



Dream Land International School

STUDENT AND PARENT HANDBOOK

Table of Contents

School Overview.....	7
Our Vision.....	7
Our Mission	7
Values	7
Aims.....	7
School Leadership and Governance.....	8
Dream Land Staff and Leadership.....	8
Board of Directors.....	8
Senior Leadership Team	8
School Office and Administrative Information.....	9
Admissions Policy.....	9
Admissions Process	9
Required Payments.....	9
Admissions tests and arrangements	10
Placement.....	10
Required Age for Each Student.....	10
Registration Period	10
Payment Policy	11
Transfer of students between Dream Land International School Campuses	11
School Transfer Policy.....	11
Class Sizes and Student Support	11
Academic Year	12
Curriculum Overview.....	13
Early Years (Nursery, PreKG, KG).....	13
Primary and Lower Secondary Levels.....	13
Primary Level (Year 1-3)	13
Primary Level (Year 4-6)	14
Secondary Level (Year 7-9).....	14
Cambridge IGCSE / O Level (Years 10–11).....	15
Homework Policy	15
Tutoring Outside School.....	15

Internal Tests and Examinations.....	16
Grading and Assessment	16
Reporting to Parents and Parents Engagement.....	17
Honors and Achievements.....	17
Special Awards.....	17
After-School Activities.....	17
Assemblies.....	18
Regular Assemblies	18
Assembly Schedule.....	18
Whole-School Assemblies	18
Birthday Celebrations	18
Break and Lunchtime Conduct	18
School Canteen Guidelines.....	19
Health, Wellness, and Safety.....	19
Student Rights, Responsibilities and Leadership.....	19
Student Rights	19
Student Responsibilities.....	20
Disciplinary Committee and Procedures	20
Code of Discipline and Procedures.....	20
Article 1: Fundamental Principles	21
Respect for Self.....	21
Academic Responsibility	21
Personal Accountability.....	21
Respect for Others	21
Inclusive Language and Conduct	21
Conflict Resolution.....	21
Respect for Property.....	21
School Property	21
Personal Property	22
Article 2: Academic Integrity	22
Principles of Honest Scholarship.....	22
Definitions and Violations	22

Plagiarism	22
Cheating	22
Collusion	22
Use of AI and Digital Tools	22
Consequences for Academic Dishonesty	23
Article 3: Behavioral Expectations	23
Positive Learning Environment	23
Being Punctual	23
Being Prepared	23
Being Engaged	23
Prohibited Conduct	24
Article 4: Attendance, Punctuality, and Campus Movement	24
4.1 Commitment to Regular Attendance	24
Attendance Requirement:	24
Requesting an Absence:	24
Reporting Unplanned Absences:	24
Excused and Unexcused Absences:	25
Make-Up Work and Support:	25
Excessive Absences and Truancy:	25
4.2 The Importance of Punctuality	25
4.3 Safety and Campus Boundaries	25
Article 5: Dress Code and Personal Grooming	26
Dream Land School Uniform	26
Grooming Standards	26
Hair	27
Jewellery	27
General Appearance	27
Article 6: Technology and Digital Citizenship	27
Acceptable Use Policy	27
Mobile Phone and Smart Watch Policy	27
Digital Citizenship	28
Article 7: Prohibited Items	28

Weapons and Dangerous Objects.....	28
Substances and Paraphernalia.....	28
Electronic and Non-Educational Devices.....	28
Valuables and Inappropriate Materials.....	29
Enforcement and Consequences	29
Article 8: Data Protection, Security, and Privacy.....	29
Philosophy and Legal Compliance	29
Principles of Data Processing.....	29
Data Collection and Use	29
Data Security Measures.....	30
Data Sharing and Third Parties	30
Privacy Notices	30
Individual Rights.....	30
Data Breach Protocol.....	30
Use of Images and Video	30
Policy Review and Queries	30
Article 9: Use of School Facilities and Resources	31
General Use and Shared Spaces	31
Library and Learning Commons	31
Science Laboratories.....	31
Cafeteria and Dining Areas.....	31
Sports and Athletic Facilities	31
Responsibility for Damages.....	32
Conclusion	32
Article 10: Behavioral Points	32
System Philosophy	32
Points Assignment Structure	33
Behavior Points System	33
Points Reduction Opportunities	33
Article 11: Campus Operations	33
Lost and Found Procedures	33
Accident	34

Campus Security	34
Article 12: Parental Partnership and Responsibilities	34
Philosophy of Shared Responsibility	34
Communication and Cooperation	34
Academic and Behavioral Support at Home	35
Financial and Administrative Obligations.....	35
Parental Conduct on Campus.....	35
Commitment to Partnership	35
Responsible Communication and Conduct Policy	36
Complaint Policy	36
Conclusion	36

School Overview

Dream Land International School, established in June 2019 in Mandalay, is committed to providing a high-quality international education based on the Cambridge International Curriculum. The school offers a continuous learning pathway from early Years to Year 11, ensuring academic rigor, character development, and global-mindedness.

Our Vision

- ❖ To provide a International-quality education that prepares students to study, grow, and succeed worldwide.
- ❖ To be a leading center of educational excellence in Myanmar, nurturing confident, compassionate, and open-minded learners.
- ❖ Dreamland International School fosters curiosity, critical thinking, and integrity, empowering every student to contribute positively to their community and the world.

Our Mission

- ❖ To empower students from various backgrounds to achieve academic success, personal growth, and global citizenship through international standards.
- ❖ We aim to nurture confident, responsible, and global-minded learners who are ready to make a positive impact in the world.
- ❖ We empower every student to reach their full potential and become lifelong learners who contribute meaningfully to society both locally and globally.

Values

- | | | |
|------------------|---|---|
| ❖ Excellence | - | Striving to do our best in everything we do. |
| ❖ Integrity | - | Acting with honesty, fairness, and responsibility. |
| ❖ Respect | - | Valuing ourselves, others, and our differences. |
| ❖ Global Mindset | - | Understanding and appreciating diverse cultures and perspectives. |
| ❖ Innovation | - | Embracing creativity and new ideas to improve learning. |
| ❖ Compassion | - | Caring for others and contributing positively to our community. |

Aims

- ❖ To develop students who demonstrate academic excellence and lifelong learning skills.
- ❖ To create a safe and nurturing environment that supports intellectual and emotional growth.
- ❖ To promote collaboration between students, teachers, and parents.
- ❖ To align with Cambridge International Education standards for teaching, assessment, and integrity.

School Leadership and Governance

Dream Land Staff and Leadership

Dream Land International School takes pride in having a diverse and highly qualified team of educators who are passionate about teaching and committed to nurturing every student's potential. Our teachers come from a variety of cultural and academic backgrounds, bringing a global perspective to the classroom while maintaining a strong understanding of local values and traditions. Our administrative and support staff ensure that the school operates efficiently, providing a safe, welcoming, and well-organized environment for all students and families.

Board of Directors

The Board of Directors serves as the school's governing body, guiding policy, governance, and strategic planning. Members bring a range of experience in education, business, and community leadership to support Dream Land's continuous growth.

Dream Land Board of Directors (2026-2027):

Chairperson	:	Ms. Myat Mon Swe
Board Member	:	Dr. Wai Phyo Maung
Board Member	:	Ms. Aye Pwint Phyu
Board Member	:	Mr. Yan Naing
Board Member	:	Ms. Hanna

Senior Leadership Team

The Senior Leadership Team (SLT) provides vision, direction, and support to all members of the school community, ensuring that Dream Land's mission and values are reflected in every aspect of school life.

Head of School : Provides overall leadership and direction for academic excellence, student welfare, and school development.

Head of Secondary : Oversees curriculum implementation and student support at the secondary level, preparing students for IGCSE O-Level success.

Head of Primary : Leads the Primary section with a focus on foundational learning, creativity, and character development.

Business and Operations Manager : Manages finance, facilities, and operational systems to ensure smooth daily operations and long-term sustainability.

School Office and Administrative Information

School Office Hours: The school office is open Monday to Friday, 8:15 AM to 4:30 PM.

It remains closed on Saturdays, Sundays, and public holidays.

Parents and guardians are encouraged to contact the office for any academic, financial, or administrative assistance during these hours.

To ensure the safety and well-being of every student, it is essential that the school has accurate and up-to-date contact information for all families. If your family moves or changes contact details during the school year, please inform the school office immediately. Parents must keep the school updated with the following information:

- Home address
- Home telephone number(s)
- Mobile number(s)
- Work telephone number(s)

Having current information allows the school to communicate effectively, especially in case of emergencies or important announcements.

Admissions Policy

Dream Land International School warmly welcomes students of all backgrounds, and faiths. Admission decisions are based on a student's readiness to engage with the Dream Land curriculum and their ability to grow academically, socially, and emotionally within our learning community.

The School welcomes admission applications throughout the year, subject to space availability and the alignment of its educational program with the student's needs. Students must reach the required age for their year group by May 31st.

Admissions Process

Parents/Guardians are required to submit the following documents:

- A fully completed enrolment form (including the medical sections)
- Full academic reports from all current or previous school(s) for at least the past academic year
- Copy of child's birth certificate - to give proof of date of birth/ age
- Copy of Household Registration Paper – to register exact parent information and address
- Two color passport photos of the child (1.5 inches by 1.8 inches)

Required Payments

- Placement test fee
- Registration fee
- School fees
- Worksheet and materials Fees for one year
- Other fees as shown in the current school fees

Admissions tests and arrangements

For early years, In-person assessment is required. All prospective students for Year 1 - Year 11 sit a placement test. These tests vary according to the age of the student.

After the tests have been completed, the head of section is given all relevant information and meets with the parents and student(s).

Placement

Students will be offered places on a 'first come, first served' basis but with the following exceptions:

- Those with siblings in the school will have priority;
- Family applications will take priority to ensure that there are adequate spaces for all of the children from one family
- Children of Dream Land staff will have a priority.

Required Age for Each Student

Level	Year	Age
Preschool	Early Years	3-5 years
Year 1	Primary	5-6 years
Year 2	Primary	6-7 years
Year 3	Primary	7-8 years
Year 4	Primary	8-9 years
Year 5	Primary	9-10 years
Year 6	Primary	10-11 years
Year 7	Lower Secondary	11-12 years
Year 8	Pre IGCSE	12-13 years
Year 9	Pre IGCSE	13-14 years
Year 10	IGCSE	14-15 years
Year 11	IGCSE	15-16 years

Although the School upholds a non-discriminatory admissions policy, it may not have the resources to adequately support students with significant mental, emotional, or physical disabilities.

The Head of School makes the final decision regarding all admissions after reviewing academic records, entrance assessments, and teacher recommendations. Parents' preferences will be considered but class placement decisions are made by the administration team.

Registration Period

- Prior to the start of the annual registration period, detailed information regarding the registration time will be kindly shared with parents. Special early bird discounts will be offered during the early registration phase. All registrations will be processed according to a priority system.

- Dream Land International School kindly encourages parents to make the necessary preparations in advance and to complete payment within the designated registration period.

Payment Policy

- For new students, the first payment must include two (2) months of school fees. For returning students, the first payment must include one (1) month of school fee. The remaining months may be paid on a monthly basis.
- Monthly school fees must be paid between the 25th and the 1st of each month.
- Late payments will incur a late penalty fee, calculated according to the number of delayed days.
- The initial payments - School Fees, Worksheet/Material Fees, and Registration Fees—are non-refundable and non-transferable under any circumstances.
- Parents who choose to pay school fees in advance for 3 months, 6 months, or 1 year at a discounted rate are informed that refunds will not be provided in cases where the student is unable to attend for personal reasons.
- Refunds will only be considered if the school itself causes a situation that prevents attendance.
- If there are any outstanding school fees, the school will not issue academic records or report cards.

Transfer of students between Dream Land International School Campuses

Students who wish to transfer from one campus to another must complete a transfer form after obtaining approval from the Head of School. The transfer decision will depend on space availability. Admission procedures and arrangements for transferring students are the same as those for new enrollees at Dream Land International School. Admission officers from all campuses will collaborate to ensure a smooth and seamless transition between campuses.

School Transfer Policy

If a student wants to transfer to other schools,

- Parents or guardians must fill a transfer form to transfer their child to another school.
- All outstanding fees, fines, or obligations must be settled before a transfer can be processed.
- Requests should be made with sufficient notice to allow proper processing, typically at least 14 days before the intended transfer date.
- The school will issue an official transfer certificate and academic records only after completing all above requirements.

Class Sizes and Student Support

- Dream Land International School values a learning environment where every student receives the attention and guidance they deserve.
- To ensure high-quality teaching and strong language development, class sizes are intentionally kept small, allowing teachers to focus on each child's progress and well-being.

Year	Average Class Size
Year 1	21-25
Year 2	21-25
Year 3	21-25
Year 4	21-25
Year 5	21-25
Year 6	21-25
Year 7	10-20
Year 8	8-12
Year 9	8-12
Year 10	8-12
Year 11	8-12

In addition to classroom teachers, teaching assistants and learning support staff are available to provide individualized help and enrichment for students who may need extra guidance or extension activities.

Academic Year

The Dream Land academic year is divided into two terms, following an international calendar adapted for local context.

Term 1: June to September

Term 2: October to March

- Each academic year includes approximately 300 school days, providing a balanced combination of academic learning, co-curricular development, and community engagement.
- Term lengths may vary slightly depending on official public holidays and examination schedules. A detailed school calendar, including term dates and holidays, will be available through the Dream Land official website or Social Media Channels.

Curriculum Overview

Dream Land International School follows a curriculum framework based on the English National Curriculum, carefully adapted to reflect the international character of our school and the educational requirements of the Ministry of Education (Myanmar). Our curriculum nurtures academic excellence, creativity, critical thinking, and intercultural understanding, ensuring students are well-prepared for the Cambridge International Examinations (Primary, Lower Secondary, and IGCSE/O Level).

Early Years (Nursery, PreKG, KG)

The Early Years curriculum emphasizes the holistic development of young learners through seven interconnected areas of learning and development:

- English
- Mathematics
- Science
- Phonic
- ICT (Computer)
- PE
- Art & Craft
- Swimming
- Sand & Water Play
- Drama & Role Play
- Story Telling
- Myanmar
- Music

Learning is delivered through play-based and inquiry-driven activities designed to stimulate curiosity, imagination, and a lifelong love of learning.

Primary and Lower Secondary Levels

At the Primary and Lower Secondary levels, students engage in a broad and balanced curriculum that develops foundational knowledge and skills across all major disciplines.

Primary Level (Year 1-3)

Core Subjects

Period Per Week

English	5
Mathematics	5
Science	5
Geography	2
History	2
ICT	1
Myanmar	5

Extra Curriculum Subjects

Period Per Week

Art	2
Physical Education	1
Music	2
ESL	1
Global Perspectives	1

Primary Level (Year 4-6)

Core Subjects	Period Per Week
English	5
Mathematics	5
Science	5
Geography	2
History	2
ICT	2
Myanmar	5

Extra Curriculum Subjects	Period Per Week
Art	2
Physical Education	1
Music	2
ESL	1
Global Perspectives	1

Secondary Level (Year 7-9)

Core Subjects	Period Per Week
English	5
Mathematics	5
Physics	2
Chemistry	2
Biology	3
Geography, History	3
ICT	2
Myanmar	5

Extra Curriculum Subjects Period Per Week

Art	2
Physical Education	1
Music	2
ESL	1

Teaching and learning emphasize inquiry, collaboration, and reflection. Assessment is continuous and designed to measure both academic achievement and personal growth.

Cambridge IGCSE / O Level (Years 10–11)

The IGCSE (International General Certificate of Secondary Education) represents the culmination of the middle years curriculum and provides a strong academic foundation for further study at AS/A Level or equivalent programs.

Students typically take a balanced combination of core and elective subjects that prepare them for global higher education pathways.

Subjects Offered:

Core Subjects:

1. English as a First or Second Language (FL/SL)
2. Extended Mathematics
3. Biology
4. Chemistry
5. Physics
6. Myanmar Language and Culture
7. Elective Subjects (based on student interest and academic strength):
8. Additional Mathematics
9. ICT
10. Computer Science

All students are expected to participate actively in school and community activities, demonstrating responsibility, creativity, and respect—values integral to Dream Land International School’s mission.

Homework Policy

Homework plays an essential role in reinforcing learning and fostering independence, discipline, and responsibility. Teachers assign 2-3 meaningful and age-appropriate tasks per week, with the volume increasing as students progress. Students are kindly expected to complete assignments neatly, accurately, and on time, and to seek clarification when needed. Parents are encouraged to provide a supportive environment and monitor progress without direct involvement. Failure to complete homework may result in a gentle reminder, reduced marks, or supervised study sessions, with repeated issues prompting a constructive parent-teacher meeting or inclusion in the Behaviour Points System.

Tutoring Outside School

To uphold fairness, professionalism, and integrity in teaching, the school maintains a strict policy prohibiting teachers and staff of Dream Land International School from providing private tutoring or paid academic assistance to currently enrolled students at Dream Land International School outside of regular school hours. This measure ensures equal access to academic support for all learners, prevents potential conflicts of interest, and protects the transparency of teacher–student relationships. It also reinforces the school’s commitment to maintaining high ethical and educational standards.

Internal Tests and Examinations

Internal tests and examinations are a core component of the school's academic program, designed to assess students' understanding, progress, and preparedness for external qualifications such as the Cambridge Primary Checkpoint and IGCSE.

Each term includes two continuous assessments and one summative assessment to ensure balanced evaluation. Continuous assessments track students' progress, participation, and consistency, offering ongoing feedback. The summative assessment conducted at the end of the term measures overall achievement and mastery of content. Together, they provide a fair and comprehensive reflection of student performance.

Students are required to attend assessments on time and follow exam procedures. Absences require a medical certificate. Academic honesty is crucial; cheating or plagiarism will be treated seriously. Results are confidential and shared only with parents and authorized staff. Timetables are provided in advance for proper preparation.

Term	Exam Type	Remarks
First Term	Continuous Assessment 1	Covers topics taught in June-July
	Continuous Assessment 2	Covers topics taught in July-August
	Term 1 Exam	Covers topics taught in Term 1
	(Summative Assessment)	
Second Term	Continuous Assessment 1	Covers topics taught in October-November
	Continuous Assessment 2	Covers topics taught in December-January
	Term 2 Exam	Covers topics taught in Term 2
	(Summative Assessment)	

Grading and Assessment

Grade	Percentage (%)	Description
A*	90-100	Excellent
A	80-89	Good
B	70-79	Good
C	60-69	Satisfactory
D	50-59	Satisfactory
E	40-49	Unsatisfactory
U	0-39	Improvement Required

Reporting to Parents and Parents Engagement

Effective communication between school and home is essential to every student's growth and success. The school is committed to providing parents with clear, consistent, and transparent feedback on their child's academic progress, effort, and personal development.

Reports are issued three times a year to provide parents with regular updates on their child's academic progress. At the beginning of the academic year, a "Meet the Teacher" session is held to introduce all subject teachers, along with their qualifications, to the parents. Additionally, Parent-Teacher Meetings (PTMs) are conducted twice a year to discuss each student's progress in detail. Each report card includes academic performance, attendance, extra curricular achievements, effort grades, and teacher comments, offering a comprehensive overview of the student's development.

Parents are encouraged to carefully review all reports, engage in open discussions with their child about the feedback, and reach out to teachers or section heads for clarification or additional guidance whenever necessary.

Honors and Achievements

Dream Land International School celebrates students' achievements in academics and school spirit through its Awards and Recognition Program. Year End Awarding Ceremonies are held across all years to acknowledge student growth and accomplishments. Teachers and class tutors nominate students based on academic performance. At the year-end ceremony, the most outstanding students from each class are awarded first, second and third prizes for academic excellence. These prizes are presented to students who have consistently demonstrated exceptional effort and outstanding achievement across all subjects throughout the academic year.

Additionally, a monthly recognition program honors students who demonstrate outstanding performance, consistent effort, notable improvement, and a positive attitude. These initiatives reflect the school's commitment to holistic education, promoting both academic achievement and personal growth.

Special Awards

In addition to regular academic and extracurricular recognitions, the school presents special awards to students who demonstrate exceptional talent, leadership, creativity, or contribution to the school community. These awards highlight and celebrate unique achievements that go beyond standard academic or competition-based accomplishments.

After-School Activities

Dream Land offers a vibrant After-School Activities Program designed to inspire creativity, teamwork, and personal growth. Students from Year 1 to Year 11 can choose from a wide range of clubs and activities that reflect their interests and talents, including:

Sports	: Football, basketball, badminton, swimming, Table Tennis and athletics
Creative Arts	: Music, dance and painting
Academic Enrichment	: Reading club, and language clubs

Assemblies

Assemblies are an important part of school life at Dream Land. They bring our community together to celebrate achievements, share ideas, and build school spirit.

Students are expected to show respect during assemblies by listening attentively and encouraging those who are presenting or performing.

Regular Assemblies

At Dream Land International School, regular assemblies are held during which the National Anthem is performed with respect and unity, followed by an inspiring speech from the Head of School. These assemblies help foster patriotism, discipline and a strong sense of community among students and staff.

Assembly Schedule

Day	Years Group	Duration
Monday	Year 1-3	8:45 – 9:15
Wednesday	Year 4-6	8:45 – 9:15
Friday	Year 7-11	8:45 – 9:15

Whole-School Assemblies

Whole-school assemblies are held for Independence Day, Martyrs' Day, Union Day, Teacher Appreciation Day and Cultural Days like Thadingyut to promote unity, belonging, and cultural appreciation. These events bring together students, teachers, and staff to honor shared values, celebrate diversity, and foster respect for different traditions. They strengthen the school's inclusive spirit, teaching students gratitude, teamwork, and cultural pride while supporting the development of well-rounded global citizens.

Birthday Celebrations

Dream Land International School celebrates student birthdays in a simple and inclusive way. Parents may send small, store-bought treats like cupcakes or cookies for the class to share, but large cakes, gifts, and party favors are not allowed. All treats must be safe and free from common allergens, and the school should be informed in advance. Celebrations will be brief and handled by the teacher at an appropriate time to avoid disrupting lessons.

Break and Lunchtime Conduct

Break and lunchtime at school are viewed as valuable opportunities for students to rest, recharge, and build positive social relationships while maintaining the same level of respect and discipline expected during class hours. All students are required to eat their meals in designated dining areas, such as the school canteen, where duty teachers supervise to ensure safety, orderliness, and proper hygiene practices. Students should wash their hands before eating, queue politely when receiving food, and demonstrate good table manners at all times. Cleanliness is a shared responsibility each student must leave their eating area tidy for the next group. By following these routines, the school fosters a calm, pleasant, and respectful atmosphere where students can enjoy their meals and socialize responsibly, reinforcing habits of courtesy and community care.

School Canteen Guidelines

The school canteen operates from 9:00 AM to 3:00 PM, offering nutritious meals and snacks for students and staff. Our canteen and healthcare teams work together to promote healthy eating habits and environmental awareness.

1. Students are expected to follow all canteen guidelines, including orderly queuing and respectful communication with canteen staff.
2. Cleanliness is a shared responsibility; students must dispose of all litter and trays in the designated bins after their meal.
3. Students are encouraged to make healthy food choices and are responsible for any purchases made from the canteen.

Health, Wellness, and Safety

Dream Land International School places high priority on the health, wellness, and safety of all students.

1. **Medication Policy:** Prescription medicines are administered only with written authorization from both parent and physician, in original packaging with clear dosage instructions. Parents are immediately notified if a child requires further medical attention or needs to return home. In serious cases, parents are contacted at once, and the school may seek emergency medical assistance if needed.
2. **Emergency Preparedness:** The school conducts regular fire, earthquake, and lockdown drills to ensure all students and staff know proper safety procedures.
3. **Contagious Illnesses:** Students showing symptoms of fever, vomiting, diarrhea, rash, or COVID-19 must stay home until fully recovered.
4. **Parental Responsibilities:** Parents must update the school on any chronic conditions, allergies, or medications, while the school provides timely health alerts (e.g., chickenpox, COVID-19) to ensure community safety.

Through these measures, Dream Land International School maintains a safe, healthy, and well-prepared environment for all students and staff.

Student Rights, Responsibilities and Leadership

Student Rights

Dream Land International School guarantees every student a high-quality education in a nurturing, respectful, and academically challenging environment. Students have the right to learn in a safe, secure, and hygienic environment where their personal property and wellbeing are respected. They are entitled to clear communication on school expectations, equal access to all school life (academic, social, extracurricular), and the ability to seek guidance with respect and confidentiality. Crucially, the school is committed to ensuring students are free from discrimination, bias, or harassment of any kind, upholding fairness, dignity, and equality for all.

Student Responsibilities

Students are expected to uphold high standards of conduct, responsibility, and respect at all times, reflecting positively on themselves and the school community. They should be punctual, prepared, respectful, and take care of school property. Bullying, offensive behavior, and possession of tobacco, alcohol, drugs, or weapons are strictly prohibited. Wearing the uniform neatly, maintaining discipline, and behaving safely show maturity and pride. Above all, students should demonstrate integrity, courtesy, and cooperation, fostering a community built on respect and excellence.

Dream Land International School is committed to maintaining an environment where every student can learn in safety and dignity. This Code of Conduct establishes clear expectations for behavior and serves as a guide for building a respectful, inclusive, and academically-focused community. All students and parents are expected to read, understand, and adhere to these standards throughout their association with the school.

Disciplinary Committee and Procedures

The school shall maintain a Disciplinary Committee at all times to ensure fairness, accountability, and transparency in handling student behavioral matters.

Composition:

The committee shall consist of:

1. School Principal (Chairperson)
2. Deputy Head
3. Homeroom Teacher
4. Relevant Disciplinary Members (Coordinator, Assistant Teachers, Subject Teachers)

The Committee convenes whenever a violation of the Code of Discipline requires formal review or when an incident escalates beyond classroom-level management

Code of Discipline and Procedures

The Code of Discipline at Dream Land International School refers to the comprehensive framework that governs all aspects of student conduct, rights, and responsibilities. It outlines how the school promotes fairness, consistency, and accountability in managing behavioral matters while prioritizing personal growth and learning. This framework includes all expectations detailed throughout this handbook covering academic integrity, respectful behavior, attendance and punctuality, uniform standards, technology use, and campus safety. Its purpose is not to punish, but to help students understand the consequences of their choices, reflect on their actions, and develop self-discipline, integrity, and responsibility.

Article 1: Fundamental Principles

Respect for Self

Students are expected to act with integrity, honesty, and responsibility, making positive choices and showing self-discipline. Respecting themselves means upholding moral principles, taking pride in their work, maintaining their health, and making ethical decisions even under pressure.

Academic Responsibility

Students are responsible for their learning by completing assignments, meeting deadlines, and actively participating in class. Academic responsibility includes developing study habits, time management, and organizational skills, regularly reviewing progress, and seeking help when needed. This proactive approach fosters independence and prepares students for future academic and professional success.

Personal Accountability

Students must take responsibility for their actions, understand the consequences, and engage in restorative processes when needed. By acknowledging mistakes, apologizing sincerely, and making amends, students develop maturity, resilience, problem-solving skills, and emotional intelligence. The school emphasizes learning from missteps through reflection and mediation rather than punishment.

Respect for Others

Students should treat everyone with kindness and respect, value diversity, and help create a safe, inclusive, and welcoming school environment. Respect for others manifests through attentive listening, consideration of different perspectives, and recognition that each community member brings unique experiences and strengths to our school environment.

Inclusive Language and Conduct

Derogatory or offensive language based on race, religion, gender, nationality, or personal traits is strictly prohibited. Students should use inclusive language that respects others, avoids stereotypes or microaggressions, and fosters a welcoming environment. The school provides guidance to help students understand the impact of their words.

Conflict Resolution

Students should resolve conflicts with fairness, empathy, and respect, focusing on solutions rather than blame. Calm communication, listening, and seeking common ground are key. Teachers and counselors are available for guidance, helping students build empathy, cooperation, and problem-solving skills.

Respect for Property

Students must respect personal, others', and school property by using resources responsibly, cleaning up, reporting damage, and not interfering with others' belongings.

School Property

Deliberate damage or vandalism will lead to financial restitution and disciplinary action. Students must care for all school property, recognizing that misuse harms the community and diminishes shared resources.

Personal Property

Students should avoid bringing valuables to school, as the school is not responsible for lost or stolen items. They must safeguard their belongings, label items, and respect others' property by handling it carefully and returning it promptly.

Article 2: Academic Integrity

Principles of Honest Scholarship

Academic integrity is the foundation of meaningful education, requiring honesty, trust, fairness, respect, and responsibility. Students must submit their own work, accurately reflecting their knowledge and effort, ensuring that grades and qualifications truly represent their abilities.

Definitions and Violations

Understanding the specific forms of academic dishonesty is crucial for maintaining a fair learning environment. The following are clear violations of the school's Academic Integrity policy.

Plagiarism

Plagiarism is presenting someone else's work, ideas, or creative content as one's own without proper acknowledgment. This includes copying text, paraphrasing without credit, submitting work done by others, or using images, audio, videos, or code without permission. Proper referencing or teacher-approved instructional copying for teaching and learning purposes is allowed. Plagiarism violates honesty and academic integrity.

Cheating

Cheating is using or attempting to use unauthorized materials or assistance in any academic task or examination. This includes notes, electronic devices, copying from others, or sharing information during assessments. Cheating undermines fairness and academic integrity.

Collusion

Collusion is knowingly helping others commit academic dishonesty, such as unauthorized collaboration on individual assignments or sharing work that is then submitted as someone else's. Students involved are equally responsible.

Use of AI and Digital Tools

The use of AI tools (e.g., Chat GPT, Gemini) to complete assignments is prohibited unless explicitly authorized by the teacher. Submitting AI-generated work as your own is considered plagiarism. When AI use is permitted, students must be transparent and properly cite its use, using technology as a learning aid, not a substitute.

Consequences for Academic Dishonesty

Violations of the Academic Integrity policy are treated with the utmost seriousness, as they strike at the heart of the school's educational mission. The consequences are designed to be educational and restorative, while also upholding the standards of the community. The specific consequence will depend on the nature and severity of the violation, the student's grade level, and whether it is a repeated offense.

Students who break the rules of academic honesty will face fair but serious consequences. These may include getting a zero on the work, doing another assignment to show their learning, or meeting with a teacher or counselor to talk about what happened. For major or repeated cases, the student may be suspended or lose certain privileges such as leadership roles or awards. The goal is not just to punish but to help students understand why honesty is important and encourage them to make better choices in the future.

Article 3: Behavioral Expectations

Positive Learning Environment

A positive and productive learning environment is the foundation upon which academic achievement and personal growth are built. Such an environment does not occur by chance; it is the collective responsibility of every student and staff member. Students are expected to actively contribute to a classroom atmosphere that is respectful, focused, and conducive to learning for all. This foundational expectation encompasses several key behaviours:

Being Punctual

Arriving on time for all classes and school assemblies is a fundamental act of respect. It shows consideration for your teachers, your classmates, and the value of your own education. Tardiness is disruptive, as it interrupts the flow of instruction and distracts other students who are already focused and engaged in the lesson.

Being Prepared

Students are responsible for coming to every class equipped with all necessary materials, which include textbooks, writing instruments, and any assigned, completed homework. Preparation is crucial because it ensures that all valuable instructional time is used efficiently. When prepared, each student can fully engage with the day's lessons without delay.

Being Engaged

Active engagement involves fully participating in the learning process. This means listening attentively, contributing thoughtfully to discussions, carefully following all instructions, and applying yourself diligently to the tasks presented. Your engagement benefits both your own academic success and enriches the classroom environment for your peers, fostering a dynamic and collaborative intellectual community.

Prohibited Conduct

To safeguard the well-being of all students and staff and to maintain the integrity of the learning environment, the school explicitly prohibits the following behaviours. Engaging in such conduct will result in firm and decisive disciplinary action.

- **Bullying and Harassment**

The school has a zero-tolerance policy for bullying or harassment, whether physical, verbal, social, or online. Such behavior, which creates a hostile environment, includes, but are not limited to: intimidation, name-calling, rumors, exclusion, property damage, and cyberbullying. The school is committed to a safe, inclusive community where all students feel respected and secure.

- **Physical Aggression**

The safety of every member of our school community is paramount. Physical violence, including fighting, hitting, or pushing and any act of physical violence or intimidation is strictly prohibited. Such behavior harms others and disrupts the learning environment. Consequences include suspension, disciplinary hearings, possible expulsion, and involvement of law enforcement for serious incidents.

- **Defiance and Insubordination**

Students must follow the reasonable and lawful instructions of all school staff including teachers, administrators, and support personnel promptly and respectfully. Defiance, open disrespect, or persistent arguing are serious offenses which undermine authority and disrupts learning, while respectfully questioning a decision is acceptable in the right context.

Article 4: Attendance, Punctuality, and Campus Movement

4.1 Commitment to Regular Attendance

Regular attendance is essential for learning and personal responsibility. Students are expected to attend consistently, participate fully, and schedule personal appointments outside school days whenever possible.

Attendance Requirement:

Students must maintain a minimum attendance rate of 75% to be eligible for final examinations. Attendance below 92% may affect academic progress, prompting parent-teacher meetings or counseling to address any concerns and provide support.

Requesting an Absence:

For planned absences, such as medical appointments or family events, parents or guardians must notify the school office or class teacher in advance—preferably before 8:45 AM on the day of absence via phone or the school's communication portal. Approval must be obtained from the class teacher or school administration.

Reporting Unplanned Absences:

In cases of illness or emergencies, parents must contact the school as soon as possible through phone or the school's communication portal to ensure proper records and follow-up support.

Excused and Unexcused Absences:

Absences due to illness, medical needs, or family emergencies are considered excused with supporting documentation, such as a doctor's note. Unexcused absences, which occur without valid reason or prior notice, may affect class participation and academic standing. In such cases, parents must provide a written explanation to the Head of School, and students may be required to complete additional work.

Make-Up Work and Support:

All missed assignments, projects, and exams must be completed promptly after returning to school. Teachers will provide guidance and reasonable deadlines. Students who miss school due to serious illness (lasting up to one month or more) will receive special academic support to help them catch up through additional lessons, adjusted deadlines, or guided tutoring sessions. However, unexcused absences those without valid reason or prior notice may lead to disciplinary action and missed participation marks.

Excessive Absences and Truancy:

Frequent or prolonged absences can affect academic progress and eligibility for awards or extracurricular activities. The school may call a meeting with parents to discuss intervention strategies. Repeated unexplained absences are considered truancy and will be handled according to disciplinary procedures. Students absent without a valid reason on exam or project days will receive a score of zero for that assessment.

4.2 The Importance of Punctuality

Punctuality demonstrates discipline, respect, and responsibility. School begins at 8:45 a.m., and students must arrive on time to participate fully. Late arrivals must sign in at the office for a late slip. Habitual lateness will result in progressive disciplinary action, and repeated early departures or late arrivals will be recorded. Bus delays due to unavoidable circumstances will not be marked as late.

4.3 Safety and Campus Boundaries

The school campus is a controlled environment designed to provide a secure and supervised setting for learning and social development. Student safety is our non-negotiable top priority, and the following rules are in place to uphold that commitment.

- **Unauthorized Departure**

Students are not permitted to leave the school premises at any time during the school day including during breaks and lunch periods without explicit, prior permission granted directly from the school office and verified parental consent. This ensures student safety and accurate accounting of all students.

- **Restricted Areas**

Students are prohibited from entering restricted areas, such as mechanical rooms, staff lounges, the pool, roof access, or storage closets, without supervision. These areas pose safety risks, and violations will result in disciplinary action.

Article 5: Dress Code and Personal Grooming

Dream Land School Uniform

The school uniform represents unity, equality, and pride within our learning community. It promotes discipline and focus by reducing distractions from fashion and encouraging professionalism and respect. All students must wear the official uniform neatly and correctly during school hours and at official school events from Monday to Friday.

Uniforms are available for purchase at the school office. The standard set includes

For Boys: **A White Dream Land Polo Shirt & Dark Blue Long Pants**

For Girls: **A White Dream Land Polo Shirt & Dark Blue Skirt**

Students must wear clean, appropriate shoes, slippers, sandals. High heels are not allowed.

On Physical Education (P.E.) days, students are required to wear the P.E. uniform to allow ease of movement and comfort during sports activities. During swimming lessons, students must wear the proper swimming suit for hygiene, comfort, and safety. These uniform guidelines ensure consistency, discipline, and pride in representing the school.



Grooming Standards

A student's personal appearance is a reflection of their self-discipline and respect for the school community. Our grooming standards are designed to uphold a neat, clean, and professional atmosphere that is conducive to learning and prepares students for future professional environments.

Hair

Hairstyles must be natural in color and conservative in style. Extreme or trendy cuts (such as mohawks or shaved patterns) are not allowed. Boys must keep hair above the collar and eyebrows. Girls should keep hair neat and tied back with simple, neutral accessories. These rules promote a tidy appearance and help maintain focus on learning.

Jewellery

Jewellery must be minimal for safety and professionalism. Girls may wear one pair of small stud earrings; boys may not wear earrings. Dangling or hoop earrings, necklaces, bracelets, rings, or facial piercings are not allowed.

General Appearance

Visible makeup, nail polish, tattoos, and body modifications are not permitted. Students should maintain a natural, clean, and well-groomed appearance to keep the focus on learning and personal development.

Article 6: Technology and Digital Citizenship

The school provides access to technology and digital resources to enhance learning and prepare students for a connected world. With this privilege comes the responsibility to use technology safely, ethically, and purposefully. This policy outlines the expectations for all students to ensure a secure and productive digital environment for the entire school community.

Acceptable Use Policy

Technology is primarily a tool for learning and collaboration. All use of school networks, devices, and online platforms must be for educational purposes and conducted under the direction and supervision of a teacher.

- **Bring Your Own Device**

The Bring Your Own Device program allows students (for secondary students) to use personal laptops or tablets for learning, only when authorized by the teacher. Unauthorized use for games, social media, or web browsing is prohibited, and teachers may restrict use if it becomes a distraction.

- **Network Security**

The school network must be used responsibly. Bypassing security, accessing blocked content, or misusing accounts is prohibited and may result in disciplinary action, including loss of technology privileges.

Mobile Phone and Smart Watch Policy

According to Ministry of Education Myanmar, mobile phones and smartwatches are strictly limited to minimize distractions and encourage meaningful social interaction and must be kept off and in bags during the school day including during breaks, lunch, or in hallways. Use is only allowed with staff permission. The school is not responsible for lost or damaged devices. This policy minimizes distractions, promotes focus, and encourages face-to-face interaction.

Digital Citizenship

Being a responsible member of the school community extends into the digital world. Students are expected to be ethical, respectful, and safe in all their online interactions, both on and off campus.

- **Cyberbullying**

Using digital platforms to harass, threaten, or spread rumors about students, staff or is cyberbullying and a serious violation. Consequences may include suspension, expulsion, and reporting to authorities. Students should report any incidents to a trusted adult.

- **Digital Footprint**

Everything a student posts, shares, or comments on—even in private groups or with disappearing message functions—can be screenshotted, saved, and shared widely. A poor digital footprint can have serious long-term consequences, affecting future educational opportunities (such as university admissions), scholarships, and employment. Students are urged to think critically before they post online, considering how their digital presence reflects on their character and how it might be perceived by others now and in the future. The school's expectation is that students will represent themselves and the school with integrity in all online spaces.

Article 7: Prohibited Items

To maintain a safe, respectful, and academically focused learning environment, the school enforces a strict policy regarding prohibited items. This policy exists to protect the well-being of all members of the school community, prevent disruptions to teaching and learning, and uphold the institution's ethical and safety standards. Any item that could endanger others, cause distraction, or undermine the school's educational atmosphere is not allowed on campus. Bringing any such prohibited item—whether for personal use, entertainment, or display—will be treated as a serious disciplinary offense and handled in accordance with the school's Code of Discipline.

Weapons and Dangerous Objects

Any object that poses a threat to safety is strictly prohibited, including weapons, replicas, dangerous tools, or items adapted for harm. Violations will result in confiscation, parental notification, suspension, and possible further disciplinary and legal action.

Substances and Paraphernalia

The possession, use, or distribution of tobacco, vaping products, alcohol, illegal drugs, or drug paraphernalia is strictly prohibited. Violations may result in confiscation, suspension, mandatory counselling, and, in serious cases, legal involvement or expulsion.

Electronic and Non-Educational Devices

Students must use technology responsibly and focus on learning. Unauthorized devices—such as gaming consoles, music players, Bluetooth speakers, or recording devices—are not allowed. Misuse may result in confiscation, suspension of device privileges, or further disciplinary action.

Valuables and Inappropriate Materials

To ensure a safe and focused environment, students are strictly prohibited from bringing the following items onto campus:

1. **Valuables:** Expensive jewelry, luxury watches, and large sums of cash. **The school is not responsible for lost or stolen property.**
2. **Gambling Materials:** Playing cards used for betting, dice, or online gambling applications.
3. **Inappropriate Content:** Books, magazines, digital files, or videos containing violent, explicit, or discriminatory material.
4. **Disruptive/Divisive Items:** Advertising or political items promoting non-educational or divisive messages.

Consequences: Misconduct (e.g., losing large sums of money, sharing inappropriate content via social media) will result in disciplinary action, including confiscation, suspension, and restrictions on technology use, and may be used for mandatory counseling on responsible conduct.

Enforcement and Consequences

Any prohibited item discovered on school premises will be immediately confiscated and securely stored in the administration office for proper handling. Parents or guardians will be promptly notified and may be required to collect the confiscated item in person. The consequences for possession of such items will depend on the nature and seriousness of the violation, ranging from written warnings and temporary suspension to expulsion or referral to legal authorities if warranted. Repeated infractions will result in more serious disciplinary action and may lead to review by the School Disciplinary Committee, potentially impacting the student's conduct record and eligibility for participation in leadership roles or extracurricular activities.

Article 8: Data Protection, Security, and Privacy

Philosophy and Legal Compliance

Dream Land International School is committed to safeguarding the privacy and security of all personal data belonging to students, parents, staff, and other community members. The school collects and processes personal data in accordance with international data protection standards and applicable laws. Our policy is founded on the principles of lawfulness, fairness, transparency, and accountability.

Principles of Data Processing

The school collects and uses personal data responsibly and in compliance with data protection standards. Information is gathered only for legitimate purposes, kept accurate and relevant, retained as needed, and securely protected to prevent unauthorized access or misuse.

Data Collection and Use

The school collects personal data only for educational, administrative, and welfare purposes, including records, health information, and emergency contacts. All data is handled responsibly and in compliance with privacy regulations.

Data Security Measures

The school protects personal data through secure servers, restricted access, locked storage, and staff training on data security. Digital and physical records are securely disposed of when no longer needed, ensuring responsible handling in compliance with privacy regulations.

Data Sharing and Third Parties

The school does not share personal data with external third parties without explicit consent unless required by law or for a vital interest (e.g., medical emergency). When third-party service providers are used (e.g., for managing school information systems), strict data processing agreements are in place to ensure compliance with our data protection standards.

Privacy Notices

The school provides clear and accessible privacy notices to students and parents at the point of data collection, explaining what data is collected, why it is collected, how it is used, and their rights.

Individual Rights

In line with data protection laws and the school's commitment to privacy, all students and parents have specific rights regarding their personal data. These include the right to access and review the information the school holds about them, and request corrections to inaccurate details. Individuals may also request to receive their data in a portable format or object to certain uses, such as direct marketing. These rights ensure that every member of the school community retains control over their personal information and that all data is handled responsibly, ethically, and lawfully.

Data Breach Protocol

In the unlikely event of a data breach that poses a risk to individuals' rights and freedoms, the school will activate its Data Breach Response Plan. This includes containing the breach, assessing the risk, notifying the affected individuals and the relevant supervisory authority as required by law.

Use of Images and Video

The school often takes photographs and records videos of students for use in educational contexts, school publications, and on official school communication platforms (website, social media). Parents/guardians will be given the option to grant or deny consent for the use of their child's image for public-facing purposes upon enrollment and annually thereafter.

Policy Review and Queries

This Data Protection Policy is reviewed annually. Any questions or requests regarding personal data should be directed in writing to the school's designated Data Protection Officer at the school office.

Article 9: Use of School Facilities and Resources

General Use and Shared Spaces

Dream Land International School is dedicated to providing a safe, supportive, and well-maintained learning environment. Every student is expected to use school facilities responsibly and respectfully, demonstrating care for the shared spaces that benefit the entire community. All areas of the campus should be kept clean and orderly at all times. Furniture, materials, and resources must be handled carefully and returned to their original positions after use. Students should move calmly through corridors and common areas and report any damage or maintenance concerns to staff immediately. When accidents occur, the situation will be addressed through discussion and appropriate follow-up so that students can learn from the experience and understand their responsibilities.

Library and Learning Commons

The library and learning commons are quiet spaces for study, reading, and research. Students are expected to maintain a calm atmosphere, respect the needs of others, and use library materials with care. All books and resources must be borrowed and returned properly. Food and drinks are not permitted in the library, and mobile devices should be used only for academic purposes. If materials are lost or damaged, the school will work with students and families to arrange a fair and constructive solution, such as replacement or contribution to the library fund.

Science Laboratories

Science laboratories require special attention to safety and discipline. Students must follow the teacher's instructions carefully and wear protective equipment whenever experiments are conducted. No experiment should take place without direct supervision, and all equipment must be used appropriately. Laboratory spaces should remain organized and tidy, and all waste materials must be disposed of according to safety guidelines. Any unsafe action will be discussed immediately so that the student understands how to maintain a secure environment for everyone.

Cafeteria and Dining Areas

The cafeteria and dining areas are shared community spaces that encourage good manners, cooperation, and cleanliness. Students are expected to line up patiently, treat staff and peers with courtesy, and eat only in designated areas. Tables and chairs must be left clean and tidy after meals, and waste should be disposed of properly. If reminders are needed, teachers and staff will guide students in practicing respectful and responsible dining habits.

Sports and Athletic Facilities

Sports and athletic facilities are provided to promote teamwork, discipline, and physical well-being. Students must wear the correct sports attire, follow safety rules, and listen to the instructions of coaches and teachers at all times. Equipment should be used only for its intended purpose and returned neatly after use. All activities should be conducted with fairness and respect toward teammates and opponents. When expectations are not met, the school will provide guidance and reflection opportunities to help students improve their conduct.

Responsibility for Damages

When school property is damaged through carelessness or misuse, the school will handle the matter constructively and fairly. Students and parents will be informed, and together with staff they will agree on suitable steps such as repair, contribution to replacement costs, or community service to encourage accountability and care. The purpose of this process is not punishment but education and shared responsibility.

Conclusion

Dream Land International School believes that caring for school facilities reflects pride in one's environment and respect for others. By using resources thoughtfully and maintaining shared spaces responsibly, every student contributes to a positive, safe, and caring learning community.

Article 10: Behavioral Points

System Philosophy

Dream Land International School believes that effective discipline is a learning process that guides students toward self-control, empathy, and responsible citizenship. The Behavioral Points and Disciplinary Framework provides a transparent and consistent approach to maintaining high standards of conduct while emphasizing personal growth rather than punishment.

By combining a structured points system with a progressive tiered response, the school ensures fairness, early intervention, and accountability. Every action within this framework aims to help students reflect on their behavior, make better choices, and restore positive relationships within the community. Teachers, parents, and administrators share responsibility for guiding each student toward maturity and ethical awareness.

In pursuit of our motto “Think Global, Learn Local”, the focus of Dream Land International School's management is to teach and reward positive behaviour and to encourage the development of a positive environment throughout the school. Our fundamental behaviour expectations are;

- Be responsible for self actions,
- Be respectful to all and
- Be ready to learn at all times.

Dream Land International School aims at building a culture where every individual in the school regardless the religion, race or background feels valued and forms an integral part of a wider family.

Corrective measures are designed to guide and support students in learning from their mistakes rather than simply punishing them. They help students take responsibility, develop positive behavior, and understand the impact of their actions, while maintaining a safe and respectful school environment. The focus is on **growth, learning, and improvement**, ensuring students internalize the school's values and make better choices in the future.

Points Assignment Structure

Behavioral points are assigned according to the severity of infractions and recorded throughout each academic term. Parents receive formal notification within twenty-four (24) hours of point assignment, and the record resets at the start of every new term.

The Guidance and Discipline Team reviews each entry to ensure context, fairness, and proportionality. Factors such as intent, circumstances, and prior conduct are always considered before determining consequences.

Behavior Points System

To ensure a consistent and transparent approach to discipline, Dream Land International School operates a structured points system. Infractions are categorized and assigned points based on their severity, with consequences applied progressively as a student's total points accumulate.

Points Reduction Opportunities

Dream Land International School believes that discipline should promote growth, responsibility, and character development. The Points Reduction System encourages students to demonstrate positive behavior and rebuild their disciplinary record through responsible actions and meaningful contributions to the school community. Students who maintain good conduct throughout an entire term without receiving any new infractions are eligible for a five-point reduction. Those who engage in approved community service may earn one point per verified service hour, up to a maximum of five points per term. Additionally, students who show initiative and leadership such as assisting teachers, mentoring peers, or contributing to school project may receive up to a two-point reduction each term. This system emphasizes that discipline is not solely about consequences but about providing opportunities for reflection, restoration, and personal improvement.

Article 11: Campus Operations

Lost and Found Procedures

Dream Land International School maintains a designated Lost and Found area located at the main school office. Students and parents are encouraged to check this area for any misplaced items. All found items should be promptly turned in to school staff. To ensure the return of valuable items, we strongly recommend that all personal belongings, including uniforms, books, and water bottles, are clearly labeled with the student's name and class. Unclaimed items will be held for a period of 30 days. After this period, usable items may be donated to charity, and perishable or damaged items will be responsibly disposed of. The school cannot accept responsibility for lost or stolen personal items, and students are advised not to bring valuable or unnecessary items to school.

Accident

On-Campus: The school does not provide personal accident coverage. Parents are responsible for ensuring their child has adequate personal accident and medical coverage. In case of injury, staff will provide first aid and contact parents. Emergency contact and medical information must be kept up to date.

Off-Campus Activities: Most trips are not covered by school insurance. Parents should verify and arrange additional coverage if needed. The school is not liable for injury or loss unless directly caused by its negligence.

Campus Security

Dream Land International School places the highest priority on the safety and security of its students, staff, and visitors. The school maintains a comprehensive security system that includes trained guards on duty during and after school hours, controlled entry points requiring all visitors to present valid identification, sign in, and wear visible visitor badges, as well as 24-hour surveillance through strategically placed CCTV cameras across the campus. Parents can request to check CCTV with the presence of authorised persons only at the campus. These measures ensure that only authorized individuals can access school grounds and that all activities are monitored for safety and accountability. Students are released only to parents, guardians, or designated adults listed on their emergency contact forms, with identification verification required when necessary. In line with the school's Code of Conduct and Article 7, the possession of weapons, dangerous objects, or prohibited substances is strictly forbidden. Any violation will result in immediate confiscation and disciplinary review. Through these measures, Dream Land ensures a secure, orderly environment where teaching and learning can take place without compromise.

Article 12: Parental Partnership and Responsibilities

Philosophy of Shared Responsibility

Dream Land International School believes that education is most effective when families and the school work in close partnership. Parents and guardians play a vital role in supporting the school's mission, upholding its values, and fostering their child's academic and personal success. This partnership is founded on mutual trust, open communication, and shared accountability. When parents and educators work together, students receive a consistent message of encouragement, discipline, and care helping them develop into respectful, responsible, and confident global citizens who embody the spirit of lifelong learning.

Communication and Cooperation

Effective communication between home and school is vital to student success. Parents must keep their contact details address and phone number —updated with the school and report any changes within three days. Families should regularly check and respond to official messages sent through the official teacher-parent portal. To avoid misunderstandings and unnecessary issues, parents/students and teachers must communicate exclusively through the school's official communication channels (Viber/Telegram Groups or Channels) designated by the school. Private or unofficial communication channels should not be used for school announcements, discussions, or complaint resolutions. This ensures accuracy, transparency, and the protection of all parties involved. All communication with

teachers and staff should be courteous and professional to maintain a positive school environment. When concerns arise, parents are encouraged to follow the school's resolution pathway: first contacting the class teacher, then the Head of Section, and finally the Head of School if needed. This clear process ensures fairness, respect, and efficient problem-solving.

Academic and Behavioral Support at Home

Parents share the responsibility of reinforcing Dream Land's academic standards and behavioral expectations beyond the classroom. Families are encouraged to model the school's core values of respect, integrity, and responsibility in daily life, fostering consistency between home and school. Parents should create a supportive environment for learning by providing a quiet study space, encouraging effective time management, and monitoring homework completion without completing tasks on behalf of their child. They are also responsible for ensuring regular attendance and punctuality, as consistent routines contribute significantly to academic success. Beyond academics, families are encouraged to promote a balanced lifestyle one that includes adequate rest, nutritious meals, limited screen time, and responsible technology use to support both physical health and emotional well-being.

Financial and Administrative Obligations

Parents and guardians are expected to fulfill all financial and administrative commitments to the school promptly and responsibly. School fees and any additional charges must be paid by the published due dates to ensure the smooth operation of academic and extracurricular programs. Families are financially responsible for any deliberate damage caused by their child to school property, as outlined in the Code of Conduct, and are expected to cooperate in resolving such matters constructively. Additionally, all required documents such as consent forms, health records, and examination registrations must be submitted accurately and on time to comply with the school's administrative and Cambridge International Examination (CIE) requirements.

Parental Conduct on Campus

When visiting or participating in school events, parents are expected to model the same respect, courtesy, and integrity that the school expects from its students. All visitors must follow campus security procedures, wear visitor identification, and avoid entering restricted areas including classrooms without authorization and interfering the teaching methods and styles applied by the school. Parents should never confront another student directly; instead, any concerns involving a student must be reported to a teacher or school administrator for appropriate handling. The use of aggressive, threatening, or disrespectful language or behavior toward any member of the school community whether staff, student, or parent will not be tolerated. If necessary, the school reserves the right to limit communication or campus access to maintain a safe, respectful environment for all.

Commitment to Partnership

Dream Land International School values parents as vital partners in education. Through open communication, mutual respect, and shared responsibility, families and teachers work together to support student success and personal growth. This collaboration nurtures curiosity, confidence, and compassion, forming the foundation for lifelong learning and responsible global citizenship.

Responsible Communication and Conduct Policy

While the school welcomes constructive suggestions and feedback aimed at continuous improvement, all members (teachers, parents, staffs and students) of the school community are expected to engage respectfully and responsibly. Actions such as spreading false or misleading information, posting harmful, defamatory, or inappropriate content about the school or its staff on social media, leaking confidential or internal information, disrupting teaching or administrative operations, or creating conflict within the school community will be considered serious disciplinary violations. The school reserves the right to take appropriate action in accordance with school regulations and lawful action if severe.

The school strongly encourages all members to practice responsible communication, maintain professionalism, and support a safe, respectful, and collaborative school environment.

Complaint Policy

Dream Land International School is committed to fostering an open, transparent, and respectful relationship between the school, parents, students, and staff. While the school strives to provide the highest standards of education and care, it acknowledges that concerns or misunderstandings may occasionally arise. This policy provides a clear framework for handling complaints fairly, efficiently, and with full respect for all parties involved. All complaints will be treated seriously, handled with discretion, and resolved as quickly as possible. The school promotes a problem-solving approach that prioritizes dialogue and understanding before formal measures are considered.

In the first instance, concerns should be raised informally with the relevant teacher, staff member, or section head, who will listen carefully and work collaboratively to find a satisfactory resolution. Many issues can be addressed at this level through open discussion. For example, if a parent has a concern regarding classroom expectations, grading, or behavior management, they should begin by meeting with the class teacher. If the concern is not resolved, the parent may submit a written complaint to the Head of School, who will review the matter, conduct an investigation if needed, and respond formally within a reasonable timeframe. Throughout this process, all communication must remain courteous, factual, and constructive.

If the complainant remains unsatisfied with the outcome, the issue may be escalated to the School Management Committee for impartial review by a designated panel. The panel will review all evidence, hear relevant perspectives, and deliver a final written decision within a defined period. All complaints and their resolutions are documented securely for accountability and continuous improvement. The school prohibits retaliation or discrimination against any individual who raises a concern in good faith. This policy reflects Dream Land's commitment to fairness, integrity, and continuous improvement.

Conclusion

This Student–Parent Handbook outlines the expectations and responsibilities that help keep our school safe, respectful, and focused on learning. By working together—students, parents, and teachers—we can create an environment where every child can grow and succeed. Thank you for supporting Dream Land International School and being part of our learning community.