



**Middle School
Handbook & Planner
for Students & Parents
2026 - 2027**



SSiS
SAIGON SOUTH
INTERNATIONAL SCHOOL

Middle School Handbook & Planner for Students & Parents 2026–2027

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Contributions to improve the quality of this handbook are appreciated. Please report errors to msoffice@ssis.edu.vn. Revisions are made on an ongoing basis. The most current version of this handbook can be found on the [school website](#).

Middle School Rotation Schedule

Rotation

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
A	E	B	F	C	G	D	H
Break (15 min)							
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
LUNCH/RECESS (40 min)							
Dragon Time	Advisory	DEAR	Dragon Time	Advisory	DEAR	Dragon Time	Assembly HL Special Events
D	H	A	E	B	F	C	G

Typical Daily Schedule	
Block 1 (80 min)	8:00-9:20 am
Break (15 min)	9:20-9:30 am
Block 2 (80 min)	9:35-10:55 am
Block 3 (80 min)	11:00 am-12:20 pm
Lunch (40 min)	12:20-1:00 pm
Advisory/Tutorial/Intervention Block (35 min)	1:05-1:40 pm
Block 4 (75 min)	1:45-3:00 pm

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Welcome

Welcome to Saigon South International School! Whether you're joining us for the first time or returning for another year, we're so glad you're here.

Middle school is an exciting time. It is a place where you'll discover new interests, challenge yourself, build meaningful friendships, and learn more about who you are. There will be moments that feel easy and moments that feel hard. That is what growing looks like. Through it all, know that you don't have to do it alone. Our teachers, counselors, staff, and classmates are here to support you every step of the way.

At SSIS, we believe learning goes far beyond the classroom. Our Core Values of Academic Excellence, Sense of Self, Respect for All, Balance in Life, and Dedicated Service guide everything we do. We hope you'll leave middle school not only with new knowledge and skills, but also with confidence, kindness, resilience, and a deeper understanding of yourself and others.

One of the best parts of middle school is getting involved. Whether you're trying a new sport, joining a club, performing on stage, serving the community, participating in Week Without Walls, or cheering on your classmates, there is a place for everyone here. Some of your best memories and strongest friendships will happen outside the classroom. This is your community, and each of you helps make it stronger.

We're excited to learn, grow, and celebrate alongside you. Welcome to SSIS Middle School. We can't wait to see what this year has in store!

Liz Tucker

Middle School Principal

Phil Wendel

Middle School Associate Principal

Administration, Faculty & Teaching Assistants

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SSIS Mission Statement & Core Values

MISSION STATEMENT

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

SSIS CORE VALUES

SSIS Believes In and Promotes:

	Academic Excellence A challenging academic program, based on American standards, that teaches the student how to think, to learn, to problem solve, and to work individually and in teams while acquiring a foundational knowledge base of the world.
	Sense of Self A community atmosphere in which each student can gain a sense of who they are in the world; to develop self-confidence, strong character, convictions, leadership abilities, grace, courage, the desire to be a life-long learner, and the commitment to achieve excellence in all they do.
	Respect for All A perspective that each individual is a person of worth.
	Balance in Life An academic program that promotes an appreciation for all of life and seeks to balance the sciences with the humanities; academics with the arts; mental wholeness with physical, social, and spiritual wholeness; and future career with family relationships.
	Dedicated Service A view that looks beyond oneself to the assets and needs of the surrounding community and the world and finds fulfillment in unlocking potential in the service of mankind. The model SSIS graduate will demonstrate a caring attitude, be environmentally aware, and persevere for the good of the community.

Academic Expectations

DAILY SCHEDULES

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

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Dragon Time	Advisory	DEAR	Dragon Time	Advisory	DEAR	Dragon Time	Assembly HL Special Events

Early Release Days

A few times a year, SSIS will dismiss students at 12:15 pm.

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

Other Special Schedules

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

CURRICULUM

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

Program of Studies

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

Course Registration

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

Schedule Change Requests

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

Orientation Day *MS student and parent attendance is mandatory.*

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

Curriculum Night *Parent attendance is strongly encouraged. Students are welcome.*

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

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

All students and staff at SSIS are expected to use technology resources and services in a manner appropriate to a school setting and in keeping with the SSIS ICT Acceptable Use Policy. Whether using technology at home or at school, students are expected to consider the effects their actions may have on other members of our community. SSIS technology and internet access are provided to enrich the learning experience. Recreational use of school technological resources and School internet access is permissible only at times outside of instructional hours.

Laptop Program

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

Laptop Requirements

Laptop Specifications: Apple laptops (MacBook Pro, MacBook Air, or MacBook) that are capable of running the current Apple OS are acceptable for use at SSIS.

Operating System: The laptop must run the newest operating system; the operating system must be set to English. All Middle School students are required to bring their laptop fully charged to school each day. Additionally, students should bring their computer chargers with them for extra power throughout the day.

Laptop Care

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

For further explanation of ICT or the 1:1 Laptop program, please see the Acceptable Use Policy on the school website.

****The Middle School is a phone-free environment. Phones are to be locked away in lockers and out of sight while on school grounds. Laptops, devices and phones are not permitted for use during the school day except for academic purposes. No game playing is permitted before school, during school, or after school as we expect students to interact socially and face-to-face during recess, lunch, and other free-time opportunities.***

ADVISORY PROGRAM

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

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

DRAGON TIME

Three days a cycle (cycle = 8 teaching days), students meet with their advisors for Dragon Time. During Dragon Time, students engage in personalized learning time to support their success.

- **Personalized Learning Time:**
 - Study Hall (students have self-directed time to work on current assignments and projects), AND/OR
 - Tutorial (students meet with teachers for 1-to-1 or small group instruction to scaffold or extend learning), AND/OR
 - Intervention (students needing additional support to meet program expectations are given time and support needed to do so).

DEAR TIME

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

VIETNAMESE CLASSES - GOVERNMENT MANDATED

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

For the 2026-2027 school year, this course will continue to be scheduled on Wednesdays from 3:15 - 4:45 pm. This course will be taught in Vietnamese. Students will be assigned to a section based on their proficiency in conversational, written, and academic Vietnamese. SSIS has engaged Vietnamese teachers who are familiar with US educational structures and methods. The courses are created specifically for SSIS to ensure that our students have a positive and valuable experience.

HOMEWORK POLICY

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

For Students:

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

For Teachers:

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

For Families:

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

The amount of homework assigned varies by subject, by grade, and according to student work habits. The daily homework guideline suggested for students in Grades 6 - 8 is 60 to 80 minutes per day. Students in Grade 8 should expect more than this on rare occasions.

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

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

Late Submission of Assignments

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

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

REPORT CARDS & GRADES

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

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

Letter Grades Used at SSIS and Their Descriptions	
Level *Progression toward mastery of standards	Descriptor - Teachers collect evidence of performance of the Power Standards by designing assessments, such as tests, projects, assignments, or presentations, that align with the Power Standards and are mapped to the corresponding Reporting Categories. Teachers assess Power Standards and provide feedback using a schoolwide rubric of proficiency levels, which consists of the following levels:
A+ Meeting with Excellence	Student consistently demonstrates all aspects of the standard including complexities and applications.
A Meeting	Student demonstrates all aspects of the standard with consistency and independence.
B Developing	Student demonstrates basic understanding of conceptual parts of the standard; understanding is inconsistently demonstrated.
C Beginning	Student demonstrates a basic understanding of the main parts of the standard.
Not Yet Evident	Student has not provided enough evidence yet to determine proficiency.

SSIS HABITS OF A LEARNER

Habits of a Learner are the dispositions that students bring to the learning environment. They encompass the behaviours that are vital to success such as collaboration, agency, and responsibility. Students will receive ongoing feedback and evaluation of how well they are meeting expectations for these learning habits.

The following habits of a learner are aligned to our SSIS Mission, Core Values, and Profile of a Learner. Students receive ongoing feedback according to each descriptor, and each class will also develop more specific details that expand what these descriptors mean in each discipline. Here is the description that helps students identify what each of these learning habits means. We use the following scale to identify the frequency of proficiency:

Habits of a Learner Scale	
	Consistently
	Usually
	Sometimes
	Rarely

SSIS Habits of a Learner	
Collaboration	Include others and work purposefully and respectfully to achieve a shared goal. Recognize everyone's contributions.
Agency	Be curious, set goals, ask questions, and seek knowledge. Embrace challenges, show resilience, and advocate for yourself.
Responsibility	Act with integrity. Take ownership of decisions and reflect on results. Be prepared, organized, and on time.

CALCULATION OF GRADES & GRADE REPORTING

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

Frequency and timeliness of grading

Students will be given frequent and timely feedback on their progress. In general,

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

Disproportionate Grading Practices Should be Avoided

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

1. In the course of a quarter and semester, there should be no "grade dumping" (entering a large amount of "points" at the end of the grading period) as this creates an inability for students/parents to understand current levels of progress.
2. No one grade should outweigh all other assessment data in a student's overall grade.
3. Group Work and Grading: The development of collaborative skills is an essential component of the middle school curriculum. The development of these skills can be supported through collaborative projects and experiences.
 - a. The assessment of collaborative projects must account for each student as an individual and be reflective of each individual student's demonstration of learning as determined by the teacher. Collaborative projects should not be assessed as a single grade for the entire group.
 - b. Self and group assessment and/or reflection should be planned into all collaborative experiences to some degree. Teachers may consider student and group reflections when determining individual grades. However, teachers should only enter their personal assessment of the student into the gradebook (student self-assessments and group assessments should not be entered into the gradebook).
 - c. Some components of the assessed grade might be based on group work and dynamics. However, this should be small and only create a minor impact on a student's overall course grade.

SSIS MIDDLE SCHOOL REASSESSMENT POLICY (2026-2027)

Philosophy

At SSIS Middle School, we believe that learning is a continual process of growth and that all students can achieve academic excellence. This reassessment policy is designed to support students in their journey towards mastery, fostering a growth mindset, and promoting a deeper understanding of course standards. The reassessment policy aligns with our core values of providing a challenging academic program, promoting a sense of self, and instilling a desire for lifelong learning.

Guiding Principles

This policy is guided by the following principles:

- **Learning as a Process:** We view learning as an individual's ongoing process of acquiring, connecting, and making meaning of intellectual and personal skills, knowledge, and values. Reassessments are seen as opportunities for students to demonstrate their learning growth over time.
- **Clarity and Purpose:** The goals of the learning experience and the criteria for achievement must be clear, intentionally planned, goal-oriented, and accessible. Students will have a clear understanding of the standards they are expected to meet and how reassessments can help them achieve those standards.
- **Ownership and Agency:** Learners need voice and choice, and engaging opportunities to lead their own learning, to co-design their learning experiences with their teachers, and to advocate for themselves. Students will be encouraged to take an active role in the process by reflecting on their initial performance and preparing for the reassessment.
- **Supportive Community:** Learners thrive best when they feel known, have positive relationships with their teachers and peers, and experience a sense of inclusive belonging. Teachers will provide support and feedback to students throughout the reassessment process.
- **Growth Mindset:** We believe that intellectual and personal growth come from challenge and that learning is deepened through perseverance and dedication. Reassessments allow students to demonstrate resilience and a commitment to improvement.

Supporting High Achievement for Students

To support mastery of specific grade-level standards, students will be provided multiple opportunities to demonstrate their learning. Any standard is eligible for reassessment if the student has not yet demonstrated “meeting” the standard by the end of a unit of study. Many standards will be revisited multiple times throughout the year.

1. To be eligible for reassessment, a student must complete all missing assignments related to that standard.
2. A student will not be penalized for retaking an assessment.
3. A timeframe for reassessment will be set by the teacher.
4. A plan for reassessment should be created with the student and teacher. This plan should include:
 - a. A focus on reassessing the student's most recent proficiency in the identified learning standards.
 - b. A study plan including times, dates, and materials to be utilized
5. Limitations for this practice may exist at the end of the quarter/semester.
6. A student's best demonstration of mastery for a Standard will be entered into PowerSchool.

ACADEMIC CONCERN & ACADEMIC PROBATION

Academic Concern

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

- A quarterly or semester grade of NYE (Not Yet Evident)
- A demonstration of limited academic progress

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

Academic Probation

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

- A NYE (Not Yet Evident) grade for two or more courses
- A placement on Academic Concern for two or more semesters

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

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

STUDENT/PARENT/TEACHER CONFERENCES

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

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

Student Services & Support

COUNSELING & STUDENT SUPPORT SERVICES

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

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

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

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

Typical issues may involve:

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

STUDENT SUPPORT TEAM (SST)

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

TUTORING

Parents who desire tutoring for their child should be aware that payment for tutoring services is a private matter to be arranged between the parents and the tutor. No teacher may tutor their own students for remuneration. If parents have made arrangements for outside tutors, it is recommended that the tutor be in communication with the classroom teacher to ensure that the assistance is relevant and helpful. The classroom teacher can provide direction and guidance for the tutor.

LEARNING SUPPORT

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

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

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

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

Placement in the EAL program is determined after a thorough review of a student's achievement in school and the results of an English language proficiency test. SSIS is only able to support a limited number of students who need EAL support. Students exit the EAL program based on the following criteria:

- A proficiency examination
- Classroom performance
- Recommendations from both EAL and mainstream teachers
- Consultation with the principal

LIBRARY SERVICES

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

To achieve our mission, we strive to:

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

Library Hours

The Middle School Library is open on instructional days from 7:30 am to 4:00 pm. It is closed on faculty professional development days and during school holidays.

Borrowing

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

Overdue Policy

Materials should be returned on time, enabling access by all community members. Students who fail to return books on a regular basis may have their borrowing privileges restricted or stopped. Students leaving the school must have a form signed by the library acknowledging the return of all resources. Year-end report cards will be issued once all library books have been returned or accounted for.

Lost/Damaged Items

If library materials are lost or damaged, families will be charged a replacement fee. The replacement fee will include the cost of the item plus a replacement delivery charge to help cover costs such as ordering, shipping, customs, and related delivery costs.

Library materials that remain overdue for 60 days may be considered lost. Families will receive a Lost/Damaged Book Notice by the Library and will receive payment instructions for the replacement fee. Outstanding lost or damaged library charges will be collected through the school's normal billing and collection process.

If the lost item is returned to the Library in usable condition within 90 days of the Lost/Damaged Book Notice, the full amount paid, including a replacement delivery charge, will be refunded or credited to the family account. No refund will be issued after 90 days.

HEALTH SERVICES

A clinic, staffed by a registered nurse, is located in the middle school building and provides services to middle school students. The nurse keeps a log of all treatment, and parents are notified in the event of any serious illness or injury. SSIS nurses have small quantities of over-the-counter medications that can be administered with parent permission (e.g., antihistamines, panadol, paracetamol, streptosil, etc). The nurse's office is not equipped to have students rest or sleep for extended periods of time. Students who are ill will be sent home.

Illness

Parents are asked to notify the school nurse of any infectious diseases or changes in the student's health status (e.g., vaccinations, illnesses, or an operation). To maintain a healthy environment for all students, it is essential for parents to keep their children at home if they are sick. SSIS maintains a fever-free environment and requires that any student who has a temperature of over 37.8 degrees Celsius not attend school. This policy supports the efforts to maintain a healthy environment for all and minimize the spread of viral infections. In most cases, students should remain at home until they have been symptom-free for 24 hours without the use of medication.

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

Nurse Dung Ha (msnurse@ssis.edu.vn) Telephone: (84-28) 3622 0870, ext. 61040

Injuries

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

MEDICATION AT SCHOOL

To ensure the safety and well-being of all students, any medication taken during school hours must be reviewed by the divisional nurse and stored in the Health Office.

General Requirements & Authorization

- **Form Submission:** Parents must complete the **Authorization for Medication Form** in [Magnus Health](#) before any medication can be stored or administered at school.
- **Prescription Medications:** School nurses will only administer prescription medications provided from home. Please supply a copy of the doctor's prescription along with written authorization details (student name, medication name/description, dosage, schedule/duration, administration instructions, and potential side effects).
- **Over-the-Counter (OTC) Medications:** Select OTC medications (e.g., Panadol, Ibuprofen) are stocked in the Health Office and can be administered if parent permission was granted on the enrollment medical form.

Delivery & Packaging

- **Parent Drop-Off:** A parent or guardian must bring medications directly to the school nurse. Medications brought in by a student will not be accepted or administered.
- **Original Packaging:** All medications must be in their original container, labeled clearly in English with the student's name, medication name, required dosage, expiration date, and administration instructions.

Administration Rules & Self-Carry Exceptions

- **First Dose at Home:** To ensure your child does not experience an unexpected adverse reaction at school, the first dose of any new medication must be administered at home.
- **No Self-Administration:** Students are not permitted to carry or administer their own medications at school.
- **Emergency Exceptions:** Students with approved authorization on file may self-carry emergency medications (such as EpiPens, inhalers, or diabetic supplies).

Note on Emergency Medications: If your child self-carries an EpiPen or inhaler, the school requires a backup to be stored in the Health Office for emergency use.

Emergency Responses

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

FOOD SERVICE & CATERING

Food Service

SSIS is contracted with Aden for on-campus food services. Morning snacks and lunches are available to students in the cafeteria. Careful attention is paid to providing balanced meals and a daily variety of both Western and Asian options. Menus and prices are posted on the SSIS website and in the cafeteria.

Students use their student ID card for cafeteria purchases. Cash is not used at the point of purchase. Students must have funds added to their ID card (online or at the cafeteria cashier counter). You can find the payment process in the guidelines in our [Parent Portal](#). To keep their account current, students must top up their ID cards and maintain a positive balance. To help our cafeteria services run smoothly, please maintain a positive balance on your child's account.

Due to governmental regulations, concerns with campus access, and the general health of our students, parents may not arrange for restaurant delivery to school without explicit consent.

Water at School

We encourage drinking water at school, particularly during outdoor activities. The school provides safe drinking water throughout the school for students. All students are required to have their own refillable water bottle clearly labeled with their name. Water is allowed in all areas of the school and at all times. Other than water, food, and drinks, may be consumed in classrooms only with the permission of the classroom teacher.

TRANSPORTATION OPTIONS & SERVICES

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

- School bus service is provided by SSIS for an additional fee depending upon space availability. Interested families should contact Ms. Vy at busing@ssis.edu.vn or (84-28) 3622 0870, extension 31281.
- On a typical school day, buses arrive at school between 7:35 am and 7:50 am. Afternoon buses depart at approximately 3:15 pm. Arrival and departure times may be adjusted as needed based on the need for staggered starts/exits.
- Private cars, carpools, contracted drivers, and taxis may drop students off at the school loading zone in front of the school. Due to the high volume of traffic and the number of children in the area, all vehicles are required to drive very slowly and follow the directions of traffic personnel.
- MS students are not permitted to drive motorbikes to school.
- MS Students may walk or ride bicycles or approved pedal-assist electric bicycles to school, provided the vehicle is age-appropriate, safely operated, and parked in the designated bicycle area. Vehicles that can operate by motor without pedaling, or that are similar in size, speed, or function to an electric scooter or electric motorbike, are not considered bicycles for school purposes and are not approved for student use. The school reserves the right to determine whether a vehicle is appropriate for campus access and student parking.

Attendance Expectations

Regular Attendance

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

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

In the event of any absence, parents should contact the MS office assistant by phone (84-28) 3622 0870, ext. 61051 or email msattendance@ssis.edu.vn as soon as possible.

Permission to Stay on Campus After School

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

ABSENCES - EXCUSED, UNEXCUSED

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

Excused Absences

In order for an absence to be recorded as excused, parents must submit a written request to the school office. All absences must be approved by the principal, or designee, for them to be recorded as excused. Absences are generally excused for the following reasons:

1. Illness, medical or dental appointments
2. Governmental appointments involving visas and passports, etc.
3. Approved educational activities (field trip, co-educational experience, etc.)
4. Days of religious observance
5. Family bereavement
6. Involvement in a public performance
7. Attendance of ceremonies for family, such as weddings, graduations, funerals, etc.
8. Exceptional occasions (the nature of such occasions will be determined by the principal, or designee, on an individual basis)

Unexcused Absences

Absences are generally recorded as unexcused for the following reasons:

1. No request for approval is provided by the parent/guardian
2. Reason for absence is not on the excused list above (e.g., shopping, minding the house, etc.)
3. Family holidays (unless granted under exceptional circumstances)
4. Family business trips
5. Family is unable to provide supervision or transportation for the child.

Please note: *There is no extended time to complete work missed during an unexcused absence.*

ABSENCES & MISSED WORK

When a student misses school, it is their responsibility to meet with the teachers of the missed classes to determine what work needs to be made up. In most circumstances, students will be allowed the number of days absent, plus one more day, to make up missed work. A student who is absent on the day of a test or quiz will be required to take the test or quiz during their free time and when convenient for the teacher.

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

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

ABSENCES & PARTICIPATION IN AFTER-SCHOOL ACTIVITIES & ATHLETICS

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

GUIDELINES FOR STUDENT-ATHLETE ABSENCES

Students participating in school-sanctioned athletic travel are expected to maintain academic standing and proactively manage missed classwork. For detailed athletics policies, practice requirements, and team expectations, refer to the [SSIS Athletics Handbook](#).

Academic & Assessment Guidelines

- **Pre-Arranged Notice:** Students must notify teachers that they will be absent to attend an athletic event at least **one week prior** to travel.
- **Long-Term Assignments:** Deadlines remain unchanged; projects/essays must be submitted prior to departure unless pre-approved by the teacher.

- **Short-Term Work and Tests:** Students receive **one day per missed school day** to complete work or makeup assessments. No new major work will be assigned for completion during travel.
- **Daily Work:** Students are responsible for checking Schoology/PowerSchool to stay up to date.

Late Travel Return (8:00 pm Rule)

If an official athletics trip returns to Ho Chi Minh City **after 8:00 pm**, returning students are excused from morning classes the following day until Block 3. Morning attendance prior to Block 3 is optional.

Athletic Eligibility & Same-Day Illness

- **Same-Day Participation:** Students who are absent from school due to illness (or who leave school early due to illness) may not participate in athletic practices or games that day without administrative approval.
- **Academic Standing:** Students must remain in good academic and behavioral standing to participate in athletic travel events.

EARLY DEPARTURE FROM SCHOOL

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

ATTENDANCE ON SCHOOL-RELATED TRIPS

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

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

PROLONGED ABSENCES

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

FAMILY VACATION AND ATTENDANCE

SSIS discourages families from arranging vacations while school is in session. Such absences are considered unexcused. Families should refer to the published school calendar when planning their vacations to avoid interfering with student learning. Any work completed by a student while traveling during school must be given to the teacher on the day of return. There is no extended time to complete work missed during an unexcused absence.

School Activities, Athletics & After-School Activities

HOUSE LEAGUES

Middle school has a House League program. The purpose of the House League program is to develop community, school pride, teamwork, and friendly competition. This is done through a variety of activities, assemblies, and events scheduled throughout the school year. Each house is composed of students from all grades. Students stay in their assigned House throughout their time in Middle School.

CHARITABLE WORK AT SSIS

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

FIELD TRIPS & SCHOOL TRIPS

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

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

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

WEEK WITHOUT WALLS

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

introductions, and service opportunities. Trips also include team-building activities to develop collaboration skills and personal connections among classmates.

The goals of the Week Without Walls program are to:

- Take learning out of the school and into the real world
- Develop a greater understanding and appreciation of Vietnam
- Provide an opportunity for middle school students to develop greater independence and personal responsibility
- Increase respect for the environment and engage in service to others

This exciting program is a requirement for all middle school students. However, if a situation arises where a student cannot attend for any reason, his/her parent(s) must set up a meeting with the MS Principal to discuss the situation.

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

STUDENT COUNCIL

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

The purpose of the Student Council is to:

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

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

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

AFTER-SCHOOL ACTIVITIES (ASAs)

MS students at SSIS are encouraged to become involved in extracurricular activities. SSIS sponsors a number of MS clubs, activities, organizations, and sporting activities designed to appeal to a wide range of interests, abilities, and talents. Students may choose from community service groups,

student council, fine and performing arts activities and performances, academic clubs, language and cultural clubs, and sports. Many are open to all interested students; some are class related; and others are by audition or tryout. ASAs typically run from 3:00 - 4:00 pm. Busing is available for students who have purchased busing services.

SSIS ATHLETICS PROGRAM

The SSIS Middle School Athletics program is an integral component of our holistic educational experience. Designed to support student development, our program emphasizes fundamental skill building, teamwork, character, and sportsmanship, encouraging athletes to strive for personal growth while maintaining academic balance. To support this, SSIS provides multiple interscholastic teams for all students to participate at developmentally appropriate levels for both skill and age.

For comprehensive details on sports offered by season, athletic conference participation (SISAC, MRISA, SEASAC), travel commitments, costs, and end-of-season awards, please refer to the [SSIS Athletics Handbook](#).

Uniforms & School Supplies

UNIFORM REQUIREMENTS & DRESS CODE

To promote a respectful and neat environment focused on study, all SSIS students are required to wear the official SSIS uniform. All uniform items must be purchased from the school store unless noted. Please go to the [Parent Portal](#) for a visual representation of our dress code.

The school uniform consists of the following:

Approved Tops:

- Light and dark blue polo shirt with traditional logo
- SSIS jackets and sweaters with the traditional SSIS or athletics logo
- All tops, including jackets, sweaters, and sweatshirts, must be purchased at the school store.

Approved Bottoms:

- Dark blue shorts and skorts purchased from the school uniform store
- Long pants: students are permitted to purchase and wear their own long pants as long as the fabric and color conform to the SSIS uniform pieces.

In Addition:

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

Non-Uniform Days

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

Free Dress on Early Dismissal Days

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

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

PHYSICAL EDUCATION (PE) UNIFORM & DRESS CODE

Physical Education Class

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

Each MS student will need to bring the following for PE:

- Socks and appropriate lace-up sports shoes
- PE uniform
- Cap/hat and sunscreen for outdoor activity
- Towel
- Water bottle
- Soap
- Deodorant

For days of swimming instruction, students need:

- One-piece bathing suit
- Goggles

Students will be issued a PE lock and locker to store their belongings during PE. Safely storing personal belongings is an important responsibility. It is also recommended that personal belongings be labelled with the student's name.

SCHOOL TEXTBOOKS & MATERIALS

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

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

Other General Information

ABSENCES OF PARENTS/GUARDIANS

In accordance with **Section 3.0 (Residency & Contact Updates)** of the Enrollment Contract, students must reside full-time with a parent or authorized adult guardian. To ensure student health and safety, parents/guardians are required to:

- **Notify the Middle School office in advance** (84-28) 3622 0870, ext. 61051 if they will be absent from Ho Chi Minh City for any length of time.
- **Provide local guardian details:** Include the name and contact info of an authorized local adult guardian in case of emergency.

Note: In accordance with school policy and contract agreements, students may not be left solely in the care of housekeepers and/or drivers.

AFTER-HOURS ACCESS TO SCHOOL

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

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

PERSONAL PROPERTY

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

LOST PROPERTY

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

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

COMMUNICATION

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

Student Code of Conduct

CONDUCT EXPECTATIONS

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

Be organized and prepared

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

Demonstrate respect for others, for the environment, and for school property

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

Demonstrate behavior appropriate to the setting

- Understand and adjust behavior and actions for the specific setting and situation
- Demonstrate appropriate behavior expectations at all times when under the care of the school, on school property, at school activities both on and off campus, and on school trips.
- Expectations for classroom, hallway, assembly, bus, and cafeteria behavior differ
- Use electronic devices at teacher discretion; during all other times, electronic devices must be locked securely in the student's locker. **Use of devices for non-teacher-directed, academic game playing is not permitted on school grounds.**
- Once MS students enter campus, cell phones must remain securely locked in their lockers until 3:00 pm (or until after-school activities finish), unless explicitly permitted by a classroom teacher. **Phone use is allowed only after 3:00 pm, and playing games is strictly prohibited at all times.**

Keep a safe and secure environment

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

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

SPECIAL CONDUCT EXPECTATIONS

Elevator Usage

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

Cafeteria Behavior

Feeding and cleaning up after more than 425 middle school students in a timely and efficient manner requires the cooperation of every student. Students are expected to support this process by:

- Standing in line patiently
- Making food selections quickly
- Having their ID card ready for check out
- Using good manners
- Limiting conversations to the students at the table
- Clearing the eating area of all food, wrappers, and debris

Morning Recess

This is the time to connect with, play, and have fun with friends. Students may be in the following areas for morning recess:

- Front Field
- Gym (Gym will be scheduled for certain groups on certain days)
- Library
- Dragon's Den
- Classrooms (if invited by a teacher)
- Cafeteria
- MS Commons Areas

Lunch Recess

Students may be in the following areas for lunch recess:

- Front and Backfields
- Gym (Gym will be scheduled for certain groups on certain days)
- Library
- Dragon's Den
- Classrooms (if invited by a teacher)
- Cafeteria
- MS Commons Areas
- Design Lab-on selected days
- Art Room - on selected days

Student Guests

Students may request permission to bring an overseas guest (including former SSIS students) to visit campus for up to one day, provided the request is made at least one day in advance and receives prior written approval from the MS Principal. **Please note that visits are strictly limited to student morning break and/or lunch time.** In special cases, former students may be approved for a second day. Permission will not be granted to students currently living in or attending other schools in Ho Chi Minh City. The MS Administrative Assistant will notify relevant staff once approved

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

Student Lockers

All students are issued a hallway locker and a PE locker with built-in locks for each one. Students are responsible for the security of their lockers.

Students must:

- Keep lockers locked at all times.
- Use school-provided locks.
- Keep lock combinations private.
- Not share or change lockers.
- Only use lockers for school-related purposes.
- Keep lockers clean and free of open food and drinks.
- Store books and personal belongings inside and not beside or on top of lockers.
- Store phones inside lockers during the school day.
- Not write on lockers.

Students may:

- Use removable decorations in their lockers.

Special Locker Notes:

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

School Buses

Students are expected to conduct themselves in a manner that reflects positively on SSIS. This includes behavior while traveling on the bus to and from school. Students are expected to be courteous and respectful to all other adults and students on the bus. Older students are expected to serve as positive role models for younger students and lead by setting a positive example. The bus supervisor or driver is the final authority on the bus. Failure to follow behavior guidelines may result in temporary or permanent removal of bus privileges. No refund will be made if a student has been removed from the bus for behavioral reasons. All students are expected to follow these bus behavior guidelines:

- Be on time
- Be seated with seat belt fastened at all times
- Do not use cell phones on the bus
- Keep windows closed
- Treat bus property with care and respect
- Exit the bus at your stop only; use the front door only to exit
- Use appropriate language; keep voices at a reasonable level
- Refrain from eating food or chewing gum on the bus; only water is allowed
- Refrain from throwing anything within or out of the bus
- Keep all body parts inside the bus; do not reach or lean out the windows
- Be responsible for personal belongings
- Adhere to all SSIS policies and rules

Assemblies, Performances, and Special Events

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

For most performances in the auditorium, the following guidelines apply:

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

Substitute Teachers

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

School Field Trips and Sporting Events

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

School Dances and After-School Events

Certain social events at SSIS are for all SSIS students while others are only for high school, middle school, or elementary school students. For safety and security reasons, student guests from other HCMC schools are not permitted to attend any MS SSIS social activities.

After-School Event Guidelines

Families are responsible for providing transportation to and from activities unless otherwise organized by the school. Students not promptly picked up at the end of an event may not be allowed to attend the next MS event. **Unless special permission is granted, students need to leave campus after school before they come back to an evening event on campus.** Students cannot stay on campus until the evening event starts due to lack of adult supervision. Students are not allowed to have a cell phone at school dances/after-school events. Students are expected to remain at the dance or event from the beginning to the end. Leaving the venue for any reason without permission of a chaperone will be handled as a disciplinary infraction upon return to school.

Guests at Events

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

CONSEQUENCES IN SUPPORT OF SCHOOL POLICIES

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

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

Family Contact

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

Loss of Privilege

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

Restitution

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

Family Conference

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

Service Project

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

Behavioral Probation

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

In-School Reflection (ISR)

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

Out-of-School Reflection (OSR)

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

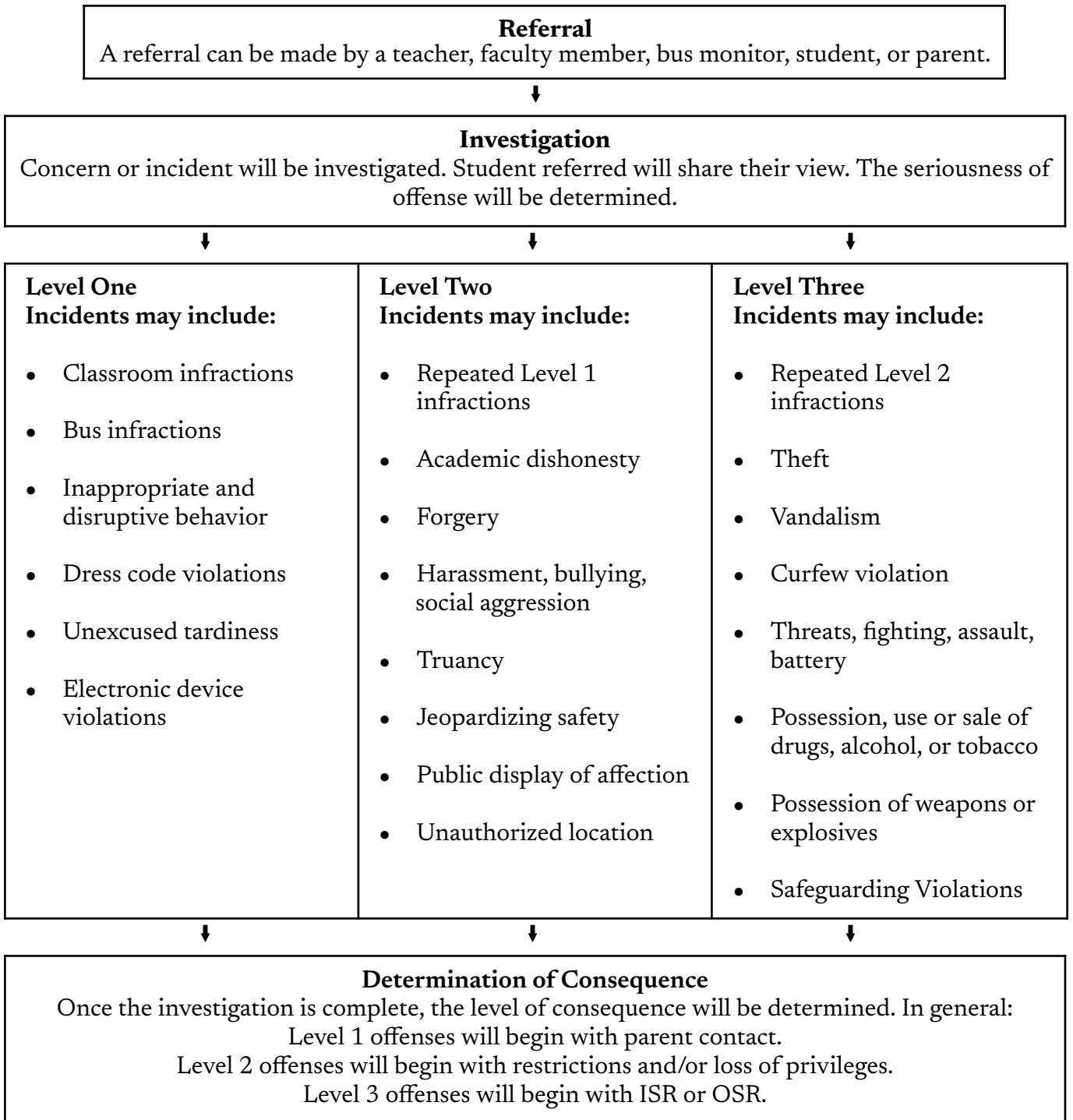
Review of Continued Enrollment

In very rare circumstances—such as a single egregious incident that seriously endangers others or repeated serious breaches where prior interventions have not been effective—SSIS may conduct a formal review of whether it can continue to provide educational services. Any decision to discontinue enrollment will be made in accordance with the Enrollment Contract, applicable law, and due process with the family.

STUDENT BEHAVIOR REFERRAL PROCESS

The following is a summary of how behavior infractions are addressed at SSIS.

Note: The principal has the right to determine if extenuating circumstances exist that may alter the information on the following chart.



SSIS Parent Code of Conduct

COLLECTIVE RESPONSIBILITY FOR OUR SHARED COMMUNITY

Student success at SSIS is built on a strong, supportive partnership between the school and home. For this reason, when we enroll a student, we are enrolling a family. We rely on parents, students, and teachers to share the responsibility for our learning environment and the overall well-being of our school. This shared commitment is what makes SSIS a safe, welcoming, and nurturing environment for everyone.

RESPECTFUL COLLABORATION

All members of the SSIS community are expected to interact in a manner that reflects our shared Core Values, most notably Respect for All. As partners in our shared community, parents are expected to:

- Support school policies, procedures, and Core Values at all times, including during after-school activities and school-sponsored events.
- Ensure interactions with faculty, staff, students, and other parents remain respectful, constructive, and collaborative.
- Support the school's recommendations regarding the student's physical, mental, social-emotional, and academic well-being.
- Demonstrate positive regard for others regardless of differing identities, cultures, backgrounds, and beliefs.
- Refrain from publicly airing grievances, posting defamatory comments, or sharing photos or identifiable details of other people's children on social media platforms.

COMMUNICATION STEPS

A healthy family-school partnership relies on open, honest, and respectful communication. To ensure that disagreements and concerns are handled constructively, SSIS expects parents to adhere to the following established steps of communication:

- **Direct Communication:** Parents should always bring concerns directly to the appropriate teacher first.
- **Escalation:** If an issue requires further clarification or remains unresolved after speaking with the teacher, parents should then bring the concern to the principal or school counselor.
- **Student Conflicts:** In the event of a conflict between students, parents must inform the homeroom teacher or administration. At no time should a parent approach another parent's child directly in an attempt to resolve issues.
- **Campus Etiquette:** Parents are expected to respect the learning environment by avoiding unannounced visits or interrupting instructional time. Meetings with educators must be scheduled in advance.

CAMPUS SAFETY AND SECURITY

Providing a safe and secure environment for our students is our utmost priority. As partners in maintaining a safe campus, we ask all parents to cooperate with the following expectations:

- **Campus Access:** SSIS is a closed campus. Visitors must register at the front gate and parents are expected to wear their school-issued ID card visibly at all times while on school grounds.
- **Traffic and Logistics:** Adhere to the school's traffic safety rules, parking regulations, and student drop-off/pick-up protocols to ensure a safe commute for everyone.
- **Substance Restrictions:** Comply with our zero-tolerance rules regarding the possession or consumption of alcohol, tobacco, e-cigarettes (vapes), or illicit substances on campus or during school-sanctioned events and field trips.
- **Campus Deliveries:** Support our campus security and health regulations by complying with the school's restriction on ordering restaurant take-aways or arranging food deliveries to the school during the school day.
- **Reporting Concerns:** Promptly report any safety concerns to our teaching, administrative, facilities, or security teams.

PARTNERSHIP REVIEW PROCESS

Our shared goal is to maintain a safe, welcoming, and nurturing environment for everyone. In the event of parent behavior that significantly undermines the school's values, places the school in disrepute, or negatively impacts our community, SSIS may conduct a formal review which may result in:

- **Verbal or Written Warnings:** Issued by school leadership outlining the unacceptable behavior.
- **Campus Bans / Communication Restrictions:** Temporarily or permanently restricting a parent's access to the campus or requiring all communication to go through a single designated administrator.
- **Continuation of Enrollment:** In exceptional circumstances where the relationship of trust and cooperation between the School and the family has irretrievably broken down, and following a fair and reasonable review process, the School reserves the right, in accordance with the Enrollment Contract and the prevailing laws, to discontinue the Enrollment Contract or to decline re-enrollment for the following academic year.

Safety & Security at SSIS

IDENTIFICATION CARDS

At the start of each school year, SSIS students are issued a student identification card (ID). These cards enable students to:

- Enter the campus
- Use the library
- Purchase food in the cafeteria

Students are required to:

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

CLOSED CAMPUS POLICY & CAMPUS SECURITY

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

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

TRAFFIC SAFETY AT SSIS

Traffic safety is an essential part of student well-being at SSIS. Middle school students will engage in traffic safety education covering pedestrian awareness, bicycle and e-bike safety, and the importance of helmet use. Students and families are expected to follow all school traffic regulations, including designated drop-off and pick-up areas and adherence to local traffic laws. Ongoing communication, classroom activities, and visual reminders will help reinforce these practices, ensuring a safer environment for all.

EMERGENCY EVACUATION PROCEDURES

Periodically, SSIS conducts evacuation drills so students and staff are prepared for emergencies.

- **Student Expectations:** Evacuations must be conducted quietly, quickly, and in an orderly manner. Evacuation procedures and routes are reviewed at the beginning of the year, and route maps are posted in every classroom.
- **Parent Communication:** In a real emergency, parents will be notified through the school's emergency contact procedures via text message, email, or phone call.
- **Off-Campus Evacuation:** If campus must be evacuated, students and staff will move to a designated secure off-site location until arrangements can be made for parents to transport students home.

Appendices

APPENDIX 1: LAPTOP CARE

Standards for Proper Laptop Care

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

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

Student Responsibilities

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

General Care

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

Carrying the Laptop

- Students should never carry their laptops while the screen is open. Always completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard drive and the loss of all data.
- Always store the laptop in a carrying case.
- Do not grab and squeeze the laptop, as this can damage the screen and other components.

Repairs

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

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the laptop that could put pressure on the screen. The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Laptops should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not touch the laptop screen with anything (e.g., a finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD-type screens only. Remember to shut the computer off when cleaning.

Battery Life and Charging

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

APPENDIX 2: SSIS ACADEMIC HONESTY POLICY

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

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

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

SSIS Efforts to Control Plagiarism

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

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

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

Definition of Academic Dishonesty

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

Examples of Dishonest Practice

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

The following list provides common examples of unacceptable practice. The list is not exhaustive; each case will be judged upon its own merits.

- Copying another person's work
- Allowing one's own work to be copied
- Unauthorized collusion on an assignment
- Dishonest practice in a test, examination, assignment, or some other form of assessment
- False declaration (for example, lying to obtain extension of a deadline, to gain exemption from work, or to receive special consideration)
- Forgery (for example, forging a signature, parental note, certificates, record, report, or letter of reference)

- Data falsification (for example: fabricated, altered, or copied project or laboratory report)
- Plagiarism (see note below)
- Cutting and pasting information from a website without proper referencing

Collaborative Assignments

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

Plagiarism

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

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

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

Referencing Expectations

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

Malpractice

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

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

Consequences for Academic Dishonesty (including Plagiarism and Malpractice)

The School reserves the right to impose logical consequences for academic dishonesty, depending upon the frequency, seriousness, and circumstances of the offense.

As part of the learning process, cases of minor academic dishonesty within the classroom will be dealt with by the teacher as "teachable moments." This would include incidents:

- that have a small effect on course grade, and
- in which there is evidence that the student does not understand what was dishonest about the action.

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

First Serious Offense

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

Second Serious Offense

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

Third Serious Offense

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

Roles and Responsibilities in Academic Honesty

MS Administration, MS Counselors

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

Teachers, Librarians

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

Students

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

APPENDIX 3: MIDDLE SCHOOL ANTI-BULLYING POLICY

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

Purpose

To provide a safe, secure learning environment for all

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

Definitions

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

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

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

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

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

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

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

Reporting Strategies

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

Student Reporting

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

Role of the Staff

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

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

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

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



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