



# Elementary School Handbook for Students & Parents

2026 - 2027



**SSiS**  
SAIGON SOUTH  
INTERNATIONAL SCHOOL

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# General Information

**Head of School:** Dr. Catriona Moran

**Elementary Principal:** Mrs. Melanie Sylvester

**Upper Elementary Associate Principal:** Mr. Edward Goldstein

**Lower Elementary Associate Principal:** Ms. Kristy Csensich

| Grade Level     | Class         | Teacher Name               | Teaching Assistant Name                    |
|-----------------|---------------|----------------------------|--------------------------------------------|
| Early Childhood | B107          | WHITELEY, Natalie (EC3)    | ĐẶNG, Thị Hoàng Vân<br>NGUYỄN, Thị Mỹ Linh |
|                 | B109          | CANNELL, Charlotte (EC4)   | VÕ, Nguyễn Trúc Linh                       |
|                 | B100          | TRAN, Ngan (EC4)           | HUỖNH, Tuyết Vân                           |
| Kindergarten    | B106          | HINSON, Elizabeth          | LƯU, Nguyễn Đình Vũ Vi                     |
|                 | B111          | ABBAS, Sana                | NGUYỄN, Thị Uyên Thi                       |
|                 | B104          | KIM, Garam                 | CAO, Chánh Thanh                           |
|                 | B113          | ANELLO, Elena              | LÊ, Huỳnh Yến Nhi                          |
| Grade 1         | EAL - B214    | PRETORIUS, Gerhard         |                                            |
|                 | B212          | MELLER-MADDEVER, Elizabeth | NGUYỄN, Thị Bích Đào                       |
|                 | B210          | NONATO, Gregory            | NGUYỄN, Thị Thanh Hương                    |
|                 | B213          | PIPER, Courtney (Coco)     | TRẦN, Thị Ngọc Đào                         |
|                 | B215          | WONG, Lee                  | NGUYỄN, Thị Thu Hà                         |
| Grade 2         | EAL - B302    | BARTH, Tara                |                                            |
|                 | B311          | FERREIRA, Ana              | ĐẶNG, Thị Kim Anh                          |
|                 | B309          | DREWETT, Philip            | NGUYỄN, Thanh Thảo                         |
|                 | B306          | CAIROS, Juan Carlos        | HUỖNH, Thanh Thảo                          |
|                 | B307          | WHALEN, Kristin            | VŨ, Hòa Thụy Uyên                          |
| Grade 3         | EAL - B411    | CUNY, Katie                |                                            |
|                 | B407          | RATCLIFFE, Sarah           | VÕ, Nguyễn Thuý Vy                         |
|                 | B409          | YOONG, Wendy               | BÙI, Đức Phương Khanh                      |
|                 | B402          | WILLIAMSON, Kendall        | NGUYỄN, Thành Được                         |
|                 | B401          | OSTIGUY, Michelle          | LẠI, Thị Thụy                              |
|                 | B406          | NONATO, Michael            | NGUYỄN, Ngọc Nam Anh                       |
| Grade 4         | EAL - UES 204 | CASS, Melvin II            |                                            |
|                 | UES 215       | BURGER, Andy               | LÊ, Thùy Linh                              |
|                 | UES 203       | DI LUCA, Steven            | ĐÌNH, Văn Hóa                              |
|                 | UES 207       | WILCOX, Susannah           | NGUYỄN, Thùy Minh Châu                     |
|                 | UES 209       | ROSALES, Fabviola          | NGUYỄN, Thanh Hiền                         |
|                 | UES 211       | RODRIGUEZ, Maricela        | TẶNG, Hưng Thịnh                           |

|                    |                                         |                     |                                                       |
|--------------------|-----------------------------------------|---------------------|-------------------------------------------------------|
|                    | UES 201                                 | NIJENHUIS, Samantha | LÊ, Thy Thy                                           |
| <b>Grade 5</b>     | EAL - UES 312                           | MANZELLA, Lindsay   |                                                       |
|                    | UES 309                                 | McBURNEY, Tom       | LÊ, Văn Bình                                          |
|                    | UES 311                                 | DOWD, Sarah         | HUỖNH, Thị Lễ                                         |
|                    | UES 313                                 | ANYANGO, Mary       | NGUYỄN, Hồng Ly                                       |
|                    | UES 301                                 | NIJENHUIS, Rik      | TRẦN, Thị Phương Thảo                                 |
|                    | UES 307                                 | MCEWEN, Carrie      | LÊ, Thị Ngọc Dung                                     |
|                    | UES 303                                 | KIM, Sohyun (Sarah) | LÊ, Nguyễn Thuỳ My                                    |
| <b>Specialists</b> | Visual Arts EC,K,1 B209                 | STEVENS-KING, Tammy | NGUYỄN, Ngọc Thùy Dương                               |
|                    | Visual Arts 2,3 UES 405                 | STONEHOUSE, Nick    | VŨ, Ngọc Phương Uyên                                  |
|                    | Visual Arts 4,5 UES 400                 | BLUNDON, Alisa      | NGUYỄN, Hoàng An Khanh                                |
|                    | Drama 2,3,4,5 UES 104                   | MARTIN, Rebecca     | ĐẶNG, Thị Mai Trinh                                   |
|                    | Music EC,K,1 UES 105                    | AYACHE, Ranya       | NGUYỄN, Du Quỳnh Như                                  |
|                    | Music 2,3 UES 103                       | CORPENING, Leon     | ĐÀO, Thị Kim Ngân                                     |
|                    | Music 4,5 UES 101                       | DOYLE, MaKenzie     | NGUYỄN, Thị Kim Ngân                                  |
|                    | Librarian 2,3,4,5 UES 200.1             | PERRY, Nicole       |                                                       |
|                    | Librarian EC, K,1 UES 200.1             | SMITH, Nadia        | HỒ, Thị Thu Thảo                                      |
|                    | PE EC, K,1 UES 208.1                    | PRESTON, Stacey     | PHÙNG, Thị Thu Nguyệt                                 |
|                    | PE 1,2,3 UES 208.1                      | GAIRA, Conrad       | LÊ, Hoàng Thảo Uyên                                   |
|                    | PE 4,5 UES 208.1                        | GALVEZ, Carlos      | HUỖNH, Minh Thuận                                     |
|                    | Vietnamese Elementary B300              | VŨ, Thị Thùy Mai    |                                                       |
| <b>Coaching</b>    | Coaching program Elementary UES 404     | HUA, Phu            | ĐẠI, Thiện - UES 411                                  |
|                    | Coaching program Elementary UES 404     | KLADOVA, Tatiana    | LÊ, Hoàng Minh Thi - B207 Explorers Program Assistant |
|                    | Instructional Coach: Technology UES 404 | MARAMBA, Danai      | NGUYỄN, Anh Thư - UES 407                             |
|                    | EAL Coordinator UES 404                 | GOMEZ-GALVEZ, Ceci  |                                                       |

|                        |                                                        |                    |                                 |
|------------------------|--------------------------------------------------------|--------------------|---------------------------------|
| <b>Student Support</b> | ES Counselor<br>UES 108/B315                           | PAUL, Lance        |                                 |
|                        | ES Counselor<br>UES 106/B312                           | EDWARDS, Shawn     |                                 |
|                        | Learning Support EC,K,1<br>B102/B214                   | SPENCER, Brianna   |                                 |
|                        | Learning Support 1,2<br>B313                           | ARMITT, Craig      |                                 |
|                        | Learning Support 3,4,5<br>UES 310                      | MALCHI, Omer       |                                 |
| <b>Administration</b>  | Elementary Principal<br>UES 107.2                      | SYLVESTER, Melanie | NGUYỄN, Thị Bích Thủy - UES 107 |
|                        | Upper Elementary Associate Principal<br>UES 107.3      | GOLDSTEIN, Edward  | BÙI, Thụy Nhật Minh - UES 107   |
|                        | Lower Elementary Associate Principal<br>B123/UES 107.1 | CSENSICH, Kristy   |                                 |

# From the Elementary School Principal

Dear Students and Parents,

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

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

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

Sincerely,

**Melanie Sylvester**

Elementary School Principal

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

| HELPFUL CONTACTS |                                             |                                                                    |
|------------------|---------------------------------------------|--------------------------------------------------------------------|
| Name             | Position                                    | Email                                                              |
| Kristy CSENSICH  | Lower Elementary School Associate Principal | <a href="mailto:kcsensich@ssis.edu.vn">kcsensich@ssis.edu.vn</a>   |
| Edward GOLDSTEIN | Upper Elementary School Associate Principal | <a href="mailto:egoldstein@ssis.edu.vn">egoldstein@ssis.edu.vn</a> |
| Thủy NGUYỄN      | Administrative Assistant                    | <a href="mailto:esoffice@ssis.edu.vn">esoffice@ssis.edu.vn</a>     |
| Minh BÙI         | Office Assistant                            | <a href="mailto:mbui@ssis.edu.vn">mbui@ssis.edu.vn</a>             |
| Vy TRẦN          | School Bus Coordinator                      | <a href="mailto:busing@ssis.edu.vn">busing@ssis.edu.vn</a>         |
| Quyên NGUYỄN     | ES Nurse                                    | <a href="mailto:esnurse@ssis.edu.vn">esnurse@ssis.edu.vn</a>       |

## SSIS PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

## ACCREDITATION

SSIS is fully accredited by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Schools, Suite 200, 533 Airport Boulevard, Burlingame, CA 94010 in the United States. Phone: (650) 696-1060. Accreditation ensures that we deliver a safe, quality educational program that is recognized internationally. We are accredited through June 30, 2031.

## CORE VALUES

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Academic Excellence</b></p> <p>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.</p>                                                                            |
|   | <p><b>Sense of Self</b></p> <p>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.</p>                        |
|  | <p><b>Respect for All</b></p> <p>A perspective that each individual is a person of worth.</p>                                                                                                                                                                                                                                                         |
|  | <p><b>Balance in Life</b></p> <p>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.</p>                                                  |
|  | <p><b>Dedicated Service</b></p> <p>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.</p> |

## SCHOOL HOURS

Students should arrive on campus between 7:30 am and 7:45 am. Kindergarten and Early Childhood students enter the ES buildings at 7:45 am. Students in Grades 1 to 5 enter at 7:55 am. Classes begin promptly at 8:00 am. Dismissal time is 3:00 pm. Students may remain on campus after school **only** if they are involved in an after-school activity (ASA), are on a sports team, or are under the direct supervision of a responsible adult.

Students who are picked up by parents or drivers should be met promptly at the end of the school day. Students need to be picked up at the designated dismissal area in the Atrium between the Upper Elementary School and Lower Elementary School buildings.

If a parent wishes to change the regular arrangement for their child's transportation home, they must send a note to the child's teacher requesting the change and explaining the details of the change and the reason[s] for it. We also recommend that parents email the elementary administrative assistant about the change. Again, the safety of children is our first concern in establishing this guideline.

## SSIS WEBSITE

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

## DISMISSAL BEFORE THE END OF THE SCHOOL DAY

If a student needs to leave school before the end of the day, parents must send an email to the teacher and to the [esoffice@sis.edu.vn](mailto:esoffice@sis.edu.vn) stating the reason for their child's early dismissal and identifying the person who will pick up the student. The student should be met in the ES office so they can be signed out and the adult issued with a gate pass.

## DISMISSAL PROCEDURES

Dismissal is at **3:00 pm** every day (except for designated early dismissal days). Pick-up procedures vary depending on whether the student is riding the bus, being picked up, walking home, or participating in an after-school activity. Please see below.

### **EC, KG, Grades 1 and 2 parent pick up**

- Students must be met in the Atrium by a responsible adult or an SSIS sibling. Siblings must first be granted permission by completing this [Dismissal Permission Form](#).
- Parents who are meeting their children should wait in the Atrium at the location designated for their child's class. Parents need to make contact with the teacher before leaving with their child. Please do this only after the students have reached their designated location in the Atrium.
- A staff member will wait with the students in the Atrium.

### **Grades 3, 4, and 5 dismissal**

- Students in grades 3, 4, and 5 will be dismissed from the classrooms and are permitted to walk to the car pick-up area to meet their parents or drivers. Students will exit from the Gate 2 turnstiles.

### **Bus riders**

- Students who ride the school bus in EC–G2 will be taken to the bus by a staff member.
- If your child rides the bus, you will receive information from Ms. Vy, our bussing coordinator.

### **Walking home**

- **Early Childhood, Kindergarten, grades 1 and 2:** Students in these grades may not walk to the car pick-up area or walk home on their own.
- **Grades 3, 4, and 5:** May walk home on their own only after parents have completed a [permission form](#) and submitted it to the school.

### **After-school activities (ASAs)**

- Students who participate in ASAs will be taken to meet their ASA instructor by a staff member.

## **EARLY DISMISSAL DAYS**

Occasional early dismissal days provide time for faculty and staff to work on professional development, curriculum work, or other school-wide requirements. School ends at 12:15 pm on early dismissal days,

# School Procedures

## ACCESS TO CAMPUS

Cars may enter the campus at Gate 2. Students must be dropped off in a safe manner. Drivers should pull to the curb to discharge passengers. For safety, all students and parents should exit on the curbside only.

### Vehicle Regulations on the SSIS Campus

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

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

# Traffic Map

**G1** Motorbikes, bicycles, and electric scooters entrance & exit

**G2** Car & bus entrance

**G3** Car & bus exit

**G4** Faculty and staff motorbike parking

 No crossing

 Drop-off zone

 Pedestrian entrances & exits



## ADMISSIONS

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

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

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

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

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

### Admissions Policy for EAL Students

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

EAL applicants for Kindergarten will be tested for reading and spoken English. Students applying to grades 1-5 will be tested for proficiency in reading, writing, and spoken English.

## ASSEMBLIES

Assemblies take place at various times during the school year to commemorate special events. While these assemblies are specifically planned for our students, sometimes we invite parents to attend as well. Please be on time for the start of the performances and stay until the performance is over. Phones should be turned off or put in silent mode. If a call is received during the assembly, please quietly move out of the Auditorium. When siblings accompany parents to assemblies, they need to be seated with parents and supervised before, during, and after the assembly. This is particularly important for younger siblings. Before the assembly begins, they should not be running around the Auditorium.

# ATTENDANCE POLICY

## Introduction

Consistent school attendance is a primary focus at SSIS. We believe every minute a child spends in school is important. In many cases, difficulties in school can be directly linked to absenteeism.

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

## Philosophy of Attendance Policy

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

## Recording Attendance

1. Attendance is recorded in homeroom classrooms daily. Homeroom teachers are responsible for ensuring that attendance is recorded in PowerSchool by 8:00 am each school day. Students are marked either “Present” or “Absent.”
2. Students arriving to the classroom after 8:00 am will be admitted only with a “Late Pass” from the ES office.

## How to Report an Absence

If a student will be absent from school, parents should notify the school office by email: [esoffice@ssis.edu.vn](mailto:esoffice@ssis.edu.vn) or phone as soon as they know their child will be late or absent from school.

## School Response to Absence

As a vigilant and caring school, SSIS makes a determined and sustained effort to respond to a student’s unexplained absence on the first morning of absence, usually through a phone call.

## Attendance Concerns

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

## TYPES OF ABSENCE

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

### Excused Absences

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

1. Illness, medical, or dental appointments
2. Governmental appointments, such as visas, passports, etc.
3. Approved educational activity (field trip, co-educational experience, etc.)

4. Days of religious observance
5. Family bereavement
6. Involvement in a public performance
7. Attend family ceremonies like weddings, graduations, funerals, etc.
8. Exceptional occasions (the nature of such occasions will be determined by the Elementary Principal, or designee, on an individual basis)

## **Unexcused Absences**

**Absences are generally recorded as “unexcused” for the following reasons:**

1. No request for approval has been provided by the parent/carer
2. The request is not approved (e.g., shopping, minding the house, etc.)
3. Family holidays (unless granted under exceptional circumstances)
4. Family business trips
5. The family is unable to provide supervision or transportation for a child
6. The student is not permitted to come to school as a result of non-payment of tuition, incomplete required health forms, etc.

## **TYPES OF TARDINESS (PUNCTUALITY)**

Parents are expected to bring their child to school at 7:45 am to allow sufficient time for them to be present and punctual when attendance is taken. Attendance is recorded in the homeroom classroom at 8:00 am daily. If students arrive after 8:00 am, they are recorded as tardy (late). When a student is tardy, our records will indicate whether the absence is excused or unexcused.

### **Excused Tardiness**

For a tardy to be recorded as excused, the Elementary Principal, or designee, must approve the student’s late arrival to school. **Tardiness may generally be “excused” for the following reasons:**

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

### **Unexcused Tardiness**

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

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

## **CLASS PLACEMENT**

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

## **EMERGENCY DRILLS**

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

## **EMERGENCY SITUATIONS**

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

## **ENGLISH AS AN ADDITIONAL LANGUAGE PROGRAM (EAL)**

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

## **ASA (AFTER-SCHOOL ACTIVITY) PROGRAM**

After School Activities (ASAs) are provided to students in grades KG - 5 by community members and staff through three sessions of nine weeks each. The activities offered depend on the interests and abilities of our community members. Online registration takes place two weeks before the start of each ASA season. Activities begin at 3:15 pm. Parents must make arrangements to pick up students at 4:00 pm. Younger siblings in Early Childhood must be picked up by parents at 3:00 pm or return home on the school bus if they are bus students. EC students are not permitted to wait for their older siblings on campus unless they are supervised by an adult.

## **Absences and 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. Administration may make special exceptions for family related business (e.g., consulate visits).

### **ASA Bus Registration**

ASA busing provides transportation service leaving SSIS at 4:10 pm during ASA sessions. The drop-off points are determined each session based on bus requests.

Please register for ASA busing *after* you have received the final confirmation for your child's activities by contacting the school bus coordinator.

## **FIELD TRIPS**

Ho Chi Minh City provides wonderful opportunities for students to enrich their learning beyond the school boundaries. ES students participate in field trips that are closely linked to classroom units. Parents with suggestions for field trips are encouraged to contact the teacher. Some trips will be taken in the local community and nearby areas. Parents will be notified of scheduled trips in advance. For trips beyond the local area, parents will be asked to sign a field trip permission form that includes full details about the field trip. Overnight field trips are planned as part of the grade 5 curriculum.

### **Field Trip Chaperones**

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

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

## **FUNDRAISING/CAMPUS SALES**

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

## GUIDANCE AND COUNSELING

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

Our counselors are often one of the first staff members whom new students and parents meet. As such, they assist with initial placement through review of academic records and assist the administration in creating balanced classes.

A major component of our Guidance and Counseling program includes presenting classroom Guidance lessons that focus on the SSIS Core Values: Academic Excellence, Sense of Self, Respect for All, Dedicated Service, and Balance in Life.

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

## HEALTH SERVICES

Our Health offices are staffed by nationally registered nurses who are able to provide health services to all ES students.

### Health Office Hours

Mondays to Fridays (during the school year):

ES Health Office – 7:30 am - 4:00 pm (Room B108)

MS Health Office – 7:30 am - 4:00 pm (Room MS104)

HS Health Office – 6:30 am - 7:30 pm (Room C106)

SSIS uses Magnus Health to safely and securely manage and store all student health information.

### Role of the Health Office

- Provide basic and emergency first-aid care
- Evaluate and refer to appropriate outside medical providers
- Identify, control, and monitor outbreaks of communicable diseases
- Medication administration
- Work alongside International SOS if additional medical support is required
- Serve as a liaison between students, school personnel, and health care providers regarding health issues
- Supports off-campus curricular activities

## **Illness**

Parents should notify the school nurse of any infectious diseases or any changes in the health status of a student (e.g., recent vaccinations, illness, or surgery).

SSIS maintains a “fever-free” environment that requires all students to not attend school if they have a temperature of 37.8°C or above. This policy supports our efforts to maintain a healthy environment for all and minimizes the spread of viral infections. Students may return to school after they have been fever-free for 24 hours without taking fever-reducing medications.

Parents are requested to inform the ES office if their child will be absent, including illness, before 8:00 am.

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

## **Injuries**

The school nurse will call parents if a student must go home due to illness or injury.

In the event of an emergency, and the student requires transportation to the nearest appropriate medical facility, the school nurse or a member of the SSIS faculty will contact the parent or guardian before transporting the student. The nurse or a designated person will accompany the student to the hospital and meet the parent there.

Costs associated with emergency treatment or transportation are the parents' responsibility. The school does not provide accident insurance for incidents that occur on campus.

## **Medication at School**

Students requiring prescribed medication during school hours must have a recent prescription from their physician on file, and the authorization for medication form provided on Magnus Health.

Information must include:

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

All medications must be in the original packaging. The container must be clearly marked with the student's name, type of medicine, and dosage.

Some over-the-counter medicines (such as Tylenol, Ibuprofen, Benadryl, and Claritin) are available at school and can be given at the nurse's discretion, provided the authorization for medication form has been completed.

Students with prescribed emergency medications must submit them to the school health office at the start of each school year and replace any expired medications before they reach their expiration date. Failure to provide the required medications will result in the student being ineligible for off-campus activities.

## Medical Records

Before the start of each school year, parents are required to complete and submit all health updates via Magnus Health. Failure to provide this information may result in your child being unable to access the campus.

## Non-Emergency Health Services

Your child's health and safety is our priority. In the event a student is assessed and it is deemed necessary for them to be sent home or attend a non-emergency medical review, parents are required to collect their child from campus within 30 minutes to one hour of receiving a phone call.

If the student's parents/guardians are unable to be contacted, the health office nurses will contact the student's emergency contact listed in their school record. If the nurse is unable to reach the emergency contact, then transportation to a higher level of care will be arranged.

## Emergency Health Services

In an emergency that requires transportation to a higher level of care, the nurse or a member of the SSIS faculty will accompany the student in an ambulance.

To ensure a safe transfer of care for your child, medical handovers will be provided to the health care facility or paramedics.

This will include:

- Student's name, date of birth, allergies, regular medications, relevant medical history
- Medications or treatment provided in the health office
- Time and nature of illness or injury
- Vital signs, including blood pressure, pulse, respirations, oxygen saturation, and temperature
- Parent or guardian contact information

## Individual Health Care Plan

Students with specific health care needs (e.g., chronic or acute conditions, including but not limited to asthma, allergies, diabetes, asthma, epilepsy, or heart conditions) will be required to have an Individual Health Care Plan signed annually by a physician evaluating your child and on file prior to the student starting school. This is to ensure the school is adequately prepared to care for your child.

## Required Annual Health Check-Up

In accordance with the Ministry of Health, schools are mandated to collect annual health data for all students. Parents are required to support this by completing and uploading a physical examination form, completed and signed by a certified medical provider, at the beginning of every school year.

## SICK POLICY

Students or staff who are unwell **must remain off campus until they have been symptom-free without medication for 24 hours**. This includes:

- Fever of 37.8°C or higher must remain home until they are fever-free for 24 hours without taking fever-reducing medication

- Flu-like symptoms (cough, shortness of breath, nasal congestion, body aches, fatigue, sore throat) must remain off campus until they are symptom-free for 24 hours
- Two episodes of vomiting or diarrhea must remain off campus until 24 hours after the last episode of diarrhea or vomiting

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

For any current absence needing to be recorded, please contact your child's divisional office  
[esoffice@ssis.edu.com](mailto:esoffice@ssis.edu.com)  
[msoffice@ssis.edu.com](mailto:msoffice@ssis.edu.com)  
[hsoffice@ssis.edu.com](mailto:hsoffice@ssis.edu.com)

Our current Covid policy is based on the Ministry of Health and DoET. The current Decree is as follows: If your child has Covid, please email the divisional nurse and divisional office to report their absence.

For more information about our health policies, please refer to the Health Office Handbook.

If you have any questions, please contact the SSIS nurse hotline, Monday to Friday, from 6:00 am to 7:30 pm, 090 994 1100. You can also call International SOS 24 hours a day on 028 3999 8100 for any healthcare questions or concerns.

## **INFORMATION TECHNOLOGY**

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

## **LANGUAGE PHILOSOPHY**

SSIS has a shared vision and desire on the part of the faculty to successfully develop English language proficiency across a high-quality academic curriculum, while at the same time promoting the development of each student's home language and the acquisition of additional languages. Saigon South International School (SSIS) is mindful of the power of language and words. As part of our core value of Respect for All, the variety of language backgrounds among our students enriches us as a community. The SSIS community is a resource to foster language learning, and the acceptance of an additional language enriches personal growth, enhances first language development, and promotes diversity.

## **LIBRARY MEDIA CENTER**

At the heart of our educational community, the Library Media Center provides access to information and ideas for students and staff. In addition to regularly scheduled class visits to check out books and to develop reading and research skills, students have access to the library from 7:45 am until 4:00 pm (except Wednesdays when the library closes at dismissal time). Students in EC through grade 5 may borrow three items for two weeks. Periodicals circulate for three days.

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

## **LOCKERS**

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

# LOST-AND-FOUND

## Procedure

Items that are found or unclaimed on the SSIS campus must be recorded, handed over, and kept at the Lost-and-Found cabinets on the first floor of the Lower Elementary Building (B101) for further investigation and safe return to the owner.

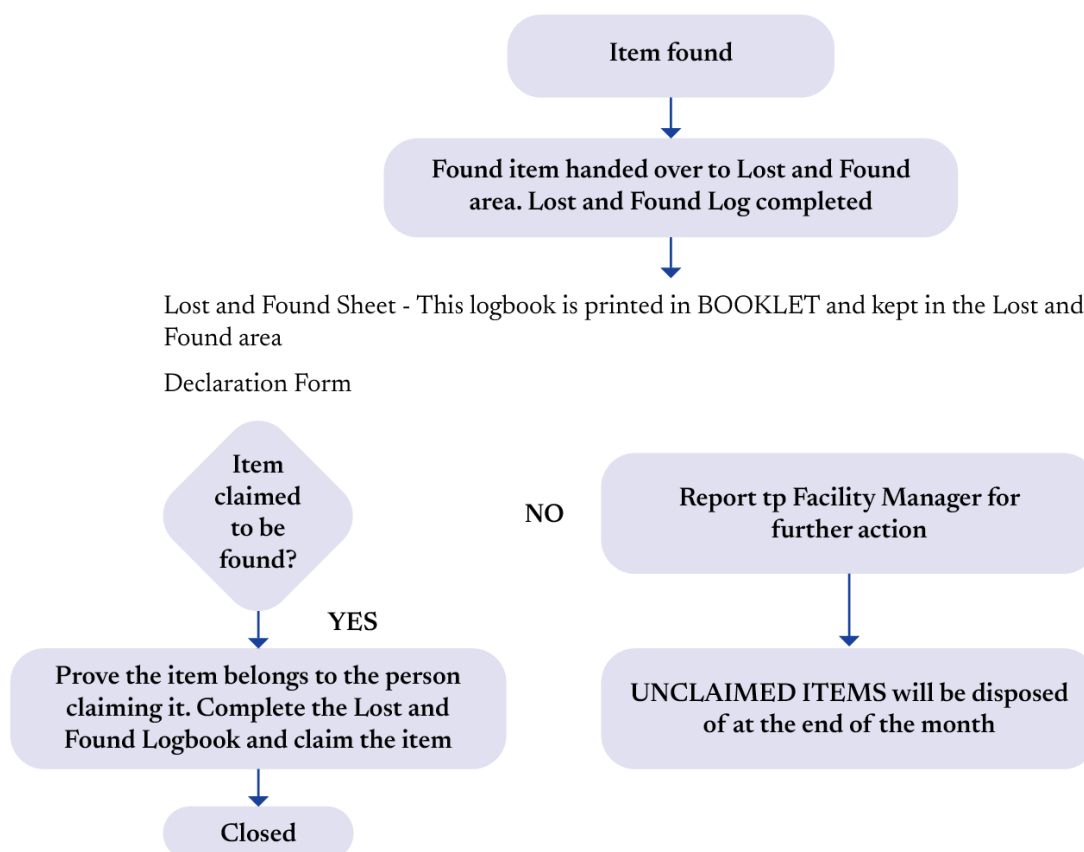
Anyone who finds a lost item must take it to the Lost-and-Found area. The finder is not allowed to keep the item or give it to others. The item will be logged by a Security Team member and the finder. Then it will be stored securely in a locked Lost-and-Found cabinet.

Anyone who loses personal property should go to the Lost-and-Found area on the first floor of the ES (Building B) to make a written declaration of the lost item. The owner of the item should provide as many details as possible (what the item looks like, where it was last seen, etc.).

Lost items will be returned to their owner only when the description of the item matches the information recorded in the Lost-and-Found logbook. The owner may be asked to prove that the lost item belongs to them (by providing detailed information, photos, etc.) before the item is returned to them. The owner will be required to sign the Lost-and-Found logbook to confirm that they have taken back their lost property.

All unclaimed items will be stored in the Lost-and-Found cabinets until the end of the month. At the end of each month, any unclaimed items will be taken to the Business Office to arrange for donation to a local charitable organization or for disposal.

## Process Map



## PARTIES, CELEBRATIONS, AND INVITATIONS

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

## PE SWIMMING CLASS PARTICIPATION POLICY

### Expectations

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

### Exceptions

Swimming is just as important to our students' learning as math and language development. When a child misses swim class, they will fall behind their peers. Here are a few of the exceptions that may happen throughout the swim unit:

### Excused Reasons for Missing Swim Class

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

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

### Unexcused Reasons for Missing Swim Class

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

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

### **Consequences for Unexcused Absences**

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

### **Lengthy Medical Situation**

When a child is unable to participate for a substantial time, the PE teacher will assign a project for the child throughout the unit to help continue their learning.

## **PERFORMANCES**

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

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

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

## **PETS**

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

## **SPECIAL DRESS DAYS**

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

## **STUDENT COUNCIL**

The SSIS Student Council provides elementary students with opportunities to develop leadership skills while serving their school. The Student Council representatives take an active role in planning and coordinating events to improve the general welfare of our community. Students in grades 2 - 5 elect their own representative who attends Student Council meetings and reports on activities to the class. Faculty members are advisors for the Student Council.

## TEXTBOOKS

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

## TRAVELING PARENTS

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

## PHONES AND WEARABLE DEVICES

Elementary students are not permitted to use cell phones or wearable devices, for example, Apple Watches, during school hours. If parents choose to have their child bring a cell phone to school, they assume full responsibility for the phone. Phones must be kept in students' backpacks and must be turned off during school hours. When parents are on campus, they are asked to use cell phones courteously to avoid disturbing students and others. During performances, cell phones should be turned off. Emergency messages can be sent to the elementary administrative assistant, Ms. Bich Thuy, who will inform your child.

## TRANSPORTATION

ES students have the following options for travel to and from school:

- SSIS provides bus service for an extra fee, subject to space.
- Private cars, car pools, privately contracted services, and taxis
- Upper elementary students (grades 4 and 5) who live south of Nguyen Van Linh may ride bicycles to and from school. Helmets are required.
- Younger students may walk to and from school only if they are accompanied by an adult or a middle or high school sibling.

### Busing

Students in EC - Grade 2 who ride the bus home after school need to be met by an adult when the bus reaches the students' neighborhood.

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

For more information, parents can contact the school bus coordinator, Ms. Vy, at [busing@ssis.edu.vn](mailto:busing@ssis.edu.vn) or call (84-28) 3622 0870, ext. 31281.

## **School Bus Conduct Expectations**

Students who ride the buses are expected to:

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

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

- First offense: verbal warning from the principal
- Second offense: written warning from the principal and parent/guardian contact
- Third offense: student will not be permitted to ride the bus for up to two weeks

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

## **TRAFFIC SAFETY**

At SSIS, we are committed to fostering a culture of traffic safety from an early age. Elementary students will participate in age-appropriate lessons on basic road safety, pedestrian awareness, and helmet use. Through classroom activities, visual materials, and regular reminders, students will learn how to navigate traffic safely as pedestrians and passengers. Families are encouraged to reinforce these lessons at home by modeling safe commuting behaviors and ensuring children wear helmets when biking or riding on motorbikes.

## **TUTORING**

Parents who desire tutoring for their child may request the assistance of the counselor who can provide contact information for potential tutors. Scheduling and payment issues surrounding tutoring services are a private matter to be arranged between the parents and the tutor. No SSIS teacher may tutor the students in their class for remuneration. If parents have made arrangements

for outside tutors for their child, we highly recommend that the tutor communicate directly with the classroom teacher.

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

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

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

# Student Code of Conduct

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

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

## MAJOR VIOLATIONS

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

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

## DISCIPLINARY ACTION

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

One or more of the following steps may be implemented:

- **Counseling** by the teacher, outdoor or cafeteria supervisor, principal, or counselor.
- **Core Values Behavior Plan** – The student will complete a form indicating what the problem was and how they can improve.
- **Supervised Restorative Study and Reflection** – The student will be removed from regular classes and will work in a supervised area for a part or a full day. The student's parents/guardians will be contacted. The principal will make reasonable efforts to arrange a conference with the parents and the student to explain the reason for the reflection session and its potential consequences.
- **Time Away From Campus For Safety and Support** – SSIS will not tolerate any student misconduct that intentionally causes hurt or harms another student. In such cases, parents will be notified and the student may be required to remain at home for a short period as an administrative measure to support safety, stabilization, and/or fact-finding, and to allow the school and family to plan for a successful return.

During this time:

- the student will not attend classes or school activities until the return-to-school plan is confirmed;
- the school will provide reasonable access to learning materials so the student can maintain academic continuity; and
- a re-entry meeting will be scheduled with the student and parents/guardians (and relevant staff) to agree next steps and support structures.
- The time away from campus will be as short as reasonably possible, and any extension will be communicated in writing with the reason and next review point.

# 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.

# Dress Code

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

| For School Days WITHOUT Physical Education class |                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tops</b>                                      | <ul style="list-style-type: none"> <li>Multi-colored PE shirt (EC - grade 3), royal blue polo shirt with SSIS logo (grades 4 and 5), or light blue polo shirt* with SSIS logo (*these are being discontinued but may still be worn through the 26-27 school year)</li> <li>White polo shirts (for concerts and formal events only)</li> <li>SSIS sweater or sweatshirts (optional)</li> </ul> |
| <b>Bottoms</b>                                   | <ul style="list-style-type: none"> <li>Navy blue shorts</li> <li>Navy blue skort</li> </ul>                                                                                                                                                                                                                                                                                                   |
| <b>Shoes</b>                                     | <ul style="list-style-type: none"> <li>Shoes must be neat, safe, and appropriate for the activities of the school day.</li> </ul>                                                                                                                                                                                                                                                             |
| <b>Hats</b>                                      | <ul style="list-style-type: none"> <li>Hats are required for all outdoor activities.</li> <li>Hats and head scarves must be removed inside the school building (unless worn for cultural or religious reasons).</li> </ul>                                                                                                                                                                    |
| <b>Accessories</b>                               | <ul style="list-style-type: none"> <li>Non-uniform items such as jewelry need to be safe for the various activities engaged in throughout the school day.</li> <li>Wearable devices are not permitted.</li> </ul>                                                                                                                                                                             |
| For School Day WITH Physical Education class     |                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Tops</b>                                      | <ul style="list-style-type: none"> <li>SSIS multi-colored PE shirt</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>Bottoms</b>                                   | <ul style="list-style-type: none"> <li>SSIS PE shorts</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| <b>Shoes</b>                                     | <ul style="list-style-type: none"> <li>Athletic shoes and socks</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>Hats</b>                                      | <ul style="list-style-type: none"> <li>Cap/hat for outdoor activity</li> </ul>                                                                                                                                                                                                                                                                                                                |
| <b>Accessories</b>                               | <ul style="list-style-type: none"> <li>Sunscreen</li> <li>Water bottle</li> <li>Towel (optional)</li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>Aquatics</b>                                  | <p>On days of swimming instruction, students need:</p> <ul style="list-style-type: none"> <li>One-piece bathing suit</li> <li>Towel</li> <li>Sunscreen</li> <li>Goggles</li> </ul>                                                                                                                                                                                                            |

# Student Supplies

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

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

## All children need the following on a daily basis:

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

## SNACKS AND LUNCH

Students are encouraged to bring healthy snacks for the morning break. Carbonated beverages are not sold or permitted at SSIS. Please do not send breakable containers for beverages; re-sealable bottles are suggested for liquids. All students should have their own labeled water bottles.

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

## Students are expected to:

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

# SSIS FOOD GUIDELINES

SSIS encourages and supports healthy eating to promote optimal learning and lifelong health.

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

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

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

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

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

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

## Celebration Guidelines

Birthdays, holidays and accomplishments may be celebrated at school, however the emphasis should be on the child, holiday, or accomplishment, not on the food. Gift bags with food and candy are not allowed.

Suggested items for celebrations may include:

- Cupcakes
- Muffins
- Fruit

## School Functions

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

## Vendor Guidelines

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

# Homework Policy

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

|              |                       |
|--------------|-----------------------|
| KG - Grade 1 | 10 – 20 minutes daily |
| Grade 2      | 20 – 30 minutes daily |
| Grades 3 - 5 | 30 – 60 minutes daily |

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

## Parent Support

### CURRICULUM NIGHT

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

### CHANGE OF CONTACT INFORMATION

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

### PARENT-TEACHER CONFERENCES

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

At upper elementary grades, students may be requested to attend the conference with their parents. These conferences are scheduled; it is very important that parents attend at the appointment times. Please note that, while nannies, tutors, or other family members may attend the conference, it is

required that at least one parent attend. Our teaching assistants are able to translate if your home language is Vietnamese. If you require a translator in a language other than Vietnamese, please bring one to the appointment. Parents or teachers may request additional conferences throughout the year.

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

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

## EXPECTATIONS FOR PARENTS

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

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

### Stay Informed

We want to make it easy for you to stay informed about everything that is happening at school. Every Friday, we will send you the Dragon Digest by email. The Dragon Digest is full of information about upcoming events and important school news. You will also find school communications and essential details on the [Parent Portal](#). We encourage you to read the Dragon Digest each week and check the Parent Portal often to stay up-to-date!

### Report Cards

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

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

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

| Description |
|-------------|
|-------------|

|                                 |
|---------------------------------|
| Experiencing difficulties       |
| Beginning to demonstrate skills |
| Developing towards expectations |
| Meeting expectations            |
| Not assessed                    |

## Academic Subjects (Grades 1-5)

| Description             |
|-------------------------|
| Beginning               |
| Developing              |
| Meeting                 |
| Meeting with excellence |
| Not yet evident         |

## PARENT TEACHER ASSOCIATION (PTA)

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

## SCHOOL-HOME COMMUNICATION

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

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

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

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

# Appendix 1

Communicable diseases exclusion list. (For a full list of disease exclusions, refer to the Health Offices or the [Health Office Handbook](#).)

| Condition                                                          | Early symptoms                                                                                                                              | Incubation period                                | Method of infection                                                                                                                                                                         | Attend school | Duration of exclusion                                                                                                                                                                                                               | Commendations                                                                                   |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Athletes foot</b>                                               | Skin on bottom of feet and between toes is red, itching, cracking and scaling with or without foul odor.                                    | Unknown                                          | Contact with infected scales of skin and fungus in damp areas such as pools, locker rooms, and showers                                                                                      | yes           | No, however students must refrain from using areas where transmission can occur until infection has resolved, such as pools or locker room showers.                                                                                 |                                                                                                 |
| <b>Chickenpox (Varicella)</b>                                      | Raised red spots that change into blisters after a few hours - Rash usually presents on trunk and face - Mild fever                         | 10 - 21 days                                     | Direct or indirect contact with weeping blisters, nasal, or throat discharge of an infected individual. People are most infectious 1-2 days before rash and until lesions are crusted over. | No            | Yes. Students can return when all lesions are crusted over and they are fever-free for 24 hours without fever-reducing medication and no new blisters for a full 24 hours. This is usually occurs 5-7 days after the rash developed | Vaccine is available for adults, adolescents, and children who are 12 months and older          |
| <b>Common cold</b>                                                 | Itching and / or sore throat, sneezing, nasal congestion, watery eyes, mild coughing                                                        | 01 - 04 days                                     | Direct contact with droplets from nose, mouth and contaminated articles                                                                                                                     | No            | Until symptom-free for 24 hours without medication                                                                                                                                                                                  | Implement proper hand washing techniques and avoidance of being in contact with infected people |
| <b>Conjunctivitis (pink eye)<br/>*infectious/<br/>non-allergic</b> | Redness, itching and eyelids stuck together with dried discharge from the eye.                                                              | 24 - 72 hours                                    | Contact with the eye discharge of the affected person or touching shared items of the infected person.                                                                                      | No            | Yes-can return with approval from a licensed healthcare provider despite if treatment was initiated or not. Infected students should not use pools or share microscopes until symptoms are resolved. 1-7 days.                      |                                                                                                 |
| <b>Covid-19</b>                                                    | Varies depending on variant. Typical symptoms include sore throat, headache, body aches, fatigue, fever, runny nose, cough and sore throat. | 1-2 days before onset of symptoms, up to 14 days | Contact with respiratory droplets of contaminated people with or without virus symptoms.                                                                                                    | No            | Yes - isolation for 5 days from the date of symptom onset. Can return before the 5 days if a negative test is obtained.<br>Updated decree 2023: <a href="#">2671/QĐ-BYT</a>                                                         | Mask wearing is encouraged for a further 5 days after returning to school.                      |
| <b>Coxsackie viral infection (Hand, Foot, &amp; Mouth Disease)</b> | Presents with sores/red spots in mouth, rash with blisters on hand, feet, elbows, knees. Mild fever, fatigue, and poor appetite.            | 04 - 06 days                                     | Contact with contaminated items or surfaces. Infected persons are most contagious during the first week of symptoms.                                                                        | No            | Yes - Students are excluded from school for 10 days from onset of symptoms and can return when all blisters are healed. Decree 2012 1003/QĐ-BYT (IV.3.)                                                                             | Implement proper hand-washing techniques and avoid being in contact with infected people        |

|                           |                                                                                                                                                                                                                                      |                                                              |                                                                                                                                                                                                                                                                                                     |     |                                                                                                                                                                                                                        |                                                         |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Fifth disease</b>      | Presents with a rash, headache, no or low-grade fever, and chills. The rash appears as bright red cheeks and/or a lacy rash on chest arms and legs                                                                                   | 4 - 21 days                                                  | Exposure to airborne droplets from the nose and throat of infected people                                                                                                                                                                                                                           | No  | Until fever-free for 24 hours without the use of fever reducing medications                                                                                                                                            | Implement proper hand-washing techniques                |
| <b>Impetigo</b>           | Common skin infection that results in itchy rash/blisters caused by Staphylococcal or Streptococcal infections. The lesions will ooze a clear yellow fluid and then form a crust. Lesions typically appear around the nose or mouth. | 04 - 10 days                                                 | Transmission occurs when an injury occurs to the skin causing exposure to the bacteria. The bacteria normally lives on the skin but can invade and infect when the skin is broken. It can also be acquired by exposure with infected persons lesions or with objects/surfaces where bacteria lives. | No  | Yes-until evaluated and treatment initiated by a medical provider or longer for those who have extensive ongoing drainage from lesions. Infected students should refrain from using the pool until lesions are healed. | No participation in contact sports or food preparation. |
| <b>Influenza</b>          | Headache, fever, runny and stuffy nose, cough, generally feeling unwell                                                                                                                                                              | 1 day before symptom onset until 7 days after symptom onset. | Contact with contaminated airborne droplets from infected individuals.                                                                                                                                                                                                                              | No  | Exclusion from school for 7 days from onset of symptoms and can return after 7 days if fever free without fever reducing medications. Decree 2903/SYT-NVY                                                              | Annual flu vaccination is available.                    |
| <b>Lice (Pediculosis)</b> | Scalp irritation, or detection of lice eggs in hair                                                                                                                                                                                  | Hatch in 6 - 10 days                                         | Direct contact with hats, hair, combs, brushes, pillows, or towels of the infected person.                                                                                                                                                                                                          | Yes | Students can remain at school until the end of the day and can return to school the next day, after treatment.                                                                                                         |                                                         |
| <b>Scarlet fever</b>      | High fever, sore throat, bright rash that is red and covers the entire body. Red, bumpy appearance to the tongue following appearance of white coating, nausea, vomiting, and painful swallowing.                                    | 02 - 04 days                                                 | Spread by airborne droplets, direct contact with contaminated surfaces, share foods or drinks                                                                                                                                                                                                       | No  | Yes-can return after a full 24 hours after antibiotic treatment has started, 24 hours fever free without fever-reducing medications and well enough to participate.                                                    |                                                         |

# Appendix 2

## Responsible-Use Policy

### STATEMENT OF PURPOSE

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

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

### TERMS OF AGREEMENT

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

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

- 1. Respect and protect the privacy of self and others.**
  - I will keep my passwords and login information private and will only use my own accounts
  - I will protect my contact information and that of others, such as full name, home address, phone number, or any other personal information.
  - I acknowledge that all contributions to the Internet leave a digital footprint and can be public and permanent.
  - I will report security risks or violations to a teacher, parent or administrator.
- 2. Respect and protect the integrity, availability, and security of all technology resources.**
  - I will be a responsible user and understand that access to the school's devices, networks, and the Internet is a privilege, not a right.
  - I will be responsible for the safekeeping and care of all the devices (both mine and school-owned).
  - I will conserve, protect, and appropriately share these resources with other students and network users.
  - I will not tamper with data, networks, or any other resources.
  - I will immediately report to a teacher, parent or administrator any damage or problems with any device I use.
- 3. Respect and protect the intellectual property of others.**
  - I will honor the private property of creators' content and not plagiarize.
  - I will treat information created by others as the private property of the creator.
  - I will respect copyright and cite or attribute appropriately.
  - I will obey copyright laws and not participate in the making or distribution of illegal copies of music, games, movies, or written work belonging to others.

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

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

## **CONSEQUENCES FOR MISUSE**

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

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

Further consequences may be imposed in accordance with school policy.

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

## **SUPERVISION AND MONITORING**

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

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

