | Labour Day – school closed  |
| May 27-31             | Semester 2 examinations   |
| June 1                | Graduation ceremony   |
| June 11               | Last day of school (half day for students, full day for teachers) |

### 33. SCHOOL LOCATION AND MAP



#### Contacts

##### *Myanmar International School*

No 20 Pyin Nya Waddy Street,

Yankin Township, Yangon

Ph: 95-1-558115~18 Fax: 95-1-558119

Email: [info@mis-edu.com](mailto:info@mis-edu.com)

Website: <https://mis-edu.com>

### 34. AGREEMENT FORM

---

PARENTS AND STUDENTS, PLEASE READ THIS HANDBOOK, SIGN THIS SLIP AND RETURN TO YOUR SON'S OR DAUGHTER'S HOMEROOM TEACHER.

I....., parent of ..... have read and completely understand the rules and regulations my son/daughter must follow as a student at MIS. I know that my son's/ daughter's success at school requires hard work from all the staff at the school and I will support them fully. I have read and agree to follow the section on How Parents Can Help their Child do well at MIS. I also state that I will explain to my driver/drivers (and future drivers should they change) all the safety and driving regulations that apply to picking up and dropping off my son or daughter at school. I will attend all meetings regarding my son's/ daughter's progress and contact the school to make an appointment with the teachers or Leadership should I have any concerns.

Thank you for your support and cooperation.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature (Year 3 – 13)

\_\_\_\_\_  
Date: