



**Chin Education Services (Amazon) Co., Ltd.**  
**Amazon Private Schools**

## **STUDENT PARENT HANDBOOK**



**“As a Private School, we commit to the development and establishment of internationally competitive academic standards in Chin State.”**

## **FOREWORD TO PARENTS/GUARDIANS AND STUDENTS**

The purpose of this handbook is to familiarize students, parents and teachers with the rules and regulations of Amazon Private Schools.

This handbook should be of special and immediate help to all students and parents at all times. In this Student/Parent 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, educational life at Amazon, Amazon's intra/inter-school activities, co-curricular activities, social activities, field trips and the Internet/computer/school network usage policy.

This handbook is prepared for students/parents/guardians and should be read before enrolling a student at Amazon Private School. All parents who are concerned about a student education are expected to have read, understood and accepted the Rules mentioned in the Student Code of Conduct/Disciplinary Matters and important information. An ACKNOWLEDGEMENT FORM will be signed between the school administration and students/parents/guardians before enrolment to school. 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 Amazon Private School who must comply with the school rules mentioned in this handbook.

When we work together, students benefit the maximum. We are all dedicated to building a strong relationship.

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

“It is the Amazon Student's responsibility to know the information provided in this handbook”

## **GENERAL SCHOOL PROFILE**

### **Our Vision**

Our vision is “an educated community for kids.”

### **Amazon Education Philosophy**

We believe that ...

- Every child is unique and yet born equal in dignity and rights, and it is essential to meet their individual needs.
- A wholesome education is achieved by modeling respect for others and celebrating our diversity.
- Every child can discover the joy of learning.
- Every child possesses boundless potentialities that can be realized through effective education.
- Children need an educated community for the full realization of their possibilities.
- Critical thinking skills are essential to meet the challenges of the modern world.
- Parents and teachers must work together as a team in the child's development.
- Amazon's students should feel a responsibility in protecting our global environment.
- Amazon should fully contribute to the community and the world we live in.

This belief will be achieved through our Values:

- A focus on the whole child.
- The rights of the child, personal responsibility, freedom of choice, interactive learning, liberal education, independent thinking, and democratic principles.
- A safe, fair, and productive learning and a nurturing, supportive environment for everyone.
- Equal treatment and respect for diversity.
- Community services.

### **Our Mission**

- Establishing an internationally competitive academic standard in Chin State.
- Providing a quality international education that will prepare students intellectually, morally, socially, emotionally and physically.
- Providing quality education and the very best English language education possible.
- Meeting a student's individual needs through a balanced curriculum, teaching methodologies and the state-of-the-art aids and materials.
- Instilling a lifelong love of learning in our students through a positive and nurturing environment.
- Fostering creativity, critical thinking and problem solving skills through a unique blend of pedagogical approaches and cultural values.
- Developing and nurturing students who are knowledgeable, principled individuals who care for our planet and all other people.

In order to

- Enter the best universities in the world,
- Become effective communicators and team members in multilingual and cross-cultural environment,
- Understand, appreciate, and respect a variety of international cultures, and
- Become exemplary leaders in various fields.

We believe our mission will be achieved through

- An individualized student-centered curriculum and teaching methodologies,
- A dedicated, experienced and enthusiastic team of teachers and staff,
- State-of-the-art campus, facilities and learning aids.

## **GENERAL SCHOOL INFORMATION**

### **1. ENROLMENT**

#### **Admission Policy and Procedure**

A parent planning to enroll a student in Amazon must complete the student enrolment procedure. This is a six-step process.

1. Initial meeting of the parent/guardian with school Administration to go over the Amazon instructional philosophy, tuition payment, as well as school program and facilities.
2. Student placement test (fee applies).
3. Student placement evaluation.
4. 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.
5. Completion of all student information forms.
6. Returning the completed forms, along with registration fee.

### **Important Document to Bring**

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

- Previous scholastic records from last school attended (two years).
- Evidence of date of birth or ID card (if applicable).
- 2 photographs.

Important: Amazon Private School holds the right to deny any students application.

### **Admission Package**

Parents/Students/Guardians will receive an Admission Package that includes documents such as Admission Form, Tuition Fee Payment Plan, Student Handbook, School Calendar and Student's Expenditure Calculation Sheet. Parents/Guardians need to read all these documents and confirm that they have read and understood them before signing.

All the above-mentioned forms should be filled in by every parent/guardian during enrolment.

The Medical Form should be completed and revise when changing school, to show students 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 Form.

### **Probation Period of Admission (PPA)**

Parents/guardians and students should be aware that 14 days from the first day of School is a Probation Period of Admission.

This PPA is reserved for parents/guardians and students' observation of and familiarization with Amazon.

At the end of PPA, a Parent-Teacher (PT) Conference will be held where questions and comments concerning the School will be welcomed by the Director/Principal of Amazon and announcements will be made.

### **List of Documents to be signed**

Amazon Private School parents need to keep in mind that they will be required to sign and fill in the following documents.

Before enrolment:

- Admission Form
- Student-Parent Handbook Acknowledgement Form
- Enrolment and Tuition Fee Payment Rules and Regulations

After enrolment:

- At the end of Probation Period, parents/guardians and students must sign the following documents:

- a) Confirmation of Enrolment and
- b) Behavioral Agreement Form.
- By signing these documents parents/guardians and students agree to pay tuition in full for the term even if they drop out for any reason.

### **Registration Renewal**

Every year details of the registration process will be announced to the parents. A designated non-refundable registration fee should be paid within the registration period. Parents need to pay this amount to secure their child's place. If no registration fee is paid within the registration period, students will lose all applicable discount benefits. Priority will be given to Amazon Private School current parents. Registration will be conducted on first-come-first-serve basis.

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

“Every year registration period details will be announced to the parents”

### **Student Information Confidentiality**

The following areas of information concerning your child may be released when Amazon Private School administration considers it necessary:

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

### **Transfer/Withdrawal from School**

Parents are to notify the school in writing if they intend to withdraw their child from the school. A full term notice is to be given for any transfers/withdrawals. This is to allow the school to make necessary management decision.

Important: If term notice is not given, the student will have to pay the fees for the coming term.

School will provide necessary documents for students on demand, which is done one week in advance.

### **Terminating Enrolment**

Once a student has terminated his or her enrolment, that student's place will be taken by a new enrolment. If the student wants to return to Amazon Private School that student will be treated as a new applicant.

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

- ID Cards, Locker Key, Textbooks, any item owned by Amazon
- 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.

### **Refund Policy**

A refund of tuition, lunch/transportation (if applicable) fees will be made for a term during which the student doesn't attend. Please note that attendance of any class on a day during a semester constitutes attendance of that semester. No refund, or partial refund, will be made for any semester a student is in attendance.

## **2. OTHER IMPORTANT INFORMATION**

### **Morning Assemblies**

Morning assemblies are held for 15 minutes before the lessons start every Monday and Friday. Students are awarded various prizes according to academic and behavioral excellence and announcements are made. Every Monday, the school anthem will be sung. From Tuesday to Thursday, students spend time with homeroom teachers during assembly time.

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

Important: Students are expected to line up for the 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.

### **ID Cards**

Students at Amazon Private have identification cards, which are also used for attendance (twice daily, morning and afternoon) and for borrowing books. There is no expiry date for ID cards. In case the card is lost, a 5000 Kyats fine will be required to issue a new card.

Important: This card should be kept in a safe and secure place. Borrowing materials from the Library will not be allowed without this card. New students are expected to obtain (free of charge) their ID cards at the beginning of an academic year from the office.

### **Individual/School Photos**

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

### **Lockers**

School Administration has equal access to lockers and may inspect them at any time. Lockers are assigned to every student from Kindergarten upward. Students are expected to keep all their belongings in their lockers neat and tidy. Students are to remove stickers, signs, markings, etc. from lockers at the end of the school year. Students are responsible for damage to their lockers and the cost of clean-up.

Important: Lockers are the property of Amazon Private School. Therefore, every student is responsible for his/her locker.

## **Lost and Found**

The corridors are inspected each evening and unsecured student property is placed in the Lost and Found Boxes. Students should ensure that all their books, uniforms and other property are clearly labeled with their name 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 the classroom or lockers. Students are strongly urged to write their names in permanent ink on all belongings such as PE clothes, etc.

Important: The School will not be responsible for lost or stolen articles.

## **Health Care**

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

If a student is ill, these are the steps the student is expected to follow:

- Contact the homeroom teacher or the Student Affairs
- Contact the respective Vice Principle.

A student who is ill will be accompanied by an assistant teacher in primary grades and class monitors in higher grades. If a student becomes ill or injured during the school day and is, for that reason, unable to continue with the normal daily program, the student will be taken to the office/clinic. The parents will be contacted in order to pick up the child or call for an ambulance.

Important: Students will not be 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 will be taken to the nearest hospital.

Important: No Medication of any kind will be given to students unless approved by a parent/guardian.

## **Telephones**

Telephones in the office are to be used only to call parents or in the event of an emergency. Teachers and students are not allowed to bring cell phones or any other devices that can tamper with ongoing classes. Cell phones and all other devices that can give sound must be power off in classes. Therefore, parent/guardian are required to call the office even in the case of emergency.

## **Parking**

No cars will be allowed to park for long periods of time during arrival and dismissal times. A special parking lot is allocated for parents who would like to park their vehicle for a longer period of time. It is not allowed to honk vehicle horns within the school boundaries. For safety reasons, drivers need to keep their speed to a minimum within the school premises. Students will not be allowed to drive within the school premises.

## **Bringing Lunch**

Students who do not eat school meals have to keep their lunch boxes in the Cafeteria or designated areas. Lunch boxes may be given to the Amazon staff which will be kept in the Cafeteria or designated areas.

## Feedback

Parents with concerns or feedback may drop a letter in a Feedback box or write to the following email address:

[contactamazon@gmail.com](mailto:contactamazon@gmail.com)

## School Reports: Report Cards/Transcripts/Transfer Certificate

Amazon issues certain types of documents for its students. For issuing an extra report card/transcript/any other document an additional fee will be charged.

## Transportation

Amazon Private School has buses and vans. Our drivers are experienced drivers. There is a person-in-charge for each bus. The buses are serviced on a regular basis. The buses arrive at school before morning assembly every day and leave the school after club activities.

Door-to-door service is provided to some locations. The route of each bus is determined one week before the school opens. Parents may request for the door-to-door service before that time. Once the route is chosen, the school may not change it.

Eating/Drinking on the buses is not allowed. If a student constantly disturbs the others and does not obey the rules on the bus, he/she may not use the school bus service anymore. In this case, there will be no refund available.

In the morning, students are asked to come to their pick-up points 5min before the actual departure time. Buses and vans may not wait for the latecomers. If a student misses the school bus for any reason, he/she cannot claim any refund for the transportation service. If a bus comes to school late for any reason, students will not be regarded late.

In the afternoon, students may put their belongings in the buses and vans 10 minutes before departure. Parents must pick up their children on time since the buses cannot wait for long. If the parents do not show up on time, the student will be brought back to school.

Transportation service is optional. During the registration to the new academic year, the parents should notify the office about the transportation service.

## 3. UNIFORM AND GENERAL APPEARANCE

The following guidelines apply at Amazon Private School:

It is expected that students will wear proper uniforms whilst travelling to and from school excluding excursions (except when specific exemption is given by the Principal.)

There will be regular uniform checks.

Parents will be informed through a formal letter if students are reprimanded for uniform offences.

The uniform should be clean and worn neatly.

Action will be taken against the students who come to school with no uniform or with improper hairstyles. Students without a uniform will be sent home or they may purchase a uniform from the Finance department. Those students who come to school with improper hairstyles will be sent



home immediately. They will be allowed to come back to school only after having proper haircuts. For details, refer to '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.

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 color in their hair. Students are not allowed to wear visible jewelry of any kind except a wrist-watch.

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

### **AMAZON UNIFORM**

The school uniform may be obtained from the office/Finance department. The Amazon uniform includes the following:

- Amazon Polo Shirt
- Amazon Shorts (for boys)
- Amazon Skirt (for girls)
- Slippers are not allowed at school. Instead, proper shoes must be worn.

### **Additional Dress Code Requirements**

#### **Sports/Physical Education Uniform:**

All students should be equipped with the following:

- Amazon sports suit
- Amazon PE top
- Running/Sports shoes

Students who represent the school at sports 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 class. At other times they should wear their Amazon uniform. Students not abiding by this rule will be warned by teachers/Vice Principals.

### **Special Days**

Students may choose to wear certain types of dress [as directed] (national or any other...) on special days.

## 4. ATTENDANCE

### General Attendance Information

At Amazon, 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 missing any teaching day will not be able to get the full benefit from classroom activities and any teacher-based learning. Amazon Private School 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 due to reasons such as oversleeping, car problems, traffic jams, driver problems, waiting for other sibling, talking to a teacher, buying things from the Cafeteria or printing papers are unacceptable.

Students are expected to be at school before the morning assembly. Any student coming after the morning assembly starts will be considered tardy.

Tardy students will be checked daily. If a student shows consistent lateness, a warning notification will be given to parents. A record of any type of tardiness will be kept in a student's discipline record.

### Absence

If a student is absent from school because of sickness or some unforeseen circumstance, a telephone message to the respective Vice Principal/Homeroom Teacher must be left with the office before the assembly time.

If an absence should extend over three days, parents need to contact the respective Vice Principal/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/Principal.

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

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

### Excused Absences

Students may be considered to be EXCUSED in the following cases:

- School-related activities
- Serious Sickness of a relative (parent, guardian, brother, sister...)
- Death of a relative
- Any other circumstances that might be deemed as excused by the respective Vice Principal/Principal

A 'Leave 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.

Students will not be allowed to go home unless accompanied by a parent/guardian. A form is to be filled in by the respective Vice Principal/Principal.

A student who is required by parents/guardian 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.

These forms may be obtained from Amazon Main Office – STUDENT AFFAIRS section. The form will be shown to the respective Vice Principal/Principal who will then confirm the permission by signing it.

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

We consider absences for any reasons that are not mentioned above to be unexcused. When absent from school students miss participating in 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.

If you choose to extend a holiday or take your child out of school for reasons other than illness or emergencies, the missed assignments may be given to your child. It is then the parent's responsibility to make sure that the work is completed within the given time frame. In the case of long absences, it may be necessary to arrange extra tutoring.

Important: An unexcused student who misses any exam/quiz/assignment/project or any assessment task will receive '0' (Zero). There will be NO EXCEPTION.

### **Make-up Work**

Important:

It is the student's responsibility to make up for the missed work during excused/unexcused absence.

Important:

It is the student's responsibility to learn homework assigned by his/her teacher from his 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 truanting student intentionally disrupts and underestimates the educational process and therefore this will be met with consequences as mentioned in the 'Discipline Problems and Consequences' table.

## 5. STUDENT CODE OF CONDUCT/ DISCIPLINARY MATTERS

### General Behavior Expectations

The conduct of students should at all times contribute in a positive and constructive manner to the improvement of learning situations and the overall school environment. This includes school activities in and outside of school.

All students are to be respectful to others at all times. Actions by students that are based on race, color, national origin, ethnicity, gender, or religious beliefs will not be tolerated. Students participating in any form of harassment or intimidation, including, but not limited to, verbal, non-verbal, graphic, written, or physical contact that denigrates or shows hostility or aversion towards a member(s) of the above groups will be subject to disciplinary action.

Amazon Private believes that its students enjoy their rights, they must fulfill the accompanying responsibilities. To assist Amazon Private in the provision of a productive and positive educational environment, the Code of Conduct is based on the following rights and responsibilities. Any attempt to break the school rules will be recorded on a DISCIPLINE FORM.

### Student's Rights

- To know what is expected of them,
- To know the Amazon Private rules and the consequences of non-compliance with those rules,
- To be safe in a safe environment,
- To be treated with respect and tolerance,
- To be treated equally,
- To learn,
- To express themselves freely, and
- To expect their property to be safe.

### Student's Responsibilities

- To meet the above expectations
- To follow the Amazon Private School's rules
- To help maintain a safe environment
- To treat others with respect and tolerance
- To treat others equally
- To allow others to learn without disruption
- To work to the best of their ability
- To work cooperatively
- To provide support for others
- To listen to the views of others
- To be tolerant of the view of others
- To respect the property of others
- Not to steal, damage or destroy the property of others
- To respect the authority of teachers
- To be at school on time

## Forbidden

1. Smoking, alcoholic drinks
2. Gambling or any kind of games of chance (for money or not)
3. Spitting
4. Chewing gum, beetle nut
5. Playing with or wasting water
6. Shouting, playing improper games and showing
7. Disruptive behavior in classrooms
8. Running in the corridors, climbing trees, running up or down the stairs
9. Throwing stones or other objects likely to cause injury
10. Playing with balls inside the building unless supervised by a teacher
11. Damaging or removing or removing any notices
12. Littering
13. Taking into classroom or the hall any radios, cameras, tape-recorders, CDs, CD players, Walkman, cellular phones or any other electrical equipment without permission
14. Eating or drinking in the class
15. Bringing drinks or food into the classroom
16. Putting up notices without permission
17. Copying another student's work
18. Cheating
19. Selling something
20. Using profane or degrading names
21. Using bad language
22. Involvement in gang activity
23. Fighting
24. Bringing improper articles into the school
25. Bringing pets into the school
26. Violating school dress code including coming to school in dirty clothes, wearing make-up, and having long fingernails
27. Coming to school without ID cards.
28. Entering the school main building when the school is on holiday and/ or out of study times.
29. Damaging or destroying school property.
30. Entering the administration office or the staff rooms without permission.

## Prohibited Items

Bringing the following items, which are potentially dangerous to you and your environment, is strictly prohibited:

1. Cigarettes, matches, lighters
2. Alcoholic drinks
3. Chewing gum
4. Fireworks or any other explosives
5. Guns (toy or real)
6. Knives, penknives
7. Playing cards or any other games of chance
8. Improper books or materials
9. Cellular phones or any other electronic devices
10. Any kind of jewelry

## EXPECTED AND ACCEPTABLE STUDENT BEHAVIOUR

### Respect for Yourself

- It is important that you respect yourself – your body, your mind, your possessions and your surroundings.
- It is vital that you develop a satisfactory balance between sleep and wakefulness, amongst academic, leisure and physical activities, between planned and free time.

### Respect for Others

- It is important that you show respect for other people – your parents, teachers, fellow students and students from other schools. As we strive to live in a peaceful, safe and supportive society as a community of learners, everyone should follow the rules to attain that purpose. This includes, amongst other things:
  - ✓ Politely acknowledging a known adult who is met out of doors
  - ✓ Keeping your voice and conversation in public to a tone and to topics which are acceptable to others, who are not members of the school
  - ✓ Standing up when a teacher or any adult walks into the room
  - ✓ Raising your hand to speak when addressing class or teacher
  - ✓ Keeping your hands and feet to yourself
  - ✓ Striving to do your best at all times.
  - ✓ Completing all work set
  - ✓ Respecting the teachers, friends/others and each other's property
  - ✓ Staying seated in class and getting permission to leave a seat.
  - ✓ Giving way to older people
  - ✓ Extending due courtesy to all visitors to the classroom
  - ✓ Offering help and guidance to visitors to the school
  - ✓ Displaying good manners in your contact with the school Cafeteria staff
  - ✓ Waiting quietly outside classrooms
  - ✓ Not talking in the library
  - ✓ Walking, not running in the library
  - ✓ Walking, not running in the corridors
  - ✓ Not playing games in the corridors (unless you are otherwise informed)
  - ✓ Avoiding and preventing bullying
  - ✓ Reporting at once to the nearest teacher any accident or damage involving yourself or other students
  - ✓ Courteously and with good will obeying instructions given by staff, prefects and senior students
  - ✓ Not throwing or projecting a missile of any kind
  - ✓ Not interrupting when two people are talking
  - ✓ Queuing in the lunch area

### Respect for Property

- You are not to interfere with or remove any property belonging to others.
- Large sums of money should not be brought to the school. During sport or other such activities, leave valuables with a responsible person.
- Bins are provided for litter. Therefore, do not drop litter around the grounds, and if you come across litter anywhere, pick it up and put it in a bin.
- Spitting is not permitted.

- You may not bring to school any pocket knives or any type of electronic devices.
- Wallets, money and valuables are not to be left in school bags.
- Ensure that all items of clothing, books and equipment are marked with your name.

### **How are Discipline Problems Solved?**

Please refer to the Handbook on Behavior Management System.

## **6. EDUCATION LIFE AND ACADEMIC REQUIREMENTS**

### **Primary School (G<sub>1</sub>-G<sub>5</sub>)**

In our Primary School Program, we follow an established curriculum tailored to student's needs. The basic subjects are English, Myanmar, Mathematics, Social Studies, and Sciences. Ancillary subjects are ICT, arts and crafts, music and dance, PE and Lai. Admission to our program is determined by taking into account the student's age as well as his/ her academic ability.

Primary School is engineered for the holistic development of all its students. The school provides the highest standard of individualized education by fostering love of learning in the 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...

- Aiming to produce confident and competent learners, who are able to communicate effectively.
- Excursions and field trips that broaden the student's horizons.
- Projects and activities that encourage students to explore, inquire, question and apply what they know.
- Working in an environment marked by encouragement.
- By encouraging students to read story books.
- Teachers creating a stimulating learning environment by displaying students' work.

### **Secondary School (G<sub>6</sub>-G<sub>8</sub>)**

The Middle School Program is coming up along with our current students striding up their educational levels. Our Secondary level education will build on the solid foundations laid in the earlier years in the core subjects of English, mathematics, language arts, science and social studies. In addition, they enjoy the more specialized subjects of art and ICT, crafts, music and dance and PE. The curriculum provides them with the knowledge, skills and values needed in a fast changing world.

### **High School (G<sub>9</sub>-G<sub>12</sub>)**

Amazon will offer a challenging High School Program Grade 9 to Grade 12, which is based on critical thinking skills, that allows students to gain confidence and experience based on international education standards.

## **AMAZON ASSESSEMTN POLICY**

### **Assessment Principles/Purposes**

Amazon Private School defines assessment as the “process of setting clear and measurable learning outcomes and objectives, implementing balanced assessment tools relevant to them, which in turn provides specific feedback to the parties involved in student learning and identifies appropriate targets for the education process.” Therefore, assessment methods/feedback should

- ✓ Be clear
- ✓ Be balanced
- ✓ Be measurable
- ✓ Not compare students

### **Purposes of Assessment:**

- To evaluate a student’s progress
- To help set future targets for all parties involved in student’s education
- To have progressive evaluation of student work
- To give students feedback on their achievements and areas for development
- To enable students to measure their achievement level and set targets in order to attain specific levels and grades
- To provide feedback on student achievement and development to
- Students, in order to take proper action with the respective teacher to help the student achieve targets set
- Parents, in order to take proper action with the respective teacher to help the student achievement targets set
- Teacher in order to develop lesson planning, time management and teaching practices for the achievement of targets set
- School in order to have data sufficient to review, revise and reestablish the curriculum areas and develop better school assessment models

### **Student Skills Assessment**

Progress reports are issued twice a year. Each subject uses slightly different methods of assessment depending on the aims of their syllabus and the varying nature of the content and learning processes used in the subject. Some subjects emphasize cross-the-year tests, while others use longer-term projects, essays and assignments, and others place greatest emphasis on work done in class time. Every subject includes in the final mark some percentage for class work. All subjects are regarded as equally important and students need to balance their efforts to achieve optimum results in each subject they take. Each class teacher writes comments on the student’s progress once/twice a term. The class or subject teacher also reports on the behavioral and social aspects of student’s progress.

### **Written Tests**

At Amazon Private School formal examinations fulfill an important function in the assessment of each student’s academic performance. Students at Amazon Private School 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.
- Students must bring appropriate equipment for each exam and are not to borrow any equipment etc. during examinations.
- Students are not to 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 Principal/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 will receive a zero and their parents will be notified.

## **HOMEWORK/ASSIGNMENT/PROJECTS POLICY**

### **Instructions of Parents/Tuition teacher:**

- 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 set and other distractions.
- We use Communication Book from grade 1 to grade 5 so that your child may record his/her homework assignments.
- Work with your child to establish a schedule for homework completion. Please make sure they complete their homework every night.
- The purpose of the homework is for your child to practice and use what he/she has learned.
- Parents/Tuition teachers may act as FACILITATORS. Encouraging, motivating and prompting your child will be helpful. However, parent/ tuition teachers are not to sit with the child and do their homework.
- For more information concerning help for conducting the homework session you may contact the classroom teacher/respective subject teacher.
- You can expect that your child will have around 15 minutes of homework for each day in school (i.e., first grade has 15 minutes, fourth grade has 60 minutes, etc.). If the homework seems excessive, is too difficult for your child, or takes much more time than expected, please discuss this with your child's teacher.
- When bedtime comes, please stop your child, even if he/she is not done.

Important:

If a student is not completing homework on a regular basis, a letter will be sent home explaining the situation to the parents.

## **PROJECT-BASED LEARNING**

### **Research Project**

This learning project is for above Secondary level. As part of our curriculum, in preparation for higher level academic studies, students in Secondary education are required to undertake an academic research paper. This paper is mandatory, and it will be graded on strict criteria that includes:

- Introduction
- Research questions
- Investigation
- Knowledge and understanding of the topic
- Use of language appropriate to the subject
- Use of citations
- Conclusion
- Presentation

Students will be judged on their research skills. They will receive supervision from an appropriate teacher and will learn and demonstrate effective communication skills, time management and use of resources.

Topics students may choose from, include, art, music, business studies, mathematics, English, science, psychology, Myanmar, Chin and other cultures.

Parent will be advised when students are beginning their research paper and encouraged to support them in their endeavors.

## **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 or complete inability to cope with the work. Students need to prove to the subject and classroom teachers that they are able to cope with the level of work.

Students who fail in any subject in the second term or average of the first and second term will be required to sit for Make-up exams. Students will have two chances for Make-up exams. The two exams will be conducted two weeks and four weeks after the academic year is over.

Important:

Students who do not pass Make-Up exams will not be able to proceed to the next grade

## **CONDITIONAL PASS AGREEMENT**

As a result of make-up exams, if a student fails only one subject the school will allow the student to proceed to the next grade. A conditional Pass Agreement will be made with the parent/guardians to ensure that students do not fail any subject the following year. Students failing to meet the requirement of the Conditional Pass Agreement will not be promoted to the next grade the following year.

## **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 study skills, attitude and attendance. Additional general

homeroom teacher comments and subject teacher comments will be included on a report card. Monthly Report Cards will be issued to individual students.

Important:

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

### **TEXTBOOK**

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 will be charged the cost of the book. Minor damages will be assessed at 25% of book cost.

Textbook are on sale 3 weeks before school opens.

Important:

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

### **SCHOOL SUPPLIES/MATERIALS**

Students are responsible for the School supplies/materials they are using (e.g., chair, table, locker, sports articles, etc.). If anything is damaged beyond use or lost, the student will be charged the cost of the item. Minor damages will be assessed at 25% of book cost.

### **AMAZON LANGUAGE POLICY**

Language is central to learning for all subjects. Therefore, all instructors are language instructors who help students develop effective communication skills at Amazon Private School.

We believe that the students are potential leaders, responsible citizens and role models in different fields of their respective communities and they have to be equipped with necessary tools for effective communication as, through meaningful interactions, the students communicate with and understand other people and the world to develop intercultural awareness and explore different perspectives.

The language acquisition is a dynamic, life-long process that permeates learning and is a key factor in developing a student profile which is described in the school's mission statement.

Students learn language, learn through language, and learn about language in an environment where they explore concepts, solve problems, formulate hypothesis, share and explain ideas and opinions.

### **AMAZON ACADEMIC HONESTY POLICY**

Amazon Private School values the important of academic honesty. Therefore Amazon 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 follows:

- 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 parties involved in

Academic dishonesty constitutes either one of the followings:

### **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 this is INTERNET PLAGIARISM due to the easy, cheap and effective access to desired information.

### **Collusion**

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

### **Cheating in examinations**

Any attempt at copying someone else's work during examinations.

### **Duplication**

Producing the same work for different assessment components.

### **Data Falsification**

Dishonestly presenting facts/figures for student's own advantage.

Any other behavior that gains an unfair advantage for a candidate or that effects the results of another candidates.

Examples include taking unauthorized material [mobile phone, textbooks, notebooks, etc.] into an examination room, misconduct during an exam session, falsifying a CAS record etc.

- For more details, refer to Academic Honesty Policy document.

## **CO-CURRICULA ACTIVITIES**

### **Saturday Classes**

- The school offers extra study hours for students who have difficulties with subjects.
- The program starts at 8:00am and ends at 12:00noon.
- Students are selected by the subject teachers.
- Attendance and punctuality are important. Any student who fails to meet these requirements will be denied attendance to these programs.

### **Summer School**

Summer School is an 8-week course which starts in the month of March. Students develop four English skills – listening, speaking, reading and writing. Students learn and practice English through lively lessons, art, games, sports and fun activities.

### **Clubs**

Amazon puts great emphasis on club activities in order develop the physical fitness of its students and thereby enhancing their health and learning potentials and their professional skills. There are clubs for language, mathematics and sciences, ICT, arts and crafts, music and dance, various sports and athletics.

Students are free to join any club after school. The clubs available are:

- |                      |                   |
|----------------------|-------------------|
| 1. Arts Club         | 12. Guitar Club   |
| 2. Football Club     | 13. Piano Club    |
| 3. Badminton Club    | 14. Violin Club   |
| 4. Table Tennis Club | 15. Cooking Club  |
| 5. Athletic Club     | 16. Computer Club |
| 6. Basketball Club   | 17. Book Club     |
| 7. Tennis Club       | 18. English Club  |
| 8. Taekwondo Club    | 19. Math Club     |
| 9. Billiard Club     | 20. Science Club  |
| 10. Fitness Club     | 21. Culture Club  |
| 11. Dance Club       |                   |

Not all clubs happen at once and additional items may be added as necessary.

Selection for the School representatives will be determined by various criteria whereas choosing a club depends on a student in which she/he is enthusiastic and gifted. The school supervises its students' choice and if necessary make them switch based on their performance.

### **Rules and Regulations:**

As Amazon intends to participate in national and international competitions, clubs require intensive study. Selected participants should be ready to sacrifice their time or personal pleasure. The students are expected to give priority to their clubs or project studies under all circumstances.

The students are required to cancel their personal holidays when asked. They must attend classes during or after school, weekends, and on holidays.

If a student is unable to attend any classes, he/she needs to inform the teacher in charge.

The students need to assume the tasks given very seriously and complete them on time. Without a valid excuse, incomplete homework will not be accepted.

- The students must participate in all the extra-curricular activities organized by the teachers.
- Competition students must attend all the classes on time.
- Competition students must attend all the classed on time.
- Competition students must be enthusiastic and willing workers.
- School will offer an agreement to each student and his/her parents at the beginning of the preparation for a competition.
- Necessary fees and fares will be shared between the parents and the school.
- The medals and the certificates earned will be displayed at school.

Selected students may not quit the program designed for them in any part of competition program. A lot of teachers' time and energy are put in for preparations of competitions. Therefore, the following consequences will be implemented for students who quit any one of the programs such as:

- Student will not be chosen for any special studies/activities
- Students will have to pay an amount of money.

Students must attend the club regularly. At least 80% attendance is required. Percentage of attendance will be recorded on Report Cards.

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 2 consecutive days, he or she will be called to the club supervisor.

### **Competition and Tournament**

Throughout the school year, Amazon carries out a wide range of school activities in order to develop our student's sense of teamwork, physical strength, intellect and interests.

Our school activities that are offered for different levels include: Science Week & Science Knowledge Competition, Futsal Tournament, Art Competition, Computer Week, Spelling Bee, Art Week, Athletics Week, Amazon Superstar Singing Contest, Skipping Rope Competition, Story Telling, Math Week, Basketball Tournament, Blood Donation Day, Excursions, Family Picnic, Closing Ceremony, General Knowledge Competition, Debate, Essay Competition, Poem Competition, Magazine and Yearbook.

Amazon will also organize inter-school activities for sports and knowledge development when the time comes.

### **Social Activities/Field Trips**

Most subjects 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 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 they present 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 will be required to wait in a designated room.

### **SCHOOL NETWORK COMPUTER USAGE POLICY**

Amazon provides internet access to students and staff members as an addition to its educational program. The school takes responsibility to provide adequate security to its network by various means such as filters from the Myanmar Teleport & Myanmar Post & Telecommunication, Internal Software Program, appropriate monitoring of student work [if necessary] and supervision during work of students. Amazon IT Department educates students about appropriate and inappropriate usage.

Since the internet is a global network, it is not possible to control or restrict access to all controversial or objectionable materials, however, every possible effort will be made to do so. The users of the network are responsible for respecting the Amazon Computer Usage Policy.

### **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-educational related activities is prohibited unless authorized by the 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.

### **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 purpose is prohibited unless authorized by any of the computer teachers.

### **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 system 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 programs are prohibited.
- Any attempt to secure a higher level of privilege on Network systems is prohibited.
- Decrying system files is prohibited.
- Introducing computer “viruses”, disruptive or destructive programs into the local or remote network is prohibited. Any attempt to circumvent school implemented security, filtering or blocking software is prohibited.

### **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
- ISS
- OSS
- Referral to the Discipline Committee

- Amazon 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.

### **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 purpose during school hours. Likewise, Amazon 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 equipment.

### **Viruses**

- Users must understand that their home computers and laptops may contain viruses. Therefore, all disks transferred from a user's home computer to the school's network MUST be scanned for viruses prior to making the transfer.

## **USE OF OTHER FACILITIES**

### **Library**

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

- Keeping quiet whether you are studying or reading.
- No snacks and drinks are allowed in the library.
- Students may borrow 2 books at a time/week by showing their ID cards.
- 200 kyats per day will be charged for overdue books.
- If the material is lost, students have to pay three times the original book price.
- If the material is damaged, students must pay twice the book price.

### **Research Room**

The Library computers are intended for searching information, studying and research work related to the school. The library encourages students to evaluate the validity and appropriateness of information accessed via the Internet. Students need to obey the following rules:

- Research room computers are used for school related work only.
- Students cannot install or uninstall any program or service on any computer.
- Playing games and music is not permitted in the research room.
- Computers should not be used for illegal activities, to access illegal materials, or to access materials which are obscene.
- Students should let a librarian know about any problems with a computer. Students are not to reboot computers.
- Computers should be shut down properly after using them.



## **Computer Room**

The computer room will be 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 INTERNET/COMPUTER/SCHOOL NETWORK USAGE POLICY may lose his/her computer usage privileges.

## **Cafeteria**

Amazon Cafeteria provides breakfast, snacks and drinks for the students. Students will not be allowed to purchase any items from the Cafeteria after the first bell rings. Students are expected to be on time for classes. Buying an item from the Cafeteria may not be considered a valid excuse for being late to a class. Students who are constantly late will be warned.

## **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 any consent.

## **Labs**

Science Labs will be used during certain classes. A lab assistant ensures the smooth flow of the 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 will inform students of these rules and regulations during regular classes. Any irresponsible student behavior or physical activity that might hamper the safety of others will be immediately referred to the respective Vice Principal.

## **Music Room**

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

## **Art Room**

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

## **CCTV Cameras**

Classrooms, Cafeteria, lunch area, and corridors are equipped with CCTV cameras for security reasons. All classrooms are linked via a CCTV to a central monitoring facility. Students are not allowed to touch the cameras or block them from recording in any way.

## **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:

- Do the right thing
- 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
- Be in the right place at the right time
- Respect the property of others.
- Hand in any lost property to a teacher on duty

## **Bulletin Boards**

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

## **FOR PARENTS**

### **Parent Welcome Reception**

Parent Welcome Reception for a new academic year will be conducted during the 1<sup>st</sup> week 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.

### **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. You make an appointment to meet with homeroom/subject teacher at a mutually convenient time by contacting the school secretary. If you believe the issue or concern has not been sufficient addressed in the meeting with homework/subject teacher, you can proceed to the next step.
- Step 2. You make an appointment to meet with the respective Vice Principal by contacting a school secretary. If after that you believe the issue or concern still has not been resolved to your satisfaction, you may then proceed to the third step.
- Step 3. You can contact the school to make an appointment to meet with the Principal.

## **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 Principal, 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-Teacher Conferences**

Twice a year, usually at the end of each Term, Parent-Teacher Conferences will be conducted by the homeroom teachers. A detailed time-table of the conference will be sent through students to their parents/guardians.

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

## **One-On-One Meeting**

When necessary, a one-on-one meeting with parents/guardians will be called by Homeroom teachers to discuss parents/guardians' involvement in their child's education and seek their inputs on how the School can help their child.

Important:

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

## **On Request Meeting**

Concerned parents and guardians are encouraged to request a meeting with their child's homeroom teacher or subject teachers or the Vice Principal or Principal to discuss about their child.

## **Special Events**

Parents will be invited for student project presentations and other special events.

## **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 Amazon.

Once a term the school will announce through a letter concerning date and schedule for Open House days. Interest parents may choose to take part in any of their child's teacher's class once. Parents will be expected to give feedback after each lesson in a specially-designed form.

## **Students' Portfolios**

Parents have the right to request information on their child from the School concerning his/her daily performances and academic progress and to know everything about their child with the School. They also have the right to examine their child's portfolio which records his/her personal information, academic progress, best works and other educational milestones.

### **Family Picnics**

Amazon organizes Family Picnics for all grade students once a year. Parents' participation is strongly advised. Games and activities together with students, parents and teachers will be played. We believe this will improve communication between home and school.

### **Home Visits**

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

### **Feedback to Parents**

Feedback to parents will be given through regular meetings at the school, during home visits or on need-basis. For need-based-meetings teachers and the respective Vice Principal will arrange the meeting place, date and time. If a need for feedback from parents/guardians arises appointment should be made in advance with concerned subject teacher, Vice Principal or any other staff.

### **Change of Address or Home**

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.

### **HOME-SCHOOL LINK**

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:

#### **(a) 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.

#### **(b) Communication/Message Book**

- Communication Books are used for grades 1 to 5 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 time to show awareness of their child's HW given on that day.
- Parents may refer to HW POLICY instructions on following their child's HW.
- Parents may also send an email at [contactamazon@gmail.com](mailto:contactamazon@gmail.com) to get information concerning their child's progress.

Important:

It is the parents/guardians' responsibility to check whether their child bring a message home, and read and confirm the receipt.

## HEALTH CARE

### The School Clinic

The school clinic is used for emergencies and student health care. Any student who is too ill to attend classes will be sent home. A 'Sick Leave' Form is to be filled and signed by a Vice-Principal before dismissal. One copy of the form should be presented to Security to confirm the receipt of a consent.

### Common & Contagious Illnesses

When to keep a child away from school:

- No student should come to school if he/she is suffering from a contagious disease or any other disease or condition deemed dangerous to others' health.
- Students are expected to be free of fever (temperature less than 100.F) and/or communicable diseases in order to attend school. Parents/Guardians are required to pick up their child as soon as possible if he/she develops a fever at school or exhibits other symptoms of illness, injury, or conditions of communicable diseases such as rash, pinkeye or live head lice. Medication cannot be given to students with fever in order to keep them in school. Students exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. Under all circumstances, the judgment of the school nurse prevails. A physician's statement may be required before a student is allowed to return to school.

Important:

All the hospital charges will be sent to the parents.

Amazon Private School

Aims

To prepare its students to excel as young leaders of tomorrow by combining an exclusive national standard-based curriculum and international curricula tailored specifically for children with enhanced, first class learning aids.