



**SKT INTERNATIONAL
SCHOOL**

RIVERSIDE CAMPUS

SKT International School-Riverside Campus

PARENT-STUDENT HANDBOOK

BFI EDUCATION SERVICES CO., LTD.

2025-2026

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FOREWORD TO PARENTS AND STUDENTS

The purpose of the SKT-Riverside Campus handbook is to familiarize parents and students with the rules and regulations of SKT-Riverside Campus.

This handbook should be of special and immediate help to all parents and students. In the SKT-Riverside Campus Parent/Student Handbook, you will be able to find important information about the general school profile, general school information, uniform and general appearance, attendance, student code of conduct/disciplinary matters, and educational and extracurricular life at SKT-Riverside Campus.

The SKT-Riverside Campus Handbook has been prepared for students/parents/guardians and should be read before enrolling a student at SKT-Riverside Campus. All people who are concerned about a student's education are expected to have read, understood and accepted the rules mentioned in the Student Code of Conduct/Disciplinary Matters and important information. Every student and parent needs to be aware of the school rules stated in the school policy. When a parent enrolls his/her child by signing the enrolment form, his/her child becomes a student of SKT-Riverside Campus who must comply with the school rules mentioned in the SKT-Riverside Campus handbook.

SKT-Riverside Campus also needs parents and students to be aware of some new changes to our school policies. In order to keep all students safe, we must ensure that *only* SKT-Riverside Campus staff and students have access to our campus. Parents, relatives, friends, drivers, and anyone else wishing to visit our school *must* obtain a visitor's pass from our security guards or from our main office. Additionally, students are *not permitted* to have smartphones or similar devices while on campus. Smartphones are to be turned in to our Student Affairs office before school and will return at the end of the school day. With your support, we can keep our students safe and focused on their studies.

When we work together, students benefit the most. We are all dedicated to building a strong relationship with all parents and students.

We hope that the SKT-Riverside Campus Handbook will contribute to a better understanding and appreciation of our educational programs. If the handbook is kept available for ready reference, answers to numerous questions can be obtained easily.

It is the students' and parents' responsibility to know the information provided in the SKT-Riverside Campus Handbook.

GENERAL SCHOOL PROFILE

Our Vision

We aim to empower our students to join world class universities and become lifelong learners and compassionate global citizens.

Our Mission

We nurture students to become lifelong learners, responsible global citizens, and compassionate individuals through a challenging and balanced curriculum in a safe and caring environment.

Our Philosophy

Our school philosophy revolves around five pillars, each representing a core aspect of our commitment to excellence and holistic development.

1. Science and Mathematics: Building Foundations for Inquiry and Discovery

Our curriculum is designed to ignite curiosity, encourage critical thinking, and instill a passion for inquiry-based learning. We empower our students to tackle real-world challenges and contribute meaningfully to a rapidly evolving global society.

2. Technology Integration: Shaping Future Innovators

Through a dynamic and evolving technological curriculum, we prepare our students to be adaptive, creative, and ethical users of technology, positioning them as leaders in an increasingly digital world.

3. Physical Education - Sports, Games, and Events: Fostering Wellness and Team Spirit

By fostering inclusivity and providing diverse opportunities for physical activity, we aim to instill a lifelong love for fitness, teamwork, and sportsmanship, nurturing well-rounded individuals who understand the importance of a healthy lifestyle.

4. Internationalism: Cultivating Global Citizens

We strive to create a global learning environment by incorporating international perspectives into our curriculum, promoting cultural exchange programs, and encouraging an appreciation for diversity.

5. Character and Value Education: Shaping Ethical Leaders

Our curriculum places a strong emphasis on the development of moral integrity, empathy, and resilience. We aim to cultivate ethical leaders who not only excel academically but also contribute positively to their communities, demonstrating a commitment to social responsibility.

GENERAL SCHOOL INFORMATION

Contacts, SKT-Riverside Campus:

- Phone - (01)450396-7, (01)9410010-20, (09)424451186
- Office Address: No.235, Shu Khinn Thar Myo Pat Rd, Thaketa Township, Yangon.
- Working Hours:
Monday-Friday: 8:00 - 16:30
Saturday: 9:00 - 15:00

ENROLMENT

Admission Policy and Procedure

A parent planning to enroll a student at SKT-Riverside Campus must complete the student enrolment procedure. The SKT-Riverside Campus enrolment process requires seven steps:

- 1) Initial meeting of the parent/guardian with school administration to go over the SKT-Riverside Campus instructional philosophy, tuition payment, as well as a review of the school program and facilities.
- 2) The Pre-admission form must be completed
- 3) After the approval of the pre-admission form by respective school administrators, the student is given a placement test. (Fee applies)
- 4) The admission committee evaluates student placement test results.
- 5) A short interview is conducted by administration with the applicant. A decision is made based on the test results and general impression from the interview.
- 6) Completion of all student information forms.
- 7) Return of the completed forms, along with the registration fee.

Important Documents to Bring

Parents should bring the following materials to assist with the student's placement:

- Previous scholastic records from last school attended (last two years).
- A recommendation letter from the last school attended is needed.
- Evidence of date of birth or ID card, passport copy (if applicable)
- 2 photographs

Important: SKT-Riverside Campus holds the right to deny any student's application.

Admission Package

Parents/Students/Guardians receive an Admission Package that includes documents such

as the Admission Form, Tuition Fee Payment Plan, Parent-Student Handbook and the yearly academic calendar.

- All of the above-mentioned forms should be filled in by every parent/guardian during previous to enrollment.
- The Medical Form should be completed and revised when enrolling in school, to show student medical conditions or illnesses or medications of which the school should be aware.
- It is important that parents fill in the important information concerning their children which includes emergency contact phone numbers, medical history, etc. In the event of any emergency, the school holds the right to admit the student to the nearest hospital, in case the parents/guardians of the student cannot be contacted.
- The School office should be notified of any changes that might affect the Admission Process.

Transfers among BFI Educational Services Company Ltd. Campuses

- Concerned parents must submit a letter of transfer request to the school student currently attends.
- Students can be transferred after the approval of the Board of Directors.
- The school Head of school determines the conditions of the transfer.
- If approved, parents still have to fill in the admission form and the medical form.
- Parents must be aware of possible differences in the payment plans and fees among the campuses.

Student Information

The following areas of information concerning your child may be released when the SKT-Riverside Campus administration considers it necessary.

- Name/Photographs
- Previous school records
- Address
- Years of attendance
- Telephone numbers
- Enrolment status
- Date & place of birth
- Achievements
- Grade-level national or international competitions

Registration Renewal

Registration is conducted on a first-come-first-serve basis.

- Every year details of the registration process are announced to the parents before the early registration period.
- There are special discounts during the early registration period.
- Registrations are conducted on a first-come-first-serve basis.

The Early Registration Period starts in February and ends at the end of March. Discount rates cover only tuition fees and different rates are applied in February and March.

Important: Parents are strongly advised to plan ahead and make payment during the registration period.

Terminating Enrolment

Once a student has terminated his or her enrollment, that student's place is taken by a new enrollment. If the student wants to return to SKT-Riverside Campus, that student is treated as a new applicant, and must go through the new admission process mentioned above.

Before terminating enrolment, students need to submit the following to the Office/Library:

- Textbooks
- Library books and materials
- Any fees that haven't been paid [includes tuition fees, library fees, damages, ...]

Important: Students who do not meet the above conditions will not be issued any school documents.

Morning Assemblies

Morning assemblies are held for 20 minutes before lessons start every Monday. Students are awarded various prizes according to academic and behavioral excellence and announcements are made. Every school day the National Anthem is sung. It is important that students maintain silence for effective performances.

Students who deliberately do not show up for morning assemblies are warned. Disciplinary action is taken against students who insist on not attending assemblies.

Important: Students are expected to line up for announcements, listen to the speaker attentively and applaud in a proper manner. Students are not to make any negative comments during assemblies. Students who insist on interrupting or making inappropriate noises will be warned after the assembly.

OTHER IMPORTANT INFORMATION

Individual/School Photos

Student photos are taken for the database. School photographs are generally taken during the first week of an academic year. Students may purchase a class photograph and/or individual portraits.

Classroom Cabinets

School Administration has equal access to classroom cabinets and may inspect them at any time. Students are expected to keep all their belongings in their classroom cabinets neatly and tidily. Students are to remove stickers, signs, markings, etc. from cabinets at the end of the school year. Students are responsible for damage to their classroom cabinets and the cost of cleaning.

Important: Classroom cabinets are the property of SKT-Riverside Campus.

Lost and Found

The corridors are inspected each evening and unsecured student property is placed in Lost and Found Boxes. Students should ensure that all their books, uniforms and other property are clearly labeled with their names to ensure a prompt return of such items if they are misplaced. Lost & Found items, if not taken within 15 days, will be donated to charity.

Valuables

Students should not bring an excessive amount of money to school. Purses, wallets, money, jewelry and other valuables must not be left in classrooms, bags or cabinets. Students are strongly urged to write their names in permanent ink on all belongings such as PE clothes, etc. During sport or other such activities, valuables should be left with a responsible person.

Important: The School is not responsible for lost or stolen valuables.

Health Care

SKT-Riverside Campus has a clinic with one full-time, registered nurse. The purpose of the clinic is to provide first aid in case of emergency. The school clinic is used for emergencies and student health care. Any student who is too ill to attend classes is sent home. A 'Sick Leave' Form is filled out by the student and signed by a vice-principal before dismissal. One copy of the form should be presented to Security to confirm the receipt of consent.

Parents are contacted immediately through the school office in case of emergency or for further acknowledgment of their child's health situation.

If a student gets ill on school premises, he/she contacts Student Affairs, and is taken to the clinic. An assistant teacher in primary grades accompanies the ill student if necessary. If a student becomes ill or injured during the school day and is, for that reason, unable to

continue with the normal daily program, parents are contacted in order to pick up the child or call for an ambulance.

No student should come to school if he/she is suffering from any disease, a fever, or a condition deemed dangerous to others' health. A physician's statement may be required before a student is allowed to return to school.

Important: All the hospital charges are sent to the parents. Students are not allowed to remain at school for an extended period of time in case of sickness that requires a hospital visit. After a certain period of time, the student is taken to the nearest hospital. No medication of any kind is given to students unless approved by a parent/ guardian.

Parking/Access to Campus

In order to keep all students safe, we must ensure that **only SKT-Riverside Campus staff and students** have access to our campus. Parents, relatives, friends, drivers, and anyone else wishing to visit our school **must obtain a visitor's pass** from our security guards or from our main office.

No cars are allowed to park for a period of more than **5 minutes during arrival and dismissal times**. At no time honking the horn on school grounds will be accepted. For safety reasons, drivers need to keep their speed to a minimum within the school premises. Students are not allowed to drive within the school premises. Parents are advised caution during the drop-off and pick-up times for the safety of the children.

School Reports: Report Cards/Transcripts/Transfer Certificate

SKT-Riverside Campus issues certain types of documents for its students. For issuing an extra report card, transcript, or any other document an additional fee is charged.

Transportation

SKT-Riverside Campus has air-conditioned buses and vans. The buses arrive at school before morning assembly every day and leave the school after club activities. Transportation service is optional. During the registration to the new academic year, parents should notify the office about transportation services.

If a student changes residential addresses, a new application must be made to the school and the administrators will assess the application. The school does not assure parents that transportation will be provided in case of an address change.

Safety is the primary concern for every child that uses the school bus or van at SKT-Riverside Campus. Therefore, every precaution will be taken to make sure children arrive at their destinations safely. This can only be accomplished if there is the cooperation of both students and parents.

Driving a school bus is a difficult and demanding task. The attention of the driver must be on driving tasks at all times, deviation from these tasks could endanger the safety of all passengers. Students should be responsible for their behavior inside the school buses. Any violations of procedures necessary for the safe transportation of students are reported immediately to the appropriate administrator.

If a student consistently disturbs others or and does not obey the rules on the bus, he/she may not continue to use the school bus service.

In this case, there will be no refund available.

In all cases of school bus damage by students, the principal/supervisor and parents/guardians of those responsible must be informed. The students or their parents/guardians will be required to meet the cost of repairs.

Note: If a bus comes to school late for any reason, students will not be regarded late.

UNIFORM AND GENERAL APPEARANCE

The following guidelines apply at SKT-Riverside Campus:

- It is expected that students wear proper uniforms whilst traveling to and from school excluding excursions
- Formal uniforms are required for official functions and as directed by the principal
- Students uniform will be monitored in homeroom each morning
- Parents are informed through a formal letter if students are reprimanded for uniform offenses

The uniform should be clean and worn neatly.

Action is taken against the students who come to school with no uniform or with improper hairstyles.

Students without a uniform are sent home or they may purchase a uniform from the Finance Department.

Those students who come to school with improper hairstyles are sent home immediately. They will be allowed to come back to school only after having proper haircuts. For details, refer to the 'Disciplinary Consequences' Table. Student's hairstyles must be such that they are able to keep it well-groomed and tidy. Extremes of fashion are to be avoided. Basic expectations are that the hairstyle is conservative. For boys, hair should be above the collar at the back. Ears should be visible. A fringe should not extend below eyebrows. No long sideburns are permitted. No lines or patterns are to be shaved into the hair.

For girls, hair should look presentable at all times. All hair that is past the neck should be tied up in a ponytail, there should be no hair dangling from the sides, no long fringes are

allowed, hair that is too short to be tied up should be put up with hair pins. There should be no artificial color in the hair.

Students are not allowed to wear visible jewelry of any kind except a wristwatch (smartwatches are not allowed).

At the discretion of the principal, students may be permitted to wear neat, casual clothes on specific occasions. In this event, parents will be notified in advance.

SKT-Riverside Campus Uniform

The school uniform may be obtained from the office/Finance department. The SKT-Riverside Campus uniform includes the following:

- SKT-Riverside Campus Polo Shirt
- SKT-Riverside Campus Shorts (for boys)
- SKT-Riverside Campus Skirt (for girls)

Slippers are not allowed at school. Instead, proper shoes must be worn. High heels, football shoes with spikes/ bars are not allowed.

Sport/Physical Education Uniform

All students should be equipped with the following:

- SKT-Riverside Campus sports suit
- SKT-Riverside Campus PE top
- Running/Sports shoes

Students representing the school at sports events should also wear the school uniform when not competing and when traveling to and from sporting activities.

Important: Students who have PE class on a certain day should be wearing PE uniform only during the PE class. At other times, they should wear their SKT-Riverside Campus uniform.

Students will not be accepted to PE classes without a PE uniform and shoes. Disciplinary action will be taken if this behavior repeats.

Special Days

Students may choose to wear certain types of dress as directed on special days (i.e. during national holidays celebrations or any other relevant occasion).

ATTENDANCE

At SKT-Riverside Campus, students are expected to attend every day on which school is in session. Continuous attendance is considered to be a vital element of learning. Students receiving In-School Suspension on any teaching day are not able to get the full benefit from classroom activities and any teacher-based learning. SKT-Riverside Campus rules and regulations are designed to make sure that students do not miss any one of their school days unless it is required.

Therefore, students and parents should make every effort to avoid unnecessary absences.

Parents/Students are suggested not to schedule any family holidays while school is in session and to schedule dental and doctor appointments for after-school hours when possible.

Tardiness/Lateness

Being late for school or classes due to reasons such as oversleeping, car problems, traffic jams, driver problems, waiting for other siblings, talking to a teacher, buying things from the canteen or printing papers, etc. are unacceptable.

If a student is continually late for the start of school or class, they will be required to stay after school in detention. Detention will be from 3:15pm to 4:00pm.

Important: Students are expected to be at school before 8:00 am or will be considered tardy. Tardy students are checked daily. If a student shows consistent lateness, a warning notification is given to parents. A record of any type of tardiness is kept in a student's discipline record.

Absence

If a student is absent from school because of sickness or some unforeseen circumstance, parents must inform the student affairs office in the morning.

If an absence should extend over three days, parents need to contact the respective vice-principal.

If an absence is known in advance for an approved appointment, the student or the parents should request permission from the respective vice-principal by filling out and submitting the **student-leave application form**.

These kinds of appointments should be arranged outside school time unless it is an emergency.

Important: If a student misses [unexcused] more than twenty days of school in one academic year, he/she may not be promoted to the next grade.

Excused Absences

Students may be considered EXCUSED in the following cases:

- School-related activities
- Serious sickness of an immediate relative (parent, guardian, brother, sister ...)
- Death of a relative
- Any other circumstances that might be deemed as excused by the respective vice-principal/principal

Student Leave Application Form should be filled in by the parents/guardians for all of the above cases. Any failure to fill in this form for these cases will be deemed as unexcused.

A student who is required by parents to leave school during school time needs to fill in the 'Sick Leave' or 'Early Leave' forms that will explain that absence, and this must be signed by one of his or her parents or guardians. The forms indicate the student's name, the date and the time when the student is required to leave the school, and the reason for early departure. Students are not allowed to go home unless accompanied by a parent/guardian.

These forms can be obtained from the Student Affairs Office. The form will be shown to the respective vice-principal who will then confirm permission by signing it.

The office will contact the parents of students who leave the school early without explanation.

Unexcused Absences

The school considers absences for any reasons that are not mentioned above to be unexcused. When absent from school, students miss discussions, working collaboratively in groups, asking and responding to questions, working with manipulative and other educational materials, interacting with the learning environment, exposure to the teachers' instruction and social interaction with their peers.

Students might miss some school assignments during unexcused absences. If they want to complete these assignments, the following procedure applies:

1. Parent/Guardian must submit an explanation letter to the vice-principal.
2. Homeroom teachers, concerned subject teachers and vice-principal, together, will decide if the student can make up the assignments, quizzes, exams, etc.

Important: An unexcused student who misses any exam/quiz/assignment/project before the due date will receive "0". There will be NO EXCEPTIONS. It is the student and parents' responsibility to make up for the missed work during excused/unexcused absences. In the case of long absences, it may be necessary to arrange extra tutoring. It is the student's responsibility to learn homework assigned by his/her teacher from SKT-Riverside Campus classmates during his/her absence from school. It is not the teacher's responsibility to remind students of missed assignments.

Truancy

Truancy means that a student is regularly absent without an excuse or parent's permission. A truant student intentionally disrupts and undermines the educational process and therefore, this is met with consequences as mentioned in the 'Discipline Problems and Consequences' table.

STUDENT CODE OF CONDUCT/ DISCIPLINARY MATTERS PRIMARY SCHOOL

1. INTRODUCTION

Behavioral Management Procedure outlined in this document have been prepared in accordance with SKT-Riverside Campus' mission, vision and philosophy.

Behavior Management encompasses everything the school community does to meet the needs of their students and to enhance their happiness, well-being and safety. It is reflected in the way we demonstrate care, ensure safety and provide opportunities for success and recognition of each student.

The Behavior Management Policy, procedures and programs of this school stress the value and importance of prevention and early intervention.

SKT-Riverside Campus does prohibit the use of corporal punishment of any form, by teaching and non-teaching staff and non-school persons including parents and guardians.

2. RATIONALE

The management of student behavior is encompassed in the teaching and learning process. There is a need to support schools in creating safe and positive learning environments which:

- promote prosocial behavior and positive social interactions amongst staff and students;
- provide opportunities for students to learn and practice appropriate social behaviors and self-discipline;
- empower students and encourage them to speak up and take responsibility for their own actions;

- encourage appropriate and fair sanctions for students who display inappropriate behaviors.

Schools provide a social context, which allows students to be supported whilst also being taught how to accept responsibility for their own behavior.

Students need opportunities to develop appropriate behaviors, self-control, and resilience through interactions with teachers and other staff and through the curriculum; and they need to be reinforced consistently in a manner which enhances their understanding of responsible social behavior.

Communication links will be maintained between school and home.

3. STATEMENT OF PRINCIPLES

Guiding Principles

The general guiding principles of SKT-Riverside Campus are:

To provide both quality teaching and learning;
To assist students to become informed, active and responsible citizens;
To maximize students' opportunities for success;
To support the welfare and social development of students;
To develop and maintain constructive relationships and communication between the School and the community.

The following principles will guide in the management of all student behavior:

- students are responsible for their own behavior;
- good behavior is expected;
- there are consequences for positive and negative behavior;
- there are levels of discipline;
- a standardized approach is used by all staff to reward positive behavior and resolve problems that arise;
- student well-being and the prevention of inappropriate behavior will be enhanced through a focus on early intervention and prevention;
- the use of appropriate curriculum and learning programs will encourage engagement by students;

- student behavior is best managed in ways that promote restorative practices and are educative in nature;
- all decisions relating to the management of student behavior and the implementation of policy by the Discipline Committee are made according to the principles of procedural fairness;
- teacher's behavior management processes will acknowledge the duty to take reasonable care for the safety of staff and students;
- student behavior must not be viewed in isolation, but as part of an interaction between the student, staff and the school community; and
- school staff will demonstrate accountability for evidence based decision making, reporting and referral to appropriate support, and record keeping within a whole school approach system using the SIS System.

4. SCHOOL VALUES

SKT-Riverside Campus is all about creating bonds and nurturing positive relationships that will effectively inspire progress, explore the heights of human potential, and achieve success.

Our core values are the foundation of our educational philosophy; they represent the deepest sentiments to which we aspire. Our values shape our school community, driving it to new levels of accomplishment in all dimensions. Our Core Values are:

<p>Respect</p> <p>We place great value on the importance of having honor and regard for the worth of oneself and others.</p>
<p>Responsibility</p> <p>We hold in high esteem the notion of individual and collective responsibility towards ourselves, the wider community, and the environment.</p>
<p>Integrity</p> <p>We focus on the state of being whole and undivided; having the strength of character and conscience.</p>
<p>Compassion</p> <p>We encourage and uphold the sense of having concern for the sufferings or misfortunes of others and using this to strive towards selflessness.</p>
<p>Excellence</p> <p>We value the process of striving for excellence, for individual and collective achievement in all aspects of schooling and community action.</p>

5. SCHOOL RULES AND DISCIPLINE CODE

At SKT-Riverside Campus, we believe that students are more likely to follow school rules if they were involved in identifying their rights and responsibilities and helped in developing the rules. The following rights and responsibilities are being identified by students as being important.

5.1 Students' Rights

- to have friends;
- to feel safe at school;
- to be happy at school;
- to feel good about themselves;
- to feel confident;
- to be able to trust teachers and friends; and
- to be able to ask for help when they need it.

In addition to these, students have rights to:

- a safe learning environment: students must not be discriminated against their cultural, religious and/or linguistic identity;
- be informed: all students should be informed about any aspect of their education at SKT-Riverside Campus;
- have proper guidance: all students should have access to proper guidance at school.

5.2 Students' Responsibilities

- to care for others at school;
- to be actively involved in creating a safe learning environment;
- to fulfil academic duties by ensuring that all required academic work is completed to the best of their abilities;
- to follow school policies, procedures and codes of conduct;
- to seek help when needed;
- to do the best they can in everything they do at school;
- to be honest in all situations;

- to show respect towards teachers, parents and other students; and
- to solve their own problems in a sensible way

Expectations of Students

All students are expected to:

- have an acceptable standard of behavior in the classroom, the playground, the bus and on excursions;
- work and play safely;
- follow teacher instructions;
- complete all class work and homework to the best of their ability;
- be punctual;
- wear the school uniform and sports uniform;
- showcase exemplary behavior while wearing school uniform outside of school;
- avoid misconduct while wearing school uniform outside of school hours and grounds;
- and respect the rights and property of others in the school community.

Rights of School Staff

- Teachers have the right to teach without interference and should have the support from students, colleagues within the school, parents and school executive.
- To be treated as individuals with every courtesy and without discrimination.
- To have access to information and to be part of the collaborative decision making process in the areas of curriculum and organization
- To have ongoing funded professional development
- To work in an aesthetically pleasing environment that gives the opportunity for personal privacy.
- To be safe and comfortable, with sufficient equipment and resources
- To have security for personal belongings

Responsibilities of School Staff

- To provide instruction for students in accordance with the school mission, vision, philosophy and policies.

- One important aspect of these guidelines is that no teaching staff should be alone with a student and should always have at least one more person in the classroom when speaking to a student regarding their behavior.
- When speaking to a parent about their child's behavior at school, a teacher should, if needed, have another teacher with them.
- To assist in achieving the school's objectives through effective teaching strategies, assessment of student progress, monitoring of behavior and regular reporting to parents and guardians.
- To ensure that students are equipped with needed knowledge and skills to manage their behavior at school in a socially appropriate manner by assisting students to learn these skills and acquire needed knowledge that supports children facing imminent conflict to use skills of assertiveness and considered response instead of physical aggression and immediate reaction.
- To contribute to the development of effective communication and positive and productive working relationships between parents, the School and the wider community;
- To encourage students to conform to the School's welfare and discipline policies so that all teachers and students have the opportunity to learn and to teach effectively;
- To contribute to and encourage students to develop and maintain a safe, clean and attractive classroom and School physical environments; and
- To assist in creating a learning environment in which:
 - All students have the opportunity to succeed and realize their potential
 - Students' self-esteem and confidence are promoted; their differences recognized and catered for
 - School expectations of student learning and behavior are communicated clearly to students
 - Students are actively encouraged to take responsibility for their learning and behavior
 - All students are treated fairly and justly.

Yard Duty

Teachers are asked to be in their rostered area for the full time. The teacher's responsibility is to:

- Manage students' behavior in the playground:

- The responsibility of a teacher on duty is to be alert, to look for any type of antisocial behavior and try to prevent it. However, in a case of an incident teachers on duty are to assess the situation and follow the first conduct plan.
- Prevent trespassing. Any outsider must receive permission to be on School grounds. Such persons must report to the main office where a visitor pass will be issued and must be worn at all times while on school grounds.
- Teachers are requested to stop students they see throwing litter on the ground.

Responsibilities of Non-Teaching Staff at the School:

- To provide services that will support and enhance the work of teachers;
- To respond to the wider community efficiently and in a courteous manner;
- To show support for School policies;
- To create and maintain a school which ensures that staff work in a safe, non-discriminatory, clean and attractive environment.

6. ACTIONS AND CONSEQUENCES FOR ACADEMIC & BEHAVIOURAL ACHIEVEMENTS

SKT-Riverside Campus adopts the Positive Behavior for Learning, an educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. It focuses on achieving improved social and learning outcomes whilst preventing problem behavior.

Rewarding Good Behavior

Prevention is better than cure. Classroom teachers are expected to direct focus on positive behavior by rewarding students who are working well. Positive praise and the use of teacher's awards are two methods that can be adopted.

Classroom teachers need to consider whether the use of group rewards, such as table points, group points etc. undermines the principle of students being responsible for their own behavior or whether it is a good method of encouraging effective group interaction. A teacher needs to find a balance between using group and individual rewards. Whilst using the group reward system enables students to develop a sense of belonging and cooperation, at the same time students need opportunities to develop a sense of responsibility for their own behavior.



Teacher's Award and How to Earn a Teacher's Award

Teacher's awards will be given to the students in the classroom environment for encouragement of positive behavior and academic effort.

Teacher's awards for behavior could be given for a number of reasons and the following are just guidelines: when a student displays respect for themselves and others, their learning, their own property and property of others, when a student follows the classroom and school rules etc. *(For full list, refer to Appendix 1)*

Academic Award and How to Earn an Academic Award

Academic awards are given to students during a formal Primary assembly.

Students are recognized for their academic excellence (e.g., coming first in a Key Learning Area at the end of the term; making great progress in a specific Key Learning Area), for the excellence in their behavior at school as well as other non-academic excellence within the school. *(For full list, refer to Appendix 1)*

Vice Principal's Award and How to Earn a Deputy Principal's Award*

Vice Principal's awards are presented at the end of each term at formal assemblies for those students who are at the top 10% of the student population in the grade (according to the points accumulated) in the Primary section of the school.

Principal's award and How to Earn a Principal's Award

Principal's awards are presented at the end of each year at the formal 'End of Year Ceremony', to those students who achieve 97% or the top 3% of the student population in each grade (according to the points accumulated) in the Primary section of the School are awarded.

7. STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

SKT-Riverside Campus maintains a fair discipline system that is based on a series of levels. Central to this system is the establishment of preventative strategies and systems in the classroom.

When unacceptable behavior occurs, it is recorded in SIS as incidents. These records are an important source of documentation for discussions with parents.

Operation of the School Discipline System

Each classroom teacher is responsible for establishing and maintaining a system for managing student behavior in their classroom. The establishment of such a system is a priority on the first day of school and must be regularly revisited to ensure ongoing effectiveness, especially in the first days and weeks of the school year and at the beginning of each term.

The most effective systems are based on the documentation of a set of 'class rules'. Ideally these are written as a class, stated in positive language, documented and clearly displayed for ongoing reference and reinforcement throughout the year.

Pivotal to the class rules is the principle that students are responsible for their own behavior.

Managing Unacceptable Behavior

In managing unacceptable behavior in the classroom, the teacher needs to establish a system for warning students that their behavior is affecting other students' ability to learn.

A commonly used system is:

- A visual/verbal warning
- Name written on the board
- Behavior issues (whether positive or negative) are placed in the 'Behavior Incidents' section of SIS and students will be rewarded or reprimanded for their behavior. In discussing negative behavior with students, teachers need to communicate the impact that their behavior is having on the student's own learning and the learning of others. Time-out may also be considered as a means of emphasizing the seriousness of their behavior.

Additional support and advice are available from VP's, coordinators and peers.

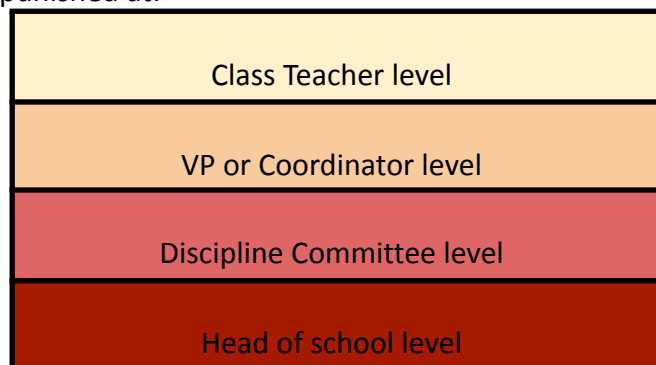
Classroom teachers need to monitor how many warnings are being given in a session. If the learning session is being continually disrupted with warnings, then other measures need to be implemented. Teachers should consult with their VP's regarding supplementary measures such as buddy teachers, use of isolation, sending students to the VP, sending students to the Head of school (in more serious incidents) etc.

Logical Consequences Include:

- Isolation within the classroom
- Time out in another classroom
- Repeating a task to an acceptable standard
- Discussion about behavior
- Warning about possible consequences
- Parent contact
- Participating in a special program
- Reflection time
- Written apology

Procedures to Follow when dealing with Negative Behavior

SKT-Riverside Campus' students must obey all school rules. Students who do not obey the rules will be punished at:



a) CLASS TEACHER LEVEL

In managing unacceptable behavior in the classroom, the teacher needs to establish a support system to help students understand that their behavior is affecting their own learning and the learning of other students.

Classroom management strategies:

- A visual/verbal warning
- Changing seating
- Time-out (max 5 min, within visibility)
- After class consultation with student
- Lunch Time - Time to Reflect
- Calling parents/email and recording it in SIS
- Conduct card

Additional support and advice are available from VPs.

Classroom teachers need to monitor how many warnings are being given in a session. If the learning session is being continually disrupted with warnings, then other measures need to be implemented. Teachers should consult with their VPs regarding supplementary measures.

In the case of a major incident, the teacher should immediately get support from other available staff. The incident should be recorded in SIS.

Three visual warnings in the classroom will lead to a reflection time together with the relevant class teacher. Another three visual warnings will result in a reflection time with the teacher again.

b) VICE PRINCIPAL / Head of school LEVEL

If the student does not show improvement and continues receiving warnings in class, the student will have a reflection time with the Vice Principal. Parents will be notified appropriately.

For students who do not improve despite the reflection time with the Vice Principal, a reflection time with the Head of school will be arranged. Parents will be notified that this ongoing negative behavior may end up with suspension or expulsion depending on severity of the case.

The student may be on a behavior/conduct card if the issue escalated to the coordinator or Vice Principal level for a period of time as deemed necessary. The card must be presented and signed by a teacher in class and on yard duty on a daily basis.

- If the behavior of the student is not satisfactory during the period of time, parents will be called in for an interview.
- If the behavior of the student has been satisfactory during the week, then the student will start a new term of behavior.
- In the event that the student's misconduct is ongoing, the student may face heavier consequences like suspension or expulsion. Parents will be called in for an interview with the Principal.

In case of serious matters, steps may be omitted or combined.

More serious offences

In case of serious incidents, the School may resort to using appropriate sanctions such as official detention, suspension and expulsion.

Official Detention

Official Detentions may be issued by VP's coordinators for significant incidents that include but are not limited to:

- Truancy
- Rough play
- Deceitful action
- Failing a student monitoring card
- Physical intimidation of other students
- Intentional repeating of concerning behavior
- Refusing to comply with Bus Code of Conduct
- Constant disruption to the learning environment
- Inappropriate use of ICT including using mobile phone
- Repeatedly not cooperating, or engaging with classwork
- Verbal aggression and intimidation towards others, including bad language
- Deliberately damaging school or student property (May also result in a financial consequence)
- Any other choice or behavior that has potential to misrepresent the school or disrupt the learning environment of other students.

Suspension

In certain conditions school may suspend students from school and school activities for some time. Excluding students from school even for a short period of time is something our school will not take lightly and such a consequence will only be resorted to after examination of the circumstances. Below are some examples of actions leading to a suspension directly:

- Major Truancy
- Physical altercation
- Intentional disrespect of staff
- Possession of illegal/banned substances
- Misrepresenting the school in external environments
- Planned/calculated disruption to learning environments
- Bullying or targeted harassment of teachers or students
- Refusing to comply with staff addressing an escalating issue.
- Failing VP issued Conduct Cards
- Inappropriate use of electronic devices

(In more serious cases above actions may result in an expulsion.)

The following are the steps that will be taken by the school's executive team:

- Suspension cannot be assigned by an individual staff member regardless of their position at the school. It is a decision by a Committee including the Head of school

and at least one member of management (and other staff where necessary). The decision will be reached using the information from the relevant parties involved.

- Parents/guardians will be informed of the process and also provided with a copy of the Discipline Policy.
- The student/parent will be given an opportunity to respond and the Head of school will consider any response provided before reaching a final view.
- The decision will be nailed and communicated to parents/guardians in a timely manner.
- In the case of serious matters, steps may be omitted or combined, or suspensions may be issued on the day of the incident.
- A staff member who is directly affected by events leading up to a potential suspension can't vote on any likely suspension decision.

SKT International School is committed to ensuring procedural fairness when disciplining a student.

Students, parents/guardians who believe that procedural fairness has not been followed can provide a written appeal within seven days of the notification.

Requests for reviews regarding the suspension decision can be made to the Vice Principal or Principal, who will send it to the School Discipline Committee for a decision.

This appeal can only be on the grounds of the original decision not following school procedures and policies or being against legal requirements.

Please visit the SKT International School website for our Complaints Policy.

Expulsion

For the safety of students and staff and in some cases when all other options are exhausted, the school executive can consider expelling students under the following conditions:

- The Head of school may form the view that the appropriate consequence for ongoing negative behavior or a serious incident is expulsion.
- The Head of school will provide the student/parent with an opportunity to respond and consider any response provided before reaching a final view.
- Parents/guardians will be informed of the process and also provided with a copy of the Discipline Policy.
- The Head of school will report to the Discipline Committee regarding the case.
- A staff member who is directly affected by events leading up to a potential expulsion can't vote on any likely expulsion decision.
- The Discipline Committee will form an opinion for the approval or denial of the expulsion ensuring that information, procedure and consequence was to a correct standard. This decision will be analyzed and communicated to parents/guardians in a timely manner.

8. PARENTS' GRIEVANCE PROCEDURE AND THEIR RIGHTS

All parents have the right to find out the behavioral aspect of their child. This information, whether it is positive or negative, will be located on SIS on a daily basis.

If parents have concerns regarding their child's behavior, they can contact the school at any time, or make an appointment to see the relevant teacher and/or the coordinator.

Parents should contact the school immediately, on any matter, which has been reported to them by their child. Parents should also encourage their child to report any incident as soon as it happens. The incident, when it is notified to the Teacher/ Coordinator/ Vice Principal/ Principal, will be dealt with in the following manner:

- Listen to parents and/or students.
- Investigate the matter
- Talk to relevant teacher(s)
- Talk to relevant student(s)
- Have a meeting with the discipline committee
- Follow the policies and procedures of the school

Rights of the Parent

At SKT-Riverside Campus we believe that all parents have the following rights:

- to have a safe and secure learning environment for their child;
- to receive adequate information regarding their child's behavior;
- to receive relevant information regarding the resolution of the incident related to their child; and
- to have the correct procedures followed in accordance with the SKT Vision, Mission, Philosophy and Policies

At SKT-Riverside Campus we are very sensitive in relation to the well-being and safety of our students.

We will take every action possible to:

- prevent any socially unacceptable behavior from happening;
- resolve the issue where possible; and
- stop the incident from happening again in the future.

However, we at SKT-Riverside Campus also believe that the privacy of both your child

and other children are important. Hence, it is important that in incidents where other children or teacher(s) are involved, parents DO NOT seek information regarding other children and/or teacher(s). Parents must rest assured that the school will carry out the correct procedures and processes to resolve incidents and that appropriate procedures have been followed to reprimand people involved. SKT-Riverside Campus will not take any incident lightly and will ensure to follow appropriate procedures stated within our policy guidelines. Therefore, confidentiality and privacy of all parties concerned is very important when resolving incidents.

SKT-Riverside Campus considers parents having contact with other students of the school, either within or outside of school grounds to deal with school related issues concerning a student, as a form of harassment/bullying. In relation to cyber harassment/bullying which occurs outside of school hours, parents and the school have a shared responsibility in dealing with the matter. Parents should also realize that students under the age of 14 should not be registered with internet social media networks. We encourage all parents to monitor their child's internet access and usage.

9. PLAYGROUND

Morning use

Students will be expected to be at school no earlier than 7:30 am. At the commencement of teacher duty at 8:00am, students will be expected to play in the playground and sports area. Parents will be asked to wait in the lobby.

Afternoon use

The SKT-Riverside Campus school bell will ring at 3:30 PM. Students will be supervised by their teachers for 20 minutes (until 3:50 PM). Parents will be contacted if the student is not collected by this time.

Playground Rules (Some of these rules are displayed in the playground)

- Play in a manner that is safe for both yourself and other students.
- Play in the designated playground areas and not near toilets or out of bounds areas.
- Place litter in the bins provided. Keep the playground clean.
- Always walk instead of running.
- Stay in the correct area.
- Use the toilets properly.
- Be kind to each other.
- STOP, THINK, DO!
- Tell a teacher if you or a friend has a problem.

Playground Misdemeanors

Teacher Warning

Teacher warnings will be issued for:

- reported swearing on the playground;
- interfering with or annoying others.

Timeout

When timeout is required, the teacher on playground duty will determine an appropriate place near their duty which can be adequately supervised. The amount of time out will be at the discretion of the teacher, depending on the misdemeanor.

Timeout Offences

- running on concrete areas
- littering (or instigate a clean-up)
- interfering with games
- abuse of equipment
- spitting on another person
- teasing
- pushing and shoving
- toilet loitering /misbehavior

Behaviors for Recording on SIS

The following behaviors should be dealt with and recorded in the SIS:

- bullying
- tripping
- kicking
- throwing objects
- disobeying teacher direction
- back chatting a teacher
- stealing
- serious aggressive behavior
- hitting others with objects

- swearing witnessed by a teacher
- repeated out of bounds
- racism
- physical abuse

Immediate Removal from the Playground

Any serious or violent behavior, such as fighting or bullying, should be immediately referred to the relevant VP and the student removed from the playground.

The VP will investigate the underlying issues and determine the course of action to be taken including the incident being recorded on SIS for the parents to be aware of the incident. The incident will be dealt with by the Discipline Committee and further actions may include counselling, letters being sent home to inform parents of the decision made by the Discipline Committee, parent interviews, and in extreme cases suspension.

APPENDIX 1

No	Title	Type (DPS or PRS)	Point
1	Excellent Class Performance	Yes	1
2	Outstanding Class Participation	Yes	1
3	Represented School in a Competition	Yes	5
4	Significant Academic Improvement	Yes	3
5	Significant Behavioral Improvement	Yes	3
6	1st in End Term Results	Yes	5
7	Student of the Week	Yes	3
8	Helping Teacher	Yes	1
9	Caring for Others	Yes	1
10	Demonstrated High Responsibility	Yes	1
11	Dedication to Competitive Teams	Yes	2
12	Excellent Test Score	Yes	1
13	Fully Prepared for Class	Yes	1
14	Good Sportsmanship	Yes	2

15	Good Team Leader	Yes	2
16	Great Effort in Class	Yes	1
17	Helping to Keep School Clean	Yes	1
18	Homework Champion	Yes	2
19	Honest Behavior	Yes	1
20	Principal's Discretion	Yes	5
21	Proper Conduct to Adults	Yes	1
22	Proper Conduct to Another Student	Yes	1
23	Teacher Discretion	Yes	3
24	Terrific Reader (for DEAR)	Yes	2
25	Very Good Helper	Yes	1
26	Great Class Behavior	Yes	1
27	Following Class Rules	Yes	1
28	Consistent Effort in Class work	Yes	2
29	Good Manners	Yes	1
30	Creativity	Yes	1
31	Chewing/Eating/Drinking during Class	No	-2
32	Not on Task	No	-1
33	Disruptive Behavior	No	-2
34	Dress Code Violation	No	-1
35	Jewelry violation	No	-1
36	Make-Up / Nail Polish	No	-1
37	Homework -Failure to Return	No	-2
38	Inappropriate Language Use	No	-3
39	Leaving Classroom w/o Permission	No	-3
40	Littering	No	-1
41	Misbehavior Outside of the School/After-hours	No	-2
42	Running in Classroom/Hallway	No	-1
43	Sleeping/Dozing off during Class	No	-1

44	After School Program Infraction	No	-1
45	Throwing Things in Classroom/Gym/Cafeteria/Hallway	No	-1
46	Unprepared -Lack of Class Materials	No	-1
47	Assault/ Fighting	No	-10
48	Bullying - Disparaging/Hostile Behavior	No	-10
49	Bullying – Cell Phone / Electronic Devices	No	-5
50	Damage of School Property/Vandalism	No	-5
51	Detention Not Served / Did Not Show Up	No	-10
52	Disrespect to Teacher/Staff	No	-10
53	Robbery/Theft	No	-10
54	Truancy / Failure to Attend Class	No	-3
55	Weapon	No	-5
56	Forging	No	-5
57	Using Cell Phone on Campus	No	-5

STUDENT CODE OF CONDUCT/ DISCIPLINARY MATTERS SECONDARY SCHOOL

RATIONALE

Behavior Management Procedures outlined in this document have been prepared in accordance with the SKT-Riverside Campus policies, vision, mission and philosophy.

These rules are designed for the general good of the school community.

The management of student behavior is encompassed in the teaching and learning process. There is a need to support schools in creating safe and positive learning environments which:

- promote prosocial behavior and positive social interactions amongst staff and students;
- provide opportunities for students to learn and practice appropriate social behaviors and self-discipline;
- empower students and encourage them to speak up and take responsibility for their own actions; and
- encourage appropriate and fair sanctions for students who display inappropriate behaviors.

Schools provide a social context, which allows students to be supported whilst also being taught how to accept responsibility for their own behavior.

Students need opportunities to develop appropriate behaviors, self-control, and resilience through interactions with teachers and other staff and through the curriculum; and they need to be reinforced consistently in a manner which enhances their understanding of responsible social behavior.

Communication links will be maintained between school and home.

STATEMENT OF PRINCIPLES

The general guiding principles of SKT-Riverside Campus are:

To provide both quality teaching and learning;
To assist students to become informed, active and responsible citizens;
To maximize students' opportunities for success;
To support the welfare and social development of students;
To develop and maintain constructive relationships and communication between the College and the community.

The following principles will guide in the management of all student behavior:

- students are responsible for their own behavior;
- good behavior is expected;
- there are consequences for positive and negative behavior;
- there are levels of discipline;
- a standardized approach is used by all staff to reward positive behavior and resolve problems that arise;
- student well-being and the prevention of inappropriate behavior will be enhanced through a focus on early intervention and prevention;
- the use of appropriate curriculum and learning programs will encourage engagement by students;
- student behavior is best managed in ways that promote restorative practices and are educative in nature;

- all decisions relating to the management of student behavior and the implementation of policy by the Behavior Management Committee are made according to the principles of procedural fairness;
- teacher's behavior management processes will acknowledge the duty to take reasonable care for the safety of staff and students;
- student behavior must not be viewed in isolation, but as part of an interaction between the student, staff and the school community; and
- school staff will demonstrate accountability for evidence based decision making, reporting and referral to appropriate support, and record keeping within a whole school approach system using the Management System (SIS).

SCHOOL VALUES

SKT-Riverside Campus is all about creating bonds and nurturing positive relationships that will effectively inspire progress, explore the heights of human potential, and achieve success.

Our core values are the foundation of our educational philosophy; they represent the deepest sentiments to which we aspire. Our values shape our school community, driving it to new levels of accomplishment in all dimensions. Our Core Values are:

<p>Respect</p> <p>We place great value on the importance of having honor and regard for the worth of oneself and others.</p>
<p>Responsibility</p> <p>We hold in high esteem the notion of individual and collective responsibility towards ourselves, the wider community, and the environment.</p>
<p>Integrity</p> <p>We focus on the state of being whole and undivided; having the strength of character and conscience.</p>
<p>Compassion</p> <p>We encourage and uphold the sense of having concern for the sufferings or misfortunes of others and using this to strive towards selflessness.</p>
<p>Excellence</p> <p>We value the process of striving for excellence, for individual and collective achievement in all aspects of schooling and community action.</p>

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- To know what is expected of them
- To know the School rules and the consequences of non-compliance with those rules
- To be safe in a safe environment
- To have a pleasant, clean school and playground
- To be treated with respect and tolerance
- To be treated equally
- To learn
- To express themselves
- To expect their property to be safe

Student Responsibilities

- To meet the School's rules and expectations
- To help maintain a safe environment
- To treat, students, staff and others with respect and tolerance
- To allow others to learn without disruption
- To work to the best of their ability
- To work cooperatively
- To provide support for others
- To respect the property of self, school and others
- To be punctual at all times
- To represent the school values of respect, responsibility, integrity, compassion and excellence.

GENERAL BEHAVIOUR AND PROCEDURES

Behavior Management encompasses everything the school community does to meet the needs of their students and to enhance their happiness, well-being and safety. It is reflected in the way we demonstrate care, ensure safety and provide opportunities for success and recognition of each student. The Behavior Management Policy, procedures and programs of this school stress the value and importance of prevention and early intervention. SKT-Riverside Campus does prohibit the use of corporal punishment in any form, by teaching and non-teaching staff and non-school persons including parents.

Positive Behavior

Each teacher will be providing positive reinforcements via SIS entries.

SKT-Riverside Campus has an award system that employs the domain of its wellbeing model to encourage All rounded students. Teacher entries can be made in the field of

- **Learn** (by all teachers) to acknowledge academic achievements
- **Be Active** (extracurricular teachers) to acknowledge extracurricular achievements
- **Give** (by relevant teachers) for service to the school and wider community
- **Grow** (by all teachers) for being exemplar students
- **Connect** (by relevant teachers) for fostering positive relations and experiences

Students who received *certain* points in the categories will receive the following awards:

- Exemplary student award (LEARN and Grow) which will include a certificate and badge.
- Citizenship award (Give & Connect) which will include a certificate and badge.
- Active Student award (Active) which will include certificate and badge.

Any student who received certain points across ALL fields will receive a Head of school Award (which will include a badge and trophy).

These points will accumulate while students are enrolled at SKT-Riverside Campus.

Every student can be awarded for significant achievement in each of the fields or a larger award by completing multiple fields.

Awards include: Certificates, Gift vouchers, excursions, extra privileges, etc. These recognitions can also contribute towards a scholarship.

Negative Behavior

SKT-Riverside Campus students must comply with all school rules. Students who do not comply with the rules will be dealt with at the:

- Teacher level
- VP level
- Management level
- Head of school level

Possible interventions for negative behavior include but are not limited to:

- Isolation within the classroom
- Withdrawal from class or other group activities
- Repeating a task to an acceptable standard
- Discussion about behavior
- Participating in a special program
- Mandatory community / in-school service

- Parent contact
- Detention
- Referral to internal or external agents

SKT-Riverside Campus is committed to provide a safe environment that is conducive to learning where students, staff and the broader school community is respected. To best enforce this and allow procedural fairness a tier based behavior model is implemented at SKT-Riverside Campus.

Concerning behaviors that staff have found to be noteworthy will result in an escalation of the level of intervention to best support the students and enable a positive learning environment. Certain actions and consequences will have a greater impact than others.

SKT-RIVERSIDE CAMPUS TIER BASED BEHAVIOUR MODEL

SKT-Riverside Campus is committed to provide a safe environment that is conducive to learning where students, staff and the broader school community is respected. To best enforce this and allow procedural fairness a Tier based behavior model is implemented at SKT-Riverside Campus.

SKT-Riverside Campus Tier Based Behavior Model	
Tier	Intervention
Green	Students modelling expected behaviors. Possible minor issues disruptions monitored at teacher level.
Grey <i>Reached after 5 demerit points</i>	Interventions include: <ul style="list-style-type: none">● Lunch detention● SIS entry is made, system will inform parents automatically● For each 5 demerit points another lunch detention is served.● Failure to attend the detention will result in automatic escalation to next level
Yellow <i>Reached after 20 demerit points</i>	Interventions include: <ul style="list-style-type: none">● After every 4th lunch detention after school detention will be served● Failure to attend the detention will result in automatic escalation to next level● Organized meeting with coordinator/VP once a month● Relevant Student Management Plan is made together with all teaching staff● SIS entry is made and letter of concern is sent to parents
Orange <i>Reached after 40 demerit points</i>	Interventions include: <ul style="list-style-type: none">● After every 8th lunch detention Saturday detention will be served● Failure to attend the detention will result in automatic escalation to next level● SIS entry is made and face-to-face meeting organized with parents● Relevant Student Management Plan is made together with all teaching staff● May be banned from extracurricular activities and excursions● Mentoring Program is started with Student Mentoring Card

	<ul style="list-style-type: none"> ● Staff and student meet daily to monitor behavior and fill in Mentoring Card
Red <i>Reached after 60 demerit points</i>	<p>Interventions include:</p> <ul style="list-style-type: none"> ● After every 12th lunch detention out-of-school suspension of 1 day will be served ● Weekly review meeting with coordinator ● Mentoring Program is continued ● SIS entry is made and face-to-face meeting organized with parents ● Relevant Student Management Plan is made together with all teaching staff ● Banned from extra-curricular activities, competitions, camps, excursions, fetes, graduations and formals

After 80 points of misconduct students' enrolment will be reviewed. Students can also be expelled for very serious offences without prior suspensions and/or warnings. At the start of the academic year, students will start 30 points less than the end of last year to allow improvement but also ensure levels of interventions are in place to support students who have habitually struggled to not demonstrate behavior at the expected level.

The administration reserves the right to all final decisions.

Warnings

Warning can be issued by all staff and encouraged by classroom teachers where appropriate. Teachers will often warn students and record incidents that do not reflect school expectations or values.

These include but are not limited to:

- Incorrect uniform
- Being unprepared for class
- Misuse of tools or materials
- Not Completing set classwork
- Not following simple instructions
- Littering
- Disrupting School learning environment
- Wandering in the classroom despite warnings
- Having chewing gum, seeds and/or nuts in shell
- Calling out, interrupting, talking while the teacher is talking
- Physically unsafe behavior (may result in more severe consequences)
- Inappropriate language (swearing or any language that may cause offence)
- Task avoidance or poor application, including irrelevant conversations or misuse of

technology

Lunch Time Reflection

Teachers can also issue reflections for incidents that they have found to be of concern. They are supervised by the teacher who issues the reflection at the start of lunch.

Lunch Detention

Lunch Detentions may be issued by coordinators for significant incidents that include but are not limited to:

- Truancy
- Rough play
- Deceitful action
- Excessive lateness
- Failing a student monitoring card
- Physical intimidation of other students
- Intentional repeating of concerning behavior
- Refusing to comply with Bus Code of Conduct
- Constant disruption to the learning environment
- Inappropriate use of ICT including using mobile phone
- Repeatedly not cooperating, or engaging with classwork
- Verbal aggression and intimidation towards others, including bad language
- Deliberately damaging school or student property (May also result in a financial consequence)
- Any other choice or behavior that has potential to misrepresent the school or disrupt the learning environment of other students.

Lunch Detentions carry a demerit of 5 points. Any of the above may result in more severe consequences if necessary.

Suspension

In certain conditions school may resort to suspending students from school and school activities for some time. Excluding students from school even for a short period of time is something our school will not take lightly and such a consequence will only be resorted to after examination of the circumstances. Below are some examples of actions leading to a suspension directly:

- Major Truancy

- Physical altercation
- Intentional disrespect of staff
- Possession of illegal/banned substances
- Misrepresenting the school in external environments
- Planned/calculated disruption to learning environments
- Bullying or targeted harassment of teachers or students
- Refusing to comply with staff addressing an escalating issue.
- Failing VP/Coordinator issued Cards
- Inappropriate use of electronic devices

(In more serious cases above actions may result in an expulsion.)

The following are the steps which will be taken by the school's leadership team:

- Suspension cannot be assigned by an individual staff member regardless of their position at the school. It is a decision by a panel including the Head of school and at least one member of management (and other staff where necessary). The decision will be reached using the information from relevant parties involved.
- Parents/guardians will be informed of the process and also provided with a copy of the Discipline Policy.
- The student/parent will be given an opportunity to respond and the Head of school will consider any response provided before reaching a final view.
- The decision will be analyzed and communicated to parents/guardians in a timely manner.
- In the case of serious matters, steps may be omitted or combined, or suspensions may be issued on the day of the incident.
- A staff member who is directly affected by events leading up to a potential suspension can't vote on any likely suspension decision.

Suspensions will carry a value of 30 or 40 demerit points.

SKT Riverside Campus is committed to ensuring procedural fairness when disciplining a student.

Students, parents/guardians who believe that procedural fairness has not been followed can provide a written appeal within seven days of the notification.

Requests for reviews regarding the suspension decision can be made to the Principal, who will send it to the School Discipline Committee for a decision.

This appeal can only be on the grounds of the original decision not following school procedures and policies or being against legal requirements.

Expulsion

For the safety of students and staff and in some cases when all other options are exhausted, the school executive can consider expelling students under the following conditions:

- The Head of School may form the view that the appropriate consequence for ongoing negative behavior or a serious incident is expulsion.
- The Head of School will provide the student/parent with an opportunity to respond and consider any response provided before reaching a final view.
- Parents/guardians will be informed of the process and also provided with a copy of the Discipline Policy.
- The Head of School will report to the Discipline Committee regarding the case.
- A staff member who is directly affected by events leading up to a potential expulsion can't vote on any likely expulsion decision.
- The Discipline Committee will form an opinion for the approval or denial of the expulsion ensuring that information, procedure and consequence was to a correct standard. This decision will be analyzed and communicated to parents/guardians in a timely manner.

Uniform/Appearance

- Students are expected to be in correct uniform & appearance at all times they are on school grounds. If a student believes there is a justified reason to not be in the correct uniform, they should seek a uniform pass.
- Teachers will issue warnings for uniform infringements (including facial hair). 5 warnings will result in a lunch detention with automatic 5 demerit points
- Serious non-compliance of the uniform & appearance policy such as incorrect hairstyles or piercings, that are hard to correct, will be dealt with significantly. First

instance will result in a warning (and phone call) and the second incident leading to a detention as well as exclusion from school.

Student Monitoring Cards (Check Appendix 2)

Student monitoring cards are an opportunity for students to receive feedback on their classroom conduct. It is the student's obligation to have it signed off by the classroom teacher at the end of every period. While on these cards, negative behaviors may be noted on SIS as an entry worth 0 points or it can be written on the mentoring card.

Students will be issued a detention if any classes on the card are unsatisfactory. Failure to satisfactorily improve behavior after 2 Mentoring Cards may result in a suspension.

Teacher Card - These can be issued at any point if a student is displaying negative behaviors in one specific class

Students may be issued with an official detention if their behavior is not satisfactorily improved while on this Teacher Card. Students may be required to repeat a Teacher Card if necessary.

Lateness

Students are expected to be punctual to all classes and events at the school. If they are late to school the expectation is for them to check in with the office.

Students' attendance and lateness are recorded in the attendance portal of each period. Students that are late to class 5 times in the academic year, will be issued a lunch detention. If a student is late to class more than 5 minutes, without an approved reason, this will be considered as a minor truancy and will be issued an after school detention. Actions from students who purposely are spending time out of class (e.g., an extended water/toilet break) will be treated similarly.

Mobile / Electronic Devices

- Students must keep all non-school electronic devices, including their mobile phone, in the office during school times (8:00 am to 3:30 pm).
- If a student is found with a non-school electronic device, the device will be confiscated and given to the relevant VP.
- First instance: the student will be issued with a warning (2 points) and can pick up their device after school.
- Second instance: the student will be issued with a warning (2 points) and their

parent/guardian will be required to pick up their device after school. (Parents may alternatively ask for the device to be returned to the student at the end of the following day.)

- Third instance: the student will be issued with a warning (2 points) and their parent/guardian will be required to pick up their device at the end of the week (Friday). If The device was confiscated on Thursday or Friday, the parents will receive it on Monday of the next week.
- Deficiency for not handing over the device will result in lunch detention.
- The school does not take responsibility for any lost or damaged device.
- Mobile/Electronic device policy applies to all school events (both on and off site) unless stated by school representatives.
- Any misuse of both school and non-school electronic devices will result in disciplinary action.

Student Mentoring Card:



KEY: *E – EXCELLENT G – GOOD S – SATISFACTORY U – UNSATISFACTORY C – REFERRAL TO COORDINATOR/VP*

Incident Report:



This form must be completed to notify the discipline committee of a serious infringement of school rules.

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Student Incident Report:

Use the [link](#) to download a soft copy.



SKT International School

STUDENT INCIDENT REPORT FORM

This form is to be used by students to report any incident/complaint to the Vice Principal.

Student Name: _____ Class: _____

Persons involved in the incident: _____

Witness(es): _____

Where? _____ When? _____

Describe what happened: _____

[illegible]

Suggest how we may solve the problem which caused the incident: _____

Signature: _____

Date: / /

CURRICULUM

CURRICULUM DESIGN

SKT-Riverside Campus is an international school which aims to provide a meaningful and quality international education to all students. The school is driven by its mission to develop student skills, including intellectual, moral, emotional, social and physical skills. With this aim, it has established activities and programs to address all of the above skills.

Curriculum design is determined and shaped mainly based on the school's mission and vision, philosophy, values and the extent to which the design meets and supports the fulfillment of the school's mission and vision. Students are offered a variety of subject choices according to their interests and needs.

SKT-RIVERSIDE CAMPUS IS A CAMBRIDGE INTERNATIONAL SCHOOL

SKT-Riverside Campus is an authorized Cambridge International Schools and offers Cambridge Primary, Cambridge Secondary 1 and Cambridge IGCSE curricula. SKT-Riverside Campus also administers Cambridge Primary Checkpoint, Secondary 1 Checkpoint and IGCSE examinations.

There are over 10,000 Cambridge schools in more than 160 countries. These schools prepare students for life, helping them develop an informed curiosity and a lasting passion for learning.

It is a non-profit organization and provides one of the most prestigious curriculum and assessments to students.

PRIMARY SCHOOL CURRICULUM

The primary school curriculum is engineered for the holistic development of all of its students. The school provides the highest standard of individualized education by fostering love of learning in children. Teachers aim to enhance each child's self-confidence and self-esteem while, at the same time, challenging them academically. This is achieved by:

- Internationally recognized Cambridge Primary Curriculum and assessments which include Cambridge International Primary Checkpoint and yearly progression tests from Year 3 to Year 6.
- Aiming to produce competent learners, who are able to communicate effectively.
- Excursions and field trips that broaden the students' experiences.
- Projects and activities that encourage students to explore, inquire, question and apply what they know.
- Working in an environment marked by encouragement.
- Encouraging students to read a wide range of books
- Teachers create a stimulating learning environment by displaying students' work.

- Developing students' 21st Century skills such as critical thinking, communication, collaboration, problem solving, and leadership.

Below is an overview of the subjects offered in Primary School:

Primary School (Year 2 - 6)		
No	Subject Name	Number of Periods
1	English Language A	10
2	Mathematics	5
3	Science	3
4	Global Perspectives	2
5	Myanmar Culture and Language	3
6	Arts	2
7	ICT	2
8	Music	2
9	Physical Education	2
10	Global Perspective	1
11	Homeroom time	1

English Language A (Cambridge Primary English)

Cambridge Primary English enables learners to communicate confidently and effectively and to develop the critical skills to respond to a range of information, media and texts with understanding and enjoyment. Learners who follow this curriculum framework develop a first language competency in an English-based curriculum designed to be successful in any culture and to promote cross-cultural understanding.

This curriculum aims to develop students' speaking, listening, reading and writing skills and these skills are assessed throughout the course.

Cambridge English as a Second Language places emphasis on development of listening, speaking, reading and writing skills as well as vocabulary development and language awareness. Learners are exposed to a range of vocabulary with opportunities for using language in personalized, meaningful ways and developing the language skills they will need

to access classroom materials in English across school curricula.

Mathematics

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

Science

The Cambridge Primary Science curriculum framework covers four content areas: scientific enquiry, biology, chemistry and physics. Scientific enquiry is about considering ideas, evaluating evidence, planning, investigating, recording and analyzing data. Environmental awareness and some philosophies of science are also part of the curriculum.

Global Perspectives

The curriculum helps learners to lay the foundations for lifelong learning, including curiosity about the world around them and enthusiasm for learning in Years 2 to 5. Students will be able to understand their personal and local context, as well as having an increased global awareness.

Year 6 curriculum specializes in the cultures and geography of Southeast Asia and the Pacific.

Computing

The school uses a curriculum which includes primary computing courses that take a real life, project-based approach to teach young learners' logic and programming, computational thinking, creativity, image editing, computer networks, communication and collaboration, productivity and online safety.

Myanmar Language and Culture

SKT-Riverside Campus follows an international curriculum; however, it is important for Myanmar students to understand their own language and culture to be able to make connections to other languages and cultures. Therefore, Myanmar Language classes are included in the curriculum for local students.

Myanmar Language is also offered at a beginner/elementary level to non-local students. This helps non-local students to adapt to Myanmar language and culture, and address the challenges that they may face in their daily lives.

Art

The art curriculum aims to develop students' creativity and focuses on improving students' drawing, coloring, composition, use of perspective and painting skills.

A variety of resources and materials are used in Art classes.

Physical Education

The physical education curriculum in primary school targets developing students' agility, coordination, and flexibility. This is achieved through educational games, gymnastics, athletics, football, and basketball training. Students are also encouraged to participate in intra-school and inter-school sports activities and competitions such as athletics week, skipping rope competitions, dodgeball, and basketball and football tournaments.

Music

The primary school music curriculum is designed to develop each student's understanding and appreciation of music. This is achieved through learning aural perception, singing and recognizing sounds of different kinds of musical instruments. This learning is based on activities that students are familiar and comfortable with such as singing, movement and games.

Throughout the year, students have a number of opportunities to showcase their work and talent, both in the school and in the wider context.

SECONDARY SCHOOL CURRICULUM

The secondary school program is designed according to Cambridge International Secondary 1 curriculum. Students build on the solid foundations laid in the earlier years in the core subjects of English, Mathematics and Science. In addition, they enjoy the more specialized subjects of Myanmar Language, Culture, Geography, Music, Art, ICT and PE. This curriculum provides them with the knowledge, skills and values needed in a fast changing world.

- Students are assessed through two rigorous testing options: Cambridge International Secondary 1 Checkpoint and yearly progression tests.
- A variety of teaching techniques are employed to ensure that instruction is meaningful, effective and relevant to the diversity of the developmental needs of this age group.
- Students are involved in more structured activities like projects, presentations, experiments, essays, debates, Olympiad studies, research papers, and inter-school competitions in various fields such as Math, Science, Sports, English Language and Art.
- Students are encouraged to take part in community service activities such as visiting homes for the elderly and/or orphanages.

Secondary School (Year 7 - 9)		
No	Subject Name	No of Periods
1	English Language	8
2	Mathematics	6
3	Science	4

4	Geography/History	4
5	Myanmar Language and Culture	3
6	Art	2
7	ICT	2
8	Chinese / German Language	2
9	PE	2
10	Global Perspective	1
11	Homeroom time	1

English Language

Cambridge Secondary 1 English enables learners to communicate confidently and effectively and to develop the skills to respond to a range of information, media and texts with understanding and enjoyment. English Language A courses are based on fundamental language competencies, which help students foster cross-cultural understanding, critical thinking, excellence in writing. Secondary school students are given chances to extend their ability to use English through the Research Paper program, speech contests, essay competitions, local and/or international debate competitions, and the annual Spelling Bee language contest.

Mathematics

Cambridge Secondary 1 Mathematics curriculum is a foundation for further Mathematics education and provides a structured objective for mathematics in High School level. Mathematics courses are designed to promote student-centered learning through pair work, group discussions and collaboration. The curriculum framework explores through six concepts: number, algebra, geometry, measure, handling data and problem solving. It focuses on principles, patterns, systems, functions and relationships, so that learners apply their mathematical knowledge and develop a holistic understanding of the subject.

Science

Cambridge Secondary 1 Science curriculum framework covers four content areas: scientific enquiry, biology, chemistry and physics. Scientific enquiry is about considering ideas, evaluating evidence, planning investigative work, and recording and analyzing data. The scientific enquiry objectives underpin biology, chemistry and physics, which are focused on developing confidence and interest in scientific knowledge. Environmental awareness is also part of the curriculum. The science knowledge of our students is extensively strengthened by a variety of experiments in modern and well-equipped laboratories.

Physical Education

The physical education curriculum in secondary school targets developing students' agility, coordination, and flexibility. This is achieved through educational games, gymnastics, athletics, and football and basketball training. Students are also encouraged to participate in intra-school and inter-school sports activities and competitions such as annual Street ball, Table tennis, and football tournaments.

Chinese Language

This course aims to develop basic communicative skills in the target language and strategies for effective language learning. It also helps students foster an understanding of different cultures.

ICT

Technology is one of the most significant subjects in the 21st Century. SKT-Riverside Campus dedicates a reasonable amount of time and energy to raise awareness of developments in information, communication and technology in everyday life. Constant investment in technology laboratories help teaching and learning stay up-to-date along with the latest, fast computers, smart boards, smart pens and projectors. Further knowledge in ICT as a computer science can be achieved through the Robotics Club and other extracurricular activities.

History

The secondary school curriculum teaches History. Students are inspired to learn history to get lessons from the past and prescribe to our modern problems but are not forced to memorize dates, events, and other boring information. Through this focus, it helps students' foster critical thinking and independent learning as well as understanding the history of humanity.

Art

The secondary school Art curriculum includes art, craft and design, and focuses on human creativity. It is designed to inspire and challenge students to create and invent their own works of art, craft and design. In addition to creativity, students also develop critical thinking skills through the production of art works. Students learn to be proficient in drawing, painting, coloring and composition concepts.

Myanmar Language

SKT-Riverside Campus follows an international curriculum; however, it is important for Myanmar students to understand their own language and culture to be able to make connections to other languages and cultures. Therefore, Myanmar Language classes, as a further level, are also included in the secondary school curriculum for local and non-local students. Myanmar Language classes are great opportunities for non-local students to adapt the Myanmar language and culture and meet the challenges that they can face in their daily lives.

Geography

The Geography curriculum covers themes from different parts of the world, and focuses on

population, settlement, land shape, natural environment, and social and economic development. The curriculum is designed to inspire students to explore and investigate contemporary global and regional issues. It enables students to acquire skills to understand the relationship between people and the environment.

HIGH SCHOOL CURRICULUM

SKT-Riverside Campus provides a challenging High School Program (Year 10 to Year 11), which is based on critical thinking skills, that allows students to gain confidence and experience based on international education standards. The school offers the following program for its high school students.

IGCSE

IGCSE stands for the International General Certificate of Secondary Education. The IGCSE is designed for 14–16 year olds and provides a common assessment system suitable for students of a wide range of abilities. Students who obtain IGCSE qualifications are well prepared for further academic success, including progression to IBDP, AS and A Level study, and will be equipped with the skills needed for immediate employment. IGCSE is recognized as evidence of ability by academic institutions and employers around the world. IGCSE provides a broad study program across a wide range of subject areas. Within the curriculum there is a balanced mix of practical experience and theoretical knowledge.

All IGCSE courses that are offered allow teaching to be placed in a local context, making it relevant to our particular region. It is also suitable for students whose first language may not be English and this is acknowledged throughout the examination process. For all examined IGCSE subjects, the level of attainment will be measured on a scale from A* to G.

However, many subjects offer a choice of core and extended papers; this means a restricted range of grades is made available ensuring the courses are suitable for students with different levels of ability. The majority of subjects require a two-year course of study for IGCSE examinations; hence the need to choose subjects to be studied as soon as possible from June 2021, leading to examinations which will be taken in May/June 2024.

The choices that a learner makes are therefore very important and we at SKT-Riverside Campus believe in providing the relevant information through this booklet to help learners and their parents make a thoughtful choice. Should you have any additional questions please do not hesitate to contact the subject teachers or head of department for the respective subjects.

IGCSE YEAR 10 & 11 CURRICULUM AT SKT-Riverside Campus

All learners entering Year 10 must follow this guide. As this table below demonstrates, the subjects include mandatory subjects (both examined and non-examined) plus five (5) other options.

MANDATORY SUBJECTS

EXAMINED SUBJECTS	NON EXAMINED SUBJECTS
ENGLISH AS A FIRST LANGUAGE	PHYSICAL EDUCATION
MATHEMATICS (EXTENDED)	HOMEROOM (CHARACTER EDUCATION)
GLOBAL PERSPECTIVES (OPTIONAL TO SIT EXAM)	

ELECTIVE EXAMINED SUBJECTS

PHYSICS	BUSINESS
CHEMISTRY	ECONOMICS
ADDITIONAL MATHEMATICS	BIOLOGY
ICT	
CHINESE	GERMAN

FEES AND COSTS

Parents and Guardians are responsible for paying the examination fees. Exam fees are not included in school fees and will be charged separately. Parents will be informed about the payment before the examination registration. Once a student is registered, payment must be made even if the student had withdrawn upon selecting the subject.

CHANGING SUBJECTS

Subject preferences may change due to a variety of different reasons and these can be discussed with students. Only in exceptional cases students will be given a chance to change their selections after the month of May. Necessary changes will be determined by a number of factors like the class sizes and the timetable. After June, students will not be given a chance to change their subjects until the completion of Year 11.

OVERVIEW OF THE SUBJECT STRUCTURE

MANDATORY SUBJECTS	PERIODS PER WEEK
ENGLISH AS A FIRST LANGUAGE	5

MATHEMATICS	5
GLOBAL PERSPECTIVES	2
PHYSICAL EDUCATION	2
HOMEROOM	1
TOTAL PERIODS	15

ELECTIVE SUBJECTS	PERIODS PER WEEK
PHYSICS	4
BUSINESS	
CHEMISTRY	4
ECONOMICS	
ADDITIONAL MATHEMATICS	4
BIOLOGY	
ICT	4
CHINESE	4
GERMAN	
TOTAL PERIODS	20

GRADING SYSTEM

The final report card grades for each concept are A* to E scale and grade boundaries are applied to determine the final grade. Decimals, percentages, or fractions are not consistent with A* to E scale and are not used in report cards

Grade Descriptors:

Grade A*: A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.

Grade A: A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.

Grade B: A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.

Grade C: A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.

Grade D: Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.

Grade E: Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.

Grade U: Ungraded / Not yet assessed.

Marking assessment tasks and grade boundaries

All assessment tasks are recorded on the school management system. The system will automatically convert students' score to a A* to G scale based on grade boundaries as shown below:

Mark %	Score	
90-100	A*	PASS
80-89	A	

70-79	B	
60-69	C	
50-59	D	
40-49	E	FAIL
Ungraded/Not assessed	U	

ASSESSMENT

Subject Specific Skills

A range of subject specific skills is assessed separately from knowledge of concepts. It allows teachers to identify subject specific strengths and weaknesses and to advise on improvements.

Students are assessed based on achievement levels in each skill. The achievement levels show only how well the child has mastered the skill and are included as part of the curriculum expectations in a subject, but are not to be considered in the determination of final subject grades.

Subject specific skills may vary from grade to grade in a subject area.

Life Skills

The importance of assessing “life skills”—information and skills that are not specific to traditional academic subject areas but are important to success in a variety of situations -- is evident.

The primary purpose of assessment is to improve student learning. Assessment of life skills also follows this main principle: Teachers, students and parents need to have a clear understanding that life skills are essential to each student’s success not only at school but also beyond. Life skills are developmental in nature and, are demonstrated in different ways at different levels. They must be clearly communicated, taught and assessed.

The following life skills are assessed at SKT-Riverside Campus:

- Collaboration
- Communication
- Empathy
- Inquiry
- Organization
- Reflection

- Respect
- Responsibility

Following tools can be used in teacher observation to assess life skills.

Skill	Assessment activities
Collaboration	Team work, Group Projects
Communication	Projects, presentations, written assignments as a way of written communication, discussions.
Empathy	Classroom practices, related projects, reflections
Inquiry	Investigations, case studies, critical thinking
Organization	Note-taking, written assignments, classroom practices, time management
Reflection	Self-assessment, written reflections, discussions, interviews
Respect	Classroom practices, group work, projects
Responsibility	Classroom practices, time-management, homework, group work

Achievement Levels

There are four achievement indicators, which are used at SKT-Riverside Campus.

BE: Below expectations

AE: Approaching expectations

ME: Meets expectations

EE: Exceeds expectations

Subject specific skills and life skills are assessed on these achievement levels only.

ASSESSMENT TASKS/TESTS/EXAMINATIONS:

The following examples are some of the assessment tasks/tests/examinations that are used

to measure student performance throughout their studies at SKT-Riverside Campus. Assessments tasks are carefully selected to meet the balance between the summative and formative assessment types.

Research paper (Year 9, 10 and 11), observation, paper-pencil tests, homework, projects, presentations, written work, logbooks, lab reports, case studies, oral activities, and other different types of assignments.

Teachers are required to use a variety of assessment tools to gather different kinds of information about students' progress and learning.

Homework Practice

SKT-Riverside Campus recognizes the importance of assigning meaningful and quality homework to students.

Homework constitutes essential part of assessment process and, it is effective when:

- The amount of homework assigned to students is different between year levels.
- The homework fosters research skills and encourages students to use a variety of resources.
- The homework policy is understood by the students and parents
- Students spend quality individual time for completing their homework on their own
- Students have sufficient practice on the learning objectives
- Students comply with the academic honesty policy in their homework assignments

Instructions for Parents

A parent's major role is to provide an environment suitable for the completion of homework assignments, which may mean that students do their home assignments away from the television and other distractions

SKT-Riverside Campus uses Communication Book from Years 2 to 11 so that the student may record his/her homework assignments

The purpose of homework is for the student to practice and use what he/she has learned. Parents/Tuition teachers should act as FACILITATORS. Encouraging, motivating and prompting your child would be helpful. However, parents/tuition teachers should not do the homework instead of the student. For more information concerning help, you may contact the homeroom teacher or respective subject teacher.

It is recommended for parents to work with their child to establish a schedule for homework completion and make sure they complete their homework every night.

When bedtime comes, please stop your child, even if he/she is not finished.

Homework Evaluation

Teachers might assign several pieces of homework in each concept, however only a total

homework grade will be entered on the school information system as one assessment in that concept.

Marking system might vary and depend on the subject area and teaching methods.

Concept/Competency Based Assessment Planning

As mentioned above, SKT-Riverside Campus uses a concept/competency system and, via this system, teachers assess student academic progress.

In each subject, there are a certain number of concepts/competencies. Teachers must assess students' academic performance from each concept/competency at least three times and with different types of assessment methods.

Subject and life skills can be assessed once a term. However, some subjects do not have concepts/competencies and assess only skills. There must be more frequent subject skills assessment in these subjects.

WRITTEN TESTS

At SKT-Riverside Campus, formal examinations fulfill an important function in the assessment of each student's academic performance. Students at SKT-Riverside Campus are exposed to formal examinations not only for the purposes of assessment but also for the experience in examination conduct, procedure and technique. Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during an examination.
- Under no circumstances are students permitted to ask any question during an examination.
- Students must bring appropriate equipment for each exam and are not to borrow any equipment during examinations.
- Students cannot be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time for examinations.
- Students are responsible for the collation and collection of their work.
- Students who are absent from any examination are required to present themselves to the vice-principal immediately upon their return to school.
- In the event of any malpractice or perceived malpractice during an examination, the student will, in the first instance, receive a zero.

Important: Any student found to be cheating during examinations receives a zero and their parents are notified.

Assessment Tasks:

- Exam
- Mock Exam
- Story Comprehension
- Spelling Test
- Practical
- Assignment
- Oral Exam
- Research paper
- Observation
- Notebook
- Experiment
- Essay
- Presentation
- Project
- Final Exam
- Homework
- Quiz

Test

The final concept grade is weighted. This means that each assessment task has a different effect on the calculation of the final score for each concept.

The final subject score is the average scores of all the concepts that are assessed in the subject area on the report card.

Passing/Failing Conditions

The passing condition is that the average score of the first and second term of a subject must be at least 50-59 /D.

There is no failing in the subjects in which no numerical grade is issued.

Re-Sit Exams

Re-sit exams are conducted after the end of the academic year, if any student gets a failing grade on his/her report card.

There is only one re-sit exam, which will be scheduled in April. A student passes a subject if the average of his/her first and second term final grades is 50-59/D or above. If it is less than 50-59/D, then the student takes re-sit exams. If after taking re-sit exams, the student is not able to get a passing score, there will be probational conditions applied to the enrollment for the next academic year.

Make-Up Exams

For the students who missed a scheduled exam, make-up exams can only be arranged for the following circumstances:

- If parents provide prior notice of excuse with a valid reason from a scheduled exam
- If a student is participating in a school-related activity.

- Because of a medical problem (A written doctor report must be provided)
- Serious Sickness of a relative (parent, guardian, brother, sister)
- Death of a relative

REPORT CARDS/ TRANSCRIPTS/ ADDITIONAL REPORT CARD

Report Cards/Transcripts are important references for students' further education. They include progress reports on academic as well as subject skills, life skills and attendance. Additional general homeroom teacher comments are included on a report card. Twice a year Report Cards are issued to individual students.

Important: It is parents'/students' responsibility to obtain their report cards from the classroom teacher/office. Report cards are not issued for students whose tuition fees, library fees, or other fees are not paid fully or who have not fulfilled school obligations.

PROMOTION TO THE NEXT GRADE

In general, students automatically proceed to the next grade level. Repeating a year may occur as a result of prolonged absence, complete inability to cope with the work, or demonstration that they are not proficient in grade level requirements.

CONDITIONAL PASS AGREEMENT

As a result of re-sit exams, if a student fails only one subject, the school allows the student to proceed to the next year. A Conditional Pass agreement is made with the parents/guardians to ensure that students do not fail any subject the following year. Students failing to meet the requirements of the Conditional Pass agreement are not promoted to the next level the following year.

TEXTBOOK/ Library Books/ MATERIALS

Students are responsible for returning textbooks in the same condition as they were issued. If a book is not returned or is damaged beyond use, the student is charged for the cost of the book.

- If a textbook/library book/school material is lost, the student is responsible for replacing a brand new one or pay whole cost for the full replacement of the book (shipment, etc.).
- Minor damages will be assessed at 25% of book cost.

Important: No books are issued until fines are paid. It is the student's responsibility to clear all fines.

Important: Sold books cannot be returned to the library.

ACADEMIC HONESTY POLICY

Introduction

SKT-Riverside Campus values the importance of academic honesty. Therefore, SKT-Riverside Campus members are committed to establishing and maintaining a school policy that promotes good academic practice and a school culture that actively encourages academic honesty.

The aims of this document are as follow:

- Help students define academic honesty (concept and areas of AH)
- Outline the detection and prevention of malpractice cases
- Describe the procedure followed by the school when investigating the instances of suspected malpractice and academic dishonesty
- Describe the consequences of malpractice and academic dishonesty instances in the school
- Describe the responsibilities of all parties involved

Academic dishonesty constitutes any one of the following:

a. Plagiarism:

An unacknowledged work of an author used as the person's own.

Using an author's work without proper acknowledgement. The most widespread of these is INTERNET PLAGIARISM due to the easy, cheap and effective access to desired information.

b. Collusion:

Allowing one's work to be copied or submitted for assessment by another

c. Cheating during Examinations:

Any attempt at copying someone else's work during examinations

d. Duplication:

Producing the same work for different assessment components

e. Data Falsification:

Dishonestly representing facts/figures for student's own advantage

Important: Any other behavior that gains an unfair advantage for a candidate or that affects the results of other candidates.

Prevention

Every SKT-Riverside Campus student should receive clear guidelines on academic honesty. All subject teachers should emphasize the importance of academic honesty and practice it throughout the academic year. During the process of producing any work, the teachers and the students work together to prevent malpractice and academic dishonesty which might take place unintentionally. It is for the benefit of the students to keep their rough notes and drafts during the process in order to support the academic honesty of their work.

Procedures for Investigation

For any suspicion of malpractice or academic dishonesty, the teacher notifies the Head of Academics with evidence. The Head of Academics, the head of discipline and the teacher involved will investigate the matter. This will include one-on-one discussion with the student as well as his or her written statement. After the investigation, if the case is not proved, no measure will be taken against the student. If there is solid evidence, the student and SKT-Riverside Campus parents will be notified through letters from the Head of Academics office and a record will be added to the student's file.

Turnitin.com

Turnitin.com is an online platform which checks students' work for potential plagiarism by comparing it against its comparison database. An originality report is created in a very short time.

SKT-Riverside Campus has subscribed to turnitin.com and the school account is renewed every year. It is compulsory to conduct a plagiarism check for research papers. Other academic written work can also be checked if the teacher suspects any plagiarism. The originality report is shared by the students, and this can be used as evidence for a possible malpractice investigation.

Consequences

There are two levels to handle academic malpractice. One is on the classroom level and dealt with by the teacher in the classroom. Students who violate the Academic Honesty Policy by committing one of the offenses in the classroom level (mentioned in the policy and detected by the teacher) will receive no marks for the respective assignments and receive a warning. When the offense is repeated, he or she is referred to the Discipline Committee.

The next is on the school level, which is dealt by the school administration and the discipline committee and will include offenses such as detention, in-school-suspension and out of school suspension.

INTERNATIONAL OLYMPIADS AND PROJECT COMPETITIONS

Olympiads/ Participating in International/ Local Competitions

SKT-Riverside Campus puts great emphasis on international Olympiads and Project Competitions. Since 2019, the school has been participating in international competitions and activities in order to give students opportunities to attend cultural, social and scientific events and exchange ideas/views with other students from all over the world.

For Olympiads, talented students who are enthusiastic, hard-working and academically successful are selected and offered special classes in Mathematics, Science, and Language.

Students study advanced Mathematics, Biology, Chemistry, Physics, and Language with supervisors.

They study theoretical and practical parts of the sciences. On the other hand, projects from Biology, Chemistry, Physics, and Computers are offered to students' who are very enthusiastic and skillful in those particular fields.

How are Students Selected?

For Olympiads and project competitions, students are selected by the Olympiad Committee based on their performance during regular classes in particular, or in general. They work on projects under the supervision of their teachers.

Olympiads and Projects require intensive study. Selected participants should be ready to sacrifice their time or personal pleasure. The students are expected to give priority to their Olympiad or project studies under all circumstances. Refer to Olympiad Policy for detailed information.

Extra Classes

The school may offer extra study hours and classes for students who have difficulties with subjects. The structure and the availability of the program may vary among the campuses due to teacher timetables and school facilities.

- Students are selected by the subject teachers.
- Attendance and punctuality are important. Any student who fails to meet these requirements are denied attendance of these program.

INTRA/INTER- SCHOOL ACTIVITIES

INTRA-SCHOOL ACTIVITIES

Throughout the school year, SKT-Riverside Campus carries out a wide range of school activities in order to develop students' sense of teamwork, physical strength, intellect and interests.

School activities that are offered for different levels include Science Knowledge Competition, Spelling Bee, National Day Celebration, Athletics Week, Excursions, Family Picnic, Closing Ceremony, Culture Festival and Yearbook.

INTER-SCHOOL ACTIVITIES

1. Mathemania

Mathemania is an annual Math contest consisting of different kinds and levels of Math questions organized by SKT-Riverside Campus. The purpose of this contest is to boost enthusiasm towards Math and strengthen students' critical thinking skills. Mathemania has gained popularity since it was initiated with the first round. Students, parents and educators have shown great enthusiasm for the event. The media support and interest is also exceptional.

2. Spelling Bee Contest

The Spelling Bee is an annual event. It is very popular among students as it helps them increase their vocabulary. SKT-Riverside Campus invite students from all schools/institutions in and around Yangon to compete in two categories - Junior and Senior. Students from year 3 to year 10 can participate.

LIST OF CLUBS/ ACTIVITIES

Club activities are offered for students' enrichment and to fulfill university entrance requirements. Students are free to join any club after school. Here is a list of some of the clubs we offer:

- Math Games and Puzzles Club
- Volleyball Club
- Culinary Club
- Cooking Club
- Taekwondo Club
- Science Club
- CIY (Code It Yourself)
- Basketball Club
- Badminton Club
- Robotics Club
- Football Club
- Myanmar Storytelling and Reading Club
- Dance Club
- Book Club
- Music Club
- Table Tennis Club

Important: Club arrangements, structure and timing may vary among the campuses and each year. Clubs are opened on demand, if there is an adequate number of participants, then the school may offer that club.

RULES AND REGULATIONS

Attend the club regularly. At least 80% attendance is required.

If a student wants to be granted leave in case of emergencies or health problems or other unavoidable matters, he or she should inform the club instructor as soon as possible, preferably in advance.

If a student is absent without an approved reason for two consecutive days, he or she will be called to the club supervisor.

SOCIAL ACTIVITIES/ FIELD TRIPS

Homeroom teachers and subject teachers arrange field trips during the year. When a field trip has been planned, students will be given a Field Trip Permission Form, which will contain information about the nature, date, time's location and cost of the field trip together with a reply section which parents should use to indicate their permission that their child may attend the planned field trip. This written permission needs to be completed and signed by parents or guardians, and returned to the teacher organizing the field trip.

Important: No student will be allowed to participate in any activity unless he/she presents the Field Trip Permission Form signed by a parent/guardian. Students unable to show the Field Trip Permission Form for trips done during class times are required to wait in a designated room.

COMPUTER USAGE POLICY

1. General Computer Usage Policy

- Using, deleting, examining, copying, or modifying files or data on disks belonging to other users without their consent is prohibited.
- Unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited. Deliberate crashing of the system is expressly forbidden.
- Using software designed to destroy data, provision of unauthorized access to computer systems, and decoding passwords is prohibited.
- Loading software on any computer without authorization of computer personnel is forbidden.
- Use of school computers for non-educational or non-school related activities is prohibited, unless authorized by administration.
- Loading or downloading any material that may constitute harassment, sexual or otherwise is prohibited.
- Use of the Internet to view, copy, save or distribute unauthorized text files, graphic files, sound files or video files is forbidden.
- Deliberate vandalism to the computer, monitor, mouse, printer, or other peripheral devices is prohibited.

2. Electronic Mail

Any unauthorized attempt to read, delete, copy or modify the electronic mail of other users is prohibited.

- Attempts at sending harassing, obscene, and/or other threatening electronic mail to another user are prohibited. This includes the use of insulting, sexist, racist, obscene, or suggestive electronic mail. The use of abusive or otherwise objectionable language in either public or private messages is prohibited.
- Use of e-mail for non-educational or non-school related purposes is prohibited unless authorized by computer teachers.

3. Network and Computing System Security

As a user of a network, you may be allowed to access other authorized networks (and/or the computer systems attached to those networks). Therefore:

- The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- The interception, copying, distributing, decryption or utilization of the login names and/or passwords of others is prohibited.
- Intentional attempts to "crash" network systems or program are prohibited.
- Any attempt to secure a higher level of privilege on Network systems is prohibited.
- Decrypting systems or user passwords is prohibited.
- Copying system files is prohibited.
- Introducing computer "viruses", disruptive or destructive program into the local or remote network is prohibited. Any attempt to circumvent school implemented security filtering or blocking software is prohibited.

4. Consequences

Any violation of the above stated rules will result in disciplinary action that includes but is not limited to the following:

- Temporary or permanent loss of computer privileges
- Detention
- IN-SCHOOL SUSPENSION
- OUT OF SCHOOL SUSPENSION
- Referral to the Discipline Committee

SKT-Riverside Campus network and computing systems are expected to be utilized exclusively for education-related functions and applications unless the user is expressly granted permission by the administration to do otherwise.

5. No Expectations for Privacy

The computer resources available to users are there to assist them in the performance of their duties. Users should not expect anything they view, create, store, send, receive or print on the computer system to be private. The school's students and employees may only use the computer resources for school business and/or educational purposes during school hours. Likewise, SKT-Riverside Campus community members may not use the school's resources for anything other than approved activities. The school may use human or specifically-designed software to monitor the use of its equipment.

6. Viruses

Users must understand that their home computers and laptops may contain viruses.

Therefore, all disks/drives from a user's home computer **MUST** be scanned for viruses prior to the making the transfer to school's computers.

ELECTRONIC DEVICE POLICY

Mobile phones, laptops, tablet PCs, MP3 Players, cameras, smartwatches and any other electronic devices are not allowed at SKT-Riverside Campus in classes or on campuses during school time. Mobile phones sometimes have a negative impact on the learning environment and the safety and well-being of students. Students are not allowed to access social media accounts while on campus.

Students are advised to leave their mobile phones in the student affairs office as soon as they enter the school premises. When a student is in the school premises, parents and students should communicate via the school phones. The office is pleased to pass messages to students and will give permission to students to make calls to their parents when necessary.

If a student possesses a mobile phone in the classroom, it will be confiscated.

First time: It will be given to students in the evening with a warning.

Second time: It will be handed over to the parents only.

Third time: After the second time, the school reserves the right to confiscate the mobile phone for the length of one term. Students are expected to cooperate with SKT-Riverside Campus by following the rules and regulations of the school.

If a student needs to use a mobile phone, camera or any other electronic device for academic purposes like school projects, they should have prior permission to do so. In this case, they are allowed to use the device only at given times for educational purposes.

USE OF OTHER FACILITIES

1. Library

The Library is open from Monday to Saturday from 8:00am to 4:30 pm. Students are

encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from his/her teacher and then, upon entering the library, inform the librarian about his/her particular need.

The following are the library rules that students are expected to follow:

- Keep quiet whether studying or reading
- No snacks and drinks are allowed in the library.
- Students may borrow 2 books at a time/week.
- If a textbook/library book/school material is lost, the student is responsible for replacing it with a brand new one or pay the full cost for its replacement (shipment, etc.).
- Minor damages will be assessed at 25% of the material's value.
- Major damage will be assessed 100% of the cost for the material's replacement.

2. Computer Room

The computer room is available to classes and individual students throughout the school year. Availability is based on:

- Regularly scheduled classes
- Availability of supervision
- Student discipline record

A student who violates the COMPUTER USAGE POLICY may lose his/her computer usage privileges.

3. Canteen

The SKT-Riverside Campus Canteen provides food, snacks and drinks for the students. Students are not allowed to purchase any items from the canteen after the first bell rings. Students are expected to be on time for classes. Buying an item from the canteen may not be considered a valid excuse for being late to a class.

Students who are constantly late will be warned.

4. Sports Facilities

Students are expected to follow all safety procedures as instructed by their PE teachers during classes. Footballs, basketballs, volleyballs, or any other sports equipment may be borrowed from the PE equipment storage room upon a PE teacher's consent. Returning borrowed items is solely the student's responsibility. Students may be asked to pay for any item that is not returned to its original place. Students have the right to use Sports Facilities out-of-school times. However, students need to get proper permission from the PE Department Supervisor or any other responsible PE Teacher. Any activity that is not

confirmed by any of the responsible staff will be interrupted. Particular circumstances require disciplinary action. Therefore, a suitable action will be taken for the students who use the Sports Facilities without consent.

5. Labs

Science Lab is used during certain classes. A lab assistant ensures the smooth flow of experiments, safety and cleanliness of the labs. It is student's responsibility to be aware of the safety rules and regulations of lab usage.

Science teachers inform students of these rules and regulations during regular classes.

Any irresponsible student behavior or physical activity that might hamper safety to others is immediately referred to the respective vice-principal.

6. Music Room

Students should not touch, play or use any musical instruments or any other items in the Music Room without the consent of a Music Teacher.

7. Art Room

Students should not touch, play or use in any way art items, colors, pallets, pencils, pens or any other items in the Art Room without the consent of an Art Teacher.

8. CCTV Cameras

Classrooms, canteen, lunch area, and corridors are equipped with CCTV cameras for security reasons.

All classrooms are linked via CCTV to a central monitoring facility. Students are not allowed to touch the cameras or block them from recording in any way.

Parents or students who would like to see CCTV records must inform the respective vice-principal and provide a valid reason, specific time & date, and also details of the incident. SKT-Riverside Campus holds the right not to reveal any CCTV record for confidentiality reasons.

9. Playground

While using the playground, students are expected to follow the rules for a safe and caring environment and atmosphere. The rules are as follows:

- Behave well
- Speak only English
- Put any rubbish in the bin

- Use water wisely
- Respect teachers on duty and follow their instructions
- Play safely and report any problems
- Treat others as you want to be treated
- Speak nicely
- Allow others to play their games
- Keep hands and feet to yourself
- Respect the property of others.
- Hand in any lost property to a teacher on duty/student affairs

11. Bulletin Boards

Any notices, posters, or stickers that are displayed on the bulletin boards or around the buildings must have prior approval of the Head of School or the respective Vice-Principal. Failure to obtain approval will result in the removal of the displayed article and possible disciplinary action.

APPOINTMENTS WITH TEACHING STAFF/ ADMINISTRATION

Parents may have the need to express a concern or discuss a school-related issue. If an issue or concern that is related to a homeroom or subject teacher arises, the following protocol should be followed:

STEP 1: Make an appointment to meet with the homeroom/subject teacher at a mutually convenient time by contacting the School Secretary or Student Affairs. If you believe the issue or concern has not been sufficiently addressed in the meeting with the homeroom/subject teacher, you can proceed to the next step.

STEP 2: Make an appointment to meet with the respective Vice-Principal by contacting a School Secretary or student Affairs. If after that you believe the issue or concern still has not been resolved to your satisfaction, you may then proceed to the next step.

STEP 3: Contact the school to make an appointment to meet with the Head of School.

COMMUNICATION WITH THE SCHOOL

Parents should feel free to communicate with the school about the progress of their children. Personal interviews can be arranged with the Head of School, Vice-Principal or staff by phoning the office. Enquiries regarding a student's attendance or adjustment in general, are most suitably handled by the homeroom teacher. The homeroom teacher is the person to contact if parents wish to have information on their child's progress and adjustment in school generally. For particular subject areas, the subject teacher should be contacted.

PARENT-STUDENT-TEACHER CONFERENCE

Twice a year Parent-Student-Teacher Conferences are conducted by homeroom teachers. A detailed time-table of the conference will be sent through students to their parents/guardians.

Student progress, general academic and social performance is discussed. Parents are recommended to share any important information on their child which will help teachers in their education.

Important: It is the parent's responsibility to make sure of the date and the specific time of any conference.

OPEN HOUSE

Open House is an opportunity for parents to observe ongoing classes, teachers and their children. The purpose of this program is to obtain a better understanding of our education system at SKT-Riverside Campus. Once a year, the school will announce through a letter concerning the date and schedule for Open House days. Interested parents may choose to take part in any of their child's teacher's classes. Parents are expected to give feedback after each lesson in a specially-designed form.

PARENTS MEET AND GREET PROGRAM

A Parent Welcome Reception for new academic years are conducted during the first weeks of the academic year. Parents are given an opportunity to meet their child's homeroom and subject teachers and be familiar with the school policies on important issues, subject requirements, assessments, exams, and book usage details.

FAMILY PICNICS

SKT-Riverside Campus organizes Family Picnics for all grade students once a year. Parents' participation is strongly advised. Games and activities together with students, parents and teachers are played. SKT-Riverside Campus believes this improves communication between home and school.

HOME VISITS

Once a year/term, based on need, homeroom teachers conduct home visits in order to build better communication with parents. It is also an opportunity for homeroom teachers to make recommendations and discuss good study habits at home.

FEEDBACK TO PARENTS

Feedback to parents is given through regular meetings at the school, during home visits or on need-basis. For need-based meetings, teachers and the respective vice-principal arrange

the meeting place, date and time. If a need for feedback from parents/guardians arises, an appointment should be made in advance with the concerned subject teacher, vice-principal or any other staff.

CHANGE OF ADDRESS OR PHONE

Parents are expected to inform the school about any change of address, phone or any other information in order to keep proper Home-School communication.

SCHOOL-PARENT COMMUNICATION

Effective School-Home Communication is vital for a positive continuation of a child's education. Therefore, parents are expected to be aware of the educational process their child is going through. Parents will be informed about school activities and their child's progress through one of the following:

1. Letters to Parents

Letters regarding school activities, important deadlines, changes, and developments regarding school will be sent to parents on a regular basis. A 'read-receipt' paper will be included. Parents need to show the confirmation of the receipt of any letter sent by the school by signing the 'read-receipt' paper. The signed paper is to be submitted to Student Affairs.

2. Communication Book

Communication Books are used in primary and secondary school in order to inform parents about the amount of homework received by the students on any regular school day. Parents are to sign the Communication Book every day to show awareness of their child's homework given on that day. Parents may refer to Homework policy instructions on following their child's homework.

Criteria for Awarding Best Students of Academic Year

1. Attendance

2. Punctuality

3. Behavior

4. Academic Achievements