

**BILINGUAL CANADIAN INTERNATIONAL SCHOOL  
PARENT HANDBOOK  
2021 - 2023**

## PURPOSE OF THE BCIS PARENT HANDBOOK

The purpose of this Parent Handbook is to provide essential information about school routines and expectations. The BCIS Parent Handbook acts as a guide to daily operations, policies and procedure as these relate to students and their families.

Please read these pages carefully and support us in our endeavours in making this a pleasant, successful, and memorable school year. If you have any questions, please do not hesitate to contact us. Our school email addresses are provided to maintain close communication between parents and the school.

**Note:** For the purpose of this document, the Canadian International School includes legal guardians and caregivers in its definition of “Parents”. Please continue to consult our website: <https://bcis.edu.vn>

## FOSTERING THE HOME - SCHOOL PARTNERSHIP

Parents have a unique knowledge and understanding of their children, being the first and most influential educators. Home-School cooperation is thus important to the educational outcome of children. Active parental communication with schools is one of the key variables associated with school effectiveness. The more involvement parents have with their children's schooling, the more likely the children are to succeed. In order to keep pace with educational development, parents and teachers need to work together.

The school takes the initiative to enhance Home-School cooperation and communicate with parents. This assists in deepening Home-School cooperation. The school serves the community through the provision of multi-learning experiences for students' full development. Active participation in school and community activities fosters stronger ties with the community. The effective Home-School-Community partnership allows schools to tap more fully into the resources of other stakeholders in the community to enrich the quality of education. Furthermore, such a partnership facilitates the coordination of these resources.

- ✓ 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.

## PARENTS AS PARTNERS

### As partners, parents' roles include:

- ✓ Playing an active role in the education of their children
- ✓ Understanding the learning and development of their children
- ✓ Participating in activities related to the education of their children
  - Attend Parent-Teacher Conferences and actively participating in Home and School activities
  
- ✓ Keeping the school informed of family and emergency contact details
  - **Update information as necessary:** *the school needs to have up-to-date details of parents/guardians contact information such as email, postal addresses, and telephone/cell phone numbers, including emergency contacts. The school will check for contact information details at the beginning of each school year but if there are changes during the school year, inform the ASO immediately.*
  
- ✓ Providing active support to the school in understanding more about parents' expectations
- ✓ Co-operating with the school and other parents in the interests of their children's education
- ✓ Participating in understanding the school's vision and mission
- ✓ Supporting the school's implementation of educationally desirable policies
- ✓ Supporting school guidelines regarding behaviour and the development of the whole child
- ✓ Keeping the school staff informed of their children's progress and significant events that may affect their children's learning
- ✓ Knowing their rights and responsibilities in relation to the education of their children and being an advocate for the school's smooth operation
- ✓ Providing opinions and suggestions for school improvement

### As clients of the school, parents' responsibilities include:

- ✓ Understanding the learning process of their children;
- ✓ Understanding the operation of the school;
- ✓ Understanding their financial commitments to the school

## PARENTS / VISITORS ON CAMPUS

Parents and visitors are welcome to visit the school campus during school hours on Mondays to Fridays from 7:40 AM until 4:30 PM. Our gate control ensures the safety of students and staff at school as well as the protection of the school buildings and property. Guards need to be entirely satisfied that each person who enters the school grounds has a valid reason for doing so. Parents are not permitted to roam the hallways or visit classrooms. All parents and visitors must check in at the Security Gate and present a national identification card. Once satisfied, the security guards will issue a visitors ID badge to be worn at all times while on school grounds.

Unless BCIS is hosting a special event, the campus is closed from noon on Saturday and all day Sunday.

# TABLE OF CONTENTS

PURPOSE OF THE BCIS PARENT HANDBOOK	1
FOSTERING THE HOME - SCHOOL PARTNERSHIP	1
PARENTS AS PARTNERS	2
PARENTS / VISITORS ON CAMPUS	2
SCHOOL GUIDING STATEMENTS	4
VISION – PHILOSOPHY – MISSION	4
CORE VALUES, “ROOTS AND WINGS”	4
ACADEMIC SERVICES OFFICE, ASO, ROOM D103	5
ATTENDANCE, CALENDAR, SCHEDULE, UNIFORM	6
SCHOOL CALENDAR 2019 - 2020	6
SCHOOL HOURS	6
BELL SCHEDULE	6
ATTENDANCE POLICY	7
LATE ARRIVAL	8
SAFE ARRIVAL PROGRAM	8
ABSENCE	8
EMERGENCY SITUATIONS	9
EMERGENCY DRILLS	9
SCHOOL UNIFORM	9
Uniforms for Health and Physical Education	10
SPECIAL DRESS DAYS	12
VALUABLES	12
THE BCIS PROGRAM	13
ADMISSIONS	13
ADMISSIONS OFFICE, ROOM A104, Front Foyer	13
ENGLISH LANGUAGE FLUENCY REQUIREMENTS	13
PLACEMENT	13
THE BCIS CURRICULUM	14
VIETNAMESE AND FRENCH LANGUAGE COURSES	14
CULTURALLY SENSITIVE CURRICULUM	14
CURRICULUM BY GRADE	14
ACADEMIC PROGRAM ONLY	14

ENGLISH LANGUAGE LEARNING, ELL	15
IN SCHOOL SUPPORT TEAM, IST	15
MAKERSPACE	15
PHYSICAL EDUCATION (P.E.) AND AQUATICS	15
PE SWIMMING CLASS PARTICIPATION POLICY	15
INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME	16
PROGRESS REPORTS AND REPORT CARDS	16
PARENT-TEACHER CONFERENCES	18
HOMEWORK - HOW PARENTS CAN HELP	18
LITERACY AT HOME – How you can help	18
NUMERACY AT HOME – How you can help	19
FIELD TRIPS	19
CHARACTER EDUCATION IN ACTION	20
ATHLETICS	20
BCIS ATHLETIC MISSION STATEMENT	20
ATHLETIC DIRECTOR'S MESSAGE	21
MEET OUR COACHES	21
MONTHLY SCHEDULE	21
THE HOUSE SYSTEM	21
CLUBS	22
K-1 CLUBS	22
PRIMARY/JUNIOR CLUBS	22
INTERMEDIATE / SENIOR CLUBS	23
COMMUNITY SERVICE	23
BCIS SERVICES	24
THE LIBRARY RESOURCE CENTER	24
STUDENT SUPPORT SERVICES	26
KINDERGARTEN - GRADE LEARNING RESOURCE SUPPORT SERVICES	26
GRADES 9 - 12 LEARNING RESOURCE SUPPORT SERVICES	26
GUIDANCE COUNSELLING SERVICES	27
COMMUNITY REFERRALS TO OUTSIDE SERVICE PROVIDERS	27
UNIVERSITY AND ACADEMIC COUNSELLING	27
BCIS ALUMNI	28
STUDENT HEALTH SERVICES	29
STUDENT CODE OF CONDUCT, EXPECTATIONS	35

ACADEMIC HONESTY	41
TECHNOLOGY POLICY	42
FACILITIES FOR STUDENTS	45
LOCKERS	45
LOST PROPERTY	45
SCHOOL PROPERTY and FURNITURE	46
STUDENT COMMON AREAS	46
USE OF THE GYMNASIUM	46
OUTDOOR ACTIVITY POLICY	46
PETS	46
FOR FEE SERVICES	47
BCIS FOOD SERVICES	47
GUIDELINES	47
PARTIES, CELEBRATIONS AND INVITATIONS	47
BRINGING LUNCHES TO SCHOOL	48
MEAL SERVICE	48
BUS SERVICE	48
SCHOOL BUS AND OTHER VEHICLES: POLICIES & BEHAVIOR EXPECTATIONS	49
BUS RULES and CONDUCT	49
PERSONAL BELONGINGS and BUS PROPERTY	49
PICK-UP AND DROP-OFF LOCATIONS	49
PICK-UP/DROP-OFF TIME	51
VEHICLES ON CAMPUS	51
FEES, FINANCES	52
ACCOUNTING OFFICE (ROOM D108)	52
TUITION POLICIES	52
WITHDRAWAL NOTIFICATION POLICY and REQUEST FOR SCHOOL REPORTS	55
FIELD TRIPS	56
GUIDANCE & COUNSELING	57

## SCHOOL GUIDING STATEMENTS

### MISSION – PHILOSOPHY

- **Mission:** The Canadian International School - Vietnam is an inclusive community committed to the development of future leaders. Built on academic achievement, service learning, global citizenship, inquiry, reflection, and the balance of mind and body, we challenge all members of our community to be active, lifelong learners.
- **Philosophy:** Educating free, confident and adaptable people.

### CORE VALUES

The Core Values of the Canadian International School System are rooted in several key principles. Our Character Education Program brings 12 Character Traits that are incorporated into all teaching and learning. These twelve core values are also one of the nine Global Citizenship statements that are in the middle stages of development in our school system. Our various curricula come from several sources. At both CIS and BCIS consultancy with the Toronto District School Board gives us access to Ontario's world renown curriculum. Additional authorizations come from the International Baccalaureate, Cambridge UK Curriculum, and the Ministry of Education and Training (MOET) here in Vietnam. Our ethical leadership statement comes from membership with the Council of International Schools.

### MOTTO, “ROOTS AND WINGS”

Our school motto comes from this story; “a wise woman once said, there are two lasting bequests we can hope to give our children, one of these she said is roots, the other, wings.” Roots are deeply established both in Vietnamese and home cultures, and through our Character Education program. Wings are given through the Global Citizenship statements; Ontario and other partner quality curriculums; and opportunities in service learning and activities that support students skills to attain their dreams.

## ACADEMIC SERVICES OFFICE (ASO)


If you have a concern about the Academic life of students. Please contact:

- ❖ **Ms. Nguyễn Lê Bảo Trân (Ms. Trân)**  
*School Operations Manager of BCIS*  
Phone: (08) 54.112.112 Ext: 2447  
Email: [baotran.nguyen@bcis.edu.vn](mailto:baotran.nguyen@bcis.edu.vn)
  
- ❖ **Elementary Academic Services Office - Room: B210**  
Email: [academic.elementary@teacher.bcis.edu.vn](mailto:academic.elementary@teacher.bcis.edu.vn)
  - **Ms. Phan Thị Diệu Huyền (Ms. Huyền)**  
*Academic Services Officer – For Elementary (Grade 1 - Grade 5)*  
Phone: (08) 54.112.112 - Ext: 2210  
Email: [huyen.phan@bcis.edu.vn](mailto:huyen.phan@bcis.edu.vn)
  
  - **Ms. Nguyễn Kim Tiền (Ms. Tiền)**  
*Academic Services Officer – For Elementary (Grade 1 - Grade 5)*  
Phone: (08) 54.112.112 - Ext: 1101  
Email: [tien.nguyen@bcis.edu.vn](mailto:tien.nguyen@bcis.edu.vn)
  
- ❖ **Secondary Academic Services Office - Room: B414**  
Email: [academic.secondary@teacher.bcis.edu.vn](mailto:academic.secondary@teacher.bcis.edu.vn)
  - **Ms. Phạm Phương Thảo (Ms. Thảo)**  
*Academic Service Officer – For Secondary (Grade 6 – Grade 12)*  
Phone:(08) 54.112.112 - Ext: 2417  
Email: [thao.pham@bcis.edu.vn](mailto:thao.pham@bcis.edu.vn)
  
  - **Mr. Vũ Thành Long (Mr. Long)**  
*Academic Service Officer – For Secondary (Grade 6 – Grade 12)*  
Phone:(08) 54.112.112 - Ext: 2417  
Email: [long.vu@bcis.edu.vn](mailto:long.vu@bcis.edu.vn)



# ATTENDANCE, CALENDAR, SCHEDULE, UNIFORM

## SCHOOL CALENDAR 2021-2022



**HỆ THỐNG TRƯỜNG QUỐC TẾ CANADA**  
LỊCH NĂM HỌC 2021 - 2022 của CIS và BCIS - dành cho Phụ huynh và Học sinh

Địa chỉ: Đường 23, Phố Hồ Hưng, Phường Tân Phú,  
Quận 7, TP. Hồ Chí Minh, Việt Nam.  
Số điện thoại: (823) 4123 001 - (823) 4123 123  
Email: info@iccanada.com  
Website: iccanada.com

Tháng 07, 2021							Tháng 08, 2021 - Thời độ hòa bình							Tháng 09, 2021 - Sự tôn trọng							Tháng 10, 2021 - Tinh thần trách nhiệm										
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Tháng 11, 2021 - Sự viên mãn							Tháng 12, 2021 - Sự quan tâm							Tháng 01, 2022 - Tinh thần hợp tác							Tháng 02, 2022 - Lòng chính trực								
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Tháng 03, 2022 - Lòng dũng cảm							Tháng 04, 2022 - Tinh thần hợp tác							Tháng 05, 2022 - Lòng biết ơn							Tháng 06, 2022								
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Ngày học đầu tiên và cuối cùng của học sinh

Phát triển chuyên môn của toàn thể giáo viên

Hội Phụ huynh-Giáo viên

Các ngày lễ, kỷ niệm (Tất cả các trường được nghỉ)

Các được nghỉ, BCIS đi học bình thường

Ngày nghỉ bù của GV Canada

Những ngày hội/huấn luyện và các sự kiện cuối tuần

Tuần lễ học kỳ của CIS

CANADIAN INTERNATIONAL SCHOOL SYSTEM SCHOOL CALENDAR 2021-2022 for CIS and BCIS - For Parents and Students		Address: Road 23, Phu My Hung, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam Telephone: (84)84 133 034 - (84)84 113 123 Email: enquiry@cis.edu.vn Website: cis.edu.vn																																																																																																																																																																																
<b>July 2021</b> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<b>August 2021 - Perseverance</b> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>Aug 9 - Aug 18: New Teacher orientation            Aug 11 - Aug 17: Professional Learning for All Teaching Staff            Aug 18: First day of school</p>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<b>September 2021 - Respect</b> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p>Sep 2 - Sep 3: Independence day - National Holiday            Sep 11: CIS Curriculum Showcase            Sep 18: BCIS Curriculum Showcase            Sep 27: Professional Learning for All Teaching Staff</p>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<b>October 2021 - Responsibility</b> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p>Oct 11 - Oct 15: Fall Break - for all CIS and BCIS            Oct 25: Professional Learning for All Teaching Staff            Oct 28: CIS Elementary Parent-Teacher Conferences</p>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
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**FIRST DAY OF SCHOOL: Wednesday, August 18, 2021**  
**CURRICULUM SHOWCASE: Saturday, September 18, 2021**  
**LAST DAY OF SCHOOL FOR STUDENTS: Friday, June 17, 2022, a half day**

### SCHOOL HOURS

### BELL SCHEDULE

School Start Time: At the beginning of day, school starts at 08:10 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, please consult it for your information:

**Elementary (Grade 1 – Grade 5):** divided into 9 periods

Period	Time	Length	Activities
Period 1	8:10 - 8:55	40 mins	
Period 2	8:55 - 9:35	40 mins	
Snack Time	9:35 - 9:55	20 mins	
Period 3	9:55 - 10:35	40 mins	
Period 4	10:35 - 11:15	40 mins	
Lunch	11:15 - 12:15	60 mins	

Period 5	12:15 - 12:55	40 mins	
Period 6	12:55 - 13:35	40 mins	
Period 7	13:35 - 14:15	40 mins	
Period 8	14:15 - 14:55	40 mins	
Snack Time	14:55 - 15:10	15 mins	
Period 9	15:10 - 16:00	40 mins	

**Secondary (Grades 6 – 12):** divided into 9 periods.

Period	Time	Length	Activities
Mindfulness time	08:10 – 08:20	10 mins	
Period 1	08:10 – 09:00	40 mins	
Period 2	09:00 – 09:40	40 mins	
Snack Time	09:40 – 09:50	10 mins	
Period 3	09:50 – 10:30	40 mins	
Period 4	10:35 – 11:15	40 mins	
Period 5	11:20 – 12:00	40 mins	
Lunch	12:00 – 13:00	60 mins	
Period 6	13:00 – 13:40	40 mins	
Period 7	13:40 – 14:20	40 mins	
Period 8	14:25 – 15:05	40 mins	
Snack time	15:05 – 15:15	10 mins	
Period 9	15:15 – 16:00	45 mins	

## ATTENDANCE POLICY

Period	Time	Instructions
Early Arrival (Unsupervised)	Before 7:45 am	Any students arriving before this time will only be allowed in the waiting area at the gate 2 or designated areas (Front Foyer),.
Arrival before bell rings (With school supervision)	07:45 - 08:10	Grade 1 students go to their class with teachers' support. From grade 2 to grade 5, students gather at the designated areas (Front Foyer).
Bell rings	08:15	This is the time when students are expected to arrive at BCIS.
During Lunch Time	Cafeteria, Front Foyer, Lobby, Courtyard, and Library - when staff are present	
After School Hours	(16:00 - 16:30)	Students are only permitted to be in the Front Foyer - Playground Gate 2.
By 16:30	<i>All students are to be off campus. Any students still on campus after 16:30 will be unsupervised in the lobby area only. The school will not be held responsible for any student(s) still on campus after 16:30.</i>	

## LATE ARRIVAL

For students in Kindergarten to Grade 8 attendance is taken before classes begin at 8:20 AM. Students who arrive after 8:20 AM need to report immediately to the ASO to collect a late slip to take to their Homeroom Teacher.

In the case where there is late bus arrival, 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 Maplewood. 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 Vice-Principal 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, then a message should be sent to the school the day before.

## SAFE ARRIVAL PROGRAM

In the case where a student is recorded absent from school during the morning attendance, Kindergarten to Grade 8 or in Period 1 Grades 9 through 12 and the school has not been notified by the parent, the ASO makes every effort to contact the student's family to determine that the family is

aware that the student is not present at school.

## ABSENCE

Students are expected to be in regular attendance. The curriculum is planned according to the Ontario Ministry of Education documents. Valuable learning experiences take place each and every day. In most circumstances, we cannot take responsibility for any effect on progress or lack academic attainment that occurs as a result of a student's absence. Parents must understand that all absences negatively impact a child's learning. A family may make a decision to have a child miss school but it is the student's and the family's responsibility to make up work missed during an absence.

When a student is absent from school, our records must indicate whether the absence is excused or unexcused in order to record the appropriate register code.

- **Absences Due to Sickness or Injury:**

If your child is absent, we expect to receive notification from parents/guardians. This can be a handwritten note or an email to the Homeroom teacher and/or Academic Services Office via telephone **(028) 54 112.112**

- **Secondary academic support:** [academic.secondary@teacher.bcis.edu.vn](mailto:academic.secondary@teacher.bcis.edu.vn)
- **Elementary academic support:** [academic.elementary@teacher.bcis.edu.vn](mailto:academic.elementary@teacher.bcis.edu.vn)

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

Students who return to school with a medical certificate need to bring the 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 the 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 appear on the published school year calendar. Students are only being excused from an examination with a medical note. Absence from a formal summative assessment results in a "0".

Unexpected absences including early departure at the end of a term, are occasionally requested. Permission for such absences is not sanctioned by the school. Parents must understand that all absences negatively impact a child's learning. Parents must contact the ASO to explain the reason for the absence, and they may be referred to the principals or the teachers to understand the consequences of these unexpected absences.

- **Leaving Early in the day**

Students are expected to remain in school for the entire day. If on a rare occasion a student needs to leave early for example, due to a medical appointment, parents are expected to inform school via phone or email to the ASO. If no aforementioned note is presented, we will phone home to check with parents. 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 independently during the school day. We cannot take responsibility for any effect on progress or academic attainment that may occur as a result.

## **EMERGENCY SITUATIONS**

In case of a general emergency that threatens the safety of the students and staff, parents will be notified as soon as possible, according to our emergency procedures. Students will be temporarily housed at the school until arrangements can be made with parents to transport students home.

### **EMERGENCY DRILLS**

Emergency drills are held periodically during the school year. When the emergency bell rings, students exit the classrooms in an orderly manner and line up at the assigned areas directed by the teachers. Attendance is taken and procedures are followed to ensure students safety.

## **SCHOOL UNIFORM**

The uniform is a means of showing our identity and pride in our school to the wider community as well as being practical school wear. All children from Grade 1 to Grade12 are expected to be in school uniform every day.

Students should wear sensible shoes or sandals, preferably without laces for the younger children. It is especially important for Grade 1 students to wear sensible shoes or sandals that support the growth and development of small feet.

### **Girls**

- School issued blouses – should be recently pressed or ironed.
- School issued skirt – maroon, school issue.
- 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) – plain white, black or grey colour.
- Shoes – sensible black shoes or sandals. No flip-flops
- Jewelry: small items will be allowed within reason. One pair of plain earrings or studs (worn in the lobe of the ear); one plain ring; one plain necklace; bracelet-friendship bands within reason (2 maximum); no visible tattoos or body piercings.

### **Boys**

- School issued shirt –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
- Jewelry: small items will be allowed within reason

## **Uniforms for Health and Physical Education**

**Primary students, Grades 1 - 3** - may wear their PE uniform on PE days only - all day if they choose.

## Grades 4 - 8

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

## Grades 9 - 12 students

Students need to arrive at school in their BCIS Uniform and change in and out of their PE clothes in the Gym change rooms

After the report from the BCIS Student Council Survey, Spring 2019, regarding school uniforms, the BCIS Board of Directors wants to provide students in Grades 7 - 12 with more options.

## Grades 6 - 12

- Each **female student** will receive one shirt, one polo, one skirt, one PE T-shirt and one PE short.
- Each **male student** will receive one shirt, one polo, one pair of long trousers (pants), one PE T-shirt and one PE short.
- Plus **one additional item** to choose from: one pair of dress shorts or one additional pair of long trousers (pants) or one additional skirt.

Male students	Female students
<b>01</b> Male shirt <b>01</b> Polo shirt <b>01</b> Pair of pants <b>01</b> PE T-shirt <b>01</b> Pair of PE shorts	<b>01</b> Female shirt <b>01</b> Polo shirt <b>01</b> Skirt <b>01</b> PE T-shirt <b>01</b> Pair of PE shorts
Plus <b>one (01)</b> optional item from the following list:	Plus <b>one (01)</b> optional item from the following list:
<input type="checkbox"/> 01 Pair of pants <input type="checkbox"/> 01 Pair of shorts	<input type="checkbox"/> 01 Pair of pants <input type="checkbox"/> 01 Pair of shorts <input type="checkbox"/> 01 Skirt

**For the school year, the uniform policy will be strictly enforced.**

- PE uniforms are for gym class only.
- Students are not to wear T-shirts underneath a dress shirt.
- “Flip -flops” are acceptable ONLY in the pool area
- 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 color: gray, 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 and it is their responsibility to ensure it is brought to school for these sessions. They require

sports shoes for outdoor PE. The class teacher will inform you of the PE timetable. Children will change back into school uniforms after PE.

### **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 (see Medical Procedure section for further information).

### **SPECIAL DRESS DAYS**

- Terry Fox and Spirit wear - to be worn only on Spirit and/or House Days
- Team Jerseys - Permitted on game days or the day after an exceptional performance in a tournament finals match etc.

### **VALUABLES**

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

If the student usually wears earrings, for safety reasons please ensure that suitable studs replace these while s/he is attending school. No looped or dangling earrings are permitted. The PE Department may require the removal or suitable covering of studs in PE lessons for safety reasons.



## ADMISSIONS

### ADMISSIONS OFFICE, ROOM A104, Front Foyer

### ENGLISH LANGUAGE FLUENCY REQUIREMENTS

BCIS is a Vietnamese school that runs an English language program alongside the Vietnamese curriculum.

### ENGLISH AS AN ADDITIONAL LANGUAGE AT BCIS

Students accepted to BCIS in grades 1 - 8 with beginner English language abilities (A0/A1) will be provided with EAL support during their English language instructional periods. This will happen following a push-in/pull-out model where an EAL support teacher will help students in small groups in the mainstream classroom or pulled out to work in the EAL support teacher's classroom. This support will take place between 3-5 periods/week. The EAL support teacher will provide assistance by following a modified version of the mainstream classroom curriculum as well as focused skill-based learning dependent on the students' needs as determined by their English language ability levels. Once the student has shown enough progress in their English language abilities, they will then spend the entirety of their English instructional time with the mainstream classroom teacher.

### PLACEMENT

The placement of a child in a specific class is normally dependent on the child's date of birth. An interview/test to assess a child's Vietnamese (MOET tests) and English language proficiency. Students are placed in classrooms in which the curriculum is differentiated to match a child's abilities. All children are encouraged to meet challenges with confidence. This means that children are working at different English levels. For grades 9 - 12 students are streamed into similar English language ability levels. For grade 1 and grade 2, teaching assistants in classrooms allow children to receive individual attention when it is required.

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## THE BCIS CURRICULUM

At BCIS we envision an inclusive international school community where: All students, parents, teachers and other members of the school community are welcomed and respected. Every student is supported and inspired to succeed in a culture of high expectations for learning.

Students will continue to study the Vietnamese Curriculum with the ENglish Language Program running concurrently from grades 1 - 12. However, in grades 9 - 12, students will now have two pathways to consider. They may choose to continue with the Vietnamese Curriculum with the Ontario English Language Arts program or they may choose to take an integrated program with the IGCSE and A-Levels.

## CURRICULUM BY GRADE

### ENGLISH LANGUAGE PROGRAM

#### **Grades 1 - 5: International Primary Years Curriculum (IPC) by Fieldworks Education**

BCIS students will be studying an international bespoke curriculum taking the foundational content from the International Primary Years Curriculum designed by Fieldworks Education and embedding the language acquisition objectives from the Cambridge English as a Second Language Program and the Canadian Education Program. The curriculum will enhance the teaching and learning experience of students by providing engaging material through interdisciplinary thematic units as well as clear goals to achieve in order to measure their English Language ability.

#### **Grades 6 - 8: International Middle Years Curriculum (IMYC) by Fieldworks Education**

BCIS students will continue with the same program in lower high school by studying the International Middle Years Curriculum (IMYC) by Fieldworks Education with the same benefits and objectives provided by the IPC.

#### **Grades 9 - 12: Ontario English Language Arts ESL and Academic English**

In upper High School, students will be streamed into different levels in order to ensure a more effective teaching and learning experience. Students will be streamed into 5 different levels with the four lower levels (A - D) studying the Ontario English Language Arts Program for English as a Second Language and the highest level studying the Ontario English Language Arts Academic English Program.

### MAKERSPACE

The BCIS Makerspace concept started in August 2016 as a pilot project for students in Grade 7 and 8. It was designed to encourage innovation and to actively engage students in the use of technology (both high tech and low tech) to solve problems.

The BCIS Makerspace provides hands-on creative ways for students to design, experiment, and invent as they engage in science, engineering, and tinkering.

The program has expanded to include all Grades (Grades 1-12). We plan to integrate new technologies such as 3D printing, Makey Makey, Laser cutters, CNC, High-tech agriculture and more projects that help students make the connection between academic learning and real-world situations. Makerspace programs are driven by the principles of project and

inquiry-based learning.

## **PHYSICAL EDUCATION (P.E.) AND AQUATICS**

### **PE SWIMMING CLASS PARTICIPATION POLICY**

CISS is fortunate to have a world class pool facility. Swimming is an integral part of our instructional program for students at the Canada-Vietnam Kindergarten (CVK), at the Bilingual Canadian International School (BCIS) and at the Canadian International School (CIS).

Every day in Vietnam, as many as 10 children lose their lives to drowning. In addition to encouraging a healthy lifestyle, swimming is a life skill. From Kindergarten to Grade 8 students have weekly swim instruction that includes water safety and lifesaving. Our Canadian Aquatics Director works in conjunction with our Vietnamese Pool Staff to establish a pool program to build students' confidence in the water and develop their swimming skills. We want to instill a love of swimming, water survival/life-saving and fitness in our students.

As our school population grows, swimming classes need to be carefully timetabled to avoid overloading the change room and pool facilities. BCIS families are given a pool schedule so that students have their swimming suits and towels on appropriate days.

Generally speaking, 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 have another appropriate activity to do instead of swimming.

## PROGRESS REPORTS AND REPORT CARDS

Students and parents need regular feedback on academic 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 for themselves and to celebrate students' efforts and success.

### Elementary, Kindergarten - Grade 8

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

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

### Secondary, Grades 9 - 12

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

<b>Semester 1</b> <b>August - January</b>	<b>Semester 2</b> <b>January - June</b>
<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>

## PARENT-TEACHER CONFERENCES

In addition to the Report Cards, Parent-Teacher Conferences are also a great opportunity for parents to meet with teachers to discuss the progress of a student. The official Parent-Teacher Conferences are scheduled and publicized in the School Year Calendar. Instructions for registering the conferences will be sent out a few weeks prior to the events. BCIS also encourages parents to take initiative in meeting and communicating with teachers throughout the school year. The ASO will support parents in contacting teachers.

## **HOMEWORK - How you can help**

All students will have homework. Homework is regarded as an essential part of school life and is used to revise and extend concepts covered in the classroom. Reading, learning basic number facts, and working on essays could form the basis for many homework activities set throughout the week. 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 see the Homeroom teacher.

Teachers and parents need to work together to ensure that students meet the objectives of the assigned homework.

### **How to track what homework/ task your child has from school**

- Ask your children about the daily **Student Planner**.
- Show interest by inviting them to study with you

## **LITERACY AT HOME – How you can help**

All primary age students have access to books. 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 practice and consolidate their skills and knowledge, develop and extend their techniques and strategies as well as prepare them for their future learning.

- Show an interest in what your child is doing in reading and writing, and participate in puzzles and games.
- 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, mother tongue, also helps them with their reading in English.

## **NUMERACY AT HOME – How you 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 say, “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 practice 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 math in the world around us. Ask “real life” math questions e.g. “How much change should I get...?” or “Can we make this recipe for 8 people instead of just 2?”

## FIELD TRIPS

The Bilingual Canadian International School believes in the well-rounded development of its students. To this end school field trips are organized as an extension of classroom learning. These carefully planned trips provide age-appropriate opportunities for the development of personal qualities such as leadership, independence, self-esteem and perseverance as well as developing respect for different cultures. For many year groups there are compulsory trips and visits where participation is expected from all students.

## CHARACTER EDUCATION IN ACTION

*Character development in Ontario schools is a deliberate and intentional process. All relationships, experiences and interactions are opportunities for the explicit nurturing of **character** attributes. ...it must be recognized that a quality education includes the education of the heart as well as the mind. It includes a focus on the whole person. It means preparing students to be citizens who have empathy and respect for others within our increasingly diverse communities. It also means providing opportunities for students to deeply understand the importance of civic engagement and what it means to be productive citizens in an interdependent world. Character development is education at its best.*

<http://www.edu.gov.on.ca/eng/policyfunding/memos/june2008/FindingCommonGroundEng.pdf>

Character education has been a cornerstone of the Ontario Curriculum for almost 20 years. At BCIS character education is embedded in the curriculum from grade 1 through to Grade 12. Each of the ten school months celebrates one-character trait through a variety of classroom curriculum activities that are age and grade appropriate and culturally sensitive. All teachers address these traits through student written work and posters, book read-aloud, classroom experiences, bulletin boards, journals, school fundraisers and social justice activities and student assemblies.

- **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.

## ATHLETICS

The CISS Athletics Program is built on the belief that teamwork affords valuable life lessons critical to character education. Through sport, we are committed to teaching athletic skills, so later in life students have the confidence and desire to be active, exercise, and play recreational sports. CISS students have the opportunity to play many sports. For the 2020-21 school year CISS is fielding 43 Athletic Teams, which includes students from ages 7-18 in varied sports including but not limited to Badminton, Basketball, Soccer, Swimming and Volleyball.

## CISS ATHLETIC MISSION STATEMENT

The Athletics Program of the Canadian International School System (CISS) believes that being part of a team and playing sports puts character into action and allows for so many of life's lessons to be learned. Through sport, we are committed to teaching students' athletic things, so later in life they have the confidence and desire to be active, exercise, and play recreational sports. The students of CISS have the opportunity to play as many sports as possible because the skills and lessons learned are transferable, not only from sport to sport, but from sports to everyday life.

## ATHLETIC DIRECTOR'S MESSAGE



Participation in athletics is an integral part of the overall educational experience offered at CIS. The Athletic Program vigorously supports the academic mission of the school by striving to provide students opportunities for physical, mental, emotional, and social development through sport. The Athletic Program promotes interscholastic athletics that provide lifelong learning experiences while enhancing students' achievement of educational goals. The skills taught in sport - teamwork, personal excellence, discipline, dedication, commitment, focus, organization, time management and leadership - are the same tools needed in everyday life. Student athletes have an opportunity for self-expression not found in other venues of school life. We have a commitment to excellence, and while winning is a natural goal in the pursuit of excellence, learning how to win and how to lose with dignity, pride, grace, and character are traits uniquely developed through the competitive nature of sport and valued deeply at CIS.

## MONTHLY SCHEDULE

The Athletic Schedule is updated monthly and posted on the website.

## THE HOUSE SYSTEM

The House System is entering into its fourth year at BCIS and is a tradition in many international schools around the world. For those of you who are new to the CISS Community, the House System is a traditional feature of schools worldwide whereby the participating school is split into subunits known as Houses. The House System increases school spirit through healthy team competition. 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. Our 4 Houses are: Cerberus (Black), Phoenix (Red), Kraken (Blue), and Hydra (White).



## CLUBS

Twice a week all BCIS students participate in an after school Club Program - Tuesdays and Fridays from 3:15 - 4:00.

### GR. 1 CLUBS

- In Grade 1 we will be offering 3+ different clubs per semester for the students will rotate through over the course of the 12-week cycle
- Some examples of clubs that will be running this year are: STEM, Mindfulness, Art, Music, Drama, Origami, Dance, and Building

### GR. 2-6 CLUBS

The team-based format for BCIS is brand new for the 2020-21 school year. With a team-based club program, all of our GR. 2-6 students will be part of a team! There are so many life skills that can be learned from being part of a team and it is also a great way to build character. Character Education is an integral part of the BCIS Curriculum from Grade 1 through to Grade 12.

### GR. 7-12 CLUBS

Our Gr. 7-12 Clubs Program continued to thrive last year as we were able to offer a wide range of Clubs that really had something available for everyone. With increased student leadership opportunities we are starting to have more student-led Clubs that has allowed us to expand upon our already wide range of Club options for the students to choose from. In total there are over 50 unique Club options for the students to choose from. There is an incredibly wide range of Clubs being offered as students can choose from Clubs in the following areas: the arts, sports, fitness, science, career, language, global issues, and mindfulness just to name a few!

## COMMUNITY SERVICE

CISS students are involved in a variety of community projects. We 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 a social cause: Anti Human Trafficking, Habitat for Humanity, Hand to Paw, ... Such exposure to issues of social responsibility encourages students to develop their skills as global citizens while giving back to their community.

- **The annual CISS Terry Fox Run** has been officially authorized since November 2016 by the Terry Fox Foundation (TFF) in Canada. 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 students and staff in their participation in our Run. The run is also now largely organized and led by students from both BCIS and CIS. Moreover, BCIS is the largest donor to the HCMC Terry Fox Run, with all funds held in trust by the Canadian Chamber of Commerce in Vietnam for cancer research programs in Vietnam that have been authorized by the Terry Fox Foundation and Terry Fox Research Institute (TFRI).
- **The 'Eco-Brick' project at BCIS** is a new collaboration between [Build a School Foundation](#)

(BASF), and [Wholistik Permaculture](#). These organizations provide community outreach, sustainability education, and consulting on construction with eco-bricks. An Eco-brick is essentially a water bottle stuffed with non-recyclable plastic bags. Together, with the help of BCIS, we have built the first-ever eco-brick school in Vietnam this year. The site for this project is at a temple in Tra Vinh province and all 8000 eco-bricks were made with the help of staff and students at BCIS and the Saigon community.

- **Habitat for Humanity (H4H) GIN Club** has been running for 6 consecutive years. BCIS 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 raised funds 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** BCIS winners of the 2017 Wild Rhino Competition were Nguyen Ha Chi (BCIS) for the Senior Competition and Nguyen Dan Truc Chi (BCIS) for the Junior Competition. In 2019 two BCIS 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 possibly other countries in South-East Asia. BCIS hosted this Conference in 2017 and 2018. During this 3-day conference, the 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.

## BCIS SERVICES

### THE LIBRARY RESOURCE CENTER

#### HOURS

At the heart of our educational community, the Library Resource Center provides access to information and ideas for students and staff. In addition to regularly scheduled class visits to check out books and to develop reading and research skills, students have access to the Library from 8:00 AM until 4:30 PM (except during Club days and inventory when the Library will be closed).

#### LIBRARY POLICIES

**Purpose:** The Mission of the Library is to provide a learning centre, a source of ideas and information for students and teachers and to provide them with the essential skills to access and use information. The purpose of this policy is to provide information about accessing and borrowing items from the BCIS 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

- All students and teachers at BCIS are automatically registered as library users
- New students and staff are entered into the library database as their information is made available to the library staff
- Students and teachers use their IDs as library cards
- A valid BCIS Student/Staff ID card is required before any loan transaction is made, IDs are not transferable
- Students may only use the Library when there is supervision from library staff or teachers
- 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
- Borrowers are expected to adhere to the agreed loan periods, ensure the return of the materials borrowed, provide safe transport, demonstrate responsible use of material, abide by copyright restrictions and reimburse the replacement cost (original price plus 20% restocking fee) of any material lost or damaged while on loan. Failure to comply with these requirements may result in the withdrawal of borrowing privileges

#### RULES FOR USE OF LIBRARY SPACE

Students are to respect and use the library space appropriately. If they do not abide by the following rules, students may be asked to leave the library space by library staff:

- During COVID-19, masks must be worn at all times at the Library as the Library is a common area with free flow usage and thus, impossible to accurately contact trace (if necessary)
- No food or drinks allowed in the Library. Water bottles can be kept on tables during a class library period or be placed within students' backpacks

- Students must speak quietly and be considerate of all other students and/or classes in the Library
- Students may use technology ONLY for completing school work. Students are not permitted to play online games, chat or watch movies using their mobile devices during class periods
- No sleeping in the Library
- Students may work together to complete group projects, but must speak quietly at a conversational tone and volume
- Students who receive permission to work in the Library during regular class time must show library staff a note from their teacher. Teachers can also email library staff ahead of time
- If a student is caught removing library items without following the proper signing out procedures, s/he will lose their lending privileges and will also be reported to the BCIS administration for further recourse

## LOAN POLICIES

All borrowers are registered in the Destiny Library Management System, according to the procedures outlined in the Destiny User Guides. Students may check out library materials with their individual ID barcode that all students are assigned.

- Primary students (Gr 1-5) are allowed to take out 1 book (not including textbooks)
- Secondary students (Gr 6-12) are allowed to take out 2 books (not including textbooks)
- Students are allowed to borrow library materials for up to a month's time before items are due; after which the material may be renewed provided there are no pending holds on the item
- All students **must** return or renew their borrowed materials before checking out new ones
- Lost or damaged books **must** be returned or paid for before any additional books may be checked out

## RENEWALS/OVERDUE LIBRARY ITEMS

Borrowers are notified of overdue and lost items through an escalating notice cycle which begins with two reminder notices (verbal or written), followed by a final overdue notice which will also be sent to parents.

When books/materials are overdue, students are first reminded to find their book and bring it back; during this time, students will be unable to check out new items until their overdue books/materials are returned. Next, the Librarian will email homeroom teachers (both English and Vietnamese) the list of students who have overdue library books (with names, titles, barcodes), so teachers can help remind their students to bring their books back to the Library.

- Borrowing rights are suspended immediately when an item becomes overdue
- Students must bring in the book on or before its due date for renewal

## LOST LIBRARY ITEMS

Any students who have lost library items must report this to library staff. When a library book/item is returned by a student, but is severely damaged and unrepairable, the library book/item is also deemed lost. After the overdue procedure is exhausted, library staff will email individual students who have lost library items (with names, titles, barcodes) and their parents/guardians, so that parents/guardians are aware of the situation and can help look/pay for the missing materials. Homeroom teachers (both English and Vietnamese), respective TAs, the respective ASO and BCIS Accountants will also be cc'ed on these lost book notices.

After this process, students 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 borrowing 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*
- Library staff will notify the ASO 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 (including a 20% restocking fee). They will be issued a receipt upon payment. Students **must** show this receipt to library staff in order to have their account cleared. Library staff will keep the receipt in case the book/item is found, then the student will be refunded by the Accounting Office

## 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 encouraged to change their books during these sessions, break times and after school, if necessary.

Students may, of course, keep the books for a longer period if they so wish by renewing them again on/or before the due date. Students are also expected to 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 during class library periods.

## LEAVING STUDENTS

If a student is leaving BCIS while the school year is in progress, the ASO office must let library staff know. 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 if the leaving student's account is not cleared in a timely manner

## **SPECIAL EDUCATIONAL NEED SUPPORT**

BCIS provides a Special Educational Support department for students who may require support in order to enhance their experience at school. These experienced and dedicated SEN teachers work alongside students, teachers and parents to provide support and create an environment where all students at BCIS may reach their potential.

## **COMMUNITY REFERRALS TO OUTSIDE SERVICE PROVIDERS**

Members of the special educational needs support staff often make referrals to outside service providers when it's recommended they receive assessments or services that are beyond what the support team can provide. The staff must request permission from the individual students' guardians for information to be shared between the SEN staff and any outside service provider. Upon admission to BCIS, parents/guardians should include when, where, and what services their students received from outside services providers as well as any relevant reports from previous outside service providers.

## **UNIVERSITY AND ACADEMIC COUNSELLING**

We provide a range of academic and university counselling for students in secondary school informed by both the Ontario Guidance Curriculum and international school standards. The classroom teachers and the Guidance Counsellor work together to encourage students to begin thinking about their post-secondary pathways throughout high school. Through classroom activities, visits to universities and industry, students are able to make informed decisions when choosing their future pathway. As a bilingual school we ensure that students are provided with information and guidance related to Vietnam as well as internationally. In Grade 11 and 12 students receive 1:1 counselling and participate in a one week internship placement related to the sector they would like to study and work in.

Year-round University and Academic counselling events for students and families include university visits to the School as well as guidance and support sessions after school or during lunch time.

## BCIS ALUMNI

“Once a BCISer, always a BCISer” and the BCIS Alumni Association (BAA) was created for just that reason. The Association aims to create an environment in which all BCIS 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 BAA was established on August 15, 2013, when the first BCIS generation graduated. With the support of the school, the BCIS 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 ...

	University	College	Institute/ School/ Academy
<b>Canada</b>	<ul style="list-style-type: none"> <li>▪ York University</li> <li>▪ Brock university</li> <li>▪ Simon Fraser University</li> <li>▪ The University of British Columbia</li> <li>▪ University of Guelph</li> <li>▪ Ryerson University</li> <li>▪ Wilfrid Laurier University</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ontario College</li> <li>▪ Douglas College</li> <li>▪ Coquitlam College</li> <li>▪ College of The Rockies</li> <li>▪ Langara College</li> </ul>	
<b>United States</b>	<ul style="list-style-type: none"> <li>▪ University of Portland State</li> <li>▪ Temple University</li> <li>▪ Stanford University</li> <li>▪ University of Arizona</li> <li>▪ Stevens Institute of Technology</li> <li>▪ University of the District of Columbia</li> </ul>	<ul style="list-style-type: none"> <li>▪ Golden West College</li> <li>▪ Harrisburg Area Community College</li> <li>▪ Massachusetts College of Pharmacy and Health Science</li> </ul>	
<b>Australia</b>	<ul style="list-style-type: none"> <li>▪ Monash University</li> <li>▪ Queensland University of Technology</li> <li>▪ RMIT Australia University</li> <li>▪ The University of Sydney</li> </ul>	<ul style="list-style-type: none"> <li>▪ International College of Management</li> <li>▪ QUT College</li> </ul>	
<b>Germany</b>			<ul style="list-style-type: none"> <li>▪ European Management School</li> </ul>
<b>Finland</b>	<ul style="list-style-type: none"> <li>▪ Stenden University</li> </ul>		

<b>Singapore</b>	<ul style="list-style-type: none"> <li>▪ RMIT University Singapore</li> <li>▪ Nanyang Technological University</li> <li>▪ James Cook University</li> </ul>		<ul style="list-style-type: none"> <li>▪ Kaplan Higher Education Academy</li> <li>▪ Singapore Institute of Management</li> </ul>
<b>Japan</b>	<ul style="list-style-type: none"> <li>▪ The University of Tokyo</li> </ul>		
<b>Viet Nam</b>	<ul style="list-style-type: none"> <li>▪ The Saigon International University</li> <li>▪ RMIT Vietnam University</li> <li>▪ International University - VNU</li> <li>▪ Ho Chi Minh City University of Economics and Finance</li> <li>▪ Ho Chi Minh City University of Technology</li> <li>▪ Hoa Sen University</li> <li>▪ Van Lang University</li> <li>▪ FPT University</li> <li>▪ Ho Chi Minh City University of Law</li> <li>▪ University of Social Sciences and Humanities - VNU</li> <li>▪ Vietnamese German University</li> <li>▪ National Economics University</li> <li>▪ Ton Duc Thang University</li> <li>▪ University of Economics Ho Chi Minh City</li> <li>▪ Vietnam Aviation Academy</li> </ul>	<ul style="list-style-type: none"> <li>▪ BTEC FPT British College</li> <li>▪ Kent International College</li> </ul>	



## STUDENT HEALTH SERVICES

### SCHOOL NURSE AND CLINIC



To care for our school community, each of our schools has a designated health services clinic. Each of these clinics has a full time nurse who will attend to students and staff who become ill or who injure themselves during the school day. 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 treatment note informing the parents of the actions taken.

BCIS' health clinic is staffed by a full-time registered school nurse, Ms. Tuyet who provides health care to all students through assessment, intervention, and follow-up within the school setting. The school nurse is the first responder to all student health-related issues that occur within the school and she collaborates with educators, school officials, and families in addressing students' health problems. The school nurse also provides health education including information about immunization against preventable diseases when needed. The school nurse maintains a confidential and comprehensive database of all of the students' health-related information. Parents are notified in the event that their child experiences any serious illnesses or injuries.

The school should be notified if a child has 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. This will raise staff awareness of the appropriate medical procedure. Students should 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 must fill out 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 immunization 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

BCIS 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. The 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 it is deemed that they 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.

- No student is allowed 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 having an unexcused absence. 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 at school, we will make every effort to contact parents/guardians before transporting the injured student. Please keep the 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 symptom relief for minor injuries and illnesses. These medicines 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. In order to safeguard against any 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 or 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.

Children should not bring medication to school and take it without adult supervision. The school policy requires the nurse or in her absence, a designated staff member to only give medicine where it is clear that they will provide relief of minor symptoms associated with common illnesses, pain or fever control. On the understanding that it is not always easy or necessary to contact parents or guardians, we will not always ask permission before giving medication for pain relief or fever. However, 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 requiring 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 at the Bilingual Canadian International School, it is required that an up-to-date immunization history, in accordance with the child's home country schedule of immunizations, be provided. Immunizations help protect the health and well-being of our school community from the risks of preventable illness and disease and therefore the school encourages parents to ensure that their child's immunization schedule is kept up-to-date.

## **COMMUNICABLE DISEASES**

Generally speaking, a student with an infectious disease must be kept at home and present a medical certificate upon returning to school. As a guideline, students are deemed contagious during the following periods and should not attend school:

Please see the list of diseases with symptoms and exclusions times in APPENDIX A.

## STUDENT CODE OF CONDUCT, EXPECTATIONS

### SCHOOL JURISDICTION

BCIS has total jurisdiction concerning the conduct and behaviour in the school, on school property and at all school-sponsored participating events and activities. Furthermore, a student's behaviour at any time, even when outside of school, reflects upon CISS and may affect his or her standing as a member of the CISS community.

The school's behaviour policy applies:

- to students while in school, travelling to and from school or at other times when in uniform
- to students on trips, exchanges or when representing the school;
- to behaviour 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

The students' interest in receiving a quality, global education can only be served if students, parents and school officials work together. In most cases, differences between these individuals can be resolved.

The students who are respectful use acceptable language and show appropriate behaviours. Hurting others through words or physical actions is not acceptable and students who commit such acts will be subject to consequences appropriate to the misconduct. In some rare instances, however, such as in the case of severely dangerous or inappropriate behaviour by the student, the school may find it necessary to require parents to withdraw their child from school immediately. It shall be a condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with these principles including, but are not limited to, any school regulations, provisions or procedures as follows:

- Parents are expected to work courteously and cooperatively with the school to assist the student in meeting the academic and behavioural expectations of the school.
- Students and parents may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumour-driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents include, but are not limited to, all school sponsored/participating programs and events (e.g., club activities, sporting events, field trips, etc.)

The School reserves the right to determine, at its discretion, 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 expected to exhibit respectful behaviour when visiting the school. Parents are role models for their children and our student body, and must set a positive example. Not meeting school expectations could result in the suspension of parent/guardian's privilege to enter the campus grounds and/or participate in school activities such as volunteer work. 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**

The School has high expectations of all of its community. Students as a member of the CISS community are expected to comply with the following:

- Greet teachers, staff, fellow students, and visitors politely
- Be respectful toward all members of our community
- Verbal and physical bullying, gambling, and fighting will not be tolerated
- Use and treat the property of the school with respect
- Maintain a litter free school. Use the garbage and recycle bins that are located around the school
- 
- The School has zero tolerance for inappropriate and disrespectful behaviour, including but not limited to the following:
  - 
  - Bullying - verbal, physical or cyber/online
  - Participation or encouraging others to participate in illegal activities as defined by the Vietnamese authorities
  - Vandalism
- Fighting or aggressive behaviour

## **CLASSROOM CONDUCT**

Each student is expected to participate in classroom activities, lessons and discussions. Furthermore, he/she is expected to contribute positively to the classroom-learning environment. Teachers will handle minor discipline problems.

Excessive minor offenses, or any major offense, will be referred to the Principals. The following offenses are considered major violations:

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

## **ASSEMBLY EXPECTATIONS**

- All students will line up with their grade level until allowed into the Maple Leaf Centre (MLC).
- When instructed to do so, all students must walk quietly to their area and sit down.
- Students must be respectful to the people around them and act responsibly.
- Students must be mindful and allow others to be able to listen.

## **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 and push in the chair when leaving.
- Be respectful and show gratitude to the Cafeteria Staff.

- All trash must be placed in trash bins and composting materials in the compost bins.
- There will be no playing in the Cafeteria.
- Be sure to keep our shared environment clean.

### **EXPECTATIONS IN SCHOOL OFFICES**

- Students/Parents/Visitors are expected to keep their noise volume at a minimum level in all School Offices (including the Admission Office, Academic Service Office, Accounting Office and other functional Offices).
- When Students/Parents/Visitors are inside the School Offices, they should be inquiring for a specific matter. Also, students should leave the School Offices when their inquiries are completed. School Offices are not the place to hang-out or to talk loudly.

### **COURTESY TOWARD PEERS**

- Treat peers with respect.
- Be accepting and try to understand the feelings of peers.
- Learn to accept peers for who they are.
- Help peers when they are having a difficult time in class or outside of class.
- Allowing peers to cheat off of work is not helping them. \*Please refer to the Academic Honesty section for more information.
- Become a Leader and be the first to give a helping hand.
- Keep promises and commitments with peers and so to be closer to becoming a true leader.
- Harassment and bullying are not tolerated at BCIS.

### **SERIOUS DISCIPLINARY OFFENSES**

The following inappropriate behaviours may be considered serious offenses and require immediate and severe interventions. Rather than going through the regular steps of consequences, the school administration may enforce suspension as an immediate consequence to such inappropriate behaviour. Parent meetings must follow before a chance of re-admittance to the school is considered

- **DISRESPECTFUL BEHAVIOURS**

Disrespectful behaviour means having a disrespectful attitude in a gestural, verbal, or behavioural manner. To be listed, but not limited to, are: talking back to teachers and staff members, refusing to follow a reasonable instruction or request, using offensive language, etc.

- **DISHONESTY**

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

- **BULLYING AND CYBERBULLYING**

We are committed to providing a caring, friendly and safe environment for all of our students and staff so they can learn and work in a productive and secure atmosphere. The school takes positive measures to ensure the safety of students and against bullying in school.

Bullying of any form is unacceptable (including verbal, physical and cyber bullying) on any grounds (including physical build, ability, religion, race and sexual orientation). If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell an adult (in the case of a student) and the school administration in the case of staff.

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 employees (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.
- Such activities that create damage or distress as mentioned in "Bullying".

**Examples of bullying/cyberbullying:**

- Teasing
- Stalking/ Cyber-stalking
- Social exclusion, banishment or causing psychological distress (including gossip, spreading scandals, division, etc.)
- Humiliation
- Threats
- Physical Violence (mistreating, hitting or violating others' health and body)
- Coercing, inciting, helping others conduct bully
- Theft
- Mugging appropriation
- 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 counselor, administrator and/or parents.

**Remember that NOBODY has the right to harm another person in any way.**

## HARASSMENT

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

Harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature

### 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.***

It is expected that student(s) will:

- Respect all students, teachers, support staff and visitors by using appropriate and polite language at all times, with no inappropriate references.
- Respect individual differences, preferences and opinions.
- Respect self by acting responsibly and appropriately in all circumstances relating to physical and verbal interactions.
- Demonstrate empathy and caring by not ridiculing, teasing or taunting others about appearance, gender, opinions or references.
- 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

Our school is on the alert for students' interest in gambling and gambling activities in school. Education is essential for not only enhancing students' awareness and understanding of the adverse impact of gambling, but also for instilling in students a sense of responsibility and positive values, and training them to be able to think critically and resist the temptations that exist in everyday life. The following measures are suggested to combat gambling problems in school.

## 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 BEHAVIOUR EXPECTATIONS

- **1st offence:** Isolated lunch with behaviour plan
- **2nd offence:** after-school/in-school detention with behaviour plan and/or community service
- **3rd offence:** Parent meeting and detention with behaviour plan and/or community service
- **4th offence:** In-school suspension or community service
- **5th offence:** Out-of-school suspension
- **6th offence:** possible expulsion

A serious violation may result in a more immediate consequence.

***Academic dishonesty, physical aggression, bullying, theft and destruction of property will result in an automatic office referral.***

## ACADEMIC HONESTY

Academic honesty is an international value that is reflected in the practices of academic, commercial, and political institutions. Credible discoveries and new technologies depend on verification by a group of professionals. Our society functions in part because of this framework of trust.

In schools, it is the responsibility of all members of the community to be involved in learning about and practicing academic honesty. Students must be taught about academic honesty and its significance. In today's world, where people can share ideas and thoughts quickly and freely, it can sometimes be difficult for them to understand when they have accidentally committed academic dishonesty. It is the duty of teachers to guide students in this environment and how to succeed in their goals while being academically honest.

There are many reasons why students commit malpractice, either purposefully or accidentally. At the Canadian International School - Vietnam, academic honesty is expected for all assignments, whether single-night homework assignments, quizzes, tests, multi-day assignments, projects or exams. However, students often make this mistake because of poor time management, ignorance of academic dishonesty, or the expectations of others. We believe that malpractice can be prevented by:

- Giving appropriate instructions, time, and resources for students to complete tasks
- Providing strategies for students to chunk assignments.
- Teaching parents and students about and giving examples of the many different types of malpractice.

- 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. Students can now talk to people from around the world, and it is easy to confuse collaboration and collusion. Since students can access a multitude of documents, it is often difficult for them to distinguish between when they create original ideas and when they simply repeat the ideas of their sources. One of the many goals of the BCIS community is to teach and promote fair academic practice.

**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.

Please also note in **APPENDIX B** the examples of student infringements and possible consequences.

## **TECHNOLOGY POLICY**

**This is the Technology Responsible Use policy that teachers know about and discuss with students at the start of each year.**

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

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behaviour that will protect the students, the Canadian International School community and the school's IT resources.

This policy will be reviewed on a continual basis; the IT Policy Committee will meet to evaluate the effectiveness of the policy. Additional meetings may be held, according to needs based on feedback from stakeholders.

Parents: please discuss the policy rules with your child to ensure he or she understands them thoroughly. Parents of our younger students should feel free to simplify the rules for their child or to contact the school for advice in this area.

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

BCIS's information technology resources, including Internet access, are provided for educational purposes. Students are responsible for good 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 route between students and teachers, especially as it integrates with a range of Google applications that are in frequent use in the classroom.

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 the same storage facility. 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.

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

It is unethical and forbidden 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 license agreement.

### **Unauthorized 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 unauthorized games, is likewise prohibited.

### **Accounts and Passwords**

- Students are provided with individual usernames and passwords for both logins to the BCIS 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.

- They are never to reveal information about their personal identity (such as their name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Nor reveal such information in a public online forum where they may not know everyone who might see the information.
- They are never to reveal personal information online about someone else unless they have their prior permission and they know the information will not be used for harmful purposes.
- They are never to reveal their access password or that of anyone else.
- They are never to attempt to borrow, lend or share individual usernames and passwords.
- They are never to 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.
- 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 will not use school technology for accessing information or technology not within the school's control without expressed and specific permission from BCIS 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, 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 strictly prohibited. This negatively affects the bandwidth (i.e. internet speed) of the school. Students are prohibited from downloading or sharing by means of peer-to-peer (p2p) at BCIS without the consent of a BCIS teacher and/or network administrator.

### **Prohibited behaviours**

Students are responsible for their behaviour on school computer systems, just as they are at all times throughout the school. Below are samples of conduct that will not be tolerated including, without limitation:

- 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 BCIS

- Intentionally and/or maliciously bypassing the user-security mechanisms of the network and mail system
- Installing unauthorized personal software on school technology equipment
- Violating copyright laws by unauthorized 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 unauthorized 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.

### **Use of Bandwidth**

Internet activities require bandwidth, and there is limited bandwidth here at the school. Here is an approximate list of how much bandwidth is used by a particular activity:

- HD Video streaming for 10 min (150MB)
- SD Video streaming for 10 min (40MB)
- Streaming music for 10 min (5MB)
- Surfing the web for 10 min (2.5MB)
- Posting 1 photo on social media (0.3MB)
- Sending 1 email (0.02MB)

Downloading and watching videos uses the most bandwidth. Don't open a video just to listen to music. Limit your usage of bandwidth, because it negatively impacts the other users in this school.

### **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 GAFE 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 bring technology items not owned or controlled by the school into school facilities, nor use them to access school technology.

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

Some materials or information available as electronic information on the network and the internet is considered objectionable by some. Students will not 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 (BCIS) policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion.

*Portions of this policy have been taken from the Toronto District School Board Online Code of Conduct.*

## FACILITIES FOR STUDENTS

### LOCKERS

A personal locker is issued to each student in Grades 1-12 at the beginning of the school year. All students should lock their personal belongings in their locker to prevent misplacement or loss. The locker is for storing their belongings, books and other school-related items. Drinks and food should not be kept in the locker overnight. The school takes no responsibility for items missing from lockers. If there is a reason for school staff to suspect that inappropriate items are in a locker, the school reserves the right to inspect the contents of the locker without permission of the student or parent. Any inspection will be carried out by two BCIS staff members.

### LOST PROPERTY

The school will investigate, but is not responsible for lost property. Students are responsible for their own belongings. Starting from Grade 1, lockers and keys are provided for storage of school books and accessories. It is expected that students do not bring excessive cash or other personal valuables to school. The school bears no responsibility for the loss of personal property. Students who consistently require assistance to locate their items may face disciplinary actions.

- Backpacks and belongings should not be left unattended. School staff will remove unattended personal items and send them to the “Lost & Found” (Store Room – D110). Students may receive consequences for careless behaviour.
- 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. They will be given to classroom teachers during the day or on the following day.
- Lost and Found boxes are located in the Store Room – Room D110. Any found items will be placed there. The items will be recorded and kept in the locked drawers. Students should check the office for lost items as soon as the loss is noticed.
- 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

School property including pens, rulers, manipulatives, books, desks, bulletin boards, science equipment, musical instruments, markers, etc. are provided to support teaching and learning. Appropriate usage with care will ensure that every school member has adequate access to such assets. As a result, all students must be mindful of preserving the school property. 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, socialize 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.

## **USE OF THE GYMNASIUM**

## **OUTDOOR ACTIVITY POLICY**

The Canadian International School is a sun safe school. Parents are encouraged 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 10:30-1:30pm due to high UV concentrations during that time.

## **PETS**

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



## FOR FEE SERVICES

### BCIS FOOD SERVICES

#### GUIDELINES

The Canadian International School will encourage and support healthy eating habits in order to help promote optimal learning and lifelong health. Research has shown that eating healthier foods can “help kids concentrate better in class, reduce behavioural problems, lower obesity rates, strengthen academic performance and build healthier habits for life” (USDA). The World Health Organization also states that “Good nutrition – an adequate, well balanced diet combined with regular physical activity – is a cornerstone of good health. Poor nutrition can lead to reduced immunity, increased susceptibility to disease, impaired physical and mental development, and reduced productivity.” We will promote lean protein, fruits, vegetables, whole grain products, and sugar-free dairy products (such as plain yogurt, fresh milk and cheese). We discourage packaged, processed and high sugar foods (junk food).

Foods brought for individual consumption or sharing (e.g. special occasions, celebrations)	
Healthy snacks	Poor choices
Raw vegetable sticks/slices with yogurt 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.	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 bring in and share a cake with their classmates to celebrate their birthday, 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, 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, or have lunch delivered to them. The BCIS campus offers a choice of two dining outlets, the Cafeteria and the May Café. The May cafe offers another option for students to purchase lunches occasionally.

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 – B113**.
- 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

BCIS provides a set of meals (morning snack, lunch, afternoon snack) for all students from Grade 1 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, co-ordinate 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 (CIS Campus)**.

All students should eat lunch at school. The food is freshly prepared daily with a choice of a hot Asian or Western dishes and mixed style menu. **To access the lunch menu, please go to the BCIS website. The BCIS 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

BCIS provides bus services to and from certain areas for an extra fee, subject to availability of space. Buses are fitted with seat belts and all staff and students are required to use them. School buses are not allowed to move until all students are 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 (CIS Campus).

Parents and drivers need to be aware of the traffic on the street outside the school campuses. They must minimize congestion by dropping children off in the designated “pull-in zone”. No vehicle should park or wait for an extended period of time near the school gates, nor should they block the pavement. If you have to park, please be considerate and leave your vehicle in a neighboring road whenever possible. No vehicle should ever park in the middle of the road. Do not walk between the buses while buses are loading at the end of the school day

All parents, nannies and drivers must follow and respect the guards' instructions who are there for the safety of the children. There are Security Guards at the gates at all times to supervise the safe arrival and departure of the children. Parents or a responsible adult must remain with the children

until 7:40 am when BCIS staff supervisors are on duty.

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

### BUS RULES and CONDUCT

The school provides bus services to and from certain areas and Districts. The buses are fitted with seat belts and all staff and students are required to use them. School buses are not allowed to move until all children are wearing seat belts. There is a monitor/supervisor on each bus who has a mobile telephone in case of an emergency. If you require further details about the school bus service, please contact the ASO or school office staff.

All students traveling on the school buses must follow the following expectations. Also, see “Behavioural Expectations and Policies”.

- All students must be respectful to the bus driver and the bus monitors and follow direction when given.
- Elementary students are given priority to sit in the front seats behind the driver with exception of the front passenger seats.
- Seat belts must be worn at all times.
- Hands and arms must be kept inside the bus.
- Students stay in their seats at all times when the bus is moving.
- No disruptive noise or actions.
- Do not get on or off the bus while it is moving.
- Do not throw objects of any kind on the bus or out the window.
- If late, do not chase after the bus.
- Do not pass anything outside of the bus.
- Do not open the doors and the windows without the driver’s permission.
- No unscheduled stops are allowed.

### Keep the bus clean

- No littering. Students must put waste in the trash can provided on the bus.
- No pungent food should ever be brought on board the bus.
- Do not leave food or drinks on the seat or floor, and do not dirty the ceiling with food or drinks.

### PERSONAL BELONGINGS and BUS PROPERTY

- Students are responsible for their personal belongings
- Do not damage any part of the school bus

### 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 as follows:

DISTRICT	DESTINATIONS
1	1. ZOO (Gate 1, Nguyen Binh Khiem St., Dist. 1) 2. TAO DAN PARK (55B Nguyen Thi Minh Khai St., Dist. 1)

2	<ol style="list-style-type: none"> <li>1. IMPERIA CONDOMINIUM (An Phu Ward, Dist. 2)</li> <li>2. ESTELLA AN PHU (An Phu Ward, Dist. 2)</li> <li>3. AN PHU MART – Main Entrance (36 Thao Dien St., An Phu Ward, Dist. 2)</li> <li>4. HOANG ANH GIA LAI CONDOMINIUM ( Nguyen Van Huong St, Dist 2 )</li> </ol>
3	<ol style="list-style-type: none"> <li>1. THE 126 MUSIC STAGE (126 Cach Mang Thang 8 St., Ward 7, Dist. 3)</li> </ol>
4	<ol style="list-style-type: none"> <li>1. HOANG DIEU H3 CONDOMINIUM (16 Hoang Dieu St., Ward 6, Dist. 4)</li> <li>2. HOANG DIEU H2 CONDOMINIUM</li> <li>3. KHANH HOI 2 CONDOMINIUM (360A Ben Van Don St., Dist.4)</li> </ol>
5	<ol style="list-style-type: none"> <li>1. AN DONG PLAZA (18 An Duong Vuong St., Dist. 5)</li> <li>2. HUNG VUONG PLAZA (126 Hung Vuong St., Dist. 5)</li> </ol>
6	<ol style="list-style-type: none"> <li>1. PHU LAM COOPMART (6 Ba Hom St., Dist. 6)</li> </ol>
7	<ol style="list-style-type: none"> <li>1. PHU MY HUNG AREA</li> <li>2. LOTTE (469 Nguyen Huu Tho St., Tan Hung Ward, Dist.7)</li> <li>3. NAM LONG CONDOMINIUM (Go O Moi St., Dist 7)</li> <li>4. NAM LONG CONDOMINIUM (Tran Trong Cung St., Dist 7)</li> <li>5. HOANG ANH GIA LAI 1 CONDOMINIUM (357 Le Van Luong St., Dist.7)</li> <li>6. HOANG ANH GIA LAI 2 CONDOMINIUM (783 Tran Xuan Soan St., Dist.7)</li> <li>7. TAN QUY DONG RESIDENTIAL AREA</li> </ol>
8	<ol style="list-style-type: none"> <li>1. HIM LAM CONDOMINIUM – Main Entrance (Ta Quang Buu St., Ward 5, Dist. 8)</li> </ol>
9	<ol style="list-style-type: none"> <li>1. COOPMART ON HA NOI FREEWAY (191 Quang Trung St., Hiep Phu Ward, Dist. 9)</li> </ol>
10	<ol style="list-style-type: none"> <li>1. HO KY HOA (Le Hong Phong St., Dist. 10)</li> </ol>
11	<ol style="list-style-type: none"> <li>1. LOTTERIA (940B 3/2 St., Ward.15, Dist.11) (Le Dai Hanh Street – Flemington Tower)</li> </ol>
12	<ol style="list-style-type: none"> <li>1. HIEP PHU METRO – Main Entrance (Tan ThoiHiep Intersection, Tan Thoi Hiep Ward, Dist.12)</li> </ol>
<b>THU DUC</b>	<ol style="list-style-type: none"> <li>1. THU DUC CHILDREN HOUSE (281 Vo Van Ngan St., Linh Chieu Ward, Thu Duc Dist.)</li> </ol>
<b>BINH THANH</b>	<ol style="list-style-type: none"> <li>1. NGUYEN NGOC PHUONG CONDOMINIUM (Entrance on Huynh Man Dat St., Ward 19, Binh Thanh Dist.)</li> <li>2. PHAM VIET CHANH CONDOMINIUM (Entrance)</li> <li>3. DAT PHUONG NAM CONDOMINIUM (341 Chu Văn An St., Ward 12, Binh Thanh Dist.)</li> <li>4. SAI GON PEARL (92 Nguyen Huu Canh St., Ward 22, Binh Thanh Dist.)</li> </ol>
<b>GO VAP</b>	<ol style="list-style-type: none"> <li>1. BIG C GO VAP (752 Nguyen Kiem St., Ward 3, Go Vap Dist.)</li> <li>2. GIA DINH PARK – Main Entrance (Hoang Minh Giam St., Ward 3, Go Vap Dist.)</li> </ol>

<b>PHU NHUAN</b>	1. MIEU NOI COOPMART (48 Hoa Su St., Ward 7, Dist. Phu Nhuan) 2. PHU NHUAN CULTURAL CENTER (70-72 Nguyen Van Troi St., Phu Nhuan Dist.) 3. BIG C HOANG VAN THU (202B Hoang Van Thu St., Ward 9, Phu Nhuan Dist.)
<b>TAN BINH</b>	1. CONG HOA MAXIMAX (15-17 Cong Hoa St., Ward 4, Tan Binh Dist.) 2. E-TOWN BUILDING – CO BAC GATE (364 Cong Hoa St., Ward 13, Tan Binh Dist.) 3. PARKSON CT PLAZA (60A Truong Son St., Tan Binh Dist.)
<b>TAN PHU</b>	1. COOPMART BMC (787 Luy Ban Bich St., Phu Tho Hoa Ward, Tan Phu Dist.)
<b>BINH TAN</b>	1. BIG C AN LAC (1231 1A National Road, Hamlet 5, Binh Tri Dong B, Binh Tan Dist.)
<b>BINH CHANH</b>	1. HONG LINH CONDOMINIUM (9A St., Trung Son Residential Area, Binh Hung Commune, Binh Chanh Dist.) 2. CONIC CONDOMINIUM 3. HOANG THAP CONDOMINIUM
<b>NHA BE</b>	1. HOANG ANH GIA LAI 3 CONDOMINIUM (Nguyen Huu Tho St., Phuoc Kieng Commune, Nha Be Dist.) 2. PHU HOANG ANH 1 CONDOMINIUM

*(Arrival time is subject to change due to traffic conditions, road construction etc.)*

### PICK-UP/DROP-OFF TIME

- Parents are expected to have the students ready to be picked up on time. The bus will wait for a maximum of 5 minutes. Should the students miss the bus, it will be the parents' responsibility to arrange alternative transportation to the school and the school will not be responsible for any 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 as they drive
- ✓ The speed limit for motorbikes on campus is 5 km/h

### Bicycles

- ✓ The school requires that bicycle riders wear helmets as they ride
- ✓ Bicycles are not to be used for recreational purposes on campus. All bicycle riders must dismount before entering Gate 2.

## FEES, FINANCES

### ACCOUNTING OFFICE (ROOM D108)

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

- **Ms Lê Thị Mỹ Lệ ( Ms. Lệ)**

*CIS Accountant*

Phone: (08) 54.123.456 Ext: 1102

Email: [accountants.cis@cis.edu.vn](mailto:accountants.cis@cis.edu.vn)

- ❖ **Ms Phan Anh Đào (Ms. Đào)**

*BCIS Accountant*

Phone: (08) 54.123.444 Ext: 4108

Email: [accountants.bcis@cis.edu.vn](mailto:accountants.bcis@cis.edu.vn)

## TUITION POLICIES

### 3. SIBLINGS POLICY

**3.1** This policy is applied to tuition fee only and to families with 2 or more eligible biological children who enroll at the Canadian International School System provided that tuition is made in full and on time.

- 2<sup>nd</sup> child: a 5% discount is applied to debit tuition
- 3<sup>rd</sup> and subsequent children: a 10% discount is applied to debit tuition

**3.2** This discount does not apply to the family that has a child(ren) who already received financial-aid or any other special offers at CISS.

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

**4.1** For all returning students, a seat for the student in the new school year will be guaranteed until 30<sup>th</sup> June 2020 if 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 2021-2022** is received by the Accounting Department.

**4.2** After 30<sup>th</sup> June 2021 the school will prioritize class arrangement for all students on the condition that:

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

**4.3** 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 seat for the student under any commitment or promotional/preferential program.

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

## 5. TIME OF PAYMENT AND PAYMENT METHODS

**5.1** 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).

**5.2** Payment in cash, via bank transfer or by bank card at school

**5.3** Bank transfer should be made to one of the following bank accounts:

ACCOUNT NAME	<b>CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA</b>	ACCOUNT NAME	<b>CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA</b>	
ACCOUNT NUMBER	<b>2425262728</b> (VND)	ACCOUNT NUMBER	<b>0181000334455</b> (VND)	<b>0181371235679</b> (USD)
BANK	<b>Asia Commercial Bank</b>  HCMC Branch  480 Nguyen Thi Minh Khai, Ward 2, District 3, HCMC	BANK	<b>Vietcombank</b>  Sai Gon South Branch  23 Nguyen Huu Tho, Tan Hung Ward, District 7, HCMC	
SWIFT CODE	<b>ASCBVNVX</b>	SWIFT CODE	<b>BFTV VNVX 018</b>	

*\*\*\*Please ensure the following information is written in Payment Order:*

***[Student ID] – [Student's full name] – [Current Grade]***

**5.4** Students can only be enrolled once all payments are made.

## 6. LATE ENROLLMENT

### 6.1 Percentage of the annual tuition fee

If an applicant is enrolled after the start of the new school year, the Tuition fees for the remainder of the school year must be paid in advance as stated in the table below:

Entry Date	Percentage (Published fees)	Entry Date	Percentage (Published fees)
August - September 2021	100%	January – February 2022	50%
October 2021	90%	March 2022	40%
November 2021	80%	April 2022	30%
December 2021	70%	May 2022	20%

### 6.2 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.

## 7. WITHDRAWAL AND REFUND POLICIES

### 7.1 Procedure

- Parents must complete and return the <<Withdrawal Notification Form>> to the Academic Services Office (ASO) at least 60 calendar days prior to student's last day in school.
- Absences from school without notice or verbal or otherwise improper notification are considered invalid and will not be accepted.

### 7.2 Percentage of refund

Refund policies are **only** applied to **Tuition made in full** and are subject to the schedule below:

Last day or default last day	At least 60 days prior to departure	At least 30 days prior to departure	Less than 30 days prior to departure
Before the school year starts	100% of the tuition fee with the deduction of the deposit fee	100% of the tuition fee with the deduction of the deposit fee	100% of the tuition fee with the deduction of the deposit fee
Before 1 <sup>st</sup> Oct 2021	60% of paid tuition	50% of paid tuition	40% of paid tuition
1 <sup>st</sup> Oct 2021 – 31 <sup>st</sup> Dec 2021	35% of paid tuition	25% of paid tuition	20% of paid tuition



1 <sup>st</sup> Jan 2022 – 31 <sup>st</sup> Mar 2022	15% of paid tuition	10% of paid tuition	No refund
After 31 <sup>st</sup> March 2022	No refund	No refund	No refund

**NOTE:**

- The refunded fees and other fees will be interest-free and non-refundable for the days the student is absent during the school year.
- The refund policy is applicable to all withdrawal cases (for force majeure, pandemic or any other reasons) and all dismissal cases regarding any school violations or any other reasons (diseases which leads to any disability to continue their study...)
- In case of withdrawal of records before the school year starts, the deduction of the deposit fee if applied to all cases where deposit fee is paid, unpaid or no record of payment is found.
- In case of force majeure such as fire, weather, natural disasters, epidemics, pandemic, war, terrorism, social instability / violence or any event beyond the school's control that forces the school to temporarily close, the school reserves the right to actively replace and / or adjust the curriculum and format to suit the context at that time while maintaining commitments. about completing the student program. At that time, the school is not obliged to reimburse any fees paid to the school previously (except meal fee and transportation fee, if any). Parents are responsible for the full tuition fees for the school year to ensure the completion of the academic program.

**7.3 Time of refund**

- Refund amounts are to be made within **15-20 working days** from the last school day approved by the school.
- In the event that parents do not submit the prescribed **<<Withdrawal Notification Form>>** 60 days in advance, the refund will take place after 30 working days from the student's last school day.

**7.4 Refund cases**

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

**a) Meal, bus services:** refunds are made in accordance with the policy of each service.

**b) 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 the monthly basis of the number of months of using the service.
- Parents must submit the **BOARDING HOUSE SERVICE CANCELLATION FORM** the Academic Services Office

**8. LATE PAYMENT POLICY**

- Late penalties will be charged as follow: After 15 days from the last required payment date, a 0.1% penalty applied on the total amount of the outstanding fee on a daily basis. The penalty will depend on the actual receiving date at BCIS.
- In case of not paying tuition fee: After 30 days the last required payment date, in addition to the 0.1% penalty / day, the school has the right to refuse to admit students to continue attending the school.

## WITHDRAWAL NOTIFICATION POLICY and REQUEST FOR SCHOOL REPORTS

If students wish to withdraw from enrollment at BCIS, parents must complete a Withdrawal Form as early as possible. Please inform the Academic Services Office (ASO)– Room D103 that your son or your daughter will be leaving, and you will be provided with the necessary forms and information to process the permanent leaving of your son/daughter from BCIS. 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 – Room D103**.

To receive the package of all updated Report Cards required to apply to another school please send a notification to **ASO – Room D103** 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 BCIS, the Original **School Report Cards** for each semester are the equivalent of a Vietnamese Public School Student **School Profile**. The package of School Report Cards will be photocopies of the Original Report Cards with the Official BCIS Stamp.

### General guideline for parents

- ✓ Be students' role model. Please be courteous and follow all safety guidelines at all times.
- ✓ No arrivals prior to 7:40 A.M. No supervision is provided.
- ✓ Follow all directions from school traffic personnel. They can see potential problems from your blind sides.
- ✓ Except for scheduled after-school-activities, students are to be picked-up promptly at dismissal at 2:55 PM
- ✓ Drive slowly, under 5km/h and watch out for children.
- ✓ For safety purposes for all students, vehicles of parents and visitors may only move within the permissible zone and may not enter the school campus.
  - **Rollerblades/Roller Skates/Skateboards**
- ✓ Rollerblades, roller-skates, and skateboards are not allowed on the school campus at any time.

## FIELD TRIPS

The Bilingual Canadian International School believes in the well-rounded development of its students. To this end school field trips are organized as an extension of classroom learning. These carefully planned trips provide age-appropriate opportunities for the development of personal qualities such as leadership, independence, self-esteem and perseverance as well as developing respect for different cultures. For many year groups there are compulsory trips and visits where participation is expected from all students. Various curriculum-based trips run from time to time through the year.

As the school grows we are able to offer more and more opportunities for study and competition away from BCIS. Some trips are for necessary fieldwork which is related to a subject's examination syllabus or a year-group's school curriculum; some trips are designed to enhance learning (such as practicing a language); whilst some trips allow students to take part in a competition (for example a swim meet).

When choosing trips, parents naturally will want to know costs so that the year's expenditure can be planned. They will also need to consider which trips are compulsory, which are optional and which students must audition or attend trials for. Trip coordinators will send details nearer the time, estimated costs are approximate at this stage. ***We ask for your co-operation in ensuring that the signed permission forms are returned promptly.***

### General Expectations for Students and Parents

The students' interest in receiving a quality, global-based education can only be served if students, parents and school officials work together. In most cases, differences between these individuals can be resolved.

The students who are respectful use acceptable language and show appropriate behaviours. Hurting others through words or physical actions is not acceptable and students who commit such acts will be subject to consequences appropriate to the misconduct. In some rare instances, however, such as in the case of severely dangerous or inappropriate behaviour by the student, the school may find it necessary to require parents to withdraw their child from school immediately. It shall be a condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with these principles include, but are not limited to, any school regulations, provisions or procedures as follows:

- Parents are expected to work courteously and cooperatively with the school to assist the student in meeting the academic and behavioural expectations of the school.
- Students and parents may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumour-driven, disruptive, threatening, hostile, or divisive, etc.
- These expectations for students and parents include, but are not limited to, all school sponsored/participating programs and events (e.g., club activities, sporting events, field trips, etc.)

The school reserves the right to determine, at its discretion, 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 expected to exhibit respectful behaviour when visiting the school. Parents are role models for their children and our student body, and must set a positive example. Not meeting school expectations could result in the suspension of parent/guardian's privilege to enter the campus grounds and/or participate in school activities, volunteer work, etc. In instances of extreme inappropriate behaviour by a parent or guardian, their child may be liable for immediate dismissal from the school.

## 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

Schools are encouraged to integrate student guidance services with other school systems, such as Management and Organization, Learning and Teaching, Professional Development for Teachers and Parent Education etc. to develop a comprehensive student guidance service:

- 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 maximize 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

The primary purpose of the Special Educational Needs Policy (SEN) is to recognize the individual learning needs of students and to support all learners to access the full curriculum and succeed.

Monthly meetings with the (Vice) Principal(s), SEN Teacher, 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, SEN Teacher, ELL Coordinator, and Administration are often present.

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.

All teachers are aware of the importance of differentiated learning and will focus on differentiated instruction to meet the needs of a wide range of learning abilities. Principals will include differentiated instruction in their regular divisional meetings and professional development days to discuss effective differentiated instruction practices.

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

BCIS's admissions policy outlines the criteria for admitting students to the school. The school realizes that we may not be able to meet the needs of all students and reserves the right to not accept students for admission based on this. Parents are required, at the time of registration, to indicate if their child has special needs. This is necessary early in the admissions process for the school to identify if the needs of the student can be met.

Each individual with special educational needs will be reviewed at the time of application.

The school administration will consult with the Guidance Counselor, ELL Coordinator, Vice-Principal and Principal before accepting a student with special educational needs as a candidate for the IB Diploma program. A decision will be made whether suitable arrangements for both teaching and learning can be made to accommodate the student.

## **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



**APPENDIX A**

Disease/Illness	Symptoms	Exclusion time
<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.
<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 medical certificate from treating doctor declares fit to return to school. 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 37.7oC (99.8oF) at rest.	Exclude until fever free for 24 hours without fever relieving medications.
<b>Gastroenteritis Infections</b>	Nausea, vomiting, diarrhea, stomach cramps and fever.	Exclude until 48 hours clear of last episode of fever, diarrhea and/or vomiting without medication.
<b>Hand, Foot and Mouth</b>	Fever, headache, sore throat,	Exclude until all blisters have dried,

	ulcers or blisters inside or around the mouth, sores or rashes on the palms of the hand and soles of the feet.	no fever or other symptoms present.
<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.
<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 may be required to return to school. Immunization is highly recommended.
<b>Hepatitis B** Hepatitis C</b>	Blood borne virus that is not infectious 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 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.
<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.
<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 may be 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.
<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.
<b>Ringworm</b>	Fungal infection. Flat spreading ring shaped lesions	Exclusion 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 may be 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 child feels well.
<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.
<b>Slap Cheek (Fifth Disease Parvovirus B19)</b>	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.	Exclusion NOT necessary until child is visibly unwell.

	<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>	
<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.
<b>Tuberculosis (TB)**</b>	Fatigue, fever, weight loss, productive cough, prolonged period with cough symptoms, lymph node tenderness. Immunization is available and considered on a case by case basis.	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. Medical certificates must be provided to the school.
<b>Typhoid Fever**</b>	Fever, headache, rash, stomach pains, loss of appetite, diarrhea, nausea, vomiting, cough.	Exclude until the medical certificate declares the student is fit to return to school. Medical certificates must be provided to the school.
<b>Whooping Cough**</b>	Sneezing, watery eyes, fever, persistent and prolonged periods of coughing, dry hacking cough.	Exclude until the person they have completed a 5 day course of antibiotic treatment or 21 days with no antibiotic treatment.

**\*\* 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.

**APPENDIX B**

<b>CODE OF CONDUCT</b>			
Examples of infringements and recommended sanctions			
Every matter shall be dealt with on its own merits and the offences and sanctions below are guidelines that may/may not be followed by the school administration nor the discipline committee.			
<b>Type of learner misconduct/transgression</b>	<b>Recommended sanction</b>		
	<b>First offence</b>	<b>Second/repeated offence</b>	<b>Subsequent offence</b>
<b>VERY SERIOUS MISCONDUCT</b>			
<b>BULLYING AND CYBERBULLYING</b>			
1. Violent, abusive, intimidating or threatening behaviour, verbal or physical, and/or fighting, assault, threatened or actual, and/or victimisation, bullying or initiation of any sort, including cyber bullying or intimidation, regardless of the electronic platform used and/or transferring, selling or distributing, using or being in possession of a dangerous object, including, but not restricted to, weapons, including guns, ammunition, knives, clubs or screwdrivers, fireworks, explosives or any object that may be considered as being potentially dangerous at school or at school events, and/or inciting, advising or rewarding others to perform violent, offensive or threatening acts and/or any "gang" related activity that may threaten the safety or welfare of others at school, at school	Hearing with suspension and/or expulsion and/or alternative sanction		

<p>events or in relation to school, and/or harassment, sexual, racial, religious or other grounds, and/or discrimination against another, sexual, racial, religious or other grounds, and/or issuing a bomb threat or arson, attempted or actual, and/or behavior that may pose a danger to the safety and welfare of others at school or at school events.</p>			
<p><b>HABITUAL USE/ABUSE OR REGULAR USE OF MEDICATION, DRUGS OR ALCOHOL</b></p>			
<p>2. Being in possession of or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances that produce a psychoactive effect or distributing, storing or consuming any of these substances at school or at school events and/or strong suspicion of habitual use/abuse or regular use of medication, drugs or alcohol at school or at school events.</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>		
<p><b>THEFT</b></p>			
<p>3. Being in possession of another's property without their knowledge or consent or attempting to remove another's property without their knowledge or consent and/or theft or attempted theft and/or sale of another person's stolen property.</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>		
<p><b>VIOLATIONS OF THE ACADEMIC POLICY</b></p>			
<p>4. Committing an act of</p>	<p>Hearing with</p>		

<p>insubordination, continual insubordination or gross insubordination and/or cheating, plagiarising, copying or tampering with test or exam results, reports or assignments and/or being in possession of or distributing material or alternative information that may give an advantage in a sanction test or an exam and/or extortion, bribery, corruption or fraud, attempted or actual, and/or being an accomplice to colluding, conspiring, assisting, abetting or instigating dishonesty, fraud or theft and/or inciting, advising or rewarding others to commit a dishonest act and/or serious breach of school security procedures or unreasonably refusing to a and/or off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process.</p>	<p>suspension and/or expulsion and/or alternative sanction</p>		
<p><b>HARASSMENT</b></p>			
<p>5. Obscene, indecent or sexually explicit behaviour, gestures or attempts to make unwanted physical contact and/or sexual harassment, inappropriate sexual innuendos or graphic comments and/or committing a sexual offence and/or intentional and offensive, insulting, abusive, racist or lewd behaviour and/or storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text, SMS, MMS, cartoons, objects or material that incites violence.</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>		



<b>RETALIATION</b>			
6. Sabotage, malicious or wilful damage to school or others' property and/or unauthorised occupation of any school property or facility or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the school's property, without school permission and/or blocking off any entrances or exits to or from the school premises with the intention or effect of interfering with free access/egress by others and/or participating in or supporting industrial or protest action which prevents learners from attending school/school activities.	Hearing with suspension and/or expulsion and/or alternative sanction		
7. Actions that expose others to serious danger or injury or expose the school to potential accidental loss or damages, whether due to wilful, grossly negligent or unintended acts and/or unsafe acts or behaviour that endangers the safety and welfare of others.	Hearing with suspension and/or expulsion and/or alternative sanction		
8. Serious misconduct or actions that may bring the reputation of the school, learners or other stakeholders into disrepute.	Counselling / hearing with suspension and/or expulsion		
9. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Counselling / hearing with suspension and/or expulsion		
<b>SERIOUS MISCONDUCT</b>  Continual repetition of any of the below misconduct may result in a			

hearing			
<b>TRUANT</b>			
10. Being absent from school without a valid reason. The learner will be considered to be playing truant.	Parental contact and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
<b>GAMBLING</b>			
11. Playing of dangerous, obscene, insulting or demeaning games and/or malicious teasing and/or partaking in any form of gambling or similar gaming activities while on the school premises or in school uniform.	Parental contact and counseling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
<b>RETALIATION</b>			
12. Inappropriate behaviour or comments in public or at school events that bring the school into disrepute and/or abuse of school privileges or seniority/status or abuse of position of authority.	Parental contact and counseling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
13. Smoking or being in possession of tobacco or cigarettes on the school premises or at official school events.	Parental contact and counseling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
14. Forgery or falsification of school documents and reports and/or lying/dishonesty and unfair behaviour with less serious initial consequences.	Parental contact and counseling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	

<p>15. Vandalising property or equipment of school or others, including but not limited to damaging, marking, defacing, improper use and/or not taking due care of property or equipment and/or accidental damage to property and/or removing any school property from the school premises without the prior consent of the executive head/educator.</p>	<p>Parental contact and counseling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>	
<p>16. Acts or behaviour designed to create a hostile or threatening school environment and/or wilful disruption of school activities and interference with school authorities and/or conduct designed to be prejudicial to good order or discipline at the school.</p>	<p>Parental contact and counseling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>	
<p>17. Any misconduct by the learner that is considered by school authorities to warrant more than a verbal reprimand or an ordinary warning.</p>	<p>Parental contact and counseling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>	
<p><b>MINOR TRANSGRESSIONS</b></p>			
<p><b>DISRESPECTFUL BEHAVIORS</b></p>			
<p>18. Disregard for rules, directions, instructions or for any persons in authority and/or Defiance and disrespect and/or discourtesy toward school authorities, parents / guardians, visitors or learners and/or being unreasonably intolerant of others and their personal beliefs, traditions, appearance or of diversity and/or persistent violation of school rules with less serious initial consequences.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p>19. Use of excessive force when</p>	<p>Counselling</p>	<p>Parental</p>	<p>Hearing with</p>

<p>playing games or during sporting events and/or playing games in an area where others may be injured or where property may be damaged and/or riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited or in a manner that may cause injury to others or damage to property.</p>	<p>and/or reprimand and/or warning and/or demerit</p>	<p>contact and/or counselling and/or final warning</p>	<p>suspension and/or expulsion and/or alternative sanction</p>
<p>20. Noisy or disruptive behaviour, disturbing the activities of others and/or highly disruptive or unruly classroom behaviour which may include walking around the classroom without permission from the educator and/or trespassing or entering school premises without permission or without supervision and/or after school hours and/or refusing to identify oneself upon request by a school authority.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p>21. Swearing and use of vulgar, profane and foul language.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p><b>SCHOOL CULTURE AND ETIQUETTE</b></p>			
<p>22. Tardiness or littering and/or failure to have the correct learning materials during lessons and/or poor grooming, unhygienic personal habits and improper use of school facilities or ablutions and/or hair, dress or apparel that is not in accordance with school standards or rules and/or eating or drinking during class or school events / activities when not permitted.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>

<p>23. Tampering with the possessions or equipment of others and/or use of school equipment without permission with no serious consequences.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p>24. Failure to keep the school premises, including but not limited to toilets, classrooms, hall, playground and/or sports fields in a clean and neat state and/or blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bathroom taps running and/or placing posters and/or stickers and/or graffiti on any school surface / property without the written authority of the executive head.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p>25. Refusal or failure to complete homework tasks and/or assignments on the due date and/or failure to keep and maintain a homework book and/or refusal to deliver or return reports, reply slips or letters to parents / guardians or to the school and/or unreasonable and unexplained refusal to attend or participate in school activities or compulsory events and/or general uncooperativeness and/or being wilfully obstructive and/or poor application to studies, schoolwork or assignments.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>
<p>26. Truancy, poor timekeeping practices and/or unexplained absences from classes or from compulsory events or activities and/or failing to make prior arrangements and/or receive prior permission when absent</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>

from school and then on return to school failing to present a note from the learner's parents explaining the absence, regardless of the reason for absence and/or leaving class or school premises without permission and/or persistent late-coming or early unauthorised departure from class / school.			
<b>TECHNOLOGY</b>			
27. Persistent misuse of personal communication devices during school activities. The use of electronic devices is only permitted when an educator grants the learner permission.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
<b>SCHOOL CULTURE AND ETIQUETTE</b>			
28. Bringing a motor vehicle or motorcycle onto school property without written consent from the executive head or an educator nominated by the executive head and/or failure to follow any instructions given by the executive head when granting permission and/or driving a motor vehicle or motorcycle in a manner that creates a risk and/or harm to other persons on/around school property and/or failing to produce the learner's valid driver's licence on request from an educator/staff member.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
<b>DISRESPECTFUL BEHAVIOR</b>			
29. Failing, in the classroom during lessons, to: Greet the educator and each other and/or leave the learner's	Counselling and/or reprimand and/or warning	Parental contact and/or counselling and/or final	Hearing with suspension and/or expulsion

<p>desk neat and tidy when leaving the classroom and/or maintain silence when requested to do so and/or be well-mannered, disciplined, cooperative, attentive and/or responsive.</p>	<p>and/or demerit</p>	<p>warning</p>	<p>and/or alternative sanction</p>
<p>30. Any other infringement not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.</p>	<p>Counselling and/or reprimand and/or warning and/or demerit</p>	<p>Parental contact and/or counselling and/or final warning</p>	<p>Hearing with suspension and/or expulsion and/or alternative sanction</p>