Elementary School
Parent & Student Handbook
2017 - 2018
Vision, Mission, Values and Beliefs - “Learning to Inspire”

Our Vision and The Strategic Management Plan

At UNIS Hanoi all that we do is driven by our Vision:
“Our learning community will be an inspirational role model for a better world”

Every good school has great ambitions for their students’ learning, and this year UNIS Hanoi continues to embark on our five-year strategic plan - Strategy 2020. This plan, led by the Board of Directors, builds on the work of the 2010-2015 Strategic Management Plan and ensures that our Values of Learning, Community and Responsibility both inspire and underline all that we undertake in the pursuit of our Vision for your children. Our strategic goals are to pursue Excellent Learning within A Connected Learning Community in A Community with No Bystanders. Full information on our Strategic Goals can be found on our website.

Mission & Guiding Principles

“Our mission is to encourage students to be independent, lifelong learners who strive for excellence and become responsible stewards of our global society and natural environment, achieved within a supportive community that values diversity and through a programme reflecting the ideals and principles of the United Nations.”

The United Nations principles as applied to the school are to:
- Promote peaceful solutions to problems.
- Develop friendly relations among children and adults of different nationalities.
- Promote cooperation in problem solving in economic, social, cultural, and humanitarian matters.
- Encourage respect for fundamental freedoms and equality for all, without distinction as to race, sex, language or religion.
Values & Beliefs

Because UNIS Hanoi values **LEARNING**, UNIS Hanoi believes that we:

- Learn, think and reflect critically in an inspiring environment, using a dynamic curriculum that exceeds international standards;
- Use and apply knowledge in the classroom and beyond for life-long personal development, as we strive for happy, balanced lives;
- Question and research collaboratively to seek innovative solutions for local and global issues.

Because UNIS Hanoi values **COMMUNITY**, UNIS Hanoi believes that we:

- Pro-actively connect with others to make supportive, long-lasting and diverse friendships;
- Take action to create a safe, caring, and sustainable environment;
- Respect and appreciate diverse cultures, beliefs and languages to deepen our understanding of local and global issues.

Because UNIS Hanoi values **RESPONSIBILITY**, UNIS Hanoi believes that we:

- Act with integrity to make and defend reasoned decisions based on respect, compassion and fairness;
- Take ownership and are accountable for our thoughts, actions and their consequences;
- Face challenges with courage, resilience and an independent spirit, whilst remaining responsive and adaptable to change.
# Table of Contents

**Vision, Mission, Values and Beliefs - “Learning to Inspire”**
- Our Vision and The Strategic Management Plan
- Mission & Guiding Principles
- Values & Beliefs

**Table of Contents**

**Message from the Elementary School Principal**

**Accreditation, Affiliation and Governance**

**School Structure**
- Administration
- School Board of Directors (BoD)
- Important Information
- Introducing our Elementary School Leadership Team
- Introducing our Elementary School Secretarial Team

**Elementary School Structure**
- School Hours
- Elementary School Overview
- Student Placement in the Elementary School
- The Elementary School Curriculum

**Security, Health and Safety on Campus**
- Parents Contact Details
- Supervision
- Campus Regulations
- Accessing the Campus
- Leaving the Campus

**Safety and Security Procedures**
- Emergency Drills
- Sun Safe Policy

**School Campus**
- Water Bottles
- School Health Centre (SHC)
- Student Medical Records
- Sickness
- Allergies
- Distribution of Medicine
- Medical Emergencies
- School Health Centre Contacts
- Opening Hours
- Standard Operating Regulations for Outdoor Play

**Library and Technology**
- Library
- Parent Involvement
- Library Policies
- Further Information
- Technology and Learning
- Parent Access to Veracross and Blogs

**Preparing for School**
- Student Orientation and Transition
- What to Wear
- What to Wear - PE
- What to Wear - Swimming
- What to Wear - Performances
- Student Supplies
- Personal Items
- Home Learning Guidelines
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arriving at UNIS Hanoi</strong></td>
<td>23</td>
</tr>
<tr>
<td>Daily Arrival</td>
<td></td>
</tr>
<tr>
<td>Safe Arrival Programme</td>
<td></td>
</tr>
<tr>
<td>Safe Driving</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Car Arrival</td>
<td></td>
</tr>
<tr>
<td>Motorbike Arrival</td>
<td></td>
</tr>
<tr>
<td>Bicycle Arrival</td>
<td></td>
</tr>
<tr>
<td>Pedestrian Arrival</td>
<td></td>
</tr>
<tr>
<td>Bus Arrival</td>
<td></td>
</tr>
<tr>
<td>Changes to arrival/departure routines</td>
<td></td>
</tr>
<tr>
<td>UNIS Hanoi School Bus Service</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance and Absences</strong></td>
<td>26</td>
</tr>
<tr>
<td>Class Attendance</td>
<td></td>
</tr>
<tr>
<td>Work Set During Absence</td>
<td></td>
</tr>
<tr>
<td>Parent Absences due to Travel</td>
<td></td>
</tr>
<tr>
<td>Attendance and Participation in Physical Education</td>
<td></td>
</tr>
<tr>
<td>Birthdays</td>
<td></td>
</tr>
<tr>
<td><strong>Eating at School</strong></td>
<td>28</td>
</tr>
<tr>
<td>Snack Time</td>
<td></td>
</tr>
<tr>
<td>Lunch Time</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td><strong>A Responsible Learning Community</strong></td>
<td>29</td>
</tr>
<tr>
<td>Creating and Maintaining an Effective Environment</td>
<td></td>
</tr>
<tr>
<td>Seven Guiding Principles</td>
<td></td>
</tr>
<tr>
<td>Developing the Attributes of the IB Learner Profile</td>
<td></td>
</tr>
<tr>
<td>What Does Appropriate Behaviour Look Like?</td>
<td></td>
</tr>
<tr>
<td><strong>Being a Responsive School</strong></td>
<td>31</td>
</tr>
<tr>
<td>Behaviour Management at UNIS Hanoi</td>
<td></td>
</tr>
<tr>
<td>Responding to Inappropriate Behaviour</td>
<td></td>
</tr>
<tr>
<td>Restorative Justice Procedures</td>
<td></td>
</tr>
<tr>
<td><strong>Behaviour Management Procedures</strong></td>
<td>33</td>
</tr>
<tr>
<td>Level One</td>
<td></td>
</tr>
<tr>
<td>Level Two</td>
<td></td>
</tr>
<tr>
<td>Level Three</td>
<td></td>
</tr>
<tr>
<td>Harassment Policy</td>
<td></td>
</tr>
<tr>
<td>Anti-Bullying Guidelines</td>
<td></td>
</tr>
<tr>
<td>Definition of Bullying</td>
<td></td>
</tr>
<tr>
<td>Types of Bullying</td>
<td></td>
</tr>
<tr>
<td><strong>Reporting to Parents</strong></td>
<td>36</td>
</tr>
<tr>
<td>Conferencing &amp; Reporting Schedule</td>
<td></td>
</tr>
<tr>
<td>Parent -Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td>Student Led Conferences</td>
<td></td>
</tr>
<tr>
<td>Standardised Testing Programme</td>
<td></td>
</tr>
<tr>
<td>Measures of Academic Performance MAP</td>
<td></td>
</tr>
</tbody>
</table>
Additional Services that Support Student Success 37

Learning Support
Speech and Language Therapy
Counselling
Psychology

Helping our Children through Transition 38

How do Counsellors support children in Transition?
What can parents do to help?

Co-curricular Activities and Service Learning 40

Field Trips
Grade 5 Camp
Student Council
Service Learning

Parent Guidelines 42

Guardianship Policy
Communication Services
Parent Meetings
Communicating with Your Child’s Teacher
Parent Concerns
Parent Engagement

Abbreviations Used at UNIS Hanoi

AGM Annual General Meeting (for parents)
APAC Asia Pacific Activities Conference
ASA After School Activities
BoD Board of Directors
Disc Discovery Programme (for children aged 3 years)
DP Diploma Programme
EAL English as an Additional Language
ECC Early Childhood Centre
ES Elementary School
IB International Baccalaureate
IT Information Technology
K1 Kindergarten 1 (for children aged 4 years)
K2 Kindergarten 2 (for children aged 5)
MRISA Mekong River International Schools Association
MS Middle School
HS High School
MYP Middle Years Programme (also IBMYP)
PAC Performing Arts Celebration
PE Physical Education
PYP Primary Years Programme
SCO School Community Organisation
SL Service Learning
UoI Units of inquiry
Message from the Elementary School Principal

Dear Elementary School Families,

We would like to extend to you a very warm welcome to the United Nations International School of Hanoi. We hope that you and your family will enjoy being part of the UNIS Hanoi Elementary School community.

Whether you are joining us for the first time, or a returning family, this handbook contains a wealth of information on the day to day running of our Elementary School and will be a great guide for you to keep somewhere handy for whenever you need it. If the answers are not in here, then your child’s teacher or the Elementary Office is a great next step. If there is something that you feel is missing from our handbook that might be helpful – please let us know! We are constantly looking for ways to improve our service to you.

Everything we do in the Elementary School at UNIS Hanoi is directly connected with our mission: “to encourage students to be independent, lifelong learners who strive for excellence and become responsible stewards of our global society and natural environment, achieved within a supportive community that values diversity and through a programme reflecting the ideals and principles of the United Nations.” Everyone on campus including teachers, teaching assistants, support staff and administrators work hard to keep the UNIS Hanoi mission at the forefront of their thinking when making decisions for children.

In choosing UNIS Hanoi for your child, you are making the decision to join us in supporting this mission. We know that the most successful education for a child is one in which parents and schools work in partnership. We look forward to working together with you to create a successful year of learning for your child.

Megan Brazil
Elementary Principal
esprincipal@unishanoi.org
The School is a member of the International Baccalaureate Organisation (IBO) and authorised to deliver all three IB programmes. UNIS Hanoi is accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS).

It is a member of East Asia Regional Council of Overseas Schools (EARCOS). The school is affiliated with the Mekong River International Schools Association (MRISA) and the Asian Pacific Activities Conference (APAC) with which the school conducts cultural and sports exchanges throughout the year, both on campus and at other schools in the region.
School Structure

Administration
The Head of School is the executive officer of the School and reports to the Board of Directors; the Head of School is responsible for the organisation, operation and administration of the total school programme.

The Board of Directors oversees the Head of School and is responsible for school policy and financial management. The Head of School operates as the liaison between the parent community and the Board of Directors.

The Head of School and the Principals in Elementary and Middle/High School are supported by a team of Directors and Managers in the following departments: Learning (Curriculum and Professional Development), Technology, Finance and Operations, Admissions, Co-Curricular Activities and Advancement (Communications, Marketing, Community Liaison and Alumni Relations)

School Board of Directors (BoD)
The UNIS Hanoi Board of Directors develops a long term vision and Strategic Plan, formulates and approves strategic policies, approves the annual budget and monitors the financial health of the school. The Board also hires, appoints and evaluates the Head of School.

The Board is composed of ten members. In addition to the Head of School as ex officio, there are nine volunteers: two of whom are elected by parents, three are appointed by the United Nations Resident Coordinator, and four are appointed by the Board.

Historically, all Board members have been UNIS Hanoi parents.

All members of the Board serve three year terms and can sit six consecutive years on the Board, after which they are required to leave the Board for a year before being eligible to return.

BOARD COMMITTEES
The Board relies upon advisory committees to meet between the Board meetings to consider issues and make recommendations to the Board. The committees are made up of Board members, school staff, parents and community members. If you are interested in volunteering for a committee, please contact the Board Administrator at bodadministrator@unishanoi.org

BOARD MEETINGS
The Board and committee meetings are scheduled on the school calendar, as well as announced in the Tin Tuc. Parents are welcome to observe open sessions of the Board and committee meetings.

BOARD COMMUNICATIONS
The Board holds a Community Meeting in Autumn, and an Annual General Meeting in Spring. It prepares an End of Year Report, as well as makes announcements in the Tin Tuc in order to report on its activities.

For more information about the UNIS Hanoi Board of Directors, including governance documents, the School’s Strategic Management Plan, archived meeting minutes and presentations, please visit the UNIS Hanoi or contact the Board Administrator at bodadministrator@unishanoi.org
Important Information

Elementary School Offices open from 07:45 to 17:00

Introducing our Elementary School Leadership Team

Ms Megan Brazil
Elementary Principal
esprincipal@unishanoi.org
Phone (024) 3758 1551 ext 8900
Megan joined UNIS Hanoi in August 2015. Prior to UNIS Hanoi, she was a key member of the Senior Leadership Team at GEMS World Academy Dubai UAE. She holds a Bachelor’s Degree in Education, Postgraduate certificate in International Education, and a Master’s in Education. She brings to us over 20 years’ experience in teaching, school administration, staff professional development and curriculum management, having worked in Australia, the United Kingdom, Colombia, India and the United Arab Emirates.

Mr Stephen Lush
Upper Elementary School Deputy Principal (Grades 2-5)
esudprincipal@unishanoi.org

Stephen joined UNIS Hanoi in August 2015. Prior to UNIS Hanoi, he was the Principal of the International School Nido de Aguilas, Santiago, Chile. He possesses a Bachelor’s degree in Liberal studies and a Master’s in Educational Leadership. In the pursuit of an international educator’s career, Steve has enriched his credentials with 8 years teaching and 14 years administrative experience.
Ms Nitasha Chaudhuri  
Lower Elementary School Deputy Principal  
(Discovery - Grade 1)  
esldprincipal@unishanoi.org

Nitasha has a Bachelor’s Degree in English literature, a Postgraduate Certificate in Education, and a Master’s in curriculum and teaching. Before joining UNIS Hanoi in August 2015, Nitasha was the Associate Principal at the American School of Bombay - India, leading the overhaul of ECC - G1. Prior to AS Bombay, Nitasha was a teacher and a curriculum coordinator in London. Nitasha is from India.

Angela Meikle
Primary Years Programme (PYP) Coordinator  
pypcoordinator@unishanoi.org

Angela joined UNIS Hanoi in August 2016. Prior to that, Angela worked at the Western Academy of Beijing, since 2006, having spent time there as a classroom teacher and 4 years in the capacity of PYP Coordinator. Originally from the USA, Angela holds a Bachelor’s Degree in Child and Adolescent development, and a Masters of Education in Administration and Supervision. In her 13 years experience as an educator, she has been involved in various roles - teacher, team leader, pedagogical leader, and curriculum coordinator both in the U.S. and internationally.

Introducing our Elementary School Secretarial Team

Ms Quyen Nguyen To  
Elementary Principal’s Secretary  
espsecretary@unishanoi.org

Phone (024) 3758 1551 ext 8900
Please call or email to Ms Quyen to:
- Report absences
- Obtain a copy of your child’s schedule/timetable;
- Enquire about Elementary School administrative matters
- Make an appointment with the Elementary School Principal, Mrs Megan Brazil.

Ms Quynh Nguyen Ngoc  
Elementary Deputy Principal’s Secretary  
esdpsecretary@unishanoi.org

Phone: (024) 3758 1551 ext 8914
Please call or email to Ms Quynh to:
- Report absences
- Make an appointment with the Upper Elementary School Deputy Principal, Mr Stephen Lush.

Ms Phuong Do Thanh  
Elementary Secretary (ECC)  
eccsecretary@unishanoi.org

Phone: (024) 3758 1551 ext 8111
Please call or email Ms Phuong to:
- Report absences (in the ECC)
- Make an appointment with the Lower Elementary School Deputy Principal, Ms Nitasha Chaudhuri or with PYP Coordinator, Ms Angela Meikle
School Hours

Monday, Tuesday, Thursday, Friday
- Discovery: 08.10 to 12.00 (half day) to 15.20 (full day)
- Kindergarten 1 to Grade 5: 08.10 to 15.20

Wednesday 08.10 to 14.25

Snack & Morning Break:
Elementary School: 9.55 to 10.05

Lunchtime & Break:
Break: 11.35-12.00
Discovery Lunch: 12.00-12.25;

K1&K2 Lunch: 11.35-11.55
Break until 12.25

Grades 1,2,3: Lunch 11.35-12.00;
Break until 12.25

Grades 4,5: Break 11.35-12.00;
Lunch: 12.00-12.25

Afternoon Break: 13.55 to 14.10

After School Activities: 15.30 to 16.30

Elementary School Overview

The Elementary School incorporates the Early Childhood Centre (Discovery to Kindergarten 2) and the Elementary School (Grades 1 to 5). The Elementary School programme follows the International Baccalaureate Primary Years Programme. The programme reflects current thinking and best practice in the field and has been carefully structured to meet the needs of its primary years community.

Students at UNIS Hanoi represent over 60 nationalities, a diversity which reflects our UN history and values. As per Board policy, no one nationality group may exceed 20% of the total student numbers at each grade level.

Student Placement in the Elementary School

UNIS Hanoi is an inclusive school which treats each child as a unique individual. We are committed to learning as much as we can about our students in order to be able to help them make progress based on their current level of knowledge, skills and understanding across the curriculum. We measure individual student achievement against internationally recognized grade level expectations established for each grade level at UNIS Hanoi, but we teach each child according to their individual stage of development regardless of age or grade level, thereby providing an individualized programme of support.

Students are placed in grade levels according to the UNIS Hanoi established cut off dates. Our emphasis is on the progress each individual child makes. It is therefore only in very rare cases that we may consider whether a child should repeat a year of schooling or be progressed to a grade level beyond their chronological age as determined by our August 31 cut off date. We have strong Learning Support and EAL programmes as well as homeroom and specialist teachers for all age groups who are highly skilled in differentiation as is expected in our inclusive school community.

Elementary School Structure
The Elementary School Curriculum

• Is based on the International Baccalaureate (IB) Programme – Discovery to Grade 12 – which aims to develop the individual talents of young people and teach them to connect the experience of the classroom to the realities of the world outside;

• Places strong emphasis on the ideals of international understanding and responsible citizenship as demonstrated by the ideals and principles of the United Nations;

• Emphasises a skills and process approach: accentuating the learning process as individualised and stressing how students learn in addition to what they learn;

• Stresses learning as an interactive, integrated process, which focuses strongly on the connections between subjects especially through the use of language across the curriculum;

• Aims to develop awareness of the media and competence in information technology;

• Aims to develop an appreciation of Vietnamese culture across all areas of the curriculum;

• Respects the cultural diversity of the school community;

• Extends beyond the classroom through a variety of co-curricular opportunities.

More detailed and specific information on our curriculum can be found in the Elementary School Grade Level Guides which are located on the school website: www.unishanoi.org/curriculum.
Security, Health and Safety on Campus

Parents Contact Details

It is extremely important that we have up to date phone numbers and email addresses of parents, guardians and emergency contacts. Please ensure that UNIS Hanoi has your up-to-date contact information at all times. Email to admissions@unishanoi.org or update on Veracross, our information management system.

Supervision

ES Children (D-Gr5) must be supervised at all times on campus.

UNIS Hanoi does not provide any adult supervision before 07.55 each day. Students who arrive before this time should report to the ES or ECC Office. At the end of the school day (15.30) or at the end of the After School Activities (ASA) programme (16.30), your child must leave the campus, unless they are under the supervision of a teacher.

Campus Regulations

- UNIS Hanoi is a closed campus; visitors entering the campus from Monday to Friday, 08.00am to 5.00pm, must report to the security guard with valid ID.
- Parents and students are not allowed to enter the campus outside normal school hours unless there is a scheduled activity.
- Skate boarding, roller-skating, rollerblading, cycling, and use of remote controlled toys/models are prohibited at all times.
- The School does not allow dogs, cats or any other pets on campus.
- Smoking is prohibited on campus.
- Students and families do not have access to the ECC playground outside of school hours (7.55am - 3.30pm)
- The large playground by Building 9 (B9) may only be accessed by students with parent supervision after school hours and on Saturdays. This playground closes at 6.00pm daily and is closed all day Sunday.

Accessing the Campus

Guests and visitors are welcome to visit the campus. All visitors entering school grounds must register with the front security guards and be given a visitor’s pass to wear while on campus. Former students who wish to visit during the regular school day must be accompanied by an adult. Visits will be limited to the cafeteria and playgrounds at lunch time only. Students cannot be accommodated as visitors inside classrooms. Please contact the ES Office to arrange any visits prior to arriving.

Leaving the Campus

UNIS Hanoi is a closed campus and students must not leave the school campus without permission. If your child needs to leave the campus, due to a medical or dental appointment for example, please contact the Elementary School Office. Students who must leave campus during the school day must have parent permission in order to do so.

For students who are sent home by the Health Centre, the School Nurse will inform any relevant staff and students will be issued with a YELLOW “Student Pass” which must be given to the Security Guard on leaving campus.

If they are being sent home from the Elementary School Office they will be issued with a WHITE “Student Pass” which must be given to the Security Guard on leaving campus. Children will not be sent home unattended. Parents must make provisions for an adult to take them home.
Emergency Drills
Emergency drills are scheduled at intervals throughout the school year. Each classroom has an evacuation floor plan posted near the exit.

Sun Safe Policy
UNIS Hanoi is a sun safe school. Students are required to wear hats when working and playing outside. Wide brimmed hats are preferable to caps for greater sun protection. It is also advisable that children wear sunscreen.

Water Bottles
Students need to bring water in unbreakable, labelled, re-usable bottles. Bottles may be refilled by students from the water fountains situated at various points around the school.

School Health Centre (SHC)
The UNIS Hanoi SHC is open Monday – Friday 08.00-18.00 and Saturday 08.00-13.00 for Saturday Soccer. The SHC is primarily available to provide first aid to students, staff and visitors.

We encourage all parents and students to meet with the School Nurses either before or on the first day of school. This is a good time for you and your child to locate the SHC (near the Elementary School Office, Building 9) and also to discuss any health related matters.

Student Medical Records
Student Medical Forms must be provided before starting school. All students are required to submit a UNIS Hanoi Medical Form signed by a licensed physician including proof of mandatory immunizations.

UNIS Hanoi requires that all students enrolled with our school have an up to date immunisation schedule as per the US Center for Disease Control (CDC) guidelines. Once these immunisation records are confirmed and complete, then students may commence school. We recognise that there can be discrepancies in immunisation schedules from country to country. In order to ensure consistency, and for the health and safety of all our students, we require all students to follow the CDC immunisation schedule.

Please provide the school nurse with any updates to your child’s Medical Forms, to include updated immunizations or changes in health status. New Medical Forms are required to be updated every three years. The SHC will send parents a reminder to update medical records.
Sickness

UNIS Hanoi provides adequate facilities to handle accidents and minor emergency situations that occur on campus. Children will be sent home for a temperature of 38°C or higher, vomiting, diarrhea or any other illness preventing them from participating in school activities or appearing infectious.

Children must be kept home in the event of:

- Temperature of 38°C /100.4°F or higher. Children must be fever free for 24 hours without medication before returning to school.
- Vomiting or Diarrhea.
- Viral or bacterial conjunctivitis.
- Head lice until treated.
- Infectious diseases.

For the complete Exclusion Policy, please see the website under School Health Centre.

Please report all cases of infectious diseases ie: strep throat, chickenpox, rubella, measles, mumps, flu and lice.

All notices regarding health matters should be sent to the School Health Centre and will be treated confidentially.

Allergies

UNIS Hanoi is a Nut and Allergy Aware School. This means that:

- We encourage parents to provide food that is free from nuts in their child’s lunch and snacks as well as class parties.
- We encourage parents to be allergy aware of harmful allergens that may trigger an allergic reaction in a student at school.
- We encourage parents to consider the need of minimal risk of exposure to all students with nut and other allergies.
- The school cafeteria prepares food without known nut products, however, some foods may contain traces of nuts.

Parents of students with known allergies are required to complete an Allergy Action Plan and or an Asthma Action Plan. Please visit the School Health Centre to discuss your child’s allergies, allergy action plan and medications.

Distribution of Medicine

Students are not allowed to possess, distribute, or consume medication during the school day unless it is dispensed by the school nurse. If your child requires medication during the day please provide: student’s name, class, medication name, dose, route, time of day to be given and duration, directly to the School Health Centre.

Medical Emergencies

Please ensure that emergency contact information is always up to date. This can be completed on the Veracross Parent Portal under ‘Household Contacts’. Include two emergency adult contacts who reside in Hanoi and can be reached by the school if parents cannot be reached. These people should be known to the child.

In the event of a medical emergency or accident, and a parent or designee cannot be reached, the student will be taken to the most appropriate medical facility.
Standard Operating Regulations for Outdoor Play

Our Health Centre sends out regular updates to faculty regarding the Air Quality Index which indicates when air pollution levels become too high for outdoor play. Please refer to the AQI Action Chart on our school website for more information.

Additionally, Heat Index monitoring and alerts during the summer months helps us to ensure that students are not playing or exercising outdoors in dangerous heat conditions.

School Health Centre Contacts

In person: Visit Room G44, Building 9, Elementary across from the Elementary School Office

Phone: (024) 3758 1551 extension 8911
Email: shc@unishanoi.org
School Health Centre Coordinator: Nurse Susan McComic
Email: smccomic@unishanoi.org

Opening Hours

Monday - Friday 08.00-18.00
Saturday 08.00-13.00
You will see a lot of construction fencing on campus! We are committed to a five-year
plan to not only create new learning spaces but to also renovate and renew existing
spaces. Discover more about the Master Plan and its Phases on the website (www.
unishanoi.org/newcampus).
Library and Technology

Library

Library Hours
Monday to Friday: 08.00 to 17.00

Role of the Librarian
The library is managed by the ES Librarian with the support of three full-time library assistants.

The Librarian supports the mission of the school by collaborating with classroom teachers on units of inquiry, selecting and making available suitable resources, instructing students in library study skills and introducing students to quality literature. Information Fluency skills form part of the school curriculum and are incorporated in the Information Fluency curriculum. This curriculum is integrated into classroom units of inquiry, where the Librarian and homeroom teachers will collaboratively plan and teach units of work together.

The Elementary Librarian is Ms. Julie Conroy, eslibrarian@unishanoi.org.

Parent Involvement
Parent volunteers are very welcome in the library and can support the library in many ways. Parents may borrow books and use the computers in the library while on campus if they are not being used by students. A growing collection of books to support parenting are found in a specially marked section of the library and may be borrowed by parents only.

Library Policies
Students in the Elementary School may borrow up to three books for a one week loan period. We encourage students to be responsible and return books on time so that all may have equal access to the collection. Reminder notices for late books are sent home every few weeks with your child. Lost, damaged and unreturned items will be billed at cost of the item plus shipping costs.

Further Information
Further information on the library such as book lists, online database subscriptions and web links for research, can be found on the library web pages at www.unishanoi.org/library. You may also contact the library staff for email enquiries at library@unishanoi.org.
Technology and Learning

UNIS Hanoi envisions technology as a crucial tool for learning and inquiring that empowers students to become collaborators, communicators and creative critical thinkers, thereby supporting the UNIS Hanoi Mission statement and preparing students to thrive in a global society.

The Elementary Technology Coordinator, Ms. Michelle Matias, helps facilitate teaching and learning using technology in the Elementary School. You can contact Michelle at mmatias@unishanoi.org.

We are a Tablet PC school implementing a 1:1 Laptop Programme in Grades 3 - 5, where each student is provided a tablet for his/her personal use. The ES also enjoy the use of iPads from Discovery to Grade 5.

To use the school technology facilities including the Internet and email, students and parents/caregivers are required to complete and sign a Responsible Use Agreement.

Parent Access to Veracross and Blogs

Every parent at UNIS Hanoi is provided by the Admissions Office with an individual username and password to access Veracross.

For any queries concerning your username and password for Veracross please contact techsupport@unishanoi.org.

Classroom Blogs are updated regularly by teachers - here you will find specific information about their child’s learning and classroom work. On your child’s classroom blog, you can expect to find information on current areas of learning in English, Math and Unit of Inquiry.
Preparing for School

Student Orientation and Transition

Orientation Afternoon for new families and the Back to School Parent Information Sessions for all new and returning families give an overview of the school’s programmes and activities, as well as an opportunity for parents find out more about the school they have chosen for their child. Refer to the online calendar for details on the UNIS Hanoi website.

What to Wear

- Practical and sensible clothing that allows for the freedom to be involved in the many ‘hands-on’ activities that take place.
- Students should dress neatly and respect the diversity of our community.
- Decorative items including jewellery and t-shirt designs should be conservative.
- Because of the air-conditioning, temperatures in the rooms can be unpredictable and therefore it is a good idea to wear clothing that can be layered or have a light jacket on hand.
- Enclosed shoes or sandals that are appropriate for such activities as running and climbing.
- Hats are required for all outdoor play. Hats should preferably have a wide brim.
- Appropriate sports shoes with socks or closed-toe/heel sports sandals.
- Students must bring a full water bottle for PE classes.
- Trampolining - the following clothing items are required to safely use the trampolines:
  - Long sleeved tracksuit trousers
  - Long sleeved top
  - Socks

Students from Discovery - Grade 3 may wear their PE uniform on the days that they have PE. Grades 4 and 5 students must change their clothes after their PE lesson. They may wear their PE uniform to school but need to change into regular clothing after their lesson.

What to Wear - PE

(available from the school store located in the B4 Sports Centre foyer)

- A UNIS Hanoi PE shirt or UNIS Hanoi House T-shirt (dry-weave material)
- UNIS Hanoi shorts are required for Physical Education (PE) classes
- A hat

- Appropriate swim suit
- Goggles
- Swim cap for long hair
- Towel
- Flip flops.

What to Wear - Performance

- Black Trousers
- White button-up shirt with collar

Student Supplies

The School provides all necessary classroom supplies. Students only need to bring a backpack, water bottle, hat, snack and lunch (if not buying from cafeteria).
Personal Items

We also recommend that children do not bring in:

- Any valuable collector’s items or toys (entire collection albums of baseball cards, sticker albums, or similar!)
- Valuable jewellery or expensive watches as UNIS Hanoi cannot assume any responsibility for loss or damage to these items
- Toys should not be brought to school, including electronic toys and gadgets
- Toy weapons or weapons of any kind must not be brought into school

Please take some time to talk to your child about what is appropriate to bring into school. If children bring in money, it should only be a small sum for a specific purpose, for example for snack sales. The money should be in a wallet or an envelope marked with their name.

The use of mobile phones is NOT allowed during lesson times or break times. If a student brings their phone to school, it must be kept in their school bag and be switched off between 08.00 and 15.30.

UNIS Hanoi cannot assume any responsibility for loss and damage of personal items. Please mark all student items with their name and class.

Home Learning Guidelines

We aim to give students as much choice and control over their own learning as possible, and this includes the independent learning they do at home.

A large body of research tells us that the activity that has the most positive impact on students’ academic success in Elementary School, is daily reading for pleasure. Our expectation is that students are reading daily at home, both in English and in their home language. Proficiency in mother tongue aids proficiency and success in English language acquisition. Students should be encouraged to read on their own, to parents, in addition to having parents read to them regularly. Systems of monitoring daily reading as home learning will vary across grade levels and requires greater levels of student independence as they move up the school.

The best way for students to acquire mathematics skills is through game playing with siblings and parents - eg. Snakes & Ladders, Monopoly, Yahtzee, Cluedo, Sequence, card games, dice games etc. This has the additional benefit of children enjoying time with their parents away from screens and devices.

There are many other things that children should be engaging in that will have more of a positive impact than homework, including unstructured play, time outdoors, exercise, and family time.
Arriving at UNIS Hanoi

Daily Arrival
Students start the day in their classroom. They should put their bags in their assigned cubby and be ready for their teacher by 08.10. Supervision for students in the playground begins at 7.55 am. Students should not arrive before this time. The class teacher will take attendance and submit late arrivals and absences to the Elementary School Principal’s Secretary by 08.20.

Safe Arrival Programme
The Safe Arrival Programme is intended to ensure that your child/children arrive safely at school each day. It also serves to check attendance.

How does it work?
It is a partnership between the home and the school.
Parents are requested to phone the Office at (024) 3758 1551 ext 8914 or email between 07.45 and 08.00 to inform us of their child’s absence. A note in advance for a planned absence is appreciated.
By 08.20 each morning teachers will send attendance reports to the office. Absences which have not been notified are then checked with the teacher by the ECC and Elementary School Secretaries.
Safe Driving

Patience and care are needed when picking up or dropping off students. Since UNIS Hanoi has children as young as 3 years old, cautious and slow driving by everyone is very important. Anyone riding a motorbike or a bicycle on and off the UNIS Hanoi campus must wear a helmet.

Parking

There are designated areas within the school for parking.

- Cars ONLY may park in front of Building 7 in the spaces provided.
- Motorbikes and bicycles must use the covered parking areas.
- Every vehicle, including motorbikes, must have a clearly displayed parking permit in order to enter the UNIS Hanoi campus.

Permits can be obtained by filling out the form at the Admissions Office in the Administration Building (B7). They must be returned when you leave the school. These permits are not interchangeable between vehicles and if, for example, you intend to use two vehicles to come onto the campus, each vehicle must have a separate parking permit. There is a limit of 3 permits per family for each form of transportation.

Car Arrival

Cars should go directly to the front of the administration building to drop off children. They must not park on the curb but can park, if required, in the parking spaces provided. Please ensure you or your driver does not leave the car running while waiting for school pick-up or drop-off.

Motorbike Arrival

Students who arrive at school or are collected by motorbike must be dropped at and collected from the main gate, unless the driver is wishing to park their motorbike, has a valid parent parking permit and both driver and passenger have helmets.

Xe ôm drivers (motorbike taxis) are not permitted on the campus and xe ôm users must organise a pre-arranged pick-up time and location outside the campus.

Bicycle Arrival

All those arriving by bicycle will enter and exit through Gate 5. There is a bicycle shed with racks for parking bicycles. No bicycles are allowed at the main gate. All riders must wear a helmet and there is no riding of bicycles on campus.

Pedestrian Arrival

Those students walking to and from school may enter at the main gate through the pedestrian access or at Gate 5 on the south boundary of the school, near the Elementary Building and close to Block D of the Ciputra Housing estate.

Please note the opening hours for Gate 5:

<table>
<thead>
<tr>
<th>MON – TUE</th>
<th>WED</th>
</tr>
</thead>
<tbody>
<tr>
<td>06.00 – 08.15</td>
<td>06.00 – 08.15</td>
</tr>
<tr>
<td>15.00 – 20.45</td>
<td>14.00 – 20.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THU – FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06.00 – 08.15</td>
<td>07.30 – 18.30</td>
</tr>
<tr>
<td>15.00 – 20.45</td>
<td></td>
</tr>
</tbody>
</table>

| SUN | Closed |

Bus Arrival

Buses enter the campus and immediately drive to the designated school bus drop-off/pick-up area located to the right of the main entrance gate.

Changes to arrival/departure routines

Any changes to a child’s regular method of departure from school, class teacher, ES/ECC secretaries and our school transport coordinator must be notified either by telephone or in writing by 11.00am. Teachers do not always check their emails during the school day while they are teaching.
Advance notice with transportation arrangements is necessary for us to ensure the safe and correct departure of students from the campus.

UNIS Hanoi
School Bus Service

The School bus service operates on a contract basis with a local company which coordinates with the School. This company operates a fleet of relatively modern, small buses of 10 to 30 seat capacity.

Each bus driver is accompanied by a bus monitor whose responsibility it is to ensure that safety procedures are followed and that children are collected and dropped off at correct venues.

The UNIS Hanoi Bus Service is not designed to provide transportation for parents or friends of students who regularly ride the bus. Because of capacity and safety concerns, students are not allowed to travel on any bus other than the one to which they have been assigned.

School Bus Manager

Please contact Mr Lai, the Transport Service Manager, at phone (024) 3758 1551 ext 8714, mobile 091876 7755 or transportmanager@unishanoi.org to:

- Report student absences;
- Report any safety infractions;
- Report any inappropriate behaviour by students;
- Report change of address;
- Enquire about/wish to change the pick-up or drop-off point;
- Obtain the mobile phone number of the bus monitor.

Bus Rules for Students

Safety is our first consideration. These procedures apply to students who travel on buses supplied by their hotel, as well as to the UNIS Hanoi Bus Service.

Students are expected to:

- Behave appropriately according to school rules and expectations at all times while travelling on the bus;
- Stay in their own seat once the bus is moving;
- Keep hands and arms inside the bus, not hanging out the window;
- Refrain from getting on or off a moving bus;
- Obey the instructions of monitors and bus drivers;
- Keep aisles clear;
- Stay seated until the bus has come to a complete stop;
- In the event of a breakdown or accident, obey the instructions of the bus monitor and driver, getting back onto the bus only with the monitor’s permission (keeping off the street/road in the meantime);
- Refrain from consuming food or drink any liquids while on the bus;
- Get off the bus only at their designated stops;
- Wear seatbelts at all times.

Infractions of the above rules may result in a report being made to the Deputy Principal and suspension of bus privileges.
Attendance and Absences

Class Attendance

Students are required to be in school every day. Classroom activities, discussions, group work, presentations and assessments which are all a vital part of our inquiry approach cannot be duplicated outside of school. Significant absence is likely to have a negative impact on learning, progress and achievement levels.

Absences will be recorded as ‘excused’ in cases of:

- Illness
- Medical, dental or health appointments
- Serious illness in the student’s immediate family
- Family bereavement

Class Attendance

- Religious holiday
- Emergency or unique family circumstances, coordinated with the school administration
For all other absences, a request for leave of absence must be made to the Principal. Absences that do not fall within the ‘excused’ category will be recorded as ‘notified: unapproved’ (eg. vacations taken during scheduled class time). Attendance data is published on student report cards and serves as an official school record.

Parents can support regular school attendance by:

- Scheduling all appointments outside of school hours (medical, dental etc)
- Scheduling trips and vacations during school holiday times

- Not leaving early before school holidays commence
- Not arriving back late after school holidays have completed

The secretary will follow-up on any unexcused absences via telephone by 09.00.

In cases of extended illness, parents must notify the school office and Principal so that teachers can be informed. Upon returning to school following an infectious illness, a child must have clearance from a doctor or medical authority.

Absence due to school mandated activities such as overnight trips or day field trips will not be counted as absences.

A student who misses more than 10% of days (18 days) in a school year is classified as chronically absent. Should more than 18 days absence in any one school year exceeded, a special conference may be set up with the family and the Principal to review the child’s progress and to address any areas of concern related to the high level of absence. Promotion to the next grade level may be subject to review in some cases and continued absence from school may lead to student withdrawal from UNIS Hanoi.
**Work Set During Absence**

The Elementary School will not plan additional work for students who are granted exceptional leave from school. When away from school, students should be encouraged to read daily. We suggest that a student who is absent for an extended holiday keeps a diary of events using postcards, tickets and photographs, which he/she can then present to his/her class after returning to Hanoi.

**Parent Absences due to travel**

When both parents are away from Hanoi, they should contact the Elementary School Principal’s Secretary to inform the school and to give the names and contact details of those people who will act as guardians of their children in their absence.

**Attendance and Participation in Physical Education**

Student participation is an expectation for all Physical Education classes as a required component of our curriculum. If a student feels they cannot participate fully, they should talk to the teacher. We encourage positive dialogue between the teacher and the student.

For minor injuries, students can participate in a limited way or compensate by exercising the non-affected part of the body. Students should inform the teacher that they have an injury with a note from parents/guardians. The teacher will assign a modified exercise or participation programme for them.

Our pool is heated and kept at a constant temperature between 28 and 30 degrees, year round. Swimming is an important part of the PE curriculum and may not be excused except in cases of contagious illnesses, where students would not be at school.

According to medical advice, students need not be excused from PE or swimming for a mild cold, headache or other minor condition. If a student should not be participating in any activity whatsoever for more than a week’s duration, then a doctor’s note excusing the child from activity is required.

If you have any queries or question regarding a medical condition and PE please contact the School Health Centre at shc@unishanoi.org.

**Birthdays**

We love to celebrate birthdays with our students. If your child is having a birthday and you would like to bring something to share, please contact your child’s teacher to arrange a mutually convenient time before a lunch or recess break. Please have the cake or snack pre-cut with napkins/spoons/plates. Individual cupcakes are often easiest. Please be aware that some children are allergic to nuts. Party invitations should be distributed outside of school, unless the invitation is for the whole class. Please do not send gift bags for students.
Eating at School

Snack Time

Snack time in Grades 1 to 5 begins at 09:45. Healthy snacks should be brought from home as students are not permitted to go to the cafeteria at snack time. We recommend fresh fruits and vegetables, bread, cheese, dry biscuits etc. brought in a sealed, reusable lunchbox.

Lunch Time

Early Childhood Centre (ECC) students eat lunch in their classroom supervised by teachers and teaching assistants. Grades 1 to 5 eat lunch in the cafeteria, supervised by duty teachers. Students may purchase lunch at the cafeteria or bring lunch from home.

Cafeteria

The cafeteria offers a set menu (main course, vegetable, fruit, drink and dessert) tailored to each school level with an Asian, Western and Vegetarian choice each day.

Our cafeteria works on a cashless basis - all payments are made through the use of *Smart* Campus Cards which are issued to all students and parents.

- Student Campus Cards must be precharged (at school or online) for the purchase of food.
- Value can be added to a card by using one of the two cash Kiosk machines in the canteen or at the Business Office in B7.
- You can add funds to the card by logging on to the Campus ID Card Online by visiting [http://campusonline.unishanoi.org](http://campusonline.unishanoi.org)
- Families have one account which will be managed by parents. You will be able to set limits for each card in the family, see what each card has purchased or block spending on a card at any time.
- Lost cards can be replaced at a cost of 220,000 VND.

Weekly menus are available on the UNIS Hanoi website under Community Life/Cafeteria [www.unishanoi.org/lunch](http://www.unishanoi.org/lunch).

Lunch is provided by the school at no extra cost to Discovery and Kindergarten 1 parents. In order not to have wasted food, please inform the ECC Secretary of your intentions (school lunch or packed lunch) for the first quarter. Kindergarten 2 students purchasing meals will have their meals delivered to the classroom. Students will eat from the set menu which would be either Asian or Western choices on a rotating basis. K2 families ordering food from the cafeteria will set up an account for payment. K2 children will not use cafeteria coupons to purchase their lunches nor can the student choose which days to eat; the lunch is ordered on a quarterly basis.

UNIS Hanoi provides microwaves for the heating of food in the cafeteria for Grades 2 to 12. It is helpful to review proper microwave procedures with your child. Please be aware there is no refrigeration available for lunches brought from home, thus, it is important to pack a lunch appropriately to ensure the safety of the food.

Elementary children may not purchase bakery or ice cream items from the Deli during school hours. Children are not permitted to go to the cafeteria at snack time. These foods may be bought with adult supervision before and after school only. Students going home by bus cannot purchase from the cafeteria due to limited time and lack of adult supervision.

Lost and Found

Please take the time to label all of your child’s belongings. If your child has lost an item, please contact the Elementary School Office to check the lost and found cupboards located outside the ES and ECC Offices and outside the PE Office. Unclaimed and unnamed lost and found items are donated to charity at the end of each school year.
A Responsible Learning Community

In accordance with our Mission Statement UNIS Hanoi is committed to providing all students with a caring, safe, and supportive school environment. All members of the school community are expected to take collective responsibility for the well-being of the community through treating each other with respect and dignity, valuing one another and upholding each other’s rights and responsibilities. Students at UNIS Hanoi understand that they are responsible for their own actions and that their actions have direct and indirect effects on others. Through active conversations based around the ‘restorative justice’ framework, students are encouraged to learn new behaviours for the future rather than dwelling on past mistakes.

Stopping inappropriate behaviour is challenging and needs collective time, creativity and patience from the whole community.

Creating and Maintaining an Effective Environment

Research shows that appropriate behaviours and self-discipline arise from:

- Positive relationships
- Establishing and maintaining clear, consistent expectations
- Reinforcing positive behavior
- Implementing logical consequences for inappropriate behaviours
- Adults at UNIS Hanoi are expected to develop a responsive classroom following these seven guiding principles and practices which have been adapted from the research of educational theorists and practitioners from the Responsive Classroom approach. (www.responsiveclassroom.org).

Seven Guiding Principles

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need to develop their social and self-management skills.
5. Intentionally knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach. Feeling valued by the teacher leads to the motivation to learn.
6. Knowing the families of the children we teach and working with them as partners is essential to children’s education.
7. How the adults at school work together is as important as individual competence; lasting change begins with the adult community.
Developing the Attributes of the IB Learner Profile

Our approach to behavior management emphasizes and develops the attributes of the IB Learner Profile whereby students develop the following attributes:

- **Inquirers:** They show independence in their social and academic learning.
- **Knowledgeable:** They are equipped with problem solving and conflict resolution strategies.
- **Thinkers:** They use initiative and think critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Communicators:** They are assertive and express their thoughts and feeling confidently. They work effectively and willingly in collaboration with others.
- **Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- **Open-minded:** They understand and seek different perspectives, and are willing to grow from the experience.
- **Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to their community, and act to make a positive difference to the lives of others and to the environment.
- **Risk-takers:** They are brave and articulate and are ‘upstanders’ defending each other’s rights and responsibilities.
- **Balanced:** They seek to achieve personal well-being for themselves and others.
- **Reflective:** They give thoughtful consideration to their own learning and actions, strengths and challenges to support personal development.

What Does Appropriate Behaviour Look Like?

Examples of appropriate behaviours: Being a positive role model, giving positive and supportive compliments, being a good sportsperson, peer support, empathy toward others, positive conflict resolution, academic achievement, being an ‘upstander’.
Being a Responsive School

Behaviour Management at UNIS Hanoi

Our practices have an increased emphasis on:

- A proactive, responsive culture where there is collective responsibility for behavior
- Behaviour being separated from the student
- Whole school systems for dealing with behavior
- A staged list of consequences known to students, staff and parents
- Behaviour problem being dealt with by an adult at the time it occurs

- Consistent commitment to dealing with behaviour according to UNIS Hanoi guidelines
- Student involvement in a plan of action
- Plans which focus on helping student to take responsibility for their actions and find desirable alternative behaviours
- Purposeful, private solution-focused discussion involving student input, understanding and cooperation
- Conversations using restorative questions
- Intrinsic rewards such as praise and acknowledgement through comments, gestures and body language.
Responding to Inappropriate Behaviour

At UNIS Hanoi, we endorse the application of logical consequences that are developmentally appropriate as a means to promote a safe, caring, positive school environment. Acting in a way that results in situations that are unsafe, uncaring, and/or negative will result in a range of consequences and procedures that exist depending upon the level of inappropriate behaviour.

Restorative justice procedures

The Restorative Approach is the way we have conversations with students at UNIS Hanoi that seek to make it clear that inappropriate behaviour is not condoned, holding individuals accountable for their actions within systems of support. The philosophy involves repairing harm done outside of the need for assigning blame. A Restorative Approach consists of asking key questions informally or during formal conferencing.

<table>
<thead>
<tr>
<th>PROCEDURES/ RESPONSIBILITIES</th>
<th>WHAT DOES THIS MEAN IN PRACTICE?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>R</strong> Respond to all incidents</td>
<td>Report an incident to the classroom teacher, Deputy Principal and/or Counselor and/or parents depending on severity/frequency of behaviour.</td>
</tr>
<tr>
<td><strong>E</strong> Enquire into the Incident</td>
<td>A problem solving approach. Ask questions.</td>
</tr>
</tbody>
</table>
| **S** Share Viewpoint | All involved are given the opportunity to share their side of the story. The adult asks the following restorative questions:  
  *What happened?*  
  *What were you thinking at the time?*  
  *Who do you think is upset by what you have done? In what way?*  
  *How have you been affected by what has been done? In what way?*  
  *What do you need to do to make things right?*  
  *What needs to happen to make things right?*  
  *What can you do differently next time?* |
| **T** Transform the conflict | Facilitate restorative discussion/mediation with students involved. Acknowledge the harm and make an agreement on how to restore the situation. |
| **O** Organize a follow up meeting | Within a week of the incident happening to monitor the situation, continue as necessary. |
| **R** Record the incident | Document on incident form. |
| **E** Evaluate | If continuous, a conference will need to be prepared with parents/care-givers – outside help can be sought if necessary. If persistent, the student’s place at UNIS Hanoi will be reviewed. |
Behaviour Management Procedures

Level One
These are behaviours that are dealt with by the teacher through the use of minimal interactions. This stage is about focusing on the primary behaviour and an immediate solution.

Examples of Level One Breaches
- Poor sportsmanship
- Disruption in class
- Disrespect
- Homework infractions
- Littering
- Pushing or tripping
- Low level teasing
- Persistent lateness
- Failure to meet academic deadlines
- Inappropriate clothing or jewelry
- Off task behaviors including
- Emailing during class time
- Chat/text messaging and using social networking sites (ex. Facebook) during class time
- Viewing websites that are not part of their class work
- Gaming during classes
- Gum chewing.

Examples of Level One Consequences
The student will be reminded of the behaviour agreement and encouraged to modify his/her behaviour accordingly. Continued disruptive behaviour in class, playground or extracurricular activities will result in time-out/ thinking time. Key restorative questions will be asked.

Level Two
These behaviours are moderately serious behaviour concerns or repeated Level 1 misbehaviours. Logical consequences for Level 2 breach of conduct will be decided by the Deputy Principal in consultation with the classroom teacher. A record of the incident will be recorded in the Veracross database by the Principal or Deputy Principal. Parents will be notified.

Examples of Level Two Breaches
- Repeated Level 1 behaviours
- Swearing
- Academic dishonesty
- Continual teasing
- Pushing/tripping
- Disrespect of property
- Offensive emails
- Dishonesty
- Indirect bullying
- Downloading programs and games
- Sending unwanted and/or offensive (e)mail or messages (e.g. via chat)

Examples of Level Two Consequences
- Restriction of privileges and activities
- Making up for missed work at lunch times, after school or at home
- In-school time out
- Relocate student with work to a ‘buddy’ teacher’s classroom
- Individual counseling
- Mediation sessions
- Parental involvement
• Individual positive behaviour chart
• Home-school reporting system (via email, behavior chart or journal)

**Level Three**

- These are viewed as serious breaches of the UNIS Hanoi Behaviour expectations or repeated behaviours that have required a Level 2 response.
- A record of the incident will be recorded in the Veracross database by the Principal or Deputy Principal. The Principal and Deputy Principal in consultation with the classroom and witnessing teacher will initiate a follow up with the student involved and decide on a logical consequence. Parents will be notified.

**Examples of Level Three Breaches**

- Repeated Level 2 behaviours
- Deliberately defacing property or displays
- Endangering self or others
- Blatant defiance of a teacher
- Repetitive defiance
- Vandalism
- Smoking
- Physical or verbal abuse
- Bullying - physical/verbal
- Purposeful cyber-bullying with malicious intent.
- Identity theft
- Hacking
- Incitement

**Examples of Level Three Consequences**

- Individual counseling, with ongoing instruction in personal and social development
- Mediation sessions
- 3 way conference between teacher, student and parent
- Individual positive behaviour chart in consultation with Counselor
- Home-school reporting system (via email, behavior chart or journal)
- School-based community service
- Replacement/ repair of damaged property
- Restriction of privileges and activities
- Internal or external suspension
- Referral for expulsion
Harassment Policy

- Harassment is defined as behaviour that creates an intimidating or hostile environment or has the purpose or effect of substantially interfering with a student’s educational performance or a staff member’s ability to perform his/her duties.
- Members of the UNIS Hanoi community are expected to treat each other with respect and dignity in keeping with the values of our school mission statement. The school will implement programmes that encourage tolerance, respect and positive social behaviour.
- The school will act to investigate all complaints of harassment, formal or informal, verbal or written, and will discipline or take other appropriate action against any member of the UNIS Hanoi community who is found to have violated this policy.

Anti-Bullying Guidelines

UNIS Hanoi actively seeks to provide a safe supportive learning environment that is free from all forms of bullying including harassment, intimidation and victimization.

UNIS Hanoi implements and maintains a whole school approach to address bullying by: fostering a supportive school environment where bullying behavior is clearly understood and deemed to be unacceptable by an all school wide preventative education programme developing consistent, effective, procedures for investigating and dealing with bullying behavior.

Definition of Bullying

Bullying is unwanted, intentional, active or passive aggressive behavior that involves a real or perceived power imbalance. The behavior occurs repeatedly. Bullying is any behavior which is intended to hurt, threaten or frighten a person or group of people. The bullying can be physical, emotional, social or verbal. It can happen once or repeatedly. Such behavior is totally unacceptable by any member of the UNIS Hanoi school community. Bullying breaches an individual’s right to feel safe and secure.

Types of Bullying

There are three broad categories of bullying.

1. **Direct physical bullying**: hitting, tripping, and pushing or damaging their property, making rude hand gestures

2. **Direct verbal bullying**: name calling, insults, or racist remarks, intimidation, verbal abuse, taunting, threatening to cause harm

3. **Indirect bullying**: This form of bullying is harder to recognise and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumors, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone’s social reputation and cyber-bullying, which involves the use of email, mobile phones, photos or chat rooms to humiliate and distress.
Communicating to parents about the progress and attainment of their children happens in a variety of formats throughout the year:

**Conferencing & Reporting Schedule**

- **October:** Parent-Teacher Conferences
- **February:** Semester One Reports
- **February:** Parent-Teacher Conferences
- **April:** Student Led Conferences
- **June:** Semester Two Reports

**Parent -Teacher Conferences**

These are formal and designed to give the parents information about their child’s progress areas of strength, and goals for developing areas which need further consolidation. Teachers take the opportunity to answer parents’ questions, report on progress, address concerns and to help them define their role in their child’s education.

**Student Led Conferences**

These conferences involve the child and the parent(s). The children are involved in discussing their work and their progress with their parents. The children, with support and guidance of the teacher, select what it is they wish to show and discuss with their parents. Parents are provided with the opportunity to see how and what children have learnt through the variety of learning experiences that have been provided. The children reflect and consolidate their progress and share the responsibility of informing their parents.

**Standardised Testing Programme**

The International School Assessment (ISA) is given in Grades 3, 4, 5. This test is administered through the Australian Council for Educational Research (ACER). The test provides relevant comparisons between other international schools. The assessment measures Reading Literacy, Math Literacy and Writing. The content of the test is based on information gathered from extensive consultations with international schools. The assessment will provide us information as professionals to assist in curricular and pedagogical decisions. The test is generally administered in October each year.

**Measures of Academic Performance MAP**

Students in Grades 3-5 undertake these differentiated computer-based assessments in English and Mathematics at the beginning and end of the school year.
Additional Services That Support Student Success

Counselling, Learning Support, Speech/Language Therapy and Psychology Services are available for students at UNIS Hanoi. The Student Support Team is committed to helping our students be academically and socially successful.

A student may be referred for support based on teacher observations and professional judgment, a range of educational data, current and/or prior school performance, educational assessments, and/or associated health professionals’ evaluations.

Learning Support

The Learning Support Teachers work closely with students, teachers, and parents in order to assist those who need additional support to access the curriculum. They may work with an individual student, small groups of students, class groups, or with Elementary teachers to provide intervention strategies to be implemented within the classroom.

Speech and Language Therapy

The Speech and Language Therapist works with children who need support in the areas of articulation, language, fluency, and voice. Students with a diagnosed speech or language need will typically be seen for therapy in an individual or small group setting. Strategies to help the student within the educational setting will also be provided to the classroom teacher and parents.

Counselling

The Elementary Counsellors assist students, parents, and teachers to promote and enhance the development, learning, and well-being of the students. The Counsellor may work with an individual student, family, group of students, conduct lessons with whole classes, or on a consultative basis to individual school personnel. This includes:

- Assessment of the student experiencing social, emotional, and/or behavioral concerns
- Conducting individual or small group counseling
- Development and administration of student support programmes (parent courses, transition)
- Consultation with parents and teachers
- Teaching PSEL lessons to an entire class

Psychology

UNIS Hanoi has a full time school psychologist who is able to complete a range of educational-psychological testing to determine how the school may best meet a child’s needs. Access to our school psychology services happens when a student referral is received.
Helping Our Children Through Transition

Any transition in our children’s lives, whether changing classrooms, losing friendships, changing schools or changing countries can be a potentially challenging aspect of our children’s lives. Change is inevitable and the ability to embrace it varies from child to child. The reaction and ease and time with which a child passes through the stages of change varies greatly and often depends on the child’s personality. For children, leaving or losing friends is often the most difficult aspect of change. The strength of the relationship will help predict the level of grief a child will experience. If your child rejects the idea of change he/she may go through denial. Your child may constantly focus on the way things were. They may be actively resistant. Your child may experience anger, doubt anxiety or fear, with constant grumbling and complaining.

How do our Counsellors support children in transition?

Students transitioning INTO UNIS Hanoi

- All students who are new to the school at the beginning of the school year will have the opportunity to participate in the new student orientation sessions with our Counsellors.
- Counsellors work to establish relationships with all new students so that the students have a friendly and familiar adult during the first weeks of school.
- Counsellors will pull new students together for some ‘Welcome to UNIS Hanoi’ small group sessions, designed to help students settle easily and quickly into their new school.

Students transitioning OUT OF UNIS Hanoi

- Counsellors will pull transitioning students out of class for some ‘Farewell from UNIS-Hanoi’ small group sessions - designed to help students understand the process of transitioning out.
- All students who leave UNIS Hanoi are farewelled by the Elementary School - sometimes on weekly assemblies with a buddy, sometimes in the classroom, and at the end of the year, in an all-school farewell assembly.
- All students who leave UNIS Hanoi are given a special UNIS Hanoi t-shirt as a departing gift, which many students like to have signed by their friends.
What can parents do to help?

- If your child is generally opposed to change give them proof of the need to change
- Work out all the practical details ahead of time
- Refocus constantly on the positive aspects of change
- Be aware where you are as parents in the change process (helping or hindering?)
- Be proactive; for example, if your child is a “people person” make sure the friendship networks are set up (use skype and email)
- Listen carefully to questions and concerns raised
- In some instances short term counseling may be needed to help with acceptance of change
- Engage children in researching aspects of the change- what activities are available?
- What is the new school like?
- How are classes set up?
- What will my new bedroom look like?
- Give children some choice in the planning process
- Help your child to take advantage of what this new change offers as the next change is around the corner.
Co-Curricular Activities and Service Learning

It is the school’s intent to provide students with a varied and balanced selection of Co-Curricular activities that act to support the school’s daily curricular program. Performing and Visual Arts, Sports and After School Activities, as well as various clubs combine to create the Co-Curricular Activities Programme.

Participation in the UNIS Hanoi Co-Curricular Programme is an additional responsibility that students assume on a voluntary basis. Involvement in these activities does not exempt students from their daily school responsibilities. When students commit to a Co-Curricular Programme they must continue with the activity unless they have permission from their parents and the Activities Office.

UNIS Hanoi reserves the right to limit a student’s participation in Co-Curricular activities based on academic or behavioural concerns.

For detailed information of the Co-Curricular Activities programme, please read the Co-Curricular Activities Handbook at www.unishanoi.org/co-curricular
Field Trips

Field trips and excursions are an integral part of school life at UNIS Hanoi. Field trips will be planned to explore the local culture and extend classroom activities related to the Units of Inquiry (UoI). Any student participating in a school-sponsored field trip must have written permission from a parent or guardian. This will apply to field trips during the school day. A note will be sent home prior to the field trip.

Grade 5 Camp

Grade 5 students will be given an opportunity to attend an extended field trip outside Hanoi. This trip will occur in late September and be three days in duration. Students who have experienced disciplinary problems may be prohibited from attending out-of-town field trips at the discretion of the teacher and the Principal.

Student Council

The Elementary School Student Council provides an opportunity for student representatives from every class from Grade 1 – 5 to have their voice heard regarding aspects of school improvement. The Council’s second purpose is to provide opportunities for the students to promote a vibrant school community by organising community events and contributing to assemblies. The ES Student Council meets in two separate groups - one for Grades 1 and 2 and one for Grades 3 to 5. Any student may stand for election to the Student Council and two representatives from each class are then elected via a democratic process and they attend the council meetings during the year on behalf of their classmates.

Service Learning

The Elementary School Service Learning programme encompasses events such as the Walk-a-thon, Festive Fundraiser, Tet Bag Appeal, student action groups and Student Council. The principles of Service Learning are also embedded within the curriculum through our units of inquiry where opportunities for guided action are created. As much as possible we encourage the students to be a part of the organization and running of service events. This provides them with an opportunity to develop a variety of skills and helps them to see how they can make a difference.
Parent Guidelines

Guardianship Policy

All students must be under the guardianship of a parent or legal guardian at all times. If the parent or guardian will be absent from Hanoi, they must appoint a representative/guardian (the ‘guardian’) and the school must be informed in writing of this appointment prior to parental departure. The parent(s) and guardian must meet with the administration before the change in living arrangement is made. The student must live with the guardian during the period of the parents’ absence.

The guardian must carry out all necessary requests made by the parent regarding the education, health and welfare of the child. This includes attending conferences that are held about the child’s progress. The guardian must be authorised to sign all necessary papers and documents on behalf of the parents as well as be authorised to give any verbal consent.

The guardian is expected to maintain standards at home to ensure that the child’s energies are concentrated on his/her education.

The school expects that all notices sent by the school to the guardian concerning the child will be delivered or communicated as speedily as possible to the parents.

Communication Services

School News Service: Tin Tuc

The Advancement Office produces the School Weekly Newsletter, the Tin Tuc, which is distributed to parents electronically every Friday - available in both newsletter and online scrolling formats. Tin Tuc means ‘information’ or ‘news’ in Vietnamese and it contains messages from the School Administration, School Board and SCO, as well as informing the School Community about future events, school activities and sports and new procedures. The Tin Tuc is also available on the UNIS Hanoi website, www.unishanoi.org/tintuc

Email

The majority of general information, including the School Newsletter, the Tin Tuc, is emailed to parents. It is extremely important that you provide UNIS Hanoi with your up-to-date email address in order to receive this important information. Please email any changes to admissions@unishanoi.org or update in Veracross, our student management system.

Website

The UNIS Hanoi Website provides information to those outside our school, including admissions procedures, staff biographies, and general information about our school and life in Hanoi. It also includes information about activities and the School news service - Tin Tuc.
The UNIS Hanoi Yearbook
Published annually in June, it is a summary of the year’s events. The yearbook covers the whole school Discovery to Grade 12 and one copy of the yearbook is provided free of charge to each student at UNIS Hanoi.

Parent Meetings
There are many meetings and information sessions organised for parents throughout the year including:

- “Breakfast with the Head of School”
- Monthly Coffee Mornings with the Elementary School Leadership Team - these are a combination of information-giving, parent workshops, and informal Q&A sessions.
- Parent forums, information sessions and School Community Organisation meetings.

Please check the UNIS Hanoi calendar for details.

Communicating with Your Child’s Teacher
Parents may visit the classroom prior to the start and after the end of the school day. However, if you need to speak to your child’s teacher for more than a few minutes, please make a separate appointment by email or send a note with your child. If you wish to contact your child’s teacher during the school day, a message should be left with an Elementary Secretary. In the case of urgent messages, it is advisable to talk directly to the Elementary Secretary.

Parent Concerns
Problems which cannot be resolved through a conference with the teacher and questions of a more general nature concerning the operation of the School may be discussed with the Deputy Principal. Appointments may be made through the ES Deputy Principal Secretary. If the matter is still unresolved, you may contact the Elementary Principal and then, if still unresolved, the Head of School.

Requests for changes in school policy and appeals regarding decisions made by the Head of School may be addressed to the Board. All communications to the Board should be in writing and should be addressed to the Chair of the UNIS Hanoi Board of Directors. Decisions about school policy shall be made only by the Board acting as a whole in a regular or special meeting.
Parent Engagement

School Community Organisation (SCO)

The UNIS Hanoi School Community Organisation is an organisation made up of all parents and teachers of UNIS Hanoi school.

By enrolling your child(ren) in school at UNIS Hanoi, parents automatically become members of the SCO. The main objective of the SCO is to enhance the educational environment and learning experience for all our children at UNIS Hanoi. The SCO supports the whole school community by coordinating volunteers for activities that support school programmes, organising social activities, setting up support/communication networks, raising funds to finance SCO activities that support school development and liaising with School Administration.

Parents can:
- Attend SCO meetings (all details on the calendar)
- Work on Sub-committees, such as the Welcome Committee, Spring Fair Committee, Book Sale Committee...
- Help raise funds
- Help organise cultural exchanges
- Assist on sports days, field trips, concerts or other school events
- Organise and contribute to the Book Sale
- Organise and contribute to the United Nations Day Celebration
- Become a Class Parent
- Coordinate Snack Sales
- Become a library volunteer
- Organise social activities, including SCO Socials
- Offer language assistance

More information is available on the school website www.unishanoi.org/sco

We warmly welcome our parent volunteers. For more information about getting involved with your child’s school please contact: CLO@unishanoi.org

Grade Level Parents

Grade Level Parents act as a support and liaison for their child’s classroom teacher, parents and students, particularly for new families entering UNIS Hanoi. The Grade Level Representatives can also assist the Principal and serve as a liaison with the SCO. Parents may volunteer to be Grade Level Parents once class lists have been published in June or at the first meeting of the School Community Organisation for the year or email to SCO@unishanoi.org. Duties may include:
- Briefly meet with the Grade Level Team Leader to discuss possible assistance throughout the year.
- Introduce yourself to new families via email, phone or through the Welcome Coffee Mornings.
- Help publicize Elementary events and activities.
- Attend monthly information meetings/coffee mornings with the Elementary Leadership Team
- Feedback important school information to parents, and feedback important parent information to the Elementary Leadership Team and SCO
- Attend orientation and information meetings for your grade level.