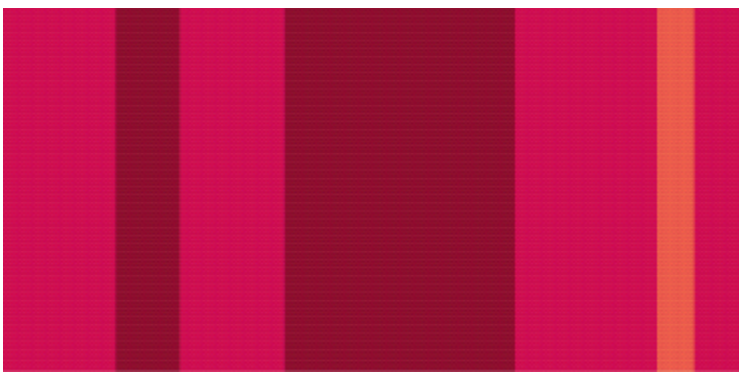




LEARNING TO INSPIRE



**Co-Curricular**  
Handbook  
**2018-2019**

## 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.



## 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.

## Vision

*“Our learning community will be an inspirational role model for a better world”*

# IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The IB learner profile represents 10 attributes valued by the IB and UNIS Hanoi.

## As IB Learners We Strive To Be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways.

We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.

We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect.

We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

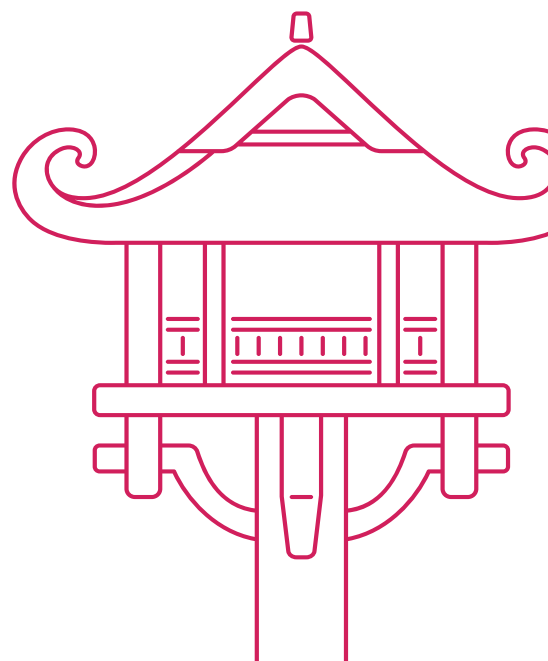
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being or ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



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# Department Purpose



Our purpose is to offer a dynamic and varied co-curricular programme for the children and young adults of our school community. We aim to inspire our students to actively engage in purposeful activities beyond the classroom to develop skills, to become life-long learners and responsible world citizens.

In support of our purpose, we believe:

- 1.** academic and co-curricular programmes work in partnership through a holistic approach to education.
- 2.** COMMITMENT, PERSEVERANCE, INTEGRITY, RESPECT, and RESPONSIBILITY are to be emphasized, and are representative of a quality co-curricular programme.
- 3.** in offering a wide range of co-curricular opportunities to serve and strengthen our school community.
- 4.** the success of our co-curricular programme is supported by the school's philosophy, the dedication of our activity sponsors, continuing support and cooperation between departments, the commitment of our teaching staff, and the support of our administration.
- 5.** in the active involvement of all stakeholders.
- 6.** participation in a co-curricular group will promote social growth and maturation of all individuals involved, and support 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.
- 7.** measurable outcomes and results are secondary when considered in the context of how we represent our school and ourselves.
- 8.** every student should have an opportunity to become involved in the co-curricular programme.
- 9.** together co-curricular programmes and academics help achieve our philosophical objectives.
- 10.** co-curricular programmes are voluntary and not required and because those participating represent the entire school community, academic eligibility requirements set by the school as well as adherence to the UNIS Hanoi Activity Agreement are requirements for participation.



## Activities Department Management Team

**Director of Activities** - Overall leadership of the department. Line manages local and international school conferences and affiliations (e.g. APAC, HAC, GIN), after school performing arts programmes, MUN, sport teams and community classes and workshops

**Co-Curricular Activities Manager** - Assists with overall leadership of the department. Line manages UNIS Saturday Soccer, Summer Programme, UNIS Music Academy, After School Activities (ASA), and the Youth Sport.

**Aquatics Academy Manager** - Manages all after school aquatics programmes, coordinates swim meets and other aquatics events.



**Tennis Academy Manager** - Manages all after school tennis programmes, coordinates tennis tournaments and other tennis events.

**Activities Coordinator** - Coordinates co-curricular travel and transportation bookings, coordinates visa and travel documents, coordinates housing for homestay events, UNIS MUN Coordinator, assists with the running of major events.

**Co-curricular Coordinator** - Department logistics, coordinates ASA's, manages event logistics, coordinates officials, manages facility bookings for UNIS Hanoi staff, assists with the running of major events, supports the UNIS Hanoi Summer Programme.

**Community Programmes Officer** - Coordinates community classes and workshops, manages Energize, facilitates community sports requests, manages facility bookings from the community, supports the UNIS Hanoi Summer Programme.

**UMA Coordinator** - Manages and coordinates all aspects of the UNIS Music Academy (UMA).

**Co-Curricular Office Assistant** - General Support for all programmes in the department, assists with the running of all major events operated out of the UNIS Hanoi Activities Department.



## STAFF SELECTION PROCESS

1. Returning sponsors/directors/ coaches asked about intentions for the upcoming school year (April/ May).
2. Vacant positions posted to new and returning staff (April/May)
3. Assignments made in collaboration with respective building principals considering:
  - Knowledge base in area of interest
  - Experience with a specific age group
  - Recent relevant professional development in area of interest
  - Past experience with specific activity

- Other commitments at UNIS Hanoi
  - Gender
  - Demonstrated support of the procedures and guidelines of the programme
  - Division at UNIS Hanoi which staff is employed.
  - Recommendation of head coach
  - If the applicant is a UNIS Hanoi employee
4. If there are no applicants that are a good fit for the programme based on above, the Director of Activities may seek assistance of the administration to identify individuals who were hired with relevant experience.
  5. Qualified personnel not employed by UNIS Hanoi may be recruited to fill vacant positions.
  6. On occasion, vacancies come up throughout the school year based on additional needs, or individuals who no longer can commit to the programme. The vacancy will be communicated to staff as it comes up.

Final decisions will be communicated to applicants at the conclusion of the search.

# Co-Curricular Offerings

## TEAM SPORTS:

- Badminton
- Basketball
- Soccer
- Swimming
- Volleyball
- Tennis

## ARTS:

- Musical
- Drama
- Choir
- Band
- APAC Choir
- APAC Orchestra
- APAC Theater
- APAC Band

## LEADERSHIP:

- Middle School Student Council
- High School Senate
- Model United Nations (MUN)
- Global Issues Network (GIN)
- MRISA Leadership Conference

## AFTER SCHOOL ACTIVITIES (ASA):

Offerings vary from year to year, are wide-ranging and generally fall into one of five categories:

- Visual and Performing Arts - Ceramics, Contemporary Dance, Glee Club, School of Rock
- Academic Pursuits - SAT Prep, The Spark (MS Newspaper), The Flame (HS Newspaper), Math Challenge, Gardening Club
- Technology - Coding Club, Computer Club, 3D Art, Robotics
- Sports and Movement - Running Club, Offseason Volleyball, Indoor Games, Tennis Club
- Social/Cultural - Korean Club, Board Games, Cooking Club

\*Club activities do not require a participating student to have a UNIS Hanoi Activity Agreement Form on file. Additionally, students involved in these activities will not be bound by the UNIS Hanoi School reciprocal housing agreement.

## Annual Sessions of Operation

Throughout the academic year, ASA are split into 3 Sessions of 10 school weeks.

## Student Eligibility

During each ASA Session, student participation is limited to the following:

GRADES	NUMBER OF ASAS	SUBMITTED REQUESTS
G4 to 12	No limit	No Limit
G2 to 3	3	5
K2 & G1	2	5
K1	0 in Session 1 1 in Session 2 & 3	5
Discovery	0	0

## Participation Numbers

- In general, activities must maintain a minimum number of participants in order to operate. If, after the start of the ASA session enrollment in an ASA drops below the numbers illustrated below, the ASA sponsor must notify the Co-Curricular Office so a decision can be made whether to continue or cancel the ASA.
- Participant/Sponsor ratios are as follow:

GRADES	MINIMUM NUMBER OF STUDENTS
K1 & K2	7
Grades 1 & 2	8
Grades 3 and up	9

## Registration and Sign-Ups

All ASA registrations are carried out on the CHQ online registration platform.



## League Affiliation

UNIS Hanoi is a member of the Asia Pacific Activities Conference (APAC) and Mekong River International Schools Association (MRISA) internationally, and locally in the Hanoi Activities Conference (HAC).

### APAC Member Schools:

American International School of Guangzhou (AISG)  
Brent International School Manila (BISM)  
Canadian Academy (CA)  
Concordia International School Shanghai (CISS)  
Hong Kong International School (HKIS)  
International School of Beijing (ISB)  
Seoul Foreign School (SFS)  
Shanghai American School Pudong (SASPD)  
Shanghai American School Puxi (SASPX)

Taejon Christian International School (TCIS)

United Nations International School of Hanoi (UNIS Hanoi)

Western Academy of Beijing (WAB)

### MRISA Member Schools:

Hanoi International School (HIS)  
International School Eastern Seaboard (ISE)  
International School Phnom Penh (ISPP)  
Saigon South International School (SSIS)  
United Nations International School of Hanoi (UNIS Hanoi)  
Vientiane International School (VIS)

### HAC Member Schools:

British International School (BIS)  
British Vietnamese International School

(BVIS)

Concordia International School (CISH)

Hanoi International School (HIS)

International School Vietnam (ISV)

Olympia School (OLY)

St. Paul American School (SPAS)

United Nations International School of Hanoi (UNIS Hanoi)

Wellspring International School (WIS)



## Eligibility

All participants in the UNIS Hanoi co-curricular programmes shall follow rules established by the school and/or the rules of our conference/league affiliations as outlined in the respective handbooks.

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### UNIS HANOI SCHOOL ENROLLMENT

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Students wishing to participate in the co-curricular programme must be enrolled as a full time student, and must meet the UNIS Hanoi School eligibility requirements.

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### AGE ELIGIBILITY

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UNIS Hanoi activities are conducted at the Youth Sport (YS), Middle School (M.S.), Junior Varsity (JV), and the Varsity levels.

#### Youth Sport (YS)

Limited to those students who are enrolled in Grades 4-5.

#### Middle School (MS)

Limited to those students who are enrolled in middle school.

#### Junior Varsity (JV)

Limited to those students who are under 16 years of age as of August 1st of the academic year.

In cases where a JV team is low on numbers and may not be able to field a team to participate in the MRISA tournament, Grade 11 students may complete the team roster as long as they are not displacing an U16 athlete. This exception only applies to MRISA

tournaments and events that do not have the U16 age limit.

#### Varsity (V)

Limited to those students who are under the age of 19 as of September 1st of the academic year and are enrolled in the high school.

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### ACTIVITY LIMITS

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There is no restriction on the number of trips a student may take during the school year. However, travel on consecutive weekends is discouraged. Students, parents, and activity sponsors should consider amount of missed school, costs, and academic standings of the student when planning multiple school trips.

## Auditions and Tryouts

All UNIS Hanoi students who wish to participate on a co-curricular group requiring a tryout or audition should be given a fair chance. The student will be given a minimum of three (3) sessions before the final list of names will be posted. Coaches and directors should recognize that selection on the group is important to the students. Care should be given when announcing the final team selections. Coaches and directors are encouraged to speak individually to each student who did not make the representative group.



## Academic and behavioral Eligibility

UNIS Hanoi is committed to providing a wide range of co-curricular opportunities for our students. We believe that co-curricular activities and academics form a partnership in educating the whole child and reinforce the school's mission statement. Students in compliance with the academic and behavioral requirements outlined in the Student & Parent Handbook are eligible to participate.

## Challenging Highly Able Students

Where appropriate UNIS Hanoi will review the athletic or musical ability of highly able students and consider offering opportunities for that individual to practice or rehearse, and in some cases compete/perform locally with a higher level group.



- Attendance and commitment to current programme
- Work ethic and attitude
- Skill performance
- Size of group impacted
- Review of the parents/students' plan (e.g. leaving after two years to join a sport/music academy/school)

## Participation Commitment and Attendance

### Attendance

Students may miss a maximum of 15% of scheduled practices/rehearsals/games/performances/conferences due to sickness, injury, or personal family reasons and still be a member of the co-curricular group. Missing practices/rehearsals/games/performances/conferences for involvement in approved school-related activities will not be counted toward the 15%. Students are expected to schedule non school-related activities (ex. employment, community sports, community activities) so as not to conflict with any commitments involving the group.

### Quitting/Removal Co-curricular Group

A student who quits a co-curricular group without the support of the sponsor or is sanctioned from participation due to disciplinary reasons may not join another co-curricular group in the same season.

### Process:

1. Recommendation of coaches/directors in the programme.
2. Approval of Director of Activities.
3. Communication from Director of Activities to parents outlining the options and discussing the relevant details. Involved coaches/directors and students should be in the communication loop.
4. Director of Activities to clearly communicate to parents the boundaries in terms of what the school can, and cannot provide.
5. Written confirmation of approval from parents.

### Areas of consideration:

- Social and mental development
- Safety (e.g. is the student-athlete physically prepared for that sport?)

### Curricular Attendance

Students must be in school at least half of the day (two blocks) to be eligible to participate in their co-curricular activity. Any partial day absence must be excused.

### Minimum Attendance/Participant Standards

ASAs meet a minimum of 10 times for one hour each session.

Youth Sports Teams generally meet two times a week for five to six weeks. Each practice session is one hour.

Middle School sport teams generally meet two times a week for 8 or 9 weeks. Each practice session is 2 hours.

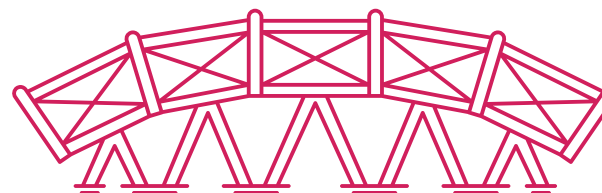
Junior Varsity sport teams generally meet three times a week for 8 or 9 weeks. Each practice session is 2 hours.

Varsity sport teams generally meet four times a week for 8 or 9 weeks. Each practice session is 2 hours.

MUN, Band, Orchestra, Choir meet once or twice a week for a minimum of 40 hours of contact time.

Musical/Drama Productions meet two to three times per week for a minimum of 40 hours of contact time.

It is recommended that each activity have at least 10 participants. However a minimum standard of 6 participants is required in order for a co-curricular group to exist as a recognised activity at UNIS Hanoi.





## Off-season Policy - Sport Teams

The UNIS Hanoi sports programme is committed to maintaining a seasonal approach based on three (3) seasons each academic year (Fall, Winter, Spring). Official start and end dates will be determined by the Director of Activities and posted on the Co-Curricular Calendar. All off-season programmes must reflect the overall mission and philosophy of the school. Coaches are asked to respect and support in-season programmes, and actively dispel any perceptions amongst students that off-season work is mandatory.



### The following are Off-season Guidelines:

- Attendance at all off-season programmes is optional and students are not penalized for not attending.
- Contact should not conflict with in-season practices/games/tournaments.
- Off-season programmes must be coordinated through the Activities Office.
- Off-season programmes may not start until one week after the start of the in-season sports.
- All student-athletes not involved with an in-season sport have the opportunity to participate in off-season programmes regardless of playing level. Offseason workouts are NOT tryouts and are open to all.
- Workouts are limited to a maximum of two (2) contacts per week, depending on facility availability.
- Priority for facility bookings are given to in-season sports and other co-curricular programmes.

- Once teams are announced for in-season sports, athletes may NOT pull out of that sport to attend off-season workouts for another sport until their season is complete.
- Off-season is not intended to practice set plays.
- The Activities Office is not obligated to arrange off-season games or competitions.
- Teams shall be limited to a maximum of two (2) out-of-season practice games/matches.
- Off-season stipends are aligned with ASA compensation at \$200 based on a minimum of ten (10) contact hours.

### UNIS Academies

The purpose of United Nations International School of Hanoi academies is to provide additional specialised instruction to UNIS Hanoi students in support of our curricular and co-curricular programmes. Additionally, UNIS Hanoi academies provide options

for our parents, faculty, and staff to improve their skill set in their chosen activity. In some cases UNIS Hanoi academies extend programme options out to the greater community. Currently UNIS Hanoi operates the UNIS Aquatics Academy (UAA), the UNIS Tennis Academy (UTA) and the UNIS Music Academy (UMA).

### Phoenix Swim Club

Phoenix Swim Club (PSC) is a programme to provide opportunities for swimmers interested in training during their off-season and for swimmers with commitments which preclude them from participation on their school swim team. PSC aims to provide training opportunities for athletes to reach their potential as swimmers and as upstanding individuals. Phoenix Swim Club is open to UNIS Hanoi students in Grades 4-12 as well as members of the wider community. PSC operates as a division of the UNIS Aquatics Academy, is supported by UNIS Hanoi and adheres to school policies and procedures.



## Crossover/ Conflict

Coaches and activity sponsors should check their student rosters to anticipate possible conflicts between co-curricular activities. Students may have to choose between one activity and another rather than partially committing to two or more programmes. In all cases coaches and sponsors should attempt to work out conflicts so students are NOT caught in the middle.

When a student has a conflict due to two or more activities being unavoidably scheduled at the same time the following will apply:

1. A performance (i.e. game, meet, contest, play) has priority over a practice or rehearsal. The student will be excused from the practice or rehearsal without penalty.
2. The activity that is occurring on its priority day will take priority. At the MS level Tuesday, Thursdays are sport priority days while Mondays, Wednesdays, and Fridays are non-sport priority days. At the HS level Monday, Wednesday, and Friday are sport priority days while Tuesdays and Thursdays are non-sport priority days.

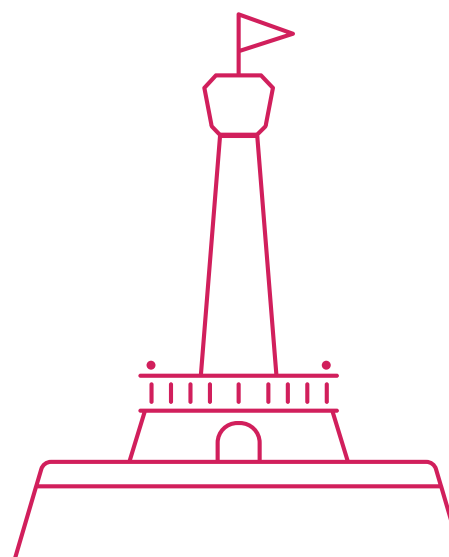
3. If a practice/rehearsal occurs at the same time, the practice time is divided equally between the two activities. This does NOT allow a student to compete in two sports during the same season.
4. If a performance in one activity conflicts with a performance in another activity, the student is permitted a choice without penalty. If this causes a problem then the building principal and Director of Activities will act as mediator to help resolve the issue.

## Reciprocal Housing Agreement

Any student accepting membership on a co-curricular group with UNIS Hanoi must be aware of the hosting responsibilities that we accept as members of MRISA and APAC, as well as our partnership with other international schools around the world. When we host events that require overnight stays, accommodation must be provided for the visiting students. By accepting membership on a UNIS Hanoi co-curricular group, our families agree to

support the programme by opening their homes and accommodating our guests.

The school recognises that there are occasions when unusual circumstances or family situations exist that may prevent someone from effecting this housing obligation. Please contact the Co-Curricular Activities Department in such a case so that continued co-curricular participation will not be affected. If a UNIS Hanoi family is unable to fulfil their housing obligation at a particular time, then the family is asked to provide a name of a UNIS Hanoi community member to house in their place. It is understood that each family must fulfil their own housing obligation before fulfilling another family's obligation.





## Hotel Events

Any invitational event not associated with APAC or MRISA will be a hotel event. A list of suitable hotel options will be communicated to the visiting school well in advance of the event.

## Co-Curricular Travel

### Goals of Student Travel

Through meaningful experiential travel we aim to provide enriching and enlightening learning opportunities to align with our school mission. Student travel is considered a valuable experience and an extension of the school's on campus programmes. It provides opportunities for cultural enrichment as well as personal growth. The representation of the school, through participation in activities, enhances school spirit, provides incentives for achievement, and develops self-respect and maturity.

### Adult Supervision

At least one UNIS Hanoi staff member must be on each trip. The adult to student ratio must be no larger than 12 students to every adult (12:1). A female chaperone must accompany the group on all trips involving female students in grade 8 or lower.

### Parents on Trips

Parents may be invited as necessary or as required based on specific requirements of the trip. UNIS Hanoi will not make travel arrangements for adults traveling who have not been requested by the school to accompany the group as an additional chaperone/coach/director.

### Accommodation for Traveling Students

Students are expected to stay in the same type of accommodation as the rest of the group (i.e. homestay trip or hotel stay trip)

### Booking Policy

Students on UNIS Hanoi sponsored trips must secure their booking with the rest of the group. No individual bookings will be permitted.

### Funding

Parents of the traveling students are responsible for the first USD \$400 of the airfare and entry fees for each trip. UNIS Hanoi will subsidize the remaining costs. Any exceptions to this guideline will be communicated to parents in advance. Costs are invoiced to parents via the UNIS Hanoi Business Office. Although UNIS Hanoi may assist in obtaining visas when required, the cost of the visas is the responsibility of the parents/student.

### Travel Clothes

All students are required to wear travel clothes for both outbound and inbound portions of the journey. Approved travel clothes consist of the UNIS Hanoi travel polo shirt, kaki or black pants or skirt, and casual shoes. No denim, jeans, or shorts. Shoes must be in good condition.

### Transportation

All students are required to travel with the group in school-provided transportation. Permission to return home with parents after an away event may be granted.

### Parent Virtual Meeting

Parent and the student must view the UNIS Virtual Travel Information Meeting as a requirement for the first trip of each school year.

### Academic Responsibilities

Students who are absent from school for school related trips are responsible for meeting with teachers before the trip and establishing a timeline for completing missed schoolwork. As a general rule, students should be allowed one day to do make-up work for each day missed.

Faculty will be encouraged to give students advance notice of any assignments that will need to be made up. As a general rule, students will be excused from major assessments for the school day following a school trip or an "at home" major co-curricular event.



## Phoenix Swim Club (PSC) Student Travel

Participating families will be responsible for all expenses related to travel for PSC meets requiring travel outside of Hanoi. Families must make their own travel plans including air, hotel and ground transport. Individual entry fees will initially be paid by UNIS Hanoi and billed to each family through the Business Office.

Additionally the families traveling will be responsible for the coaches' expenses including airfare, hotel, ground transportation and per diem (as per UNIS Hanoi policy). This will be divided equally among all travelers based on a per swimmer ratio. The coach to swimmer ratio should not be greater than 1 coach per 12 swimmers. The PSC coach's responsibility is limited to "at meet" coaching for meets with hotel stays.



## Coaches/Sponsors Travel Guidelines

1. Student Behavior - all UNIS Hanoi rules of behavior are in effect for the duration of any trip. Students are expected to adhere to the UNIS Hanoi Student Code of Conduct as well as to the code of conduct of the host organisation (APAC, MRISA, HAC, THIMUN, etc.) . Students and parents will have submitted a Code of Conduct Form as well as the Activities Agreement Form.
2. Adults traveling as a coach/ director/chaperone for UNIS Hanoi are not permitted to consume alcohol, as you are responsible for the safety and security of the students at all times until they have returned to their homes.
3. Coaches, directors, and chaperones will strive to ensure that all events are insightful and challenging for all students, and encourage the respectful treatment of all individuals involved regardless of race, sex, creed, or ability.
4. Travelling adults will remain onsite during the event at all times except in the case of extenuating circumstances (e.g.medical emergency), and monitor the behavior of students. The student's emotional, psychological, and physical well-being are always to be placed at the forefront of any decision.
5. Coaches, directors, and chaperones will refrain from any obscene language or gestures while participating in, chaperoning, or watching the event(s).
6. UNIS Hanoi Co-Curricular Travel Dress Code – on both days of travel between UNIS Hanoi and the destination.

## Returning From School Trip

The following chart indicates the guidelines for returning to school after a trip requiring air travel:

FLIGHT ARRIVAL TIME	EXCUSED PERIODS	REPORT TO SCHOOL BY
Before 10:00 p.m.	NONE	8:10 a.m.
Between 10-11:00 p.m.	1 <sup>st</sup> period block	9:20 a.m.
Between 11:00 p.m. 1:00 a.m	1 <sup>st</sup> & 2 <sup>nd</sup> period blocks	10:55 a.m.

Students are encouraged to return to class earlier, if possible.

Students are expected to be in school on the travel day, the day prior, and on the day after a school trip.



7. 10:00pm Curfew is in effect for most trips each night of the event. Trips that involve hotel stay may vary. Curfew calls are to be made EACH night. They can be conducted in one of two ways, (1) adult calls the students, or (2) students call the adult. Either way, the call should be made to/from the home's landline, NOT to/from a mobile phone. Always speak directly with EACH student every night. In the case where students call the adult, if the students have NOT called in by 10:15pm, then call to check on them. Any curfew violations should be reported to the Group Leader and/or the Event Host who then contacts UNIS Hanoi Director of Activities.
8. Homestays – if anything concerns you about the homestays where our students are being housed, please communicate with the Event Host or contact UNIS Hanoi Director of Activities. On the first night of curfew calls make sure to inquire about their homestay situation. Is there an adult in the home? Do you feel safe? Are you comfortable? On the morning after the first night do a follow-up check-in, and ask them if they know of any problems that others have experienced.
9. A UNIS Hanoi Mobile Phone will be provided for each trip. The phone will have roaming access. It is to be used as needed for trip-related calls. The phone and charger can be collected from the Activities Office. Key UNIS Hanoi contact numbers are listed on the phone. In addition, host schools will often provide either local SIM cards or actual phones to assist with curfew calls.
10. Emergency Money (usually \$500USD). The Activities Office

will make arrangements with the Business Office for this cash to be picked up. The money is to be returned to the Business Office upon return to UNIS Hanoi, with receipts for whatever was used.

11. Trip Information Binder – to be collected from the Activities Office. This folder will include: flight information, individual flight tickets, passport and visa copies, parent contact information, student medical information & insurance, emergency contacts.
12. Medical Emergencies – if needed, escort students to local medical facilities. Notify parents as soon as possible and contact the Director of Activities or MSHS Principal.
13. Photography – this is completely optional, but any photos that can be taken would be greatly appreciated. This could include team/group photos, action/participation photos, awards ceremony photos and miscellaneous photos. Upon returning to UNIS Hanoi, please share the photos with the Activities Office.
14. Student Passports/Travel Documents – should be collected for safekeeping once no longer needed by the students. These can then be stored in the hotel safe or with the host school. Additionally, it is advised to collect passports while in transit upon clearing immigration.
15. Study Time - Time permitting on travel days, please try to find a place for kids to do some of their school work as a group. Once the event gets going, often times not a lot is accomplished.
16. Please make sure that all above points are addressed from departure time until return and responsibility of students is handed over to their families.

## Important Contact Information:

### Vietnam Country Code (+84)

Tarique AL-lesa (Director of Activities) – 0125 882-8672

Adrian Hubbard (Co-curricular Activities Mananger) – 0127 842-2067

Scott Schaffner (HS Principal) – 0913 254 280

Marc Vermeire (MS Principal) – 0123 644 7796

Ms. Hoa (Activities Office) – 096 648-7786

Ms. Giang (Activities Office) – 091 654-2624

Mr. Lai (Transportation) – 091 876-7755

School Nurse (Susan McComic) – 0129 642-5628

When a chaperone does accompany a trip, all coaching/directing matters should be left in the hands of the coaches and directors, unless they request assistance from the chaperone. During competition/rehearsals/performances, the chaperone should be available on site, but can sit back and be supportive of all students and enjoy the event.

If either a chaperone or Group Leader has questions about the above information, please let the Director of Activities know well in-advance of your departure. In most cases, communication between Group Leader and chaperone is all that is required in order for the responsibilities of the chaperone to be confirmed.

# Discipline Procedures

## Student Conduct and Behavior

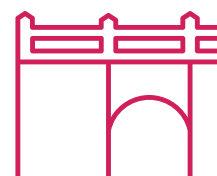
Students are expected to conduct themselves at all times in such a manner as to reflect credit on themselves and the school community. Behaviour not in compliance with UNIS Hanoi conduct expectations (see Parent & Student Handbook) or any behaviour not in the best interest of the co-curricular group may constitute grounds for suspension or dismissal from the group, depending on the gravity of the offense. Depending on the specifics, additional disciplinary sanctions may also be imposed by the school over and above the suspension or dismissal of the student from his/her co-curricular group.

## Student Code of Conduct - Traveling Groups

UNIS Hanoi has established a Code of Conduct in partnership with our local and international school activities organizations for all students traveling to or participating in co-curricular activities. The purpose of this code of conduct is to encourage students to refrain from committing acts that would threaten the integrity of the school and/or organisation, or their own well-being. Activities that are hazardous to the health and safety of a student and those around him or her cannot be condoned. Policies have been developed to help students make responsible and appropriate choices. The following are some of the general policies and behavioral expectations:



1. The use of tobacco, drinking and/or possession of alcohol, or use and/or possession of illegal drugs are strictly forbidden during the period of time covered by this UNIS Hanoi activity.
2. Students are expected to follow all the event/school rules and must attend all the scheduled activities as listed in the event programme.
3. There will be a 22:00 (10pm) for high school, 21:00 (9pm) for middle school curfew each night of the event for all participants, unless otherwise approved by the host school and the UNIS Hanoi chaperone. Curfew calls/room checks will be made each night of the event to enforce the curfew. Students are not to leave their



homestay/hotel room after curfew. When an event is being held in Hanoi, UNIS Hanoi participants have the option of calling their coach/chaperone from their home phone to verify that they are home. If no home phone exists, the curfew call will need to come via a parent mobile phone, with the parent speaking to the coach/chaperone.

4. Any sightseeing or travel in the host city will be done only with the permission of the student's chaperone. Students may not participate in unscheduled activities on their own or in groups without the express permission of their respective chaperone and the Event Organizer, and then only with a confirmed destination and return time.
5. Students may not use any medications unless prescribed and/or administered by a licensed medical physician, host school medical personnel or cleared and recorded by the Event Organizer.
6. All UNIS Hanoi school rules related to behavior and conduct are in effect for the duration of this event and students are expected to adhere to the UNIS Hanoi Student Code of Conduct at all times.

When a student commits a serious infraction while at an activity, related to alcohol, tobacco, recreational drug usage, cheating, deceit, flagrant curfew violations, and violations of the "off limits" areas (as well as aiding and abetting any of the above), the following consequences will take effect:

1. The student may no longer participate in that activity.
2. The student will be sent home at the parent's expense if it is feasible to do so.
3. The student's school will apply appropriate school-based disciplinary action, separate and apart from sanctions set by the host organisation (e.g. MUN, APAC, MRISA, HAC).
4. Should a student commit two infractions during a school year, then the student will be excluded from all events for one calendar year, including the same event the following year.

### **Additional Discipline Note**

Please note the UNIS Hanoi code of conduct and discipline guidelines are in accordance with the APAC and MRISA guidelines. Additional disciplinary procedures for the co-curricular programme at UNIS Hanoi are outlined in the Parent & Student Handbooks which are accessible online.





## Stakeholder Responsibilities

### STAKEHOLDER ROLES

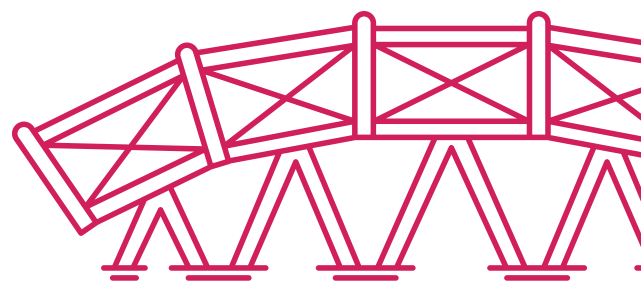
#### What is the role of a parent?

1. Get involved and be supportive.
2. Support the participants (include all members of the group).
3. Support the sponsor by respecting the sponsor's authority to make decisions regarding the development and management of the co-curricular group.
4. Set a good example for our students regarding positive support for our students as well as the students from other schools who are participating in the event.

5. If attending practice or rehearsal, attend as an observer and respect a sponsor's decision to hold a closed session.
6. Contact the sponsor directly with participant or parent concerns (communication is the key).
7. Enjoy the wonderful opportunities your child has available through a rich co-curricular programme.

#### What is the role of the sponsor (e.g. coach, director)?

1. Communicate philosophy.
2. Contribute to compliance of the school's mission statement through co-curricular endeavors.
3. Positively promote emotional, physical, and psychological development.
4. Teach the technical applications of the specific activity to the best of their abilities.
5. Take care of relevant management tasks.
6. Promote development of self-discipline.
7. Teach good citizenship.
8. Be a positive influence on the participants with regard to ethics, work habits, and interpersonal relationships.
9. Make safety a top priority, and report any significant injuries to the parent or legal guardian.





## What is the role of the participant?

1. Participate to the best of their abilities.
2. Respect and cooperate with all sponsors.
3. Attend all practices/rehearsals and be on time.
4. Be a good citizen.
5. Maintain the academic standards and course load required by UNIS Hanoi.
6. Create, maintain, and promote good relationships toward other participants.
7. Set a good example at all times and live by UNIS Co-curricular programme guiding words: COMMITMENT, PERSEVERANCE, INTEGRITY, RESPECT, and RESPONSIBILITY.
8. Recognize that you often represent the school and UNIS Hanoi Community, thus are automatically in a position of leadership. Represent your programme, school, and community with pride.
9. Enjoy your co-curricular pursuits.



## PARENT COMMUNICATION GUIDE

Appropriate concerns to discuss with activity sponsors:

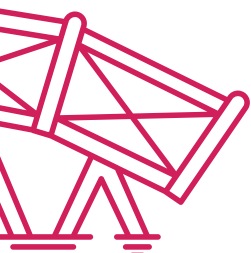
- The treatment of your child – mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior

Issues not appropriate to discuss with activity sponsors:

- Participation levels (e.g. playing time, roles in a play or musical).
- Management decisions (e.g. game plans, who is filling what role, music selection).
- Other participants.

Procedure to follow when you discuss a concern with an activity sponsor:

1. Call to set an appointment. Call the sponsor at school, or just set up a time when you see the sponsor.
2. If the sponsor cannot be reached call the Co-curricular & Activities Office, and a meeting will be set up for you.
3. Please DO NOT confront a sponsor of an activity before/after contest/performance, or a practice/rehearsal without setting up an appointment. These times can be trying and emotional, meetings of this nature do not promote resolution.
4. If the meeting with the sponsor did not provide a satisfactory resolution, the next step would be to call and set up an appointment with the Director of Activities to discuss the situation. At this meeting the appropriate next steps can be determined.



# Additional Programme Information

## Guidelines for Ordering Sports Wear Uniforms for Team/Group

UNIS Hanoi will provide traveling teams with appropriate playing uniforms. If a team or traveling group wishes to purchase additional apparel/uniforms the following guidelines apply:

1. Everyone in the group must be willing and able to commit to the purchase.
2. The integrity of the UNIS Hanoi logo, mascot, and school colours must be honored.
3. Only official given names or surnames on uniforms to be worn during games/matches, no nicknames or other sayings permitted.
4. The coach/sponsor must be willing to take responsibility to follow-up during the process when necessary. Coach to confirm with Community Liaison Officer (CLO).
5. Production timeline must be confirmed and agreed on with the CLO in the Advancement Office.
6. Design must be submitted to the CLO for initial screening.
7. Director of Activities and Director of Advancement give final design approval.
8. Coach/Sponsor to coordinate with Procurement (if required) to request final quotation from vendor.
9. Coach/Sponsor to submit an Internal Requisition Form (IRF) with order details (student names, sizes, quantities, etc.) to the Director of Activities for sign-off.

10. Coach/Sponsor collects money from students. Total collected amount must match the amount on the IRF. Coach/Sponsor to submit cash collected to Business Office. Business Office will not accept the payment and the IRF if there is a discrepancy between the amount submitted and the amount on the IRF.
11. Business Office forwards IRF to Procurement for PO processing and order placement.
12. Vendor delivers the order to Co-Curricular Activities Office and send invoice to Procurement for payment processing.

## Travel Shirts

Student traveling outside of Hanoi and representing UNIS will be expected to purchase a UNIS Hanoi travel shirt at UNIS "shop".

## Concert Attire

Students involved in APAC Arts events will be expected to purchase their own concert attire. Concert attire may vary from year to year, and is subject to the decision of the group under the leadership of the director.

## Sports Team Uniforms

The cost of VND 2,000,000 will be invoiced to the family of a student-athlete for each uniform set (shirt and shorts) not returned within one week after the end of the season. There will be no partial charges when only one piece of the uniform set is lost.

## Important General Information

- Each sports coach will be given a first aid kit for use during the season. The School Health Centre is staffed until 6.00 p.m. during the week and on Saturdays 8.00 a.m. to 1.00 p.m.
- UNIS Hanoi has an Air Quality, Heat Index and Lightening policies in place. Coaches and students should be made aware of policies for health and safety reasons.
- Students participating in the co-curricular programme must have a UNIS Hanoi Activity Agreement on file in the Activities Office.
- Priority days are Monday, Wednesday, and Friday for sports teams; and Tuesday and Thursday for non-sport activities at the high school level. Priority days are Tuesday and Thursday for sports teams; and Monday, Wednesday, and Friday for non-sport activities at the middle school level.
- Students must be in school at least half of the day to be eligible to participate in their co-curricular activity.
- Students suspended from school are not eligible to participate in their co-curricular activity on the days of their suspension.
- Valuables should never be left unattended.
- Equipment issued is the responsibility of the student, and is only to be used for school activities/contests. Students will be liable for any lost or damaged equipment.
- Sport uniforms are only to be worn for games/matches.

## Co-Curricular Awards

### Most Valuable Player (HS Only)

Good attitude, never gives up, exhibits high energy both in practice and during competition, shows leadership, high skill level. The individual the team would miss most if removed from the team.

### Players' Choice (HS Only)

Good attitude, strong work ethic, promotes positive team chemistry, shows respect for coaches and fellow players, an ambassador for the UNIS athletic programme, never gives up.

### Coach's Choice (MS Only)

Examples of what the Coaches Choice Award could be for presented for: Most Valuable Player (MVP), Most Improved Player (MIP), Most Dedicated, Hardest Worker, Leadership, Most Team Spirit, Most Inspirational. The criteria for selecting the recipient is completely up to the coach.

### Athlete of the Year (MS and HS)

Student-athlete who has made significant contributions to the UNIS athletic programme with an emphasis on ability. Other areas considered include sportsmanship, attitude, ability to get along with peers, coaches, and opponents. The athlete must have participated in a minimum of two sports, preferably three during the school year. The individual being considered must not have been removed from the team for discipline or conduct infractions.

### Ambassador Sport Award (MS and HS)

Student-athlete who has consistently exhibited good sportsmanship, a positive attitude, good skills, and the ability to get along with peers and coaches. This individual is an ambassador for the school and the athletic programme at UNIS Hanoi.

### Thespian of the Year (HS)

The student who has shown an extensive commitment to Drama in the co-curricular programme. This could include, but not be limited to: HS Musical, HS Play and APAC Theatre.

### Musical Artist of the Year (HS)

The student who has shown an extensive commitment to Music in the co-curricular programme. This could include, but not be limited to: HS Musical, HS Choir, Concert Band, APAC Band, Choir and/or Orchestra.

### Excellence in the Arts (HS)

Student who excels in at least 2 areas of the Arts--Music, Drama, Dance. The

student will have demonstrated superior skills in their chosen art forms.

### Commitment to the Arts (HS)

Student who has shown a commitment to the Arts in at least 2 areas of the Arts--Music, Drama, Dance, Visual Art. The student will have undertaken work in these chosen art forms, proving their commitment, if not talent, to those areas.

### Phoenix of the Year (Grades 10-12)

Student who has demonstrated an exemplary work ethic, commitment to the program along with the qualities of dedication, enthusiasm and pride. To be eligible, the student must have participated in a minimum of three major co-curricular programmes during the academic year. The individual must have participated in a balance between athletic and non-athletic programmes (e.g. Varsity Volleyball, MUN, and Choir, or JV Basketball, Varsity Soccer, and band). This award honors the all-around contributor to our co-curricular programme.



# UNIS Hanoi Activity Agreements Form

Student Full Name:

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## I. Activity Code and Participation Consent

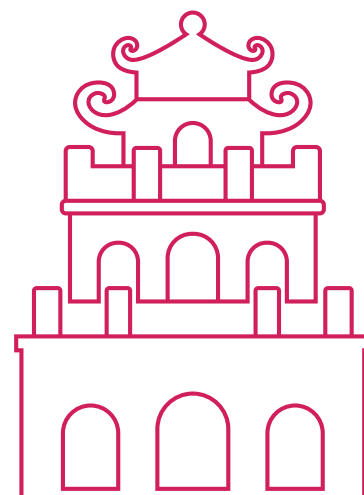
- 1. AA Form:** Each student and a parent/guardian must review and submit the UNIS Hanoi Activity Agreement Form no later than one week after the start of their first co-curricular activity. Each student is required to have a new UNIS Hanoi Activity Agreements Form on file for each school year.
- 2. Consent:** The student and parents agree to take part in all scheduled events related to their activity, including off-campus events as well as potential international travel, and will outline any potential conflicts to the sponsor of the activity as soon as they know.
- 3. Eligibility:** In order to participate in co-curricular activities at UNIS Hanoi, each student must be in good standing. Students who do not meet academic or disciplinary expectations will be subject to eligibility policies, guidelines and expectations as outlined in the Parent & Student Handbook.
- 4. Attendance:** Students may miss a maximum of 15% of scheduled practices/rehearsals/games/performances/conferences due to sickness, injury, or personal family reasons and still be a member of the co-curricular group. Missing

practices/rehearsals/games / performances/conferences for involvement in approved school-related activities will not be counted toward the 15%. Students are expected to schedule non school-related activities (ex. employment, community sports, community activities) so as not to conflict with any scheduled meetings.

- 5. Removal/Quitting:** A student who quits a co-curricular group without the support of the sponsor or is sanctioned from participation due to disciplinary reasons may not join another co-curricular group that season.
- 6. Student Conduct and Behaviour:** Students are expected to conduct themselves at all times in such a manner as to reflect credit on themselves and the school community. Behaviour not in compliance with UNIS Hanoi conduct expectations (see Parent & Student Handbook) or any behaviour not in the best interest of the co-curricular group may constitute grounds for suspension or dismissal from the group, depending on the gravity of the offense. Depending on the specifics, additional disciplinary sanctions may also be imposed by the school over and above the suspension or dismissal of the student from his/her co-curricular group.

## II. Medical Release

I, the undersigned, do hereby authorize and empower adult chaperones of United Nations International School of Hanoi to make any and all decisions concerning the medical and/or surgical care of my child. I understand that the UNIS Hanoi supervisor/trip leader will make every attempt to contact me by telephone should medical treatment be deemed necessary. All hospitals, clinics or similar facilities, as well as all doctors, nurses, medics, paramedics or other medical personnel may rely on the decisions and authorizations of the UNIS Hanoi supervisor/trip leader concerning whatever medical care or treatment, including surgical procedures, they deem necessary for my child - again, following attempts to contact me by telephone. Additionally, I agree to pay all costs, charges, expenses incurred in providing medical care for my child and release UNIS Hanoi and its representatives from responsibility for all costs incurred on my behalf.





### III. Reciprocal Housing

Any student accepting membership on a co-curricular group with UNIS Hanoi must be aware of the hosting responsibilities that we accept as members of MRISA and APAC, as well as our partnership with other international schools around the world. When we host events that require overnight stays, accommodation must be provided for the visiting students. By accepting membership on a UNIS Hanoi co-curricular group, our families agree to support the program by opening their homes and accommodating our guests.

The school recognizes that there are occasions when unusual circumstances or family situations exist that may prevent someone from effecting this housing obligation. Please contact the Activities Department in such a case so that continued co-curricular participation will not be affected. If a UNIS Hanoi family is unable to fulfil their housing obligation at a particular time, then the family is asked to provide a name of a UNIS Hanoi community member to house in their place. It is understood that each family must fulfil their own housing obligation before fulfilling another family's obligation.

Appendix A (Activity Agreement)

# Traveling Arts Director - Quick Reference

## Prior to The Start

The director and the Director of Activities should meet to discuss the following:

- Plans and expectations for the activity
- The starting date for the activity
- The audition process
- Rehearsal schedule and times
- Any concerns the director might have regarding the activity
- Guidelines for the relevant festival/ event.

## Auditions

- Advertise the activity through student email and morning notices.
- Call a meeting for interested students and audition them if needed.
- The director will plan for and conduct a fair and systematic series of auditions/tryouts .
- Student attendance at these auditions/tryouts must be accurately recorded.
- Prior to the start of auditions, explain the audition/tryout process and timeline to the students and be prepared to do likewise for parents.
- Explain the UNIS Hanoi "Activity Agreements Form" to all students attending auditions; the completed forms are to be submitted within the first week of the activity starting.
- Directors will ensure that when dealing with those students who have not been selected, that they do so in a sensitive and compassionate way.
- Provide the Activities Office with a full list of participants (to include first & last name, gender, grade level and whether they are a bus student)

## Prior Lead-up to Festival

- With student input, determine a set of goals and expectations for the group and identify consequences for when they are not met (e.g. lateness or unexcused absence).
- If there are any changes to the list of participants, the Activities Office should be notified as soon as possible.
- Establish contact with parents as a means of introducing yourself and providing them with information as needed (probably by email).
- Complete and submit to the Activities Office the relevant roster form (this will be provided by the Activities Office once it has been received from the host school).
- Coordinate with the Activities Office to have an official group photo completed.
- Distribute and collect the Code of Conduct Form; submit completed forms to Activities Office. Work closely with the Director of Activities to ensure that all participants understand the expectations.
- Directors are responsible for communicating with their respective divisional principal of their absence due to travel and for completing the necessary forms for their absence.
- Directors are educators first and directors second. They are expected to model professional behavior at all times, and should require the same behavior from every UNIS Hanoi student.
- Directors will distribute uniforms, keep record of recipients, collect uniforms and inform the Activities Office of any uniforms that are lost, unreturned, or returned damaged.

- Directors will advise participants of all requirements for festival including things like a packing list, host family thank-you gifts, travel dress code, curfew, etc.
- Directors will collect Emergency Cash from the Business Office and be responsible for it's safekeeping, use and return (with receipts if necessary).
- Directors will collect from the Activities Office one school mobile phone & charger and a Trip Information Binder.

## Festival Guidelines

- Directors are responsible for ensuring that their students are supervised and that their whereabouts are accounted for.
- Directors must enforce curfews and make necessary curfew calls. Under no circumstances are curfews to be violated or calls not made.
- Directors should be available 24 hours a day to deal with any situation that may arise during the festival or on travel days.
- Directors will dress in the UNIS Hanoi Activities Polo shirt on travel days and ensure that they and all students follow the UNIS Hanoi Activities Travel Dress Code.
- If possible, the director shall take photos at the festival and submit them to the Activities Office.

## After The Festival

Write article about the season/festival and submit to Tin Tuc.

- Return all unused emergency money, phone, keys, equipment.
- Schedule a reflection meeting with the Director of Activities.

## The UNIS Hanoi Co-curricular Activities Office Will

- Communicate all correspondence received from host schools.
- Submit Roster Forms and other required documents to the host school.
- Take a group photo.
- Arrange local transportation to and from Noi Bai airport.
- Make all flight arrangements.
- Make arrangements with the Business Office to have Per Diem amounts paid to directors.
- Communicate with MSHS faculty and administration about student absences due to travel.
- Work with the UNIS Hanoi Transportation Coordinator to arrange bus transportation for those students who are bus users. This will be arranged after a roster has been submitted to the Activities Office by the director.
- Coordinate all necessary travel documents for students and directors.
- Book accommodations for directors.
- Arrange for Emergency Cash to be prepared by the Business Office.
- Provide each trip with a school mobile phone and charger.
- Distribute UNIS Hanoi Travel Polo shirts to directors and students.
- Work in consultation with the director and the MSHS Administration to determine a trip Chaperone.

Appendix B (Director's Quick Reference)



# Coach's - Quick Reference

## Early Season Reminders

- Preseason Meeting – Activity Agreement etc. – No activity agreement, no practice! One week's grace period.
- Within two weeks of start of season, we need housing forms returned. If they decide not to contribute, they will not be eligible to continue.
- Organize equipment access with Activities Office (locker combinations, first aid bag, clipboard, whistle, etc.)
- Inform Co-curricular officer of after school busing needs – Ms. Hoa needs names after first practice
- Pre-season information summary to be sent home to parents by Activities Office.
- Discuss – within first week of practice
  - Activity Agreement
  - Calendar and Conflicts
  - Commitment – 85%
- Passport validity and other necessary travel documents (if traveling) – passports must be valid for 6 months after date of departure, and in many cases 1 full blank page
- Check for conflicts (i.e. mandatory meetings, travel with school trip, etc.) and inform Director of Activities, Tarique AL-lesa
- Preliminary roster to Co-Curricular Officer, Ms. Hoa – enter reminder on your calendar for end of first week.

## Mid-Season Reminders

Final Roster to Ms. Giang (Date TBA) – enter reminder on your calendar

- If you plan to arrange and pay for your own hotel, you must inform Ms. Giang at least 1 month prior to your trip, as this is about the time we normally make hotel payments.
- Arrange class cover with your principal/assistant principal.
- Make sure team photo is organized with activities office
- Housing Request to Activities Coordinator, Ms. Giang – Must be submitted with final roster
- Travel information distributed by Activities Office, but remind your kids and follow-up on all travel forms submitted and visa paperwork complete
- Travel clothes to be worn departing and returning on school trips
- Collect uniforms from non-traveling athletes after last local game
- Collect uniforms of traveling athletes IMMEDIATELY after culminating event (prior to arriving home)

## Post Season Reminders

Equipment returned

- Uniforms returned
- Travel phone returned
- Medical bag returned
- Banners, plaques and trophies to Director of Activities, Tarique AL-lesa
- Medical bag/first aide kit returned
- Locker keys returned
- Receipts emergency money returned/ submitted to Activities Coordinator, Ms. Giang
- End of season report submitted to Director of Activities, Tarique AL-lesa
- Wrap-up meeting with Director of Activities

**GO PHOENIX!**



# Concussion Fact Sheet for Coaches

## What Is A Concussion?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth—literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

## How Can I Recognise A Possible Concussion?

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## Signs And Symptoms

Athletes who experience one or more of the signs and symptoms listed below, or who report that they just “don’t feel right,” after a bump, blow, or jolt to the head or body, may have a concussion.

### Symptoms Reported By Athlete:

- Headache or “pressure” in head
- Nausea or vomiting

- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

### Signs Observed By Coaching Staff:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

## What Are Concussion Danger Signs?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## What Should I Do If A Concussion Is Suspected?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four- step action plan:

### 1. Remove The Athlete From Play

Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

### 2. Ensure That The Athlete Is Evaluated

BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury Any seizures immediately following the injury
- Number of previous concussions (if any)

### 3. Inform The Athlete's Parents Or Guardians

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to school.

### 4. Keep The Athlete Out Of Play

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

## Facts

Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out." Discourage others from pressuring injured athletes to play. Emphasize to athletes and parents that playing with a concussion is dangerous.

## Why Should I Be Concerned About Concussions?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## How Can I Help Athletes To Return To Play Gradually?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team’s certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

## Baseline:

Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

### Step 1:

Begin with light aerobic exercise only to increase an athlete’s heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

### Step 2:

Continue with activities to increase an athlete’s heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

### Step 3:

Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

### Step 4:

Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### Step 5:

Athlete may return to competition.

If an athlete’s symptoms come back or she or he gets new symptoms when becoming more active at any step, this is

a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete’s health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## Did You Know?

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## “When In Doubt, Sit Them Out!”

JOIN THE CONVERSATION AT [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

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TO LEARN MORE GO TO >>  
[WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Appendix D (Concussion Fact Sheet for Coaches)



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