

STUDENT-PARENT HANDBOOK 2025-2026



WE ARE A

CIS map
MEMBER GROWTH
SCHOOL

AP

SAT



Model United Nations



TEDx

Candidate for Accreditation. Approved by the Accrediting Commission for Schools,
Western Association of Schools and Colleges (WASC)



MESSAGE FROM THE CHAIRMAN

A warm welcome to Westview Cambodian International School!

Westview Cambodian International School is licensed by the Ministry of Education, Youth and Sport to offer an International Education Program built from world-renowned standards of education including the US Common Core State Standards and the Khmer Language, History and Social Studies. Our vision is to educate our young people to be confident individuals, equipped with global competencies while embracing Cambodian culture and values.

To prepare the students for the challenges of the current changing world, our student-centered and holistic education aims to help our students cultivate the joy of learning, create grit, build resilience and strengthen their character. We seek to nurture their entrepreneurial spirit and develop their skills and abilities for innovation and future learning and career placement. Westview's teachers and leadership team strive to help our students acquire the necessary knowledge, skills and mindset to be successful in their future endeavors. We encourage our students to go beyond the classroom and apply their knowledge and skills to solve real-world problems and make the world a better place for everyone. Our students are strongly encouraged to be inquisitive and use their imagination to seek solutions in real-world contexts. Additionally, our school prepares students to be ethical leaders so that they can contribute positively to their community and the world.

The Westview family is considerably enriched by the diverse backgrounds of students and families who look for international quality standards in education. We have a dedicated team of highly qualified International and Khmer teachers and administrators who always go the extra mile to give the best for their students. Together with our parents and students, we are united in creating a caring, safe and nurturing learning environment in which every student has equal opportunities to further develop their interests and talents so that they can reach their full potential.

We look forward to welcoming you to our Westview family soon!

H.E VIRAK LY
Chairman

MESSAGE FROM THE HEAD OF SCHOOL

Welcome to the new Academic Year 2025-2026 at Westview.

It is a privilege to open our doors once again to students and families who share our commitment to excellence. As we begin this academic year, we do so with a renewed focus on what matters most: helping each child feel that they belong, guiding them to achieve at the highest levels, and nurturing the personal character that will carry them far beyond our campus.

Westview is a community where students are known by name, challenged to think deeply, and encouraged to grow into thoughtful, capable young people. Here, academic excellence is balanced with care for the whole child, creating an environment where students can discover their strengths and prepare for lives of purpose and impact.

Thank you for trusting us. We look forward to sharing this journey with you.



DR. MICHELE GADDY
Head of School



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WESTVIEW CAMBODIAN INTERNATIONAL SCHOOL

“EDUCATING GLOBAL THINKERS,
INSTILLING CAMBODIAN VALUES.”



Vision

Our vision is to be a leading international school in Cambodia, empowering individual learners with global competencies and Cambodian values in order to succeed and positively impact their local and global communities.



Mission

Our mission is to cultivate inquiry, facilitate learning, and empower our students to become academically prepared, culturally grounded, responsible global citizens.

Westview aims to equip students with the capacity, desire, and skillset to positively impact their society and the world by delivering a well-rounded international curriculum that facilitates academic, social, physical, and emotional growth in a safe and secure learning environment.

Westview Cambodian International School is a community dedicated to a student-centered and holistic approach to achieving academic excellence and instilling a love of lifelong learning that enables students to thrive as thoughtful, skillful, and conscientious members of a global society.



Schoolwide Learning Outcomes

All of our school programs at Westview are designed with our Schoolwide Learner Outcomes in mind. Each year, students are expected to progress in each of our 6 SLOs and be competent in each of these by the time they graduate in grade 12

1. **ACADEMIC EXCELLENCE:** Students will achieve their intellectual potential by striving for and attaining the highest standards of academic excellence.
2. **CONSCIENTIOUS LEARNERS:** Students willingly apply a variety of self-reflection strategies throughout their learning processes, demonstrating the habits of a growth mindset and a strong work ethic.
3. **WELL-ROUNDED INDIVIDUALS:** Students will demonstrate the fundamental characteristics of well-rounded individuals, critical thinkers, and conscientious leaders.
4. **CAMBODIAN CULTURE:** Students will gain a strong understanding of Cambodian values and form an appreciation of the qualities that make up Cambodian culture and society.
5. **GLOBAL CITIZENSHIP:** Students will understand what it means to be a global citizen and play a conscientious and proactive role in being a valuable member of a global community with a drive to make the world a better place.
6. **CONTRIBUTING TO SOCIETY:** Students will develop the skills they need to form genuine and productive relationships with people from all walks of life and contribute to their communities, society, and country.

2. THE FOUR GOODIES

We deeply value Cambodian values and therefore encourage our students to develop cultural appreciation, respect for traditions, and a strong sense of community, enhancing their personal and social development.

A GOOD CHILD

should maintain a good attitude, be respectful and grateful to their parents, grandparents and elders in the family.

A GOOD STUDENT

should maintain a good attitude, be polite and grateful to their teachers and the school as well as do their best and be responsible for their own learning.

4 GOODIES

A GOOD FRIEND

should maintain a good attitude, have good moral character, be respectful and encourage each other.

A GOOD CITIZEN

should respect the law, appreciate their culture, have good moral character and positive life attitude, dressing appropriately based on circumstances and contributing back to the community



3. ACADEMIC APPROACH



Building Strong Foundations

At Westview, learning begins with a strong foundation of knowledge and essential skills. In the elementary years, our youngest students are nurtured in a caring, supportive environment where curiosity is encouraged, confidence is built, and the fundamentals of literacy, numeracy, and social development are carefully cultivated.

Growing Independence

In middle school, students begin to stretch their wings. Our programs emphasize inquiry, collaboration, and the development of critical thinking skills, while fostering independence and responsibility. This is a time to explore personal interests, practice leadership, and gain the academic tools needed for the challenges ahead.

University-Ready, Globally Capable

By the time students reach grades 9–12, their learning is future-focused and results-driven. Our high school program combines rigorous academics with an intentional suite of Advanced Placement (AP) courses that lead to the AP Capstone Diploma, giving students the opportunity to earn university credit while still in high school and demonstrate readiness for top international universities. With personalized university counseling and carefully planned pathways, every graduate leaves Westview ready for higher education and equipped to make a meaningful impact in the world beyond.

Deep Roots in Cambodian Culture

Our commitment to excellence includes honoring the culture and values of Cambodia. Westview's Khmer program ensures that every student develops a strong understanding of Cambodian language, history, and traditions. We are also one of the few international schools in the country to offer diploma equivalency through the Ministry of Education, Youth, and Sport—giving our students the unique advantage of earning credentials recognized both locally and globally.

Balance Beyond the Classroom

We believe in developing well-rounded individuals. From athletics and performing arts to clubs, service projects, and leadership opportunities, our extracurricular programs help students discover new passions, strengthen their talents, and maintain balance in their lives. At Westview, academic rigor goes hand-in-hand with creativity, wellness, and personal growth.

4. CURRICULUM

At Westview Cambodian International School, we deliver a curated curriculum designed to develop the full potential of every student—from the early years through to graduation. Our program blends the rigorous and internationally recognized US Common Core standards with Advanced Placement (AP) courses and the Khmer National Standards, providing an education that is both globally competitive and deeply connected to Cambodian culture.

Core Academics: Rigorous and Research-Based

Our curriculum emphasizes language learning and mathematics, using the internationally respected Savvas program, which builds seamlessly from grade 1 through grade 12. In high school, students transition into Advanced Placement courses, where they can earn university credit while tailoring their studies to align with their career aspirations. To ensure that our students meet and exceed global benchmarks, we use NWEA MAP assessments for Reading, Language, Mathematics, and Science (beginning in grade 4). This layered approach gives parents clear, measurable insight into their child's progress while helping teachers customize instruction or individual needs.



Honoring Culture, Expanding Perspectives

In addition to our international academic program, we are aligned with the Khmer national standards for literature and social studies, helping students grow as thoughtful, grounded individuals who appreciate their heritage. Chinese language study begins in elementary school and continues through grade 12, giving students a competitive edge in an increasingly interconnected world.

The Power of the Arts

We know that the humanities are critical for developing creative, cross-brain thinking and cognitive growth. That's why our curriculum includes visual arts, music, and performance opportunities for every grade level. These experiences foster creativity, problem-solving, and communication—skills as essential to success as academic mastery.

Technology for a Changing World

Our ICT program moves purposefully from digital safety to media literacy and technological mastery, empowering students to use technology as a creative and critical tool, not just a passive device. By the time they graduate, students have the digital skills needed for success in university, career, and civic life.

Beyond the Classroom: Sports & Activities

Learning doesn't stop at the classroom door. We provide extracurricular programs that include sports, clubs, service learning, and leadership opportunities. Our junior and senior futsal leagues are a point of pride, giving students opportunities to compete, collaborate, and grow as athletes and teammates. Whether on the field, the stage, or in the lab, our students learn that excellence takes many forms.



"Our Curriculum at a Glance"

- Core: US Common Core (Grades 1–12) + Khmer National Standards
- Advanced Placement: College-level AP courses in Grades 11–12
- Languages: Khmer, English, Chinese
- Arts: Visual Arts, Music, and Performance
- Technology: ICT from safety to mastery
- Extracurriculars: Sports, clubs, leadership, and service opportunities

HOMWORK GUIDELINES

Homework at Westview is designed to reinforce classroom learning, build study habits, and encourage independence. It is purposeful and age-appropriate, supporting students as they grow into responsible learners. In the elementary program, homework focuses on foundational skills and family engagement: Grade 1 students receive weekly practice packets to build literacy, numeracy, and organizational habits. From grades 2–5, students can expect up to 45 minutes per day of assignments, balancing core academics with opportunities for creative exploration.

As students transition to middle school (grades 6–8), homework increases to about one hour per day, reflecting a greater emphasis on independent study and preparation for the academic challenges ahead. In high school (grades 9–12), students can expect up to two hours daily, reflecting the rigor of Advanced Placement coursework and the need to develop the discipline required for success at top international universities. Across all levels, we encourage students to communicate with teachers if they are struggling to manage their workload, ensuring that homework remains a tool for growth, not stress.

"Homework at a Glance"

- Grade 1: Weekly practice packets
- Grades 2–5: ~45 minutes per day
- Grades 6–8: ~1 hour per day
- Grades 9–12: ~2 hours per day

ACADEMIC INTEGRITY

At Westview, we believe that academic integrity is learned, not enforced. Guided by our "Good Student" principle, we teach children to make honorable choices in their learning. Through our classes and advisory program, students explore what it means to be honest, responsible, and respectful in their academic work. When mistakes happen, our approach is to correct and guide, helping students build integrity into their character rather than simply punishing errors.



GRADE SCALE & ACADEMIC STANDARDS

At Westview, we believe that high expectations create high achievement. Our grading system reflects the rigor of our program and the standards expected at top international schools and universities. To pass a course at Westview, students must earn at least 60%—a level that challenges them to master essential skills and knowledge rather than settle for minimal effort.

This benchmark is intentionally higher than many other schools in the region. We set it because we know our students are capable of meeting ambitious goals when given the right support and encouragement. By maintaining clear, consistent standards from the early grades onward, we help students develop resilience, perseverance, and a growth mindset—qualities that prepare them for success in Advanced Placement courses, university study, and life beyond the classroom.

GRADE DETERMINATION AND GRADE POINT AVERAGE (GPA)

Description	Letter Grades	Grade Boundaries	GPA	
			Non-AP Course	AP Course
Distinguished	A+	96-100%	4	5
Excellent	A	90-95%	4	5
Exceeding	B+	86-89%	3.5	4.5
	B	80-85%	3	4
Meeting with Merit	C+	76-79%	2.5	3.5
	C	70-75%	2	3
Meeting	D+	66-69%	1.5	2.5
	D	60-65%	1	2
Approaching	F	< 60	0	0

Support for Every Learner

High standards don't mean students are left to struggle on their own. Westview provides targeted academic support and early intervention for students who need additional help, ensuring that every child has the opportunity and resources to meet our expectations and thrive.

"Why 60% Matters"

- **Builds Resilience:** Encourages students to rise to challenges instead of avoiding them.
- **Sets International Benchmarks:** Aligns with expectations at competitive global schools.
- **Prepares for University:** Trains students to meet real academic demands.

GRADUATION REQUIREMENTS



To graduate from Westview Cambodian International School, students must complete a minimum of 24 credits, aligning with both Cambodia’s Ministry of Education, Youth, and Sport requirements and the expectations of top international schools. This ensures that every Westview graduate earns a diploma recognized both locally and globally.

Our program is designed to provide flexibility and challenge. While 24 credits is the minimum requirement for graduation, students may earn up to 30 credits through additional courses, including Advanced Placement (AP) classes, electives, and enrichment opportunities. This allows students to tailor their learning to their career interests and university aspirations while maintaining a strong, balanced academic foundation.

	Grade 9	Grade 10	Grade 11	Grade 12
English	ELA 9	ELA 10	ELA 11	AP Language and Composition or ELA 12
Mathematics	Geometry or Algebra 1	Algebra 2 or Geometry	AP PreCalculus or Algebra 2	AP Calculus
Sciences	Biology	Chemistry	AP Biology Physics	AP Physics AP Chemistry
Social Studies	World History	Economics and Business	AP Psychology	AP Macroeconomics
World Languages	Chinese, Khmer Literature, Khmer Social Studies	Chinese, Khmer Literature, Khmer Social Studies	Chinese, Khmer Literature, Khmer Social Studies	Chinese, Khmer Literature, Khmer Social Studies
STEAM	ICT: Computer Science	ICT: Design and Applications	(AP Computer Science Principles)	AP Computer Science
Wellness	Physical Education	Physical Education	Physical Education	Physical Education
Humanities	Art Music	Art Music	Art Music	Art Music
Capstone			AP Seminar	AP Research

“Westview Diploma at a Glance”

- **Minimum Credits to Graduate:** 24
- **Maximum Credits Available:** 30
- **Includes:** Core subjects, Khmer program, AP courses, electives, and extracurricular credits
- **Recognized by:** Cambodia’s Ministry of Education, Youth, and Sport & international universities

Planning for the Future

Graduation isn't just about checking boxes—it's about preparing for what comes next. Our academic counseling team works closely with students and families to plan course loads, AP selections, and elective choices that align with university requirements and future career goals. From Grade 9 onward, every student has a clear, personalized pathway toward graduation and higher education.



Leadership & Student Voice

At Westview, we create platforms for leadership. Our Model United Nations (MUN) program is one of the most active in Cambodia, with students regularly traveling to international conferences, including our flagship annual leadership and cultural immersion trip to Singapore. This experience challenges students to debate pressing global issues, collaborate with peers from around the world, and refine their diplomatic, research, and public speaking skills in a truly global setting.

Leadership development at Westview extends beyond MUN. Our TEDx Westview Youth student talks provide a prestigious platform for students to share their ideas and innovations with the school community and beyond, building confidence and showcasing their intellectual and creative talents.

Our Student Council operates from elementary through high school, ensuring that every student has a voice in shaping the school community. From organizing events to leading initiatives, council members learn that even the smallest voice can spark big change, developing collaboration, advocacy, and responsible leadership skills that prepare them for success well beyond the classroom.

Student Affairs Supervisor (SAS) Program

Supporting Every Child's Growth—Socially, Emotionally, Physically & Academically

At Westview, the Student Affairs Supervisor (SAS) plays a vital role in shaping a safe, supportive, and engaging learning environment. Working closely with teachers, the SAS ensures each student feels seen, heard, and guided to reach their full potential.



Why SAS Matters?

Our SAS team is committed to:

- Ensuring students feel safe, supported, and respected.
- Helping students grow in all aspects: emotional, social, physical, and academic.
- Promoting individual care based on each child's unique strengths and needs.
- Strengthening collaboration between school and families.

SOCIAL SUPPORT

- Behavior Guidance: Helping students understand rules, reflect on behavior, and learn responsibility
- Parent Communication: Coordinating with parents to create personalized support plans
- Case Management: Addressing serious social or behavioral issues with care and consistency
- Fun Activities & Events: Organizing engaging events that build friendships, confidence, and school spirit
- Committee Participation: Supporting key committees (Discipline, Child Protection, Social-Emotional) for consistent student care

PHYSICAL DEVELOPMENT

- Extracurricular Coordination: Overseeing Music, Chinese, and PE programs that foster creativity and physical well-being
- Sports Competitions: Encouraging teamwork, discipline, and school pride through friendly competition

EMOTIONAL SUPPORT

- Student Voice & Mentorship: Offering emotional guidance and mentorship in a safe, approachable space
- Case Resolution: Handling emotional conflicts and behavioral issues with fairness and empathy
- Event & Activity Planning: Providing students with healthy outlets for stress through school activities
- Classroom Supervision: Monitoring TAs to ensure a positive, emotionally safe classroom experience

ACADEMIC SUPPORT

- Learning Follow-Up: Helping students stay on track with classwork, tests, and assignments
- Parent Collaboration: Keeping families involved in academic progress and support strategies
- Event Participation: Supporting academic showcases and competitions
- Classroom Operations: Assisting with classroom supervision and teacher coverage for smooth, uninterrupted learning

Our Commitment



At Westview, the SAS team is more than just student support—they are mentors, coordinators, and caring leaders who ensure every student receives the personalized attention they need to succeed in school and in life.



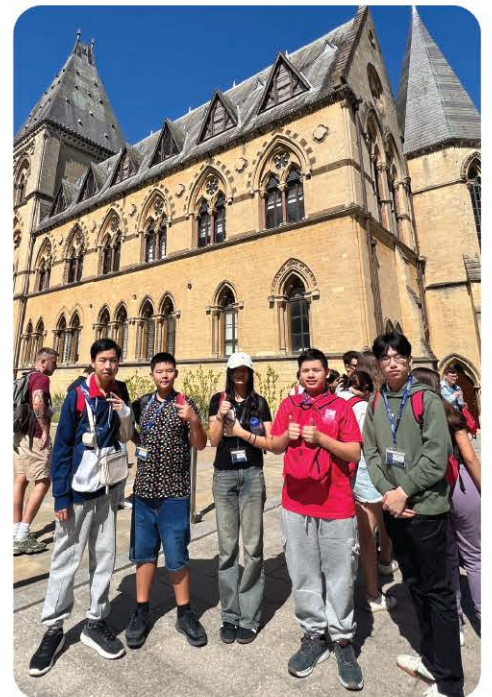
5. UNIVERSITY PATHWAYS

At Westview, preparing students for life beyond graduation begins long before senior year. Our university pathways program is carefully designed to guide students from exploration to achievement, ensuring that every graduate is ready for success at top international universities.

A Four-Year Journey

- **Grade 9: Exploring Interests** – Students begin by identifying their passions and strengths through interest surveys, workshops, and advisory sessions, laying the groundwork for informed decision-making about their future.
- **Grade 10: Career Research & AP Pathway Selection** – Students engage in career research and begin charting their academic trajectory, selecting from a curated list of Advanced Placement (AP) courses tailored to their university and career aspirations.
- **Grade 11: Building Credentials** – Our focus shifts to academic preparation and standardized testing. Students are supported in IELTS and SAT preparation while continuing their AP studies to demonstrate academic rigor and readiness for higher education.
- **Grade 12: University Applications & Counseling** – In their final year, students receive dedicated university counseling, ensuring they are fully prepared to navigate the application process for competitive international universities.

Throughout this journey, students also participate in university study tours to the UK, USA, and Australia, giving them firsthand exposure to campus life and helping them make informed decisions about their higher education pathways.



AP Capstone: A Prestigious Advantage


Our program culminates in the AP Capstone Diploma, a prestigious credential recognized by universities worldwide. This two-year program develops research, writing, and presentation skills that demonstrate true university readiness. AP Capstone candidates are seen as standout applicants—independent thinkers who can thrive in the academic demands of higher education.

Proven Results

Westview students consistently perform at a level that meets or exceeds global achievement averages on AP exams, demonstrating that our academic rigor is matched by real-world outcomes. Our graduates have received offers from selective universities, including RMIT University and other highly regarded international institutions, reflecting their preparedness, resilience, and ambition.



UNIVERSITIES OFFERED






UNIVERSITIES OFFERED






UNIVERSITIES OFFERED





UNIVERSITIES OFFERED



Through this pathway, Westview graduates leave not only with excellent grades but with the skills, confidence, and credentials to succeed at the world's leading universities.

SUMMER PROGRAM AT OXFORD UNIVERSITY, UK





SUMMER PROGRAM AT KING'S COLLEGE, UK





WESTVIEW STUDENTS VISITED SYDNEY UNIVERSITY, AUSTRALIA



WESTVIEW STUDENTS VISITED THE UNIVERSITY OF TECHNOLOGY SYDNEY



WESTVIEW STUDENTS VISITED THE UNIVERSITY OF NEW SOUTH WALES

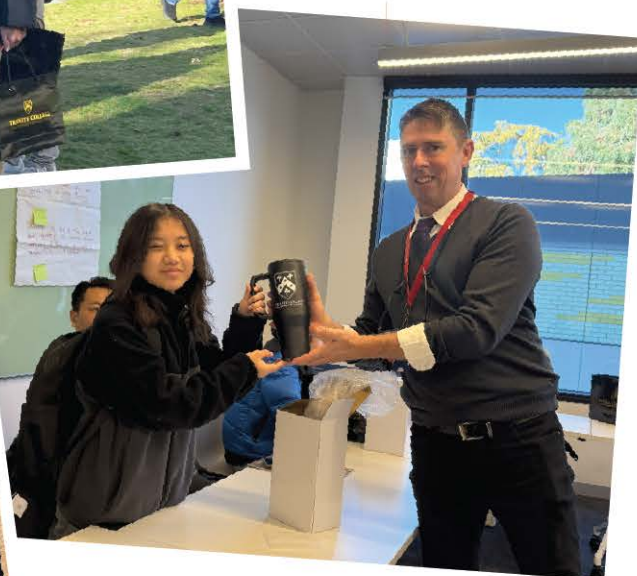


WESTVIEW STUDENTS VISITED RMIT UNIVERSITY





**WESTVIEW STUDENTS
VISITED TRINITY COLLEGE**





WESTVIEW STUDENTS VISITED MONASH UNIVERSITY





WESTVIEW STUDENTS VISITED THE UNIVERSITY OF MELBOURNE



WESTVIEW STUDENTS VISITED DEAKIN UNIVERSITY



FUN ACTIVITIES DURING STUDY TRIP





6. STUDENT CODE OF CONDUCT

At Westview, respect is our core value. We expect our students to demonstrate respect for their peers, teachers, staff, communities, and themselves at all times. Guided by the Four Goodies—to be a good child, good student, good friend, and good citizen—our students are held to high standards of behavior in and out of the classroom.

Expectations for Conduct

1. Live the Four Goodies: Strive to be a good child, student, friend, and citizen.
2. Show Courtesy & Respect: Communicate respectfully with teachers, staff, leadership, visitors, and elders.
3. Follow Safety Protocols: Comply with instructions during experiments, drills, evacuations, off-campus activities, and online engagements.
4. Observe School Guidelines: Follow all posted rules, signage, and instructions from staff to ensure safety and order.
5. Adhere to Policies & Classroom Rules: Respect teacher instructions and school-wide expectations.
6. Avoid Violence & Bullying: Refrain from physical, verbal, or digital aggression, including insults, mocking gestures, and discriminatory remarks.
7. Respect Rights & Property: Do not steal, damage belongings, or violate the rights of others.
8. Use School Property Responsibly: Avoid vandalism, graffiti, littering, theft, or misuse of facilities.
9. Avoid Dangerous Items: Do not bring weapons, toy weapons, sharp objects, or illegal items to school or school-related events.
10. Report Safety Concerns: Inform a staff member immediately when witnessing unsafe situations.

RECOGNITION FOR GOOD CONDUCT

We believe in recognizing and reinforcing positive behavior. Students who consistently demonstrate good conduct may be acknowledged in the following ways:

- Messages home to parents for commendable behavior
- Verbal praise in class, assemblies, or school events
- Displaying student names, photos, or work on campus or school media
- Recognition on school social media and website
- Certificates, awards, or letters of recommendation from school leadership
- "Exceeding Expectations for Conduct" on report cards
- Eligibility to represent the school in events, media, and student leadership roles
- Eligibility for merit-based scholarships



STUDENT DRESS CODE POLICY

Westview students are expected to dress with pride, modesty, and appropriateness, reflecting Cambodian values.

- Uniforms: Students must wear a Westview uniform with solid, neutral-colored skirts or pants (navy, khaki, or black)—no jeans or ripped pants. Skirts must be knee-length or longer.
- PE Attire: PE uniform with sports shoes and socks is required for physical education.
- Footwear: Closed-toe shoes are required during the school day.
- Personal Appearance: Students must maintain clean, neat hair; tattoos, piercings, and hair dye are not permitted. Makeup must be minimal.

If a student arrives without a proper uniform, they will be provided one by the front office, and parents will be invoiced accordingly. Students who violate this policy may be refused entry until appropriately attired.

CELL PHONE POLICY

To protect learning time, mobile phones are prohibited during school hours.

- Phones must remain in backpacks, silent, and out of sight during instructional time.
- Misuse may result in confiscation by a teacher or Student Affairs Supervisor (SAS).

TECHNOLOGY & DIGITAL CITIZENSHIP

Technology is a powerful tool for learning when used responsibly. At Westview, we teach students to use technology with intention and integrity, avoiding distractions and fostering engagement.

BYOD (Bring Your Own Device) Policy

Students must bring a fully charged, school-appropriate device with:

- Required applications installed (e.g., Google Chrome)
- Updated software
- No harmful, inappropriate, or confidential content

If a student's device consistently fails to meet requirements, the school will contact parents to provide a reliable replacement.

Keeping Students Safe Online

Our IT department uses FortiGate firewalls to block harmful or inappropriate content on campus. Students sign a Digital Citizenship Agreement at enrollment and each academic year. Ongoing Digital Citizenship sessions help students learn about online safety, responsible communication, and recognizing inappropriate behavior.



WHAT NOT TO BRING TO SCHOOL

To keep our school safe and focused on learning, students should avoid bringing mobile phones, jewelry, or other valuable items. The school cannot be held responsible for damage to or theft of personal belongings brought against these guidelines.

WHAT TO BRING TO SCHOOL

Students are expected to come prepared each day with the tools they need to learn successfully. Please ensure your child brings:

- A reusable water bottle
- Relevant stationery for each subject
- A fully charged laptop and charger (Grades 4–12)
- Notebooks, textbooks, or other class materials as outlined by their subject teachers

Being prepared not only helps students stay organized but also ensures they can fully participate in class activities.



WESTVIEW MATH COMPETITION & AWARDS CEREMONY



STUDENT SUPPORT & EXPECTATION

Every student deserves to learn in a safe, respectful environment. Our behavior approach is rooted in guidance, growth, and accountability:

Three Tiers of Support

- Tier 1 (For Everyone): Clear teaching of expectations and recognition of positive behavior.
- Tier 2 (Extra Help): Additional strategies and support for students who need guidance.
- Tier 3 (Individualized Support): Personalized behavior plans developed with families for long-term growth.

If Problems Arise

Behavior issues are grouped into levels with fair, consistent responses:

- Level 1: Minor disruptions ☒ Verbal reminders, timeouts, or loss of privileges.
- Level 2: Repeated or disrespectful behavior ☒ Parent meetings, loss of privileges, temporary removal from class.
- Level 3: Serious harm (e.g., bullying, property damage) ☒ Suspension, restitution, loss of leadership roles.
- Level 4: Severe behavior (e.g., dangerous items, extreme harm) ☒ Suspension or expulsion with parent/legal involvement.

Our approach ensures students always know expectations, are given opportunities to make things right, and that the school community remains safe and supportive.

SPORTS



TEDx WESTVIEW YOUTH



MODEL UNITED NATIONS



SUMMER FUN TRIPS

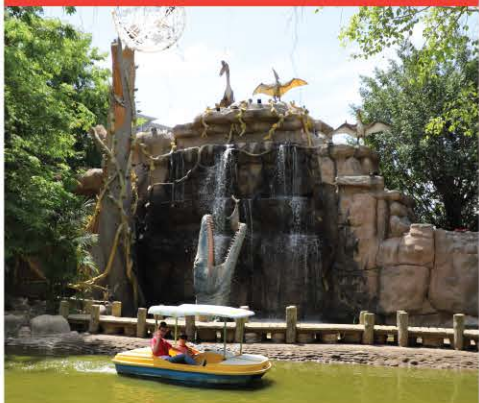
TRIP TO KAMPOT



TRIP TO COCO FARM



TRIP TO DINOSAUR PARK



SICKNESS & INFECTIOUS DISEASES

To protect everyone in our school community, students and staff must stay home when unwell and follow these guidelines:

When to Keep Students Home

- If a student tests positive for COVID-19: Notify the school via the class Telegram group and keep the student home until they test negative. Provide proof of a negative test before returning.
- If a household member tests positive for COVID-19: Notify the school. Students may return if they are symptom-free and/or have a negative test result.
- If a student has symptoms (before school): Students must stay home with a fever (over 37.5°C), flu-like symptoms, sore throat, or breathing difficulties. They may return when symptoms resolve.

If Symptoms Develop at School

Students who become ill during the day will be taken to the infirmary, parents will be notified for immediate pickup, and all cases will be logged by the nurse and Front Office representative.

Other Infectious Illnesses

For illnesses such as diarrhea, vomiting, chickenpox, mumps, measles, or head lice, students must remain home until fully recovered. A medical note may be required before returning to protect the school community.

FOOD & DRINK

Westview promotes healthy eating and provides nutritious cafeteria options for students.

Bringing Food from Home

- Meals should be brought in the morning with necessary cutlery.
- If lunch is dropped off, it must be labeled with the student's name and class and delivered to the Front Office by 11:00 a.m.



Healthy Choices

- Not allowed: Fast food, chewing gum, energy drinks, or caffeinated beverages.
- Not permitted: Food delivery services to students. If needed, parents may arrange deliveries through the Front Office.

Food Sharing

To protect students with allergies or dietary restrictions, food sharing is prohibited unless prior consent is arranged through the Front Office.

HARMFUL AND ILLEGAL ITEMS

For the safety and well-being of our community, harmful or illegal items are strictly prohibited on campus, during school events, on field trips, and in online classes. These include—but are not limited to—weapons, sharp objects, cigarettes, vapes, lighters, matches, flammable or explosive materials, toxic substances, drugs not prescribed by a doctor, alcohol, and any content that is violent, hateful, or pornographic in nature.

Any violation of this policy will result in:

- Immediate confiscation of the prohibited items
- Parent notification
- A full course of due process
- Appropriate disciplinary action, as outlined in the Student Code of Conduct

HEALTH SAFETY AND WELLNESS

At Westview, we believe that healthy students learn better. We are committed to maintaining a safe, caring environment where every child can thrive. Through advisory classes, physical education, wellness sessions with our school counselor, and a supportive school culture, we help students build lifelong habits that protect their well-being and the well-being of others



Wellness Support

- Advisory Program: Students regularly explore personal well-being, social-emotional growth, and healthy decision-making.
- Counseling: Our school counselor provides wellness sessions and support for students navigating challenges.
- Physical Education: Our PE curriculum builds fitness, teamwork, and resilience, helping students care for their bodies as well as their minds.

Medication at School

No medication will be administered at school unless accompanied by a doctor's note and a parent-signed Medication Authorization Form. All medications are stored in the infirmary and administered by the school nurse.

When contacted about a sick child, parents are expected to take immediate action to ensure the child's health and protect the school community.

ATTENDANCE & PUNCTUALITY

Regular attendance is critical for academic success. Classes begin at 8:00 a.m. sharp for all students. Each student receives a schedule of courses on the first day of school.

Daily Arrival

- Breakfast at school: Arrive between 7:15–7:30 a.m.
- Breakfast at home: Arrive by 7:45 a.m

Parents are responsible for ensuring timely arrival and minimizing unnecessary absences.

Lateness

- Students arriving more than 5 minutes late are marked tardy.
- After 3 instances of lateness, parents are contacted.
- Chronic lateness will merit a parent meeting required to address the issue.

Absences

- Excused: Illness (with parent or doctor's note), medical/legal appointments, bereavement, religious holidays, and other causes approved by the principal.
- Unexcused: All other absences.
- Prearranged: Must be requested in writing in advance.

Make-up Work: Excused absences allow full-credit make-up work. Unexcused absences may receive up to 80% credit.

Excessive Absences

When a student reaches 80 hours (10 days) of absences in a semester, attendance is formally reviewed, and a parent meeting is required to create a support plan.



PICK-UP & DROP-OFF

For student safety, only authorized individuals with a student pick-up card may collect students.

- In emergencies, parents must notify the school via Telegram at least one hour before pickup with details and a photo ID of the person collecting the student.
- The school may refuse release if ID is not provided.
- Special release procedures for non-authorized pick-up persons will only be processed after 5:00 p.m.

CHILD PROTECTION

Westview's Child Protection Policy, aligned with Cambodian law, CIS standards, and the UN Convention on the Rights of the Child, ensures that every student's rights are protected. The full policy is available on our website and is required reading for all staff.

ANTI-BULLYING

Bullying—physical, verbal, social, or online—is never tolerated. Students are encouraged to report bullying to a teacher or Student Affairs Supervisor. We listen, act promptly, and work to ensure every student feels safe and supported.

WESTVIEW SCIENCE COMPETITION & AWARDS CEREMONY



7. HOME PARTNERSHIP



At Westview, we believe that a strong partnership between home and school is essential for student success. We work closely with families to ensure that every parent feels informed, welcomed, and engaged in their child's learning journey.

We share updates about our programs, events, and student achievements through our website and social media platforms, including YouTube, Instagram, Telegram, and Facebook. Each family is also connected with the school through a dedicated one-on-one Telegram group, providing a direct and confidential channel for personalized communication. This ensures that parents can quickly share feedback, ask questions, and stay informed about their child's learning and well-being.

In 2025–2026, Westview will host four Parent-Teacher Meeting (PTM) days—two each semester—creating opportunities for meaningful conversations between parents, teachers, and school leadership. These meetings also provide a chance for parents to share their feedback through surveys that help us continue improving our programs.

Outside of these scheduled PTMs, parents are always welcome to request a meeting with a teacher or administrator whenever they need. Likewise, our teachers and school leaders may invite parents for additional discussions to support student growth and achievement.

To strengthen our partnership even further, we will also host Parent Orientation sessions and a series of workshops throughout the year, helping families stay connected with our school's vision, programs, and learning strategies.

At Westview, parents are more than partners—they are a vital part of our learning community.



MEET OUR STAFF

At Westview Cambodian International School, our greatest strength is our people. This year, I am proud to introduce a team of highly qualified, deeply committed educators and staff members who bring their expertise, passion, and care to every corner of our campus. From our dedicated classroom teachers to student advisory team and our support staff, each person plays a vital role in ensuring that our students receive the very best education and the guidance they need to grow into confident, capable young people.

Our teachers come from diverse backgrounds, bringing international experience and a shared commitment to academic excellence and the well-being of every child. They are more than educators — they are mentors, role models, and partners in your child's journey.

As you look through this handbook and meet our staff throughout the year, I hope you see what I see every day: a team that is united by a belief in our students' potential and a determination to help them thrive.

With gratitude,

Dr. Michele Gaddy
Head of School

Contact Information

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