



CANADIAN INTERNATIONAL SCHOOL  
CIS (VIETNAM)



THE CANADIAN  
INTERNATIONAL SCHOOL  
CIS (VIETNAM)

# PARENT-STUDENT HANDBOOK

2023-2024



A MEMBER OF



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## PURPOSE OF THE CIS

# PARENT HANDBOOK

This Parent-Student Handbook provides parents and students with essential information about school policies and procedures that are designed to ensure student safety and support the growth and development of the whole child.

Parents of CIS students are expected to be familiar with the contents of this handbook and use it to understand the various ways they can support the work of CIS educators in creating the best possible learning experience for students.

Parents can also use this handbook as a reference guide should they have any questions regarding school operations. If there is a question not covered by the Handbook please reach out to any of us at the emails provided.



## FOSTERING THE HOME - SCHOOL PARTNERSHIP

One hallmark of a great school is its commitment to ensuring parents are active partners in the education of their children. Parents have a unique knowledge, perspective and understanding of their children and we encourage their active participation in the educational process.

One of the best ways to build and sustain that partnership is to maintain effective lines of communication and to actively engage parents in decisions related to their children. The more involvement parents have in their children's schooling, the more likely their children are to succeed.

The following school initiatives are designed to enhance and facilitate home-school cooperation and communication.

■ Newsletters and calendars: each classroom or division provides frequent updates on what is being taught in the classroom, key information about assignment due dates and special classroom events.

■ Communication books and planners: each teacher has a system in place that allows for easy communication with home about successes, issues or concerns. This system allows for communication as needed between home and school on a daily basis with at least one communication home per week.

■ Internet: each teacher has an online presence. Please connect with your child's teacher about their on-line Google Classroom. The objectives for using Google Classroom are to have all content posted, assessments and rubrics, and an opportunity for parents to see what is going on in the class on a day to day basis. These would include videos and pictures from the class.

■ Parent-Teacher conferences, community events and school activities.



# HOW TO BECOME AN ACTIVE PARENT IN THE SCHOOL COMMUNITY

There are many ways for you to become more actively involved in your school community. These include:

- Understanding how the school's vision and mission relate to your child's education.
- Providing opinions and suggestions for school improvement through school surveys.
- Attending school-sponsored workshop and parent education sessions.
- Participating in school-sponsored activities and special day events.
- Keeping the school staff informed of your children's progress and significant events that may affect their learning.
- Updating family and emergency contact details such as email, postal addresses, and telephone/cell phone numbers, including emergency contacts. If there are changes during the school year, inform the Academic Service Officer (ASO) immediately.

## Parents' responsibilities include:

- Understanding the learning process of their children;
- Understanding the operation of the school;
- Honouring your financial commitments to the school.



# PARENTS / VISITORS ON CAMPUS

Parents and visitors are welcome on school campus during school hours Mondays to Fridays from 7:40 AM until 4:30 PM.

Security staff are directed to ensure that each person who enters the school grounds is there for a valid reason. We would ask for your patience, cooperation and understanding in supporting their work.

All parents and visitors must check in at the Security Gate and present a national identification card, if required, to receive a parent/visitor ID badge. The provided badge must be worn at all times while visiting the campus.

Parents are not permitted to be present in hallways or visit classrooms during instructional hours unless they have been specifically invited to do so.

On Saturdays CIS hosts the Saturday Vietnamese and Super Saturday Programs.

Unless the school is hosting a special event, our campus will be closed from noon on Saturday and all day Sunday.



# SCHOOL GUIDING STATEMENTS

## MOTTO, “ROOTS AND WINGS”

Henry Ward Beecher once wrote, “There are only two lasting bequests we can hope to give our children. One of these is roots...the other, wings.”

Our roots are deeply established in our reverence for Vietnamese culture, and reinforced through our Character Education program. Our wings are the academic, social-emotional, global citizenship and service learning opportunities we provide each day to encourage every student to soar to their full potential.



## VISION AND MISSION

- **Vision:** Educating free, confident and adaptable people.
- **Mission:** CIS is an inclusive community committed to the developing future leaders.

We challenge our students to be curious, reflective critical thinkers, global citizens, and healthy, active, lifelong learners who are committed to making our world greener and sustainable.

## SCHOOL CURRICULUM

Our curricula come from several sources. CIS use the world renowned Ontario's curriculum. Additionally, CIS is authorised by the International Baccalaureate to offer courses leading to an IB Diploma.

## CORE VALUES

Ten core values, aligned with the Ontario Ministry of Education, drive the school's character development program.

Each month the school celebrates one of those core values through a variety of classroom curriculum activities that are age and grade appropriate and culturally sensitive.

## CIS CORE VALUES

**PEACEMAKING** We make the choice to calmly resolve conflicts and to practice actions that create an environment of acceptance and unity.

**RESPECT** We show positive regard for and acceptance of others' thoughts, opinions and feelings. We are inclusive and fair in our treatment of others.

**INTEGRITY** We are honest, trustworthy and genuine to ensure that our actions match our words.

**CARING** We show kindness, compassion, empathy, and friendship toward others.

**OPTIMISM** We have a positive attitude, resiliency to bounce back from adversity, and hope for the future. We do our part to make the world a better place.

**PERSEVERANCE** We demonstrate the effort and determination to complete a task to the best of our ability and to stick to that task even when it is difficult.

**COURAGE** We have the strength and ability to face challenges even when it might be difficult or unpopular. We take the initiative to act without being prompted by others.

**RESPONSIBILITY** We demonstrate self-discipline, self-control, reliability and are accountable for our choices, words and actions. We take care of others and our environment.

**COOPERATION** We work together as a team to achieve a common goal or purpose.

**GRATITUDE** We demonstrate a thankful and appreciative attitude, and focus on the ways in which we are fortunate.

## ACADEMIC SERVICES OFFICE, ASO, ROOM D103

If you have any questions or concerns not covered in this handbook please contact:

### ELEMENTARY DEPARTMENT

Primary: Kindergarten - Grade 3  
Junior: Grade 4 - Grade 6  
Intermediate: Grade 7 & Grade 8  
Phone: (028) 54 123 444 - Ext: 1157, 1161  
Email: elementary@admin.cis.edu.vn

### SECONDARY DEPARTMENT

Grade 9 - Grade 12  
Phone: (028) 54 123 444 - Ext: 1163  
Email: secondary@admin.cis.edu.vn

# ATTENDANCE, CALENDAR, SCHEDULE, UNIFORM

## SCHOOL CALENDAR

### School Year Calendar 2023-2024

First Day Of School For Student: Monday, August 14, 2023

Last Day Of School For Student: Thursday, June 13, 2024 a half day

## SCHOOL HOURS

### Bell Schedule

School Start Time: 08:20 A.M for all students. All full time students are expected to attend every day and to be in school for the beginning of the period. The following is the time schedule of the school's divisions.

### Elementary (Kindergarten - Grade 8)

divided into 9 periods with Period 10 being a special period that only happens occasionally for some students.

Period	Time	Length	Activities
Before School	08:20 - 08:30	10 mins	Elementary students line up for their teacher
Period 1	08:30 - 09:15	35 mins	Anthem/Announcements (5mins)
Period 2	09:15 - 10:00	40 mins	
Period 3	10:00 - 10:40	35 mins	
Period 4	10:40 - 11:20	35 mins	Kindergarten Lunch
Period 5	11:20 - 12:00	35 mins	Grade 1-3 Lunch time
Period 6	12:00 - 12:40	35 mins	Grade 4-6 Lunch time
Period 7	12:40 - 13:25	40 mins	Grade 7-8 Lunch time
Period 8	13:25 - 14:10	40 mins	
Period 9	14:10 - 14:55	45 mins	CIS students will be dismissed no earlier than 14:55 by CIS teachers
Period 10*	15:00 - 16:00	60-90 mins	Only for special activities, such as ELL, Clubs, on some days

**Secondary (Grades 9 - 12)**

4 periods per day with Period 10 being a special period that only happens occasionally for some students

Period	Time	Length	Activities
Before School	08:20 - 08:30	10 mins	
Period 1	08:30 - 10:00	80 mins	Anthem/Announcements (5-10mins)
Period 2	10:00 - 11:20	80 mins	
Period 3	11:20 - 12:40	80 mins	Secondary students will be dismissed no earlier than 12:40 by CIS teachers
Secondary Lunch	12:40 - 13:40	60 mins	Lunchtime and Recess time
Period 4	13:40 - 15:00	80 mins	CIS students will be dismissed no earlier than 15:00 by CIS teachers
Period 10*	15:00 - 16:30	60-90 mins	Only for special activities, such as Clubs, or special classes on some days

## ATTENDANCE POLICY

Period	Time	Instructions
Early Arrival	Students are not allowed on campus before 7:40 am.	Any students arriving before this time will only be allowed in the Front Foyer
Arrival before bell rings (With school supervision)	08:00-08:20	Elementary students must be in the green space or soccer field. Secondary students will only be allowed to be in the designated areas (Front Foyer, Lobby, Courtyard, Library, Cafeteria, and Secondary hallways) when staff are present.
Bell rings	08:20	This is the time when Elementary students are expected to line up for classes.
During Lunch Time	Cafeteria, Front Foyer, Lobby, Courtyard, and Library - when staff are present	
After School Hours	After 15:00 on usual day or 16:00 for Club Days	Students are only permitted to be in the Front Foyer.
By 16:30	All students are to be off campus by 16:30. Students that are waiting to be picked up must be under supervision in the ASO or front foyer.	

## LATE ARRIVAL

Attendance in Kindergarten to Grade 8 is taken at 8:30 AM when classes begin. Students who arrive after 8:30 AM must report immediately to the Academic Services Officer (ASO) to collect a late slip to take to their homeroom teacher.

If the bus arrives late, the bus monitor will alert the ASO and provide students with a late slip for their homeroom teacher.

Attendance in Secondary Classes, Grades 9 through 12, is taken each period by the subject teacher and recorded electronically on the school software system. At 9:00 the ASO checks secondary attendance and verifies with the teacher if the student has still not arrived. Secondary students who arrive after 8:30 must get a late slip from the ASO.

The Leadership Team will become involved with students who are repeatedly late for school.

If you know in advance that your child is going to be late or needs to leave school early on a particular day please contact the school a day in advance.

## SAFE ARRIVAL PROGRAM

Where a student is recorded as absent from school during morning attendance and the school has not been notified by the parent, the ASO makes every effort to contact the family to let them know that the student is not present at school.

## ABSENCE

Your child needs to be present each day to participate in the learning activities that are a required part of their education. Extended periods of absence will negatively impact learning. If a family makes the decision to have their child miss school, it is the responsibility of the family and the student to make up for work missed during an absence.

All student absences, both Excused or Unexcused will be recorded, reported and retained as part of the student's record.

### ■ Absences Due to Sickness or Injury:

If your child is absent, we would ask that the parent or guardian notify the school and provide the necessary details. This notification can be in the form of a handwritten note or an email to the Academic Services Office via telephone **(028) 54 123 444**.

### ■ Elementary academic support:

[elementary@admin.cis.edu.vn](mailto:elementary@admin.cis.edu.vn) - Ext. 1157, 1161.

### ■ Secondary academic support:

[secondary@admin.cis.edu.vn](mailto:secondary@admin.cis.edu.vn) - Ext. 1163.

A suitable reason must be given to the staff, together with specific symptoms, if a student is sick. Where parents do not contact the school regarding a child(ren)'s absence, the office staff will contact parents.

Students who return to school with a medical certificate are required to bring that certificate to the ASO. The ASO will make a photocopy and file it in the child's Vietnam Student Record (VSR) folder in the office. Any student returning from sickness but still showing symptoms will immediately be sent to the nurse. (Please refer to School Nurse Clinics Policy - Health Service section for more details).

### ■ Other Absences

For Secondary students in Grades 9 through 12, the dates for summative and final examinations can be found on the annual school calendar. Students can only be excused from an examination or in person culminating assignment/ task with a medical note. Absence from a formal summative assessment will result in a "O".

Parents occasionally request that students be excused from school for a variety of reasons, including family holidays and early end-of-year departures. The school does not typically support these requests.

Parents wishing to remove their children from classes for family reasons as asked to contact the ASO to explain the reason for the absence. Parents may be requested to meet with the divisional principal to discuss this request.

### ■ Leaving Early in the day

Students are expected to remain in school for the entire day. If on a rare occasion a student is required to leave early, parents are asked to inform school via phone or email to the ASO.

If no supporting documentation for the requested absence is provided, the school will phone home. Students then sign out with the ASO who will issue a slip to inform the guards that permission has been granted. Students are not permitted to leave the campus without permission during the school day.

## **EMERGENCY SITUATIONS**

In case of a school emergency, parents will be notified as soon as possible and in accordance with our school emergency policy. Students will be temporarily housed at the school until arrangements can be made to transport them home.

### **EMERGENCY DRILLS**

Emergency drills are held periodically throughout 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 students safety.

## SCHOOL UNIFORM

The CIS uniform is an important part of your connection to our school and identifies you as a member of our learning community. All children from Kindergarten to Grade12 are to be in school uniform every day.

Students are to wear sensible shoes or sandals, preferably without laces for the younger children. It is especially important for Kindergarten students to wear sensible shoes or sandals that support the growth and development of small feet.

### Girls

- School issued blouses – recently pressed or ironed.
- School issued skirts or pants.
- Sweater (optional) – white, black, red, or grey, with only solid or a plain design with no graphics, logos, slogans, designs .... with the exception of school logos.
- Socks (optional) – plain white, black or grey colour.
- Shoes – sensible shoes or sandals.
- Students are not permitted to wear flip-flops.
- Jewellery: small items will be allowed within reason.

### Boys

- School issued shirts –should be recently pressed or ironed.
- School issued trousers.
- Sweater (optional) – can be white, black, red, or grey, with only solid or a plain design with no graphics, logos, slogans, designs .... with the exception of school logos.
- Socks (optional)– can be white, black, red, or grey, with only solid or a plain design.
- Shoes – sensible black shoes or sandals. No flip-flops.
- Jewellery: small items will be allowed within reason.

## UNIFORMS FOR HEALTH AND PHYSICAL EDUCATION

### Elementary Students Grades 1 - 3

May wear their PE uniform on PE days only - all day if they choose.

### Elementary Students Grades 4 - 8

If students have PE first period or last period, they are expected to arrive and depart school in either their regular CIS uniform or their CIS PE uniform.

### Secondary Grades 9 - 12 students

Students are expected to arrive in CIS Uniform and change in and out of their PE clothes in the Gym change rooms. Students must change back into their uniform before leaving PE class.

Male students	Female students
<ul style="list-style-type: none"> <li>• <b>02</b> Polo shirt</li> <li>• <b>02</b> Pair of shorts</li> <li>• <b>01</b> PE T-shirt</li> <li>• <b>01</b> Pair of PE shorts</li> </ul>	<ul style="list-style-type: none"> <li>• <b>02</b> Polo shirt</li> <li>• <b>02</b> Skirts</li> <li>• <b>01</b> PE T-shirt</li> <li>• <b>01</b> Pair of PE shorts</li> </ul>



**For the 2023 - 2024 school year, the uniform policy will be strictly enforced**

- PE uniforms are for gym class only.
- Students may wear a white undershirt.
- "Flip -flops" are acceptable ONLY in the pool area.
- Students must wear closed toed, rubber soled shoes in all other areas of campus.
- There are a variety of school logo Wolves and House jackets, sweatshirts and hoodies.
- If students choose a different outer garment it must be a solid colour: grey, black, white or red with no graphics and/or designs.

### **PE uniform**

Students must change into their Physical Education (PE) Uniform for any physical activity. Sports shoes are required for outdoor PE. Students are required to change back into their school uniform after P.E.

### **Swimming Uniform**

Please label your child's school uniform with his/her name including underwear, swimwear and towels. Each school has a Lost & Found Box to store lost items. Any clothing, which is labelled, will be returned to you. Remember to keep checking your labelling as it may wear off with washing.

Generally speaking, if a student is fit to attend school then they are fit to swim unless a specific medical note excluding them from swimming is provided.

## **SPECIAL DRESS DAYS**

**Terry Fox, Spirit Wear and Special Event Shirts** - are to be worn only on Spirit and/or House Days, Club, Council or Special Event.

**Team Jerseys** - Permitted on game days or the day after an exceptional performance in a tournament or final matches and with the prior approval of the school principal.

## **VALUABLES**

We strongly recommend that students do not bring jewellery, electronic devices, money or items of high value to school. The school accepts no responsibility for the loss or breakage of any of the students' personal belongings.

For safety reasons students are required to wear studs during PE. The PE Department may require the removal or suitable covering of earrings in PE lessons for safety reasons.

# THE CIS PROGRAM

## ADMISSIONS

### ENGLISH LANGUAGE FLUENCY REQUIREMENTS

CIS is an English language school with Vietnamese and French language programs. While younger students can be accepted without established English language skills, the need for demonstrated English fluency (reading, writing, listening, speaking) in the Secondary Diploma Program of choice is essential.

### PLACEMENT

The placement of a child in a specific grade and class is normally dependent on the child's date of birth. An interview/test to assess a child's English language proficiency is required for students applying to Grade 4 and above. The grade and class placement of the student is the sole responsibility of the school and is not subject to negotiation or discussion.



## ADMISSIONS OFFICE

- Room A104, Front Foyer
- Phone: (028) 54 123 456
- Vietnamese Ext: 2000, 3000, 4000
- Korean Ext: 1001
- Email: [admission.team@cis.edu.vn](mailto:admission.team@cis.edu.vn)

## THE CIS WAY

CIS is an inclusive international school community where all are welcomed and respected. Every student is supported and inspired to succeed in a culture of high expectations for learning and personal growth.

## VIETNAMESE AND FRENCH LANGUAGE COURSES

The school's language of instruction is English. We are approved by the Ministry of Education and Training (MoET) in and the Department of Education and Training (DoET) to accept both Vietnamese nationals and expatriate nationals learning together as students in our school.

All students will study a language other than English. All Vietnamese students are required to study Vietnamese language and culture. These courses are designed in accordance with the MoET/DoET requirements. All foreign students are given the opportunity to study French.

## CULTURALLY SENSITIVE CURRICULUM

The Ontario Ministry of Education has developed a set of outcomes to measure the progress of students at the end of each grade. Each school adapts that content to reflect their local realities and the Ontario curriculum has been adapted for the history, geography, literature and customs/traditions of Vietnam.





## CURRICULUM BY GRADE

Parents are able to find information regarding the Ontario Curriculum on the Ontario Ministry of Education website: <http://www.edu.gov.on.ca/eng/teachers/curriculum.html>

- Elementary: <http://www.edu.gov.on.ca/eng/curriculum/elementary/>
- Secondary: <http://www.edu.gov.on.ca/eng/curriculum/secondary/>

## ACADEMIC PROGRAM

CIS is committed to providing outstanding learning opportunities leading to academic excellence and post-secondary acceptances at the best colleges and universities around the world.

## ENGLISH LANGUAGE LEARNING (ELL)

CIS encourages all students to develop to their full potential and recognizes that some children progress at different rates. These children may require differentiated programming and individual targets to break the learning down into achievable goals.



## IN SCHOOL SUPPORT TEAM, IST

The CIS In School Support Team supports students' strengths and areas of identified growth. The Support Team provides opportunities for discussion with all teachers, administrators, support teachers and parents to monitor, discuss, and implement differentiated instruction appropriate for each child.

Parents are consulted if a child is experiencing particular difficulties in order to understand what next steps are needed in the child's learning.

## PE SWIMMING CLASS PARTICIPATION POLICY

CISS is proud to have a regulation Olympic pool facility. Swimming is an integral part of our instructional program for students at the Canadian International School (CIS).

Kindergarten to Grade 8 students have weekly swim instruction that includes water safety and lifesaving programs that builds students' confidence in the water and develops their swimming skills.

CIS families are given a pool schedule so that students have their swimming suits and towels on appropriate days. Attendance and participation make up 75% of the final swimming mark.

Generally, if children are fit to attend school, then they are fit to swim. If children are unable to swim or access the shallow pool due to a medical condition, parents must provide the school with an appropriate medical certificate. These children will be provided with an alternative activity.



## ONTARIO SECONDARY SCHOOL DIPLOMA PROGRAMME (OSSD)

To earn a high school diploma in Ontario, students must:

- earn 18 compulsory credits
- earn 12 optional credits
- pass the literacy requirement
- earn at least two online learning credits
- complete a minimum of 40 hours of community involvement activities





## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)



The International Baccalaureate Diploma Programme (DP) is an alternate university pathway for secondary students who wish to pursue a challenging and rigorous academic program. CIS Vietnam has been an authorised IB World School since March 2015, and began offering IB Diploma Programme courses starting in August 2015. CIS Vietnam is fully-resourced with teachers and equipment/materials in order to deliver the requirements of IB.

The IB Diploma Program is a two-year international education programme that prepares students in their last two years of high-school for success going into, and throughout, university. The Diploma Programme offers a holistic approach to teaching and learning with a keen focus on developing intercultural awareness.

Students learn to explore and understand the world around them through inquiry, critical thinking and open-mindedness. IB students become globally-minded thinkers who can analyze and synthesise information effectively. They are well-prepared for post-secondary studies in an increasingly competitive international market.

IBDP students complete courses from six subject groups, ensuring a depth and breadth of knowledge and understanding. By engaging with a range of subjects, they experience a comprehensive education that encourages them to link their learning to form a more useful way to apply what they've learned. The study of an additional language is also required, as well as the completion of a compulsory programme core consisting of three components:

- Theory of Knowledge (TOK) challenges students to reflect on the nature of knowledge and how we know what we claim to know.
- The Extended Essay introduces students to the demands and rewards of independent work prior to entering university, requiring them to produce a self-directed piece of research in an area of personal interest.
- Creativity, Activity and Service (CAS) is an experiential learning component where students engage with a wide variety of extracurricular activities, including community service and athletic options.



Applications for the Diploma Programme are usually done in the middle of the Grade 10 year, however, preparations for IB can begin as early as Grade 7. Students begin to identify personal academic goals, improving their learning skills, and investigating possible Creativity, Activity and Service projects.

Students who are interested in pursuing the IB Diploma Programme are encouraged to contact the CIS IBDP Coordinator for information regarding the programme. Additional information is available on the website and during IB information sessions throughout the school year.

## PROGRESS REPORTS AND REPORT CARDS

Students and parents need regular feedback on academic, emotional and social progress. While feedback is always being given to students both orally and in writing, formal reports are issued at designated times throughout the school year. Report cards provide students and parents with excellent opportunities to review students' progress, help students set goals and next steps for themselves, and to celebrate students' efforts and success.

### Elementary, Kindergarten - Grade 8

There are 2 terms for the Elementary School, Kindergarten - Grade 8:

Term 1 August - December	Term 2 January - June
<ul style="list-style-type: none"> <li>• 1 Progress Report</li> <li>• Semester 1 Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Final Report Card</li> </ul>

### Secondary, Grades 9 - 11 Ontario Program (OSSD)

There are 2 semesters for the Secondary School. Each of the 2 semesters of the school year have 3 reports distributed to parents:

Semester 1 August - January	Semester 2 January - June
<ul style="list-style-type: none"> <li>• 1 Progress Report with learning skills and comments for each course</li> <li>• 1 Mid-term Report Card with marks, learning skills, and comments for each course</li> <li>• 1 Final Report Card with marks, learning skills, and comments for each course</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Progress Report with learning skills and comments for each course</li> <li>• 1 Mid-term Report Card with marks, learning skills, and comments for each course</li> <li>• 1 Final Report Card with marks, learning skills, and comments for each course</li> </ul>

### The International Baccalaureate Diploma Programme (IBDP)

IB courses are not divided into semesters, but run through the full-year. No final IB marks are awarded until June of each year. For IB, there are 5 reports throughout the school year:

- 1 Progress Report with Approaches to Learning and comments for each course.
- 3 mid-term Report Cards with IB Grades, Approaches to Learning, and comments for each course.
- 1 final Report Card with IB Grades, Approaches to Learning, and comments for each course.
- The final official transcript will be issued by the IBO in July after the graduating year.

### Grade 12 eLearning Program

This year our Grade 12 students will be taking their courses through an organisation called TVO ILC - the chosen distance learning partner of the Ontario Ministry of Education, and the largest online high school in the province of Ontario. Classroom instruction is supported by CIS teachers with specialisations in the subject material.

TVO ILC offers English and French, opening all post-secondary pathway options (workplace, college and university) for students. All courses are designed and developed in alignment with the Ontario curriculum, educational pedagogy and media technology, with student engagement and learning at the centre.

TVO ILC courses offer four key components:

- Learner-centred design that gives students choices of how to engage with course material, or the option of reading or watching a video on a certain topic.
- Differentiation that allows students who are challenged by the course material and those who are more advanced to proceed at different paces.
- Technology for engagement that provides interactive text, audio and video components.
- Transferable skills such as critical thinking, communication, collaboration and entrepreneurship.

## PARENT-TEACHER CONFERENCES

In addition to the Report Cards, Parent-Teacher Conferences are also an opportunity for parents to meet with teachers to discuss the progress of a student. Parent-Teacher Conferences are scheduled and published in the annual school calendar.

Instructions for registering for the conferences are sent two weeks prior to the events. CIS also encourages parents to take initiative in meeting and communicating with teachers throughout the school year. The ASO will liaise between parents and teachers.

## HOMEWORK - HOW PARENTS CAN HELP

Homework is an essential part of learning and is used to revise and extend concepts covered in the classroom. Homework also helps to establish a disciplined self-study work ethic at home.

The time allocation for homework increases as the students' progress through the school and their levels of expected independence increases as well.

More information about this can be obtained from your child's Homeroom teacher. If your child experiences difficulty with homework tasks, please contact the Homeroom teacher.

Parents can help students meet the objectives of the assigned homework by doing the following:

- Show interest by inviting them to study with you
- Ask your child's teacher to add you to their Google Classroom and track homework there.

## **LITERACY AT HOME - HOW PARENTS CAN HELP**

All primary age students have access to CIS library books and online books such as Reading A-Z (RAZ). These books are matched to their ability and are part of a recognized reading program. The goal is to create independent readers. Students are expected to bring their reading books home every evening as reading at home is an integral part of their homework.

Students' language homework helps them to practise and consolidate their skills and knowledge, develop and extend their techniques and strategies as well as prepare them for their future learning.

### **How to encourage and build your child's interest in reading:**

- Show an interest in what your child is doing in reading and writing.
- Praise his/her efforts to build up confidence.
- Read at home every evening and on weekends; exposure to reading a variety of texts and genres of print extends into all subject areas.
- Reading in a child's first language also helps them with their reading in English.

## **NUMERACY AT HOME HOW PARENTS CAN HELP**

Students' math homework helps them to practice and consolidate their skills and knowledge, develop and extend their techniques and strategies as well as prepare them for their future learning.

### **Grade 1 and Grade 2**

- Show an interest in what s/he is doing with numbers and participate in puzzles and games.
- Encourage your child to talk about what s/he has been doing and what s/he is going to do next.
- Help him/her to use things around the home to support their mathematical understanding e.g. ordering cups by size, looking for shapes around the house or counting stairs.
- Praise his/her efforts to build up confidence; Rather than simply pointing out that an answer is wrong, you could ask, "Can you check your answer using a different method?"
- Play mathematical games using software packages to develop skills.

### **Grades 3, 4, 5, 6**

- Show an interest in what s/he is doing.
- Provide him/her with games and software to help practise his/her skills.
- Encourage your child to discuss mathematical strategies for solving problems, helping to clarify the process needed.
- Help your child to learn his/her multiplication tables and show him/her how to apply these in different situations by asking questions.
- When appropriate, allow the use of a calculator or any other mathematical tool for checking answers.
- Point out the uses for maths in the world around us; Ask "real life" maths questions e.g. "How much change should I get...?" or "Can we make this recipe for 8 people instead of just 2?"

## FIELD TRIPS

Field trips are a compulsory part of your child's overall education at CIS. They are an organized extension of classroom learning and linked to the curriculum. These carefully planned events provide age-appropriate opportunities for the development of leadership, independence, self-esteem and perseverance and an appreciation and respect for different cultures.



## ATHLETICS



The CISS Athletics Program is anchored in the belief that teamwork builds character. Through sport, we teach athletics skills but also the life skill of leadership, perseverance, sportsmanship and cooperation. CIS fields over 40 athletic teams annually serving students from ages 7-18.

## CHARACTER EDUCATION IN ACTION



## THE HOUSE SYSTEM

The CIS House System is designed to increase school spirit through healthy competition. Our 4 Houses are: Cerberus (Black), Phoenix (Red), Kraken (Blue), and Hydra (White)

Four House Days have been designated in the school calendar as a way of fostering a sense of belonging, building tradition and underscoring the values of character education.



## CLUBS

Twice a week all CIS students participate in an after school Club Program - Mondays and Wednesday from 3:00 - 4:00.

### GRADE 1 CLUBS

- In Grade 1 the school 3+ different clubs per semester for the students will rotate through over the course of the 12-week cycle.
- Some examples of clubs offered include STEM, Mindfulness, Art, Music, Drama, Origami, Dance, and Building.

### GRADE 2 - GRADE 6 CLUBS

The team-based clubs format for CIS Grade 2 - 6 students. With a team-based club program, all of our Grade 2 - 6 students will be part of a team.

### GRADE 7 - GRADE 12 CLUBS

Our Grade 7 - 12 Clubs Program offers a wide range of activities for everyone. Student leadership drives club selection at this level and many students take it upon themselves to create the clubs that they want to run. This has allowed the school to expand the range of choices for students. In total there are over 50 unique club options for the students to choose from including the arts, sports, fitness, science, career, language, global issues, and mindfulness.

## COMMUNITY SERVICE

CISS students are involved in a variety of community projects. Students participate in an international Global Issues Network (GIN), fundraise for a variety of local and international charities, and have been the lead school in the annual HCMC Terry Fox Run.

Many clubs have been generated by students' commitments to such social causes as Anti-Human Trafficking, Habitat for Humanity, and Hand to Paw.

- **Terry Fox Run**

The annual CISS Terry Fox Run was officially registered with the Terry Fox Foundation in November 2016. This has allowed our school system to be recognized globally on the official Terry Fox Foundation website and more importantly, has added significant meaning and value to our community in their participation in our run. Funds raised go toward the Hematology Oncology Cancer Care in Vietnam ("Programme PHO").

- **Habitat for Humanity (H4H) GIN Club**

has been operating for 6 consecutive years. CIS was the first international school to partner with the H4H NGO. The H4H club became an inspiration to other international schools and students. Thousands of students in Vietnam are now taking part in the Habitat Young Leaders Build (HYLB). The H4H club has successfully fundraised to build three houses for underprivileged Vietnamese families in Long An province. The club continues its efforts in raising awareness about the issue of poverty and in fundraising for its fourth house built.

- **Buy No Rhino Campaign**

CISS winners of the 2017 Wild Rhino Competition were Nguyen Ha Chi (CIS) for the Senior Competition and Nguyen Dan Truc Chi (BCIS) for the Junior Competition. In 2019 two CIS Grade 11 students, Ha and Valison were each chosen to travel to South Africa and this year will carry on the tradition of the Wild Rhino Youth Ambassador.

- **Anti-Human Trafficking**

In May 2016, the AHT Club ventured to Cambodia to learn more about why human trafficking is an issue and met with some NGOs who have committed themselves to shutting down brothels and restoring the lives of victims.

- **The GIN Saigon Conference**

The Annual HCMC GIN Saigon Conference is held each spring. It usually consists of over 300 students and a dozen international schools from Vietnam, Laos, Taiwan, and other countries in South-East Asia. CIS hosted this Conference in 2017 and 2018. During this 3-day conference, students heard about global and local issues; they participated in workshops and GANGs (Global Action Network Groups). The GANG group issues focused on: Animal Rights, Biodiversity and Ecosystems Sustainability, Education for All, Ethics of Science, Gender Equality, etc.





## CIS SERVICES

### THE LIBRARY LEARNING COMMONS

#### INTRODUCTION

At the heart of our educational community, the Library Learning Commons 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 during designated hours.

#### HOURS

CIS Primary Library (3rd floor) - 7:40-16:30

CIS Secondary Library (4th floor) - 8:30-15:00

Monday through Friday with some exceptions\*



## LIBRARY BOOKS

Every student in the school can borrow library books from both the fiction and non-fiction sections of the library. The books will be checked out and the borrower is responsible for their return in good condition. A replacement charge will be levied on lost or damaged books.

There are weekly library sessions and all students are requested to change their books during these sessions and as break times.

Students may keep the books for a longer period by renewing the book(s) on/or before the due date. Students may also use the library for studying or reading quietly. Electronic devices may only be used in the library for completing assignments and homework assigned by classroom teachers. Students are not allowed to play games on their phones while in the library.

## LIBRARY POLICIES

**Purpose:** The purpose of this policy is to provide information about accessing and borrowing items from the CIS Library and Textbook Collection. It will also ensure that the borrower is held accountable for items that are loaned from the library.





## TERMS OF USE

- CIS staff and students are registered to borrow from the LLC. School ID must be presented for check in/out of books.
- Staff and students of CIS are registered as borrowers by being employed as a teacher or registered as a CIS student.
- Using someone's card instead to borrow or return books is not allowed.
- Students may only use the library when there is supervision from a librarian or librarian assistant.
- The librarian has discretionary power to lend or refuse to lend any item at any time.
- The librarian may alter the loan period of any item at any time.
- No person may remove an item from the Library without a proper loan transaction having first been made.
- A borrower is responsible for the safekeeping and return of all items borrowed from the Library and for the cost of repair or replacement of any item damaged or not returned.
- The number of loans a user may have at any one time varies by grade level.

## RULES FOR USE OF LIBRARY SPACE

Students are requested to respect and use the library space appropriately.

- Food and beverages are not allowed inside the library.
- Please work quietly and be considerate of other users.
- Use electronic devices for educational purposes only.
- Do not damage or deface library books or equipment.
- Do not leave books and personal belongings unattended.
- Be honest in checking out library materials.
- Tidy your work area before leaving.
- Log-off the computer after using.
- Return all the library equipment to their original places.

## LOAN POLICIES

Loan policies for different borrower categories and different types of items are set out in the below.

## RENEWALS

Borrowers are notified of overdue and lost items through an escalating notice cycle which begins with a reminder notice, followed by an overdue notice and a final invoice notice.

- Borrowing rights are suspended immediately the item becomes overdue.
- Students must bring in book(s) on or before its due date for renewal.

How to Renew

1. Login to the library website > My stuff > Checkouts. Select which book you wish to renew then click 'Renew'.
2. Go to the Library and ask the librarian. Don't forget to bring your book with you.

## LOST LIBRARY ITEMS

Any students who have lost library items must report this to librarians. They must:

- Pay for lost or damaged library books and/or textbooks.
- If a student(s) account is still not yet cleared, their Vietnamese Student Record (VSR) will be WITHHELD. They will also lose loaning privileges. High school students will not be allowed to write their exams unless all textbooks and library materials have been returned. Students may not receive their report cards or transcripts unless their accounts have been cleared. Librarians will notify the ASO and the CIS Administration team if the leaving student's account is not cleared in a timely manner.
- Students must pay for all lost library items at the Accounting Office. All items will have a replacement cost (excluding a 20% restocking fee). They will be issued a pink receipt upon payment. Students will show this receipt to the librarians in order to have their account cleared.
- Users who have due notice that refuse or fail without just cause to settle library accounts or obligations:
  - shall not be allowed to register.
  - shall not be permitted to use the school library.
  - shall not be issued a school clearance.

## LEAVING STUDENTS

If a student is leaving CIS before the end of the school year, ASO must officially notify the librarian. This is to ensure all textbooks, circulation books and other library materials are all returned to clear their individual account.

If a student has not returned all library materials, they must:

- Pay for lost or damaged library books and/or textbooks.
- If a student's account is still not yet cleared, their Vietnamese Student Record (VSR) will be **WITHHELD**. Students may not receive their report cards or transcripts unless their accounts have been cleared.
- Librarians will notify the ASO and the CIS Administration team if the leaving student's account is not cleared.



## TEXTBOOK and SUMMER READING BOOK LOANS

In order to borrow books or equipment over the summer, students must have a clear library account, and will be required to make a deposit and complete an additional loan form.

## **STUDENT SUPPORT SERVICES**

### **KINDERGARTEN - GRADE 8 LEARNING RESOURCE SUPPORT SERVICES**

The Elementary School is staffed with two Learning Resource teachers Kindergarten through Grade 8. The goal of the Learning Support Department is to utilise each child's strengths to help them thrive and reach their optimal potential. There is a range of services offered by our learning support team including: academic support, extension of learning, and explicit social skills instruction. The levels of support differ depending on the student's needs. The learning resource teachers collaborate with classroom teachers, administrators, the ELL coordinator, the Guidance Counsellor, and parents to ensure overall success.

### **GRADES 9 - 12 LEARNING RESOURCE SUPPORT SERVICES**

The Secondary School is staffed with a Learning Resource Teacher who services students from Grade 9 through to Grade 12. The goal of our Learning Support Department is to utilise each child's strengths to help them thrive and reach their optimal potential. There are a range of services offered by our learning support team focusing on: academic support, pathways planning for students and their families as well as in-class and withdrawal support for students. The levels of support differ depending on the student's needs. The learning resource teacher collaborates with classroom teachers, ELL teachers, administrators, the Guidance Counsellor, and parents to ensure overall success.

## **GUIDANCE COUNSELLING SERVICES**

The CIS Secondary Guidance Office provides a range of programming and services to support students academically, socially, personally and emotionally. These services and programs are informed by the Ontario Guidance Curriculum, as well as best practices outlined by international counselling organisations.

Some services offered by the Guidance Office include individual and small group counselling, classroom workshops, staff workshops and parent workshops. The Guidance Office also works to connect with outside physical and mental health resources to connect students with supports, and develop plans to best support students at CIS.

## COMMUNITY REFERRALS TO OUTSIDE SERVICE PROVIDERS

Members of the Student Services Team may make referrals to outside service providers when students require services that are beyond the scope of the school.

Student Services staff must request permission from the individual student's guardians for information to be shared between the student support staff and any outside service provider. Upon admission to CIS, parents/guardians are asked to provide the school with information pertaining to what services their students received from outside services providers as well as any relevant previous reports.

## UNIVERSITY AND ACADEMIC COUNSELLING

The CIS Secondary Guidance Office provides a range of programming and services to support students academically, socially, personally and emotionally. These services and programs are informed by the Ontario Guidance Curriculum, as well as best practices outlined by international counselling organisations.

Some services offered by the Guidance Office include individual and small group counselling, classroom workshops, staff workshops and parent workshops. The Guidance Office also works to connect students with outside services, agencies and support as needed.

Students begin meeting regularly with school counsellors in Grade 11. All Grade 12 students spend at least one period a week with the Secondary Guidance Counsellor in the University Application Club, in addition to small group application sessions and individual appointments. The counselling team works closely with parents, particularly in Grades 11 and 12, to support the student in achieving their post-secondary goals.

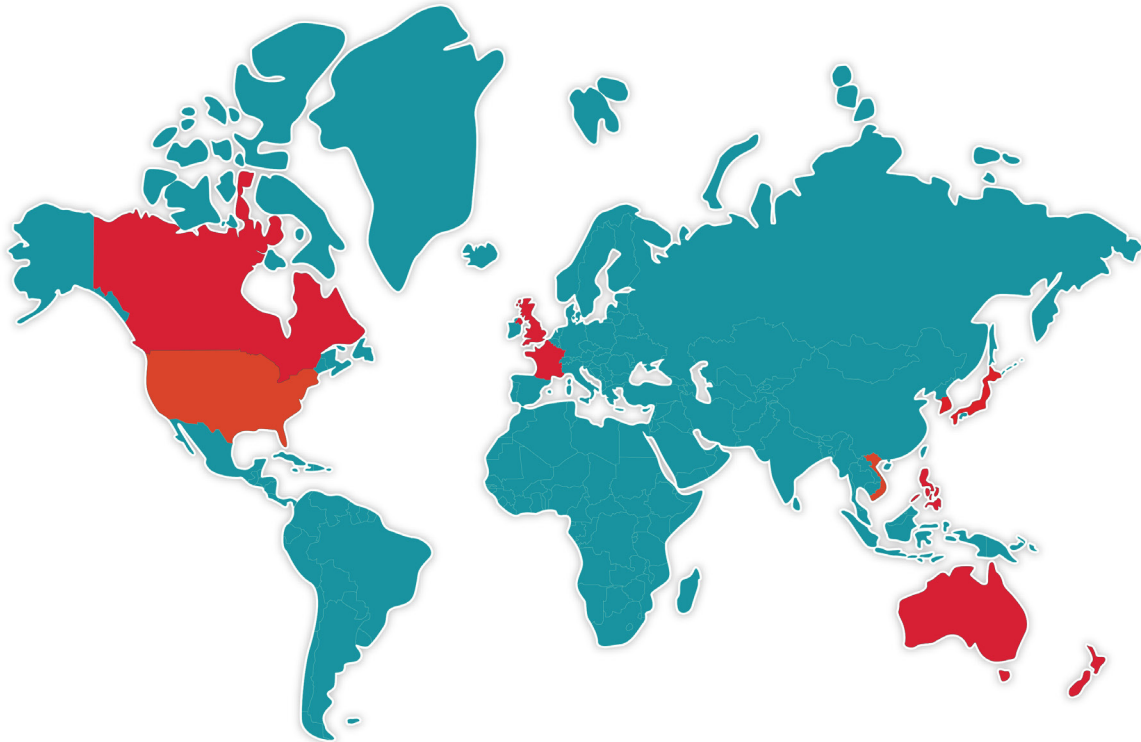
Year-round university and academic counselling events for students and families include lunch-time university visits and university information sessions as well as university fairs, which are generally held in the fall.

## CISS ALUMNI

"Once a CISer, always a CISer" and the CIS Alumni Association (CAA) was created for just that reason. The Association aims to create an environment in which all CIS alumni, former students, parents, and current students can stay connected with the school. Our mission is to maintain and strengthen the bonds of our big family. The CAA was established on August 4, 2013, when the first CIS generation graduated. With the support of the school, the CIS alumni have had the opportunity to contribute greatly to our beloved home by working as interns during the summer every year.

Our alumni members are currently studying in many different parts of the world. Here are but a few examples of where to find our grads





## USA

- |                                      |                                  |   |                                       |
|--------------------------------------|----------------------------------|---|---------------------------------------|
| Arizona State University             | Illinois Institute of Technology | Mercy College   | University of Alabama                 |
| American University                  | Indiana University               | Goucher College   | University of Arizona                 |
| Baylor University                    | Kent State University            | Purdue University   | University of Cincinnati              |
| Bentley University                   | University of the Pacific        | Syracuse University   | University of Denver                  |
| Boston University                    | Saint Leo University             | South Dakota Mines  | University of Illinois (UIC)          |
| Columbia College Chicago             | Miami University - Oxford, Ohio  | St Francis College for women                                  | University of Alabama                 |
| Colorado State University            | Michigan State University        | University of Washington                                      | University of Massachusetts Amherst   |
| Depauw University                    | North Park University            | University of Wisconsin                                       | University of Michigan                |
| Drexel University                    | Northeastern University          | University of Utah  | University of New Haven               |
| Embry-Riddle Aeronautical University | Ohio Northern University         | York College of Pennsylvania                                  | University of Minnesota - Twin Cities |
| Fordham University                   | Otis College of Art and Design   | Hult International Business School                            |                                       |
| Gonzaga University                   | Penn State University            | University of Southern Mississippi                            |                                       |
| University of Illinois Chicago       | University of South Dakota       | Massachusetts College of Pharmacy and Health Sciences (MCPHS) |                                       |
| University of North Texas            | University of South Florida      |   |                                       |

## Canada

- |  |   |                                 |
|--|---|---------------------------------|
| Bishop's University                            | Ontario Tech University                   | University of Toronto           |
| King's College (University of Western Ontario) | Queen's University                        | York University                 |
| Western University                             | University of Alberta                     | University of Calgary           |
| Brescia University College                     | University of Guelph                      | University of Waterloo          |
| Brock University                               | University of Ottawa                      | Toronto Metropolitan University |
| Carleton University                            | University of Victoria Western University | University of British Columbia  |
| Concordia University                           | Sheridan College                          | University of Lethbridge        |
| Emily Carr University of Art and Design        | Seneca College                            | McMaster University             |
| Humber College                                 | Simon Fraser Uni                          |                                 |
| Huron University College (Western University)  | Lakehead University                       |                                 |

## Taiwan

- National Cheng Kung University

## New Zealand

- University of Auckland
- University of Canterbury

## Singapore

- James Cook University

## Viet Nam

- Fulbright University
- RMIT University

## Korea

- Yonsei University
- Seoul National University
- Sogang University

## Japan

- Ritsumeikan University

## Switzerland

- EHL Hospitality Business School
- Webster University of Geneva

## France

- Parsons Paris (The New School)

## Philippines

- Enderun Colleges

## Australia

- Deakin University
- Flinders University
- Monash University
- University of Adelaide
- RMIT University
- University of London
- University of Reading
- University of York
- University of West England Bristol

## UK

- City, University of London
- Newcastle University
- University of Birmingham
- University of Essex

## STUDENT HEALTH SERVICES

### SCHOOL NURSE AND CLINIC

CIS has a designated health services clinic with 2 full time nurses who will attend to students and staff who become ill or who injure themselves during the school day.

The school nurse is the first responder to all student health-related issues that occur within the school.

If a student becomes ill during the day and is unable to stay at school, the nurse will contact parents to take their child home. If a student is seen by the nurse and has received medical attention, the nurse will communicate this with parents via email, or phone call, or treatment note informing the parents of the actions taken. and she collaborates with educators, school officials, and families in addressing students' health problems. The school nurse also provides health education including information about immunisation against preventable diseases when needed. The school nurse maintains a confidential and comprehensive database of all of the students' health-related information.

Parents are required to notify the school at the time of admission of any serious medical conditions such as life threatening allergies (anaphylaxis) or asthma so that an action plan can be created in collaboration with parents and/or their medical provider.

Students are required to have their reliever medication and spacer kept in the nurse's office for personal use. Students with known anaphylaxis must provide the school with at least 1 adrenaline auto injector (EpiPen) for emergency use. However, for school trips, 2 EpiPens may be requested depending on the trip location and access to emergency care.

In order to ensure appropriate care is available in the school, it is extremely important that a completed medical history form is submitted before entry to the school and updated annually.

- Parents are required to complete a Medication Information Form, indicating approval for medication or provide a doctor's note.
- Parents must give the medication directly to the school nurse or the ASO.
- Parents must inform the ASO immediately when there is a change in a child's medical history; this includes immunisation history, allergies and known or new medical conditions.
- The only person allowed to administer medicine to the students is the school nurse.

### ANNUAL HEALTH CHECK

CIS students in Kindergarten through Grade 12 are provided an annual health check, vision screening, hearing screening, and Body Mass Index (BMI) test by an outside government agency. Parents are notified of these test results.

## MEDICAL PROCEDURES

When a student becomes unwell at school, they will be sent to the school nurse for assessment. If a child has minor symptoms and can stay in school, the nurse may administer medication to provide symptom relief (see medication administration policy below). If their illness or injury indicates they need to be sent home, then parents will be contacted directly to collect the student from school.

- Students are not permitted to enter the clinic during class time without a written pass from the teacher or an information transfer from the teacher.
- If a student will be more than 20 minutes late to class, he or she must check in with their teacher; otherwise, they will be marked as Unexcused; the nurse will inform the ASO and Homeroom Teacher of the student's status.
- Students are not allowed to use electronic devices in the clinic.

## MEDICAL EMERGENCIES

In the event of an accident or a sudden serious injury or illness the school will make every effort to contact parents/guardians before transporting the injured student.

**For this reason, it is important that parents keep the school office informed of any changes in home, business, or emergency phone numbers.**

If a medical emergency situation arises, we will transport the child to the nearest appropriate medical clinic (FV hospital). A nurse or a designated person from the school will accompany the student to the hospital and await the arrival of the parent.

## MEDICINE IN SCHOOL

The school health services clinic maintains a supply of common over-the-counter medicines to provide symptomatic relief for minor injuries and illnesses. These are only given when it is deemed necessary by the school nurse or designated staff member, usually in consultation with the student's parent/ guardian.

To safeguard against accidental medication overdose, the nurse will not give any medication prior to 12 PM unless the parent/guardian has confirmed that the student has not had any medication in the preceding 6 hours.

If a child is given medicine from the school clinic, they will be given a clinic treatment note to bring home and the parents will receive an email or a phone call from the nurse indicating the type of medicine and the time at which it was given. A record of the visit will also be entered onto the database system.

Students are not permitted to bring medication to school and take it without adult supervision.

School policy requires that only the nurse or in her absence, a designated staff member can administer medicine where it is clear that kit will provide relief of minor symptoms associated with common illnesses, pain or fever control.

If parents do not wish any medication to be administered to their child in this way, or there is a reason why your child should not be given a particular type of medicine (e.g an allergy), this should be indicated on the medical information form that is completed on entry and updated annually.



## MEDICATION FROM HOME

Students who are required to take a prescribed medication during school hours must have the doctor's prescription on file at school and the written authorization from the parent or legal guardian. The parent's written authorization 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 given.
- 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 pharmacy container. The container must be clearly marked with the patient's/student's name, type of medicine and dosage.

## IMMUNIZATION

At the time of enrolment parents are required to provide the school with an up to date record of immunisation history, in accordance with the child's home country schedule of immunizations.

## COMMUNICABLE DISEASES

Students with an infectious disease must be kept at home until such time as they have been given a medical certificate upon returning to school.

As a guideline, students are deemed contagious during the following periods and should not attend school:

<b>Disease/Illness</b>	<b>Symptoms</b>	<b>Exclusion time</b>
<b>Chicken pox**</b>	Fever, headache, rash/vesicles that start on the trunk and spread on the face and limbs.	Exclude until all blisters have completely dried and crusted. Usually 5-8 days from the onset of rash and no fever present. A medical certificate is required to return to school.
<b>Conjunctivitis/Pink eye</b>	Itching of the eyes, watering, redness, and discharge from eyes.	Exclusion is not needed unless the student has significant discharge from eyes or discomfort. Young children (EYFS) unable to comply with good hygiene practices should be excluded until treatment is commenced.
<b>Dengue Fever</b>	May experience severe headache, pain behind the eyes, muscle and joint pain, nausea, and vomiting and or swollen glands. May have a fever and rash.	Exclude until a medical certificate from the treating doctor declares fit to return to school. A certificate must be provided to the school nurse.
<b>Diphtheria**</b>	Symptoms usually begin two to five days after a person becomes infected: <ul style="list-style-type: none"> <li>• A thick, grey membrane covering your throat and tonsils, sore throat, hoarseness.</li> <li>• Swollen neck glands, difficulty breathing or rapid breathing, nasal discharge, fever, chills and malaise.</li> </ul>	Cases should be excluded until a medical certificate of recovery is received following at least two negative throat swabs. The first should be 24 hours or more after finishing a course of antibiotics and the second 48 hours later. Contacts should be excluded until cleared to return by the medical doctor.
<b>Fever</b>	Temperature greater than 37.7°C (99.8°F) at rest.	Exclude until fever free for 24 hours without fever relieving medications.
<b>Gastroenteritis Infections</b>	Nausea, vomiting, diarrhoea, stomach cramps and fever.	Exclude until 48 hours clear of the last episode of fever, diarrhoea and/or vomiting without medication.
<b>Hand, Foot and Mouth</b>	Fever, headache, sore throat, ulcers or blisters inside or around the mouth, sores or rashes on the palms of the hand and soles of the feet.	Exclude until all blisters have dried, no fever or other symptoms present. A medical certificate is required to return to school.

<b>Head Lice</b>	If a child is found to have head lice or nits the parents will be contacted and the child will be sent home. The whole class will be checked for head lice and a letter and information will be sent out.	Once affected children have been treated and there are no more nits or lice present, they may return to school. The nurse will check the student's head before sending back to class.
<b>Hepatitis A**</b>	Most commonly caused through contamination of food and/or water due to inadequate hand washing before food preparation. Symptoms could include headaches, abdominal pain, nausea, vomiting, usually fevers. Skin and eyes may or may not turn yellow.	Exclude until seven days after onset of jaundice, or seven days after symptom onset if no jaundice. A medical certificate is required to return to school. Immunisation is highly recommended.
<b>Hepatitis B** Hepatitis C</b>	Blood borne virus that is not contagious through casual contact. <ul style="list-style-type: none"> <li>• Fever, Fatigue, Loss of appetite</li> <li>• Nausea and vomiting</li> <li>• Abdominal pain</li> <li>• Dark urine, clay-coloured bowel movements</li> <li>• Joint pain and jaundice (yellow colour in the skin or the eyes).</li> </ul>	Exclusion is not required.
<b>HIV</b>	Blood borne virus that is not contagious through casual contact.	Exclusion is not required.
<b>Herpes Simplex</b>	Cold sores, blistering on lip edges or nose area	Young children unable to comply with good hygiene practices should be excluded while the sore is weeping.
<b>Influenza/Flu**</b>	Sudden onset of fever, sore throat, muscle aches, runny or stuffy nose, cough and headache.	Excluded until fever and symptom free for 24 hours without medication. A medical certificate is required to return to school.

<b>Impetigo</b>	Fluid or pus-filled blisters or sores on the legs or feet that eventually turn into deep ulcers.	Until the lesions have crusted or healed, or 48 hours after commencing antibiotic treatment.
<b>Measles**</b>	Fever, cold, headache, generalized rash.	4 days from the onset of the rash. Unimmunized students who have had direct contact may need to be excluded until 14 days after the appearance of rash in the last case. A medical certificate is required to return to school.
<b>Meningococcal illness**</b>	Leg pain, diarrhea, fever, headache, minor cold-type symptoms, stiff neck, cold hands and feet, light sensitivity.	Excluded until eradication therapy has been completed. A medical certificate is required to return to school.
<b>Mumps**</b>	Fever, swelling and tenderness of glands at angle of the jaw.	7 days after the onset of the swelling, or until the swelling has gone down. A medical certificate is required to return to school.
<b>Mycoplasma</b>	Fever, sore throat, cough, tiredness, headache.	Excluded until the child feels well enough to resume normal activities and is fever free for 24 hours without medication. A medical certificate is required to return to school.
<b>Ringworm</b>	Fungal infection. Flat spreading ring shaped lesions.	Exclusion is not usually required however if there are open lesions exclusion may be considered depending on severity. No swimming until completely healed.
<b>Rubella (German Measles)**</b>	Brief red rash, enlarged glands in the neck.	6 days from the appearance of the rash. A medical certificate is required to return to school.
<b>Scabies</b>	Intense itching and rash.	Child may return to school after first treatment.
<b>Scarlet Fever</b>	Sore throat, fever, fine, red, rough rash later for scarlet fever, usually behind the ear, armpits, and chest.	24 hours after commencing antibiotic treatment and the child feels well. A medical certificate is required to return to school.

<b>Shingles</b>	Grouped vesicular lesions that appear along one to three nerve paths with mild to severe pain.	Students with shingles should be excluded if the lesions cannot be covered or are weeping. Exclusion is usually 5 days or until all the lesions have crusted. If the child attends school they cannot participate in swimming or contact sports for up to 7 days from the appearance of the rash or lesions. A medical certificate is required to return to school.
<b>Slap Cheek (Fifth Disease Parvovirus B19)</b>	<p>Symptoms can take between 4 to 14 days to appear after getting the virus and usually so mild that many people don't even know they have had the virus.</p> <ul style="list-style-type: none"> <li>• The first symptoms can include fever, headache, stomach upset, aches and pains. This is the time when the virus can be spread to others, mainly through saliva.</li> <li>• A bright red rash appears on the cheeks three to seven days after getting the virus. The cheeks look like they have been slapped, hence the name Slapped Cheek.</li> <li>• Your child may also have a different rash on the chest, back, arms and legs. The infection looks like a pink lace pattern on the skin. The rash can come and go for several weeks, especially if the skin is exposed to sunlight or after exercise.</li> </ul>	Exclusion is NOT necessary until the child is visibly unwell.
<b>Strep Throat</b>	Sudden onset of fever with a sore throat, tonsillitis or pharyngitis and tender lymph glands in the neck.	Excluded until treatment with an antibiotic has started for 24 hours and is fever free without medication. A medical certificate is required to return to school.



<p><b>Tuberculosis (TB)**</b></p>	<p>Fatigue, fever, weight loss, productive cough, prolonged period with cough symptoms, lymph node tenderness. Immunisation is available and considered on a case by case basis.</p>	<p>Exclude until a medical certificate from the treating doctor declares the student is not infectious and fit to return to school. Usually 2 weeks after the commencement of antibiotic therapy. A medical certificate must be provided to the school.</p>
<p><b>Typhoid Fever**</b></p>	<p>Fever, headache, rash, stomach pains, loss of appetite, diarrhoea, nausea, vomiting, cough.</p>	<p>Exclude until the medical certificate declares the student is fit to return to school. A medical certificate must be provided to the school.</p>
<p><b>Whooping Cough**</b></p>	<p>Sneezing, watery eyes, fever, persistent and prolonged periods of coughing, dry hacking cough.</p>	<p>Exclude until a person has completed a 5 day course of antibiotic treatment or 21 days with no antibiotic treatment. A medical certificate is required to return to school.</p>
<p><b>Coronavirus disease (COVID-19)</b></p>	<p>Fever, cough, tiredness, loss of taste or smell, sore throat, headache, aches and pains, diarrhea, a rash on skin, or discolouration of fingers or toes, red or irritated eyes. Serious symptoms: difficulty breathing or shortness of breath, loss of speech or mobility, or confusion, chest pain.</p>	<p>On average it takes 5-6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.</p>

**\*\* Denotes preventable illnesses with vaccination/immunization**

Sources;

Public Health England (2014) Guidance on Infection Control in Schools and other Childcare settings, Royal College of Pediatrics and child health, version 2. London, England.

Department of Health (2009) Excluding Children to Manage Infectious Diseases, A guide for Primary Schools & Children's services. State government of Victoria, Melbourne Australia.

Health topics, World Health Organization (WHO) , Geneva, Switzerland.

## STUDENT CODE OF CONDUCT, EXPECTATIONS SCHOOL OVERSIGHT OF STUDENTS

Acting in place of the parent while students are at school, CIS has total jurisdiction concerning student conduct and behaviour while on school property and at all school-sponsored events. Should the student's behaviour outside school reflect poorly on the school's reputation, the school reserves the right to act in the best interests of its community.

The school's behaviour policy applies to students while:

- In school, travelling to and from school or at other times when in uniform;
- On trips, exchanges or when representing the school;
- Outside school if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

## GENERAL EXPECTATIONS FOR STUDENTS AND PARENTS

We expect all members of our school community to be guided by the school values embodied in our character traits.

### **Peacemaking**

- We make the choice to calmly resolve conflicts and to practise actions that create an environment of acceptance and unity.

### **Respect**

- We show positive regard for and acceptance of others' thoughts, opinions, and feelings. We are inclusive and fair in our treatment of others.

### **Integrity**

- We are honest, trustworthy and genuine to ensure that our actions match our words.

### **Caring**

- We show kindness, compassion, empathy, and friendship toward others.

### **Optimism**

- We have a positive attitude, resiliency to bounce back from adversity, and hope for the future. We do our part to make the world a better place.

### **Perseverance**

- We demonstrate the effort and determination to complete a task to the best of our ability and to stick to that task even when it is difficult.

### **Courage**

- We have the strength and ability to face challenges even when it might be difficult or unpopular. We take the initiative to act without being prompted by others.

### **Responsibility**

- We demonstrate self-discipline, self-control, reliability and are accountable for our choices, words, and actions. We take care of others and our environment.

### **Cooperation**

- We work together as a team to achieve a common goal or purpose.

### **Gratitude**

- We demonstrate a thankful and appreciative attitude and focus on the ways in which we are fortunate.

## FAILURE TO MEET EXPECTATIONS

The school reserves the right to determine which actions fall short of meeting the school-wide expectations.

Failure to follow school policies will result in a verbal or written warning to the student with notification to the parent /guardian. Subsequent inappropriate behaviour by the student will result in disciplinary action such as detentions, in-school suspensions, or other actions on the part of the school that are deemed appropriate based upon circumstances.

Parents are part of our school community and are expected to model respectful behaviour when visiting the school.

Failure to meet school expectations could result in a suspension of the parent/guardian's privilege to enter our school campus. In instances of extreme inappropriate behaviour by a parent or guardian, their child may be liable for immediate dismissal from the school.

## SCHOOL CULTURE AND ETIQUETTE

Students are expected to behave in positive and respectful ways at all times. This includes:

- Greeting teachers, staff, fellow students, and visitors politely.
- Engaging in respectful behaviour with all members of our community.
- Taking care in the use of school and equipment.
- Maintaining a green and litter-free campus.

Students riding to and from school on our buses are expected to follow the same standards of conduct as when in school.

## CLASSROOM CONDUCT

Every student is expected to participate fully in all classroom activities, lessons and discussions and contribute positively to the classroom-learning environment. Minor discipline matters are handled by the classroom teacher.

Excessive major misconduct (examples listed below) will be referred to the divisional principals.

Illegal Behaviour:

- Smoking.
- Vaping.
- Possession or consumption of drugs or alcohol.
- Possession of a weapon.
- Physical, mental or verbal violence, abuse or bullying.

Major Misconduct:

- Physical, mental or verbal violence, abuse or bullying.
- Cyber-bullying.
- Disrespectful behaviour 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.
- Theft.
- Damage to school or personal property.

## INDOOR EXPECTATIONS FOR STUDENTS

- Walk in our classrooms and hallways.
- Keep noise levels to a minimum.
- Wait outside the classroom door quietly and respectfully if a teacher is not in the room. Students should never be in a classroom if a teacher is not present.
- During breaks and before and after school use designated areas (lobby, courtyard, bricked area, cafeteria, library) to congregate..

## ASSEMBLY EXPECTATIONS

- Students will line up with their grade level until allowed into the Maple Leaf Centre (MLC)
- Students will walk quietly to their area and listen respectfully to the presentation of others.

## CAFETERIA EXPECTATIONS

- Walk at all times in the cafeteria.
- Stay in line and do not cut in front of peers.
- Clean up the area when finished eating.
- Push in the chair when leaving.
- Be respectful and show gratitude to the cafeteria staff.
- Place trash in bins and composting materials in the compost bins.

## INTERACTING WITH STAFF

- Parents, students and visitors to the school are requested to speak calmly and respectfully when interacting with our staff.

## INTERACTING WITH PEERS

- Demonstrate, empathy, kindness and respect in all interactions with peers.
- Help peers when they are having a difficult time in class.
- Do not allow them to copy your work as this will not help them to become an independent learner. For more information on this please refer to our Academic Honesty section.
- Become a leader by being the first to give a helping hand.
- Keep your promises and honour your commitments with peers.
- If you see something that is wrong, speak up.

## SERIOUS DISCIPLINARY OFFENSES

The following are serious disciplinary offences. Rather than going through the regular steps of consequences, the school administration may enforce suspension as an immediate consequence to such behaviour. A Parent meeting is required before re-admittance to school will be considered.

- **DISRESPECTFUL BEHAVIOUR**

Disrespectful behaviour includes but is not limited to: talking back to teachers and staff members, refusing to follow a reasonable instruction or request and using offensive language or gestures.

- **DISHONESTY**

Dishonesty is an intentional fraudulent and blatantly deceitful act, including providing incorrect or incomplete information.

• **BULLYING AND CYBERBULLYING**

The school is committed to taking positive measures to ensure the safety of students and providing a caring, friendly and safe environment for all.

Bullying of any form is unacceptable (including verbal, physical and cyber bullying) on any grounds (including physical build, ability, religion, race and sexual orientation) and will be dealt with promptly and effectively.

**Who to tell in the first instance (for students):**

- Homeroom Teacher.
- Principal and/or Vice-Principal.
- Guidance.

**Bullying includes:**

- Inflicting damage to dignity and honour, physical harm or psychological distress to one or more students or school staff.
- Unwanted and repeated written, verbal or physical behaviour.
- Any behaviour that creates an intimidating or offensive educational environment.

**Cyber-bullying means:**

- Bullying through the use of technology or any electronic communication (electronic mail, Internet communications, etc.) which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, etc.

**Examples of bullying/cyberbully**

- Cyber-stalking.
- Stalking.
- Social exclusion, banishment or conduct causing psychological distress.
- Humiliation.
- Threats of physical violence.
- Coercing, inciting, helping others conduct bully.
- Theft.
- Destruction.
- Sexual, religious or racial harassment.

**If you are the victim of bullying:**

- Don't ignore the incident. Clearly tell the bully(ies) to stop.
- If the bullying continues after you have clearly told the bully(ies) to stop, immediately report it to a teacher, guidance counsellor, administrator and/or parents.

**REMEMBER THAT NOBODY HAS THE RIGHT  
TO HARM ANOTHER PERSON.**

## • HARASSMENT

Harassment includes teasing, annoying, threatening or insulting another person in either a verbal, physical or written manner.

### Responses to Harassment

- Don't ignore the incident. Clearly tell the harasser to stop.
- If the harassment continues after you have clearly told the harasser to stop, immediately report it to a teacher, guidance counselor, administrator and/or other staff members.

***To aid in providing a safe and comfortable environment in which children can learn and grow, the Canadian International School takes harassment and bullying very seriously and sets high expectations for all students with respect to this policy.***

### All student(s) will:

- Demonstrate respect by using appropriate and polite language at all times.
- Respect individual differences, preferences and opinions.
- Model self-respect by acting responsibly and appropriately in all circumstances
- Show empathy and care in all interactions with others.
- Report any instances of inappropriate bullying behaviour - whether verbal or physical.

***Inappropriate language, gesture or behaviour may result in suspension and other consequences as deemed appropriate.***

## • GAMBLING

Gambling and gambling activities are not permitted in school. Our role as a school is to educate students regarding the adverse impact of gambling and instilling in them a sense of responsibility and positive values.

## • RETALIATION

- An act of harming an individual because of previous conflict or her/his belief that the other individual has harmed her/him or others.
- An action against another for asserting or alleging an act of bullying or harassment.
- Reporting any inappropriate behaviour that is not made in good faith.
- Example of retaliation:
  - Spreading rumours.
  - Destroying property.
  - Ostracizing.
  - Blackmail.

- THEFT

Taking another person's property without consent is theft. The level of consequences will depend on the nature of the act and the violator's intent.

## CONSEQUENCES FOR NOT MEETING ANY BEHAVIOURAL EXPECTATIONS

The school takes a holistic and supportive approach to students who are in crisis, understand that students are in the learning stages of life, and will need guidance and support.

Students with on-going behavioural challenges will be required to meet with Guidance Counselor to discuss the circumstances surrounding their behaviour to develop plans and strategies. The Counselor may also suggest that the student meet with outside resources and supports, depending on the severity of the situation.

Some interventions and strategies include:

- Restorative Circles.
- Behaviour Plans.
- Conversations with the Guidance Counselor.
- Connecting with outside counsellors or agencies.
- Serious violation may result in a more immediate consequence.

## ACADEMIC HONESTY

Academic honesty is an international value that is reflected in the practices of academic, commercial, and political institutions. In today's globally-connected and culturally-diverse world, academic dishonesty is more complex than just plagiarism.

As an international school we have a responsibility to practise and support academic honesty. Students are about the concept of academic honesty and its significance.

There are many reasons why students commit acts of academic dishonesty, either purposefully or accidentally because of poor time management, ignorance of the policy, or the expectations of others. We believe this can be prevented by:

- Giving appropriate instructions, time, and resources for students to complete tasks.
- Providing strategies for students to chunk assignments.
- Encouraging communication between students and teachers so that teachers can guide students in the right direction concerning academic honesty.
- Building students' self-confidence in their own abilities and their own work.

In today's globally-connected and culturally-diverse world, academic dishonesty is more complex than just plagiarism. In academia, there is a stringent set of rules by which all students must abide to promote new ideas.

**Violations of the Academic Policy** are as follows:

- Copying from a published source.
- Copying from a friend.
- Failure to cite properly.
- Using so many sources that your work becomes simply a compilation of other people's work (and ceases to be your own original and individual ideas), even if you cite it properly. A guideline is a minimum 80% original writing / maximum 20% quotations.
- Cheating on a test by bringing materials to the test.
- Cheating on a test by looking at another student's work.

In all cases of Academic honesty violations, investigations will be conducted by the Academic Honesty Committee. Parents will be contacted for a meeting and reports will be forwarded to the student's parents, counselor, and teacher(s). Reports will remain on the student's permanent record.

## TECHNOLOGY POLICY

### ***CIS Technology Responsible Use Policy (Students)***

The aim of this policy is to foster appropriate use of digital technologies and educate and safeguard our students when using technology.

Parents: Please talk openly with your children about the appropriate use of technology.

### **Information Technology Resources at the Canadian International School (CIS)**

CIS's information technology resources, including Internet access, are provided for educational purposes. Students are responsible for their behaviour in this virtual environment just as they are in the physical school environment.

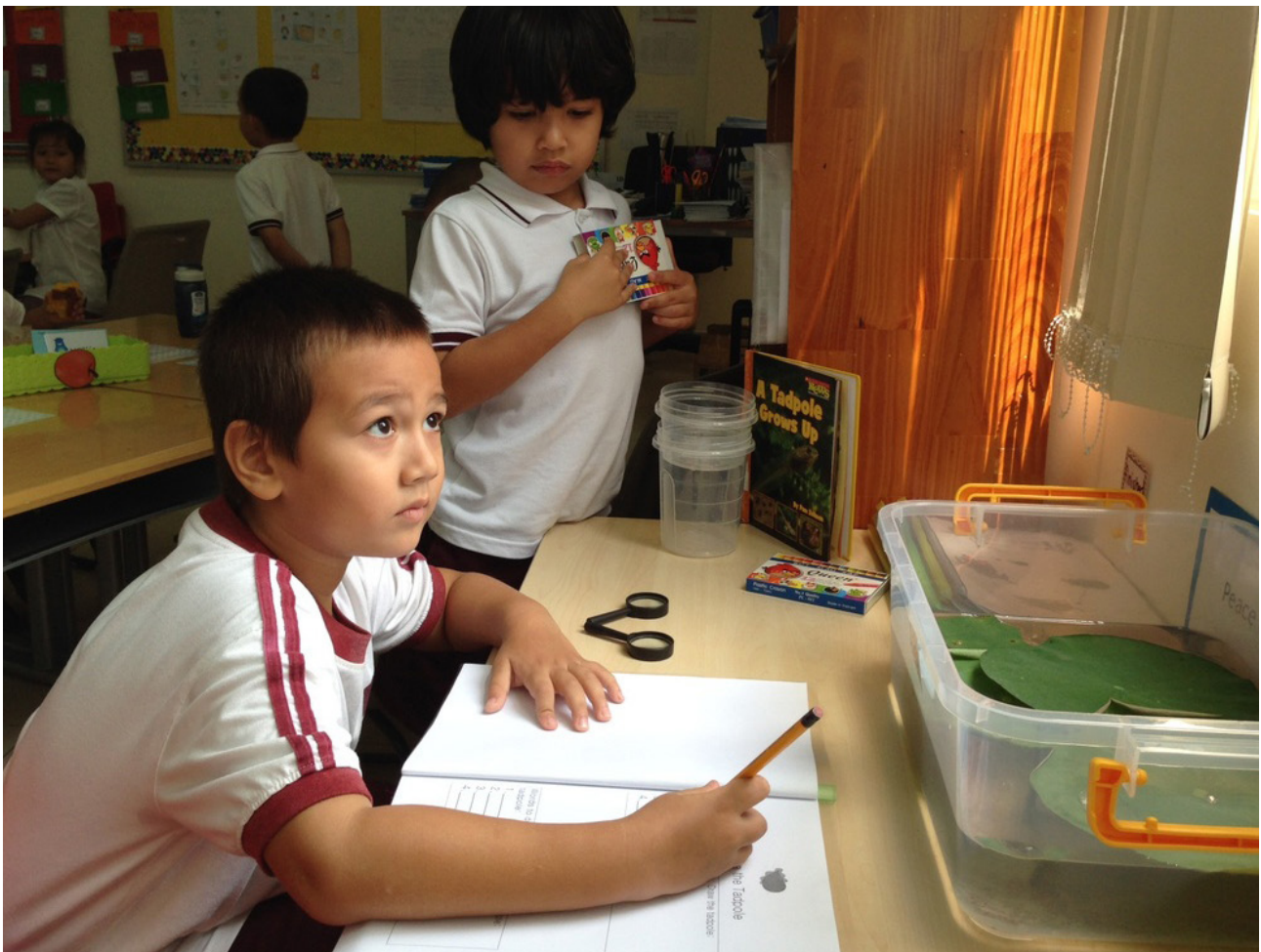
The school provides every student with a personal Google mail account, recognizable by the @students.cis.edu.vn address. This account is an essential communication tool as it integrates with a range of Google applications used daily in classrooms.

Most importantly, the @students.cis.edu.vn account provides each student with 30GB of storage. This allows students to keep documents in 'the cloud' and access them from any location with Internet access. Students are strongly encouraged to store their learning using their Google account.

All teachers also have a Google account and cloud storage. Many teachers will keep learning resources in 'the cloud' and share these with students. Teachers will also use the Google environment for a range of e-learning activities, and some will also use it for the submission of assignments.



- All students have access to PCs, and/or personal laptops and/or other digital technologies provided by the school.
- Students in Grades 7-12 are expected to bring a fully-charged laptop or tablet, or other device suitable for school work such as a Chromebook, to school every day for use in classes, unless otherwise stated by their teachers. A smartphone is not suitable for school work.
- All students have access to shared local network resources and the Internet.
- Students in Grades 1-12 use Google Apps for Education (GAFE) accounts managed by the classroom teacher.
- Students in Grades 1 to Grade 2 have passwords controlled by their homeroom teacher and/or a GAFE administrator and cannot be changed by the student. From Grade 3, students control their own passwords.
- All students have access to a shared account, set up with restricted permissions, that allows faster logins through the WiFi network.
- For students in Grades 1 to 5, the account information will be shared with parents.



**Unauthorised copying, installation, use or theft of software, media, electronic files, data or other intellectual property**

Staff or students are not permitted to copy, install, take or use software, media, electronic files, data or other intellectual property unless permission has been obtained from its creator, owner or publisher, either in writing or as a licence agreement.

**Unauthorised materials and electronic files**

Any attempt to distribute and/or gain access to inappropriate materials including, but not limited to pornographic materials, malicious codes and applications, unlicensed video and audio files and unauthorised games will result in disciplinary action.

**Accounts and Passwords**

- Students are provided with individual usernames and passwords for both logins to the CIS system and for their Google Apps for Education account. They will be responsible for safeguarding the data and services being offered by the school. They will likewise be responsible for safeguarding their account password and accesses.
- Students are directed never to:
  - share information about their personal identity (such as their name, address, phone number, age, physical description or school) to strangers whom you may encounter online.
  - reveal information in a public online forum where they may not know everyone who might see the information.
  - disclose personal information online about someone else unless they have their prior permission and they know the information will not be used for harmful purposes.
  - share their access password or that of anyone else.
  - send a picture of themselves, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Students are not to attempt to borrow, lend or share individual usernames and passwords.
- They must report immediately to a teacher any message or request that they receive that bothers them or that suggests personal contact with a person unknown to them.

**Use of any technology for activities unrelated to specific school use (K - Grade 8)**

Any use of technology by students must be directly related to their education as directed by teachers or staff:

- Students cannot use school technology for accessing information or technology not within the school's control without expressed and specific permission from CIS teachers.
- Students will turn off all personal technology not being used for educational purposes.
- Students will not use technology for personal entertainment, game-playing or for activities unrelated to their current education and learning.

**Use of any technology for activities unrelated to specific school use (Grades 9-12)**

- During lunch and during breaks only, Grades 9-12 students are permitted to use their technology for personal reasons in designated areas: The D-Wing, A Wing, 4th floor C-Wing, Front Foyer and Secondary Courtyard.
- Students are expected to conduct themselves with utmost professionalism and abide by school-wide restrictions regarding technology use, as outlined in this policy. Failure to abide by these restrictions could result in the revocation of technology privileges and/or other disciplinary measures.

### **Downloading Illegally**

Torrent file sharing on any device is illegal and strictly prohibited. Students are prohibited from downloading or sharing by means of peer-to-peer (p2p) at CIS without the consent of a CIS teacher and/or network administrator.

### **Prohibited behaviour**

Students are responsible for their behaviour on school computer systems, just as they are at all times throughout the school. Below are examples of prohibited behaviour:

- Tampering with and/or attempting to tamper with, theft, removing or changing any hardware or software from any school-owned or leased system or equipment.
- Deleting, renaming, moving, copying or changing any electronic files or their properties, other than their own, without explicit permission from the owner or school authorities.
- Changing or attempting to change passwords other than their own.
- Intentionally impersonating someone else and/or misrepresenting another through the use of another's school email account whether within or outside CIS.
- Intentionally and/or maliciously bypassing the user-security mechanisms of the network and mail system.
- Installing unauthorised personal software on school technology equipment.
- Violating copyright laws by unauthorised copying and distribution of software.
- Installing, copying or knowingly infecting a computer system with a virus and/or malicious programs.
- Wasting resources including bandwidth, file storage space, printers or paper.
- Using technology for unauthorised commercial purposes.

### **Use of Social Media**

Secondary students may access social media, but only during lunch and breaks. All other students are expected to refrain from accessing social networking sites during school hours unless expressly asked to do so as part of a class activity.

### **Harassment using technology**

Use of the phone system, copy machines, computer systems, email or any technology to send or display inappropriate, obscene or harassing messages or material anywhere or to anyone is prohibited.

### **Invasion of the privacy or property of individuals or the school using technology reporting of violations**

All students must respect any individual's work, electronic files and right to privacy. The IT office and/or administrators reserve the right to inspect any student's data, school email, media, internet browsing history/cache, electronic files and property brought into school and used to access school technology. Students not willing to allow such inspection will not be permitted to bring their own devices into school facilities.

**Accessing, creating, displaying or publishing inappropriate or demeaning materials or information**

Students are not to access, create, display, or publish any inappropriate or demeaning materials or information. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication like internet SMS (other than e-mail) without prior approval from the principal and IT Office. Permission from your teacher is not sufficient.

**Privacy in communication over the Internet and the network is not guaranteed.**

The IT Office and GAFE administrators will monitor, log, review, and may inspect all directories, files, internet browsing history/cache and/or messages residing on or sent using the school’s computer network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Failure to Adhere**

The consequences for failure to adhere to this policy may result in restriction or even complete loss of access to part or all forms of any technology or other disciplinary measures deemed appropriate by the school administration. There will be consequences for any individual who fails to follow the Canadian International School (CIS) policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion.



## FACILITIES FOR STUDENTS

### LOCKERS

A personal locker is issued to each student in Grades 7-12 at the beginning of the school year. All students should lock their personal belongings in their locker to prevent misplacement or loss.

Drinks and food cannot be kept in the locker overnight. Additionally, the school takes no responsibility for items missing from lockers.

The school reserves the right to inspect the contents of the locker without permission of the student or parent. Any inspection will be carried out by two CIS staff members.

### LOST PROPERTY

The school is not responsible for lost property and the school recommends that students do not bring excessive amounts of cash or valuable personal valuables to school.

Backpacks and belongings that are left unattended will be stored in the "Lost & Found" (Store Room - D110). Please label with your child's name and class all items brought to school: lunch boxes, book bags, sweaters, uniforms, hats, etc. Items labelled with names and classes are easily returned.

- Lunch boxes and water bottles with no labels will be picked up at the end of the day.
- A "Missing Items Report Form" should be completed when articles are missing and/or believed stolen.
- Every Lost and Found items will be marked with the date when located and placed in the Store Room - D110.
- At the end of the year, non-reusable items will be disposed of and all reusable unclaimed property will be appropriately donated to a charity.



## SCHOOL PROPERTY AND FURNITURE

Students who damage school property will be fined an amount sufficient to restore the damaged item to its original condition or replace it.

## STUDENT COMMON AREAS

Common areas including spaces with tables, chairs and sofas, are designed for students to share, eat, study, socialise and learn together in groups. All students are responsible for:

- Keeping common areas clean.
- Not leaving personal belongings (including textbooks, backpacks, laptops) in these areas.
- Speaking at an acceptable volume.

Students who fail to follow these guidelines may lose the privilege of using the common areas.



## OUTDOOR ACTIVITY POLICY

The Canadian International School is a sun-safe school. Parents are asked to provide hats and sunscreen for their children to promote healthy sun exposure habits (and also to prevent sunburn and other skin conditions) while participating in outdoor activities, including swimming. The swimming pool will not be used between the hours of 11:30-1:25pm due to high UV concentrations during that time.

## PETS

Animals of any kind are not permitted on school grounds. Advance permission from the School Administration is required if there is an educational purpose for bringing an animal on campus.

# FOR FEE SERVICES

## CIS FOOD SERVICES GUIDELINES

The school promotes healthy eating habits to encourage a healthy lifestyle and better learning. Research has shown that eating healthier foods can “help kids concentrate better in class, reduce behavioural problems, lower obesity rates, strengthen academic performance and build healthier habits for life” (USDA).

TUẦN: 1 WEEK: 1	THỨ HAI MONDAY 05-Jun	THỨ BA TUESDAY 06-Jun	THỨ TƯ WEDNESDAY 07-Jun	THỨ NĂM THURSDAY 08-Jun	THỨ SÁU FRIDAY 09-Jun	
<b>ĂN SÁNG NHE MORNING SNACK</b>	Bánh thơm tròn Bread w/ pineapple jam filling	Khoai tây nhồi tôm rau củ nướng phô mai Shrimp stuffed baked potatoes	Bánh mì cuộn thịt xông khói Smoked pork bread rolls	Bánh sữa hột gà Custard bun	Há cảo hấp Steamed dumplings	
<b>ĂN XE NHE AFTERNOON SNACK</b>	Sữa tươi TH không đường TH unsweetened fresh milk	Sữa yomost cam Yomost orange yogurt drink	Sữa VNM sô cô la VNM chocolate milk	Sữa VNM dâu VNM strawberry milk	Sữa tươi TH không đường TH unsweetened fresh milk	
	Bánh mì mứt việt quất Blue berry jam bread rolls	Bánh danish đào Peach danish	Bánh đậu xanh Mung bean cake	Bánh sô cô la đậu phộng Peanut chocolate cake	Bánh tart trứng Egg tart	
	Sữa chua uống yakult Yakult yogurt drink	Trái cây Fruit	Sữa trái cây fristi Fristi fruit milk	Trái cây Fruit	Sữa chua TH TH yogurt	
<b>SET LUNCH MENU PRIMARY - SECONDARY - HIGHSCHOOL THỰC ĐƠN CƠM TRƯA TIỂU HỌC - TRUNG HỌC</b>						
<b>KHẨM VỊ APPETIZER</b>	<b>SALAD SALAD</b> Salad bar tự chọn Selection salad	<b>SALAD bar tự chọn</b> Selection salad	<b>SALAD bar tự chọn</b> Selection salad	<b>SALAD bar tự chọn</b> Selection salad	<b>SALAD bar tự chọn</b> Selection salad	
<b>SÚP SOUP</b>		Súp kem bắp ớt chuông Creamy sweetcorn and		Súp cua tóc tiên Crab and black moss		
<b>MÌ/ BÚN NOODLE</b>	Bún vịt nấu chao Duck cook in fermented beancurd w/ vermicelli	Mì udon Udon noodle soup	Bún thang Vietnamese vermicelli noodle soup w/ chicken, pork and eggs	Bánh hời thịt bò nướng Grilled beef w/ woven rice vermicelli	Bánh canh cua Vietnamese crab thick noodle soup	
<b>COM RICE</b>	Cơm gạo lức Steamed brown rice	Cơm gạo lức Steamed brown rice	Cơm gạo lức Steamed brown rice	Cơm gạo lức Steamed brown rice	Cơm gạo lức Steamed brown rice	
	Cơm trắng Steamed white rice	Cơm trắng Steamed white rice	Cơm trắng Steamed white rice	Cơm trắng Steamed white rice	Cơm trắng Steamed white rice	
<b>MÓN CHÍNH MAIN DISH</b>	<b>MÌ XÀO STIR-FRIED NOODLE</b>	Nui xào bò và rau củ Stir-fried macaroni w/ beef and vegetables	Bánh mì nướng bơ tỏi Garlic bread	Mì y xào ớt chuông sốt pesto Pasta pesto w/ bell pepper	Cơm chiên cá mẫn Salted fish fried rice	Bún gạo xào singapore Singapore stir-fried rice vermicelli
	<b>MÓN AN VIỆT NAM VIETNAMESE DISH</b>	Chả chưng Vietnamese steamed egg meatloaf	Gà xào sa tế Stir-fried chicken w/ chili sauce	Cá phi lê chiên xù Fish tempura	Gà rim nước dừa Braised chicken w/ coconut water	Thịt heo kho đậu hũ Braised pork w/ tofu
	<b>MÓN AN QUỐC TẾ INTERNATIONAL DISH</b>	Mực xào tương mè Stir-fried squid w/ sesame	Thịt heo nướng trứng chiên kiểu Ý Pork piccata	Bò hầm sốt nâu Beef stew w/ brown sauce	Hải sản sốt bơ với phô mai & rau củ Seafood au gratin	Mì lá nướng sốt bò hầm Lasagna bolognese
	<b>RAU VEG.</b>	Cải xào nấm thập cẩm Stir-fried vegetables and mushrooms	Cải thảo xào tỏi Stir-fried napa cabbage w/ garlic	Bắp cải xào cà chua Stir-fried cabbage and tomatoes	Rau muống xào tỏi Stir-fried water spinach w/ garlic	Mướp xào tôm Stir-fried luffa w/ shrimp
	<b>CANH SOUP</b>	Canh đậu hũ hến Baby clams and tofu soup	Canh mồng tơi ướp hương nấu thịt Malabar spinach and luffa soup w/ pork	Canh rau mả nấu thịt Pennywort soup w/ pork	Canh bầu nấu tôm Gourd soup w/ shirmp	Canh gà lá giang Chicken and river leaf creeper soup
<b>TRÁNG MIỆNG DESSERT</b>	Trái cây Fruit	Trái cây Fruit	Rau câu Jelly	Trái cây Fruit	Trái cây Fruit	
<b>MÓN CHAY VEGETARIAN</b>	Món chay theo ngày Daily vegan dish	Món chay theo ngày Daily vegan dish	Món chay theo ngày Daily vegan dish	Món chay theo ngày Daily vegan dish	Món chay theo ngày Daily vegan dish	

**ĐA DẠNG**

- Thức ăn Á - Âu đa dạng được tuân theo nguyên tắc giúp thực khách không bị nhàm chán.
- Các thực đơn ăn uống được theo khẩu phần dinh dưỡng đảm bảo cung cấp đầy đủ dinh dưỡng.
- Thực khách có thể chọn món tùy thích và không giới hạn lần ăn.

**DIVERSITY**

- Diverse Asian - European menus that alternate often to keep diners interesting all the time.
- The structure of dishes is built according to the nutritional diet, ensuring adequate supply of nutrients.
- Diners can choose their favorite dishes with unlimited serving times.

**AN TOÀN**

- Sức khỏe và sự an toàn của thực khách là mối quan tâm hàng đầu của May, do đó chúng tôi luôn đảm bảo:
- Quy trình chế biến đạt tiêu chuẩn vệ sinh an toàn thực phẩm.
- Nguồn nguyên vật liệu từ các đối tác uy tín.
- Đội ngũ nhân sự được đào tạo bài bản.

**HEALTH SAFETY**

- Customer's health and safety are May's top concern, so we always ensure:
- Cooking process always meets food hygiene and safety standards.
- Cooking ingredients are provided by reputable partners.
- All personnel are well qualified.

☺☺☺ Thực đơn có thể thay đổi tùy thuộc vào việc giao hàng, mùa hay chất lượng. ☺☺☺  
 ☺☺☺ The menu may be changed depending on the delivery, season or quality. ☺☺☺



### Foods brought for individual consumption or sharing (e.g. special occasions, celebrations)

#### Healthy snacks

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

#### Poor choices

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

## PARTIES, CELEBRATIONS AND INVITATIONS

On special occasions such as birthdays, we are happy for the students to share a cake with their providing arrangements have been made with the classroom teacher in advance. Birthday celebrations in class should be limited to a small snack, birthday cake, and may not include clowns, magicians, or other types of entertainment. The emphasis should be on the child, holiday or accomplishment, not on the food.

Suggested items for celebrations may include:

- Birthday cakes, Cupcakes, muffins and fruit
- Gift bags with food and candy are not allowed.

Distribution of invitations to non-school events, such as birthday parties, will be permitted only if all class members are included.



## BRINGING LUNCHES TO SCHOOL

Students may bring a lunch, pre-order or buy lunch at the school cafeteria. The CIS campus offers a choice of two dining outlets, the Cafeteria and the May Café.

In order to maintain a suitable level of security, students are not permitted to order food from outside the school or to purchase food from vendors. Students are welcome to bring lunches from home and eat them in the Cafeteria or in the May Café area.

Parents may decide to send a packed lunch (lunch box) to school on their own.

- Lunch boxes should be clearly labelled with the student's name and should be sent to **the ASO - D103**.
- Please do not send breakable containers for beverages.
- All students should have their own labeled water bottles.
- Ensure that the students are capable of getting their own lunches.
- You are responsible for what you bring to school.
- Cafeteria staff do not provide boiled water for instant noodle meals.





## MEAL SERVICE

CIS provides a set of meals (morning snack, lunch, afternoon snack) for all students from Kindergarten to Grade 12, as part of the meal fee structure. Specifically, the school makes student meal arrangements for students according to their individual situations. To supervise, coordinate and improve meal arrangements for students, our menus are regularly reviewed. If the student has any food allergies, note these so that the Catering company can supply a separate meal for your child. Parents can register for the meal plan in the **Accounting Room - D108**.

Food is freshly prepared daily with a choice of hot Asian and Western dishes. To access the lunch menu, please go to the Meal Services website. The CIS menu is updated monthly. Students may bring a lunch, pre-order or buy lunch at the school cafeteria, or have lunch delivered to them.

## BUS SERVICE

CIS provides bus services to and from certain areas for an extra fee, subject to availability of space. All students are required to wear a seatbelt while travelling on school buses and the buses will not move until all students are seated and wearing seat belts. A bus monitor is assigned to each bus. Each monitor has a mobile telephone for any emergency cases. Parents can register for bus services in the Accounting Room - D108.

During busy times, the areas in front of our school can become congested.

- Parents are requested to drop their children off in the designated "pull-in zone".
- Vehicles are not permitted to park for an extended period of time near the school gates or in the middle of the road.
- Students are requested not walk between the buses while buses are loading at the end of the school day.

For the safety of our students all parents, nannies and drivers must follow guards' instructions. Parents or a responsible adult must remain with the children **until 7:40 am** when CIS staff supervisors are on duty.

## SCHOOL BUS AND OTHER VEHICLES: POLICIES & BEHAVIOUR EXPECTATIONS

### BUS RULES AND CONDUCT

#### Behavioural Expectations and Policies.





- Students are to be respectful and follow directions when given.
- Elementary students are given priority to sit in the front seats behind the driver.
- Seat belts must be worn at all times.
- Hands and arms must be kept inside the bus.
- Students must stay in their seats at all times when the bus is moving.
- Students are not permitted to make disruptive noise or actions.
- Students cannot get on or off the bus while it is moving.
- Do not throw objects or pass something to another through the bus window.
- Students are directed not to run after the bus if they are late.
- Do not open the doors and the windows without the driver's permission.
- School buses do not make unscheduled stops for students.



### Keep the bus clean

- Students must put waste in the trash can provided on the bus.
- Foods with strong odours are not permitted on the bus.
- Do not leave food or drinks on the seat, floor, or any other area.

## PERSONAL BELONGINGS AND BUS PROPERTY

- Students are responsible for their personal belongings and for any damages that may occur as a result of their actions.

## PICK-UP AND DROP-OFF LOCATIONS

In consideration of less travel time for students, School bus service provides several pick-up/drop-off points in every district at parents' choice. Details are in the link.

## PICK-UP AND DROP-OFF TIME

- Parents please have students ready to be picked up on time. The bus will wait for a maximum of 5 minutes. Should the students miss the bus, parents will be responsible for providing alternative transportation without compensation.
- Bus monitors and drivers contact numbers will be provided to the parents. Parents are welcome to contact the bus monitor at any time.
- Bus monitors will deliver the students to the parents, or designated persons/relatives at the pick-up/drop-off point. Should there be no parents and/or designated persons/relatives at the stops and bus monitors are unable to contact the parents, the bus will continue its route and take the student back to the school. In such cases, parents are required to arrange pick-up at the school.
- Pick up/Drop off time can fluctuate approximately 15 minutes, depending on the traffic situation at the time. In case of lateness, the bus monitors shall contact the parents with the amended time.
- Parents are expected to register and provide the school with the full name and a photo (3x4 size) of the parent or the designated pick-up/drop-off person prior to the commencement date of this service. If changes are made, please contact the bus monitor or ASO for the latest updates to ensure the student's safety. Bus monitors will not deliver the student to any other person except to the designated one.
- Should parents change the school bus service options (alternate from pick-up/drop-off points to home residence and vice versa), parents will contact the ASO 15 days prior to the first date of the second term and this alteration will result in the payment of the difference in fee schedule.

## VEHICLES ON CAMPUS

### **Motorbikes**

- The school requires that motorbike drivers and their passengers wear helmets.
- The speed limit for motorbikes on campus is 5 km/h.

### **Bicycles**

- The school requires that bicycle riders wear helmets.
- All bicycle riders must dismount before entering Gate 2.

## FEES, FINANCES

### ACCOUNTING OFFICE, ROOM D108

If you have a concern about Tuition Fees/ Meal Fees/ Bus Fees, please contact:

- *CIS Accountant*  
Phone: (08) 54.123.456 Ext: 1102  
Email: accountants.cis@cis.edu.vn

### TUITION POLICIES

#### RE-ENROLLMENT POLICY AND PARENTS' RESPONSIBILITY

For all returning students, placement in the new school year will be informed by the school office based on academic timeline, but no later than June provided the following requirements are met:

- Re-enrollment confirmation is well received by the school according to the annual re-enrollment procedure.
- **Re-enrollment deposit** or **Full year tuition fee for the school year** is recorded by the Accounting Department of CIS.

The school will prioritise class arrangement for all students on the condition that:

- Students are accepted according to the school's Policy of Enrollment and Re-enrollment.
- Places are available at acceptable grade levels.
- Tuition fees are made in full and on time as per the school policy.

Tuition and other fees are only applicable once the student is accepted by the school. Completion of tuition and other fees prior to the student's official acceptance does not mean that the school must guarantee a placement for the student under any commitment or promotional/preferential program.

In the case where the tuition fee is made in advance but the student is not eligible to meet with the school's enrollment conditions, the school commits to refund the tuition without incurring interest.

#### TIME OF PAYMENT AND PAYMENT METHODS

- a. All tuition and other fees are considered valid payments and eligible for preferential policies (including payment discount) and are applied based on the date the school receives the full amount via bank transfer or by cash or other forms without any deduction for any transaction fees (e.g bank transfer fees).
- b. Payment in cash, via bank transfer or by bank card at school.
- c. Bank transfer should be made to one of the bank accounts, provided on a debit note or by the Accounting Department.
- d. Please ensure the following information is written on the Payment Order.  
**[Student ID] - [Student's full name] - [New School Year Grade level] - [Payment for which fee (Meal, bus, tuition, ELL...)]**

Students will be enrolled after all payments are made.

#### LATE ENROLLMENT

Percentage of the annual tuition fee

Percentage of the annual tuition fee will be included in the debit note to send parents and updated on CIS website annually. Please contact the Admission or Accounting Department for more information.

### Percentage of other fees

Meal service, Bus service and Boarding house fees are calculated at the rate of service usage until the end of the school year.

## REFUND POLICIES

### Procedure

Parents must complete and submit **<<Withdrawal form>>** to the Academic Services Office (ASO) at least 60 days prior to the student's last day (Verbal notification shall not be accepted).

### Percentage of refund

Refund policies are **only** applied to **Tuition made in full**. Percentage of refund will be included in the withdrawal form, please contact the ASO (D103) for more information.

The refunded fees and other fees will be non-interest-free and non-refundable for the days the student is absent during the school year.

### Time of refund

Refund amounts are to be made within **15-20 working days** after the student's last day at school.

### Refund cases

All fees are non-refundable under any circumstances, **except** the following cases:

- **Meal, Bus services:** refunds are made in accordance with the policy of each service.
- **Boarding house:**
  - The percentage of refund is proportional to the remaining time of the service which has not been used by the student. The time shall be calculated on a monthly basis of the number of months of the service;
  - Parents must inform the Academic Services Office (ASO) at least 30 days prior to the student's last day of using the service.

**ELL** fee is only refundable **provided** all the following requirements are met:

- After each term, students meet the requirements and do not need to continue the program;
- ELL fee is paid in full and on time;
- Payment must be completed no later than enrollment day (same time with tuition fee). Students who meet English requirements or complete ELL class in the middle of the academic year, will get a refund of the remaining time of the student who has not yet studied but does not exceed 35%.

## LATE PAYMENT POLICY

All fees must be paid by the due date(s).

Late penalties will be charged as follows:

- After 15 days from the date of notice of overdue payment, the parent must bear the late payment interest of 0.05%/day on the total unpaid fee for each day of the late payment.
- After 15 days from the date of notice of overdue payment, in addition to applying the above late payment interest rate, the School will suspend the academic service and will not confirm the student's academic results until the payment has been made.



## WITHDRAWAL NOTIFICATION POLICY AND REQUEST FOR SCHOOL REPORTS

If students wish to withdraw from enrollment at CIS, parents must complete a Withdrawal Form as early as possible. Please inform the Academic Services Office (ASO) Room D103 that your child will be leaving, and you will be provided with the necessary forms and information to CIS. The tuition and fees schedule outlines the notification process and deadlines for refunds. If you have any questions about the reimbursement, please contact the Accounting Office - Room D108.

If a student withdraws at the end of the school year, school reports will be available on the last day of the school year. If reports are required before the actual withdrawal date, please inform the ASO.

To receive the package of all updated Report Cards required to apply to another school please send a notification to ASO at least 2 days before you need to pick up these documents.

Please note that the package of School Reports is only issued after your son/daughter completes all his/her learning responsibilities (e.g. returns texts and library books, locker keys etc.) and parents have reconciled all outstanding accounts.

Parents can send notifications about the School Report Cards via emails to:

- [elementary@admin.cis.edu.vn](mailto:elementary@admin.cis.edu.vn) for students who are studying in Kindergarten to Grade 8
- [secondary@admin.cis.edu.vn](mailto:secondary@admin.cis.edu.vn) for students who are studying in Grades 9 to 12

At CIS, the Original School Report Cards for each semester are the equivalent of a Vietnamese Public Schools Student School Profile. The package of School Report Cards will be photocopies of the Original Report Cards with the Official CIS Stamp.





## GUIDANCE & COUNSELING

Counselling and guidance in schools caters to the developmental needs of students by providing developmental, preventive and remedial services to students so that the ultimate educational goal of enhancing a student's whole personal development and lifelong learning can be achieved.

### Objectives

- Cultivate a positive and caring school culture;
- Build a mechanism for school self-evaluation to ensure the effective implementation of the student guidance service;
- Provide teachers with professional training and consultation related to guidance;
- Promote home-school cooperation and develop parent education;
- Develop and maximise the potential of students and to help them acquire basic knowledge, skills and attitudes in the four areas of personal, social, academic and career development;
- Help students with individual needs through individual and group counselling; and identify, counsel and refer students with behavioural, family, psychological, mental health problems, etc. to relevant professional support services.

### Inclusive Education and Inclusive Assessment Arrangements Policy

In line with Growing Success and our commitment to support our students, CIS is committed to recognizing the individual learning needs of all students and supporting them in accessing the full curriculum and in being successful.

Monthly meetings with the Diploma Program Coordinator, (Vice)Principal(s), ELL Coordinator and Guidance Counselor are arranged where learning and behaviour issues are discussed. Teachers report any student concerns through emails to the Student Support Team prior to the meeting.

Potential learning challenges are identified by teachers and discussed in the Student Support meeting. Follow-up meetings with the identified student and a possible meeting with parents will be arranged. The Guidance Counselor, DP Coordinator, ELL Coordinator, and Administration are often present. The DP Coordinator is always a part of these meetings when it involves IBDP students.

All students who are identified as having significant learning challenges will be recommended for diagnostic testing (Psycho-Educational Assessment) through an outside agency. The Guidance Counselor has a list of recommended local, certified and reputable psychologists which can be made available to parents and students.

Following a formal Psycho-Educational Assessment, adjustments and accommodations will be made in the classroom setting to enable student success. (These adjustments may include change of position in the classroom for students, extra time and/ or private room for writing quizzes and tests, scribes, use of computers for testing, etc.)

Any adjustments to teaching and learning that are made as a result of the Psycho-Educational Assessment Report are discussed in advance with parents and students.

All teachers will be made aware of recommendations and asked to make adjustments accordingly. These recommendations are reviewed regularly at Student Support meetings and the Guidance Counselor and the Coordinators communicate and follow up regularly.

With DP students, the IBDP Coordinator will send the Psycho-Educational Assessment Report to the International Baccalaureate Office (IBO) with completed Special Consideration (D1/ D2) forms one year in advance of the IBDP Exams. The IBDP Coordinator will report back to individual students, parents, the Guidance Counselor and teachers regarding the outcome of the Special Consideration decision by the IBO for exams [SM1].

During the May IBDP Exams CIS will follow the recommendations of the IBO regarding accommodations for Special Needs students such as: extra rooms with invigilators, availability of scribes, laptop availability, extended time and others as required.

### **Admissions Policy for Inclusive Assessment Arrangements Students**

CIS's admissions policy outlines the criteria for admitting students to the school. The school may not be able to meet the needs of all students and reserves the right to not accept students who do not meet the admissions criteria. At the time of registration parents are required to share with the school any and all information, medical or psychological reports, outside assessments or recommendations from previous schools.



The school administration will consult with the Guidance Counselor, ELL Coordinator and IBDP Coordinator before accepting a student with special educational needs as a candidate for the IB Diploma program. A decision will be made based on whether the school has the resources to appropriately support that student.

### Support for Inclusive Assessment Arrangements

#### **Administration**

Principals attend the Student Support meetings and are made aware of all students who are having learning and behavioural challenges. The (Vice) Principal(s) are involved in on-going discussions, in the support of students, and are/are made aware of all accommodations for special consideration.

#### **IBDP Coordinator**

The IBDP Coordinator is in attendance at the Student Support meetings and contributes to all discussions on IB student learning needs. In collaboration with the Guidance Counselor, the IBDP Coordinator meets with students and parents regarding recommendations for Psycho-Educational reports. Copies of Psycho Educational reports are kept by the IBDP Coordinator and copies are sent to the IBO for Special Consideration. The IBDP Coordinator is responsible for communicating with students, parents and teachers on Special Consideration granted by the IBO. The IBDP Coordinator is responsible for the arrangements (with help from Special Education teachers) for extra rooms, extra time, the use of computers, scribes, etc. for all students who have been provided with Special Consideration for exams by the IBO.



### ***Guidance Counselor and Learning Resource Teacher***

The Student Support Department communicates with students and parents regarding learning challenges identified by teachers. The counsellor provides on-going support to individual students and makes recommendations of psychologists who can administer the Psycho-Educational Assessment when required. Copies of Psycho-Educational reports are kept in the Guidance office in student files.

### ***Subject Teachers***

Subject teachers play a key role in recognizing students with learning challenges at school. Subject Teachers will communicate any concerns regarding learning needs to the Guidance Counselor and IBDP Coordinator on a regular basis. For significant concerns, a written referral should be made which will be forwarded for discussion at a Student Support meeting. All subject teachers are expected to engage in differentiated instruction in their classrooms to acknowledge and support the variety of learning styles and learning pathways of our students.

### ***Child Protection***

The Canadian International School System (CISS) is committed to promoting the safety and well-being of all our students. As such, the Canadian International School System has adopted a Child Protection Policy to provide guidance to our staff and families on matters related to the care, safety, and health of our students.

The CISS Child Protection Policy follows the 2016 Vietnamese Children's Law (adopted by the National Assembly of the Socialist Republic of Vietnam on April 05, 2016) and the United Nations Convention on the Rights of the Child (UNCRC) (1989) of which Vietnam is a signatory. Children's law and policy are very important to our school's policy, so we would like to highlight them for you:

Vietnamese Children's Law (2016):

These following actions are strictly prohibited:

- Deprivation of children's right to live.
- Child abandonment, neglect, trafficking, kidnap, fraudulent exchange or capture.
- Sexual abuse, violence, abuse or child exploitation.
- Preventing children from exercising their rights and obligations.

The United Nations Convention on the Rights of the Child:

- Protection from abuse and neglect.
- The State shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse and the treatment of victims.
- Sexual exploitation.
- The State shall protect children from sexual exploitation and abuse, including prostitution and involvement in pornography.

The Canadian International School System endorses this policy. We value our partnership with parents in providing a safe and supportive environment conducive to growing and learning, free from child abuse and neglect and bullying and ensuring a child's rights are respected.

By enrolling your child at Canadian International School System, which includes Summer Camp Programs, you agree to abide by the Children's Law and our Child Protection Policy. CISS Child Protection Policy defines the standards by which all CISS students should be treated by the individuals that care for them at school and at home at all times. Child protection and well-being is the responsibility all members of the community, thus parents are encouraged to report any suspicion of child abuse and neglect of any of our students by contacting the division counselor.

As part of our Child Protection Program and our overall curriculum, Canadian International School System will provide the following:

- Age-appropriate lessons for students at all grade levels to help them understand their personal safety, personal rights.
- Information to parents to help you better understand our Child Protection Policy and Child Protection Program.
- Annual training to all staff to recognize and report issues of child abuse and child neglect.





CANADIAN INTERNATIONAL SCHOOL  
CIS (VIETNAM)



CANADIAN INTERNATIONAL SCHOOL  
BILINGUAL



CANADA - VIETNAM  
KINDERGARTEN



TRƯỜNG TIỂU HỌC, THCS, THPT  
ALBERT EINSTEIN

## CANADIAN INTERNATIONAL SCHOOL SYSTEM

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 <https://cis.edu.vn/en>  
 <https://www.facebook.com/CISVN/>