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 will embark on a new five-year strategic plan - Strategy 2020. This plan, led by the Board of Directors, will build on the work of the 2010-2015 Strategic Management Plan and ensure 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.
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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/HS Middle School/High School
MYP Middle Years Programme (also IBMYP)
PAC Performing Arts Celebration
PE Physical Education
SCO School Community Organization
SL Service Learning
PYP Primary Years Programme Units of Inquiry
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
Accreditation, Affiliation and Governance

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 European Council of International Schools (ECIS), and 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)

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.

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.

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 Assistant at boardassistant@unishanoi.org

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

BOARD COMMITTEES
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 TinTuc 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 Assistant: boardassistant@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 (04)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, where she spent 7 years in a range of impressively growing educational leadership roles. She holds a Bachelor’s Degree in Education, Postgraduate certificate in International Education, and a Masters in Education. Megan is also an IB - PYP workshop leader role, having delivered workshops to PYP teachers within the Africa, Europe and Middle East region. She brings to us over 20 years of experience in teaching, school administration, staff professional development and curriculum management, having worked in Australia, UK, Colombia, India and UAE.

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. An educator for more than 20 years, Stephen has over 14 years of administrative experience in both US and international schools.
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 at Highgate School, London. Nitasha is from India.

Introducing our Elementary School Secretarial Team

Ms Quyen Nguyen To
Elementary Principal’s Secretary
espsecretary@unishanoi.org
Phone (04)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 Angela Meikle
Primary Years Programme (PYP) Coordinator
pypcoordinator@unishanoi.org

Angela joins UNIS Hanoi in August 2016 from the Western Academy of Beijing, where she has been working since 2006, with the last 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.

Ms Quynh Nguyen Ngoc
Elementary Deputy Principal’s Secretary
esdpsecretary@unishanoi.org
Phone: (04)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: (04)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
Elementary School Structure

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: 9:45 to 10:10

**Lunchtime & Break:**
Discovery Lunch: 12:25-12:45; Break until 13:00
ECC Lunch: 11:45-12:20; Break until 13:00
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:** 14:50 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 each child 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.

In part due to this philosophical approach to best practices in teaching and learning and in part due to the fact that our students come from and depart to a whole range of different educational systems and backgrounds, we place students in grade levels according to UNIS Hanoi established cut off dates. That is to say, that all children within any given grade level have their birthday between September 1st and the following August 31st. We feel very confident adhering to these cut off dates because we offer such a personalized programme that is differentiated to ensure all children are suitably challenged in their learning.

The UNIS Hanoi cut off dates are the same as those used by many other international schools, educational systems and countries but we are aware that other schools in different parts of the world operate a different school calendar with different cut off dates. We also know that some school systems teach directly to the grade level outcomes rather than considering the needs of individual children and therefore, in those settings, the grade level placement is a highly significant issue in terms of the level of learning a child will experience. At UNIS Hanoi, we place great significance on placing the child with their chronological aged peer group as we pay great attention to the social and emotional development of the students. Whilst any cut off dates may appear arbitrary, one school is not able in itself to accommodate the very wide range of criteria of all other systems.

For these reasons, we feel very confident that we are able to manage the needs of a wide range of learners who meet the age criteria for any one age group within their allocated grade level. Within every grade level, there will be a range of ages within the cut off dates, a range of different educational experiences, cultural norms, linguistic proficiencies, maturity levels and so forth. We are conscious that children are sometimes transferring from a very different style of education and that it would be extremely unusual if they were to ‘repeat’ aspects of curriculum as the UNIS Hanoi curriculum is planned by our teachers to fit our context in Vietnam. Our PYP transdisciplinary Units of Inquiry, for example, are unique to our school and are adapted and refined year on year to meet the needs of different cohorts of learners and to utilize the knowledge and background experiences of our students and their families. The PYP inquiry-based approaches advocate open-ended investigation into important ideas across a range of disciplines, requiring a high level of involvement and action on the part of the students. This places new
demands on children who are not used to such collaborative and independent approaches to learning.

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 September/August cut off dates. 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 Curriculum

The UNIS Hanoi Curriculum is an international curriculum. It is a sequential curriculum developed by the School, based on current research and practice from a range of national and international educational systems around the world.

The curriculum aims to develop the whole person in a caring and positive environment that emphasises academic achievement, international awareness, respect and individual responsibility as well as involvement in the community.

The curriculum is framed by the International Baccalaureate (IB) Programme. UNIS Hanoi is an IB World School offering the Diploma Programme for students in the final two years of secondary school, the Middle Years Programme (MYP) for students in the Grades 6-10 range, and the Primary Years Programme (PYP) for students in the Discovery Programme (3 year olds) to Grade 5.

A continuous review cycle ensures that all areas of the curriculum are reviewed to maintain its currency, relevance and appropriateness to our community and ever changing world.
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 which is based on what is known about how children and adolescents develop and learn; accentuating the learning process as individualised and stressing how students learn as a complement 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;
- Stresses all subjects have an essential role to play in the delivery of language across the curriculum;
- Respects the cultural diversity of the school community;
- Encourages student reflection on what they have learned or achieved as a way of developing student ownership of their own learning;
- Is a comprehensive and balanced and recognises assessment as central to learning and reflects rigorous and challenging outcomes in all areas; and
- 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 student management system.

Supervision

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

Morning supervision starts at 08:00. 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, 08:00 to 17:00, must report to the security guard with ID and register with the guards to receive a pass which they must wear for the duration of their visit.
- 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).

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 canteen 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 nurse due to sickness, or due to an emergency, the School Nurse will inform any relevant staff. If they are being sent home from the School Health Centre they 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.
Students Leaving Campus
From the time students register in the morning until the end of school day, students may not leave the campus, except for a medical appointment, or due to sickness or an emergency. Parents should collect a signed form by registering at the office if they are taking their student off campus. If students wish to contact parents, carers, etc. they must do so through the ES office and NOT using their own mobile phones.

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. This means students are to wear hats when working and playing outside. Wide brimmed hats are preferable to caps as caps do not provide the same protection. If students are not wearing a hat, their play opportunities are limited to specific shaded areas in the ECC and Elementary playgrounds. It is also advisable that children wear sunscreen, particularly in the hotter months.

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 water bottles may be purchased from the School Store.
Medical Issues

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 for returning students in Kindergarten, Grades 3, 6 and 9.

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° 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 or nurse’s email 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 canteen 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.

Dự  ứng

Trường Quốc tế Liên hiệp quốc Hà Nội là trường học nhân thực và phòng chống các loài dị ứng nổi tiếng và đặc biệt dị ứng lạc.

- Chúng tôi khuyến khích phụ huynh cung cấp các món ăn không có lạc cho con mình vào bữa trưa, đồ ăn giữa giờ cũng như tiệc trong lớp.
- Chúng tôi khuyến khích phụ huynh nhân biết các tác nhân dị ứng có hại có thể gây phản ứng dị ứng ở một số học sinh trong trường.
- Chúng tôi khuyến khích phụ huynh cân nhắc và suy can thiết giảm thiểu nguy cơ dị ứng lạc và các dị ứng khác cho học sinh.
- Càng tin nhất trường làm dood án không có lạc, tuy nhiên một số đồ ăn có thể vẫn dinh dưỡng sản phẩm của lạc từ các nguyên liệu phụ trợ khó nhân biết.

Phụ huynh học sinh có con bi dị ứng sẽ được yêu cầu điền bản thông tin về phương thuốc điều trị khi con bi dị ứng hoặc bi hen. Lậm ơn liên hệ với phòng Y tế của trường để trao đổi trực tiếp về tình hình dị ứng, phương thuốc điều trị cũng như thuốc điều trị cho con.

유니스는 너트로 인한 알러지를 경계하는 학교입니다.

부모님께서는 학급에서 열리는 티 뿐만 아니라 자녀들 점심이나 간식에도 너트를 넣지 않은 음식을 준비해 주시기 바랍니다.

부모님께서는 학교에서 학생들이 알려지 반응을 일으킬 수 허용은 알레르기
Distribution of Medicine

Students who are taking medication while at school must do so through the school nurse. 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 fill out an Emergency Medical Authorization Form found in your enrolment package to include emergency contacts (not parent or guardian) and return them before starting school. Please update your emergency contacts in the event they have moved away from Hanoi.

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. In certain circumstances, an ambulance may be necessary for transport. Fees resulting from the above will be the responsibility of the parent.

School Health Centre Contacts

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

Phone: 3758 1551 extension 8911
Email: nurse@unishanoi.org

Opening Hours

Monday - Friday 08.00-18.00
Saturday 08.00-13.00

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.
You will see a lot of construction fencing on campus! At UNIS Hanoi we know that learning spaces and facilities are integral to providing the best possible learning experience for our students. 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

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.

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. 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. This means that each student is provided a Tablet or a Chromebook for his/her personal use. The ES also enjoy the use of iPads from Discovery to Grade 5.

In ECC to Grade 2 there are four Mobile Tablet Labs with 22 Tablets each that are distributed and shared throughout the classrooms. All Elementary students can access the Internet via wireless connections that cover the entire school campus.

Digital projectors and LCD screens facilitate group viewing and discussions. The students each have access to a standard suite of software to support their learning needs, and can also utilize printers, scanners, video and digital cameras. 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.

UNIS Hanoi Grades 3-5 students are issued a @unishanoi.org email address.


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.

Homeroom Teachers will be sending out the links to the Classroom Blogs where parents can find specific information about their child’s learning and classroom work.

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

- Students should wear practical and sensible clothing that allows for the freedom to be involved in the many ‘hands-on’ activities that take place at our School.
- They should also dress neatly and respect the diversity of our community.

What to Wear - PE

- 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.
- Footwear should be comfortable and appropriate for such activities as running and climbing.
- For safety reasons they should wear well-fitting, enclosed shoes or sandals.
- Hats are required for all outdoor play. Hats should preferably have a wide brim.

What to Wear - PE (available from the school store located in the B4 Sports Centre foyer)

- UNIS Hanoi shorts are required for K1 - G5 Physical Education (PE) classes.
- A hat.
- 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 bring a complete change of clothes as well.

What to Wear - Swimming

- Appropriate swim suit
- Goggles
- Swim cap for long hair
- Towel
- Flip flops.
Student Supplies
The School provides all of the necessary basic supplies for children to start the school year. Students only need to bring a backpack, water bottle, hat, snack and lunch (if not buying from canteen).

Personal Items
Please take some time to talk to your child about what is appropriate to bring into school, and also to mark all items with their name and class.

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 in the Elementary School. 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.

We also recommend that children do not bring in:

- Anything irreplaceable.
- Any very 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.

UNIS Hanoi cannot assume any responsibility for loss and damage.

Homework 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. We also want to work with the students, and their parents, to ensure that well-being and balance is maintained.

Home Learning practices will be under review in 2016/2017 as we look to create Home Learning experiences that are supported by current educational research. Further information will be shared with parents by grade level teams.

One of the biggest indicators of academic success for students, is daily reading for pleasure. Please ensure that students are reading, or being read to, every day.
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 7.55am. 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 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. Please ensure that you, or your driver, drive safely on campus. 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 Operations Office in Building 2 (B2). 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 idling (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.

When entering through the main gate, motorbikes should immediately turn to the right to park in the motorbike parking area. Please observe the pedestrian crossing from the main pedestrian gate and take care in the mornings while many children are crossing.

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 students, staff, parents and visitors 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>Day</th>
<th>MON – TUE</th>
<th>WED</th>
<th>THU – FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
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<tr>
<td>06:00 – 08.15</td>
<td>06:00 – 08.15</td>
<td>14:00 – 20:45</td>
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<td>15:00 – 20:45</td>
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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.

In the morning, students are collected from designated points along the

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.
various bus routes. An adult bus monitor accompanies each driver to ensure safe collection and delivery into the school grounds. In the afternoon, bus students are dismissed to a covered area where they line up in bus lines with their bus monitors. They are then escorted by the monitors to their waiting buses. UNIS Hanoi staff also help with the dismissal of bus students.

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 (04)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;
- Notify change of address;
- Enquire about/wish to change the pick-up or drop-off point; or
- 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

Students are expected to attend 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.

Parents are to notify the Elementary School Secretaries by 08:00 if their child will be absent from school. The absence will then be noted on the attendance list and recorded for the child’s school report.

All reported absences will be marked as excused, meaning that the student has a legitimate reason for being away from school. The secretary will follow-up on any unexcused absences via telephone by 09:00. Should any student need to leave early for a specific purpose, the teacher and school office must be notified in advance and a Student Gate Pass must be collected from the school office to give to the guard when exiting the campus. 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.

For reasons other than illness (i.e. bereavement or other special circumstances) a request for leave of absence must be made to the Principal. Parents are expected to arrange family trips and holidays during school vacation times.

No Elementary School student may be absent for more than 24 days during one academic school year. Should this limit be exceeded, a special conference will 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.

Absence due to school mandated activities such as overnight trips or day field trips will not be counted as absences. Significant absence is likely to have a negative impact on learning, progress and achievement levels. Attendance data is available to receiving schools and education systems when a child transitions to another school, system or country where the attendance regulations may differ.
Attendance and Participation in Physical Education

According to medical advice, students need not be excused from PE for a mild cold, headache or other minor condition, including menstruation. 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.

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 nurse’s office at nurse@unishanoi.org.

Work Set During Absence

The Elementary School will not plan additional work for students who are granted exceptional leave from school. We find that this is usually too much pressure for a family with travel and social commitments for the work to be completed in a meaningful way. We do 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.

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 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.
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.

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.

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 canteen 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 canteen, supervised by duty teachers. Students may purchase lunch at the canteen or bring lunch from home.

Canteen

The canteen open from 08:00 to 16:30, Monday to Friday and is run by J&J Catering International. J&J offers a set menu (main course, vegetable, fruit, drink and dessert) tailored to each school level with an Asian or Western choice each day.

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

- Student “Smart 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
- 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 – Canteen - www.unishanoi.org/canteen. J&J canteen is managed by the Operations department. For questions, comments or suggestions regarding the canteen please email our Senior Manager of Operations, Chris Rhoda, at canteeninquiry@unishanoi.org

For ECC lunch orders and payment contact canteen@unishanoi.org

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. K2 students purchasing meals from J&J Catering 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 J&J will set up an account for payment. K2 children will not use canteen 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 canteen 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 canteen 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 canteen 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.

Playground and Classroom Language Policy

As a school whose aim is to provide a rich, multi-cultural environment, UNIS Hanoi embraces a positive attitude toward language diversity. At the same time, UNIS Hanoi members recognise that students function best, academically and socially, when they share a common language. Current research indicates that students’ English development is enhanced when they have several daily breaks from intensive instruction in English. Students may speak a language other than English in the classroom on specific occasions but are expected not to use a non-English language deliberately in order to exclude other students from play or social situations.
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

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need to develop their social and self-management skills.
- 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.
- Knowing the families of the children we teach and working with them as partners is essential to children’s education.
- 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.

These are adapted versions of the IB Learner Profile Attributes that relate to Behaviour Management.
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>R  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>E  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.

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.
  (This includes sharing games via USB sticks)
- 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

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 by an ES Deputy Principal.
- Parental involvement
- Individual positive behaviour chart
- Home-school reporting system (via email, behavior chart or journal)

**Level Three Behaviours:**

- 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 ISIS 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 by the ES Principal.

**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.
- Harassment based on race, religion, national origin, gender, sexual orientation or disability is not consistent with the UNIS Hanoi mission statement and is therefore an infringement of this policy.
- Members of the UNIS Hanoi community are expected to treat each other with respect and dignity. 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.

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.

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.
Reporting to Parents

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.
Student Support Services

Counseling
The Elementary Counselors assist students, parents, and teachers to promote and enhance the development, learning, and well-being of the students. The Counselor 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

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.
Personal, Social and Emotional Learning (PSEL)

Overview

Personal, Social Emotional Learning (PSEL) skills are taught through all curriculum areas and PYP units, and through our counseling programme. Where appropriate, these areas will provide the context in which the Personal, Social and Emotional skills can be introduced and developed. The expectations of PSEL are closely aligned with the IB Learner Profile, PYP Attitudes and Approaches to Learning. UNIS Hanoi believes that the personal, social and emotional learning encourages a way of thinking that transcends traditional disciplinary boundaries, and that the values, attitudes and concepts advocated within the PSEL curriculum should be reflected through relationships that exist within and beyond the school. PSEL lessons are taught each week by the Homeroom teachers and the programme is supported by our counsellors.

Students are guided to develop positive attitudes and behaviours in order to meet challenges, make appropriate choices and serve as responsible, respectful members of a global society.

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.

Students learn to recognize, communicate and manage their own feelings and emotions. They reflect on their own abilities and set personal, achievable goals. Students develop social skills when interacting with others and show awareness and respect for the views, needs and rights of others. Students learn to show initiative and self direction with increasing independence.
How do our Counselors 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 new student orientation sessions with our Counselors.
- Counselors work to establish relationships with all new students so that the students have a friendly and familiar adult during the first weeks of school.
- Counselors 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**
- Counselors 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.

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What is the new school like?

How are classes set up?

What will my new bedroom look like?

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Help your child to take advantage of what this new change offers as the next change is around the corner.
Co-curricular Activities

After School Activities Programme (ASA)

Monday/Tuesday/Thursday/Friday (15:30 to 16:30) and
Wednesday (14:35 to 15:35)

After School Activities at UNIS Hanoi offer students from Discovery through Grade 12 the opportunity to investigate areas of potential interest, improve skill sets, and interact with like minded individuals outside of their immediate peer group. The offerings vary from year to year as teachers, parents and professionals from our community apply their expertise and enthusiasm to develop unique opportunities for students. These activities are wide-ranging and generally fall into one of five categories:

a) Visual andPerforming Arts - Ceramics, Contemporary Dance, Glee Club, School of Rock

b) Academic Pursuits - SAT Prep, The Spark (MS Newspaper), The Flame (HS Newspaper), Math Challenge, Gardening Club

c) Technology - Coding Club, Computer Club, 3D Art, Robotics
d) Sports and Movement - Learn to Swim, Running Club, Offseason Volleyball, Indoor Games, Tennis Club

e) Social/Cultural - Korean Club, Board Games, Cooking Club

For more information please contact our Activities Office.

ASA’s are offered in three 9-week long sessions, with students participating in each chosen ASA for one hour per week. In each of the three ASA sessions a variety of different activities are offered depending on the interest and availability of sponsors and facilities. ASA sponsors include UNIS Hanoi faculty/staff and community specialists.

Students are encouraged to seek out involvement in a diverse array of activities. Registration for ASAs is done electronically through an online system. A listing of all offered activities can be reviewed beforehand and then registration will take place about 10 days before the session begins.

ES students can register for up to five activities, in order of preference, offered for their grade level. The maximum number of ASAs that a student can be assigned to is determined by their grade level.

Eligibility for ASAs is as follows:

- Discovery students are not eligible for ASAs as experience has taught us that an additional activity at the end of a busy day is not developmentally appropriate for our three year old students.
- K1 - students are able to select two ASAs (None in Season One. One in each of ASA Season 2 and Season 3)
- K2 students - two ASAs per season.
- Grades 3 - 5 - a maximum of three ASAs per season. We try to accommodate all students as well as we can. Sometimes an activity must be cancelled if insufficient students register.

A minimum of 10 students is required for each activity. The programme is generally provided free-of-charge, although some activities have a small fee to cover special costs, such as materials or rental fees. All necessary information regarding registration will be sent out by email to families by the Activities Office.

Once registered, students are expected to commit to the full duration of the activity. If a student misses two or more days without a valid excuse, he/she is assumed to have withdrawn and is required to bring a note from the parents. This is to ensure that the parents realise their child has withdrawn from the programme.

This may also hinder future ASA opportunities for that child. If an Elementary student who is registered for an activity will not be attending an ASA for any reason, he/she must give their class teacher a note from their parents stating this.

A bus service is provided for bus students who participate in ASAs, departing UNIS Hanoi at 16:40. The Activities Office will liaise with the Transport Coordinator to ensure those bus children participating in activities are provided with late transport. On Wednesdays, all ASAs run until 15:35 with bus departure at 15:45.

The Activities Office is on the 2nd floor of the Admin Building (B7) in Room 112. You could also make contact via email at Cocurricular@unishanoi.org or telephone on 3758 1551 Ext. 8713.
Student Responsibilities - Balancing Academics and Co-Curricular Activities

Participation in Co-Curricular activities is an additional responsibility that students assume. These activities do not exempt students from their regular school responsibilities. Whilst attending the ASAs students are still expected to adhere to the UNIS Hanoi Behaviour expectations. Failure to do could result in the child being asked to leave the group.

Performing Arts Activities

A host of performing arts activities are offered as Co-Curricular experiences for our ES students, including:

- Choir
- Strings and band ensembles
- Drama Club (ASA Seasons 1 and 2)
- Elementary Musical (held in the Spring)

In addition, private tuition on string and band instrument lessons are available individually or in small groups after school and Saturdays. Instrument hire is available through the UNIS Hanoi Music Academy. Contact the UNIS Hanoi Music Academy at umaofficer@unishanoi.org for further details regarding scheduling and cost.

Community Programmes

Parents and students are welcome to participate in the UNIS Hanoi Community Programmes, which offer short and long-term activities in food, culture, skill-building, language, movement, sports and activities for children to adults. More details can be found on the UNIS Hanoi website, www.unishanoi.org or from the Community Programmes Officer, Activities Office, Room 112, in the Admin Building (B7-2nd floor), or at communityprogrammes@unishanoi.org or 3758 1551 ext 8713.

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).

Permission

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.

Parent Participation

On field trips in the Elementary School, parents are sometimes invited to join the class to assist with supervision. Parents may not attend without an invitation due to limited numbers on our school buses. Each grade level will have different requirements based on the age or number of children and the venue visited.
Grade 5 Overnight 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. Where appropriate the Student Council representatives involve ECC students when gathering ideas about school improvement or organizing events. 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. For example, the guardian must monitor the child’s schedule to see that ample time is devoted to homework and overall welfare.

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
UNIS Hanoi is committed to providing parents with up-to-date information on UNIS Hanoi events, activities and procedures, as well as on their child’s progress, curriculum and any issues which arise. The UNIS Hanoi Advancement Office aims to ensure that important information is distributed directly to parents, including information from our Business Office, Admissions Office, School Nurse, Operations Department and the School Administration.

The School also expects parents to take responsibility for communicating any issues with the school, and to ensure that they access the information provided.

Grade Level, Class and Specialist Blogs
All parents have access to the Grade Level, Class and Specialist Blogs and are notified when blogs are updated. They provide an opportunity for parents to know more about what is happening in terms of learning and teaching within their child’s class and grade level as well as specific and detailed information pertaining to upcoming events or special occasions.

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
Homeroom/Subject Teacher
Deputy Principal
Principal
Head of School
Board of Directors
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.

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 Organization 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.