



 SGIS International School

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# PARENT BOOK

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2019-2020



This handbook is a reference for parents and is ***not*** a replacement of our school policies.

Our full school policies are available in the school office and on the downloads page of our website.

[www.sgis-siemreap.com](http://www.sgis-siemreap.com)

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## MEDICINE

If any student needs medication, it must be brought to the office and given to the Administration.

Parents are to complete and sign the form detailing the dosage and time it should be administered.

Students may not carry medicine, lozenges, or vitamins with them.

## SELF-CARE

Teachers and Teaching assistants are not permitted to help students change their clothes or use the toilet.

Any children needing help in these areas must have a form filled out and signed by a parent before any staff member will be permitted to help.

## PHOTOGRAPHY

Students are always asked for their consent before photos are taken by SGIS staff.

All parents must sign our photography form for our school records.

Parents will only be asked to complete this form once, but may ask for a new form at any time.

There are to be no photos taken by parents or staff members unless permission has been given, due to special events or school shows.

## FORMS

All forms are available on request in the Administration office.

# Health and Safety

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## INTENT

It is our intention keep all students safe while in our care.

Our Health and Safety policies, while sometimes inconvenient, are how we can ensure that your children are being cared for.

## ALTERNATE TRANSPORTATION

Students will only be dismissed to adults who have been given permission to pick-up.

If a student is to be picked-up or dropped-off in a way that has not been stated at the time of registration, a form must be filled out and signed before the student will be allowed to leave SGIS.

## ABSENCES

Any absences that have not been explained to the Administration will result in a phone call home.

The Administration wants to be sure that parents are aware of any and all student absences from school.

## COMMUNICABLE ILLNESSES

Students will illnesses that can be transmitted to other students will be carefully observed by staff.

In cases involving stomach illnesses or severe coughing, students may be sent home to prevent other students becoming ill.

It is up to the discretion of the staff to decide whether the student can stay at school.

Any known cases of head lice should also be reported to the Administration and dealt with quickly.

# About SGIS

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## BACKGROUND

Opened in 2014, SGIS has been developing into one of the most talked about international schools in Siem Reap, Cambodia. As a small, family-owned enterprise, our number one priority is to our students. We believe that student success comes from a positive learning environment that has been designed to meet the needs of each individual student. Our teachers work diligently to meet their curriculum objectives while also ensuring that the students are learning at their own level.

We are, and have always been, a close community of students, parents, teachers, and administrators which enables us to provide our students with the best education possible. We want our students to find their place in our community and work together to overcome obstacles and to improve our school environment. We do this through our various school events, leadership programs, and monthly character education which has been developed and improved upon over the years by our teaching and administrative team.

With your continued support, we will continue to develop our program and ensure that we will always do what is best for your children's education

## OUR MISSION

SGIS provides a student centered approach through which its students are given the foundation for becoming lifelong learners. Our aim is to enable our students to become creative and critical thinkers. We teach our core values of respect, caring, responsibility, and honesty so that they develop an open minded world view, which will benefit their local and global communities in the future.

## CURRICULA

We are licensed by Ministry of Education to provide both the Khmer National Curriculum as well as the Ontario curriculum.

Teachers of both programs are qualified and experienced.

Our programs are continuously adapted to suit the needs of our students .

### English Program

The Ontario curriculum is student centered and inquiry-based. Our students use research and analytical skills to learn the curriculum. Assessments are based on in-class work, projects, and tests. These are done throughout the year, with a final assessment and report at the end of each semester.

### Khmer Program

Our program closely follows the National program.

Students are registered with the Ministry of Education for examination purposes. The standard of monthly assessments and semester testing applies to all grade levels in this program.

## REGISTRATION

Each school year, students must register to keep their place and to ensure that our records are up-to-date.

We ask for the same documents, if changed, as at enrolment.

A new registration form must also be signed each year.

Registration and stationary fees must be paid in advance, with the first tuition payment.

## SCHOOL RECORDS

Records of achievement, behaviour, and attendance are kept in student files in the Administration office.

These records must also include the following information:

- › Contact details
- › Medical conditions, allergies, or other special needs
- › Vaccination information

It is your responsibility, by filling out the yearly registration form, to ensure that this information is correct and up-to-date.

## CERTIFICATES

SGIS can provide certificates for students as proof of enrolment when students leave SGIS or need a visa to travel.

If you need a certificate, we will prepare one to be ready in 1 week.

We cannot guarantee that documents will be ready if needed urgently.

## NEWS AND EVENTS

All school events will be posted on our website and Facebook page. Following closely will be important for you to know what is going on at SGIS.

Any reminders for holidays or field trips will be sent home with the students. Letters that apply to the whole school will only be given to the youngest or only child in the family.

Notice that notes have gone home will be posted on the Facebook page and written in the communication journal.

## Administration

## ENROLMENT

To enroll as a new student, SGIS asks for:

- › Full enrolment, registration, and stationary fees;
- › First tuition payment (whether quarterly or monthly);
- › 2 passport photos for students, parents, and other adults permitted to pick-up and drop-off;
- › A completed and signed registration form;
- › Copies of passports and visas or Khmer family book for students and parents
- › If enrolling in primary, a report card from the students' previous school

# Schedule

## CALENDAR

July 2019						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-26 July  
SUMMER SCHOOL 2019

September 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	26	27	28	29	
30						

27-30 Sep. - Pchum Ben / Term break  
(no school)

November 2019						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-8 Nov. - 2<sup>nd</sup> Quarter Fee due

January 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Jan. - First day of school after Winter Break  
7 Jan. - Victory over Genocide day  
13-18 Jan. - Semester Tests KHMER  
20-22 Jan. - No students at school  
25 Jan. - 1<sup>st</sup> bi-Annual report ready  
27-31 Jan. - Parent-Teacher Meetings

March 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8 Mar. - Intl. Women's Day

May 2020						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 May - Intl. Labour day  
14 May - King's Birthday holiday  
20 May - Remembrance Day

August 2019						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5-14 Aug. - Staff prep /planning (no students at school)

15 Aug. - School starts

15-24 Aug. - 1<sup>st</sup> Quarter Fee due

12 days

October 2019						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Oct. - King's Coronation Day

22 days

December 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Dec. - Human Rights day

20 Dec. - Concert

14 days

February 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

3-7 Feb. - 3<sup>rd</sup> Quarter Fee due

20 days

April 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13-18 Apr. - Khmer New Year Holiday

20-24 Apr. - 4<sup>th</sup> Quarter Fee due

17 days

June 2020						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1-6 Jun. - Semester Tests KHMER  
12 Jun. - 2<sup>nd</sup> bi-Annual report ready  
15-23 Jun. - Parent-Teacher Meetings  
26 Jun. - Events & Party

20 days

■ School Holiday

■ No school for students; - see notes

■ Quarterly Fees due

■ Test Days - Khmer Curr.

No. of (Intl.) School Days: 201

Khmer Sat. School on 40 Saturdays

## EARLY YEARS

### Nursery

Student arrival is between **7:30 and 7:50**, and dismissal is 11:40.

### Reception

Student arrival is between **7:30 and 7:50**.

Students are dismissed from the English program after Club Time, at 2:30.

Dismissal from the Khmer program is 5:00, Monday to Friday.

## PRIMARY (1-6)

### English

Student arrival is between **7:30 and 7:50**.

Students are dismissed after Club Time, at 2:30.

### Khmer

Students begin the Khmer curriculum at **2:30** on Monday to Friday, and between **7:30 and 8:00** on Saturdays.

Students are dismissed at 5:00 on Monday to Friday, and 12:00 on Saturday.

Dismissal from the Khmer program is 5:00, Monday to Friday.

## HIGH SCHOOL (7-9)

Student arrival is between **7:30 and 7:45**.

Students are dismissed at 5:00, Monday to Friday.

### Khmer

Students will also study on Saturdays from **8:00** until 12:00.

## ACADEMIC QUESTIONS/CONCERNS

For minor concerns, the communication book may be used to communicate with the classroom teacher.

For larger issues, where a meeting is required, and appointment is necessary. The administration is responsible for setting up appointments.

It is not the responsibility of the Administration or Teaching Assistants to address questions about the class.

If, after meeting with the classroom teacher, there are still concerns, you may set up a meeting with the Principal.

## SCHOOL MANAGEMENT QUESTIONS

Any questions that do not concern academics, may be addressed to the Administration or Principal.

We are available to answer these questions during school hours either in person or by phone:

063 969 036 or 092 590 033

## SUGGESTIONS AND COMPLAINTS

A suggestion form is available in the office for all complaints or suggestions.

Once submitted to the Administration, the issue or concern will be discussed and handled in line with the values of the school.

Any person bringing suggestions or complaints to the Administration, will be asked to write their thoughts on a form.

You may expect a response from the Administration concerning your form **no sooner than 2 weeks** after its submission.

## MEAL TIME

Parents may not join their child for snacks and lunch times.

Lunches and snacks may be dropped off at the gate, where they will be labelled and placed in the class basket.

Lunch and snack containers will be brought back to the gate to be collected at pick-up.

## Communication

### Who to contact, and how

## COMMUNICATION BOOKS

Sent home daily will all important information. This includes:

- › Homework
- › Event reminders
- › Due dates
- › Requests

Parents are expected to sign the books each evening.

Any information that needs to be passed to the teacher should be done through the communication book.

## Student Expectations

### Rules, Routines, and Procedures

## SCHOOL RULES

There are 4 school rules and students are taught interpret these rules and practice them during their free play. Teachers have adapted these rules to suit the needs of their classes.

1. **Be Kind**— Think about the feelings of others before you speak or act. Help and care for other students.
2. **Be Respectful**— Care for your own and the property of others. Listen when others are speaking. Keep your hands to yourself. Be polite and cooperative with others.
3. **Be responsible**— Be on time for class and prepared for the day. Follow instructions in class and outside. Ask for permission. Be honest and take responsibility for your actions. Clean up after yourself.
4. **Be inclusive**— Let others join your activities. Speak in a language that everyone can understand.

## DISCIPLINE

Every student has the right to be educated in a calm, safe learning environment.

We do not believe that punishment is a solution to behaviours, and we use reflection to help the student correct the behaviour.

More serious cases may require more strict measures, including:

- › Problem solving or mentoring
- › Parent meetings

- › Restriction of privileges
- › Suspension
- › Behaviour plan

Our full discipline policy can be found in the office or on the *Downloads* page of our website.

#### Parents:

To help encourage appropriate behaviour, the school expects that parents;

- › Are aware of school rules, policies, and student expectations;
- › Review rules and policies with children at home;
- › Attend meetings related to behaviour and discipline
- › Co-operate with the school in implementing behaviour plans, suspensions, or other forms of discipline

## PERSONAL PROPERTY

Students should not bring valuables to school. This includes money, cell phones, jewelry, etc.

Students must keep their personal belongings in their bags unless agreed with the classroom teacher.

SGIS is not responsible for the damage, loss, or theft of the items that students bring to school.

# School Visitors

## Visits, Pick-Up/Drop-Off, Meetings, Lunches

### POLICY

To respect student privacy and safety, parents are not permitted on school property beyond the Administration office.

All parents must report to the office before entering the property for any reason.

Any parent on school property, for any purpose, must be accompanied by a staff member after reporting to the Administration.

### DROP-OFF AND PICK-UP

Our front area is a one-way drop off system. Cars and motos may enter and drive through to exit the other side.

SGIS staff and arrows are there to guide vehicles.

Staff will assist children out of and into the vehicles.

Parents are asked to stay in their cars to keep drop-off and pick-up running smoothly.

### PARKING

There is to be **no parking** between 7:30am-8:30 am, 11:30 am-12:00pm, or 4:45 pm-5:30 pm.

Anyone needing to speak with the Administration at these times must park across the road and walk over.

If the 75% attendance requirement has not been met, the administration will need documentation, such as a hospital record, to explain the absence.

SGIS will support students who are at risk of falling behind due to authorized absences as long as documentation has been provided.

Support will be given through extra homework, or adapted assessments.

#### **Unauthorised Absences:**

These absences include all other forms of absence and any other absence that had not been communicated to the administration.

Students are responsible for making up any missed work due to their absence.

If the 75% attendance requirement has not been met due to unauthorized absences, a meeting will be held to determine next steps.

## PUNCTUALITY

Students must be ready to begin class at **7:50**.

Students arriving after this time will be considered late, and will be asked to wait in the office until the teacher has finished the morning lesson.

Consistent lateness will result in a meeting with the administration to discuss next steps.

## SCHOOL PROPERTY

Under the supervision of a teacher, students have access to all school resources available including:

- › Laptops
- › Library books
- › Toys
- › Sports Equipment

This items must be used with care and kept at school. Students must follow the rules regarding the resources.

Students who cannot respect school property may lose their privileges.

Students may take library books home for **one week** if they have been signed out. Parents are expected to cover the cost of any books that are lost or damaged.

## UNIFORM

Students must wear their school uniform from Monday to Friday, with pants or shorts that are appropriate to play.

Students from Year 5 to 9 should bring extra clothes for PE.

Students may not join PE class or any sport clubs if they are not wearing running shoes.

Flip-flops and bare-feet are a safety concern during these classes.

Students may play at recess without running shoes, but they will be at a higher risk of injury.

Uniforms may be purchased in the school office.

## HOMWORK

Students will not have a set amount of homework each night, we understand that they are studying two programs.

English and Khmer homework will be written in the communication journal.

As well as assigned homework, students should be reading for at least 20 minutes each night.

We will not give homework as a punishment, but to support lessons taught at school.

### Students are responsible for:

- › Recording their homework in their communication books
- › Asking the teacher for clarification **before** taking homework home
- › Bringing homework to and from school each day

### Parents: are responsible for:

- › Checking the communication book and signing daily
- › Asking about school and what the students are learning
- › Making sure there is time to complete homework each evening
- › Remembering that they children, and their brains need a break from studying.
- › Reading with or encouraging your children to read, in English or Khmer, to develop language skills, vocabulary, grammar, empathy, and creativity

# Attendance

## Policies and Procedures

### POLICY

Students may take their breaks during the school holidays outlined on the calendar.

We will make accommodations for students to miss school when **absolutely necessary**. This does not include vacations.

Students who do not attend at least 75% of the school year will not be moved to the next year level unless discussed with the school administration.

### ABSENCES

Parents must inform the school of any absences.

For unplanned absences, please inform the office before 7:50.

For planned absences, please give at least 2 days notice as well as the duration of the absence.

### Authorised Absences:

Students

- › Illness;
- › Family or personal emergencies;
- › Religious observances
- › Absences for events that promote personal development and growth