



# Elementary Parent Handbook

2023 - 2024



**SSiS**  
SAIGON SOUTH  
INTERNATIONAL SCHOOL

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# General Information

Head of School: MORAN, Catriona, EdD

Elementary Principal: SYLVESTER, Melanie, MEd

Associate Principal: GOLDSTEIN, Edward

GRADE	ROOM	TEACHER	TEACHING ASSISTANT
Early Childhood	B107	STEVENS-KING, Tammy	ĐẶNG, Thị Hoàng Vân/ NGUYỄN, Ngọc Thùy Dương
	B109	CANNELL, Charlotte	VÕ, Thị Cẩm Tú/ VÕ, Nguyễn Trúc Linh
Kindergarten	B113	TORRES, Aileen	LƯU, Nguyễn Đình Vũ Vi
	B104	WHITELEY, Natalie	NGUYỄN, Thị Uyên Thi
	B111	PRESTON, Stacey	CAO, Chánh Thanh
	B106	ANELLO, Elena	LÊ, Huỳnh Yến Nhi
Grade 1	EAL - B211	SERNA, Denise	
	B214	WALTON, Patty	NGUYỄN, Thị Bích Đào
	B212	NIJENHUIS, Samantha	TRẦN, Thị Ngọc Đào
	B213	ABBAS, Sana	NGUYỄN, Thị Thanh Hương
	B215	WONG, Lee	NGUYỄN, Thị Thu Hà
	B210	POTTER, Thomas	LÊ, Thị Ngọc Huệ
Grade 2	EAL - B313	DAVIS, Jessica	
	B311	BURGER, Andy	HUỲNH, Thanh Thảo
	B309	JACOBS, Lisa	NGUYỄN, Thanh Thảo
	B304	OSTIGUY, Michelle	NGUYỄN, Thị Quỳnh Trang
	B307	MADRID, Noel	VŨ, Hòa Thụy Uyên
	2B306	CARLETON, Liz	ĐẶNG, Thị Kim Anh
Grade 3	EAL - B302	McDOUGALL, Catherine	
	B407	RATCLIFFE, Sarah	VÕ, Nguyễn Thùy Vy
	B402	o' DONNELL, Patrick	TRẦN, Thị Nga
	B401	ARNOLD, Shelley	LẠI, Thị Thụy
	B404	CUNY, Katie	BÙI, Đức Phương Khanh
	B406	DREWETT, Philip	NGUYỄN, Ngọc Nam Anh
Grade 4	EAL - B414	CASS, Melvin II	
	B409	FERREIRA, Ana	TẶNG, Hưng Thịnh
	B411	KEARNES, Terry	ĐINH, Văn Hóa
	B412	HEATWOLE, Laura	NGUYỄN, Thùy Minh Châu
	B408	McBURNEY, Tom	LÊ, Thùy Linh
	B410	RODRIGUEZ, Maricela	LÊ, Thy Thy
Grade 5	EAL - A411	DOWD, Sarah	
	A409	REDMAN, Jenni	TRẦN, Thị Thu Ngân
	A413	ANYANGO, Mary	NGUYỄN, Thành Đương
	A415	NIJENHUIS, Rik	TRẦN, Thị Phương Thảo
	A417	O'HARE, Kenneth	LÊ, Thị Ngọc Dung
	A407	COLQUHOUN, Christopher	LÊ, Nguyễn Thùy My

GRADE	ROOM	TEACHER	TEACHING ASSISTANT
<b>Specialists</b>	Visual Arts Teacher EC,K,1 - B102	CARAGLIOR, Jacqueline	SIN, Hải Loan
	Visual Arts Teacher 2,3 - B209	STONEHOUSE, Nick	NGUYỄN, Hồng Ly
	Visual Arts Teacher 4,5 - B208	BLUNDON, Alisa	NGUYỄN, Ngọc Mai
	Drama Teacher 2,3,4,5 - A103	HEATWOLE, Alan	HUỶNH, Thị Lê
	Librarian EC, K,1 - B200	DILLON, Gretchen	HỒ, Thị Thu Thảo
	Librarian 2,3,4,5 - B200	McROBBIE, John	
	Music Teacher EC,K,1 - B100	AYACHE, Ranya	NGUYỄN, Du Quỳnh Như
	Music Teacher 2,3 - B310	CORPENING, Leon	ĐÀO, Thị Kim Ngân
	Music Teacher 4,5 - B413	DOYLE, MaKenzie	LÊ, Hoàng Minh Thi
	PE Teacher EC, K,1 - A206	GAIRA, Conrad	LÊ, Trần Thảo Vi
	PE Teacher 1,2,3 - A206	OLLIFFE, Diane	HUỶNH, Minh Thuận
	PE Teacher 1,4,5 - A206	GALVEZ, Carlos	LÊ, Hoàng Thảo Uyên
	Vietnamese Elementary - B300		VÕ, Thị Thùy Mai
	Vietnamese Elementary - B301		DƯƠNG, Thị Kim Hà
<b>Coaching</b>	EAL Coordinator - B202	GOMEZ-GALVEZ, Ceci	
	Instructional Coach: STEM - B202	HUA, Phu	NGUYỄN, Thị Huệ (Makerspace & B207)
	Literacy Coordinator - B202	KLADOVA, Tatiana	LÊ, Văn Bình (Explorers Program Assistant) - B207
	Instructional Coach: Technology - B202	MARAMBA, Danai	NGUYỄN, Anh Thư (Technology Assistant)
<b>Student Support</b>	School Psychologist EC,1,3,5 - B315	PAUL, Lance	
	School Counselor EC,K,2,4 - B312	EDWARDS, Shawn	
	Early Interventionist EC,K,1 - B125	SPENCER, Brianna	
	Learning Support Teacher 1,2 - B211	ARMITT, Craig	
	Learning Support Teacher 3,4,5 - B302	DOBSON, Simon	
<b>Administration</b>	ES Principal - B123	SYLVESTER, Melanie	NGUYỄN, Thị Bích Thùy - B119
	ES Associate Principal - B121	GOLDSTEIN, Edward	BÙI, Thụy Nhật Minh - B119



# From the Elementary School Principal

## Dear Students and Parents,

Welcome to Saigon South International School (SSIS). We are a college preparatory school committed to the intellectual and personal development of each student in preparation for a purposeful life as a global citizen. Our goal is to reach this mission through the development of the SSIS core values: academic excellence, sense of self, dedicated service, balance in life and respect for all.

Welcome to our Elementary School. We instill a love of learning by maintaining a balance that encourages the development of the whole child and promoting an appreciation for life-long learning, a balanced and healthy lifestyle, respect for others, global awareness and community service are all considered important aspects of a good elementary school education. We encourage students to question, discover and evaluate information and sources of information. Self-awareness of individual strengths and weaknesses is encouraged. Nurturing those areas in which students excel is important as is supporting students to develop in areas in which they may be less gifted. Language arts, mathematics, science, social sciences, fine arts, physical education, reading and computer technology form the basis of our core curriculum.

Welcome to our handbook. Please read these pages carefully and support us in our endeavors in making this a pleasant, successful, and memorable school year. If you have any questions, do not hesitate to contact us. Our school email addresses are provided for the purpose of close communication between home and school.

Sincerely,

**Melanie Sylvester**  
**Elementary School Principal**  
[esprincipal@ssis.edu.vn](mailto:esprincipal@ssis.edu.vn)

Helpful Contacts		
Name	Position	Email
Edward GOLDSTEIN	Elementary School Associate Principal	<a href="mailto:egoldstein@ssis.edu.vn">egoldstein@ssis.edu.vn</a>
Thùy NGUYỄN	Administrative Assistant	<a href="mailto:esoffice@ssis.edu.vn">esoffice@ssis.edu.vn</a>
Minh BÙI	Office Assistant	<a href="mailto:mbui@ssis.edu.vn">mbui@ssis.edu.vn</a>
Vy TRẦN	School Bus Coordinator	<a href="mailto:busing@ssis.edu.vn">busing@ssis.edu.vn</a>
Thu NGUYỄN	Nurse	<a href="mailto:esnurse@ssis.edu.vn">esnurse@ssis.edu.vn</a>

### School Address

78 Nguyen Duc Canh, Tan Phong Ward, District 7, Ho Chi Minh City, Vietnam  
Tel. (84 28) 5413 0901. Fax: (84 28) 5413 0902. Website: [www.ssis.edu.vn](http://www.ssis.edu.vn)

# SSIS Philosophy of Education

We believe each child is unique. We recognize that children have distinctive learning styles and individual rates of development. We endeavor to provide a safe and nurturing environment that meets the social, emotional, intellectual, and physical needs of each child.

We believe learning builds on prior knowledge and is enhanced by the process of inquiry, exploration, discovery and thoughtful reflection. We acknowledge the role of teachers as facilitators of learning who encourage each child's search for knowledge and understanding. We strive to provide opportunities for children to construct meaning through developmentally appropriate, stimulating, and challenging experiences. We value assessment as a reflection of student progress and as a guide to the formulation and implementation of curriculum. We recognize that a child's learning continues beyond the classroom and that a partnership between the school and home is essential for each student's success.

As a community of learners, we believe teachers, students, and parents share responsibility for the educational process. This includes assisting students with the development of critical thinking, creative problem-solving, and decision-making skills and helping them to balance their lives and grow socially, emotionally, and physically as well as academically.

We aspire to foster in each child a love of learning and the desire to realize individual potential. We seek to instill in our students a sense of responsibility, an appreciation for cultural diversity, and a respect for universally held ethical precepts. We know that the best way to accomplish this is through a strong, supportive partnership with the parents of our students.

We believe our commitment to academic excellence, personal development, and cultural awareness will ensure that well-educated, caring, and resourceful young people can successfully meet the challenges of their world.

SSIS offers American-style curricula from pre-school through twelfth grade. The language of instruction is English.

## Accreditation

SSIS is fully accredited by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Schools, Suite 200, 533 Airport Boulevard, Burlingame, CA 94010 in the United States. Phone: (650) 696-1060. Accreditation ensures that we deliver a safe, quality educational program that is recognized internationally. We have just received accreditation through June 30, 2023.

## SSIS Website

Please take time to visit our website at [www.ssis.edu.vn](http://www.ssis.edu.vn). The website is updated regularly.

# Core Values

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## Academic Excellence

1. Academic standards
  2. Challenging Academic program
  3. Critical thinking
  4. Self-management
  5. Collaboration
  6. Foundational knowledge
- 



## Sense of Self

1. Character
  2. Lifelong Learning
  3. Leadership
  4. Sense of community
- 



## Respect for All

1. Respect
  2. Diversity
- 



## Balance in Life

1. Holistic education
  2. Wellness
  3. Balanced Obligations
- 



## Dedicated Service

1. Community Service
  2. Service Learning
  3. Social and Environmental Responsibility
-

# School Hours

Students should arrive on campus between 7:30 AM and 7:45 AM. Students enter the building at 7:45 AM. Lessons begin promptly at 8:00 AM. Dismissal time is 3:00 PM. Students may remain on campus after school only if they are involved in an ASA activity, are on a sports team, or are under the direct supervision of a responsible adult.

Students who are picked up by parents or drivers should be met promptly at the end of the school day. Students are to be picked up at the designated dismissal area in the atrium between the elementary school and middle school buildings.

If a parent wishes to make a change in the regular arrangement for his child's transportation home, it is essential that the parent send a note to the child's teacher requesting the change and explaining the details of the change and the reason[s] for it. An additional email to the elementary administrative assistant, is also recommended. Once again, the safety of children is our first concern in establishing this guideline.

## Early Dismissal Days

Early Dismissal Days provide time for professional development, curriculum work, and other school-wide requirements related to our WASC Accreditation or Parent/Teacher Conferences.

## Dismissal Before end of School Day

If it is necessary for a student to leave school before the end of the day, **parents must send a note to the teacher stating the reason for early dismissal and identifying the individual who will pick up the student. The student should be met in the office so she/he can be signed out and the adult issued with a gate pass.**



# Dismissal Procedures

Dismissal occurs at **3:00 pm** every day. Pick-up procedures vary depending on whether your child is riding the bus, being picked up, walking home, or participating in an after-school activity. Below are directions for parents and staff members.

- **Bus riders**
  - Students who ride the school bus in EC–G2 will be taken to the bus by a staff member.
  - If your child rides the bus, you will receive information from Ms.Vy, our bussing coordinator.
- **EC – G2 parent pick up**
  - Students must be met in the Atrium by a responsible adult or an SSIS sibling, as permitted in the [Dismissal Permission Form](#)
  - Parents who are meeting their children should wait in the Atrium in the location designated for their class. Parents need to make contact with the teacher before they take their child. Please do this only after the students have reached their designated location in the Atrium.
  - A staff member will wait with the students in the Atrium.
- **Grades 3, 4, and 5 dismissal**
  - Students in grades 3, 4, and 5 will be dismissed from the classrooms and are permitted to walk to the car pick-up area to meet their parents or drivers. They will exit from the gate 2 turnstiles.
- **Walking home**
  - **Early Childhood, Kindergarten, grades 1 and 2:** May not walk to the car pick-up area or walk home on their own.
  - **Grades 3, 4, and 5:** May walk home on their own only after parents have completed a [permission form](#) and submitted it to the school.
- **After school activities (ASAs)**
  - Students who participate in ASAs will be taken to meet their ASA instructor by a staff member.

# School Procedure

## ACCESS TO CAMPUS

Cars may enter the campus by the security guard house. Students must be dropped off in a safe manner. The driver should pull over to the curb to discharge passengers. In the interests of safety, all students and parents should exit on the curb side only.

### Vehicle Regulations on the SSIS Campus

1. All vehicles entering the SSIS campus and their drivers must be registered with the school and display a numbered sticker windshield of the vehicle. The sticker should be placed behind the rear-view mirror in the top-center of the windshield. Registration forms will be distributed to drivers and will be available at the guard house.
2. Drivers of vehicles entering the SSIS campus, whether they are parents or employees of the family, must obey all posted signs and must follow the directions of SSIS staff and uniformed guards.
3. Speed limit on campus is 10km per hour.
4. Drivers must remain in their vehicles at all times. They may not leave the vehicle unattended.
5. Passengers of vehicles must exit and enter the vehicle at the curbside of the covered walkway only.
6. If there is a need to unload items from the vehicle, it should be done in the parking lot, not at the curbside drop off.
7. Drivers will give right-of-way to pedestrians and must stop at 'zebra crossings' to allow pedestrians to cross.
8. Drivers waiting for parents to return to a vehicle after drop-off must go to the parking lot.
9. Horns should be sounded only in cases where it is necessary to warn others of some unsafe situation.

Drivers who fail to follow these regulations will be warned of the violation and a record will be kept of all violations. Parents will be notified of violations. If a driver repeatedly disregards the regulations, the driver and vehicle will be barred from driving on campus for a period of time or permanently.



## ADMISSIONS

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Saigon South International School welcomes students of all nationalities to apply for enrollment. SSIS also accepts limited numbers of qualified Vietnamese students. SSIS accepts students who can be successful in the regular academic program.

SSIS offers limited learning support, and therefore is unable to accommodate students with serious physical or learning disabilities or special emotional needs requiring attention beyond what is available from the regular classroom teacher.

Admission is contingent upon receipt of all required documents and application fees. Placement tests guide admissions and placement decisions.

Students may be formally admitted to SSIS with the completion of the following documentation:

- Completed student application form
- Completed language survey form
- Two completed teacher recommendation forms
- Early Childhood Parent Questionnaire (EC3 – Kindergarten candidates only)
- Copies of school reports from the two previous school years (in English)
- Student Health Form (Including copy of insurance card)
- Copy of Individual Education Program (IEP), if applicable
- Copies of any Psycho-Educational Evaluations, if applicable
- Copy of student's passport
- Copy of both parents' passports
- 2 passport-sized photographs of the student

### Admissions Policy for EAL Students

The language of instruction at SSIS is English. Admission of EAL students is made on a limited basis and with the intention of maintaining a diversity of cultures within the student body.

EAL Applicants for Kindergarten will be tested for reading and spoken English while grades 1-5 will be tested for proficiency in reading, writing and spoken English.

## ASSEMBLIES

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Assemblies occur at various times during the school year to commemorate special events such as the beginning and end of the school year, Tet, Reading Week, and International Week. While these assemblies are specifically planned for our students, parents are welcome to attend as well. We want to help our students learn proper audience behavior, and we ask that parents assist us in this goal. Please be on time for the start of the performances and stay until the performance is over. Cell phones should be turned off or put in silent mode. If a call is received during the assembly, please quietly move out of the auditorium. When siblings accompany parents to assemblies, they need to be seated with parents and supervised before, during, and after the assembly. This is particularly important for younger siblings. Prior to the start of the assembly, they should not be running around the auditorium.

## ATTENDANCE POLICY

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### Introduction

Consistent school attendance is of primary concern to our school. We believe that every minute a child spends in school is important. In many cases, difficulties in school can be directly linked to absenteeism.

Students are expected to be at school. On time every day unless they are ill. Students should remain in school until the end of all classes. Additionally, we expect families to plan travel only during scheduled school vacations. Please refer to the school calendar when making travel arrangements.

### Philosophy of Attendance Policy

Regular and punctual attendance is an essential prerequisite to effective learning. Our attendance policy is designed to maximize good attendance and punctuality. Students are required to attend school on time every day.

### Recording of attendance

1. Attendance is recorded in the homeroom classroom at 8:00 AM daily. Homeroom teachers are responsible for ensuring that attendance is recorded at 08:00 daily using PowerSchool. Students are marked as either “Present” or “Absent.” No other codes should be used.
2. Students arriving to the classroom after 08:00 should only be admitted with a “Late Pass” from the school office.
3. For all students who are late or absent, codes will be marked to indicate whether the tardiness or absence is excused or unexcused.

## RESPONSE TO ABSENCE

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### What parents should do if their child will be absent from school:

Parents should notify the school office by phone or email as soon as they know that a child will be absent from, or tardy to, school.

### What the school does if a child is absent:

As a vigilant and caring school we apply same-day response to student absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call.

## TYPES OF ABSENCE

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When a student is absent from school, our records must indicate whether the absence is excused or unexcused and the appropriate register code will be used.

### Excused Absences

In order for an absence to be recorded as “excused,” parents must submit a written request to the elementary school office. All absences must be approved by the Elementary Principal, or designee, in order for them to be recorded as “excused”. Absence may generally be excused for the following reasons:

1. Illness, medical or dental appointments
2. Governmental appointments, such as visa, passport, etc.
3. Approved educational activity (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 Elementary 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/carer
2. The request is not approved (eg. 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
6. Child not permitted to come to school due to non-payment of tuition, non-completion of required health forms, etc.

## TYPES OF TARDINESS (PUNCTUALITY)

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Parents are expected to bring their children to school at 7:45 in order to allow sufficient time for them to be present and punctual when attendance is taken. Attendance is recorded in the homeroom classroom at 8:00 AM daily. If children arrive after 8:00 AM, they are recorded as tardy. When a student is tardy, our records must indicate whether the absence is excused or unexcused and the appropriate register code will be used.

### Excused Tardiness

In order for a tardy to be recorded as “excused,” the Elementary Principal, or designee, must approve the tardiness to be recorded as “excused”. Tardiness may generally be excused for the following reasons:

1. Similar reasons for excused absences
2. School transportation challenges
3. Weather, or other problems, that slow school transportation
4. Other school-related causes for tardiness
5. ‘Exceptional’ occasions (the nature of such occasions will be determined by the Elementary Principal, or designee, on an individual basis);

### Unexcused Tardiness

Tardiness is generally recorded as “unexcused” for the following reasons:

1. No request for approval is provided by the parent/carer;
2. The request offered is unsatisfactory and is not approved

## ATTENDANCE CONCERNS

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If a student is absent 10% or more of the total number of school days for which the child has been registered during one school year, a meeting may be scheduled with the parents, classroom teacher, and administration. The focus of the meeting will be to determine the reasons for the attendance concerns and to develop strategies for improving the student’s attendance at school.

## CLASS PLACEMENT

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In the spring of each school year our teachers, psychologist, learning support specialists, EAL teachers, and administrators begin the process of forming new homeroom class groups for the following school year. Homeroom class groups are balanced in terms of several factors including but not limited to overall numbers, academic levels, behavioral/social needs, and gender. We welcome input from parents and provide a form that parents can submit to provide information they would like to be considered during the placement process. We do not accept requests for specific teachers or for a specific gender of teacher. Homeroom teachers for the students’ current school year are directly involved in the formation of class groups, but they are not involved in determining which teacher the student will have for the next school year. Once class groups are formed, the psychologist and principals assign these class groups to teachers.



## EMERGENCY DRILLS

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Emergency drills are held periodically during the school year. When the emergency bell rings, students exit the classrooms in an orderly manner and line up in the field close to the school entrance. Attendance is taken and procedures are followed to ensure student safety

## EMERGENCY SITUATIONS

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In case of a general emergency that threatens the safety of the students and staff, parents will be notified as soon as possible. Students will be temporarily housed at the school or at the Phu My Hung office complex (the Lawrence S. Ting Building) on Saigon South Parkway, Tan Phu Ward, District 7, until arrangements can be made with parents to transport students home.

## ENGLISH AS AN ADDITIONAL LANGUAGE PROGRAM (EAL)

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The EAL teachers provide content-oriented instruction in English language to students who are not native speakers of English and whose level of English is insufficient for them to be successful in regular classes without assistance. The EAL teacher teams with the classroom teacher to determine the needs of the students. Kindergarten through grade 5 non-native speakers of English are evaluated upon application to determine their proficiency in English and appropriate grade level for entrance to our school. EAL support is provided beginning in Kindergarten. By nature of the Early Childhood program, children are immersed in literacy and learn English best in the language rich classroom. Pupil-teacher ratios are low and provide opportunities for individual assistance as needed.

## ASA (AFTER SCHOOL ACTIVITY PROGRAM)

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The After School Activities (ASA) are provided to students in grades one to five by community members, parents, and staff for a period of nine weeks. The activities offered depend on the interests and ability of our community. Online registration will take place two weeks prior to the start of activities. Activities begin at 3:15 P.M. Parents must make arrangements to pick up students at 4:00 P.M. Younger siblings in Early Childhood & Kindergarten must be picked up by parents at 3:00 P.M. or return home on the school bus if they are bus students. They are not permitted to wait for their older siblings unless supervised by a parent.

### **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 (eg. consulate visits).

### **ASA Bus Registration:**

ASA busing provides transportation service for students in grade one through five leaving SSIS at 4:10pm every Mondays, Tuesdays and Thursdays during ASA sessions. Following is the drop-off points:

- PMH area
- An Phu Supermarket in District 2
- Opera House in District 1

Please register for ASA busing once you have received final confirmation for activities by contacting the school bus coordinator.

## FIELD TRIPS

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Ho Chi Minh City and the surrounding area provide wonderful opportunities for students to enrich their learning beyond the school boundaries. Students participate in field trips that are closely linked to classroom units. Parents with suggestions for field trips are encouraged to contact the teacher. Some trips will be taken in the Phu My Hung community area. You will be notified of scheduled trips in advance. For trips outside the Phu My Hung area, parents will be asked to sign a field trip permission form that indicates full details about the field trip. Overnight field trips are planned as part of the grade five curriculum.

### Field Trip Chaperones

Elementary students go on field trips to enhance the curriculum and/or experience something outside of the normal school environment. Often parents are asked to chaperone these trips. If you agree to be a chaperone, please be aware of your responsibilities:

1. You are expected to be with your assigned group at all times.
2. Younger siblings may not accompany you on field trips; chaperones' attention needs to be on your assigned group.
3. Be sure you know what the teacher wants to highlight for your group.
4. Other family members (grandparents or visitors) may be welcome to join the class, ONLY if the classroom teacher agrees to have additional people join the group. It may be necessary for such guests to pay a fee to cover the additional costs.

## FUNDRAISING/CAMPUS SALES

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Administrative approval is necessary for all school sales and fundraising activities held on the school grounds.

## GUIDANCE & COUNSELING

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The Elementary Psychologist supports the social-emotional and learning needs of elementary students. The Psychologist offers support services for students and families as they manage issues of studying and living in an international environment. The goal is to help students, parents and faculty create the environmental conditions that best promote student well-being, healthy relationships, and the successful balance of academics and family life for SSIS students.

The Psychologist is often one of the first staff members whom new students and parents meet. As such, the Psychologist assists with initial placement through review of academic records and assists the administration in creating balanced classes.

A major component of the Guidance & Counseling program includes presentation of classroom Guidance lessons, which focus on the Core Values: Academic Excellence, Sense of Self, Respect for All, Dedicated Service, Balance in Life.

In addition, classroom Guidance lessons focus on Friendship, Decision-Making, Personal Safety, Conflict Resolution and other skills that assist the development of independent thinking & personal resilience.

The Psychologist also supports the SSIS Elementary community through consultation with teachers and parents, short-term individual/small group student counseling and parent education/support.

## HEALTH SERVICES

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Clinics, staffed by two registered nurses, are located on the ground floor of the MS and HS buildings and provide services to all students.

### **Clinic working hours from Mondays to Fridays:**

The ES & MS Nurse Office – Room A105: 7:30AM – 4:00PM

The HS Nurse Office – Room C106 : 11:00AM – 7:00PM

A log is kept of all treatment, and parents are notified in the event of any serious illness or injury. For elementary students, the school nurse also carries out regular health screening including vision, hearing, and body mass index (B.M.I). Parents are notified of the results of these tests.

### **Nurse’s Office Functions**

- Provides care to students and staff who have been injured or who present with acute illness. Evaluates and refers the cases to the other medical facilities as appropriate.
- Contributes to the control of communicable disease through immunization record keeping; the surveillance and isolation of students with contagious diseases.
- Administers medication and treatments as ordered by health care providers.
- Serves as a liaison between students, school personnel and health care providers regarding health issues.
- Provides first-aid kits on campus, school buses, field trips and sport events.

### **Nurse’s Office Regulations**

The following regulations have been instituted regarding visits to the nurse’s office while classes are in session:

- Except in an emergency, students will have a pass from their classroom teacher to visit the school nurse. Otherwise, they should see the nurse during a recess or lunch period.
- Early dismissal due to illness will occur only after the student is evaluated by the nurse and upon her recommendation that the student should go 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).

Many of the most common illnesses (colds, influenza, hepatitis A & B, chicken pox, and conjunctivitis) result from viral infections, and antibiotics are therefore ineffective in treating or preventing the spread of the illness. Viral illnesses require time for the body to overcome the infection. Therefore, to ensure the sick student does not transfer the contagion to others, 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 or over 38 degrees Celsius. This policy supports our efforts to maintain a healthy environment for all and minimize the spread of viral infections. When a student has had a fever, the student should be fever-free (without medication to reduce the fever) for a period of 24 hours before returning to school.

Parents are requested to inform the ES office of the reason for the absence, including illness, prior to 8:00 a.m.

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

## **Injuries**

- The school nurse will call parents if a student must go home due to illness or injury.
- In the event of a serious injury or illness, the nurse or an office staff member will contact the parent or guardian before transporting the student to the nearest medical facility for further emergency care. The nurse or a designated person will accompany the student to the hospital and meet the parent there. Costs associated with emergency treatment or transportation are the parents' responsibility. The school does not provide accident insurance for incidents that occur on campus.

## **Medication at school**

Students requiring prescribed medication during school hours must have on file the prescription from their physicians as well as the written authorization from the parent or legal guardian. The parent's written authorization must include:

- The name of student receiving the medication.
- The name and description of the medication.
- Scheduled times for the administration of the medication.
- The dosage to be given.
- Instructions for administration of the medication.
- Description of any possible side-effects.
- Any other contra-indications, instructions or warning.

All medications must be in the original pharmacy container. The container must be clearly marked with the patient's name, type of medicine and dosage. A few over the counter medicines (Tylenol, Ibuprofen, Benadryl, Clarityl (Loratadine)) are available and can be given if parent's permission is on file.

## **Medical records**

- At the start of the school year, parents are requested to complete and submit a Health Information update and keep the school updated of any new medical information, immunization, emergency contact details which will be recorded In Power School.
- The school nurse has to complete, update and file medical records for all students.

## **Health Services-Non Emergency**

The SSIS Health Office's goal is to promote the safety and wellbeing of your child in the school environment. In the event our nurse assesses your child and deems it medically necessary for your child to go home or to a higher level of care, you will be required to arrange pick up of your child within 30 minutes of receiving a call. This is to make sure the medical needs of your child are met in a timely manner and avoid any delay in medical care. If we are unable to reach the parent or guardian the nurse will call the emergency contact listed in your child's school record. If the nurse is unable to reach the emergency contact then transportation to a higher level of care will be arranged.

## **Health Services-Emergency**

In the event of an emergency that requires transportation to a higher level of care, the nurse will provide a warm hand off of written communication to the next provider. This will include a form that will contain the student's name, date of birth, allergies, medications taken on a regular basis, medications or treatment provided in the health office, time and nature of illness or injury, e, blood pressure, pulse, respirations, oxygen saturation, temperature, parent or guardian contact information. This is to ensure a safe transfer of care for your child.

## Individual Health Care Plan

If your child has specific health care needs, allergies, chronic illness management such as, but not limited to, diabetes, asthma, epilepsy or heart conditions, you will be required to have an Individual Health Care Plan signed annually by a physician evaluating your child and on file prior to the student starting school. This is to ensure that the school is adequately prepared to care for your child.

If your child is in high school or middle school and chooses to carry an epi-pen we ask that a backup epi-pen is left in the nursing office in the event of an emergency and your child does not have the epi-pen with them.

## Sick Policy

Students or staff with a temperature of 37.8 degrees Celsius or higher will not be permitted on campus and must stay at home until they are fever-free for a period of 48 hours without taking fever-reducing medication before returning to school. Also staff or students with flu-like symptoms (cough, shortness of breath, nasal congestion, body aches, fatigue, sore throat) must stay away from campus until they are symptom-free for 48 hours. Staff or students with vomiting or diarrhea must stay away from campus until 24 hours after the last episode of diarrhea or vomiting.

For medical questions or health related concerns please contact International SOS at (028) 3829 8520.

For any current absence needing to be recorded please reach out to your child's divisional office

[esoffice@ssis.edu.com](mailto:esoffice@ssis.edu.com)

[msoffice@ssis.edu.com](mailto:msoffice@ssis.edu.com)

[hsoffice@ssis.edu.com](mailto:hsoffice@ssis.edu.com)

Our current Covid policy based on the Ministry of Health, DoET, and the current Decree is as follows: If your child has Covid please email their divisional nurse and divisional office to report the absence. For more detailed Covid related information please refer to the Health Office Handbook

[esnurse@ssis.edu.vn](mailto:esnurse@ssis.edu.vn)

[msnurse@ssis.edu.vn](mailto:msnurse@ssis.edu.vn)

[hsnurse@ssis.edu.vn](mailto:hsnurse@ssis.edu.vn)

If you have any questions, please contact SSIS nurse HOTLINE Monday to Friday, 7:30 am – 4:00 pm **090 994 1100** or International SOS 24 hours a day **028 3829 8520 for any healthcare questions or concerns.**

## HEAD LICE

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### SSIS Head Lice control procedures

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

1. If head lice are found or suspected on student(s) at school, the School Nurse must be notified.
2. The School Nurse will check the student and notify their parents if lice infestation is confirmed. Student(s) found with head lice can go home at the end of the day but be discouraged from close direct head contact with others.
3. Siblings, classmates and close contacts of the infested student also will be checked. A notification will be sent home if a few cases of infestation found in the same class / group of the infested student.
4. The infested student 's identity must be completely confidential.
5. The School Nurse will provide the parents health information those include safe and appropriate procedures for removing the lice and nits.
6. The infested student can return to school when the parent reports having treated the student and no live lice found after the initial treatment. The School Nurse will:
  - Check the student for live lice before he / she returns to class.
  - Re-check the student 10 days after returning to school to assure that there are no more live lice.
  - Other extra assistance to student(s) with repeated infestation or give them a referral to a primary care provider for additional support to manage the problem with their parent's agreement.



## **INFORMATION TECHNOLOGY**

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Students are introduced to computers, audio-visual equipment, tape recorders, and other forms of technology.

## **LANGUAGE PHILOSOPHY**

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SSIS has a shared vision and desire on the part of the faculty to successfully develop English language proficiency across a high quality academic curriculum, while at the same time promoting the development of each student's home language and the acquisition of additional languages.

Saigon South International School (SSIS) is mindful of the power of language and words. As part of our core value of Respect for All, the variety of language backgrounds among our students enriches us as a community. SSIS community is a resource to foster language learning, and the acceptance of an additional language enriches personal growth, enhances first language development, and promotes diversity.

## **LIBRARY MEDIA CENTER**

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At the heart of our educational community, the Library Media Center provides access to information and ideas for students and staff. In addition to regularly scheduled class visits to check out books and to develop reading and research skills, students have access to the Library from 7:45 A.M. until 4:00 P.M. (except Wednesdays when the library closes at dismissal time). Students in pre-school through fifth grade may borrow three items for a period of two weeks. Periodicals circulate for a period of three days.

Although no fines are charged for overdue items, students who have an overdue book, periodical, or other items may not borrow additional items until the overdue has been cleared. Students are financially liable for the replacement cost of lost, damaged or unreturned library materials at the end of the school year. If materials are not returned or paid for by the last day of school, replacement costs may be recouped by withholding a student's school records or by deduction from the property deposit that is paid by the student's parents when a student enters SSIS.

## **LOCKERS**

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Students will be provided personal lockers or storage cubes. The locker is for storing books and other school-related items. Drink and food should not be kept in the locker overnight. The school will take no responsibility for things missing from lockers. If there is reason for school staff to suspect that inappropriate items are in a locker, the school reserves the right to inspect the contents of the locker without permission of the student or parents. Any inspection will be carried out by two SSIS staff members.

## LOST AND FOUND

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Any found items in the school will be turned into the elementary school office.

1. Items labelled with names and classes will be given to homeroom teachers to return to the correct student. Therefore, please label with your child's name and class all items brought to school, including lunch boxes, book bags, sweaters, uniforms, hats, etc.
2. If items are not labeled, they will be placed in the "Lost and Found" area located in the ES office. Students should check at the office for lost items as soon as the loss is noticed. The school does not take responsibility for Lost and Found items. On a monthly basis, "Lost and Found" items will be donated to a local organization.
3. Any unlabeled items estimated to be of value in excess of \$100 USD will be kept in a locked location in the office.

## PARTIES, CELEBRATIONS, AND INVITATIONS

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Distribution of invitations to non-school events, such as birthday parties, will be permitted only if all class members are included. If you wish to celebrate your child's birthday at school, please contact the teacher to arrange for an appropriate time to do so during the school day. Birthday celebrations in class should be limited to a small snack (see SSIS Food Guidelines in the handbook for suggestions) and may not include clowns, magicians, or other types of entertainment.

## PERFORMANCES

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Music and drama are a part of life and activities in the school. Assemblies, special presentations, and school-wide music concerts provide an opportunity for the students to sing, play a musical instrument, act, and dance. Performances will begin promptly at the designated time. Parents are required to turn off mobile phones and are encouraged to remain for the entire performance.

To ensure a positive experience for both performers and the audience as a whole, SSIS families are asked to follow these guidelines:

- Performances will begin at the scheduled time. If you arrive late, please sit in the back. Mobile phones should be turned off during performances.
- The audience should remain seated during the performance and avoid talking.
- Be respectful to others in the audience if you are taking photos.
- When bringing younger children to performances, please monitor their behavior and do not permit them to bring toys and games that make noise.

## PETS

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Pets are not allowed on school grounds. Advance permission from the classroom teacher is required if there is an educational purpose for such a visit.

## **SPECIAL DRESS DAYS**

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Special Dress Days/Spirit Days are sometimes requested by the Student Council and approved by the principal. On non-uniform days, students are expected to wear clothing that is appropriate in a school setting and conforms to the standard set by the school uniform. Students may not wear short shorts or short skirts, bare mid-riffs, tight, see-through, low cut, spaghetti-string or tank tops, or pants/trousers below the waist line. Students choosing not to participate in special dress days must wear the regular school uniform.

## **STUDENT COUNCIL**

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The SSIS Student Council provides elementary students the opportunity to develop leadership skills while serving their school. The Student Council representatives take an active role in planning and coordinating events to improve the general welfare of our community. Each grade three to five classroom elects its own representative who attends Student Council meetings and reports on activities to the class. Faculty members are advisors for the Student Council.

## **TEXTBOOKS**

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Textbooks are sometimes provided to students on a loan basis. Students are expected to take care of these books and return them in good condition at the end of the school year. Reasonable wear and tear is expected. However, if a textbook is damaged, defaced, or lost, the student must pay for its replacement. Costs are set at 90% of the replacement value plus shipping charges.

## **TRAVELING PARENTS**

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The classroom teacher and the school office must be notified in writing when a child is being left under the supervision of someone else while parents are traveling. Parents must provide specific details about who has permission to make decisions related to transportation issues and health emergencies.

## **TELEPHONES**

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Elementary students are not permitted to use mobile phones during school hours. If parents choose to have their child bring a mobile phone to school, they assume full responsibility for the mobile phone. The phone must be kept in the student's backpack and must be turned off during school hours. When parents are on campus they are asked to use mobile phones courteously so as not to disturb students and others. During performances, mobile phones should be turned off. Emergency messages can be sent to the elementary administrative assistant, Ms. Bich Thuy, who will inform your child.

## **TRANSPORTATION (STUDENT)**

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Students have the following options for travel to and from school:

- Bus service is provided by SSIS for an extra fee, subject to availability of space.
- Private cars, car pools, privately contracted services, and taxis
- Upper elementary students (grades 4&5) who live south of Saigon South Parkway may ride bicycles to and from school. Helmets are strongly encouraged. Parents must submit a permission slip to the student's homeroom teacher.
- Younger students may walk only if accompanied by an adult or a middle or high school sibling.
- Students may not drive motorbikes or motorcycles to school.

## **Busing**

EC-Grade 3 students, who ride the bus home after school, need to be met by an adult when the bus reaches the student's neighborhood.

In the event that an adult is not present, bus monitors will call parents or guardians. If we are unable to communicate with an adult and one is not present within an appropriate time, the child will remain in the care of the bus monitor and brought back to school for parents or guardians to pick-up.

For more information, parents can contact the school bus coordinator.

## **School Bus Conduct Expectations**

Students who ride the buses are expected to do the following:

- Be on time. The bus cannot wait for students who are late arriving at the designated pick-up. Parents are responsible for providing transportation for their child(ren) to/from school if they are late for the bus.
- Treat the bus monitor, the bus driver and other students with courtesy and respect.
- Respect the responsibility of the bus monitor to ensure students are safely seated and wearing seat belts.
- Talk quietly and remain seated at all times. Do not use mobile phones on the bus.
- Drink water only (eating is not permitted on the bus)
- Keep all body parts inside the bus: do not reach or lean out the windows.
- Be responsible for personal belongings.
- Adhere to the SSIS Code of Conduct
- Provide a note signed by a parent and present it at the Elementary Office at the start of the school day if asking for a change of bus routine. Email messages may also be sent to the teacher and Ms Vy (the bus coordinator).

The bus driver or monitor will record and file a written report of conduct infractions with the principal. Penalties for bus violations are:

- First offense: verbal warning from the principal
- Second offense: written warning from the principal and parent/guardian contact
- Third offense: suspension from the bus for up to two weeks

Repeated or serious bus misbehavior could result in a student's privilege of riding the bus being suspended indefinitely.

## **TUTORING**

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Parents who desire tutoring for their child may request the assistance of the psychologist who can provide contact information for possible tutors. Scheduling and payment issues surrounding tutoring services is a private matter to be arranged between the parents and the tutor. No SSIS teacher may tutor his/her own students for remuneration. If parents have made arrangements for outside tutors for their child, we highly recommend that the tutor communicates directly with the classroom teacher.

## **WITHDRAWAL AND REQUEST OF SCHOOL REPORTS**

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Parents of students leaving SSIS must complete a Departure Notice as early as possible. Please inform our admissions office that your son or daughter will be leaving, and you will be provided with the necessary Departure Notice. The tuition and fees schedule outlines the notification process and deadlines for refunds.

If a child withdraws at the end of the academic year, school reports will be available on the last day of class. If reports are required before the actual withdrawal date, parents should use their copy of the most recent school reports. School Reports will be withheld from students who have missing books and outstanding financial obligations to the school.

# Student Code of Conduct

The Code of Conduct is simple and based primarily on the concept of respect. Students who are respectful use acceptable language and show appropriate behaviors. Hurting others through words or physical actions is not accepted and students who commit such acts will be subject to consequences appropriate to the misconduct. The Code of Conduct states the following expectations:

- We show respect to all people and all things.
- We listen when a teacher or other presenter speaks.
- We follow instructions when given instructions by school staff.
- We maintain our environment safely and without waste.
- Whether riding to and from home on the school bus or on field trips, students are to follow the same standards of behavior expected at school.

## MAJOR VIOLATIONS

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Behavior that is not in a student's best interest or that poses a threat to others will lead to serious disciplinary action. The following offenses are considered major violations:

- Bullying
- Insubordination demonstrated toward a teacher or staff member
- Disruption of classes and interference of the teaching/ learning process
- Endangering or threatening the safety of oneself or others (this includes fighting)
- Theft
- Damaging school or personal property
- The possession of any object that can be considered a weapon

## DISCIPLINARY ACTION

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Disciplinary steps are taken to deal with inappropriate behavior while preserving the dignity and self-esteem of the child.

One or more of the following steps may be implemented:

- **Counseling by the teacher, yard or cafeteria supervisor, principal or psychologist**
- **Core Values Behavior Plan** – Students complete a form indicating what the problem was and how s/he can improve.
- **\*In-School Suspension** – The student will be removed from regular classes and will work in a supervised area for a part or a full day.
- **\*Out-of-School Suspension** – A student may be suspended from school for repeated violations of the discipline policy or for behavior that is viewed by the principal as inappropriate during the school day, during a school-sponsored activity, on or off school grounds. An out-of-school suspension from school means that a student is prohibited from being on or near the school campus or attending any school-sponsored activities during the period of the suspension. The parent or guardian of the student will be notified as soon as possible when a student is to be suspended from the school.

*\* Parents/guardians are contacted.*



SSIS will not tolerate any student misconduct which intentionally causes hurt or harms another student. In such cases, parents will be notified and the individual will be sent home for the duration of the day, or kept in school on an in-school suspension, depending upon the severity and frequency of such behavior.

## STUDENT SUSPENSION PROCEDURE

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1. All suspensions will be documented in a letter to parents.
2. The principal will make reasonable efforts to arrange a conference with the parents and the student to explain the reasons for the suspension and its potential consequences.

# Dress Code

All SSIS students are required to wear the official SSIS uniform to promote an image of SSIS students looking neat, smart, and respectful. All uniform items must be purchased at the school.

<b>For School Days WITHOUT Physical Education class</b>	
<b>Tops</b>	<ul style="list-style-type: none"> <li>• Light blue polo shirt with SSIS logo</li> <li>• White formal shirts (for concerts and formal presentations only)</li> <li>• All tops including jackets, sweaters, and sweatshirts must be purchased at the school store.</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• Navy blue shorts</li> <li>• Navy blue pants/slacks</li> <li>• Navy blue skort</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Shoes must be neat, safe, and appropriate for the activities of the school day.</li> </ul>
<b>Hats</b>	<ul style="list-style-type: none"> <li>• Hats are required for all outdoor activities.</li> <li>• Hats and head scarves must be removed inside the school building unless worn for cultural or religious reasons.</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Non-uniform items such as jewelry need to be safe for the various activities engaged in throughout the school day.</li> </ul>
<b>For School Day WITH Physical Education class</b>	
<b>Tops</b>	<ul style="list-style-type: none"> <li>• SSIS physical education T-shirt</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• SSIS physical education shorts</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Sport shoes and socks</li> </ul>
<b>Hats</b>	<ul style="list-style-type: none"> <li>• Cap/hat for outdoor activity</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Sunscreen</li> <li>• Water bottle</li> <li>• Towel (optional)</li> </ul>
<b>Aquatics</b>	<p>On days of aquatics' instruction students need:</p> <ul style="list-style-type: none"> <li>• One-piece bathing suit</li> <li>• Towel</li> <li>• Sunscreen</li> <li>• Goggles</li> </ul>

## PE SWIMMING CLASS PARTICIPATION POLICY

### Expectations:

At SSIS our children are very fortunate to have the opportunity to develop their swimming skills as part of their full educational experience. Starting in EC through 5th grade, we offer a unit of swimming each semester giving our children a total of 24 swimming days each year. During these classes we work to develop each child's skills to ensure that they are moving from "Water Smart" towards "Experienced or Competitive Swimmer" levels. To make this progression, it is imperative that students be in the water during their swim class times.

### Exceptions:

Swimming is just as important to our students' day as math & language development. When a child misses class, they will lag behind their peers. Below we've listed just a few of the exceptions that may happen throughout the swim unit:

### **Excused reasons for missing swim class:**

1. **Infections:** Some infections like athlete's foot or plantar's warts can be spread to others and we would advise students with this condition to not swim or walk barefoot around the pool or locker rooms. Also ear & yeast infections may keep a child out of the pool. For any of these conditions, we require a medical note from a doctor indicating the condition and length of time required for recovery.
2. **Injury:** When a child is injured there will be times when going into the pool is not wise (open wounds, sprains, fractures, etc.). If the child is injured outside of the campus we require a note from the doctor indicating the type of injury and how long the child will be expected to be out of the pool. The injury may happen during the school day and we will expect the nurse to issue a note in these circumstances.
3. **Absence from school due to illness:** If a parent feels the child is too ill to participate in swim class, then the child should not attend any classes at school: they should remain at home until they are well enough to participate in the full academic day. Please see the parent/student handbook for details about illness and return to school.

If a student misses a swim class due to an EXCUSED absence, they will not be required to make up the lesson. However, if parents or students request to make up a missed lesson due to an excused absence, this service will be provided upon availability of swim instructors.

### **Unexcused reasons for missing swim class:**

1. **Forgot suit:** If a student forgets their suit and is unable to enter the water for instruction, they must listen to the instructions of the swim class from the deck.
2. **Parent or student request:** If, for any other reason, a parent or student requests to not enter the water for instruction, they must listen to the instructions of the swim class from the deck.

If a student misses a swim class due to an UNEXCUSED absence, they will be required to make up the swimming portion of their class during their designated recess time. In addition, their participation grade for the missed class will be given a "0" and the grade book will mark the absence as unexcused.

### **Consequences for UNEXCUSED absences:**

1. Decrease in the child's growth and progress of swimming skills.
2. Student misses their recess to make up the swim class.
3. Negative impact on their Physical Education (PE) grade on their report card.
4. If continued unexcused absences from swim classes occur, the consequence will be escalated. Students may begin to miss multiple recesses, serve in-school suspensions, out of school suspensions, or a meeting with parents to discuss whether SSIS is an appropriate educational program for the family.

**Lengthy Medical Situation:** When a child is unable to participate for a substantial period of time the PE teacher will assign a "project" for the child throughout the unit to help continue their learning.

# Student Supplies

SSIS supplies students with many supplementary materials in addition to textbooks.

Individual teachers will inform students of materials required for their classes. Most of these items can be purchased at the SSIS school store, which is open before and after school and during recess and lunch breaks.

All children need the following on a daily basis:

- **School Uniform** - All children need to wear the school uniform that conforms to the dress code. Uniforms may be purchased from the school store. Please ensure your child's name and class are clearly written in English inside the uniform pieces.
- **Hat** - A hat is part of the school uniform. These hats with brims must be worn during outdoor P.E., recess breaks and any outdoor activity. Children may keep their hats and sunscreen at school. Please identify your child's hat by writing his/her name and class inside the hat. A sun visor is not a hat and is insufficient protection for the top of the head.
- **Water Bottle** - Students are required to bring a labeled water bottle to school every day. There are water bottle refilling stations in each classroom and in the common areas.
- **Sunscreen** - Because of the increasing incidence of skin cancer, children are encouraged to wear sunscreen in addition to protective clothing. Sunscreen and hats may be kept at school. Please ensure that your child's name is written on his/her bottle of sunscreen.

## SNACKS AND LUNCH

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Students are encouraged to bring healthy snacks for the morning break. A morning snack is provided for students in EC3, EC4, and Kindergarten. Carbonated beverages are not sold nor permitted at SSIS. Please do not send breakable containers for beverages; re-sealable bottles are suggested for liquids. All students should have their own labeled water bottles.

All students must eat lunch at school. Students may bring a lunch, pre-order or buy lunch at the school cafeteria, or have lunch delivered to them. For Grade 1-5 classes, if a lunch must be delivered from home, it needs to be labeled in English with the student's name and grade and placed on the table in the cafeteria. Helpers who deliver lunches should remain on campus only long enough to deliver the lunch. Students should be expected to take the lunch box/bag home at the end of the day.

**Students are expected to:**

- Show respect to all - classmates, supervisors, teaching assistants, cleaners and cafeteria personnel
- Keep noise level down by using quiet indoor voices
- Stay seated during the lunch period
- Raise their hands if they need assistance from the lunch supervisors
- Dispose of cafeteria containers as instructed
- Clean up their own trash when they have finished lunch.
- Wait for the signal to be dismissed from lunch
- Walk en route to and from the cafeteria.

## SSIS FOOD GUIDELINES

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Saigon South International School will encourage and support healthy eating in order to help promote optimal learning and lifelong health.

Research has shown that eating healthier foods can “help kids concentrate better in class, reduce behavioral problems, lower obesity rates, strengthen academic performance and build healthier habits for life” (USDA). The World Health Organization also states that “Good nutrition – an adequate, well balanced diet combined with regular physical activity – is a cornerstone of good health. Poor nutrition can lead to reduced immunity, increased susceptibility to disease, impaired physical and mental development, and reduced productivity.”

We will promote lean protein, fruits, vegetables, whole grain products, and sugar-free dairy products (such as plain yogurt, fresh milk and cheese). We discourage packaged, processed and high sugar foods (junk food).

### **Foods brought for individual consumption or sharing (eg. special occasions, celebrations) that are encouraged include:**

- Raw vegetable sticks/slices with yogurt dip or low fat dressing
- Fresh fruit wedges
- Pasta salad/noodle dish
- Cheese and crackers/rice crackers
- Kim Bap/Rice Balls
- Fresh spring rolls
- Edamame
- 100% juice, fresh milk or water

### **Foods that are not allowed at school for individual consumption or sharing:**

- Carbonated drinks, soda pop
- Candy, lollipops, gum
- Junk food

### **Celebration Guidelines**

Birthdays, holidays and accomplishments may be celebrated at school, however the emphasis should be on the child, holiday or accomplishment, not on the food.

Suggested items for celebrations may include:

- Cupcakes
- Muffins
- Fruit
- Gift bags with food and candy are not allowed

### **School Functions**

At any school function (parties, celebrations, meetings, movie nights, etc.) where treats are available, healthful food options should also be made available to promote student, staff, and community wellness. Please refer to the list above for possible healthy options.

### **Vendor Guidelines**

Vendors will provide healthy food and beverage choices at all times and will adhere to the SSIS Guidelines.

Guidelines for Teachers if students/parents are not adhering to the SSIS Food Guidelines.

1. Tell them which food item is not allowed and explain the reasoning.
2. If the food item continues to come to school, send an email to parents with the SSIS Food Guidelines.

# Homework Policy

Homework is a valuable part of the learning process at SSIS. Consistency and parental support are key factors in the success of our homework program. The following guidelines should help you and your child plan sufficient time for his / her daily homework.

<b>KG -Grade 1</b>	<b>10 – 20 minutes daily</b>
<b>Gr. 2</b>	<b>20 – 30 minutes daily</b>
<b>Gr. 3 - 5</b>	<b>30 - 60 minutes daily</b>

Parents of children at all grade levels are responsible for supporting their child’s educational environment by establishing a home atmosphere that is conducive to learning and monitoring/supervising their child’s home study. This atmosphere should include specific study times and a specific study location for doing the homework. Although some homework is enhanced by parental involvement, some is not. Teachers will inform parents of the appropriate involvement level as needed. As the school is strongly committed to promoting literacy in our students, all children, with the support of their families, are expected to read or be read to on a nightly basis. Music students are required to practice their chosen instrument regularly in order to satisfy the requirements of their music courses.



# Parent Support

## **CURRICULUM NIGHT**

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Early in the school year, a Back to School Night is held to introduce parents to their child’s teachers, classrooms, and the program of studies. The Back to School Night is an opportunity for parents to see their son/daughter’s learning environment, understand teacher expectations and gather strategies to ensure the success of their son/daughter. All parents are encouraged to attend this important event, but it is not an appropriate event for students to attend.

## **CHANGE OF CONTACT INFORMATION**

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Please update Powerschool with your current mailing address, telephone number, e-mail address, work contact number, and/or emergency contact information.

## **CONFERENCES: PARENT-TEACHER**

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Parent-teacher conferences are held in October. Parents register their schedules online three weeks before the conferences. Their purpose is to discuss the student’s current level of progress and set goals for the remainder of the school year. (For parents that need help with childcare of (school-aged) younger children, we will have staff supervision of the elementary playground area during conference times.)

At upper elementary grades, students may be requested to attend the conference with their parents. These conferences are scheduled; it is very important that parents attend at the appointment times. Please note that, while nannies, tutors, or other family members may attend the conference, it is required that at least one parent be in attendance. Our teaching assistants are able to translate if the language is Vietnamese. Should you require a translator in a language other than Vietnamese, please bring one to the appointment. Parents or teachers may request additional conferences throughout the year.

## **CONFERENCES: PARENT-TEACHER-STUDENT – LEARNING JOURNEY**

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During the third quarter students are involved in conferences with their teachers and parents. The student-involved conferences are opportunities for students to celebrate their academic achievement and their progress toward the SSIS Core Values. In Elementary school, these conferences are called Learning Journeys. Parents register their schedules online three weeks before the conferences.

## EXPECTATIONS FOR PARENTS

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### SSIS students will be more successful if parents:

- Help instill student pride, confidence, and a positive attitude about their school and teachers.
- Support school policies on behavior and attendance at all times, including after school events.
- Provide the time and environment for students to complete homework.
- Encourage students to take responsibility for completion of all homework assignments.
- Bring concerns directly to the appropriate teacher first, and then if necessary, to the principal for clarification or resolution.
- In the event of a conflict between students, parents should inform the homeroom teacher. At no time should a parent approach another parent's child directly in an attempt to resolve issues.
- Take an active role in the PTA, volunteer activities, and school events
- Read the eNews
- Check the communication books daily and respond or comment as appropriate.
- Dedicate time and thought to the continual improvement of SSIS.
- Share information honestly with teachers about problems the child has had or experienced regarding learning, behavior, or the emotional area, and regarding changes in the family situation (divorce, separations, illness, death).

## ENEWS

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Regular news updates electronically on the school's Website <http://enews.ssis.edu.vn/es/.eNews> provides essential information regarding significant school events. Reading eNews regularly is a good way to keep current on what is happening at school.

## PROGRESS REPORTS

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Students and parents need regular feedback on academic and social progress. Progress reports and parent conferences provide excellent opportunities for parents and teachers to help students set goals for themselves and to join together to celebrate a student's effort and success.

The SSIS academic year is divided into two semesters. Report cards are issued at the end of each semester.

### Domains of Learning (EC & KG only)

Mark	Description
1	Experiencing difficulties
2	Beginning to demonstrate skills
3	Developing towards expectations
4	Meeting expectations
NA	Not assessed

### Academic Subjects (Grades 1-5)

Mark	Description
1	Needs Support
2	Approaching expectations
3	Meets expectations
4	Exemplary performance
NA	Not assessed

## PARENT TEACHER ASSOCIATION (PTA)

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The purpose of the SSIS PTA is to promote regular parent-school communication and support the school with community building events and resources. All parents and teachers are automatically members. To support PTA goals and yearly initiatives each family is requested to pay 500,000 VND per student. These funds provide for special events, student and teacher grants, and parent clubs. Grants are additionally allocated to the libraries and the Visual and Performing Arts Departments. All requests are individually evaluated by the administration and the PTA board to distinguish between necessary resources provided by the school and “nice-to-have” resources provided by the PTA that promote culture and develop a sense of community. There are many PTA activities and events that need parent assistance. We encourage you to attend coffee mornings and join this important school association that supports our students and their learning.

## SCHOOL-HOME COMMUNICATION

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We believe that a strong partnership between home and school is essential to the development of SSIS students and to the success of our school community as a whole. We value and recognize the importance of ongoing communication with parents and strive to maintain open channels of communication. Parents are encouraged to communicate directly via e-mail, or by requesting a scheduled appointment with their child’s teacher as the need arises.

Questions about the school’s programs and services should first be directed to the child’s teacher and then, if the question requires further clarification, to our school counselors or the principal. To contact the teachers, parents should send a note to the teacher or send a note by e-mail. Urgent messages may be taken by phone and delivered by the office staff.

Parents are always welcome in our classrooms. Please contact the classroom teacher in advance if you wish to visit to ensure that your visit will best support the learning process.

In the early elementary grades, teachers use SeeSaw to communicate with parents. You are encouraged to write comments to the teacher if there is significant information that needs to be shared. You may be requested to sign to acknowledge that your child has completed the homework and reading assigned.

# Appendix 1

## Recommendations for Students

Condition	Early symptoms	Incubation period	Method of infection	Attend school	Duration of exclusion	Commendations
<b>Amebiasis (Amebic dysentery)</b>	Mild form of amebiasis includes nausea, loose stools, weight loss, abdominal tenderness, occasional fever	02 - 04 weeks	Consumption of contaminated food / water containing the cyst of the parasite - Person-to-person fecal / oral transmission	No	Until diarrhea-free or stool culture is normal	Implement proper hand washing techniques, especially after toilet visits
<b>Campylobacteriosis</b>	Mild or severe diarrhea with / without blood, abdominal cramps, fever	02 - 05 days or longer	Consumption of contaminated food / water or unpasteurized milk, contact with infected people / animals	No	Until symptom-free	Implement proper hand washing techniques and food sanitization procedures
<b>Chickenpox (Varicella)</b>	Raised red spots that change into blisters after a few hours - Rash usually presents on trunk and face - Mild fever	10 - 21 days	Direct and indirect contact with discharge from nose, throat - Directly touch blisters	No	Until all lesions are crusted over - and no new lesions occurring	Vaccine is available for adults, adolescents and children at the age of 12 months and older
<b>Cholera</b>	Mild or severe diarrhea, vomiting, dehydration, fever	a few hours to five days	Consumption of contaminated food/ water	No	Until symptom-free for 24 hours without medication	Oral vaccine is available for travelers to underdeveloped countries
<b>Common cold</b>	Itching and / or sore throat, sneezing, nasal congestion, watery eyes, mild coughing	01 - 04 days	Direct contact with droplets from nose, mouth and contaminated articles	No	Until symptom-free for 24 hours without medication	Implement proper hand washing techniques and avoidance of being in contact with infected people
<b>Conjunctivitis (pink eye)</b>	Burning, tearing, redness and itching in one or both eyes	24 - 72 hours	Direct contact with eye discharge	No	Until : appropriate treatment initiated; no more discharge from eyes; be confirmed by a physician	
<b>Coxsackie viral infection (Hand Foot &amp; Mouth Disease)</b>	Fever, poor appetite, runny nose, sore throat, blister-like rash on hands, feet and in the mouth	04 - 06 days	Direct contact with nose/ throat discharges, blisters and feces of infected people	No	Until symptom-free and lesions healed	Implement proper hand washing techniques and avoidance of being in contact with infected people
<b>Diphtheria</b>	Sore throat, mild fever, loss of appetite, lymph nodes in the neck enlarged , patchy grey membrane in throat, nose and airway	02 - 05 days	Contact with discharge from nose, throat, eye or skin lesions of an infected person	No	Until throat cultures are negative ; be evaluated by a physician	Standard vaccine scheduled for all children

Condition	Early symptoms	Incubation period	Method of infection	Attend school	Duration of exclusion	Commendations
<b>Fifth disease</b>	Mild or no fever, malaise, “slapped cheek” rash appears throughout body, lacy rash on arms & legs, rash may recur with sunlight, warm bath or exercise	4 - 21 days	Exposure to airborne droplets from the nose and throat of infected people	No	Until fever-free for 24 hours without the use of fever suppressing medications	Implement proper hand washing techniques
<b>German Measles (Three-day measles / Rubella)</b>	Mild illness, swollen neck glands, fine pink rash on face spreading down the body	12 - 23 days	From person-to-person via airborne transmission or droplets shed from the respiratory secretions of infected persons	No	Until 07 days after rash onset In case of an outbreak, unimmunized children should be excluded at least 03 weeks after the onset of the last rash	Vaccine available for children from 12 months of age Avoid contact with pregnant women
<b>Haemophilus Influenzae type B (HiB)</b>	Major cause of meningitis, otitis media, epiglottitis, pneumonia	02 - 04 days	From person-to-person via airborne transmission or droplets shed from the respiratory secretions of infected persons	No	Return to school with physician’s permission	Vaccine available for children
<b>Hepatitis A</b>	Upset stomach, malaise, dark colored urine, light colored stool, jaundice, abdominal pain, diarrhea, fever	25 - 30 days	Fecal-oral route, through contaminated food, water, utensils, hands	No	Until a week after the onset of the illness	Vaccine available for children from 12 months old
<b>Hepatitis B</b>	Upset stomach, malaise, dark colored urine, light colored stool, jaundice, abdominal pain, diarrhea, fever	04 - 20 weeks	Blood, serous fluids, semen, vaginal secretions	No	Until acute illness is over - be evaluated by a physician	Vaccine available for all children from birth
<b>Impetigo</b>	Itchy rash or red sores form blisters then ooze - broken blisters form flat, honey-colored crusts	04 - 10 days	Direct contact with discharge from blisters or infected things such as clothes, towels, bed linens	No	Until 24 hours after the initiate treating with antibiotics	No participation in contact sports or food preparation
<b>Influenza</b>	Headache, fever, runny & stuffy nose, cough, feeling bad	Shortly before onset - up to a week	Airborne - discharge from mouth or nose - direct contact with contaminated articles	No	Until symptom-free and fever-free for 24 hours without taking medication	Yearly flu vaccine available for every one
<b>Lice</b>	Scalp irritation, or detection of lice eggs in hair	Hatch in 6 - 10 days	Direct contact with hair, combs, brushes, hats, pillows, towels ...	No	After appropriate treatment has been initiated	

Condition	Early symptoms	Incubation period	Method of infection	Attend school	Duration of exclusion	Commendations
<b>Measles (Rubeola)</b>	Stage 1: runny nose, cough, slight fever, eyes are red and sensitive to light, Koplik 's spots in mouth - Stage 2: blotchy rash on 3rd 4th day over face and trunks	07 - 12 days	Airborne - discharge from mouth or nose - direct contact with contaminated surfaces	No	05 days after rash onset - Unimmunized students must be excluded 02 weeks after the onset of the last rash	Vaccine available for all children over 01 year of age
<b>Meningococcal disease</b>	High fever - headache - vomiting - stiff neck - rash	02 - 10 days	Direct contact with nose or throat discharge of an infected person	No	Be evaluated by a physician and fever-free for 24 hours without fever suppressing medication	Vaccine available for all children from 02 years old
<b>Mumps</b>	Low-grade fever, headache, muscle aches, stiff neck, tiredness, loss of appetite , swelling and tenderness of one or more of salivary glands and parotid glands	12 - 25 days	Direct contact with nose or throat discharge of an infected person	No	05 days after the onset of the swelling of salivary glands and / or parotid glands	Vaccine available for all children from 12 months of age
<b>Pertussis (whooping cough)</b>	First, flu-like symptoms with mild coughing and low-grade fever -- within 1 - 2 weeks severe explosive coughing develops with "whoop" and followed by vomiting	04 - 21 days	Direct contact with nose or throat discharge of an infected person	No	Until completion of 05 days of antibiotic therapy	Vaccine available for all children from 02 months of age
<b>Pneumococcal disease</b>	Abrupt onset of fever, chills, headache, cough, chest pain, disorientation, shortness of breath, weakness , occasionally a stiff neck	01 - 03 days	Spread by airborne or direct exposure to respiratory droplets of infected person or bacteria carrier	No	Be evaluated by a physician	Vaccine available for children from 02 months of age
<b>Poliomyelitis</b>	Minor flu-like symptoms, then severe muscle pain and stiffness in the neck and back may develop - Weakness or paralysis might happen in legs, arms or both	6 - 20 days	Oral fecal spread; direct contact with nose or throat discharge of an infected person	No	Be evaluated by a physician	Vaccine available for children from 02 months of age



Condition	Early symptoms	Incubation period	Method of infection	Attend school	Duration of exclusion	Commendations
<b>Scabies</b>	Intense itching, small red spots in webs and sites of fingers, elbow creases	01 - 04 days after subsequent re-exposures; 04 - 06 weeks after primary exposures	Direct skin-to-skin contact; direct contact with contaminated undergarments, bedclothes	No	24 hours after the treatment is initiated	No participation in contact sports and swimming
<b>Scarlet fever</b>	Sore throat, high fever, bright red rash covers most of the body, folds of skin become deeper red, flushed face with a pale ring around the mouth, the tongue looks red and bumpy, is covered with white coating at first - lymph nodes, nausea or vomiting, difficulty swallowing	02 - 04 days	Spread by airborne droplets, direct contact with contaminated surfaces, share foods or drinks	No	24 hours after antibiotic treatment is initiated - fever-free for 24 hours without taking fever-suppressing medicine	
<b>Strep throat</b>	Sore throat, difficulty swallowing, red & swollen tonsils with white patches or streaks of pus, tiny red spots in mouth, fever, headache, skin rash, stomachache, vomiting, fatigue	02 - 05 days	Spread by airborne droplets, direct contact with contaminated surfaces, share foods or drinks	No	24 hours after a antibiotic treatment is initiated - fever-free for 24 hours without taking fever-suppressing medicine	
<b>Tuberculosis (TB)</b>	Asymptomatic or low-grade fever, night sweats, fatigue, weight loss, persistent cough	Variable	Spread by airborne droplets from infected persons, prolonged exposure to infected persons	No	Until antibiotic treatment has begun and be evaluated by a physician	Vaccine available for all children from birth
<b>Typhoid fever</b>	Fever, headache, constipation or diarrhea, rose-colored spots on the trunk, enlarged spleen and liver	01 - 03 weeks	Oral fecal spread	No	Be evaluated by a physician	Vaccine available for children from 02 years old

## References

- [https://www.health.ny.gov/diseases/communicable/amebiasis/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/amebiasis/fact_sheet.htm)  
[https://www.health.ny.gov/diseases/communicable/campylobacteriosis/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/campylobacteriosis/fact_sheet.htm)  
[http://www.healthywa.wa.gov.au/Healthy-WA/Articles/A\\_E/Cholera](http://www.healthywa.wa.gov.au/Healthy-WA/Articles/A_E/Cholera)  
[http://www.medicinenet.com/hand-foot-and-mouth\\_syndrome/page3.htm#what\\_is\\_the\\_incubation\\_period\\_for\\_hand\\_foot\\_and\\_mouth\\_disease](http://www.medicinenet.com/hand-foot-and-mouth_syndrome/page3.htm#what_is_the_incubation_period_for_hand_foot_and_mouth_disease)  
<http://www.webmd.com/cold-and-flu/cold-guide/understanding-common-cold-basics?page=2#1>  
[https://www.health.ny.gov/diseases/communicable/diphtheria/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/diphtheria/fact_sheet.htm)  
Indiana Division of Family Resources, Bureau of Child Care 1 - 877 - 511 - 1144  
Texas Administrative Code - Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.7  
[https://www.health.ny.gov/diseases/communicable/fifth/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/fifth/fact_sheet.htm)  
<http://www.cdc.gov/vaccines/pubs/pinkbook/rubella.html>  
[https://www.health.ny.gov/diseases/communicable/impetigo/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/impetigo/fact_sheet.htm)  
[http://www.dshs.state.tx.us/idcu/disease/meningococcal\\_invasive/](http://www.dshs.state.tx.us/idcu/disease/meningococcal_invasive/)  
<http://www.cdc.gov/vaccines/vpd-vac/pneumo/fs-parents.html>  
[https://www.health.ny.gov/diseases/communicable/pneumococcal/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/pneumococcal/fact_sheet.htm)  
<http://www.mayoclinic.org/diseases-conditions/strep-throat/basics/definition/con-20022811>  
<http://coldflu.about.com/od/othercommonillnesses/qt/strepincubation.htm>  
<http://www.mayoclinic.org/diseases-conditions/scarlet-fever/basics/definition/con-20030976>  
[https://www.health.ny.gov/diseases/communicable/tuberculosis/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/tuberculosis/fact_sheet.htm)  
[https://www.health.ny.gov/diseases/communicable/typhoid\\_fever/fact\\_sheet.htm](https://www.health.ny.gov/diseases/communicable/typhoid_fever/fact_sheet.htm)

**Revised on January 19, 2017**

**ES & MS Nurse's office**

**Saigon South International School**

# Appendix 2

## About head lice

Head lice are wingless insects. They are grey or brown, have six legs and are about 1 to 3 mm in length when fully grown (the size of the sesame seed). Female head lice lay eggs that are smaller than a pinhead and these attach to your hair close to the scalp. The eggs hatch about 7 to 10 days later. Young lice are called nymphs – it takes about 10 days for them to become adults and capable of laying new eggs.

When lice hatch, they leave empty shells called nits attached to the hair. Nits are white and you may mistake them for flakes of dry skin. Unlike dandruff, nits stick to the hair and can't be removed with normal shampooing.

Children are most commonly affected by head lice, although anyone with hair can catch them. Children are often affected by head lice because they tend to have more head-to-head contact while at school or during play. Head lice are most common in children between 4 – 11 years old.

### Symptoms

Common signs and symptoms of head lice may include:

1. **Intense itching.** An allergic reaction to the saliva that lice inject during feeding may result in itchy red bumps on the scalp, neck and shoulders. Some people, particularly if this is their first infestation, don't experience itching.
2. **Adult lice on scalp:** The most common spots to find adult lice are behind the ears and along the back of the neck. Lice are tiny, about the size of a strawberry seed, but they can be up to 1/8 inch (3mm) in size.
3. **Lice eggs (nits) on hair shafts:** Nits resemble tiny pussy willow buds. Nits can be mistaken for dandruff, but unlike dandruff, they can't be easily brushed out of hair.

### What is the best way of looking for head lice?

The best way to search for head lice and nits is using a fine-toothed plastic comb with spacing of less than 0.3 mm. Head lice can be checked on dry or wet hair.

Get the child to lean over a sheet of light colored paper or cloth to have his / her hair combed. Both live lice and eggshells may drop onto the paper.

1. Use a brush or an ordinary comb to first detangle hair
2. Once hair has been detangled, switch to the detection comb
3. Start at the middle of the front of the scalp
4. Comb the hair from the roots to the very end of the hair
5. After each stroke, examine the tooth of the comb for living lice
6. Rinse the comb if any lice are found
7. Continue combing section by section until the whole head of hair has been combed
8. Make sure every inch of the scalp is checked, including the area just behind the ears and at the nape of the neck

For wet combing, simply wash hair and apply conditioner before starting these steps. Afterwards, rinse out the conditioner and check hair again with the nit comb before drying.

### Head lice treatment and prevention

Please visit the following sites for details:

<http://www.cdc.gov/parasites/lice/head/treatment.html>

<http://www.nhs.uk/Conditions/Head-lice/Pages/Treatment.aspx>

# Appendix 3

## Responsible Use Policy

### STATEMENT OF PURPOSE

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Saigon South International School (SSIS) provides students with access to the school network and the Internet, and supports the use of personal devices, in order to deliver an innovative, relevant instructional program, enhance student learning, and improve communication.

A key aspect of the educational program at SSIS is to teach, promote, and reinforce responsible use of technology.

### TERMS OF AGREEMENT

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SSIS regards access to technology as a privilege that carries with it responsibilities on the part of the students, teachers, and parents. All parties are expected to manage technology responsibly, respectfully, and safely in accordance with the school mission, and core values.

**As a responsible user, I agree to:**

**1. Respect and protect the privacy of self and others.**

- I will keep my passwords and login information private and will only use my own accounts
- I will protect my contact information and that of others, such as full name, home address, phone number, or any other personal information.
- I acknowledge that all contributions to the Internet leave a digital footprint and can be public and permanent.
- I will report security risks or violations to a teacher, parent or administrator.

**2. Respect and protect the integrity, availability, and security of all technology resources.**

- I will be a responsible user and understand that access to the school's devices, networks and the Internet is a privilege, not a right.
- I will be responsible for the safekeeping and care of all the devices (both mine and school-owned).
- I will conserve, protect, and appropriately share these resources with other students and network users.
- I will not tamper with data, networks, or any other resources.
- I will immediately report to a teacher, parent or administrator any damage or problems with any device I use.

**3. Respect and protect the intellectual property of others.**

- I will honor the private property of creators' content and not plagiarize.
- I will treat information created by others as the private property of the creator.
- I will respect copyright and cite or attribute appropriately.
- I will obey copyright laws and not participate in the making or distribution of illegal copies of music, games, movies, or written work belonging to others.

**4. Respect and protect the principles of community.**

- I will communicate and use technology only in ways that are kind and respectful in school as well as outside.
- I will notify a teacher, parent or administrator if I see any information or communication that is threatening or discomfoting.
- I understand that cyber bullying will not be tolerated and the school reserves the right to take action against anyone who posts or sends material, on or off campus, that adversely affects the safety or well-being of another SSIS community member.

## **CONSEQUENCES FOR MISUSE:**

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In accordance with divisional policy, violations of these agreements may result in disciplinary action, including but not limited to:

- The confiscation of the device
- The loss of a user's privileges to use the school's technology resources
- The loss of the privilege to bring the device to school

Further consequences may be imposed in accordance with school policy.

Note that in extreme circumstances loss of access to school network would make it impossible to continue an education at SSIS.

## **SUPERVISION AND MONITORING:**

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The use of technology resources at SSIS is not private. The school reserves the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions. The school reserves the right to determine what constitutes responsible use and to limit access to resources.

SSIS will not be held responsible for individual property if it is lost, damaged, or stolen

# Appendix 4

## TRIP PERMISSION FORM

During the course of the school year many opportunities present themselves for students to take trips off campus. These may include field trips in support of various curricular events, sports outings, class parties, trips with special organizations and visits to the two schools we support with donations. Trips may include visiting a park, museum, zoo, restaurant, farm, place of business, factory, etc. On occasion, the trip might be simply a visit to a local park. Although the school may seek your permission for particular trips, your signature line below will authorize SSIS to include your child on trips even in the event we are unable to reach you or if we have not received the specific response form detailing the trip. Trips are always supervised by SSIS staff.

My son/daughter may attend any off-campus official trips. Please print the name and grade of your child:

**Student's Name (Last, First):**.....

**Grade / HR Teacher:**.....

**Specific Restrictions or Comments (if any):**.....

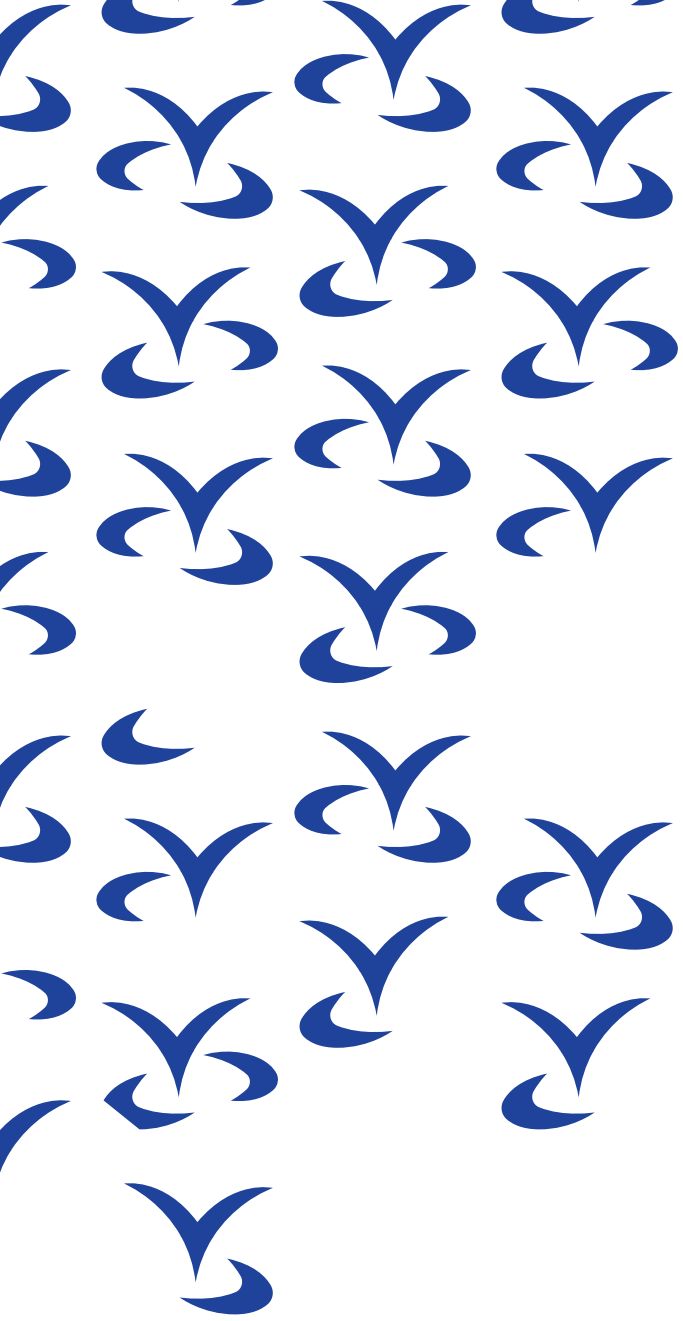
**Date:**.....

**Signature of Parent or Guardian**

**Parents:** *Please submit this form to your child's homeroom teacher.*

**Homeroom Teachers:** *Please route to elementary office.*





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