



**THE OVERSEAS SCHOOL OF COLOMBO
PELAWATTE
P O Box 9
BATTARAMULLA**

STUDENT PARENT HANDBOOK

School Year 2009-10

“OSC develops the whole person as a responsible learner striving for personal excellence within a culturally diverse school.”



STUDENT- PARENT HANDBOOK

2009/2010

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SECTION I - INTRODUCTION TO OSC

The Overseas School of Colombo (OSC) is an English medium, international school serving the internationally mobile expatriate and Sri Lankan community of Colombo. It was founded during the 1957-58 academic year as the Overseas Children's School with 25 children and today has about 430 students from some 45 different countries. The school is registered in Sri Lanka as a non-profit making limited company under its revised name 'The Overseas School of Colombo'.

The parents of all students attending the school are members of the company. Full fee paying parents are entitled to attend and vote at the Annual General Meeting, which will be held in January of 2009. The Memorandum and Articles of Association of the company were revised in March 1998, and copies of these are available for inspection in the main school office at any time.

The company is managed by a Board of Directors of up to ten members, at least nine of whom are parents of children in the school. Board members are generally elected at the Annual General Meeting. The Articles of Association of the school do not allow more than two members of any one nationality to serve on the Board at the same time. The full Board meets at regular intervals throughout the year. There are three working Board committees dealing with Finance, Administration and Policy; Marketing and Communication; and Buildings and Facilities. There is also an ad hoc committee called the Compensation and Succession Committee.

The school is situated in Battaramulla, a suburb of Colombo and is approximately 8 kilometres from the centre of the city. Located on a five-acre campus the school facility is purpose-built and fully air-conditioned.

SECTION II - MISSION

THE OSC MISSION STATEMENT

“OSC develops the whole person as a responsible learner striving for personal excellence within a culturally diverse school.”

IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB learners strive to be:

Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

SECTION III - ADMINISTRATION AND TEACHING STAFF

The responsibility for the administration of the school is delegated by the Board to the Head of School, as the Chief Executive Officer. The Head is assisted by a Secondary Principal and a Primary Principal. The Head of Administrative Operations, Accountant/Business Manager, Head of Security/Transport and Head of Facilities/Maintenance are also members of the general administration team. The Head and two Principals make up the academic leadership team.

OSC is an IB World School with an IB Primary Years Programme Co-ordinator (PreS-5), an IB Middle Years Co-ordinator (6-10) and an IB Diploma Co-ordinator (11-12).

The faculty is recruited from both overseas and Sri Lanka. All teachers are fully qualified, and strong emphasis is placed upon appropriate qualifications, prior experience and continued staff professional development.

The school-wide student-teacher ratio is 6:1, with individual class teacher ratios ranging between 12-24 in one group. The student-teacher ratio does not refer directly to the class size, but to the total number of teachers employed in the school who actively provide for the different aspects of the academic programme.

II. LIST OF FACULTY MEMBERS FOR THE 2009-2010 SCHOOL YEAR

ACADEMIC LEADERSHIP

Ms Areta Williams awilliams@osc.lk	Head of School	Graduate Studies Educational Administration, College of New Jersey M.Ed. Education/ Counselling, Texas Tech University B.Ed. Music, Texas Tech University B.Ed. Univ. of South Australia/Dip of Teaching, South Australian College of Advanced Edu. B.Econ. Univ. of Adelaide / Grad.Dip. Business, Univ. of South Australia, B.Ed. Flinders University, Australia
Mr Anthony Coles acoles@osc.lk	Secondary Principal	
Mr Adam Campbell acampbell@osc.lk	Primary Principal	

THE PRIMARY SCHOOL

Mrs Nirmalee Perera nirmaleep@osc.lk	Preschool	Diploma in Teaching, Cambridge University, UK/Dip. Child Psychology, Wigan & Leigh College, UK/ Cert. Pre-School Ed./ Dip. Montessori Ed, Sri Lanka
Ms Tanuja Senanayake tsenanayake@osc.lk	Preschool	Dip. Montessori Ed/ Dip. Child Psychology/ Cert. Pre-School Ed. – Sri Lanka
Mrs Nyriz Illeperumaarachchi nyriz@osc.lk	Kindergarten	Dip. Pre-School Ed/ Dip. Montessori Ed/ Dip. Child Psychology – Sri Lanka Dip Ed – Oxford Brookes, UK Dip. in Counselling – American College of Higher Education
Mrs Shemarlie Gani sgani@osc.lk	Kindergarten	Diploma in Teaching, Cambridge University, UK/ Diploma in Pre-School Teaching, Ladies College Vocational Training Inst. Colombo/ Cert. Montessori Ed/ Dip.Child Psychology, Sri Lanka
Mrs Zulfikar Marikar zmarikar@osc.lk	Grade 1	Postgraduate Diploma in Education, BA in Early Childhood Education, AMI Dip. Montessori Ed. Sri Lanka
Ms Liz Dent edent@osc.lk	Grade 1	M.A. in International Education, Oxford Brookes, UK. B.Sc. in Human Movement / Graduate Diploma in Education University of Wollongong, Australia
Ms. Tharushi Nanayakkara tnanayakkara@osc.lk	Grade 2	M.A. in Education, University of Minneapolis, MN, USA/ B.A. - Psychology, University of Main at Farmington, ME, USA AMI Montessori & Pre Sch Dip. - Sri Lanka
Ms Geraldine Rasiah grasiah@osc.lk	Grade 2	M.A. Preston University, USA Dip. Pre-School Ed/ Dip. Montessori Ed/ Dip. Child Psychology – Sri Lanka
Mr Geoff Geddes ggeddes@osc.lk	Grade 3	B.Ed. Victoria University, Australia
Ms Nicola Joy Shipley (Taiga) tshipley@soc.lk	Grade 3	B.Ed. University of Exete St. Luke's School of Education

Ms Catherine Quinn cquinn@osc.lk	Grade 4	B.A. / Grad. Dip. Soc Stud/ B.Ed. Flinders University, Australia
Ms. Fathima Thasneema Dahlan tdahlan@osc.lk	Grade 4	M.A. in Education, University of Bath
Ms Stella Damir sdamir@osc.lk	Grade 5	B.Ed. Primary / B.Sc. Psychology, University of Wollongong, Australia
Ms. Amy Smith asmith@osc.lk	Grade 5	M.A. in Teaching, Willamette University, Salem OR, USA/ B.A., University of Oregon, Eugene, OR, USA

THE SECONDARY SCHOOL

ENGLISH / HUMANITIES

Ms. Sonalee Abeywardene sabeywardene@osc.lk	English - HoD	M.Sc. International Relations University of Southampton, Hampshire, UK
Mr Kenneth O'Kane kokane@osc.lk	MYP Coordinator/ Humanities	B.A. , Univ. of Liverpool, UK/ P.G.C.E. (Secondary), Manchester Metropolitan Univ, UK
Ms Minza Snyder msnyder@osc.lk	IB MYP Coordinator/ Humanities	M.Ed. History / B.A. History, South Oregon University / M.A. Liberal Arts St John's College, USA
Ms Sandra Fernando sfernando@osc.lk	English	B.A. English Lit – Carleton University, Canada
Mr Ian Lockwood ilockwood@osc.lk	Humanities/ Environment Systems/Geography	M.Sc. (Ecological Teaching & Learning) Lesley University, Massachusetts, USA M.Ed. College of New Jersey, USA B.A. College of Wooster, USA
Ms. Karen Skelly kskelly@osc.lk	English/Humanities	M.A. Education, Uni. Of South Australia/ B.A. Footscray Inst. Of Technology, Aus./ Dip. Of Teaching, Hawthorn Inst. of Edu. Vic., Australia
Ms. Sarah Lout slout@osc.lk	English	M.Ed. Oral Roberts Univ., Tulsa, Oklahoma, USA/ B.Sc. Oral Roberts Univ., Tulsa, Oklahoma, USA
Ms. Leslie Pickett lpickett@osc.lk	IB Diploma Coordinator/Biology/ TOK	M.Sc. University of Warwick, UK
Ms. Celia Flynn cflynn@osc.lk	Economics/ Mathematics	M.A. (Economics Education) University of London

MATHEMATICS / SCIENCE

Mr Dan Snyder dsnyder@osc.lk	Science HoD/Science	B.S. Southern Oregon University / B.Ed. University of New Mexico, USA
Mr Pradeep Karunaratne pkarunaratne@osc.lk	Science/ Chemistry	M.Sc. People's Friendship Univ, Moscow, Russia B.Sc. People's Friendship Univ, Moscow, Russia PGCE, Kingston Univ, London, UK

Mr David Simms dsimms@osc.lk	Science/Physics	B.Sc. Mechanical Engineering, Univ. of Manchester Inst. of Science and Technology, UK/ P.G.C.E, Univ. of Leeds, UK
Ms. Carole Huijnen chuijnen@osc.lk	Math – HoD/ Mathematics	Doctoral Mathematics, Univ. of Nijmegen, The Netherlands/ PG Teaching Cert., Univ. of Nijmegen, The Netherlands
Mr Nimal de Silva ndesilva@osc.lk	Mathematics	B.Sc, in Mathematics, Sri Lanka/ PG Dipl. in Statistics, Sri Lanka/ PG Dipl in Edu, Sri Lanka
Mr Valemurugan Balamurari vbalamurari@osc.lk	Mathematics	M.Sc. University of Manchester, UK B.Sc. University of London, UK Post Grad. Diploma – Industrial Mathematics, Univ. of Sri Jayewardenepura, Sri Lanka

LANGUAGE B

Mrs Veena Fernando vfernando@osc.lk	MYP/IB DP French	B.A. University of Kelaniya, Sri Lanka Teaching Cert. University of Paul Valery, Montpellier, France
Ms. Rosana Favero-Karunaratne	HOD-Langs/ Spanish	Dip. Spanish as Second Language Universidad de Jaen-FUNIBER (Spain) (2008)/ LLM, Univ. of Warwick, UK/LLB Universidad Catolica, Peru
Ms. Lisa McKeon lmckeon@osc.lk	MYP French	B.Ed. Education, Queens Univ. Kingston, Ontario, Canada/ BA French/minor History, Trent Univ. Peterborough, Ontario, Canada
Ms. Eva Schlichting eschlichting@osc.lk	Spanish/Spanish <i>ab initio</i>	Law Degree Catholic University Asuncion, Paraguay PGTC Santa Martha College, Asuncion, Paraguay
Ms. Champika Amerasinghe	Primary French	B.A. University of Kelaniya, Sri Lanka

VISUAL AND PERFORMING ARTS

Ms Jane Barnett jbarnett@osc.lk	VPA – HoD/Visual Art	B.A. (Hons) Fashion/Textile, De Montfort University, Leister, UK PGCE – Homerton College University of Cambridge
Ms. Heidi Dean hdean@osc.lk	Music/ Performing Arts	B.A. (Hons) Music and Education, Univer. of York, UK
Ms. Sarah Craig scraig@osc.lk	Performing Arts/ Theatre Arts	B.Ed. Melbourne University, Graduate Diploma in Business Management (RMIT)
Ms Devika Ilayperuma dilayperuma@osc.lk	Art	Dip. Montessori Ed. Sri Lanka/ B.Sc. Open University of Sri Lanka

TECHNOLOGY

Mr Jonathan Smith jonathan@osc.lk	Technology – HoD	M.Sc. Oregon State University, USA/ B.A. University of Colorado, USA
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Mrs Shameela Rajudin srajudin@osc.lk	IT/ CommunityService Coordinator	PGDE University of Colombo, Sri Lanka B.Sc. University of Mysore, India M.Sc. Univ of Sri Jayawardenepura, Sri Lanka
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PHYSICAL EDUCATION

Mr Eric Buczkowski ebuczkowski@osc.lk	HoD – PE	B.S. (K- Gr. 12 Physical Edu), Univ. of Nebraska, Omaha, USA
Mr Mark Shipley mshipley@osc.lk	Athletics Director	M.A (Ed.) Griffith University, UK B.Ed. Exeter University
Dr. Asanga Wijeyaratne	Physical Education	Ph.D in Sports Science University of Glasgow, UK

STUDENT SERVICES

Mr Donald Tingley dtingley@osc.lk	Counsellor	M.Ed., Counselling, Lehigh Univ. Bethlehem, Pennsylvania, USA B.Ed. Univ. of New Brunswick, Fredericton, Canada
Ms. Ethel Wolfe ewolfe@osc.lk	Secondary Learning Support	M.Sc in Edu., The College of Saint Rose, Albany, New York, USA
Ms. Lilani Ranasinghe lrasinghe@osc.lk	EAL Secondary	B.A., English, Open Univ. of Sri Lanka
Ms. Vyomi Bertus vbertus@osc.lk	EAL Primary	B.A. University of Kelaniya, Sri Lanka LTCL in Teaching of English for Speakers of Other Languages.
Ms. Anne Hudson ahudson@osc.lk	Primary Learning Support	B.Ed.Ottawa Carleton Catholic School Board, Canada B.A. Univ. College of Cape Breton, Sydney, Canada

LIBRARY

Mrs. Ranipuii Aineh rlockwood@osc.lk	Library Coordinator	M.A. (Arts) University of Delhi
Mrs Priyani Keenavinna priyanik@osc.lk	Primary Librarian	Associate Sri Lankan Library Assoc.
Mrs Sureshnie Dissanayake sdissanayake@osc.lk	Assistant Librarian	Associate Sri Lankan Library Assoc.

SCHOOL DOCTOR

Dr Indrika Senaratna isenaratna@osc.lk	School Doctor	MBBS North Colombo Medical College, Sri Lanka / Diploma in Psychology Wigan and Leigh College, UK
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TEACHER ASSISTANTS

Ms. Kithmini Jayawickreme	-	Pre-School
Ms. Shahareen Fahim	-	Pre-School
Ms. Chandunie Silva	-	KG
Ms. Rushda Aly	-	KG
Ms. Lashani Dissanayake	-	Grade 1
Ms. Shiranthi de Alwis	-	Grade 1
Ms. Sumaiya Nafeel	-	Grade 2
Ms. Rangari Peiris	-	Grade 3, 4 & 5

PRE-OSC FACULTY

Mrs Dharshini Perera preosc@osc.lk	Pre-OSC Director	Diploma in Teaching, Cambridge University, UK/ Certificate in Pre-School Education, Open Univ. of Sri Lanka.
Mrs Chauntelle Serpanchy	Pre-OSC Teacher	A.M.I Montessori Diploma Good Shepherd Maria Montessori Training Centre, Sri Lanka/ Diploma in Learning Disabilities, Ladies College Dept. of Vocational Training Inst. Colombo
Ms. Shazmina Nizamdeen	Pre-OSC Teacher	Diploma in Pre-School Education Ladies College Dept. of Vocational Training Inst. Colombo
Ms. Kishani Perera	Pre-OSC Teacher	AMI Diploma Good Shepherd Maria Montessori Training Centre, Sri Lanka

TEACHER ASSISTANTS

Miss. Shazna Ismath
Miss. Shahira Nizamdeen

Questions and Concerns of Parents

During the course of the school year questions or concerns may arise. The recommended procedure for answering and addressing these is to approach the school directly.

Questions/concerns about a classroom activity or individual educational matters should be discussed between parents and the teacher involved. If this first step does not resolve the matter sufficiently then it should be brought to the attention of the Primary Principal or the Secondary Principal.

Further discussion regarding the matter should be brought to the Head of School.

It is only after all other avenues of resolution have been exhausted should the school Board be presented with the question/concern, through the Head of School. The Board will not deal with any concerns, which are not submitted, formally to it with a report from the Head of School.

WHOM DO I SEE?

- With questions about the policies and operation of OSC in general Ms. Areta Williams
Head of School
- With questions about school fees Mrs Hiruka Soza
Head of non-academic Operations
- When my child's report does not arrive Mr Adam Campbell
Primary Principal
Mr Anthony Coles
Secondary Principal
- To change my address/telephone number on the school records Ms Lilamanie de Zoysa
Admissions and Communications Officer
- When my child is having problems with a particular subject The teacher first
- When my child contacts an infectious disease or other medical problems School Doctor – Dr Indrika
- To arrange a teacher conference The appropriate school office
- To find out about the P.E. programme Mr Eric Buczkowski
Head of Physical Education
- To find out about Community Service Mrs. Shameela Rajudin
Community Service Co-ordinator
- To find out about extra-curricular activities Mr. Mark Shipley
Athletics Director
- About the Primary School Programme Mr Adam Campbell
Primary Principal

- About the IB Primary Years Programme Ms Liz Dent
PYP Co-ordinator
- About Secondary School Programme Grades 6-12 Mr Anthony Coles
Secondary Principal
- About the IB Middle Years Programme Ms. Minza Usman-Snyder
IB MYP Co-ordinator
- About the IB Diploma Programme Ms. Leslie Pickett
IB DP Co-ordinator
- About individual student needs Ms. Anne Hudson – Learning Support (Primary)
Ms Ethel Wolfe – Learning Support (Secondary)
- With questions about withdrawal from school and general support for students Mr Don Tingley
Guidance Counsellor
- To find out about issuing of transcripts Mr Don Tingley
Guidance Counsellor
- About University applications Mr Don Tingley
Guidance Counsellor

SECTION IV - ADMISSION TO THE SCHOOL

The Overseas School of Colombo is multi-cultural and international in character although English is the language of instruction. Admission to the school is in accordance with the school's policies.

• ADMISSION AND PLACEMENT OF STUDENTS

Policy - (Ref. 6.35)

The Mission, Philosophy and Statement of Objectives serve to guide the administration in determining admission and placement of students.

As the Board wishes to provide for a fair balance of nationalities in the school, it directs the Head to draw to its attention any situation in which any one national group occupies 25% of the available places within the school. The course of action to be adopted in such circumstances will be determined by the Board at that time.

Applications for admission will be accepted on a first come, first served basis. The date on which the registration fee is received is taken as the date of application. If a waiting list for any grade is necessary, qualified applicants will be admitted on 'first come, first served' basis within the framework of the nationality balance indicated.

Enrolment and Placement

Parents who intend to enrol their children at OSC must submit a completed application for each student.

Admission is granted to a student, when it has been determined that the school has an appropriate programme to meet that individual's needs. Student records must be available for reference, prior to final placement and further assessment may be conducted as necessary.

Students are accepted throughout the year, but will be placed in a grade or class according to the determination made by the administration and relevant staff. The Head's decision in such matters will be final. This placement will reflect the student's previous educational experience, age, maturity, linguistic proficiency and academic needs. In certain circumstances students will be placed in a lower grade level to meet their educational needs.

Students must be at least 3 years of age on or before 31st August of the academic year of entrance for admission to the Pre-school. Children must be toilet trained and therefore out of nappies/diapers before attending OSC. In normal circumstances students applying for admission to Grade 12 should be aged less than 20 on 1st September. Correlation between age and school grade/class is listed below in the chart. In general, students, especially EAL students, are expected to follow a complete grade level at OSC prior to promotion to the next grade. In the case of admission after January, this may mean that students will repeat the second semester of a grade level.

OSC	BRITAIN (National Curriculum)	U.S.A.	USUAL AGE (by 31 st August for school year commencing August)
Pre-school 1	Nursery	-	3
Pre-school 2	Reception Class	-	4
Kindergarten	Year 1	KG	5
Grade 1	Year 2	Grade 1	6
Grade 2	Year 3	Grade 2	7
Grade 3	Year 4	Grade 3	8
Grade 4	Year 5	Grade 4	9
Grade 5	Year 6	Grade 5	10
Grade 6	Year 7	Grade 6	11
Grade 7	Year 8	Grade 7	12
Grade 8	Year 9	Grade 8	13
Grade 9	Year 10	Grade 9	14
Grade 10	Year 11	Grade 10	15
Grade 11	Year 12	Grade 11	16
Grade 12	Year 13	Grade 12	17

For a student to be placed in a grade higher than the minimum age indicated, clearly demonstrable superior academic and physical maturity, coupled with social maturity, must exist and be judged so by the administration. Such advanced placement may only be given under truly exceptional circumstances and with the written approval of the Head.

English Language

English is the teaching medium in the school and there is an expectation that students have, or will acquire, a satisfactory standard of English. The school maintains an 'English as an Additional Language' support programme. EAL students are encouraged to speak English throughout the school day (including break and lunch) to further facilitate their language acquisition. However, it should be stressed that non-English speaking students should gain maximum prior exposure to the language and if a student does not have a satisfactory standard of English at the time of application, the Head of School may refuse admission if there is no appropriate programme to cater for the student's needs.

In Grades 9-12, the programmes offered require a high level of English proficiency. Applicants for Grades 9-12, may be assessed prior to acceptance in order to judge their linguistic and academic suitability for the programme of studies. Previous school records are imperative.

EAL testing will take place for students that may require support within the school programme.

Learning Support

OSC does not undertake to provide for all specialised educational needs such as severe learning difficulties or job-specific vocational training. Moderate special educational needs may be provided for in Pre-school - 8. In Grades 9 - 12 the courses are essentially college-preparatory and with a demanding academic emphasis. Support for students with learning disabilities at this level is limited.

Loco Parentis

In normal circumstances a student will be residing with their parents. Only if there is full agreement with the Head of School will a guardian be accepted. If the school is not satisfied with the efficacy of the guardian re-enrolment will not be offered by the school. In the event of both parents being out of the country, a letter informing the school regarding who the loco parentis are must be sent in advance of departure to the appropriate principal.

• ADMISSION PROCEDURE

The admission process at OSC begins with the collection and completion of the registration and medical forms available from the main school office. Application to the Overseas School of Colombo should be made on the official admissions form, which must be completed and submitted with records from the student's previous school as appropriate. Students are admitted and placed in a grade after consideration of age, achievement level, last grade completed at previous school, emotional and physical maturity. In instances, where a student has a limited grasp of English, they may be asked to repeat a year.

Grade placement is made at the discretion of the academic administration following an interview with the Head of School and the appropriate co-ordinator. There is no entrance test required of students, but diagnostic and placement testing, when appropriate, may be required. In most cases such testing is administered only after registration has been completed. The curriculum at OSC is academically challenging and students with learning disabilities, or limited proficiency in English, may find the programme difficult.

Applications for Grades 11 and 12 will be assessed prior to acceptance in order to judge their linguistic and academic suitability for the International Baccalaureate Programme.

At least one full day's notice is given to teachers prior to a new student starting in class after the admission procedures have been completed. This then ensures that all the necessary provisions will have been made and the student is expected in class.

• CLASS SIZE POLICY

The teacher/student ratio for instruction is governed by considerations of academics, physical space, cost and the diversity of the student population. In order to underscore the concern for children as individuals which is inherent in the school's philosophy, the school will do everything possible to ensure a student/teacher ratio which is in the best interest of all concerned, taking into account not only educational but also financial considerations.

The normal minimum number of students for an instructional class will be five full-fee paying students. However, in exceptional circumstances a class of less than five full-fee paying students may be allowed to run, provided that the Head of School notifies the Board of the reasons for running such classes.

In the Pre-school, the stipulated class size is a maximum of 15 students with a teacher and a qualified teaching assistant with responsibility for one class. In the Kindergarten, the stipulated class size is a maximum of 20 students with a teacher and a qualified teacher assistant in one classroom. Further, the Head of School is authorized to enroll additional students up to a maximum of 24 students and employ additional assistants based on his/her assessment of the need.

The normal maximum teacher/student ratio for instruction in Grades 1-12 will be 20 students. The Head is authorized to increase this to 24 when the situation warrants. No scheduled classes may run with a teacher/student ratio in excess of 24 students.

In Grades 1 through 5 and in single classes in Grades 6 through 10, when numbers exceed the stated class size policy, students will be placed on a priority waiting list and notified when a place becomes available. In such cases the school will attempt to employ a suitably qualified support teacher but when this is not possible, the waiting list will be enforced.

Any IB Diploma or Certificate class, once started, will be allowed to run for the two year course, regardless of enrolment, to permit students to complete the course of study.

- **SCHOOL FEES**

Fees for the 2009/2010 Academic Year are as follows and are payable in any currency converted at the exchange rate at the time of payment.

REGISTRATION FEES (One time payment only)				
	VAT Exempt		Standard	
	US \$		US \$	
Pre-OSC	500.00		575.00	
Pre-School (Covers Pre-School only)	1,000.00		1,150.00	
Kindergarten - Grade 12	4,000.00		4,600.00	
TUITION FEES				
	SEMESTER		ANNUAL	
	VAT Exempt	Standard	VAT Exempt	Standard
	US \$		US \$	
Pre-OSC	1,343.83	1,550.00	2,687.00	3,100.00
Pre-School	3,040.50	3,507.50	6,081.00	7,015.00
Kindergarten	4,607.50	5,315.50	9,215.00	10,631.00
Grades 1 - 5	5,764.00	6,649.50	11,528.00	13,299.00
Grades 6 - 8	6,302.50	7,270.50	12,605.00	14,541.00
Grades 9 - 10	7,384.50	8,518.50	14,769.00	17,037.00
Grades 11 - 12	7,453.50	8,598.50	14,907.00	17,197.50
REFUNDABLE DEPOSIT				
	Rs.			
Pre-OSC	10,000.00			
Pre-School - Grade 5	25,000.00			
Grade 6 - Grade 12	50,000.00			
BILLING PERIODS				
SEMESTER	PERIOD		PAYMENT DEADLINE	
1 st	01 st August 2009 - 14 th January 2010		15 th August 2009	
2 nd	15 th January 2010 - 31 st July 2010		31 st January 2010	

A 50% discount on the Registration Fee will be given for the third child in a family and no Registration Fee is payable for the fourth and subsequent children. The Registration Fee and the Refundable Deposit must be paid on admission. The Tuition Fee may be paid in full at the beginning of the school year or in two equal installments, the first of which must be paid on admission. Where a student enrolls at the beginning of an academic year and full year's Tuition Fee is paid in US Dollars in advance, a discount of 2% on the annual Tuition Fees will be granted.

Fees are payable in US Dollars, Sri Lankan Rupees on any other convertible currency. When payment is made in currencies other than US Dollars, conversion will be made at the exchange rate prevailing at the time of payment as confirmed by the school's business office.

For cash payments other than Sri Lankan Rupees an additional 2% should be included to cover bank charges.

Requests for VAT exemptions will be considered on a case by case basis on receipt of documentation clearly indicating personal exemptions.

Any late payments will require full payment of surcharge as outlined in school policy.

Board Policy 3.31 - Fee Payment and Schedules:

An automatic surcharge of 5% per month up to a total of 15% (in monthly increments of 5%) will be levied on all overdue payments after the deadline dates.

The school reserves the right to refuse entry to pupils in arrears of tuition fees.

Included in school fees are the following:

- Week Without Walls Programme
- Primary overnight trips
- Outdoor Education
- Compulsory Curriculum Activities Fieldtrips

Not included in school fees:

- Diploma examination fees
- SAISA
- Entry to school performances
- Community Service Fund raisers
- ISTA and any non-compulsory trips

Safety of Students at OSC during the School day

- OSC is a guarded compound, so once a child comes to school in the morning, they cannot leave without permission from their parents and a signed gate pass from the appropriate principal (The exception to this is the seniors, who have permission to sign out of school).
- If a student does not arrive to school for homeroom, and the parent has not contacted the school, the appropriate secretary phones the parents to make sure of the student whereabouts.
- We have a full time Head of Security on campus, who is at the school entrance at the beginning and end of the school day.
- Security cameras are installed and monitored around the clock.
- A doctor is on campus throughout the day in case of injury of illness. If medication is required, or the child has to go home or to hospital, the doctor will contact the parents immediately.
- OSC has a security system to control access to campus. All students are issued with a photo identity card, each family receives one family card and all visitors are issued with a proximity card that must be worn whilst on campus.
- If there is an emergency during the school day, parents will be contacted via phone, SMS and email. Please refer to the security button on the OSC web page.
- In the event of traffic jams or parents are unable to collect their children, primary will go to the library and remain there until their parents come, and secondary will go to the canteen.

Safety and Insurance for all students at OSC

Upon entry to school all parents sign the following:

...we agree to all the rules, regulations and procedures of the Overseas School of Colombo in the event of our child being admitted.

Indemnity and Disclaimer

We the undersigned Parents/Guardian of...presently a student at your school, hereby agree and express our consent in the manner following:

- a) to the participation of our said child/ward, in excursions organized by the school both local and foreign*
- b) we do hereby undertake to indemnify and save harmless the school, management and staff in respect of any liability arising in consequence hereof and further undertake to obtain insurance for our said child/ward and when necessary, and in particular respect of overseas travel and official school activities, against all risks.*

A signature of both student and parent is also required each year when the Student Parent Handbook is handed out and for all trips.

In School

- Doctor on site during the school day to 3.30pm. In the event of an accident outside of school hours, parents will be contacted and assistance will be sought through Medicalls.
- School has a personal accident cover for all students and a basic legal liability coverage
- Students may obtain their own coverage over and above the limit of the school, if required

Excursions in Sri Lanka

(For SAISA –refer to SAISA Handbook. Other out of country trips such as ISTA, will adhere to the following set of regulations).

School Responsibility

- All vehicles are road worthy and safe
- Drivers are trained
- Each child has a seat belt
- First aid kit on each bus
- Mobile phone on each vehicle
- Ensure a letter has gone home in a timely manner with all required details of the trip and organizer needs to check all signatures have been returned.

Parent Responsibility

- Each trip needs a disclaimer to be signed by parents.
- Insurance: The school has a personal accident cover and a basic legal liability policy. Students who wish to obtain a higher coverage may obtain over and above the limit that is being covered by the school policy. However,, the school cannot accept liability for students on or off the school premises. If students are traveling away on an extended or overseas field trip such as SAISA parents are expected to make insurance provision for travel insurance
- Ensure child has all necessary equipment required for trip – from list given by school (sun creams, hats etc)
- Talk to child about expected behaviour when away from home
- Arrange drop off and pick up and communication whilst on trip
- Know the itinerary and times of drop off and pick up

Teacher Responsibility

- When chaperoning a trip – a teacher is ‘on duty’ the whole time. A group leader may set up a roster for duties and these must be followed accordingly.
- All teachers in the group must do the equal amount of work, when it comes to organizing and looking after the welfare of all students.
- All teachers are at work and must lead by example.
- Be specifically responsible for a group of students – 1: 10 ratio 1:7 for water
- No consumption of alcohol
- Be vigilant and on duty at all times
- Ensure boys and girls are in appropriate rooms etc. It is not permissible for boys to be in girls’ rooms or vice versa. Teachers on duty are responsible for this.
- Check ahead of time regarding safety. Be aware of safety issues at ALL times.
- Make sure you aware of all contact details in the case of an emergency
- When on an out of country trip (usually SAISA), teachers will have an emergency mobile phone with contact details and check list.

Student Responsibly

- All school rules apply on trips – students need to know them
- Behave in a responsible manner at all times and have concern not only for self but others in the group.
- Students must follow the directions from faculty at all times
- Students must adhere to specific regulations for any given trip and sign before hand e.g. curfew and lights out etc. This will differ depending on type of trip and age of group
- Students traveling outside of Sri Lanka, normally SAISA athletes must adhere to SAISA rules.

SECTION V - SCHOOL ROUTINES

1) School Calendar and Hours

The school year runs from mid-August to mid-June and is divided into two semesters and four quarters for grading purposes. This provides at least 180 instructional days in each school year. There are three main vacation periods in the year. (See the calendar for full details)

- Daily Schedule

Pre-school Hours	7:30 -12:00	(Pre-school)
Primary School	7:30 -13:30	(KG – Grade 1)
	7:30 -14:40	(Grades 2-5)
Secondary School	7:30 -14:40	(Grades 6-12)

- Extra-curricular Hours

13:30 -14:40	(KG-1)
14:40 -15:30	(Grades 2-12)

- Wednesday Schedule

On a Wednesday there is a fixed schedule. School finishes at 13.30 hrs. to allow for Teacher Training Time and Curriculum Committee meetings.

- Numbered Days

Each day will be numbered 1-4 (except Wednesday) to allow equal distribution of scheduled days throughout the school year. There will be clear signs around the school to help teachers, students and parents plan.

- Lunch and break arrangements

There is a morning recess break and lunch break for both sections of the school. The first break at 9.20 a.m. is for 25 minutes. This is a common break time, whilst the lunch time break is staggered to avoid undue congestion. The lunch breaks occur at the following times:

Primary School -	11.25 to 12.15
Secondary School	12.15 to 13.00

Many students bring lunches and snacks from home. Care should be taken to avoid glass containers. The school offers a canteen facility where light snacks and a limited lunch menu is offered at reasonable prices. (See separate section on canteen facility for further details)

Supervised after school care from 12:30 is available for Pre-school students with siblings in the Primary School. Parents utilizing this facility are reminded that supervision will end at the end of the school day.

- Transportation

The school does not operate a school bus service. Many students are taken to and from school in private cars. The school encourages parents to consider car pooling wherever possible. Others make the journey in buses arranged by groups of parents, diplomatic missions or various companies. The school does not have any responsibility for these vehicles.

Parents may wish to undertake the responsibility to contact the two bus company that currently transports OSC children listed below.

It must be stressed that the school has no official arrangements with either of these companies or any other, and does not assume any responsibility or liability for the transportation arrangements of students to and from school. Complaints or concerns about bus transportation should best be addressed to the company concerned.

2) Academic Programme

The Overseas School of Colombo is an English medium school for students from Pre-school - Grade 12. Assistance is available for students for whom English is a second language and for those with special educational needs. Full details of the curriculum are available in the different Course Descriptions Handbooks.

- Attendance

The school's instructional programme is based on the assumption that students will attend school regularly. Daily class attendance is a condition for fulfilling credit requirements, completing coursework, and general academic progress at the school. To qualify for course credit, a student is required to attend school for at least 85% of the instructional days designated in the school calendar. Only in exceptional circumstances may the Head of School grant a waiver to this requirement.

Students may not go off campus without prior permission from the Secondary Principal or the Primary Principal. Off campus privilege may be given, with parental permission, to some senior students at the discretion of the Secondary Principal. This is a privilege not a right.

Students must submit written requests to leave campus e.g. medical appointments, to the Secondary Principal or the Primary Principal before the start of classes on the day in question.

In cases where either Principal is unavailable then permission for students will be given by their designate.

- Absence

Students should be absent from school only for essential and important reasons, such as illness or family emergency. The school seeks co-operation from parents in exercising the utmost discretion in excusing their children from school.

If a student is absent for any reason, he/she must bring a letter to the homeroom teacher signed by the parent/guardian explaining the reason for this absence. This will be passed to the Secondary Principal or the Primary Principal

If no letter is received within two days the absence will be treated as unexcused. In the event of a planned absence, parents are asked to write to this member of the administration in advance, informing the school of the absence. If leave has to be taken during the school year, parents should notify the school in good time. While a student's teachers will make every effort to indicate what work will be covered during the period of absence, it is the student's responsibility to make up this work. No credit will be awarded for work that has been missed and not made up. Failure to bring a note may lead to a student being detained in school whilst contact is made with the parents.

Please note that in the event of absence from school for whatever reason it is the student's responsibility (not the teacher's) to ensure that all missed work is completed.

- Parent Travel

Parents are entirely responsible for informing the school when they are traveling and leaving the children with a guardian. The school requires advance notice and full contact details of the guardian. Emergencies have happened at OSC with children requiring hospitalization. On several occasions young children have been left with no notice given to the school and no one responsible for signing permission for hospital treatment. Please co-operate with the school to maintain child safety at all times.

- Absences from School

Students who are absent from school, (excused or unexcused) for more than 15% of the school year, risk not earning full academic credit and may jeopardize their promotion and graduation.

An excused absence is one in which the parent or guardian assumes responsibility for the student's absence in writing for reasons which are appropriate and essentially unavoidable. A record of these absences will be kept by the homeroom teacher and regularly tallied by the Secondary Principal for Grades 6-12.

An unexcused absence, a 'deliberate absence from a class' or truancy are disciplinary matters and students will be referred to the Preschool to Grade 5 Principal for the Primary School and Secondary Principal for the Secondary School.

A student who continues to amass unexcused absences risks suspension and ultimately expulsion from the school.

- Punctuality in the Secondary School.

It is an expectation for students to be on time in the morning and for all classes during the day. Punctuality is a mark of respect for faculty and peers, as disruption to a lesson affects all. Students arriving late in the morning (that is after the 7.30 am bell) MUST report to the Secondary Office and then to their Homeroom. Regular late students will receive consequences as deemed appropriate by the Secondary School Principal.

- Assessment and Reporting

GRADING SYSTEMS

Assessment is seen as an integral element in the teaching/learning process. It is not an end in itself. The assessment procedures are based upon current educational philosophy and directly related to the school curriculum. Assessment and grading practices should be consistent, based on published criteria and designed to give realistic and positive feedback on student academic progress to parents and students.

Above all, assessment at the Overseas School of Colombo is a cumulative and continuous process.

ALL INFORMATION ON GRADING AND REPORTING IS CONTAINED IN THE RESPECTIVE CURRICULUM HANDBOOKS. THESE ARE AVAILABLE IN THE PRIMARY AND SECONDARY SCHOOL OFFICES.

- Graduation Requirements

‘Graduation’ from the school means that the student has satisfactorily completed the prescribed course of study expected during the four final years of education in the High School. (Grades 9 - 12)

The OSC High School Diploma is awarded at graduation upon successful completion of 24 course credits, distributed in the following way.

English (A or B)	4 credits
Humanities	3 credits
Mathematics	3 credits
Science	3 credits
Second Language	2 credits
Physical Education	1 credit
Electives	8 credits
TOTAL	24 credits

- A full credit is awarded for successful completion of a course that normally meets at least four periods per week. Half-credits are earned for courses which meet at least two periods per week.
- Students must score an end of year grade of 3 or above on a 1-7 scale to achieve a credit.
- Students must attend school at least 85% of the time in a semester to achieve a credit.
- English as a Second Language counts towards the English requirement.
- A maximum of 7 credits may be earned towards the diploma in each of Grade 9 and 10.
- Grade 11 and 12 students must take a minimum of six credit courses each year.
- Students graduating from the school are expected to be computer literate. Students are required to demonstrate their computer proficiency prior to graduation.
- The transcripts of incoming students will be evaluated by the Head of School and/or Counsellor.
- Individual students, particularly one-year seniors, may be exempted from certain requirements at the discretion of the Head of School.

Eligibility for Extra Curricular Activities at OSC

OSC values both academic and extracurricular participation (see list below). The latter is a privilege and not a right. Students must earn this right to participate in the rich rewards of the extracurricular programme. A student with a good academic standing with Achievement scores of 3's and Satisfactory assessments in their Approaches to Learning (grades 6-10) and Effort level of three (grades 11-12,) and above in all their subjects may participate in the extracurricular programme.

The expectation is that all OSC students can and will be successful in their academic endeavours and when appropriate also in their extracurricular activities. Students who do not meet the minimum academic standards of OSC need more help in their study skills and until they gain the minimum academic standard they lose their extracurricular eligibility privilege unless a petition for eligibility is completed by the student and approved by the Secondary Principal.

The petition, which is available from the Secondary Principal, asks students to list the activity they would like to join and the reasons they feel the petition should be approved. Teachers, parents, MYP/ IB Coordinator and the Counselor must sign the form indicating whether they feel the student should be allowed to participate. The Secondary Principal reviews the petition and makes the final decision on whether participation in the activity will be allowed. Unless a petition is approved, ineligibility will continue until the next assessment period ends and the new set of reports are reviewed. Students who had a petition approved may have their eligibility revoked should their assessment significantly drop anytime during the assessment period.

At the end of each assessment period, the Counselor, MYP and IB Co-ordinators and Principal review students' report cards and identify those who are not finding the minimum academic success.

Parents of these students are notified by letter while the students are not eligible to participate in any extracurricular activities. Please note that the final assessment period is carried over into the next academic year.

It should also be noted that throughout the academic year there are additional academic demands in front of secondary school students, especially grades 10 and 12. The grade 10's undertake their year of MYP moderation and with that they present their 'personal project'. To participate in any extra-curricular activity the grade 10 students must be obtaining a passing assessment in their personal project. Likewise the grade 12 students need to be fully aware of over committing themselves beyond their regular curricular demands as they prepare for their IB finals in the May and completion of their 'extended essay' by the agreed deadlines. As such any grade 12 student must obtain approval from the Secondary Principal before committing to a new or continuing with any extracurricular activity at the start of the second semester. As above, unless the grade 12 student is obtaining assessments of 3's in both Achievement and Effort and a passing assessment in their 'extended essay', they will not be allowed to try out or continue in any extra-curricular activity.

This eligibility for extracurricular activity policy will allow students to balance their academics and extracurricular options. To this end it is believed that the above policy will help guide the students and allow them to achieve success in all that they do.

The following activities have been designated as "Extra-curricular" and require students to be academically eligible: Athletics, SGA, Model United Nations, performances in extra-curricular class events/activities, and drama productions and festivals such as ISTA.

OSC (SAISA) Code of Conduct

- 1. Smoking, drinking alcohol, illegal drug use/possession or extreme inappropriate behavior** by students will not be permitted at anytime.
CONSEQUENCES: Any infraction will result in the student being sent home at the student's expense and suspension from all SAISA activities from 90 school days after the decision has been made by the Host School SAISA Event Director and Host School Principal. Any costs incurred in addition to the costs for the student being sent home will be the responsibility of the student. It will be the responsibility of the student's school to impose further appropriate disciplinary action, or additional financial penalties.
RESPONSIBILITY: Host School Principal
- 2. Transportation:** Students must travel in Host School or Host Family provided transportation only. No travel in auto rickshaws or taxis is allowed at any time. Exceptions, if any, will be communicated to Guest Schools by the Host School in advance of the tournament.
- 3. Supervision:** Students must remain under the supervision of the Host Family when not participating in scheduled activities or when not under the direct supervision of their coach/chaperone. Time allocated for Study Nights must be adhered to in the Host Family home.
- 4. CURFEW:** Students must be in the Host Family home by 9pm for middle/high school events, 10pm for high school events, at the latest, or an alternative time as designated by the Host School SAISA Event Director.
- 5. SPORTSMANSHIP:** Students must refrain from any unsportsmanlike behavior: jeering, foul language, aggressive posturing, etc. at any time before, during or after SAISA events, including on-line threats, put-downs, inappropriate language.

CONSEQUENCES FOR INFRACTION OF RULES 2, 3, 4 & 5: Suspension from all SAISA activities for a minimum of 24 hours from the time of the infraction, or the start of the event, as deemed appropriate by the Host School SAISA Event Director and Host School Principal. For more serious infractions, the same consequences as Rule #1 above could result. If an infraction occurs on the last day of the event, the student will be suspended from all activities on the last day. It will be the responsibility of the student's school to impose further appropriate disciplinary action.

RESPONSIBILITY: Host School Principal

If an infraction occurs, the Host School SAISA Event Director will communicate the details of the violation and the resulting consequences to the student's school as soon as possible, via phone or e-mail. Host schools may choose to consult the student's school, but their consequences are final, not subject to appeal.

GENERAL:

- a. SAISA encourages students to obtain advance assignments from their teachers prior to departure. Host Schools will set aside time and locations for student study.
- b. Neither students nor parents may contact the Host School or Host Family to change assigned housing. Housing is the sole responsibility of the Host School.
- c. Upon arrival students, coaches and chaperones receive a brochure/program with SAISA rules and a schedule of activities for the event which they are expected to follow and attend all scheduled activities.
- d. Students may not use any medications unless prescribed and/or administered by a licensed medical physician or Host School medical personnel, or cleared and recorded by the SAISA Event Director.
- e. Students suspended from a SAISA event are removed from ALL activities, and are assigned to detention during the day, where they are under the supervision of a coach, chaperone or designate.
- f. SAISA welcomes parental attendance at its events. When attending SAISA events parents should be aware that the responsibility for their children is the traveling coaches'/chaperones' and, ultimately, the Host School. Under no circumstances therefore, should parents take their children away from SAISA activities unless prior approval has been gained from the team's coach/chaperone and SAISA Event Director.

- Homework Policy

Homework forms an important part of a person's education since it reinforces the work covered during lessons. It is recommended that parents remain aware of their children's homework, course work and project commitments. Helping to ensure that time is set aside and that there is a quiet place to study is of particular assistance in establishing good work habits.

For students at OSC, homework is an expectation, although the amount and nature of homework will differ according to the grade of a student and the subject. Since MYP and diploma courses often demand larger assignments to be completed over a few weeks, it is suggested that students spend time each evening working towards completing them. Teachers may set deadlines for different stages to help students organize themselves. For example a box plan, draft and final copy may be demanded at varying times. A guide to the time expected to be spent on homework assignments and individual study is given below:

Grades 1 – 4	30 minutes maximum each evening
Grade 5	45 minutes maximum each evening
Grades 6, 7 and 8	1-2 hours each evening
Grades 9 and 10	1-3 hours each evening
Grades 11 and 12	2-3 hours each evening

The choice of whether homework will be given over the holidays is left to individual teachers; however it is recommended that grades 6-8 will receive little to nothing and that grades 9 and 10 may be expected to complete some work, especially the Personal Project in grade 10. Grades 11 and 12 may be expected to work as usual; they will have Extended Essays, Internal Assessments and Mock examinations ongoing.

Since students often have a lot of assignments to juggle at the same time, OSC has put in place various methods to help students fulfill requirements.

- Homework diaries are provided to assist with the organization of assignments. Students should record the due date to help them plan their time effectively. Should the teacher or a parent wish to make a comment, the homework diary is an appropriate place for such communication. Homeroom teachers will regularly check the diaries. The Middle Years and Diploma Program emphasize the need for students to develop their own Approaches to Learning, and time management is a very important part of this.
- A homework calendar is online to help students plan and organize their time. The date that assignments are set and due will be filled in by the teachers. Teachers will endeavour to make sure that students do not have more than 2 assignments due on the same day (this does not include small pieces of homework). Should students and parents need to check dates, they are available for viewing.

It is essential that students hand in their homework on time. They should remember that the IT department helps students to print assignments but that they need to follow the correct procedure. Completed assignments should be placed in the print file on the U drive and signed for on the form in the Computer Work Area. Assignments placed in the file before break will be printed by the end of the day. This demands that students think ahead and plan their work schedule. If homework is late, the following measures will be taken:

- Students will receive a zero
 - 3 zero's in a semester will result in a letter home
 - Zeros will be reflected in the students report. For MYP students a negative sign (-) will appear beside the level achieved. This indicates that the student has demonstrated the level but has failed to meet the criteria consistently. It will also affect students ATL assessment and a comment will be made on their reports. For students in the diploma program a comment will be made on the report and the above procedures will be followed.
- Academic Honesty

OSC's mission statement encourages all students to act in a responsible manner. An important aspect of being a responsible student is to practice academic honesty. Cheating therefore will not be condoned at OSC.

Academic honesty means acting with integrity in all your school work by making sure that all your work is your own and not copied from friends, books or the internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own.

All kinds of cheating are academically dishonest and come under three broad terms:

Malpractice: Gaining an unfair advantage in a class or homework assignment.
e.g. Unauthorized help from friends, parents, tutors or siblings on what should be an individual assignment.

Collusion: Assisting someone to cheat.
e.g. Allowing one's work to be copied or handed in by another student.

Plagiarism: The act of presenting another's words and ideas as one's own without crediting the source - this includes the internet. Paraphrasing material or an original idea without properly acknowledging the source.

(Falsification of documents and/or signatures will be treated as academic dishonesty)

Any student guilty of academic dishonesty will face the following consequences:

First Offense: A zero for the work. Must re-do but will not get the mark for the work, a report to the Head of Department followed by a meeting with the Head of Department and the teacher concerned, and a letter home to parents copied to the file.

The student's name will also be shared with the secondary school faculty.

Second Offense: As above with an in school suspension for one day. No credit given this day for class. A meeting with the parents.

Third Offense: As above with suspension of IB and MYP certification.

Can still graduate if grades allow and obtain a MYP Record of Achievement and some IB Certificates
It will be reflected on the transcript

Offenses to be carried over:

This means that a student will get a chance to start with a "clean" record in grades 6, 7, 8, 9, and 11.

How students can avoid academic dishonesty?

Always strive to do all your work on your own. Do not give your work to another student. If you use someone else's words and thoughts, acknowledge them. Learn how to cite (reference) sources using the MLA style. When in doubt, ask your teacher or a librarian.

How the school will help?

At the beginning of each year, homeroom teachers will provide seminars showing examples of academic dishonesty and providing examples of good practice.

Approaches to Learning will guide you in making the right choices.

As a deterrent the school will use computer software (turnitin.com) to spot check for plagiarism.

- Exams

There are end of year examinations for students in Grades 6-11. The exams are planned in the calendar to allow for teachers to be able to give students feedback on their performance. School examinations at OSC are not seen as an end in themselves, but rather as a crucial part of the IB assessment process.

- ISA Testing

Students in Grades 3 to 9 participate in the International Schools Assessment (ISA) in the areas of mathematical literacy, reading and writing. The tests are conducted in October and the results are externally marked and scores are sent to parents.

- School Supplies

OSC provides students with standard stationery, textbooks, and workbooks where applicable. Workbooks must be completed before a new one is supplied. If students lose their materials they may have to pay for new ones. We supply custom designed school diaries in order to facilitate clear planning and organisation on the part of the students.

Students are responsible for maintaining their text books in good condition and will be charged for books which are lost or damaged. At the end of each school year, and prior to a student's final departure, a book return form has to be completed. The cost of lost or damaged books is deducted from the refundable deposit.

It is expected that students are equipped with pencils, eraser, ruler, ink pen and coloured pencils. In certain mathematics classes students will be expected to have a graphic calculator. The exact model will be specified by the mathematics department.

- **Field Trips**

A field trip may be defined as an educational activity which involves all members of a class outside of the classroom. It will involve prior preparation for the activity and follow-up evaluation after the trip. All school rules apply on fieldtrips, unless specified in writing to parents by the trip leader.

Fieldwork is regarded as an important dimension of experiential learning at OSC. In Secondary School, each grade will have an Outdoor Education camp as part of the "Week Without Walls" week which occurs in January, under the leadership of Mr. Lockwood and Mrs. Rajudin. This is part of the curriculum and, as such are obligatory for all students.

In the Secondary School, fieldwork may involve staying away overnight in order to conduct a particular study for a given assignment. The cost of these trips, including transport and accommodation, is incorporated in the school fees. It is felt that this out of the classroom experience will enrich students and give them a new dimension to their learning.

In the Primary School students take field trips several times during the school year. The purpose and arrangements for a particular field trip will be determined by the teacher, but parents will be informed in advance of all field trips. In many instances some parents may be asked to assist as chaperones.

Parental permission is required for all field trips and is requested on the application for admission form.

3) Awards

- **Student Recognition**

Excellence and effort in all aspects of school life is encouraged amongst students. The value of positive recognition for student achievement is actively acknowledged. During the year assemblies are held at regular intervals, where particular recognition may be given to students following sports fixtures, drama, music and/or house events and competitions.

- **Academic Awards**

Students may be awarded certificates for success or outstanding effort in specific events at the school such as sports, music or activities. In addition, there are some individual awards which are awarded according to given criteria. These include the Head of School's Award, the Council of International School's Award for International Understanding and the U.S. President's Award for Academic Achievement (see below for details).

- **Honour Roll**

Students reaching a defined level of academic achievement with the required level of effort will be placed on the school Honour Roll and receive a certificate to that effect each quarter. This will be awarded to students who obtain a grade point average of 5.5 or above.

Primary

In Grade 5, a US President's Gold Seal for academic achievement is awarded in addition to a US President's Silver Seal for educational growth.

Grades 6 to 12 Awards

Awards are given to students at an assembly in the final quarter of the school year.

Department Awards:

Each department chooses one student per grade level, who has exhibited the best approach to learning and commitment throughout the school year. The student's appreciation and interest for the subject is to be considered, not simply their academic achievement. The selection of the award winner is co-ordinated by the department head.

One award to be given per grade by each of the following departments:

For MYP

English A1, Humanities, Math, Science, The Arts (Performing and Visual), Physical Education, Language B (French and Spanish) and Technology.
EAL will have one award for 6-8 and one for 9-10.

For IB Diploma (11 and 12 combined)

English Language A1,
Language B ~ English, French, Spanish,
Individuals and Society ~ History, Geography, Economics,
Experimental Sciences ~ Physics, Chemistry, Biology, Environmental Systems
Mathematics,
Theatre Arts,
Visual Arts,
Theory of Knowledge
Physical Education

The Personal Project Award – co-ordinated by the MYP Co-ordinator

The Extended Essay Award – co-ordinated by the IBDP Co-ordinator

The Community Service Award – co-ordinated by the Community Service Director

Outstanding Student Award (grades 6-11)

This award is presented to the student who exemplifies personal academic excellence. The student has also made extraordinary contributions to the school community while demonstrating the values of integrity, participation, responsibility and respect. This will be decided upon by the secondary faculty.

Grade 12 Awards presented at Graduation:

Valedictorian and Salutatorian

Presented to the students with the highest and second highest point total over four years. The Valedictorian student will present a speech at the graduation ceremony.

Outstanding Graduate Award

This award is presented to the student who exemplifies personal academic excellence. The student has also made extraordinary contributions to the school community while demonstrating the values of integrity, participation, responsibility and respect.

CIS International Student Award

Presented to a student who has demonstrated a clear commitment to sustained interaction with students of other nationalities, languages or ethnic backgrounds in a spirit of international

understanding and cooperation (sponsored by the Council of International Schools). Selected by the secondary faculty.

U.S. President's Award for Educational Excellence (Gold Seal)

Presented to a student who has demonstrated academic excellence based on academic achievement and also demonstrated high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgement (sponsored by the Office of Overseas Schools). Selected by the secondary faculty.

U.S. President's Award for Educational Achievement (Silver Seal)

Presented to a student who has demonstrated outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning.

Head of School's Award

Awarded by the Head of school to the senior who has demonstrated academic excellence, positive social conduct, and significant participation in the athletic, artistic, and service programs of the school.

Evi Westmore Award

In memory of a former student, The Evi Westmore Award is given in recognition of broad-based and exemplar participation in the school's programme outside of the classroom.

4) Student Conduct

Student Code of Behaviour

Expectations of student conduct at OSC are based on the principle that no one has the right to interfere with other people, other people's property and other people's time. The school seeks to develop and encourage an attitude of individual responsibility towards the quality of life in the school community. The mission statement is the guide to students at OSC.

The school's expectations of student behaviour are outlined in the student Code of Behaviour which is reproduced below.

STUDENT CODE OF BEHAVIOUR

OSC aims to nurture an atmosphere which maximizes the opportunities for quality student learning. There is a joint responsibility to create and protect the well being of each member of the student body and the staff. These facts produce certain expectations and rules, which all students must respect.

- [1] polite behaviour is expected;
- [2] a general atmosphere of orderliness is expected in and near the school buildings;
- [3] actions which hurt other people, or damage the property of other people, are not permitted;
- [4] dress and appearance should conform to the school dress code;
- [5] students must not attempt to procure or be in the possession of potentially dangerous implements, materials, drugs or other behaviour affecting substances (e.g. alcohol);

- [6] during school hours a student may leave the school premises only when supervised by a teacher of the school, or with permission from the Administration;
- [7] at the end of the normal school day all students are to leave the property with the exception of those involved in an adult-supervised activity;
- [8] all members of the school's community must respect the sensitivities and well-being of others; any form of disrespect, any humiliation, physical or sexual harassment, threat or violence toward another person is contrary to the spirit of the school;
- [9] students must report to all scheduled classes; they may be absent from these only with the express permission of the teacher or Administrator;
- [10] it is expected that all demonstrations of affection, that are by their nature private, will remain private; at school, they are inappropriate;
- [11] student smoking and use of other tobacco products is forbidden at all times and on all occasions on school grounds and on school-sponsored activities.

Standards of Behaviour

1. In the case of general classroom and campus discipline, it is expected that appropriate measures will be taken initially by the teacher concerned to address an infraction of school rules and behaviour.
2. If the problem continues then a conference should be held with the student and a strategy planned by the teacher and student to remedy the problem. This will be notified to parents by the teacher in writing and placed on file.
3. If the problem continues then a conference will be held with the parents, counsellor and/or team leader and a strategy involving home and school will be established. Notice of this problem should be passed to the Primary Principal for the Primary School and the Secondary Principal for the Secondary School.
4. If the problem persists then the Head of School will be involved in a conference as appropriate to address the matter further.

Incidents involving inappropriate behaviour will result in the student being reported to either the Primary Principal for the Primary School and Secondary Principal for the Secondary School. The student will be immediately withdrawn from classes/school for the remainder of the school day. Depending on the age of the student and the nature of the incident further action may be taken. Parents will be informed of the incident via e-mail or phone.

Inappropriate behaviour may be defined as:

- Blatant Disrespect: Refusal to co-operate, follow directions, use of abusive language, talking back.
- Deliberate Injury : Hurting someone i.e. fighting, punching, throwing objects.
- Vandalism : Interfering with property i.e. intentional breakage, destruction of materials. (students are liable for all replacement costs arising from damage to students and school property)

Harassment :	Harassment, bullying i.e. verbal or physical abuse or any form of physical interference with another student. (Policy 5.72)
Fraud :	Cheating and plagiarism i.e. copying another student's work, presentation of work authored by another as one's own. (This is also likely to result in course or examination failure)
Theft :	Stealing personal or school property
Equipment Abuse :	Interference in any manner with the school's computers, technology equipment or network.
Unethical Behaviour :	The school reserves the right to take steps to control and combat unethical behaviour if it contradicts the values expressed by the school.

In addition, it should be noted that skateboards, roller or blade skates may not be used on school campus. Students are advised not to bring expensive equipment to school unless absolutely necessary. It is an unfortunate truth that stealing occurs on campus. Please take the necessary preventative measures by not bringing expensive gadgets to school and using lockers properly.

The occurrence of such behaviour by the student may lead to a period of suspension out of school for one to three days. (Policy 6.12)

General Principle: When students contravene school rules they are given the opportunity to explain their actions and are counselled about appropriate ways to deal with problems or difficulties.

Discipline problems at OSC have been rare and the school is proud of its student body. However, as guests in Sri Lanka, students are expected to behave both in and out of school in a manner that will bring respect and honour both to the school and their home countries.

Policy on Alcohol, Tobacco and Drug Abuse by Students (Ref: Policy 6.13)

ALCOHOL, TOBACCO AND DRUG ABUSE BY STUDENTS

The Overseas School of Colombo will not tolerate the use of illicit drugs, tobacco and alcohol.

Prohibitions

No student shall possess, use, attempt to use or transmit or be under the influence of illegal drugs, alcohol or tobacco in school or during school sponsored activities. These include -

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, hashish, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate:
2. Any locally available pharmaceutical without the knowledge and permission of parents and Head of School:
3. Any abusive glue, aerosol paint, or any other volatile chemical substance for the purpose of inhalation:
4. Any other intoxicant, or mood-changing, mind-altering, or behaviour-altering drugs, unless prescribed by a qualified medical physician. In the case of such prescription the school should be informed in advance:
5. Any illicit drug related paraphernalia, for example - clip, syringe, pipes, tobacco paper.

Definitions

“Use” means a student has voluntarily introduced into his or her body by any means, a prohibited substance.

“Possess” means a student has a prohibited substance on his or her person or under his or her direct control.

“Transmit” means a student has given a prohibited substance to another student free of charge or in exchange for anything of value.

“Under the influence” means not having the normal use of mental or physical faculties.

SANCTIONS AND PROCEDURES REGARDING USE OR POSSESSION OF TOBACCO AND USE OR POSSESSION OF DRUGS OR ALCOHOL

Use or possession of tobacco

On the first offence, a student's parent/guardian will be notified and a letter of warning of suspension will be placed on the student's file.

On a second or subsequent offence a student's parent/guardian will be notified and the student will be suspended out of school with no opportunity to make up work missed, for a period of up to three days as determined by the Head of School.

Repeated offences will be dealt with in accordance with Policy 6.12.

Use or possession of drugs or alcohol

Where a suspicion exists that a student may be involved with illegal drug or alcohol use, or may be “under the influence” of these substances the student’s parent/guardian will be notified and a parent/school conference will be held. It will be the responsibility of the student and his/her parents to allay the suspicion and to confirm with the school accordingly. The school will require the submission of a medical report by a doctor nominated by the school and supervised by the school.

On the first offence, a student's parent/guardian will be notified and the student will be automatically suspended from school.

Repeated offences will be dealt with in accordance with Policy 6.12.

Searches

A search of student property in school - including but not limited to lockers - may be made at the discretion of the Head or Assistant Head if a reasonable suspicion arises that items considered illegal, dangerous, disruptive, or a general nuisance to the educational process are being kept at school. This may include circumstances in which violations of the prohibitions defined in this policy are suspected.

Personal searches of students may be made only in the presence of two adults of the same sex as the person being searched, and a written report will be made to the parent and to the Head of School.

Policy on Suspension and Expulsion of Students - (Ref: 6.12)

SUSPENSION AND EXPULSION OF STUDENTS

Attendance at the Overseas School of Colombo is a privilege, not a right.

SUSPENSION

A student who commits a serious infraction of school rules and policies, as judged by the administration can be suspended up to five days. If a student is suspended for a longer period of time the Board will be informed.

Students may be suspended "in school" or "out of school (home)".

A student may be suspended in school i.e. suspended from a class or classes and set special school work. Students suspended "in school" may not attend regular classes, may be given a special schedule and would be expected to make up all missed classwork and homework. This work will gain no credit.

A student may also be suspended "out of school" (home). A student suspended out of school may not attend classes and school events. On return to school the student would be expected to make up all missed classwork and homework. This work will gain no credit.

A student suspended for 5 days or more cannot return to school and follow the regular school schedule until a conference is held between the administration, student and parent(s) or guardian.

EXPULSION

The administration must inform the Board when a student is expelled. Normally, this would be in a situation where, following counselling and conferences with the student and parents, the student continues to behave in a manner that is detrimental to the school; or, is unable to profit from the academic programme; or, either interrupts the learning of others or endangers their safety. However, in severe cases, expulsion may be recommended without benefit of prior counselling or conferences. In the event of expulsion, all fees for that billing period are forfeited.

APPEAL TO THE BOARD

In the event of a suspension of a duration of a minimum of five days or an expulsion, parents may appeal to the Board if they feel due process has not been followed. During the period leading up to the appeal the actual decision taken by the administration would stand.

5) Dress Code

School/Classroom

When choosing appropriate dress for school it is expected that students will demonstrate a respect for cultural differences and show tolerance through sensitivity to the views of others. The school focus is on developing responsible students in an environment conducive to learning. Pride in yourself and your school is an essential building block for success.

Pointers to help students to make good choices:

- Immodest clothing (e.g. revealing tops, exposing midriff, short skirts, low cut pants) may be distracting to fellow students or offensive to adult members of the community.
- Offensive language on clothing usually offends.
- There are lots of stairs on campus so comfortable footwear is advised.
- Students are required to wear closed shoes when participating in practical science experiments.

How do you know when your clothing is inappropriate?

- When a teacher advises you about your clothing you know it is inappropriate

Is this a discipline issue?

- Learning happens when adults and students discuss the concern, discipline happens when a student refuses to make a change

Who has the final say?

- **Student dress in all schools is decided by the school administration. If deemed inappropriate, students will be sent home to dress in the correct manner.**

Physical Education

On days when students have P.E. they are expected to wear the PE uniform. Other forms of sportswear e.g. basketball kit, soccer kit etc., as worn by players should not be worn to school or the classroom. House T-shirts and selected items of OSC clothing can be obtained from the primary or secondary offices. These include OSC PE shirts, blue PE shorts and OSC hats.

Students representing the school the following dress code will apply:

For Sporting Events

Navy Blue OSC PE Shorts.

House colour PE Shirts with the school logo.

For Travelling

All Students: Royal Blue OSC School Polo Shirts with the school logo.

Boys: Long trousers, no jeans, comfortable casual shoes or clean trainers.

Girls: Long trousers, comfortable casual shoes or clean trainers.

Dress Code for the Swimming Pool

For Girls - One piece, full-fitting bathing suits with shoulder straps that allow for physical activity should be worn.

For Boys - Bathing trunks designed for swimming, and above knee length should be worn. Exercise or cycling shorts are not permitted.

Bathing caps are required for students.

Swimming Pool Rules

Safety must be a priority at ALL times.

- All swimmers must wear swim suit / appropriate swim attire.
- During classes and school activities swim caps **MUST** be worn.
- All swimmers must shower before entry into the pool.
- **NO** running, dunking, pushing or aggressive play
- No diving shallow end
- Diving **ONLY** from diving blocks or between blocks
- **ALL** students **MUST** have direct parental and/or teacher supervision at **ALL** times.

Failure to adhere to this will result in sanctions by any of the PE Dept, Principals or Head of School. These sanctions may include suspension from all use of the pool, suspension from PE classes and more serious consequences as stated in the policy on Suspension and Expulsion of Students.

Public Hours

Monday – Friday	5.30am – 6.30am 5.00pm – 6.30pm
Saturday	12noon – 4.30pm
Sunday	9.00am – 4.30pm

Please note OSC reserves the right to change these hours at short notice. If possible, parents will be notified of the se changes via the OSC weekly newsletter.

6) Walkmans/Ipods/MP3 Players and Mobile Phones

Mobile phones

Students are allowed to carry mobile phones on campus, but do so totally at their own risk. School will not be held responsible for any loss or damage. They are not restricted from using the phone during the school day (at break and lunch), but must do so in a responsible manner. If a faculty member asks a student to refrain from using the phone at any time, this must be adhered to. Phones must be turned off while in class so as not to disturb others.

ipods, MP4 Players

Any musical device may not be used during the school day with the exception of Grade 11 and 12 students who may chose to listen to music, whilst working, if they have a free period. ipods etc may not be used in the library or technology laboratory and at no time, must it ever interfere with the learning of other students. We expect that by giving young adults, some responsibility, that they will respect the usage of music devices on campus. Again, students who bring I pods etc to school do so at their own risk. School will not be held responsible for any loss or damage.

Tests and Examinations

Any electronic device (phone, I pod etc.) will not be permitted in rooms where tests and examinations are taking place.

For breach of the above regulations, students will have either the phone or musical device taken from them and held at the discretion of the teacher and/or secondary principal. In this instance, parents will be informed.

7) Chewing Gum

It is not permitted to chew gum on campus.

Acceptable Use of Technology Policy for Secondary Students

Students, please read this document carefully before signing.

What signing this acceptable use policy gives you:

- Use of OSC's computers and printers
- Access to the school's intranet
- Ability to use the school's Internet
- An email and collaboration account
- Your own storage space that can be accessed school-wide
- Access to technology equipment available for general checkout to students

User's Code of Conduct

1. I understand that the use of school technology is a privilege, not a right, and inappropriate use will result in the cancellation of those rights.
2. I acknowledge that all school rules and regulations apply to the use of technology resources.
3. I will not bring food or drink in the technology labs or library, even if I am not eating or drinking them.
4. I will not listen to music or use my mobile phone in the computer labs between the hours of 07:30 and 14:40 (07:30 to 13:30 on Wednesdays), unless a teacher or lab supervisor allows me to do so.
5. I will use the technology equipment only for educational purposes between the hours of 07:30 and 14:40 (07:30 to 13:30 on Wednesdays). Non-educational use is up to the discretion of the teacher/lab supervisor and includes playing games, streaming video/audio, and accessing social networking sites.
6. I will respect the decision of OSC to block certain sites, and will not attempt to access them.
7. I will treat all technology equipment (mice, keyboards, computer keys, headphones, hardware, software, and lab/library furniture) with respect and care. Vandalism will result on the cancellation of my privileges and other disciplinary actions deemed appropriate by the principal and/or head of school.
8. I will try to remember to always log off my workstation before leaving, and collect my personal items including any portable storage devices. I understand that failing to log off before leaving a computer may result in possible misuse of my account by another user.
9. I understand that I am responsible for replacing any technology equipment checked out under my name if it is lost or damaged while checked out to me.
10. I understand that I receive a printing quota each semester, and once I have reached that quota, I will not be able to use the printers in the labs and library until the semester is over.
11. I respect the technology department's concern for the environment, and will conserve technology resources whenever possible, including printing only necessary pages of documents.
12. I will not to alter any OSC computer or change any of the settings in any way, nor install any software unless instructed to by a staff member.
13. While using computers, I will be polite, use appropriate language, not touch anyone else's electronic files without permission, and not use the network or internet in such a way as to disrupt other peoples' use of it.
14. I will not access anyone else's email or network account.
15. I will not use profanity or inappropriate language in electronic mail, and I will check my email regularly.

16. I understand that school personnel have access to my email account (and it could be monitored), as well as any of my work stored on a school server.
17. I will clean out my mailbox and network drive occasionally to keep disc space to a minimum, and I understand that school personnel may delete my files if I am taking up too much space (OSC will always notify me well in advance if any of my files are to be intentionally deleted).
18. I will keep copies of all of my important files and folders in more than one place (for example, my network drive *and* my USB drive).
19. I will not knowingly introduce viruses to the OSC computer network by any means.
20. I understand that the use of copyright material including images must be acknowledged if copyright-free sources are not used, and I will not plagiarize.
21. I understand that while OSC will do its utmost to prevent me from accessing materials deemed contrary to prevailing community standards, inappropriate material could be occasionally be encountered and OSC cannot be held responsible for my use of equipment in these circumstances.
22. I will not use technology resources for any political or commercial purposes.
23. I will keep my passwords private and respect other peoples' passwords.
24. I will use the Internet for appropriate educational activities. I understand that I am not to access inappropriate sites on the Internet nor search for inappropriate content.
25. I understand that my network and email access may be terminated or not activated if I do not return the signed portion of this form to my homeroom teacher by the specified date.
26. I understand that the Overseas School of Colombo is not responsible for any loss of information or loss or damage to personal property in technology spaces (i.e., technology labs and libraries).

SECTION VI - STUDENT SERVICES

- **Homeroom**

All students have a class or homeroom teacher. This teacher will be responsible for some aspect of the student's instruction, but in addition will be the teacher responsible for the general welfare of the students in that group (handing out materials, reading the morning bulletins to the students, setting up HW Diaries and signing, etc.).

- **Counseling** - The school offers counseling in the following areas:

Academic, Social and Personal Counseling: The services of a qualified and experienced Counselor are available to both students and parents. The counselor works closely with the teaching staff and in group meetings, to ensure that the students in Secondary School receive the information and support they need to cope with the demands placed upon them.

College Counseling: In the secondary school students are also given counseling for, and information and assistance with, the applications for university or other post-secondary career/educational opportunities. The school endeavors also to offer parents advice on schools in other countries if the family is due to be transferred prior to the completion of their child's education.

Assistance is offered through the Counseling Office to those students wishing to take the PSAT, SAT, ACT, TOEFL and IELTS examinations.

- **Student Study Teams (SST)**

An important element in the pastoral care processes are the Student Study Teams. The team consists of the Principals, a member of the Learning Support or EAL team and the Counselor. The team meets regularly to discuss student progress.

- **School Records**

An academic file or record is maintained on each student in the school. Student files contain information that is pertinent to a child's functioning at school. Notes on academic, social and behavioral progress are included. Files are available for parental perusal, but may not be removed from the school. A student file is best interpreted to parents by the Primary Principal and Secondary Principal or Counselor.

- **Advisory Program**

In Grades 6-10 students meet as a homeroom group for one period per week and follow a course in social and personal development. The outline of the course at each grade level varies. Essentially, the main elements of the course covers grade related matters, personal management (study skills, homework, exam preparation), social relationships (peer groups, emotional development), health issues (physical growth, awareness of matters relating to sexual activity, illegal substance) and decision making. In Grades 11-12 the focus of the weekly classes are on the diploma programme, CAS, assessments, career awareness and college planning.

- **English as an Additional Language (EAL)**

Support in the language of instruction is provided by the English as an Additional Language (EAL) department. The EAL department exists for students who are not proficient in English, in order to accelerate learning as rapidly as possible to enable them to take full advantage of both the school curriculum and the social environment of OSC.

Entering the EAL Program

Before a new student arrives, parents should complete the Language Profile section of the OSC Application Form (appendix 1). Students who are not proficient in English will be assessed by the EAL teacher prior to joining the school or on arrival. Students are tested on the four components of language - speaking, listening, reading and writing.

Decisions concerning entry into the program are made by the relevant EAL teacher, Student Services Head of Department and the relevant Principal.

Exit from the EAL Program

Cumulative evaluation and final assessment are carried out by the EAL teacher to give an indication of the general level of attainment for that year.

Decisions concerning exit from the program are made by the relevant EAL teacher, in consultation with the Student Services HoD, relevant Principal and subject teachers/homeroom teacher. Ideally, EAL students should exit the program at the end of a semester.

Organization of the EAL Program

In the Primary School, EAL support is provided to students from Grades 1-5. Students from Grades 2-5 will attend EAL lessons in lieu of French. Students will receive additional EAL lessons and in-class support according to their needs. Student progress within the EAL program will be regularly reported to and monitored by the EAL teachers, classroom teachers and the Primary Principal.

In the Secondary School, students join the EAL program after initial testing or if they are completely new to English language instruction. In Grades 6-10, they attend four lessons a week in lieu of Spanish or French lessons. EAL students are not supported in Grades 11 and 12.

Individual needs are taken into consideration throughout the course of the year which include in class support and modified programs. Where appropriate, a student will be withdrawn from language rich subjects such as Language A English, Humanities and Science. If needed, differentiated teaching for students according to their levels of ability will take place within the EAL group.

- **Learning Support (LS)**

The school has a Learning Support Program, with 2 specialists (one full time in secondary and primary) who are available to provide learning support for students and liaise with parents and staff.

When possible, the school follows an 'inclusion' model in providing support for students. Such assistance is largely concentrated in the Primary School.

There may be occasions when the Learning Support Teachers requests that the parents of LS students seek outside, expert medical and/or psycho-educational assessments. As such requests are only made with the goal of improving the educational opportunities for their children.

At this time the school is only able to provide support for students with mild learning needs who are able to cope with the demands of the regular classroom.

SECTION VII - SOCIAL SERVICE AND COMMUNITY EDUCATION

OSC recognizes, as stated in the school's philosophy, that education neither begins nor ends in the classroom or the examination hall; in fact the essential aspects of education may exist outside both. An international education must go well beyond the provision of information and is inevitably involved in the development of attitudes and values which transcend barriers of race, class, religion, gender or politics.

The will to act in the service of the community (either local, national or international) complements intellectual development and the academic curriculum. At OSC students are encouraged to develop a positive and active approach towards service. In the Secondary School specific programmes are offered to students which emphasize an awareness, concern and responsibility for service in the community.

- **CAS (Creativity, Action, Service)**

This component is a fundamental dimension and a requirement of the IB (International Baccalaureate Programme). The emphasis is on experiential learning and includes an expectation that students will be involved in a balanced range of activities reflecting creativity, action and service within this programme. The concept of service is widely encouraged in this context.

- **Interact Club**

The Interact Club is an independent youth club affiliated to the Colombo Central Branch of Rotary International. The club has as its aims to:

1. Recognize and develop constructive leadership and personal integrity;
2. Build respect for the rights of others based on recognition of the worth of each individual;
3. Emphasize acceptance of individual responsibility as the basis of personal success, community improvements and group achievements;
4. Open avenues of personal and group action leading to the advancement of international understanding and goodwill towards all peoples.

Each year students in the club elect officers who work with the membership to attain these goals. Parents should please note that although there is an appointed faculty advisor for the club, she may not always attend club meetings or inter-school club meetings/events at other venues to which members are invited.

SECTION VIII - EXTRA - CURRICULAR ACTIVITIES

- **House System**

The school's internal activities and sports are organized on a house basis. OSC operates four 'houses' or groups into which each student is assigned. All students and teachers are assigned to either red house, green house, yellow house or blue house, when they first enter the school.

Competitions in the various activities are held at intervals throughout the year and form a focus for intra-school events.

- **After-School Activities**

Students are encouraged to participate in a variety of sporting, aesthetic, recreational and cultural activities. These take place either after school and are organized by teachers, some outside instructors and parent volunteers.

Each year a variety of different activities are offered to students. These are determined by interest and by availability of sponsors to organize particular activities. At the beginning of each quarter information is provided on the activities available. These details and a sign up sheet are sent home. Students are then requested to attend a sign up session. The activity programme commences once students have had their activity choices confirmed. Every effort is made to provide students with the activity of their choice. Some activities are heavily subscribed. Students are expected to pursue a chosen activity for the full period for which it is offered.

Students may stay on after school, if they have signed up for an after school activity. If younger siblings wish to wait until older brothers and sisters are dismissed, they must register for an activity where they can be properly supervised. The school cannot be responsible for the safety of students who just 'hang around' after school without permission. All students on the school campus, but not involved in After School Activities must be supervised in the library or IT lab.

Parents are asked to make sure their children do not take on too many extra activities – a balance is in the best interests of the students.

- **Student Government**

The SGA consists of an Executive Committee (President, Vice-President, Treasurer and Secretary) and a membership of three elected representatives from each grade level (5-12).

The Student Government is an organization which represents the students and promotes student welfare. The student government has been established to plan and co-ordinate student activities as well as maintain high levels of co-operation and school spirit. The Student Government is also designed to encourage a sense of responsibility, leadership and service amongst students.

The SGA meets as a parliament at least monthly and with the administration of the school as needed. A representative from the SGA attends meetings of the Board.

Students interested in being involved in the SGA should be aware that commitment and dedication is required to carry out the role successfully.

Rules and Regulations for SGA School Events

The following rules have been drafted by the Student Government Association on behalf of the student body. If any of the following rules are infringed, the student will be obliged to accept the consequences for his/her actions which will ultimately be determined by the Administration Staff.

- 1) The use of Drugs/ Alcohol / Tobacco or any other illegal substances shall not be tolerated.
- 2) SGA-organized events may sometimes require the signing of a permission form. The student will not be allowed to participate in these activities if their form is not signed by their parent of guardian.
- 3) Students are required to behave with respect on school campus as they would during the school day – this includes appropriate language and respect towards all school property. Any vandalism or abuse of school property shall be considered as a serious offence, and will bear severe consequences.
- 4) All SGA events will be chaperoned by school staff.
- 5) Out-of-school invites are available at the secondary office; without the signing and acknowledgment of this invite, students may not bring out-of-school visitors onto the campus.
- 6) Once students leave the school campus they may not return.
- 7) Students are required to remain within the appropriate school boundaries that have been allocated, depending on where the event is taking place (ie. For an SGA disco students should remain in the auditorium or the front porch to be picked up).

- **PSGA**

The PSGA is the primary umbrella of the SGA. It consists of students from KG – Gr. 5. They meet weekly to discuss issues arising from class meetings & they organize events.

- **SAISA**

The South Asia Inter-School Association consists of 9 international schools in the region. The purpose of SAISA is to promote and co-ordinate regional professional activities, fine arts festivals, athletic tournaments and other events.

Students from OSC compete at volleyball, soccer, basketball, swimming and track & field tournaments. The schedule of events is listed on the school calendar.

- **Model United Nations**

The Model United Nations is a simulated learning experience by which students learn about the United Nations, its function and the geo-political issues with which it deals.

Students at OSC host the Colombo Model United Nations (COMUN), which welcomes hundreds of students from schools in Sri Lanka and overseas.

Students interested in participating in this activity should be aware that a high level of commitment and a certain degree of academic study is required.

- **School Musicals and Plays**

The school Performing Arts Department stages major productions each year. Two musical productions are presented one by the Primary and one by the Secondary. The IB Diploma Theatre Arts students produce a play each year as part of their studies. There are public performances in the school theatre.

- **Theatre Etiquette**

What does it take to be a good audience member?

Being a member of the audience is an active role. It means arriving alert, having a positive attitude, and doing what you can to make this the most meaningful experience for everyone, performers and audience members alike.

Below are audience *Guide lines* which have appeared in various concert programs around the world. Your observance will allow all members of the OSC community to enjoy every performance in the Auditorium and ensure a meaningful experience for everyone.

OSC Auditorium Guidelines

Consider others at all times, arrive on time and take your seat remaining quiet and attentive.

Coming in late distracts others, don't, if humanly possible.

When lights dim before the show begins, it is your cue to stop talking and begin watching.

Never make people hear you instead of the performance. Even whispering to your neighbor is considered an inappropriate distraction.

Attempting to leave without disturbing others rarely works. It is both very disrespectful and incredibly distracting. If it Go if it is urgent, but do not re-enter the room until there is a break, or take a seat quietly at the back of the room.

Minimize all movement; it is discourteous to others.

Inappropriate noises are taboo. They distract both the performers and the audience. Always turn off or silence all electronics and anything that beeps: cell phones, cameras, watches and pagers.

The auditorium is a total food free zone. All you need is you and a receptive mind.

Focus on the performance Always dress appropriately and respectfully. All performers value an enthusiastic applause. Make sure your response is appropriate to the type of performance.

Please don't wear hats. You block the view of others.

If you arrive late, wait outside the concert hall doors until you hear applause, then, enter quickly and quietly. If you don't know where your seat is, find another quickly. Sit there until the intermission so you won't disturb others by hunting for your correct seat. Promise yourself to be on time next time.

Standing in front of others to use a flash camera offends and can distract both audience and performers. The only person who should ever take a picture during a performance is the official photographer. They know when to click and when not to. Video and digital cameras are OK.

SECTION IX - HEALTH AND SAFETY

The school considers the health and safety of its students to be of prime importance. Accordingly the school has a full-time qualified doctor on the staff and maintains a health office, or first aid station to assist students who become ill during the school day. The office is located on the ground floor of the secondary school. If a student becomes ill at school, the doctor will determine whether the student should remain at school or be sent home. In this event the parents will be contacted by the school and appropriate arrangements made with the consent of the Primary Principal or Secondary Principal.

The doctor must be informed if a child is on medication or has any special health problems that require regular attention. A prolonged illness, especially a contagious one, should be reported to the doctor by the parent. Parents should list such information on the student medical form.

The medical form should be updated annually. Parents will be reminded of this by the doctor.

In the event of a child's needing urgent medical attention, if the school is unable to contact the parents/guardians immediately, the Primary Principal or Secondary Principal will arrange for the child to be taken to an appropriate Hospital.

- **Insurance**

The school carries a personal accident cover and a basic legal liability policy. Students may obtain an insurance policy for personal accident over and above the limit provided by the school. The school cannot accept liability for students on or off the school premises. If students are travelling away on an extended or overseas field trip such as a SAISA commitment, parents are expected to make insurance provisions for travel insurance.

- **Water for Drinking**

All water throughout the school is chemically treated through the water purification plant. Samples are tested regularly. In addition, there are cold water drinking fountains, each of which has a further filter.

- **Emergency Procedures**

Drills - Fire and Evacuation

The school maintains appropriate emergency procedures to ensure speedy evacuation of the premises in the event of fire or bomb alert. Regular practice drills are held at intervals during the school year to ensure all students are familiar with the procedures. These include provisions for both evacuation of the buildings and evacuation of the campus. Details are available in the classrooms and directions are further explained by the respective class teachers.

School intercom system

The school has fitted a sophisticated intercom system with funding from the US State Department. There are speakers in every room and corridor allowing communication with the Head of School or Head of Security if there is an emergency that requires special measures.

Call-out System

Should a civil disturbance, or any other emergency occur, do not send your child to school. The school's telephone call-out system will inform you if the school is to be closed. If you are not contacted and are unable to contact a reliable source, err on the side of safety and keep your child at home. Should an emergency situation occur during school hours, the students will be kept on campus until parents can collect them. Emergency supplies are maintained. For more detailed information the OSC Crisis Management Plan, please refer to the link 'Security' on the school web page

E – mail

For effective communication in case of emergency OSC will require an e-mail address for our records. Group e-mails will be sent out for general communication throughout the year and for emergency information.

SECTION X - SCHOOL FACILITIES

- **General**

The Overseas School of Colombo is located on its own self-contained campus in Battaramulla, 8 kilometres out of the centre of Colombo. In 1985 OSC occupied this new purpose-built 5-acre campus.

Attractively laid out, the school consists of 6 main buildings, which are fully air-conditioned and includes a total of 48 general classrooms, 3 science labs, 3 computer laboratories, and specialist rooms for art, drama and music. In addition the school has two libraries with over 25,000 volumes and computer facilities.

The sports facilities include a large covered gymnasium, outdoor and indoor basketball courts, a spacious playing field, a 25 metre swimming pool which provide for a range of team and individual sports.

The school has a purpose built, state-of-the-art auditorium complex with a theatre which can seat over 450 people.

- **Primary and Secondary Learning Resource Centres**

The libraries provide an important resource centre for Primary and Secondary School students. A variety of subject-related materials, reference sources, work of fiction and periodicals are available, together with computer facilities.

With the exception of reference books and current periodicals, materials are available for check-out. Borrowers are responsible for maintaining materials in good condition and will be required to pay for any loss or damage. Students and parents are encouraged to make full use of these facilities.

- **Technology Facilities**

The Overseas School of Colombo has a well-equipped Technology Centre. It consists of three labs, one of which is an open access lab, a teacher's workroom, the main Technology office and two Smartboard rooms, one for Primary and one for Secondary use. Student and teacher computers are all linked to a campus-wide network. Multimedia facilities are provided throughout the school.

The Technology Centre is usually operational from 7:15 hrs - 15:30 hrs, Monday - Friday. The labs are available for student use before school, during break times and after school (providing no after school activities conflict with lab usage). Where students make use of any of the facilities, either in class time or breaks, they are expected to use the equipment with appropriate care and consideration and to follow the guidelines established by the Technology Centre.

You will be provided with specific details of your specific obligations related to the Technology facility by the IT staff. The school requests that you read all this information carefully.

- **School Canteen**

The school has a limited cafeteria facility, which is operated on the campus, by a private catering company. From the cafeteria students are able to purchase drinks, fruit, sandwiches, assorted savoury and sweet snacks, and a main dish at lunch times. A canteen card must be purchased from the cafeteria for use at break times. These are intended to assist with hygiene and to reduce the incidence of losing cash on campus.

A wholesome variety of snacks are available to students at reasonable prices within OSC canteen.

- **Access to and use of Facilities**

All students and families will be given an identity card which needs to be brought to school everyday as access will be restricted.

The facilities at OSC are essentially designed for the use of the students attending the school. Security is a priority at the school and the safety of students and personnel is regarded carefully at all times. However, application for the use of an area of the school's facilities can be made. This should be directed to the Head of School. Information is available from the main office with regards to the use of the school's facilities.

- **Lost and Found**

Mislaid items of clothing are kept in the Primary office. All property is logged in, and kept securely until reclaimed. Items may be collected during the morning break, lunch and after school. Parents and students are asked to make sure that all possessions are marked with names. Great care should be taken with possessions and respect shown to items belonging to others.

- **Lockers**

Students in Grades 6-12 are provided with individual lockers and locks for their use in school. This facility offers a place to leave books or possessions not required in a given class. Bags and books not in use need to be carefully locked away and not left lying around. It is expected that once a student has been allocated a locker they will keep it in good order and ensure that it is secure at all times. Each student will receive a lock from school at the start of the school year. If the lock is lost or damaged, students will have to pay rps 2,000 for a replacement.

- **Student Visitors**

Parents wishing to have a student visit OSC from another school must obtain prior permission from the Primary Principal and/or the Secondary Principal.

Permission will normally be granted for one school day during which the visitor will accompany the host to classes and be subject to OSC regulations. The host family must accept full responsibility for the visitor.

SECTION XI - PARENT-SCHOOL COMMUNICATION

- **Printed Information**

One of the school's priorities is fostering excellent parent-school communication. Most written communications are sent home with the students. A weekly newsletter is sent home every Friday, which covers information concerning upcoming events and other school related matters. The newsletter also goes live every Friday on the school's website www.osc.lk.

- **Parent/Teacher Conferences**

Parents are encouraged to meet with teachers to discuss their child's progress. Appointments can be made through the Primary and Secondary School Offices respectively. Official parent/teacher conference days are also arranged at intervals during the school year.

- **Support Parents**

Support parents are organized by the homeroom teacher. Each homeroom has one, or even two, support parents attached. Their role is to enable teachers and parents to work together to:

- Provide teachers with extra hands on school trips.
- Provide food and games and whatever else may be needed for homeroom or grade parties.
- Encourage good relationships between parents, teachers and students. The support parents are also the first points of contact in case of a whole-school emergency.

- **Parent Teacher Association (PTA)**

1.0 Membership

Membership of the PTA is limited to all parents of pupils enrolled at the Overseas School of Colombo and to faculty and administrators presently employed at the school.

2.0 Objectives

The PTA is constituted with a view towards encouraging a close liaison between parents, staff and the school generally so as to facilitate its on-going development.

3.0 Role

The PTA is recognized by the Board of Directors of the Overseas School of Colombo as a legitimate entity and the Executive has the power to appoint working committees, perform such functions as may be delegated to it, encourage effective communication amongst all school constituents and to actively strive for the promotion of the school in the school and wider community.

Policies of the PTA which may affect the operation of the school will be approved by the Head of School and the PTA as a duly constituted body, shall not exercise any authority over the teaching staff nor shall it interfere, in any way, with the control, management and academic programmes of the school.

4.0 PTA Executive

The management of the PTA is delegated to an elected Executive which is comprised of the following representatives:

Chair	- Elected in open session by the PTA membership
Secretary	- Elected in open session by the PTA membership
Treasurer	- Elected in open session by the PTA membership
Support Parent Representatives	- A Primary and Secondary Member appointed by the Support Parents
National Representative	- Elected in open session by the PTA membership
School Administration	- One Representative from the academic leadership team
Faculty	- Two members elected by the staff – one from the Primary and one from the Secondary

5.0 Meetings

Full PTA meetings will be held once per school term and attendance will be open to all members of the association.

The order of business for PTA Executive meetings will be:

- Approval of the Minutes of the Last Meeting
- Matters Arising
- Committee Reports:
 - Support Parents
 - National Representative Committee
 - Administration
- Issues and Events
- General Business

PTA minutes will be duly typed and circulated with a copy to be presented to the Head of School.

6.0 PTA Committees

1. Support Parents

Support Parents are nominated or can volunteer for each class or homeroom with specific duties assigned by the Primary Principal based on the needs of the individual class. The Support Parent Committee is chaired by a nominated PTA representative and meets once per school term with the Primary Principal.

2. National Representative Committee

This Committee is chaired by a PTA nominee and is responsible for the organization and facilitation of social and educational initiatives on a regular basis. The Committee will meet four times during the school year as per the following schedule:

First Thursday in September	- To discuss and facilitate educational and social initiatives for the upcoming year.
First Thursday in October	- To facilitate the UN Day arrangements
First Thursday in February	- To facilitate the Food and Fun Fair
First Thursday in May	- To plan events for the upcoming year

7.0 Election of Officers

Nominations for all PTA positions will be called prior to the first meeting of the PTA in April, during which time all positions will be filled and the Chair, Secretary and Treasurer elected.

All positions on the PTA Executive will be for one school year.

SECTION XII - SCHOOL LEAVING PROCEDURES

Withdrawal from OSC

On receipt of a letter giving notice, a "Notice of Withdrawal Form" will be issued to the student. The form should be returned by the parent to the main school office. In the secondary school the student will be expected to get the form signed by the relevant teachers on the return of all books and materials. Once the teachers have signed the form it should be returned to the Business Office.

The Refundable Deposit should be collected on the last day of school for any child once the above procedure has been completed. The parent would be expected to have settled all outstanding dues on fees and paid up for any lost or damaged material. When all obligations have been met, the student's school records and the refundable deposits are then released.

At least two weeks notice of withdrawal should be given to ensure the preparation of transfer documentation.

Early Withdrawal

When a student is withdrawing from school, notice of the last day of school attendance should be given in writing as early as possible to the Primary Principal or the Secondary Principal.



This letter is to acknowledge that we as parents, and our children as students, have read the Student-Parent Handbook for 2009-10. We understand the information that is presented and will support decisions made based on the information presented. We have also read the IB 'Standards to Practices' and General IB Programme Regulations on the school website. **From time to time images of students either photos or video clips are used on the OSC website or in publications. Any parent not wanting to grant permission should write to the Head of School.**

Names of students

Grade

- 1.
- 2.
- 3.
- 4.

Parent Signature:

Student Signature:

Only students in Grades 6-12 are required to sign. All parents or guardians Pre-School-12 are required to sign. Please return this page to either the Primary or Secondary office.