Middle School
Handbook

2023 - 2024

SSiS
SAIGON SOUTH
INTERNATIONAL SCHOOL

MIDDLE SCHOOL HANDBOOK & PLANNER 2023- 2024

Student's Name: ....

Student's Grade: ....

Advisory Teacher: ....

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Middle School Rotation Schedule

Rotation

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
A	E	B	F	C	G	D	H
(Break 15 min)							
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
LUNCH/RECESS (40 min)							
Advisory/Tutorial/Intervention Block (35 min)							
D	H	A	E	B	F	C	G

Typical Daily Schedule	
Block 1 (80 min)	8:00-9:20
Break (15 min)	9:20-9:35
Block 2 (80 min)	9:35-10:55
Block 3 (80 min)	11:00-12:20
Lunch (40 min)	12:20-1:00
Advisory/Tutorial/Intervention Block (35 min)	1:05-1:40
Block 4 (75 min)	1:45-3:00

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Welcome

Welcome to Saigon South International School. SSIS Middle School is your middle school. It is the place where you will come each weekday to learn, build friendships, and work to create your future. It is the place where you will have successes and challenges. It will become like a family to you; a support system designed to help you become the best you can be. We are excited that you will be on that journey with us.

SSIS Middle School believes that our Core Values of Academic Excellence, Sense of Self, Respect for All, Balance in Life, and Dedicated Service, are at the forefront of what we do. We work hard to create opportunities for you to be successful in each of these areas. We believe that your middle school years should provide chances for you to develop confidence and enthusiasm within each core value.

This agenda book has two main purposes. First, the agenda book contains calendars and academic planners. This section is designed to help you stay organized. Second, this book contains the MS Student Handbook. Be sure to read through the handbook carefully. We expect you to know and understand the information presented.

Student life at SSIS is exciting and fun. There are many academic programs and extracurricular activities to participate in. From sports to clubs; dances to activities; community service opportunities to Week Without Walls, there is something here for everyone. The more you are involved, the more success you'll have at SSIS. We welcome you and hope you have a great year!

Dan Kerr
Middle School Principal

Phil Wendel
Middle School Associate Principal

Administration, Faculty & Teaching Assistants

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The SSIS Mission Statement & Core Values

Mission Statement

SSIS is a college preparatory school committed to the intellectual and personal development of each student in preparation for a purposeful life as a global citizen.

Core Values

Academic Excellence
A challenging academic program, based on American standards, that teaches the student how to think, to learn, to problem solve, and to work individually and in teams while acquiring a foundational knowledge base of the world.

Sense of Self
A community atmosphere in which each student can gain a sense of who they are in the world; to develop self-confidence, strong character, convictions, leadership abilities, grace, courage, the desire to be a life-long learner, and the commitment to achieve excellence in all they do.

Respect for All
A perspective that each individual is a person of worth.

Balance in Life
An academic program that promotes an appreciation for all of life and seeks to balance the sciences with the humanities; academics with the arts; mental wholeness with physical, social, and spiritual wholeness; and future career with family relationships.

Dedicated Service
A view that looks beyond oneself to the assets and needs of the surrounding community and the world and finds fulfillment in unlocking potential in the service of mankind. The model SSIS graduate will demonstrate a caring attitude, be environmentally aware, and persevere for the good of the community.

Academic Expectations

Daily Schedules

MS Daily Schedule: We follow an 8-day rotating block schedule. Students attend four blocks each day. The daily schedule for the current school year is included below and is in line with student health and safety needs. In the event that regulations for student health and safety change, the schedule will be adjusted and both students and parents will be notified.

Monday	Tuesday	Wednesday	Thursday	Friday
DEAR	Advisory	Dragon Time: Tutorial/ Intervention	DEAR/ Mini Advisory	Dragon Time: Tutorial/ Intervention

Early Release Days
Several times throughout the year, SSIS will dismiss students at 12:15 pm.

Time	Early Release Schedule
8:00-8:55	Block 1
9:00-9:55	Block 2
9:55-10:15	Break
10:20-11:15	Block 3
11:20-12:15	Block 4

Other Special Schedules
Assemblies occur periodically throughout the year for special events, class meetings, student council events, and other activities approved by the administration. The daily schedule may differ to support these activities. Schedules that differ from the normal time schedule will be announced via the daily announcements, Schoology or email as early as possible.

Curriculum

SSIS provides an American, college-preparatory curriculum. The elementary and middle school curriculum prepares students for the intensive study required for success in the demanding SSIS and IB/AP high school courses. Student success in grades 9-12 is aided by mastery of the foundational concepts presented in the earlier years. Curriculum is reviewed and revised on a regular basis. SSIS employs a full-time Director of Learning who coordinates the school's curriculum review process.

Program of Studies:
The MS Program of Studies provides course information, requirements and registration guidelines. It is available on the SSIS website.

Registration in Courses:
In January and February, MS students pre-register for the following school year. This includes identifying preferred elective courses. Every effort is made to place students according to their first preference. The school retains the right to make judgments about appropriate placements in order to meet the academic, social, emotional, and physical needs of each student. Student schedules will be available by orientation day.

Schedule Change Requests:
Schedule changes may be possible during the first two weeks of school. Students wanting to initiate a change should contact the Middle School Counselor. Please note that schedule changes based on specific teacher requests will not be accepted.

Orientation Day: *MS student and parent attendance is mandatory*
Prior to the first day of school, all SSIS divisions hold an orientation and registration day. It is designed for both new and returning SSIS students. During this registration period, students and parents will complete required forms, provide a current copy of each student's passport and visa, obtain school ID cards (if needed), update contact information in PowerSchool, purchase school uniforms and supplies (as needed), put money on the SSIS ID card, and receive locker assignments and schedules.

Curriculum Night: *Parent attendance is strongly encouraged. Students are welcome.*
Early in the school year, a Curriculum Night is held to introduce parents to their child's teachers, classrooms, and the program of studies. The Curriculum Night is an opportunity for families to see their child's learning environment, understand teacher expectations and course content, and gather strategies for helping to ensure the success of their child.

Information and Communication Technology (ICT)

All students and staff at SSIS are expected to use technology resources and services in a manner appropriate to a school setting and in keeping with the SSIS ICT Acceptable Use Policy. Whether using technology at home or at school, students are expected to give consideration to the effects their actions may have on other members of our community.

SSIS technology and internet access is provided to enrich the learning experience. Recreational use of school technological resources and of school internet access is permissible only at times outside of instructional hours.

Laptop Program:

Information and technology literacy are a critical part of successful learning in the 21st century. SSIS believes that students need to have access to technology to be more digitally aware and literate. To meet these demands, SSIS requires all students in grades 6-8 to bring a Macintosh laptop to school with them each day. An Instructional Coach for Technology works with students, teachers, and administrators to integrate technology into the curriculum supporting the use of technology.

Requirements:

Laptop Specifications: Apple laptops (MacBook Pro, MacBook Air, and the MacBook) that are capable of running the current Apple OS are acceptable for use at SSIS.
Operating System: The laptop must run the newest operating system; the operating system must be set to English.
All MS students are required to bring their laptop 100% charged to school each day. Additionally, students should bring their computer chargers with them for extra power throughout the day.

Care:

Students are responsible for taking care of their laptops. Students need to bring their laptops to school, and carry them around school, in an appropriate case and/or bag to protect the laptop from incidental damage. Students will be encouraged to handle the laptop appropriately, running regular updates to ensure all programs are running smoothly and always locking it in their lockers when not using it. If they experience any issues, they need to report immediately to the Technology Office. Students are responsible for their laptops.

For further explanation of ICT or the 1:1 Laptop program, please see the more specific Acceptable Use on the School Website.

Advisory Program

An integral component at the middle school level is Advisory program. The purpose of the MS advisory program is to help students develop the mindset, skills and disposition to navigate their middle school years and beyond. The SSIS MS advisory program is built upon positive psychology and supports students in their development and demonstration of the SSIS Core Values. The program's unit themes, learning objectives and learning experiences aim to help students to thrive during their middle school years as well as be equipped to later lead purposeful lives as global citizens.

Small groups of students are assigned to a middle school faculty member who serves as their advisor. This advisor acts as a personal mentor and provides academic, social and personal guidance. Students meet for advisory learning experiences twice weekly. In addition to program material, student needs outside of the regular academic program are addressed. Advisors get to know the unique characteristics and needs of each individual. As a result, this program promotes meaningful student, teacher, peer and community relationships. Advisory class results in student academic success, improved self-esteem and social success. Advisory experiences are varied, student-centered, and include themes such as *Taking Care of Myself, Choices and Consequences,* and *Positive Relationships.*

Dragon Time

Two days a week, students meet with their advisors for Dragon Time. During Dragon Time, students engage in personalized learning time or a community building event. Examples of each are below:
- Personalized Learning Time:
    - Study Hall (students have self-directed time to work on current assignments and projects), AND/OR
    - Tutorial (students meet with teachers for 1-to-1 or small group instruction to scaffold or extend learning), AND/OR
    - Intervention (students needing additional support to meet program expectations are given time and support needed to do so).
- Community building events;
    - House League Events
    - Assemblies
    - Grade level events
    - StuCo Elections

DEAR Time

Drop Everything and Read (DEAR) provides students and faculty a dedicated time to read self-selected reading material, several times a week. The program aims to strengthen key reading skills and to develop a reading community within the SSIS Middle School. All students and faculty are expected to have a personal reading book at school each day.

Vietnamese Classes - Government Mandated

By decree of the Vietnamese Government, Vietnamese students enrolled in an international school in grades 6-10 must receive a minimum of 90 minutes a week of instruction in Vietnamese studies.

For the 2023-24 school year, this course will continue to be scheduled on Wednesdays from 3:15-4:45pm. This course will be taught in Vietnamese. Students will be assigned to a section based upon their level of conversational, written and academic Vietnamese proficiency. SSIS has engaged Vietnamese teachers who are familiar with US educational structures and methods. The courses are created specifically for SSIS to ensure that our students' experience is positive and valuable.

Homework Policy

Making homework an educational priority will make the school experience more enjoyable. A regular homework routine will help students avoid procrastination (putting things off until the last minute) and develop the time management and study habits that are vital to success. Families can help by encouraging students to schedule homework at regular times and by ensuring minimal distractions. There are a few other notes about homework to keep in mind:

For Students:
- Completion of homework is the student's responsibility.
- Extensions to due dates are granted at the discretion of the teacher in advance of the due date.
- It is the student's responsibility to ask for classwork and homework before an excused absence (MRISA tournament, field trip, etc.). The student needs to give the teacher several days' notice to prepare the work.
- Technical problems with printers, the internet, storage devices, etc. are not considered excuses for late work.

For Teachers:
- Homework should reinforce skills and concepts already taught or help prepare students for the next lesson. Homework should never be used as a punishment.
- Teachers will be considerate of disruptions to the normal school schedule such as holidays and exams when planning homework assignments for their classes. This includes sports and extracurricular events. In general, homework will not be assigned during Fall Break, Winter Break, Tet Holiday, or Spring Break.
- Homework assigned before a long weekend will not exceed the normal expectations for homework given on a regular weekend.

For Families:
- Parents are encouraged to inquire about homework assignments and to periodically check Schoology for the day's homework.
- Parents can utilize PowerSchool to keep tabs on current grades. Parents are encouraged to use the email notification feature in PowerSchool.

The amount of homework assigned varies by subject, by grade, and according to student work habits. The daily homework guideline suggested for students in Grades 6 - 8 is 60 to 90 minutes per day. Students in Grade 8 should expect more than this on occasion.

Teachers of core subjects at each grade level communicate regularly with each other to ensure that the total amount of homework during any week is not unreasonable. If a parent and student feel that too much homework is being consistently assigned in any particular subject(s), they should contact the appropriate teacher(s).
Homework may be due by the next class or after an extended period of time, for example a long-term project. Students are responsible for handing work in on the given due date.

There are many organizational strategies students may use to manage their homework. The Middle School Handbook & Planner can be a very valuable tool, particularly as a place for students to record homework assignments and class-related tasks to be completed. It can also serve as a communication tool between school and home. Homework can also be checked through course Schoology pages or other online resources. We encourage parents to speak with their child to help decide the best way for them to manage their homework.

Late Submission of Assignments

Life has many unexpected events. This can disrupt even the most conscientious student's homework routines. There are certain things that can be prepared for though. Below are some examples of events that should be planned for on the part of the student:

- Holidays/vacation
- Family housing change
- Social and sporting commitments
- Attendance at interviews
- Participation in events such as competitions and concerts

Report Cards & Grades

Information about student academic progress and achievement will be provided to parents in an on-going manner via PowerSchool. PowerSchool is an online portal into the grade book. Teachers update PowerSchool whenever an assignment is assessed. We encourage parents to regularly check PowerSchool to follow their child's progress. Information and parent account access codes for PowerSchool will be given during the first few weeks of school during new student orientation, and/or sent home prior to our first reporting period. PowerSchool also allows parents to set up email notifications based on individual parent needs.

Official reports are issued to students once each quarter. These reports reflect the school's evaluation of academic and social growth for students. These can be reviewed on PowerSchool and will be emailed to parents at the end of each grading period. First and third quarter reports serve as a progress check only. These grades are not registered on the student's official transcript. Semester grades are registered on the official transcript.

Letter Grades Used at SSIS and their Description	
Level	Descriptor
A/A-	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality, insight, and produces work of high quality.
B/B+	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
B-	A consistent and good understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student usually shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
C+	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
C	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
C-	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
D+, D, D-	Minimal achievement in terms of the objectives.
F	Has not met the objectives for the course.

Calculation of Grades & Grade Reporting

In order to ensure that a student's grade accurately reflects his/her achievement, students should be aware of the following practices. These practices are continually reviewed and analyzed to ensure they match best practices in grading and assessment.

Frequency and timeliness of grading
Students will be given frequent and timely feedback about their progress. In general,

1. Students should receive feedback in the form of a PowerSchool (PS) mark approximately every 2 weeks.
2. Test/project grades should be entered into PowerSchool within 3 class meetings after the test/project was given/due. Test/project grades should be shared with students during class to allow for questions and answers related to the assessment.
3. Homework/quiz/"smaller work" grades should be entered into PowerSchool within 2 class meetings after the item was completed/due. These grades should be shared with students during class to allow for questions and answers related to the assessment.

Disproportionate Grading Practices Should be Avoided
A student's grade should include multiple measures and enough data points to ensure that the final reported grade is most representative of the student's overall achievement.

1. In the course of a quarter and semester, there should be no "grade dumping" (entering a large amount of "points" at the end of the grading period) as this creates an inability for students/parents to understand current levels of progress.
2. No one grade should outweigh all other assessment data in a student's overall grade.
3. Group Work and Grading: The development of collaborative skills is an essential component of the middle school curriculum. The development of these skills can be supported through collaborative projects and experiences.
   a. The assessment of collaborative projects must account for each student as an individual and be reflective of each individual student's

demonstration of learning as determined by the teacher. Collaborative projects should not be assessed as a single grade for the entire group.

b. Self and group assessment and/or reflection should be planned into all collaborative experiences to some degree. Teachers may consider student and group reflections when determining individual grades. However, teachers should only enter their personal assessment of the student into the gradebook (student self-assessments and group assessments should not be entered into the gradebook).

c. Some components of the assessed grade might be based on group work and dynamic. However, this should be small and only create a minor impact on a student's overall course grade.

Supporting High Achievement for Students

In order to support high levels of student achievement, students will be allowed to retest and redo major assessments to demonstrate their best level of achievement. Students will also be required to complete all major assignments/projects/tests (a student may not choose to leave these items as "missing").

1. Any major assessment/project is eligible for retest/resubmission if the grade initially earned is lower than 90%; any smaller work is eligible for retest/resubmission if the student initially earned lower than 70%.

    a. A student's highest level of achievement should be entered at full value into PowerSchool. This includes retested and resubmitted work. There should be no penalty for attempting a retest/resubmission. The highest score (either the original or the retest/resubmission) should be recorded.

    b. A timeframe for redo/retake will be set by the teacher (based on the assignment/need of the student), but generally a redo/retest should be completed within 1 week of the original grade being received.

    c. A plan for re-do/retest should be created with the student/teacher and communicated to the parents. This plan should include:

        i. A self-assessment of learning needs based on the original score including techniques used before the original assessment/project

        ii. A determination of what is to be retested/re-submitted (ex. will the entire assessment be given, or just portions of the assessment)

        iii. A study plan including times, dates, and materials to be utilized

        iv. Parent and student signature

    d. Limitations for this practice may exist at the end of the quarter/semester.

2. Students who are missing major assessments/projects will be required to complete the assessment/work within 1 week of the original due date.
    a. A "missing work" plan will be created by the student and approved by the teacher; parents will be notified of the plan and may be asked to provide additional transportation if the plan includes after schoolwork times.
    b. Zero scores may be entered into PowerSchool as a temporary placeholder as an indicator to the student/parents that something is missing
    c. Scores of zero must be removed by the end of the quarter/semester (within 1 week following the grading period) through the following
        i. Enter an I for incomplete; the student will need to make this up immediately during the following quarter.
        ii. Enter a grade based on knowledge of what the student did complete (ex. teacher observed student during class and is aware of a certain level of achievement)
3. After school and extracurricular activities may be suspended in order to support retest/redo and completion of missing work issues.

Academic Concern & Academic Probation

Academic Concern

Supporting student academic growth and achievement is of utmost importance. Academic reviews will be completed each semester. Students who meet the criteria below will be sent an official letter of Academic Concern:

- A semester grade of D or below in a core course
- A semester grade of D or below in two or more non-core courses
- A demonstration of limited academic progress

Students placed on Academic Concern will work with the counselor and teachers to develop a plan for improvement. A placement on Academic Concern will require parents to sign and return the Academic Concern letter. Letters of Academic Concern will be placed into a student's middle school file. Students can be removed from Academic Concern after two semesters of meeting minimum academic achievement standards.

Academic Probation

Students on Academic Concern may be moved to Academic Probation if the conditions of their plan for improvement are not met. Students may also be put on Academic Probation if they meet the following criteria:

- A failing semester grade for two or more courses
- An average of a C- or below in core courses
- A placement on Academic Concern for two or more semesters

Students placed on Academic Probation will work with the counselor, teachers, and parents to develop a plan for improvement. Placement on Academic Probation may limit a student's ability to participate in extracurricular activities and athletics. Placement on Academic Probation will require parents to sign and return the Academic Probation letter and attend an Academic Probation meeting involving the administration and counselor. Academic Probation letters will be placed into a student's middle school file. A prolonged placement on Academic Probation may result with a student being asked to withdraw from SSIS. Students can be removed from Academic Probation after two semesters of meeting minimum academic achievement standards.

The policies for Academic Concern and Academic Probation in the MS reflect the philosophy of middle grade education. Students are expected to work hard, stay organized, and seek assistance when needed. The policies offer support for students and families. They intended to ensure high standards in MS, and to help the transition in understanding to similar policies that are in place in the high school.

Student/Parent/Teacher Conferences

Good communication between parents, students, and teachers is essential to supporting students in their academic pursuits. Students, parents, and teachers are encouraged to be in communication anytime there is a behavioral or academic concern.

Each fall and spring, formal times are set aside for conferences. Parent participation in conferences is highly encouraged. Information regarding the conference style will be communicated prior to each conference. The dates for these conferences can be found on the published school calendar and on the MS Parent/Student Google Calendar.

Student Services & Support

The MS Guidance program promotes knowledge, attitudes and skills through instruction in three content areas: academic achievement, career development and personal/social growth. Guidance activities and lessons integrate with the grade level teams and are part of team activities and planning.

SSIS has a counselor available to support students in their academic, social and emotional growth. The counselor offers support services for students and families as they manage issues of studying and living in an international environment. The goal is to promote personal well-being, healthy relationships and the successful balance of academic, extracurricular and community involvement for SSIS students.

The counselor may be contacted directly by a student or parent. In addition, a teacher, principal, or parent may refer a student to the counselor. Should the need for counseling be on-going or of a nature beyond the services SSIS is able to provide, students may be required by the school to seek outside professional assistance. Because effective counseling is built upon trust between the student and counselor, the counselor adheres to professional standards of confidentiality when working with students and their families.

The counselor is often one of the first staff members whom new students and parents meet. As such, the counselor assists with initial placement through review of academic records and helps develop a suitable study program. The counselor is also available to assist the parents in helping their child adjust to a new school and environment. As well, students may receive assistance from their counselor in dealing with a wide range of personal, academic and social issues common to this age group.

Typical issues may involve:
- Social relationships
- Emotional regulation
- Time management
- Academic planning and decision-making
- Problem solving and life skills development
- Crisis intervention
- Challenges of living in an international setting, moving and transitions

Student Support Team (SST)

Students are supported at SSIS through a team effort. Members of the MS Student Support Team include the counselor, Learning Support teacher, English as an Additional Language (EAL) teachers, teachers of the particular student, and an administrator. The Student Support Team meets regularly to identify students of concern and to discuss strategies and interventions that will promote their success.

Tutoring

Parents who desire tutoring for their child should request the assistance of the counselor who will be able to suggest possible tutors. Payment for tutoring services is a private matter to be arranged between the parents and the tutor. No teacher may tutor his/her own students for remuneration. If parents have made arrangements for outside tutors, it is recommended that the tutor be in communication with the classroom teacher to ensure that the assistance is relevant and helpful. The classroom teacher can provide direction and guidance for the tutor.

Learning Support

Learning Support classes are offered at each grade level in the middle school to support students with their work in other classes. Students will receive small group instruction in strategies for organization, time management and study skills. Remediation in the area of reading, writing and math will be provided on an individual basis. Activities include guided practice, teacher-student conferencing and application of strategies to assignments and homework. Placement in the Learning Support program is determined after a thorough review of a student's achievement in school as well as any relevant testing data. Students on an Individual Education Plan, IEP, or Learning Support Plan are expected to achieve the same educational outcomes as all other students.

English as an Additional Language (EAL)

SSIS provides an English as an Additional Language (EAL) support service for students who require support to further develop their English competency skills. The EAL support service prepares students with the English social and cultural, language, and literacy skills needed for content studies in a regular classroom setting. The program stresses reading, writing, speaking, and listening.

EAL students in Grades 6-8 receive English language support through a sheltered immersion model. Students identified as needing EAL support may receive small group instruction and also may receive support within their regular classes. For support in class, the EAL teacher and core teacher collaborate, plan, and team-teach in the classroom to ensure that these students can successfully access the core curriculum.

Placement in the EAL program is determined after a thorough review of a student's achievement in school and the results of an English language proficiency test. SSIS is only able to support a limited number of students who need EAL support. Students exit the EAL program based on the following criteria:
- a proficiency examination
- classroom performance
- recommendations from both EAL and mainstream teachers
- consultation with the principal

Library Services

The SSIS libraries are dedicated to developing the Core Values within the context of the library program. The Middle School Library provides inviting, dynamic learning environments for students, staff and school community members. Library services support and enhance teaching, information literacy and learning. Library staff facilitates personal and intellectual development to encourage a love of reading and the effective use and production of ideas and information.

To achieve our mission, we strive to:
- Provide all members of the learning community access to a supportive, welcoming and learner-centered environment
- Work in collaboration with members of the SSIS community to provide learning experiences that promote student achievement
- Encourage lifelong learning through effective information literacy instruction
- Promote critical thinking
- Provide information in a variety of forms
- Use technology to enhance learning
- Contain rich and abundant collections of materials—both print and electronic—to meet the teaching and learning needs of the community
- Reflect principles of diversity and intellectual freedom
- Design spaces for meeting, reading, creating, and studying

Library Hours

The Middle School Library is open on instructional days from 7:45 AM to 4:00 PM. It is closed on faculty professional development days and during most school holidays. School libraries may be open for limited hours during summer vacation.

Borrowing

Students and families may each check out up to 5 items at any one time.

Overdue Policy

Materials should be returned on a timely basis enabling access by all community members. Patrons who fail to return books on a regular basis may have their borrowing privileges restricted or stopped. Students leaving the school must have a form signed by the library acknowledging the return of all resources. Year-end report cards will be issued once all library books have been returned or accounted for. There are no fees for overdue materials.

Lost/Damaged Items

If library materials are lost or damaged, students and parents will be charged the replacement fee and a 50% surcharge to cover costs associated with shipping and processing. All items must be paid for before any school records or reports will be issued.

Health Services

A clinic, staffed by a registered nurse, is located within the middle school building and provides services to middle school and elementary students. A log is kept of all treatment, and parents are notified in the event of any serious illness or injury. The nurse's office is not equipped to have students rest or sleep for extended periods of time. Students who are ill will be sent home.

Illness

Parents are asked to notify the school nurse of any infectious diseases or of any change in the health status of a student, (e.g. a vaccination, illness or operation). In order to maintain a healthy environment for all students, it is important for parents to keep students at home if they are sick. SSIS maintains a fever free environment and requires all students not to attend school if they have a temperature of over 37.8 degrees Celsius. This policy supports the efforts to maintain a healthy environment for all and minimize the spread of viral infections. In most cases, students should remain at home until they have been symptom free for 48 hours.

In the event of extended illness where the student will be absent for a number of days, parents are requested to contact the school nurse.

Nurse DUNG Ha (msnurse@ssis.edu.vn)	Telephone: (84-28) 5413-090, ext. 11071

Injuries

The school nurse will call parents in the event a student must go home due to injury. In the event of a serious injury, the school nurse will contact the parents or guardian and assist in transporting the student to a medical center or hospital for further attention. If necessary, the school nurse, or a designated person, will accompany the student to the facility and meet the parent there. Costs associated with emergency treatment or transportation are the responsibility of the parents.

Medication at School

If parents wish the school nurse to store or administer medication during school hours, please send written authorization including the following information:
- Name of the student receiving the medication and the current date
- Name and description of the medication
- Scheduled time(s) and duration for the administration of the medication
- Instructions for administration of the medication
- A description of any possible side effects

All medicines must be in their original container and be clearly labelled in English. For prescription medication, please provide a copy of the doctor's prescription. A few over-the-counter medications (i.e. Panadol, Ibuprofen) are available and can be given if parental permission is on file, as part of the medical authorization form submitted at the time of enrollment.

Pandemic Response

If circumstances require, Heath Services will assist with the implementation of emergency responses to epidemics and pandemics. They will ensure that SSIS maintains or exceeds health requirements and best practices to support the health and safety of our community.

Food Services

Morning snacks and lunches are available to students in the cafeteria. Careful attention is paid to providing balanced meals and a daily variety of both Western and Asian options. Menus and prices are posted within the cafeteria and can also be found on the school website. Students utilize their student ID card for cafeteria purchases. Cash is not used at the point of purchase. Students must have funds added to their ID card at the cafeteria cashier counter. Any student who is more than 200,000VND in debt to the cafeteria contractor will have their account frozen. To reactivate their accounts, students must top up their ID cards and maintain a positive balance. Students with a frozen account may still eat in the cafeteria by first obtaining a lunch pass from the MS Office at the start of lunch. To help our cafeteria services run smoothly, please maintain a positive balance on your account.

Cold water in a water dispenser is provided throughout the school for student use. All students should have their own water bottle clearly labelled with their name.

Transportation Options & Services

Students have the following options for travel to and from SSIS:
- School bus service is provided by SSIS for an additional fee depending upon space availability. Interested families should contact Ms. Vy at busing@ssis.edu.vn or (84-28) 5413-0901, extension 31281.
- On a typical school day, buses arrive at school between 7:35 am and 7:50 am. Afternoon buses depart at approximately 3:15 pm. Arrival and departure

times may be adjusted as needed based on the need for staggered starts/exits.

- Private cars, carpools or contracted drivers and taxis may drop students off at the school-loading zone in the front of the school. Due to the large volume of traffic and the high number of children in the area, all vehicles are required to drive very slowly and to follow the directions of traffic personnel.
- Students in grades 6-12 may walk or ride bicycles to school. Helmets are strongly encouraged for bicycle riders.
- MS students are not permitted to drive motorbikes to school.

Attendance Expectations

Regular Attendance

Regular attendance is essential to academic success. SSIS asks parents to ensure that their children attend school regularly. To emphasize the importance of attendance in class, SSIS requires that students must be in attendance at least 90% of the 90 school days in each semester in order to receive full credit. Absences beyond this number (9 absences) may be subject to academic consequences. Continued enrollment at SSIS is contingent upon consistent attendance.

In emergency situations, the principal can approve a student leave of absence. If this happens, parents should contact the school office as soon as possible to make arrangements. Following a long-term absence due to illness, parents may need to provide a note from the doctor stating the reason and time of the illness. *Please note: family vacation will not be considered an emergency situation.*

In the event of any absence, parents should contact the MS office assistant by phone (84-28) 5413-0901, ext. 12005 or email (dunguyen@ssis.edu.vn) as soon as possible.

Permission to Stay on Campus After School

Generally, students are expected to depart from campus each day by 3:15pm unless they are involved in supervised student activities. Students may work in the library until 4:00pm. Students not involved in supervised activities may wait near the guardhouse until transportation has arrived. Students should not wander the hallways or grounds after school.

Absences - Excused, Unexcused

When a student is absent from school, our records indicate whether that absence is excused or unexcused.

Excused Absences
In order for an absence to be recorded as excused, parents must submit a written request to the school office. All absences must be approved by the principal, or designee, in order for them to be recorded as excused. Absences are generally excused for the following reasons:
1. Illness, medical or dental appointments;
2. Governmental appointments involving visas and passports, etc;
3. Approved educational activities (field trip, co-educational experience, etc.);
4. Days of religious observance;
5. Family bereavement;
6. Involvement in a public performance;
7. Attendance of ceremonies for family, such as weddings, graduations, funerals, etc;
8. Exceptional occasions (the nature of such occasions will be determined by the principal, or designee, on an individual basis).

Unexcused Absences
Absences are generally recorded as unexcused for the following reasons:
1. No request for approval is provided by the parent/guardian;
2. Reason for absence is not on the excused list above (e.g. shopping, minding the house, etc.);
3. Family holidays (unless granted under exceptional circumstances);
4. Family business trips;
5. Family is unable to provide supervision or transportation for a child.
Please note: There is no extended time to complete work missed during an unexcused absence.

Absences & Missed Work

When a student does have to miss school, it is the student's responsibility to meet with the teachers of missed classes to determine what work needs to be made up. In most circumstances, students will be allowed the number of days absent, plus one more day, to make up missed work.

A student who is absent on the day of a test or quiz will be required to take the test or quiz during his/her free time and when convenient for the teacher.

Assignments due on the day of an absence should be turned in upon the student's return to school. Assignments missed during an absence need to be made up in a timely manner. Teachers will help students to create a manageable and appropriate timeline for completion of missed work.

Special note about PE: If a student is to be excused from PE for medical reasons, a note from a parent or doctor is required. However, if a student is healthy enough to attend school, they are expected to fully participate in PE just as they would any other class. The only medical reason that would allow for a student to be excused from PE is a physical injury that inhibits participation. A note should be delivered or emailed to the PE teacher. If the condition lasts for longer than two consecutive PE classes, a doctor's note will be required. Students will be required to make up any missed classes after school or with other approved activities per PE policy.

Absences & Participation in After-School Activities & Athletics

Students are not permitted to participate in after-school activities (clubs or sports) on days they are absent from school. Special exceptions may be made by administration for family related business (ex. consulate visits).

Early Departure from School

Occasionally, students may need to leave campus before the end of the day. Students will be permitted to leave only under special circumstances and if communication has been received from a parent. Prior to departure, the student must report to the office and sign-out with the MS administrative assistant. Students who become ill during the day must receive permission to leave school. The school nurse will contact parents before permitting the student to leave campus. In all cases, students must receive a dismissal note from the MS administrative assistant to show the school guards in order to exit campus.

Attendance on School-Related Trips

While SSIS stresses the importance of classroom instruction, we also recognize that valuable learning experiences take place outside the classroom. Thus, opportunities are available for students to take part in school-related group travel. School-related group travel is defined as an activity that may take a student off school premises to support SSIS programs. Students who miss class for such activities are granted small extensions to complete work as needed.

Students on Academic Probation are not permitted to miss any school for school-related travel unless the travel is curricular in nature or if given specific permission by administration.

Prolonged Absences

There are times when a student must be absent for an extended period. Parents should notify the MS Office that their child will have to be absent for a prolonged period of time as soon as they are aware of the dates. Students who are absent for prolonged periods are responsible for mastering material missed while away from school. Depending on the circumstances of the absence, teachers may develop a learning plan to assist the student with materials and major assignments during the absence.

Family Vacation and Attendance

The school discourages families from arranging vacations while school is in session. These absences are considered unexcused. Families should utilize the published school calendar when planning their vacations so as not to interfere with student learning. Any work completed by a student while traveling during school must be given to the teacher on the day of return. There is no extended time to complete work missed during an unexcused absence.

School Activities, Athletics & After-School Activities

House Leagues

Middle school has a House League program. The purpose of the House League program is to develop community, school pride, teamwork and friendly competition. This is done through a variety of activities, assemblies and events scheduled throughout the school year. Each of our three "houses" are named after important rivers in Vietnam: Bassac, Red and Saigon. Each house is composed of students from all grades. Students stay in their assigned House throughout their time in the Middle School.

Charitable Work at SSIS

Highlighting the SSIS Core Value of Dedicated Service, there are many opportunities to participate in a wide variety of activities, which benefit important causes and charities. In order to ensure that different efforts are not competing with each other, groups wanting to initiate a fundraising activity as a part of their charitable work must complete a SSIS Fundraising Request form prior to any fundraising activity. This request should be submitted at least two weeks before the event is to be held. The entire administrative team at SSIS reviews these requests.

Field Trips & School Trips

SSIS believes that a broadly-based education occurs both in and outside of the classroom. Field trips and extended school trips are required as a regular part of the SSIS program. Ho Chi Minh City and the surrounding area provide wonderful opportunities for students to enrich their learning beyond the school boundaries.

Students should remember that while off campus, they are representing our school community. Students should dress appropriately for the nature of the trip. All school rules apply throughout the trip.

In middle school, parents sign a single form providing permission for students to participate in field trips within Ho Chi Minh City. During the first week of school, this form needs to be signed by parents and returned to school. Participation in extended or overnight field trips requires individual approval from parents. Parents will receive notification directly from teachers when extended field trips are being planned.

Week Without Walls

Week Without Walls, WWW, is a program designed to stretch the boundaries of learning, providing students an opportunity to grow and develop outside traditional classroom walls. SSIS students in grades 6-8 participate in an extended trip aimed at increasing their awareness and appreciation for this part of the world, making curricular connections that are not possible in the classroom. The trips provide opportunities for students to apply what they have learned within school to real life situations. To the greatest extent possible, these trips include curriculum-focused activities, cultural introductions and service opportunities. Trips also include team-building activities to develop collaboration skills and personal connections with classmates.

The goals of the Week Without Walls program are to:
  • Take learning out of the school and into the real world
  • Develop a greater understanding and appreciation of Vietnam
  • Provide an opportunity for middle school students to develop greater independence and personal responsibility
  • Increase respect for the environment and engage in service to others

This exciting program is a requirement for all middle school students. Families are generally charged for the WWW program in addition to regular tuition. Fees for the WWW program can be found on the school website and are included in each family's tuition bill. In the event that overnight trips are not allowed, such as during the Covid-19 pandemic, WWW trips will be billed at the time the trip is finalized and ensured to be in accordance with current safety regulations.

Note: SSIS provides limited emergency evacuation insurance in the event of injury during the Week Without Walls. It is an expectation that students have their own medical insurance coverage during the Week Without Walls.

After-School Activities (ASA)

MS students at SSIS are encouraged to become involved in extracurricular activities. SSIS sponsors a number of MS clubs, activities, organizations, and sporting activities designed to appeal to a wide range of interests, abilities, and talents. Students may choose from community service groups, student council, fine and performing arts activities and performances, academic clubs, language and cultural clubs, and sports. Many are open to all interested students; some are class related; and others are by audition or try out. ASAs typically run from 3:00-4:00. Busing is available for students who have purchased busing services.

Student Council

The Student Council, StuCo, is a group of elected students who contribute to developing meaningful and relevant educational and social experiences for students, promote a positive student environment, model a democratic process, address student concerns, and provide a forum for student expression.

The purposes of the Student Council are to:
1. Establish formal communications with the administration.
2. Foster positive relationships between faculty and students.
3. Act as ambassadors and role models for the student body.
4. Encourage students to initiate and participate in school affairs.
5. Build school spirit.
6. Organize, raise funds for, and promote activities and programs that provide opportunities for students to become involved in school life.
7. Develop within students a sense of responsibility for their conduct and behavior.
8. Promote the school's five core values of *Academic Excellence, Sense of Self, Dedicated Service, Balance in Life and Respect for All.*

In May, executive officer (President, Vice President, Secretary, and Treasurer) elections are held for the following school year. Current 6th and 7th grade students are eligible to run for Secretary, Treasurer, or Vice-President. Current 7th grade students are eligible to run for President.

In September, students elect class representatives for Student Council. Elections are open to any middle school student.

Athletics

Statement of Philosophy
The SSIS Middle School Athletics program is an essential component of our well-balanced program that seeks to provide a healthy, positive educational experience for our student athletes based on their developmental needs and characteristics. The focus of our program is the development of fundamental athletic skills, teamwork, character, and sportsmanship. Participation, performance and competition in the SSIS athletic program will focus on the opportunity for students to develop and exhibit skills to the best of their abilities recognizing the importance of "personal growth and consistent effort regardless of the outcome of the competition." To support this, SSIS provides multiple interscholastic teams for all students to participate at developmentally appropriate levels for both skill and age.

Goals of the Athletic Program
The SSIS athletic program's primary focus for athletes and coaches at this level:

1. Sense of Self
    o   To understand how to win with humility and lose with grace
    o   To develop the physical skills needed to improve as a player (dexterity, coordination, etc.)
    o   To improve proficiency in decision-making
    o   To promote a healthy understanding and acceptance of personal attributes and the emotional aspects of a healthy body image
    o   To encourage all students to participate
2. Academic Excellence
    o   To maximize the learning of skills
    o   To develop a positive self-discipline
    o   To implant a love of and commitment to lifelong learning and self-improvement
    o   To improve knowledge and understanding for the rules of the game
3. Respect for All
    o   To develop a healthy sense of competition
    o   To give opportunity for all team members to participate
    o   To demonstrate respect for authoritative figures (officials and coaches)

- o To display compassion and a concern of well-being for others (teammates, competitors)
- o To be aware of mature, appropriate modeling by adults (coaches, parents, spectators, and officials)

4. Balance in Life
    - o To develop strong friendships as a result of taking part
    - o To engage in a positive co-curricular activity
    - o To increase awareness for management of time (personal~school~sport)
    - o To expand interest in lifetime and leisure activities
    - o To have fun when participating

5. Dedicated Service
    - o To create a positive school climate with collaboration and teamwork, conflict management and leadership

Objectives of the Athletic Program

1. Participation in athletics shall be available to any student expressing a desire to be involved.
2. The values of good sportsmanship and the dynamics of teamwork shall be stressed at all times.
3. The importance of teaching young athletes to give and receive recognition shall be incorporated into practices and games.
4. Students shall be challenged to strive for the highest level of excellence for each athlete as they participate and compete.
5. Students shall be given the opportunity to explore the capabilities of their changing physical make-up, with the recognition of the potential for further physical growth.
6. Coaches will work to ensure that they have:
    - o consistent application of rules for their sport
    - o well-organized practices
    - o information-rich teaching and skill coaching
    - o knowledge of their athletes and their individual needs
    - o recognition of improvement and work-ethic

Team Placement

Coaches must also strive to develop all players on the team while balancing the need to succeed. Athletes must feel they have a fair opportunity to demonstrate their best abilities in an objective evaluation by coaches. Tryouts are to be held at the school beginning on the first official starting date of each sport in order to maintain fairness and consistency.

Game Time Play

During the sport season, each SSIS team will be given game and tournament opportunities. Regulation games will be distributed as evenly as possible among all teams in that division. During the friendly competitions, coaches will work hard to ensure that players get an equal amount of time. As teams enter season ending city championships and international competitions, coaches will use their professional judgement to give opportunities to all players in the game at appropriate times.

Conference Membership

Currently SSIS is involved in three athletic conferences. The Saigon International School Athletic Conference (SISAC) involves schools from the Saigon City area. This league's commitment involves a series of inter-school matches and a season-ending championship tournament. The Mekong River International School Association (MRISA) involves schools from around SE Asia. In May 2018, SSIS joined the South East Asia Student Activities Conference (SEASAC). Both of these international leagues involve season-ending championship tournaments.

Cost to Participants

Saigon South International School is involved in two major leagues, SEASAC and MRISA. These leagues operate under a per-person charge format where all athletes and delegates pay $85 to attend any tournament or conference. Fees go directly to the cost of food, shirts, medals, livestream, officials and other expenses related to each event. When delegates are travelling, this fee will be added to the overall trip cost, which will include airfare and hotel. When an event is hosted at SSIS, this fee is collected from SSIS participants as well.

Hosting Commitment

For the 2023-24 school year, there will be <u>no</u> hosting obligations.

Academic Eligibility

Students must maintain academic eligibility in order to participate in sports and activities. Placement on Academic Concern or Academic Probation may make a student ineligible for participation. The administration reserves the right to make the final decision regarding academic eligibility on a case-by-case basis.

Athletics and Traveling Clubs Eligibility

Consistent with the mission of SSIS as a college preparatory program, the eligibility policy is intended to support students in need of academic counseling and improved academic performance. SSIS students are expected to prioritize their academic work above extracurricular commitments. SSIS administrators shall make any exceptions to the guidelines below.

Eligibility is determined at the following times:
- Season 1 eligibility determined by quarter 4 & 1 Report Card (June)
- Season 2 eligibility determined by quarter 1 & 2 Report Card grades (October)
- Season 3 eligibility determined by quarter 2 & 3 Report Card grades (December)

In order to participate in any SSIS overnight extracurricular activity (sports teams and traveling clubs (MUN, SEAMC, VEX, etc.) a student must:
- Be in good academic standing. The student may not be earning:
  - 1 or more F grades on their quarter report card
  - 2 or more D grades on their quarter report card
- Be in good standing with the school's attendance policy (not missing more than 10% of any class for non-school related absences).
- Demonstrate good sportsmanship with teammates, coaches, staff, parents and/or members of other teams.
- Be in good behavioral standing. Any student that is under disciplinary action may lose eligibility.

SSIS bears no responsibility for refunds in the event that a student, who has prepaid for travel of an activity/sport, is forced to withdraw due to the eligibility regulations described.

Eligibility determinations will be communicated to the student and family by the Athletic Director, Director of Activities or divisional administrators.

Uniforms & School Supplies

Uniform Requirements & Dress Code

To promote a respectful and neat environment focused on study, all SSIS students are required to wear the official SSIS uniform. **All uniform items must be purchased at the school store unless noted**. The school uniform consists of the following:

Approved Tops:
- Light and dark blue polo shirt with traditional or 20th/25th Anniversary SSIS logo
- SSIS jackets and sweaters with the traditional, 20th/25th Anniversary, or sports SSIS logo
- All tops including jackets, sweaters, and sweatshirts must be purchased at the school store. There are no exceptions to this for students EC3-Grade 11.
  * HS Seniors are allowed to wear college/university sweatshirts provided they prominently display the college/university logo and/or name.

Approved Bottoms:
- Dark blue and black shorts and skorts
- Long pants: students are permitted to purchase and wear their own as long as the fabric and color conforms to the SSIS uniform pieces.

In Addition:
- Skorts and shorts must be worn at the designed length.
- Any shirts worn under the polo shirt are to conform to school colors.
- Shoes must be neat, safe, and appropriate for the activities of the school day. No flip-flops or high heels should be worn. All shoes must connect to the back of the heel.
- Non-uniform items such as jewellery need to be safe for the various activities engaged in throughout the school day.
- Hats and headscarves must be removed inside the school building unless worn for religious reasons.
- School colors include white, light blue, dark blue, black, and grey.

Out of Dress Code Days

Non-uniform days are occasionally organized by the Student Council, Athletic Department, or by House Leagues to encourage school spirit and camaraderie. The principal must approve non-uniform days in advance. On these days, students are expected to wear clothing respectful of school standards and appropriate to a school setting. Students choosing not to participate in the special dress must wear the regular full uniform on these days.

Free Dress on Early Dismissal Days

The Student Council has arranged for students to wear free dress on all Early Dismissal Days (days ending at 12:15pm). This privilege is granted under the condition that students wear non-uniform clothing respectful of school standards and that are appropriate to the school setting. This privilege can be revoked by the administration.

All faculty members (administrators, teachers, staff) at SSIS work together to enforce these guidelines and may speak to a student if they observe a violation of the dress code.

Physical Education Uniform & Dress Code

Physical Education Class

Physical Education (PE) is a valued part of the SSIS program. All students are expected to wear the official PE uniform. This is mandatory for all PE classes at all times. Uniforms may be purchased from the school store. In the interest of personal hygiene, and the consideration of others, all students are expected to change clothing before and after PE class. The PE uniforms are not to be worn to and from school. Showers are available and encouraged; towels should be brought from home. Students will be given ample time at the end of class to shower and be ready for their next class. Students will be issued a PE lock and locker for the storage of their belongings during PE.

Each MS student will need to bring the following for PE:
- Socks and appropriate lace-up sports shoes
- PE uniform

- Cap/hat and sunscreen for outdoor activity
- Towel
- Water bottle
- Soap
- Deodorant

For days of swimming instruction students need:
- One-piece bathing suit
- Goggles

Students will be issued a PE lock and locker for the storage of their belongings during PE. Safely storing personal belongings is an important responsibility. It is also recommended that personal belongings be labelled with the student's name. Loss or damage of the provided lock will result in a replacement fee of 360,000VND.

School Textbooks & Materials

Students will be issued textbooks and other school property for use over the school year. Students are expected to return those materials intact to the school or they will be charged for their replacement. Textbooks are numbered, and students must return the same book they are issued.

Students are expected to have a supply of common school supplies including pencils, pens, and paper in addition to their laptop. These supplies can be purchased at the school store or in local stationary stores. On occasion, students may be asked to have additional supplies such as binders, report covers, or poster boards. Parents will be notified in advance if additional supplies are needed.

Other General Information

Absences of Parents/Guardians

If parents/guardians are going to be absent from Ho Chi Minh City for any amount of time, the MS Office should be informed in advance and contact information provided in case of an emergency. It is not considered appropriate for students to be left in the care of housekeepers and/or drivers.

After-Hours Access to School

School buildings are generally accessible between 7:00AM and 5:30PM on school days. Guards and cleaners are not allowed to give students access to classrooms after hours. Therefore, students should take all necessary books and belongings with them when they leave school for the evening and on weekends.

SSIS sporting facilities are heavily booked for practices and games and are generally not available for casual use. Any request for use of athletic facilities outside of instructional hours during the school week should be made directly to the Event Coordinator.

Personal Property

Students are responsible for any valuable or personal property that they bring to school. Students should lock personal belongings in their school or gym locker. The school is not responsible for the loss of any property that has not been securely locked in a locker.

Lost Property

Students are provided with a secure hallway lock and locker and a secure PE lock and locker. Students should keep their belongings locked and secure at all times. Students who lose personal items at school are to report the incident to the Middle School Office as soon as possible and fill out a Lost Property form. Students are encouraged to check for lost items immediately. While it is not always possible to locate missing items, rapid response does increase the probability of recovery. Should it be determined that theft is likely, the administration will investigate.

Students should bring any found and obviously high value items to the MS Office. This includes items such as found laptops, telephones, or other items of high value. Other found property, such as water bottles, backpacks, and school sweatshirts, should be placed in the Lost and Found box inside the MS library. Labeled items will be returned to the students. SSIS takes no responsibility for lost or unclaimed items.

Communication

Our initiatives and support for students would not be effective without the involvement of families. A strong relationship with school and family is vital to student learning. SSIS offers a wide range of opportunities for families to connect to the SSIS community and to their child's school experience. Examples include: PowerSchool, Schoology, eNews, official progress reports, parent-teacher conferences (once a semester), MS Principal Coffees, Curriculum Night, presentations/workshops with the counselor, and SSIS principals, email, SMS messages, phone calls, the SSIS school website: www.ssis.edu.vn, SSIS News and Upcoming Events bulletin boards.

Student Guidelines & Conduct Expectations

Conduct Expectations

The Core Values guide expectations for student conduct. Conduct refers to how students behave in different environments and in different situations. In general, MS students are expected to:

Be organized and prepared
- Arrive at school and class on time with all needed materials
- Complete and submit homework, assignments and projects on time
- Maintain lockers and personal space in an organized manner
- Carry the school issued ID card at all times
- Wear the designated school uniform appropriate for each class or activity

Demonstrate respect for others, for the environment and for school property
- Respect the rights of others to work in an atmosphere conducive to learning
- Respect the diverse cultures, backgrounds and opinions of others
- Use only appropriate displays of affection at school and at school functions
- Practice active listening skills
- Work cooperatively with others with the goal of supporting the learning of all
- Acknowledge the work and contribution of others whenever appropriate
- Speak English in the classroom and hallways
- Use appropriate and respectful language at all times

Demonstrate behavior appropriate to the setting
- Understand and adjust behavior and actions for the specific setting and situation
- Demonstrate appropriate behavior expectations at all times when under the care of the school, on school property, at school activities both on and off campus, and on school trips.
- Expectations for classroom, hallway, assembly, bus and cafeteria behavior differ
- Use electronic devices at teacher discretion; during all other times electronic devices must be locked securely in the student's locker

- Utilize cell phones before and after school only, unless specifically requested by the classroom teacher. **Cell phones must be locked securely in the student locker from 8:00AM-3:00PM** or until the student finishes after school athletics or activities.
- Understand and abide by the MS Gaming Guidelines (see appendix)

Keep a safe and secure environment
- Bring no dangerous items to school
- Maintain a drug, alcohol, and tobacco free environment
- Treat furniture, equipment, buildings, and school grounds with respect
- Use technology appropriately and in appropriate situations
- Keep all areas clean and picked up
- Walk in the hallways and on stairs; ensure exits and doorways are not blocked

Reasonable efforts will be made to inform students and parents of any changes in these rules after the handbooks are published. Ignorance of published school rules is no excuse for inappropriate behavior.

Special Conduct Expectations

Elevators Usage
The elevators located in the middle school are to assist those with disabilities or injury. Students requiring use of the elevator must request permission from the school nurse or MS Principal, MS Associate Principal, or MS Counselor.

Cafeteria Behavior
Feeding and cleaning up after more than 300 middle school students in a timely and efficient manner requires the cooperation of every student. Students are expected to support this process by:
- Standing in line patiently,
- Making food selections quickly
- Having their ID card ready for check out
- Using good manners
- Limiting conversations to the students at the table.
- Clearing the eating area of all food, wrappers, and debris.
Students may sit at the cafeteria tables or may sit at the tables on the cafeteria patio.

Mid-Day Recess

This is the time to play and have fun with friends. Students may be in the following areas for mid-day recess:

- Designated fields
- Gym (Gym will be scheduled for certain groups on certain days)
- Library
- Dragon's Den
- Classrooms (if invited by teacher)

Student Guests

Students may bring an overseas guest (this includes former SSIS students) to attend classes for one day with prior written approval from the MS Principal. The request to bring a visitor should be made at least one day in advance. In some cases, former students may visit for up to two days, but this must be approved in advance. Permission will not be given to students living in Ho Chi Minh City or attending other schools within Ho Chi Minh City. The MS Administrative Assistant will notify all of the teachers who will host the visitor in class.

Upon arrival, guests must sign in at the MS Office and wear a visitor's pass at all times. Guests are expected to shadow their host student unless they have permission otherwise from the administration. Guests of SSIS students are required to adhere to all school rules while on campus. Guests at extra-curricular activities such as performances and dances are also obligated to follow all school rules. Guests who do not abide by the above expectations will be asked to leave immediately.

Student Lockers

Middle students are each issued a hallway locker, a PE locker and a combination lock for each one. Students are responsible for the security of their locker.

Students must:

- Keep lockers locked at all time
- Use school provided locks
- Keep lock combinations private
- Not share or change lockers.
- Only use lockers for school-related purposes only
- Keep lockers clean and free of open food and drinks

- Store books and personal belongings inside and not beside or on top of lockers
- Store backpacks and phones inside lockers during the school day. Students may not carry their backpacks into classrooms and are expected to store unneeded books inside their lockers during the school day.
- Not write on lockers

Students may:
- Use removable decorations in their lockers.

Special Locker Notes:
- Students will be charged for painting, repair or replacement as necessary.
- A school administrator may open any locker at any time. A school administrator and one other staff member will be present during any locker inspection.

School Busses

Students are expected to conduct themselves in a manner that reflects positively on SSIS. This includes behavior while traveling on the bus to and from school. It is expected that students will be courteous and respectful to all other adults and students on the bus. Older students are expected to serve as positive role models for younger students and lead by setting a positive example. The bus supervisor or driver is the final authority on the bus. Failure to follow behaviour guidelines may result in temporary or permanent removal of bus privileges. No refund will be made if a student has been removed from the bus for behavioral reasons. General expectations for bus behavior include, but are not limited to:
- Be on time
- Be seated with seat belt fastened at all times
- Do not use cell phones on the bus
- Keep windows closed
- Treat bus property with care and respect
- Exit the bus at your stop only; use the front door only to exit
- Use appropriate language; keep voices at a reasonable level
- Refrain from eating food or chewing gum on the bus; only water is allowed
- Refrain from throwing anything within or out of the bus
- Keep all body parts inside the bus; do not reach or lean out the windows
- Be responsible for personal belongings
- Adhere to all SSIS policies and rules

Assemblies, Performances and Special Events

All students are expected to maintain the highest standard of behaviour at assemblies, performances and special events. Students are expected to understand the different behaviors that are expected at different types of events. For example, at an athletic event, it is acceptable for students to make appropriate noise and show enthusiasm. At other performances, students may be expected to sit quietly, refrain from talking and moving around, and demonstrate respect for the performers.

For most performances in the auditorium, the following guidelines apply:
- Remain seated for the entire performance.
- Do not bring any extra belongings to the assembly/performance/event unless specifically requested.
- Avoid behaviors that might distract performers on stage. Talking, cell phone usage, flash photography, walking around, eating, drinking, and playing video games all are considered inappropriate in this setting.

Substitute Teachers

In the case of a substitute teacher, students are expected to follow the rules and procedures established by the regular class teacher. Furthermore, it is expected that students will behave in a manner that will provide meaningful assistance to the guest teacher. Disruptive, disrespectful and unsafe behavior will not be tolerated.

School Field Trips and Sporting Events

All school rules apply when students are away from the school campus. Students are representing the middle school, and people in the community will associate your behavior with all of the students at SSIS. Additional rules and guidelines may apply during school trips. These will be distributed prior to departure.

School Dances, MS Blasts!, and After-School Events

Certain social events at SSIS are for all SSIS students while others are only for high school, middle school, or elementary school students. For safety and security reasons, student guests from other HCMC schools are not permitted to attend any SSIS evening activities without prior permission from the MS Principal.

After-School Event Guidelines

Families are responsible for providing transportation to and from activities unless otherwise organized by the school. Students not promptly picked up at the end of an event may not be allowed to attend the next MS event. Students are allowed to have a cell phone at school dances/after school events. However, students should respect other student's privacy before taking and posting pictures online. Failure to comply may result in confiscation of the cell phone until the end of the event. Students are expected to remain at the dance or event from the beginning to the end. Leaving the venue for any reason without permission of a chaperone will be handled as a disciplinary infraction upon return to school.

Guests at Events

Most events are for SSIS students only. Guests from other schools, or from other school divisions, are not to be invited unless the activity is announced as open to them. The MS Principal must approve any exceptions in advance. Applications for a guest pass must be completed at least 2 days in advance of the event. The guest form includes the name and date of the event, the guest's name, and the host's name. The family and host take full responsibility for the guest and the guest's behavior. In some cases, the visiting student may be asked to provide ID information prior to the event.

Consequences in Support of School Policies

MS teachers and administrators will treat students in a dignified, positive manner if found in violation of policies outlined in this handbook. The definitions and consequences summarized below are intended to deter infractions, or violations, of school policy in a consistent manner and promote a healthy and studious environment. Offenses repeated from year to year will be weighed when administration makes a decision on consequences involving serious offenses.

In general, the following list of consequences may be utilized if a student chooses to violate school policies. They are listed in order of growing consequence. The family will be notified if any of the following disciplinary actions are taken.

Family Contact

Teachers and principals may notify the family if infractions of a school rule continue.

Loss of Privilege

Students may lose the right to participate in certain activities (like dances, assemblies, or activities) or may have other privileges revoked as a result of misbehavior.

Detention

Occasionally, students will be required to remain after school to serve detention for violations of rules. Typically, detention will last for one hour, and students will be able to take the activity bus home. Failure to serve detentions when scheduled will result in the assigning of additional detention days. Detentions may be assigned by the teacher or by administration. Students serving detention are always expected to bring class work with them. Students are required to complete homework or other schoolwork during this time and/or any assigned projects related to their offense.

Restitution

In certain situations, involving incidents of theft, vandalism, etc., students and families may be required to give an equivalent or compensation for loss or damage.

Family Conference

In many cases after the first or second consequence, the family and student will be asked or required to meet with the counselor or an administrator to determine the support needed to correct the problem.

Service Project

When appropriate as determined by the principal, students may work on a task that gives back to the school community. This consequence will be assigned when logistically possible and when resources are sufficient for supervision of the student.

Behavioral Probation

In cases of on-going misbehavior or repeated misbehavior, a behavior improvement plan may be developed by the principal or designate and the family. At the end of the probationary period, the principal or designate will determine whether or not the standards have been met.

In-School Suspension (ISS)

Students may be assigned ISS for more serious violations of middle school rules. ISS is supervised by the MS Office and prevents students from attending their regularly scheduled classes. Students are required to complete their classwork (in-class and homework) during this time and/or any assigned projects related to their offense. Students may be removed from after school activities in addition to school day activities. The first assignment of ISS will generally be for one or two days, while a second assignment of ISS may be three to a maximum of ten days, depending on the seriousness of the offense. ISS is at the principal's discretion. The family will be notified of any ISS assignment.

Out-of-School Suspension (OSS)

Serious infractions may result in OSS. During OSS, students are not allowed on campus until the fulfilment of the OSS assignment (this includes before and after school events in any division). A first assignment of OSS will generally be for one or two days, while a second suspension may be three to a maximum of ten days, depending on the seriousness of the offense. The family will be notified of any OSS assignment.

Expulsion

Expulsion is defined as the revocation of a student's right to attend SSIS and/or be on school grounds at any time. If a student's conduct fails to improve after one or more suspensions, if an initial offense is considered sufficiently serious by administration, or if a probation plan has been deemed ineffectual by the school's administration, the student may be expelled from the school. The principal will be charged with making a recommendation of expulsion to the Head of School after affording the offending student the right of due process. The Head of School will make the final decision regarding the principal's recommendation. A student expelled will not be eligible for any refund of fees paid for the semester in which he/she was expelled. Transportation fees will be refunded on a prorated basis.

Student Behavior Referral Process

The following is a summary of how behaviour infractions are addressed at SSIS.
Note: The principal has the right to determine if extenuating circumstances exist that may alter the information on the following chart.

Referral
A referral can be made by a teacher, faculty member, bus monitor, student, or parent.

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Investigation
Concern or incident will be investigated. Student referred will share his/her view. The seriousness of offense will be determined

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Level One
Incidents may include:

- *Classroom infractions*
- *Bus infractions*
- *Inappropriate and disruptive behavior*
- *Dress code violations*
- *Unexcused tardiness*
- *Electronic device violations*

Level Two
Incidents may include:

- *Repeated Level 1 infractions*
- *Academic dishonesty*
- *Forgery*
- *Harassment/ Bullying*
- *Truancy*
- *Jeopardizing safety*
- *Public display of affection*
- *Unauthorized location*

Level Three
Incidents may include:

- *Repeated Level 2 infractions*
- *Theft*
- *Vandalism*
- *Curfew violation*
- *Threats, fighting, assault, battery*
- *Possession, use or sale of drugs, alcohol, or tobacco*
- *Possession of weapons or explosives*

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Determination of Consequence
Once the investigation is complete, the level of consequence will be determined. In general:
Level 1 offenses will begin with parent contact;
Level 2 offenses will begin with detention;
Level 3 offenses will begin with ISS or OSS.

Safety & Security at SSIS

Identification Cards

At the start of each school year, SSIS students are issued a student identification card (ID). These cards enable students to:
- Enter the campus
- Use the library
- Purchase food in the cafeteria

Students are required to:
- Carry this card at all times and not deface them in any way
- Report and replace lost cards immediately. Failure to do so may result in disciplinary action

Closed Campus Policy & Campus Security

SSIS has a closed-campus policy for all grades, EC-12. The SSIS campus includes all buildings and grounds that are enclosed within the boundaries of the security fence. Any student leaving the campus during the school day (including for lunch) must have specific permission and a dismissal note from the office. In cases of sudden illness at school, the school nurse may authorize a student to leave campus after calling the parent and arranging for transportation. A student in violation of the closed campus policy is subject to disciplinary action and parent notification.

SSIS provides 24-hour security service. Admission to campus requires a valid SSIS ID card (which will be scanned upon entry and exit) or registration as a visitor (which requires a valid picture ID and issuance of a visitor pass). All visitors to the middle school division must check in with the MS Office once in the building. Families on campus who need to speak to or pick up their child should come to the MS Office where office staff will arrange for the student to come join them.

Emergencies: Communication & Evacuation Procedures

In the event of an emergency, our communication goal is to provide all community members with reliable information.

For emergencies outside of school hours, students will be contacted by their advisory teacher as part of the SSIS Emergency Communication plan. SMS messaging, email, PowerSchool and the SSIS website will also be used to communicate important information. Families are to keep the MS Office informed of any change in address, phone number, email address, etc. If both parents are going to be away from HCMC, parents should contact the MS Office in advance providing the dates of absence and emergency contact information for the guardian during that absence.

In the event of an emergency - fire, earthquake, unauthorized intrusion - staff and students will follow established procedures. In such circumstances, student safety is of paramount importance. In emergency situations, access for emergency vehicles is vital. Families are therefore asked to keep the school entry areas clear of vehicles at all times.

If it is necessary to evacuate students and staff from the school premises, students and staff will be temporarily housed at the Phu My Hung office complex on Saigon South Parkway, Tan Phu Ward, District 7, until arrangements can be made for families to transport students home.

In the event that students must return home, families will be notified through the school's emergency phone tree including text message, email and/or phone call.

SSIS periodically conducts evacuation drills with faculty and students to practice safe and efficient evacuation procedures. Students are reminded that evacuation procedures must be conducted in an orderly and silent manner. Should a crisis ever occur, it is vital that the communication of information be accurate and quickly available. Teachers will review procedures with students at the start of the school year. Students are also advised to familiarize themselves with the designated evacuation routes from each of their classrooms. Signs indicating the evacuation route for each room are posted within every classroom.

Appendix

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Appendix 1: Laptop Care

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Standards for Proper Laptop Care

This document is an important addendum to the Acceptable Use Policy (AUP) which is available on the school website. Students are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your laptop.

Students are responsible for the general care of their laptop. Following the advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable learning tool.

Student Responsibilities
- Bring your laptop to school every day with a full charge.
- Students are responsible for their devices at all times. Unattended and unlocked equipment, if stolen (even at school), is the student's responsibility.
- Place an identifying name tag on your device. Label the top of the computer and both parts of the power cord.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the laptop on the bus, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- Backup your data. Never consider any electronic information safe when stored on only one device.

General Care
- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing.
- Keep the equipment clean. For example, don't eat or drink while using the laptop.

Carrying the Laptop
- Students should never carry their laptops while the screen is open. Always completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and the loss of all data.

- Always store the laptop in a carrying case.
- Do not grab and squeeze the laptop, as this can damage the screen and other components

Repairs
- Repairs are the responsibility of the student and parent. School personnel will not be involved in repairing student-owned devices.

Screen Care
The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the laptop that could put pressure on the screen. The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen
- Do not touch the laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Remember to shut your computer off when cleaning.

Battery Life and Charging
- Arrive to school each day with a fully charged battery. Establish a routine at home so that each evening the laptop charges fully.
- Avoid using the charger in any situation where anyone is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shutdown if unable to connect the laptop to the charger.
- Close the lid of the laptop when it is not in use in order to save battery life and protect the screen.

Appendix 2: MS Gaming Guidelines

Middle School Gaming Guidelines

Playing games is a way for students to relieve stress. Many games make it possible for students to gain social, planning, and design skills, along with figuring out strategies to accomplish their goals. Gaming can help students think critically about what they are doing in an enjoyable way. To support having the privilege of gaming during non-instructional times at school, the Middle School Student Council has developed these gaming guidelines.

These gaming guidelines explain to students what type of games are appropriate to play at school. The gaming guidelines apply to all middle school students.

Allowable Gaming Devices
Students may only use their laptop to game. Other electronic devices may only be used at teacher discretion, and those electronic devices must be locked securely in student lockers during all other times (see Middle School Student Handbook).

Appropriate Times to Play Games at School
Students are allowed to play games before and after school, and during break times, including lunch. There are exceptions to this, such as when the teacher uses a specific game in class for learning. The games played during the certain times given above must follow these gaming guidelines, and students must responsibly follow the guidelines written in the student handbook.

Appropriate Locations to Play Games at School
Students are allowed to play games in the following locations: atrium, middle school library, and the Dragon's Den. These are the areas typically available to students during the school day. Students are not allowed to play games in the following locations: cafeteria, fields, gym, pool areas, and hallways. Though some of these areas are available to students during the school day, they are not suitable for laptop use.

School Appropriate
All games played at school need to be school appropriate. School appropriate games should fall into these categories: creative construction, educational, sports, strategy, skill-building and sandbox games. The content and objective of the game must also be school appropriate. In selecting a game to play at school, students should ensure that the language of the game is appropriate and respectful. The game should focus on positive relationships and conduct by and toward both people and inanimate objects.

Content that is NOT School Appropriate

According to the Responsible Use Policy, available on the SSIS school website, students are expected to be "a responsible user and understand that access to the school's devices, networks and the Internet is a privilege, not a right" (Responsible Use Policy). Games can be educational and creative, but also include violence and unsuitable content for school at the same time. According to the student handbook, students should "use technology only in ways that are kind and respectful" (Middle School Handbook). Games that contain violence, blood, sexual references, drugs and inappropriate language and more are not appropriate for school. In addition, the objective of the game should not be violent. These restrictions are needed because these inappropriate contents could make other students feel uncomfortable.

Some examples of video games that ARE school appropriate
- Tetris
- Minecraft
- 2048
- Agar.io
- Balloon Tower Defense

Some examples of video games that are NOT school appropriate
- Counter Strike
- Team Fortress
- Grand Theft Auto
- Fortnite

Consequences
If a student chooses not to follow the gaming guidelines, consequences will be applied following the Student Guideline & Conduct Expectations section of the student handbook.

Written by: Middle School Student Council 2014-16, edited by Middle School Leadership Team; these guidelines were approved by the MS Leadership Team in January 2017.
Based on the following documents: Responsible Use Policy, and the Laptop Policy.

Definition
Sandbox games are also referred to as open world games. These allow players to roam freely with few limitations, decide on goals, missions and objectives. Minecraft is a classic example of a **school appropriate** sandbox game.

Appendix 3: SSIS Academic Honesty Policy

Saigon South International School encourages students to strive for excellence and to conduct themselves with academic honesty. Personal integrity and mutual trust are of utmost importance.

The school prides itself on having a policy of tolerance and patience. In cases of academic dishonesty however, the importance of maintaining school credibility and our reputation as an outstanding educational institution requires consistent and deliberate action. The majority of students find dishonest practice disturbing and appreciate the support provided in helping students develop and uphold acceptable practices.

Teachers recognize the normal work patterns and writing talents of individual students and become concerned when assignments submitted are drastically different from work normally produced during supervised instructional periods.

SSIS Efforts to Control Plagiarism
The High School will use www.turnitin.com or a similar tool for all of its core academic classes. This type of website is a plagiarism control tool allowing teachers to compare student-submitted work to work found on the world wide web and with other previously-submitted student work to turnitin.com from anywhere in the world. All students will be required by their teachers to submit major written assignments through this web-based tool. Teachers will provide students in their class with course code and password information for use of this site for this purpose. The Middle School will use similar web-based tools.

The school recognizes the need to advise students on what constitutes academic dishonesty and on the distinctions between dishonest and legitimate practice. Such advice is an essential part of academic education and preparation for professional life. Therefore, it is expected that parents and students review this policy annually.

The following information is provided to make sure that students are aware of expectations and understand actions that will be construed as cheating.

Definition of Academic Dishonesty

Academic honesty requires that students present only their own work for assessment and grading. Academic dishonesty is therefore defined as an act of deception with regard to work done as part of the school's curricular and extracurricular programs at any time or place. Such deception aims at avoiding academic responsibility and/or gaining unfair advantage in any assessment.

Examples of Dishonest Practice

The ability to electronically access information has increased the temptation for students to cheat, especially on homework assignments and course work done outside school. It is incumbent on the school to guide students away from such dishonest and educationally damaging temptations.

The following list provides common examples of unacceptable practice. The list is not exhaustive; each case will be judged upon its own merits.
- Copying another person's work
- Allowing one's own work to be copied
- Unauthorized collusion on an assignment
- Dishonest practice in a test, examination or some other form of assessment
- False declaration (for example, lying to obtain extension of a deadline, to gain exemption from work or to receive special consideration)
- Forgery (for example forging a signature, parental note, certificates, record, report or letter of reference)
- Data falsification (for example: fabricated, altered or copied project or laboratory report)
- Plagiarism (see note below)
- Cutting and pasting information from a website without proper referencing

Collaborative Assignments

Cooperation and collaboration between students are frequently expected and encouraged. When working on group projects, results may be given collectively. However, there must be clear acknowledgement of whose contribution is being submitted or presented. One-sided contribution ceases to be collaborative. Similarly, collaboration must never result in a piece of work being attributed to a single individual.

Plagiarism

Plagiarism is defined as the presentation of another's words or ideas as one's own and without proper citation (credit given to the source). When students plagiarize, they usually do so in one of the following ways:

- Using the words or original ideas of another without proper citation
- Failing to use quotation marks when citing a source
- Paraphrasing another's work without citing the original source
- Using an author's argument or points from an argument and representing them as one's own

Examples of common sources of plagiarized materials include work by other students, journal articles, books and the internet. It should be noted that even unintentional failure to acknowledge a source might constitute plagiarism. Forgetting to include a footnote or reference is not an acceptable excuse. If ever in doubt, acknowledge your source. If you are not sure if what you are doing is plagiarism or malpractice, ask your teacher.

Referencing Expectations

Students are expected to correctly reference the work of others in all situations and assignments using the MLA 9 style. Examples of proper referencing styles are available on the MLA website or PurdueOwl.

Malpractice

Malpractice is defined as "behavior that results in, or may result in, the student or any other student gaining an unfair advantage" on one or more assignments. The following are examples of behaviors that constitute malpractice. This list, however, is not exhaustive:

- Copying the work of another student
- Sharing one's own work with another student
- Fabricating data for an assignment
- Misconduct during an examination, such as attempts to disrupt the examination or distract another student
- Stealing examination papers
- Using an unauthorized calculator on an examination
- Using unauthorized notes or references during an examination

Consequences for Academic Dishonesty (including Plagiarism and Malpractice):
The School reserves the right to impose logical consequences for academic dishonesty, depending upon the frequency, seriousness, and circumstances of the offense.

As part of the learning process, cases of minor academic dishonesty within the classroom will be dealt with by the teacher as "teachable moments." This would include incidents:
- that have a small effect on course grade, and
- in which there is evidence that the student does not understand what was dishonest about the action.

If the teacher determines that the incident is serious and that the student knew that academic dishonesty was involved, the student will be referred to administration. Once referred to the administration, the following consequences will apply over the students' SSIS career if and as the frequency of academic dishonesty continues.

First Serious Offense
- The student earns no credit on the plagiarized work and is required to redo and resubmit the work. Teacher may give the same or a similar assignment.
- An email will be sent home from the SSIS faculty member to the parents explaining what happened and any actions taken by the teacher. MS administration is copied on this email.
- A referral by the SSIS faculty member will be made to administration with any background information that may not have been included in the email to the parents.
- An e-mail and/or telephone call by administration will be made to the parents or guardians.
- The incident will be noted and placed in the student's school file (but not in the student's permanent file).
- A conference with the student, teacher, parent, counselor, and administrator may be held depending on the circumstances. Administration will determine whether a meeting will be held.
- The student may be required to meet with the counselor separately to work on decision-making skills.

Second Serious Offense

- The student may earn no credit on the plagiarized work and will be required to resubmit the work.
- An email will be sent home from the SSIS faculty member to the parents explaining what happened and any actions taken by the teacher. MS administration is copied on this email.
- A referral by the SSIS faculty member will be made to administration with any background information that may not have been included in the email to the parents.
- The incident will be noted and placed in the student's permanent SSIS file (as well as the student's school file).
- A conference with the student, teacher, parent, and administrator will be held.
- The student will be assigned in-school suspension (one to two days).
- A letter from administration will be sent to parents outlining the seriousness of the situation.

Third Serious Offense

- As with any repeated breach of school regulations, a third offense may result in the student being asked to withdraw from SSIS. Administration will consider the factors of each third offense carefully before making a final decision.

ROLES AND RESPONSIBILITIES IN ACADEMIC HONESTY
MS Administration, MS Counselor

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences for students if found guilty of plagiarism or malpractice.
- Establish a school culture that actively encourages academic honesty.
- Engage fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a student being investigated for malpractice.

Teachers, Librarians

- Provide instruction and scaffolding necessary for students to use ethical research practices including opportunities for feedback via the drafting process.
- Provide students with consistent advice on good academic practice whenever necessary.
- Support the SSIS Academic Honesty Policy and comply with SSIS standards for acknowledging sources.
- Confirm, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of the student.
- Provide students with clear guidelines on academic writing and referencing styles.
- Provide clear information on assessment requirements for all assignments, especially concerning aspects involving individual and/or collective assessment.
- Provide clear guidelines on group work, especially concerning assessment and division of tasks among group members and monitoring of group work to ensure fair assessment.
- Adhere to school policies regarding consequences for student plagiarism or malpractice.

Students:

- Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged using an appropriate documentation system.
- Are responsible for complying with the Saigon South International School Academic Honesty Statement.
- Should seek clarity from teachers and teacher librarians during the assignment process and also regarding any aspect of the Academic Honesty expectations.
- Be aware of SSIS consequences for student plagiarism or malpractice.

Appendix 4: Middle School Anti-Bully Policy

Saigon South International School Middle School recognizes that all students have the right to feel safe, secure, and respected when they come to school. Everyone in the school community has the right to feel free from any threat of bullying or harassment. Students should also feel safe when reporting incidents to staff members. It is necessary that we, as members of the Saigon South International School community, adhere to the anti-bullying policy proactively, fairly and consistently.

Purpose
To provide a safe, secure learning environment for all
- To create a supportive environment that allows for open, honest communication
- To raise awareness of the issues involved with bullying and harassment and provide skills and strategies to students, staff, and parents
- To provide interventions that teach empathy, respect and compassion to those involved in bullying and harassment situations
- To implement procedures to address bullying and harassment

Definitions
Harassment/Bullying is unwanted, intentional, aggressive and repeated behavior that is meant to demean, humiliate, isolate and control an individual.

Harassment/Bullying includes an imbalance of power in which another individual uses their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others.

Advances in technology have created opportunities for cyber bullying and the misuse of technology. It is the expectation of SSIS that behavior and actions related to the use of technology are appropriate and respectful of oneself and of others. Cyber bullying is defined as deliberate, harassing, threatening and humiliating misuse of electronic media that is disruptive to one's educational environment.

Bullying and harassment in any form is prohibited, including but not limited to:

- Verbal: Name calling, personal comments, racial abuse, gossip, taunting, insulting, and making threats, intimidation
- Social: Being deliberately and maliciously excluded by an individual or group
- Material: When possessions are stolen or damaged or extortion takes place
- Emotional: As when pressure to conform is applied or social relationships are manipulated
- Physical: Hitting, kicking, pushing, pulling, bumping into, blocking/impeding student's movement, physical assaulting or any other unwelcome physical contact
- Written: Including graffiti, text messages, web sites, social network sites, blogs, or other misuses of technology

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Reporting Strategies

Incidents of bullying or harassment should be reported to administration without exception. If such an incident involves physical threats or safety issues, it must be reported to administration immediately. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Student Reporting

Students can report bullying or harassment to any member of the staff. Students seeing others being bullied are encouraged to report it as well. When bullying is reported, the classroom teacher or staff member shall make every effort to deal with the situation immediately. Further appropriate action and follow-up will take place as soon as possible.
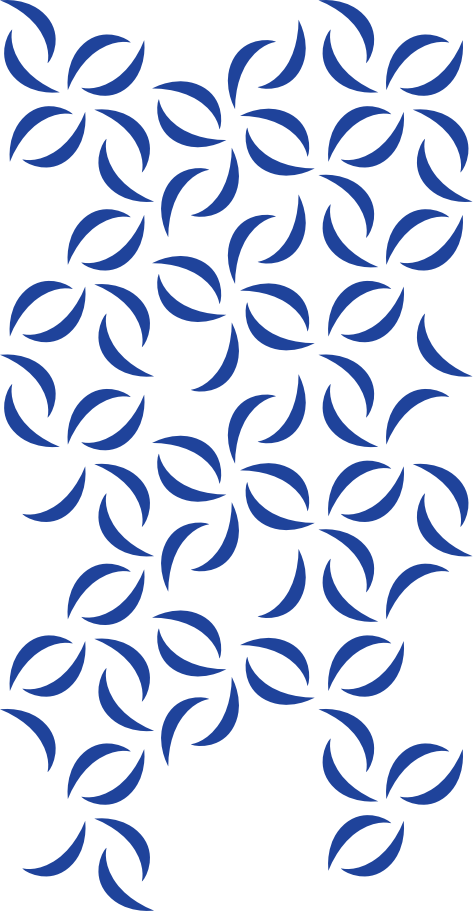
Role of the Staff

Everyone in the school will be aware of the indications of potential bullying and harassment and will act in response to these situations. Staff responses may include:

- Listening to and reassuring the student
- Taking action as quickly as possible
- Making it clear that such behavior is not acceptable

Establishing whether or not the incident is part of a pattern; then the following should occur where appropriate:

- Reporting the incident to the appropriate administrator for further disciplinary action and/or threat assessment
- Referring the incident to the counselor for further support