

EAST-WEST INTERNATIONAL SCHOOL

Important Information For Parents

www.ewiscambodia.org



Accredited to Grade 10



Cambodian Ministry of Education,
Youth and Sport

Director's Welcome

Dear Parents,

Welcome to the East-West International School Parent Handbook.

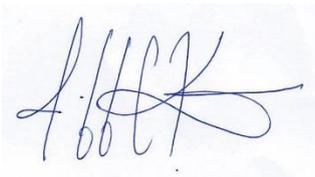
The purpose of this handbook is to provide you with useful information, including the policies and procedures we follow at East-West International School. This handbook will be updated annually to keep current any changes we find need to happen to best help our students be successful.

Though it is not anticipated, from time to time, it may become necessary to modify policies to best meet the needs of our students and staff. While East-West reserves the right to modify policies and procedures, those changes will be communicated with you.

All gazetted Cambodian national holidays will be observed. In addition, the school will have a two-week winter holiday from **Saturday 22 December 2018** until **Monday 7 January 2019**. School will resume on **Tuesday 8 January 2019**.

Thank you for trusting us with your children. We appreciate the opportunity to prepare your children for life beyond school in the 21st Century.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Kane', is placed on a light blue rectangular background.

Jeffrey C. Kane

School Director

jeffrey.kane@ewiscambodia.org

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Mission and Vision Statements

Mission

East-West International School is a community of students, educators, staff, and parents striving to achieve excellence in a caring environment.

It is the mission of East-West to develop responsible global citizens who are creative problem solvers, lifelong learners, effective communicators, and active community members.

Vision

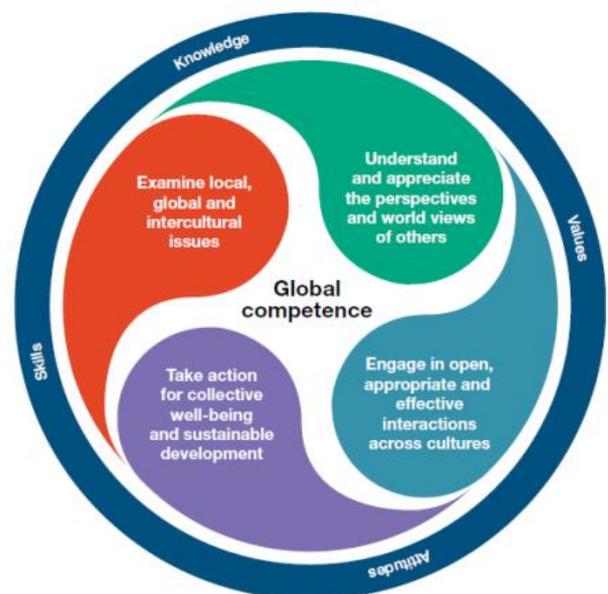
It is the vision of East-West to provide each and every student the opportunity to learn, to be challenged, to be creative, to think critically, to know acceptance, and thus to provide a strong foundation for further study and/or work in an ever-changing world. East-West is dedicated to academic excellence. By making learning relevant and appropriate, East-West hopes to instill in each child a lifelong love of learning and the ability to solve problems creatively. East-West also wishes that each student learns about and appreciate Cambodian culture and language, as well as other cultures of the world, thus giving them a global perspective so that each becomes a responsible world citizen and a contributing member of society. Respect for cultural differences, language, and background of all who are the East-West community is an everyday expectation which engages students in the realities of this global perspective. East-West strives to become a leading educational institution, both locally and internationally.

Global Competence

At East-West International School we have adopted the OECD-PISA definition of global competence.

Global competence is the capacity to examine local, global, and intercultural issues; to understand and appreciate the perspectives and world views of others; to engage in open, appropriate, and effective interactions with people from different cultures; and to act for collective well-being and sustainable development.

This definition has been aligned with our School-wide Learner Outcomes (SLOs – See next page) and is illustrated by the infographic at right.



Schoolwide Learner Outcomes

At East-West International School,

we have **C.L.E.A.R.** goals for our students.

Creative problem solvers

They

- identify strengths and weaknesses and set goals
- collect, evaluate and use information from different sources
- demonstrate higher order thinking skills

Lifelong learners

They

- are curious and open to new learning experiences
- organize and take responsibility for their own learning
- stick with a task until it is completed
- use failure and mistakes as learning opportunities
- apply their learning to real life situations
- balance social, emotional and physical wellness

Effective communicators

They

- communicate verbally with confidence in more than one language
- listen and respond appropriately to others
- express thoughts, ideas and knowledge in writing and other ways

Active community members

They

- value other people and different points of view
- are fair, just and inclusive
- work cooperatively with peers in and out of the classroom
- participate actively in community life at school and outside school

Responsible world citizens

They

- respect our common humanity
- take responsibility for the shared guardianship of the planet
- strive to create a better and more peaceful world

Our school wide goals are what each student should know, understand, and be able to do upon graduation from East-West.

School Hours

Nursery and Preschool: 7:30 am – 11:00 am

Pre-Kindergarten to Grade 5: 7:30 am – 2:30 pm

Grade 6 – Grade 12 students: 7:10 am – 2:55 pm*

**Grade 7 – 12 students study an extra hour of Khmer on Wednesdays, when school gets out at 3:40 pm*

Parents will be fined for leaving children at school long past school closing times, or long after the end of the after-school program and sports practices.

No teachers will be at school after 3:30 pm to supervise students who are not involved in the after-school program. The school will not take responsibility for students left unsupervised after 3:30 pm.

The School Year

At least 180 school days August to June

Semester 1: August to December (split into 2 terms)

Semester 2: January to June (split into 2 terms)

Winter break: December / January – 2 weeks

Summer break: June / July – 8 weeks

We close the school for all official Cambodian National Holidays

Curriculum

Nursery to Prekindergarten (2 – 4 years)

- Introduction to English sounds, using “Zoophonics” from the USA
- Development of ability to communicate in English through themes and structured play
- Basic Mathematical concepts
- Physical Education
- Introduction to the library
- Music and Art

Kindergarten to Grade 5 (5 – 10 years)

- English: “Zoophonics”, “Reading A-Z”, and “Writing A-Z” from the USA, combined with teacher-led book studies
- Mathematics: “Stepping Stones” programme designed for the Australian National Curriculum, integrated with Khmer National Curriculum Mathematics (taught bilingually)
- International Primary Curriculum (IPC) using a thematic approach to learning Art, Geography, History, ICT & Computing, Music, Physical Education, Science, Technology and International
- Cambodian National Curriculum for Khmer subjects / Khmer as a Foreign Language lessons for non-Khmer students
- Physical Education, including swimming lessons

Grade 6 – Grade 8 (11 – 13 years)

- Mathematics, English, Science, Social Studies, Art, Music, Physical Education (including swimming lessons), ICT, Life Skills – based on a combination of the British Key Stage 3 Curriculum, Common Core State Standards, and in-house developed standards
- Cambodian National Curriculum for Khmer subjects
Khmer language lessons for non-Khmer students

Grades 9 and 10 (14 – 15 years)

- Cambridge International Exams IGCSE Level. Cambridge IGCSE exams are taken at the end of Grade 10.
 - Mathematics
 - English
 - History
 - Physics
 - Biology
 - Chemistry
 - Geography
 - Global Perspectives
- Art, Music, Physical Education, ICT, Life Skills – enrichment classes (non-exam).
- Cambodian National Curriculum for Khmer subjects.

Grade 11 and 12 (16 - 17 years)

- Cambridge Advanced International Certificate of Education (AICE), completed over two years. Students choose from the following subjects (choices are determined by the rules of the AICE diploma):
 - English Language
 - English Literature
 - Mathematics
 - Biology
 - Physics
 - Chemistry
 - Information and Communication Technology
 - History
 - Global Perspective and Research
 - Geography
 - Art and Design
- Cambridge AS and/or A Level Exams are taken at the end of Grades 11 and 12.
- Cambodian National Curriculum for Khmer subjects.
- London College courses for music students
- Non-Cambridge tracked courses for students not pursuing the AICE diploma are also offered in the following subjects (non-exam):
 - Life Skills
 - IELTS
 - General Mathematics

Assessment and Reporting

Students are assessed regularly, using many different forms of assessment. Records of assessment results are kept by teachers, and examples of student work are kept in student portfolios. Quality of teaching and learning are monitored regularly, as part of the WASC accreditation requirements.

We do NOT rely ONLY on exams or tests to tell us how our students are progressing.

Formal Exams Taken By Our Students:

- Grades 3, 5, and 7 take the International Schools Assessment from ACER in February.
- Cambodian National Exams in Grades 6, 9 and 12 in August (Khmer students only).
- Grade 9 'practice' exams in May.
- Grade 10 / 11 / 12 'practice' exams in January.
- Cambridge IGCSE Exams for Grade 10 in May.
- Cambridge AS / A level exams for Grades 11 and 12 in May.

***Note:** Cambridge exams are set by the assessment service of Cambridge University. They are sent to us from the UK. Once written, on dates set by Cambridge, under strict exam conditions, students' exam papers are sent to the UK for marking. Results are published by Cambridge about two months later.*

Reporting Results

We want to know how each child is developing as an individual. Therefore:

- We do not rank students against other students in a group.
- We do not publish students' assessment results. These will be shared privately with students and parents/guardians only.
- We report to parents four (4) times a year.
 - Parent / Teacher conferences: October and March
 - School Reports: December and June

***Note:** If teachers identify that a student is struggling and needs extra assistance, parents will be contacted, met with, and reported to more regularly than the above. If parents are concerned for any reason, they are encouraged to request a meeting with teachers, outside of the formal conference dates, to discuss their child's progress.*

Extra-Curricular Activities

After school program

An additional fee is charged, from \$10 - \$50 per term

Typical activities offered include:

- art and craft classes
- sports such as dodgeball or football
- wall climbing
- homework club

After school ESL or Khmer program

An additional fee is charged, \$150 per semester

This program operates 4 days per week (there is no class on Wednesdays), and is specifically for primary children who are substantially below grade level in English or Khmer. The goal of this program is to help children develop the level of literacy necessary for them to learn well in their main classroom environment. Participation may be a requirement of enrollment for some students.

Sports program

No set fee – parents will need to cover some costs, such as team uniforms.

EWIS is a member of the ISSAPP, a local international school sports league. Students in grades 6-12 compete in the following sports throughout the year:

- Volleyball
- Football (soccer)
- Basketball
- Swimming

Field Trips (Costs covered by parents)

- Grades 5 – 12 travel to another part of Cambodia, or to a neighboring country, the week before the winter break, for 3 – 5 days
- Nursery to Grade 4 students may go on day or half-day trips within Phnom Penh and surrounds

School concerts

All students participate at least once in a school concert that incorporates Music and other types of Performance. Parents are invited to the end of year concerts, and may be invited to attend other concerts during the year.

Student Council

The Secondary School student council organizes various events throughout the year for Secondary students to participate in. Examples are: talent contests, sleepovers, 'Master chef' competition, gaming tournaments, and sports tournaments.

School Procedures

Caring for the Environment

At EWIS we believe that our students need to become guardians of the environment.

- SAFE drinking water is provided at the school.
- ALL students must bring a CLEARLY NAMED, REFILLABLE water bottle to school.
- No disposable water bottles will be allowed at school.
- Cups will NOT be placed at water bottle refilling stations.
- No disposable (plastic or polystyrene) containers are allowed to be brought to school.
- This is how we will play our part in reducing the trash that hurts our planet

Snacks

Please send a healthy snack to school with your child for first recess. Snacks can also be purchased from our school canteen (Grade 3 upwards). Please do not send sugary drinks or food high in sugar and fat content. Healthy snacks include:

Fresh fruit	Carrot sticks	Dried fruit	Raisins	Eggs
Cheese	Yoghurt	Sandwiches	Crackers	Rice and Veggies

Lunches

The school uses **Hagar Catering Company** to provide lunches in our purpose-built, international standard school canteen. If you choose to use this service, lunches must be paid for monthly, before the start of the coming month.

Students may choose to bring their own lunch to school:

- Students may bring lunch with them in the morning.
- All lunches must be clearly labelled with the child's name and grade level. Lunches will not be accepted if not properly labelled. Lunches must be packed in a reusable container. **Plastic bags and Styrofoam containers will not be accepted.**
- All lunches must be dropped off at the main gate of school before the set time.

Pre-Kindergarten

- Lunches must be dropped off by 11:00 am at the school gate.
- After 11:00 am, lunches must be dropped off in the main school office and will not be accepted by the guards.
- Any lunches after 11:15 am will not be accepted at all, and children will be served lunch from the school canteen instead. **Parents will be charged the full school lunch fee.**

Kindergarten to Grade 2

- Lunches must be dropped off by 11:30 am at the school gate.
- After 11:30 am, lunches must be dropped off in the main school office and will not be accepted by the guards.
- Any lunches after 11:45 am will not be accepted at all, and children will be served lunch from the school canteen instead. **Parents will be charged the full school lunch fee.**

Grades 3 to 5

- Lunches must be dropped off by 11:30 am at the school gate.
- After 11:30 am, lunches must be dropped off in the main school office and will not be accepted by the guards.
- Any lunches after 12:10 am will not be accepted at all, and children will be served lunch from the school canteen instead. **Parents will be charged the full school lunch fee.**

Absences and Leaving School Early

- If your child has to miss school, please contact the school office to inform us before 8:00 am.
- If a child must be out of school for an extended period of time, we need to receive notice of this at least two weeks in advance.
- If your child must leave school early, you will need to send a letter to school or phone the office to inform us. Please indicate clearly who will be collecting your child, at what time, and what transport will be used, so that we can inform our security guards.
- Any child leaving campus must leave through the main school office.

ID Cards

All East-West staff are required to wear ID Cards while on campus. All visitors (including parents) to East-West are required to show identification before entering campus and are issued temporary Visitor Cards to wear while on campus. Students are issued with formal ID cards that can be used to identify them as East-West students at locations off campus.

Leaving School at the End of the Day – Campus Exit Cards

To improve student safety at East-West, we also issue Going Home Cards to all students. These are separate from the ID cards.

- Secondary students and grade 4 or 5 primary students **who are allowed to leave on their own** will be issued with **a yellow Campus Exit card** with their photo, a parent's signature and the director's signature. They must show this card at the gate prior to being allowed to leave. If they do not have their card they will need to go to the office, where staff will confirm they can leave on their own.
- Secondary students and primary students who are **not permitted to leave on their own** will be issued with **a red Campus Exit card**. That card will have the student's photo on the front, and up to four (4) photos of people with whom the student is permitted to leave on the back. Primary students who leave with older siblings or cousins will be issued with this type of card. Older siblings may be asked to keep these cards if the parents wish.
- For Primary students, **all persons** (parents/drivers/other relatives/etc.) **collecting children from the main gate must show Campus Exit cards for all students they are collecting**. If the person picking up your child is not listed on the Campus Exit card we will need to contact you before allowing your child to leave.
- Permission slips that acknowledge parents' understanding of how the Campus Exit cards are to be used must be submitted to the office prior to Campus Exit cards being issued.

Medical Matters

- Do not send your child to school if he/she has vomited in the last 24 hours, has diarrhea, has a fever (high temperature), has an undiagnosed skin or eye infection, or an untreated wound.
- We do not have advanced medical facilities at the school. If your child becomes ill while at school, we will contact you to collect your child and keep your child at home until they are well.
- If your child needs to take any medication during the school day, please ensure the school nurse is made aware of this. For primary students, please deliver the medicine to the office, with clear written instructions stating what medicine is to be given at what time. Please DO NOT pack medicine with your child's snack or lunch. We need to know if there are any possible side effects or dangers associated with the medication, and we need to ensure your child does not overdose.
- If a child is injured at school, basic first aid will be provided. Parents will be informed immediately and it will then be decided if the injury is serious enough to warrant the child having to go for further treatment.
- Children with hair lice will be sent home and only accepted back at school once the hair is completely free of lice.

Uniforms

- All students must be sent to school in the prescribed school uniform.
- Students are expected to dress modestly and neatly. Immodest clothing will not be permitted and any student who dresses inappropriately will be sent home to change (or wait in the office while parents bring appropriate clothing).
- Students are encouraged to wear comfortable shoes in which they can walk and run easily.
- Students should not wear excessive jewelry or make-up
- Appropriate clothing must be sent with the student to school for Physical Education lessons. This includes: shorts/leggings, T-shirt and running shoes. Students need to change into their PE clothes at school and change back into school uniform after PE.
- Please make sure your child's belongings (including clothes) are clearly labelled with his/her name.

Swimming Lessons

- All students from Kindergarten to Grade 8 must take part in swimming lessons. This is considered one of our essential classes. We believe that all students need to learn to swim, for their own safety and well-being. Our swimming teachers are qualified and trained to ensure safety, handle emergencies and provide CPR.
- If a student is too ill to swim, a note from parents must be brought to the swimming teacher. If your child is too ill to swim, please consider whether your child should be at school at all.
- All students must BRING (not wear) proper swimwear (NO BIKINIS or UNDERWEAR), a towel, a swim cap, and goggles. Wearing a SWIM CAP helps keep our pool clean. Lycra caps are much easier for children to put on and less likely to tear. Goggles protect your child's eyes.
- Please make sure ALL your child's belongings are clearly labelled with his/her full name.

Devices: Phones, Tablets, Computers

- Nursery to Grade 5 students are discouraged from bringing devices to school. Research shows that too much screen time affects the development of social and thinking skills. If you need to get a message to your child, this can be done through the school office.
- Grade 6 – 12 students are encouraged to bring devices to school to support learning. Students are given access to the school's Wi-Fi system (which is monitored and censored) to enable research and communication that enhances their learning. If a device distracts from learning, this will be taken from a student and returned at the end of the school day. Students are never allowed to use their devices for video games or social media during the day.
- Students are not allowed to accept phone calls or messages during lessons. This will be enforced strictly.
- Any devices brought to school are at the risk of the student.
- The school will not take responsibility for any loss or damage.

Lost Property

- Students are responsible for their own belongings.
- Please make sure your child's belongings (including uniforms, swimwear, PE clothes, lunch boxes and water bottles) are clearly labelled with a permanent marker.
- Lost property will be placed on a table under the secondary staircase.
- Lost property will be disposed of at the end of each term.

School/Home Communication

- We are trying to reduce the amount of paper waste produced by the school. This year, we will only be sending home school-wide communication with **one child per family**. Parents are asked at the start of the year to indicate the name and grade of the child they would like to be responsible for bringing notes home from school, and also the preferred language for those notes. This information can be updated at any time by contacting the school office.
- Another alternative would be to receive school communication electronically, via the **Telegram app**. Please see the office if you'd like to sign up to receive electronic messages. This not only saves paper, but ensures you receive all the letters sent home from school. Communicating with parents and guardians is important.

Supporting Your Child

You can support your child's success at school by what you do at home and how you encourage your child.

- Ensure your child has at least 8 hours of sleep every night
- Ensure your child eats breakfast before coming to school
- Limit screen time (TV, iPad, Phone). Rather encourage your child to socialize with friends, play sports, get involved in healthy activities, or read books. The man who created Apple – Steve Jobs – would not allow his children to have an iPad because he understood how these can stunt the development of a child's intelligence and social skills. If your child is using a device, please ask them to use it in an open space in your home so that you can monitor what they are doing with the device.
- Take time to understand how much homework or study time your child needs each day. Provide a quiet space in which he/she can work. Do NOT arrange extra lessons unless these are absolutely necessary. Please do not overload your child.
- At EWIS, we teach your child that making mistakes is part of how we learn. We teach your child to accept mistakes and learn from their mistakes. Please encourage your child by treating 'failure' as a learning process. Failure is not shameful. We do not want children to be so scared of failing that they will not begin to try something new. Each child is unique and learns and progresses in unique ways.
- Your child needs to eat healthy food and to exercise regularly to achieve the best at school. Healthy food and exercise will mean your child will have better energy and therefore be able to concentrate better. Healthy foods include plenty of fruit and vegetables, small portions of meat, and whole grains (e.g. brown rice). Sugary and fatty fried foods are not healthy for children.

Parent Teacher Organization

Parents are invited to join the Parent Teacher Organization. Meetings will be held bimonthly on the **3rd Friday of the month at 1pm**. This is an opportunity for you to receive updates on the school and to make comments or share your opinion. The PTO is a group of parents who want to support the school, through communication, networking, advising and involvement in school activities.

Key contacts for the Parent Teacher Organization are:

- Christina Hinh

Parental Behavior Policy

At East West International School, we believe that education is a team effort. Parents work together with the school to provide individualized, international quality education for each child. Parents are encouraged to take an active role in giving us feedback and seeking feedback on their child's progress. We want to hear from you. Please refer to our parent information book for examples of how you can stay in contact with us.

At East West International School, one of our core values is respect for other persons, regardless of their race, ethnicity, gender, age, social standing or wealth. All persons within our community are treated with equal respect. We model this behavior at our school and we teach children to respect others. We expect our parents to also model this behavior and to deal with all members of the school community with respect.

We will therefore not accept the following behavior from parents towards any member of staff, parents and students at EWIS:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites (such as Facebook) which could bring the school into disrepute or be deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments

Persistent aggressive behavior from parents, or intentional campaigning against the school, may result in parents being asked to remove their child/ren from the school. This is at the discretion of the director. Parents may appeal to the School Board.

Concerns or Comments

If any parent has a complaint or a particular issue that needs to be resolved with the school, we want to hear from you. Please use the channels of communication provided.

1. Contact the office staff, who will make an appointment with the appropriate member of management at the school. Office staff will not respond to complaints - they will simply answer questions on school policy.
2. Address the issue calmly and with respect to all persons attending a scheduled meeting.
3. Be open to listening and embracing the ethos and educational policies of the school. We in turn will try to accommodate any special needs for your child, within reason.

Contacting the School

If you have questions or concerns, we encourage you to contact us and seek information or clarity. We are always happy to meet with parents, by appointment, at times that are convenient to our staff.

Contact the front office (in English or Khmer).

Email: info@ewiscambodia.org
sarun.koam@ewiscambodia.org

Phone: +855 23 998 244

If the office staff are unable to answer your questions, they will put you in touch with the relevant staff member at the school by making an appointment that is convenient to the staff member (i.e. outside of teaching times). If you wish to contact your child's teacher directly to discuss his/her school progress, you can contact the office or our principals to arrange an appointment.

Primary Students

Principal Heather Abernathy – heather.abernathy@ewiscambodia.org

Secondary Students

Principal Colleen Cooper Harrison – secondary@ewsicambodia.org

Letters and emails can be written in English or Khmer – we will have someone translate for you if necessary.