Middle School
Parent and Student Handbook
2019 - 2020
Welcome to the UNIS Hanoi Middle School!

We are thrilled that you are part of our Middle School learning community. As part of our community, we expect that you will be active and positive members who will embrace the opportunities and challenges that lie ahead. If you have questions about school procedures, or any of the information contained in the MS Handbook, please do not hesitate to ask any of us. We will be happy to assist. This school year promises to be another exciting year full of explorations, learning, individual growth, team building, and hopefully a bit of fun! As Middle School students you will be expected to make ethical decisions, function independently, display kindness, treat others with respect and be positive contributors to our learning community.

Joining together we can surely make this a year to remember!

Warm regards,

Marc Vermeire  
Middle School Principal

JJ Akin  
Middle School Deputy Principal

Sandra Flores  
Grade 6 and 8 Counsellor

Anwer Kamal  
Grade 7 and 9 Counsellor

Daniel Cooper  
MYP Coordinator
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<th>Description</th>
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<td>AGM</td>
<td>Annual General Meeting (for parents)</td>
</tr>
<tr>
<td>APAC</td>
<td>Asia Pacific Activities Conference</td>
</tr>
<tr>
<td>AQI</td>
<td>Air Quality Index</td>
</tr>
<tr>
<td>ASA</td>
<td>After School Activities</td>
</tr>
<tr>
<td>BoD</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>CHQ</td>
<td>Co-Curricular activities online platform to sign up for ASAs except UTA &amp; UAA</td>
</tr>
<tr>
<td>Disc</td>
<td>Discovery Programme</td>
</tr>
<tr>
<td>DP</td>
<td>Diploma Programme</td>
</tr>
<tr>
<td>EAL</td>
<td>English as an Additional Language</td>
</tr>
<tr>
<td>ECC</td>
<td>Early Childhood Centre</td>
</tr>
<tr>
<td>ES</td>
<td>Elementary School</td>
</tr>
<tr>
<td>IB</td>
<td>International Baccalaureate</td>
</tr>
<tr>
<td>iBlock</td>
<td>Interdisciplinary and Exploratory courses for 6-10 students</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>HAC</td>
<td>Hanoi Activities Conference</td>
</tr>
<tr>
<td>HS</td>
<td>High School</td>
</tr>
<tr>
<td>LS</td>
<td>Learning Support</td>
</tr>
<tr>
<td>MAP</td>
<td>Measures of Academic Progress</td>
</tr>
<tr>
<td>MRISA</td>
<td>Mekong River International Schools Association</td>
</tr>
<tr>
<td>MS</td>
<td>Middle School</td>
</tr>
<tr>
<td>MUN</td>
<td>Model United Nations</td>
</tr>
<tr>
<td>MYP</td>
<td>Middle Years Programme (also IBMYP)</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PSEL</td>
<td>Personal, Social and Emotional Learning</td>
</tr>
<tr>
<td>PYP</td>
<td>Primary Years Programme</td>
</tr>
<tr>
<td>SCO</td>
<td>School Community Organization</td>
</tr>
<tr>
<td>SDGs</td>
<td>Sustainability Development Goals</td>
</tr>
<tr>
<td>SHC</td>
<td>School Health Centre</td>
</tr>
<tr>
<td>SL</td>
<td>Service Learning</td>
</tr>
<tr>
<td>SST</td>
<td>Student Success Team</td>
</tr>
<tr>
<td>TIA</td>
<td>Teacher Inquiry &amp; Action</td>
</tr>
<tr>
<td>UAA</td>
<td>UNIS Aquatics Academy</td>
</tr>
<tr>
<td>UMA</td>
<td>UNIS Music Academy</td>
</tr>
<tr>
<td>UTA</td>
<td>UNIS Tennis Academy</td>
</tr>
<tr>
<td>UoI</td>
<td>Units of Inquiry</td>
</tr>
<tr>
<td>VX</td>
<td>Veracross - School Information Management System</td>
</tr>
</tbody>
</table>
Vision, Mission and Values

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

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.

The United Nations principles as applied to the school are to:
- Promote peaceful solutions to problems.
Accreditation, Affiliation and Governance

Accreditation
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).

Affiliation
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 UNIS Hanoi conducts cultural and athletic exchanges throughout the year, both on campus and at other schools in the region.

Governance
The school is governed by a nine member Board of Directors, which is comprised of elected parents, appointed members, as well as United Nations representatives. The Head of School is an ex-officio member; there is also a Faculty Consultant for the Board.
 Contacts

MIDDLE SCHOOL OFFICE
Located in Room G02 in Building 6
Open from 07:45 to 17:00

MIDDLE SCHOOL PRINCIPAL
Marc Vermeire
msprincipal@unishanoi.org

MIDDLE SCHOOL DEPUTY PRINCIPAL
JJ Akin
msdprincipal@unishanoi.org

MIDDLE SCHOOL OFFICE STAFF
Office phone number: (024) 7300 4503
Ms Nhung, MS Principal’s Secretary
Phone: (024) 7300 4500 ext. 8620
mspsecretary@unishanoi.org

Ms Trang, MS Deputy Principal’s Secretary
Phone: (024) 7300 4500 ext. 8502
msdpsecretary@unishanoi.org

Please call/email to:
• Report absences
• Obtain a copy of your child’s schedule/timetable
• Enquire about Middle School administrative matters
• Make an appointment with the MS Principal or Deputy Principal

Parent Contact Details
It is extremely important that we have accurate emergency contact numbers and accurate email addresses for all electronic communications. Please ensure that UNIS Hanoi has up-to-date contact information.

Parents are asked to email up-to-date contact information to admissions@unishanoi.org or update on Veracross.

IMPORTANT MS CONTACTS:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6 &amp; 8 Counsellor</td>
<td>Sandra Flores</td>
<td><a href="mailto:sflores@unishanoi.org">sflores@unishanoi.org</a></td>
</tr>
<tr>
<td>Grade 7 &amp; 9 Counsellor</td>
<td>Anwer Kamal</td>
<td><a href="mailto:mkamal@unishanoi.org">mkamal@unishanoi.org</a></td>
</tr>
<tr>
<td>MYP Coordinator</td>
<td>Daniel Cooper</td>
<td><a href="mailto:mypcoordinator@unishanoi.org">mypcoordinator@unishanoi.org</a></td>
</tr>
<tr>
<td>Activities Director</td>
<td>Tarique Al-Lesa</td>
<td><a href="mailto:da@unishanoi.org">da@unishanoi.org</a></td>
</tr>
<tr>
<td>School Health Centre</td>
<td>Jo Connolly</td>
<td><a href="mailto:shc@unishanoi.org">shc@unishanoi.org</a></td>
</tr>
<tr>
<td>Service Learning</td>
<td>Colin Campbell</td>
<td><a href="mailto:ccampbell@unishanoi.org">ccampbell@unishanoi.org</a></td>
</tr>
<tr>
<td>Transportation Manager</td>
<td>Lai Chu</td>
<td><a href="mailto:transportmanager@unishanoi.org">transportmanager@unishanoi.org</a></td>
</tr>
<tr>
<td>Grade 6 Leader</td>
<td>Kate Dore</td>
<td><a href="mailto:fdore@unishanoi.org">fdore@unishanoi.org</a></td>
</tr>
<tr>
<td>Grade 7 Leader</td>
<td>Laura Kaufman</td>
<td><a href="mailto:lkaufman@unishanoi.org">lkaufman@unishanoi.org</a></td>
</tr>
<tr>
<td>Grade 8 Leader</td>
<td>Fady Tabbara</td>
<td><a href="mailto:ftabbara@unishanoi.org">ftabbara@unishanoi.org</a></td>
</tr>
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</table>
# School Hours

Monday, Tuesday, Thursday, Friday: 08:10 to 15:35  
Wednesday: 08:10 to 14:35

**After School Activities (ASAs):** 15:40 to 17:30  
**After School Sports:** 15:40 to 17:35  
**Library:** 07:30 to 17:00

The school grounds close at 18:00. Students must vacate the campus at this time, unless they are under the supervision of a teacher.

## MS Schedule of Classes (Ten Day Cycle)

### Week 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday</th>
<th>Mon (1)</th>
<th>Tues (2)</th>
<th>Wed (3)</th>
<th>Thur (4)</th>
<th>Fri (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:10-8:45</td>
<td>8:10-09:10</td>
<td>Homebase/Connections</td>
<td>Homebase/Service</td>
<td>D</td>
<td>Homebase/Open Conference</td>
<td>Homebase/Service</td>
</tr>
<tr>
<td>08:50-09:55</td>
<td>09:15-10:15</td>
<td>A</td>
<td>F</td>
<td>E</td>
<td>I</td>
<td>B</td>
</tr>
<tr>
<td>10:00-11:05</td>
<td>10:15-10:40</td>
<td>B</td>
<td>G</td>
<td>Break</td>
<td>J</td>
<td>C</td>
</tr>
<tr>
<td>11:05-11:55</td>
<td>10:40-11:40</td>
<td>Lunch</td>
<td>Lunch</td>
<td>A</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:55-13:00</td>
<td>11:45-12:45</td>
<td>C</td>
<td>H</td>
<td>B</td>
<td>F</td>
<td>D</td>
</tr>
<tr>
<td>13:05-14:10</td>
<td>12:45-13:35</td>
<td>D</td>
<td>I</td>
<td>Lunch</td>
<td>G</td>
<td>E</td>
</tr>
<tr>
<td>14:10-14:30</td>
<td>13:35-14:35</td>
<td>Break</td>
<td>Break</td>
<td>C</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>14:30-15:35</td>
<td>13:35-14:35</td>
<td>E</td>
<td>J</td>
<td></td>
<td>H</td>
<td>A</td>
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</table>

### Week 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday</th>
<th>Mon (6)</th>
<th>Tues (7)</th>
<th>Wed (8)</th>
<th>Thur (9)</th>
<th>Fri (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:10-8:45</td>
<td>8:10-09:10</td>
<td>Homebase/Connections</td>
<td>Homebase/Service</td>
<td>J</td>
<td>Homebase/Open Conference</td>
<td>Homebase/MS Assembly</td>
</tr>
<tr>
<td>08:50-09:55</td>
<td>09:15-10:15</td>
<td>G</td>
<td>E</td>
<td>F</td>
<td>C</td>
<td>H</td>
</tr>
<tr>
<td>10:00-11:05</td>
<td>10:15-10:40</td>
<td>H</td>
<td>A</td>
<td>Break</td>
<td>D</td>
<td>I</td>
</tr>
<tr>
<td>11:05-11:55</td>
<td>10:40-11:40</td>
<td>Lunch</td>
<td>Lunch</td>
<td>G</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:55-13:00</td>
<td>11:45-12:45</td>
<td>I</td>
<td>B</td>
<td>H</td>
<td>E</td>
<td>J</td>
</tr>
<tr>
<td>13:05-14:10</td>
<td>12:45-13:35</td>
<td>J</td>
<td>C</td>
<td>Lunch</td>
<td>A</td>
<td>F</td>
</tr>
<tr>
<td>14:10-14:30</td>
<td>13:35-14:35</td>
<td>Break</td>
<td>Break</td>
<td>I</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>14:30-15:35</td>
<td>13:35-14:35</td>
<td>F</td>
<td>D</td>
<td></td>
<td>B</td>
<td>G</td>
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Parent Access to the Powerschool Learning and Veracross

Every MS parent is provided with login details to access Powerschool Learning and Veracross.

The Middle School uses Veracross Gradebook to communicate with parents about student learning.

On Veracross, parents can keep track of student assignments and homework and be informed regarding deadlines and assessment dates. Access to class resources is also available on Powerschool Learning.

Veracross is also our School Information System. It will be used to register for After School Activities (ASAs), to schedule parent-teacher conferences and to access student reports.

For any queries concerning your username and password for please contact techsupport@unishanoi.org or bdavis@unishanoi.org.
School Campus

Buildings

The Buildings on campus are numbered:

1. Guard’s office at main entrance
2. Operations (campus and facilities offices)
3. Aquatics Centre
4. Sports Centre
5. Middle and High School
6. Middle and High School
7. Administration Building (including Head’s Office)
8a. Library, MS Classrooms, Common Room
8b. Canteen, Ly Thai To Learning Centre, Activities Office
9. Elementary School (Grades 1-5)
10. Centre for the Arts
11. Early Childhood Centre (Disc. to Kindergarten 2)

The Early Childhood Centre (ECC), Building 11, meets the needs of Discovery to Kindergarten children and includes its own outdoor play space, Gym and Music room.

The Elementary School, Building 9 houses Grades 1 to 5, Nurses Office, Foreign Languages, Maker Space and the Elementary Office. There is a large play area with an adventure playground and a grassed area.

The Building 8A is where the school library, the Common Room, the MS Maker Space and some MS Classrooms are located.

The Building 8B, is where the canteen (ground floor), Co-Curricular Activities Office (including Community Programmes), Ly Thai To Learning Centre are located.

The Middle and High School, Building 5, is a two-storey structure built around a central courtyard comprised of HS (ground) & MS (second floor) classrooms as well offices for the Community and Service Programme, Counsellors, the IB Coordinators, MS Principal’s office and Deputy Principal’s.

The Science and Technology, Building 6, comprises Science laboratories with attached teaching space, Science preparation areas, Design Technology Labs and the IT Department.

The Sports Centre, Building 4, it houses the gymnasium, PE classes, classrooms and staff. There are 2 full size basketball courts, a two-lane running track, change/shower rooms, movement room and fitness room. Attached to Building 4 is Building 3, which comprises a 25 meter pool and a smaller pool for beginner swimmers. The Sports Fields and covered Courts are adjacent to the area.

The Administration Building 7, is where the Admissions, Advancement, Human Resources, Reception, Head of School, Conference and Community Rooms and Business Office are located.

The Centre for the Arts, Building 10, provides space for Music, Art and Drama. There is a large auditorium, break-out rooms, practice rooms and smaller theatres for performances.
Campus Map

1. Main Gate
2. Operations
3. Physical Education/Swimming Pool
4. Sports Centre
5. Middle/High School Grades 6 - 12
6. Middle/High School Science, Design, Tech & Language Buildings
7. Administration: Head of School’s Office, Business Office, HR, Admissions & Advancement
8a. Library, MS Classrooms, HS Common Room
8b. Canteen, Co-curricular Activities Office, Ly Thai To Learning Centre
9. Elementary School
10. Centre for the Arts
11. Early Childhood Centre (ECC)
12. Covered Courts
13. ES Playground
14. All weather Pitch
Skateboarding, roller-skating, roller-blading, BMX cycling and use of radio controlled toys/models are prohibited at all times. UNIS Hanoi is a pet-free campus. The School does not allow dogs, cats or any other pets on campus. Smoking on campus is not permitted.

Safety and Security Procedures

A top priority at UNIS Hanoi is to provide a safe environment for students and teachers.

Students Leaving Campus

From the time students register in the morning until the end of school day students may not leave the campus without parental and administrative permission.

Visiting Students

Friends of students and former students wishing to visit during the regular school day are normally limited to a maximum of one full day as long as their presence does not interfere with the day’s programme. Visits must be arranged ahead of time through the Principal. Students should pick up a UNIS Hanoi Student Visitor Pass at the MS Office at least one day in advance. The hosting student must obtain permission from the class teacher. Visiting students must carry the visitor’s pass with them while on campus.

Campus Visitors

Guests and visitors are welcome to visit the campus. All visitors entering school grounds must register with the front security guards with photo ID and be given a visitor’s pass to wear while on campus. Visitors are requested to enter and exit the school grounds at the main gate.

Evacuation Drills

Evacuation drills are scheduled at intervals throughout the school year. Classroom teachers will give their classes specific instructions. Each classroom has an evacuation floor plan posted near the exit door.

Campus Regulations

UNIS Hanoi is a closed campus. As such, visitors entering the campus must report to the main security gate with valid photo ID in order to receive a visitor’s pass and will be escorted by UNIS Hanoi staff to the respective building (Escort: Monday to Friday, 08:00 to 16:00).

Students are expected to have a school ID card on their person at all times and should be able to produce it upon request.

Parents are required to wear their UNIS Hanoi Campus Card at all times on campus.

Parents and students are not allowed to enter the campus outside normal office hours unless there is a scheduled activity; if they have an appointment that has been previously registered to the Operations Office by staff; or if they or their child is participating in a Community Programmes or Community and Service activity.
Middle School Structure: Grades 6, 7 and 8

The Middle School is made up of Grades 6, 7 and 8 in order to directly address this special period of early adolescent development. The Middle School programme follows the first three years of the IBMYP curriculum framework. The programme reflects current thinking and best practice in the field and has been carefully structured to meet the needs of its adolescent community.

The Middle School aims to maintain its own identity through separate academic and extracurricular programmes. A special effort is made to tailor programmes and scheduling to best support the developmental needs of Middle School students.

Middle School Organisation

The UNIS Hanoi Middle School is organised into teams responsible for the oversight and support of students. The Grade Level and Curricular teams meet regularly to discuss school events, curriculum development and issues of pastoral care.

Middle School Leadership Team

The MSLT team is comprised of three Grade Level Leaders (GLLs), the Middle School Curricular Team Leaders, Middle School Counsellors, MS Principal and Deputy Principal. This team meets regularly to support the continued development of the Middle School Programme.

Mentors support students in Connection Programme; in the role they act as a liaison between students, teachers, counsellors and administration.

Grade Level Leaders for Grades 6 to 8 help enhance the delivery of grade level events and promote pastoral and service programmes for each grade.

Middle School Deputy Principal assists the Principal in the daily function of the Middle School.

Middle School Principal is responsible for the daily functioning of the School and works directly with students, teachers, counsellors and parents.

The Middle School is supported by the MS office which includes two full time secretaries. The Middle School is also supported by Counsellors, Learning Support, EAL, Technology, Enrichment and Library Integrators as well as the Service Learning Coordinator. In addition, there are School Nurses who service the entire school.

Middle School Mentors

Each Connection group has two Mentors. In addition to being a conduit of information between students and parents, they play a strong pastoral role. Students can bring social and/ or academic concerns to Mentors.

The Connection Programme in the Middle School is grounded in the belief that students achieve higher results when they have a strong relationship with at least one adult in the school who they know and trust. As such, the primary goal of each Mentor is to get to know each of their students and build a trusting and supportive relationship.
environment within Connection, and through activities within the year.

**The Student Success Team (SST)**
The MS SST is comprised of the Counsellors, School Psychologist, needed integrators, School Nurse, MS Deputy Principal and MS Principal. The team helps to ensure student success academically, emotionally and/or socially.

**Middle School Teachers**
Middle School teachers care and are focused on younger adolescents and understand their unique characteristics.

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 treat each other with respect and dignity and uphold each other’s rights and responsibilities.

1. UNIS Hanoi’s approach to behaviour management emphasises Cooperation, Achievement, Respect and Empathy. (CARE)
2. Encouraging appropriate behaviour is the strategy of choice for our behaviour management procedures.
3. UNIS operates within a framework of a ‘Restorative’ approach to behaviour management.
4. All teachers are required to promote an environment in which positive behaviour is rewarded and inappropriate behaviour is modified.
5. Logical consequences will be implemented for inappropriate behaviour.

**Rights and Responsibilities**
All members of the UNIS Hanoi Community have a **right** to:
- A caring and supportive environment
- Make the most of their learning opportunities
- Be treated with respect
- Feel valued
- A clean and safe physical environment
- Expect personal property to be safe

All members of the UNIS Hanoi Community are **responsible** for:
- Adhering to the school’s code of behaviour
- Making the most of their learning opportunities
- Respecting the rights of others
- Valuing others
- Ensuring a clean and safe environment
- Respecting school property and the property of others

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### Code of Conduct

**C.A.R.E**

<table>
<thead>
<tr>
<th>COOPERATION</th>
<th>ACHIEVEMENT</th>
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<tbody>
<tr>
<td>- Cooperate with staff and students</td>
<td>- Make the most of your opportunities</td>
</tr>
<tr>
<td>- Contribute to solving problems</td>
<td>- Be prepared to learn and meet deadlines</td>
</tr>
<tr>
<td>- Be courteous in word and gesture</td>
<td>- Uphold academic honesty</td>
</tr>
<tr>
<td>- Listen to others’ opinions</td>
<td>- Contribute ideas and express opinions</td>
</tr>
<tr>
<td>- Behave in a fair and reasonable manner</td>
<td>- Be a risk-taker</td>
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<table>
<thead>
<tr>
<th>EMPATHY</th>
<th>RESPECT</th>
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<tbody>
<tr>
<td>- Listen to each other</td>
<td>- Respect the rights of others</td>
</tr>
<tr>
<td>- Show compassion towards others</td>
<td>- Respect our environments</td>
</tr>
<tr>
<td>- Be positive and supportive</td>
<td>- Balance work, rest and play</td>
</tr>
<tr>
<td>- Help others constructively</td>
<td>- Appreciate others’ cultures and beliefs</td>
</tr>
<tr>
<td></td>
<td>- Respect the property of others</td>
</tr>
</tbody>
</table>
Preparation for School

Dress Code
UNIS Hanoi is a diverse international school. As such we have students and adults on campus representing many different religions and cultures. All members of our learning community must be respectful of cultural and religious customs and comfort levels. Students should wear comfortable clothing and footwear. They should also dress neatly and respect the diversity of the community.

The following represent reasonable terms of attire:
- Shorts should fit properly with a reasonable inseam. Underwear cannot be visible nor can any part of the buttocks.
- Shirts that expose the stomach or are low cut are not permitted.
- T-shirt slogans should be respectful. No drug, alcohol, tobacco or slogans containing sexual innuendos are permitted.
- Caps and hats are not to be worn inside classrooms.
- Footwear must be worn. No bare feet on campus.
- During special events, for example school socials, dances and special dress days, dress regulations may be altered.
- Students who dress inappropriately will be asked to change immediately.
- Open toed shoes flip flops (thongs) are not allowed in the design technology room or science labs.

Money and Valuables
While every effort is made to ensure the provision of a safe school environment, we advise students not to bring excessive money or valuables to school. UNIS Hanoi cannot assume responsibility for lost or stolen items. Items of significant monetary or sentimental value should be left at home.

Items such as iPods/pads, cell phones, electronic games are not required at school. If these items are brought to school they should be kept in the student’s locked locker and turned off. They are not to be used in classrooms without permission of the teacher.

Failure to abide by these regulations will result in a conversation and perhaps confiscation of the item.

Student Supplies
All stationery – including a pencil case, eraser, pencil sharpener, pencils, pens (blue, black and red), coloured pencils, highlighters and a calculator – should be supplied from home.
Arriving at UNIS Hanoi

Safe Driving

Patience and care are needed when picking up or dropping off students. Please note: UNIS Hanoi has children as young as 3 years of age on campus; therefore, cautious driving by everyone is very important. Please ensure that parents and private drivers drive safely on campus.

Middle School students are not permitted to ride or park motorbikes within the UNIS Hanoi campus. Anyone riding a motorbike or a bicycle on to the UNIS Hanoi campus must wear a helmet. UNIS Hanoi strongly encourages everyone to use helmets when on bicycles or motorbikes.

Arrivals

Car Arrival

Cars should proceed directly to the front of the Administration building to drop off children. Cars may not park on the curb in the drop off area but can park, if required, in parking spaces. Please ensure drivers do not leave the car idling (running) while waiting for school pick-up or drop-off.

Motorbike Arrival

Students who arrive or depart by motorbike must be dropped off and collected from the main gate.

When entering through the main gate, motorbikes should immediately turn to the right to park in the motorbike parking area.

Xe ôm drivers 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. Electric powered bicycles will follow the same regulations as pedal bicycles.

Pedestrian Arrival

Students walking to and from school may enter at the main pedestrian gate 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.

Skateboards and Skating

Please be advised that outside of the school curriculum the use of Skateboards and ‘in line’ / or other skates is not allowed on the School Campus.
Please note the open hours for Gate 5:

<table>
<thead>
<tr>
<th></th>
<th>MON – TUE</th>
<th>WED</th>
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<tr>
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<td>06:00 – 08:20</td>
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<td></td>
<td>15:00 – 18:00</td>
<td>14:00 – 18:00</td>
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<td></td>
<td>THU – FRI</td>
<td>SAT &amp; SUN</td>
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<tr>
<td></td>
<td>06:00 – 08:20</td>
<td>Closed</td>
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<td></td>
<td>15:00 – 18:00</td>
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Bus Service

Bus Arrival

Buses from hotels and from the School Bus Service 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. Children walk to their classrooms from the bus drop-off point which is monitored both in the morning and afternoon.

UNIS Hanoi School Bus Service

The School Bus service operates on a contract basis with a local company which coordinates with the School. The Bus company operates a fleet of modern, buses of 10 to 30 seat capacity. Each bus driver is accompanied by a bus monitor whose responsibility 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 assigned bus routes. In the afternoon, bus students are dismissed to a covered area where they line up 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. Bus 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 Transportation Manager, at (024) 7300 4510 or mobile 091876 7755 or email transportmanager@unishanoi.org to:

- Notify 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.
- Obtain the mobile phone number of the bus monitor.

Bus Rules for Students

Safety is the first consideration. Bus safety 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.
- Wear seatbelts.
- Stay in their own seats 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.
- No consuming food or drink while on the bus.
- Get off the bus only at their designated stops.

Infractions of the above rules may result in a report being made to the Principal and suspension of bus privileges.
Absent Student Procedures

Parents must notify the Middle School Office if their child will be absent from school by 08:00. Please phone (024) 7300 4503 or email to mspsecretary@unishanoi.org or msdpssecretary@unishanoi.org. An “excused” absence will be noted on the attendance list and recorded on the child’s school report.

If parents do not inform the MS Office, the office staff will make contact with the parent to confirm the absence. If a parent does not call in or give a reason for an absence, the absence is marked as unexcused.

Attendance on Campus

In the case of extended absence due to illness, bereavement or other special circumstances the Principal will determine the appropriate course of action.

Students who are absent from a course for 12 or more classes during one semester will have their progress evaluated. School sponsored field trips are not included in the 12-day limit. The Principal will make the final decision in cases of excessive absence.

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 must phone the Middle School Office before 08:00 to inform the school of their child’s absence. A note in advance for a planned absence is appreciated.
- By 08:30 each morning teachers send attendance to the office.
- Absences which have not been notified are then checked with the teacher by the School Office.
- Parents of children with unexplained absences are phoned by the MS Office in order to determine the whereabouts of the child.
Leaving Campus

UNIS Hanoi is a closed campus therefore students may not leave campus without permission. If a child needs to leave the campus before the end of the school day parents must contact the MS Office. Students who must leave campus during the school day must sign out at the MS Office and must have parent permission.

Students who are sent home by the nurse due to sickness or other circumstances are also required to sign out in the MS office.

Student Leave Form

UNIS Hanoi does not encourage students to be absent from school for extended periods of time. If a student is absent for an extended period (more than two days) due to family/personal reasons parents must notify the MS Office at least one week ahead of the planned absence. Students will be required to fill out a Student Leave form. Student Leave forms can be collected in the school office. The Leave form must be signed by the student, parents and the student’s teachers. The absences will appear on student’s record. It is the responsibility of the student to communicate with teachers regarding assignments. It is not an expectation that teachers generate extra lessons for students who are absent due to nonessential engagements (i.e., extended holidays).

Parent Travel

When both parents are away from Hanoi, they should contact the MS office to inform the school and to give the names and contact details of designated guardians.

Late Arrival

Students who arrive at UNIS Hanoi after the start of the day must sign in at the Main Gate by having their Student ID cards scanned by a UNIS security guard. Gate 5 is open until 8:20 and we can scan cards there. Students after 8:10 at Gate 5 who don’t have ID are instructed to go around to Gate 1 and carry out the main gate procedure. There is no “escort” available at Gate 5. Students will then proceed directly to the MS Office to receive a pass to enter class. If a student does not have their ID card with them when they try to enter campus they will be confirmed/vouched by the MS Office by a UNIS Hanoi security guard to be properly identified and signed in to school.

Students who find it difficult to arrive at school on time, do not sign in upon arrival or do not present their Student ID cards will face consequences which are not limited to but may include: parent notification, before or after school remediation and in extreme situations suspension from school.
On Campus

Lockers
All Middle School students are assigned a locker and provided with a combination lock. Students should also keep their lockers neat and tidy throughout the year. The school discourages children from bringing valuables or electronic devices to campus. If such devices are brought to school they should be kept locked in the student’s locker. Lost or damaged locks will be billed to the student’s family.

Basic Rules
- Chewing gum is not allowed at school.
- Hats are not to be worn in classrooms or the canteen.
- Food and drink (other than water) should not be consumed in the classroom.
- Mobile phones should be kept in out of sight, in backpacks and lockers, and can be used only at break times and lunch, except in the case of emergency.

In Class
Students are required to arrive prepared and punctual to all classes. Students are given passing time between classes to go to their lockers, use the bathroom and arrive at their next class.
Students are encouraged to place bags or backpacks in their lockers during the day. Only books and equipment that are needed for class should be brought to the classroom.

Lunch and Break Times
During lunch and break times students can use the library (quietly). There are also basketball courts and fields for games.
Students can eat their lunch in the canteen or outside on picnic tables or benches. Students can either buy food from the Canteen or bring lunch from home.

Allergies
UNIS Hanoi is a Nut and Allergy Aware School.

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 students 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 that is available in the Health Centre. Parents are encouraged to visit the School Health Centre to discuss your child’s allergies, allergy action plan and medications.

Canteen
Information and menus can be found at www.unishanoi.org/canteen.

Our Canteen works on a cashless basis - all payment are made through the use of Campus Cards which are issued to all students and parents.

- Students Campus card must be precharged (at school or online) for the purchase 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 purchased or block spending on a card at any time.
- Lost cards can be replaced at a cost of 220 000VND

UNIS Hanoi provides microwaves for the heating of food in the Canteen. Please be aware there is no refrigeration available for lunches brought from home, thus, it is important to pack lunch appropriately to ensure the safety of the food.
Our Commitment to Sustainability

UNIS Hanoi lives our commitment to the United Nations Sustainable Development Goals by ensuring that a balanced consideration of nature, economy, society, and wellbeing guides our choices and actions. UNIS Hanoi is dedicated to its sustainable action plan which includes ensuring the Sustainable Development Goals (SDGs) are part of our daily lives. The school is striving to become a single-use plastic free campus. In our efforts, we will be undertaking several initiatives to work towards our goal. We look forward to partnering with you on these efforts.
Lost and Found

There are 6 Lost & Found cabinets located around campus. There is a cabinet in the ES, the ECC, the MS, the HS, the sports centre and under the covered walkway where the buses drop off and pick up. Items left in the canteen and performing arts building, will be taken to the ES cabinet. Once the cabinets become full, items will be placed in storage until the biannual lost & found display days. Twice a year, the school with the assistance of the SCO will host a Lost & Found day where all items are displayed and available for retrieval. Items left after the event will be donated.

Lost & Found Locations

- Sports Centre
- Middle/High School Grades 6 - 12 classes
- Middle/High School Science, Design, Tech & Language Buildings
- Elementary School
- Early Childhood Centre (ECC)
- Bus stop (outside B6)
Homework

Homework Guidelines

Definition
Homework is any activities or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

Rules for Homework
- Activities or assignments that students can complete independent of the teacher. Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help.
- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful and relevant.
- Consideration shall be given to quality over quantity.

Teacher Guidelines
- Whenever possible, teachers communicate and coordinate assignments so that students do not receive an overload of homework.
- Explain homework assignments to the students prior to the assignment. Post homework to Veracross with due date.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.
- Homework should be differentiated to support students’ learning needs.

Parent Guidelines
- Provide a quiet space and basic materials for homework completion.
- Monitor time management and productivity.
- Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework.
- Encourage 20 minutes reading every night.

Student Guidelines
- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.
- 20 minutes reading every night.

Scheduling Time and Parameters

Middle School

Beginning in the grade 6, students can expect some homework. The maximum for middle school students, in the 8th grade, would be 15 minutes per subject area. Middle school homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time.

Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading.

Assignments shall be designed so that the typical student can complete most school tasks during the school week homework, including time for studying and preparing for exams.

All MS students should read for at least 20 minutes per evening

G06 Sem 1 = NO HW - Reading, math facts, instrument and language practice are strongly encouraged
G06 Sem 2 = 25 min (~5 minutes/subject area) + reading = 45 min MAX

G07 Sem 1 = 10 min/class + reading = 70 min MAX
G07 Sem 2 = 10 min/class + reading = 70 min MAX

G08 Sem 1 = 15 min/class + reading = 95 min MAX
G08 Sem 2 = 15 min/class + reading = 95 min MAX
Student Absence: Tests and Assignments

It is the student’s responsibility to talk with teachers about any homework missed due to an absence. Checking their Veracross accounts is also a way to stay in touch while away from school. Time allowed for make-up work due to one-day absences needs to be discussed with individual teachers. Time allowed for make-up work due to extended excused absences (illness, family emergency, or school event) should equal the number of days missed up to a maximum of five. In the case of an extended excused absence, students will not be expected to write a test or quiz on the first day back to school. Students who will be away from Hanoi on a school-sponsored event should complete tasks prior to departing. Upon return the student will be expected to communicate with teachers and complete tasks on agreed timeline.

Late Work Policy

UNIS Hanoi values deadlines as an essential part of learning self-management skills and requires students to turn in high-quality work on time. However, if a student contacts the relevant teacher as soon as possible before the assessment due date with a significant reason for an extension, (eg. medical, family, etc.) it will be considered.
Student Assessment and Grading

Assessment
The Veracross Gradebook will be used to share student evidence of learning throughout the year. The Veracross Gradebook fosters student learning by making the learning process more transparent and meaningful. Teacher use of the Veracross Gradebook aims to promote communication amongst all stakeholders by recording evidence of student learning. Growth-oriented teacher feedback promotes student reflection of the learning progress and the refocusing of learning goals.

Evaluation of student progress by teachers is a continuous process. In evaluating achievement, teachers examine all facets of student development: homework, participation, tests, project scores, organisation and independence are all considered.

Veracross Gradebook, progress reports and other communication from teachers are used to inform parents regarding their child’s progress. Generally these:

- Are used to recognise improvements and progress in academics or behaviour.
- Let parents know if there are teacher concerns regarding academic progress.
- Communicate with parents regarding on-going concerns, weakness or decline in performance.

Parent conferences are held mid-way through the first and third quarters. These conferences provide a good opportunity for parents and teachers to discuss any concerns or issues and allow immediate feedback/acknowledgement. Students are also asked to attend and participate in the conferences. It is important to know that parents may meet with teacher at any time during the school year. Contact the teacher directly or the Middle School Office to set up an appointment.

Grading

General Grade Descriptions
The generic grade descriptors that illustrate the IB MYP 1–7 scale can be seen in the chart opposite. They should be considered as broad descriptions and represent simple, generalized statements about the skills and knowledge mastered by the student. They are not specific to any particular subject-group assessment criteria.

MYP Grade Descriptions

<table>
<thead>
<tr>
<th>GRADES 6 - 8</th>
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<tbody>
<tr>
<td>7</td>
<td>Excellent</td>
</tr>
<tr>
<td>6</td>
<td>Very Good</td>
</tr>
<tr>
<td>5</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3</td>
<td>Limited</td>
</tr>
<tr>
<td>2</td>
<td>Poor (No credit)</td>
</tr>
<tr>
<td>1</td>
<td>Very Poor (No credit)</td>
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</table>

The content of the test is based on information gathered from extensive consultations with international schools. The assessment provides the school with information to assist in curricular and pedagogical decisions.

Measures of Academic Progress (MAP) is also administered to students in grades 6 and 8. The assessment is a computerized and adaptive test which measures math, reading and language usage. Teachers will consider the results as another means of understanding student strengths and areas that are in need of improvement.

EAL Support
The EAL in the Middle School at UNIS Hanoi aims to give students the English language support and skills they need to be socially and academically successful while respecting each student’s home culture and encouraging mother tongue language development.

Students who are tested as English B phases 4 or below receive case management in-class support and an iBlock for EAL skill development.

Standardised Testing Programme
The International School’s Assessment (ISA) is given in Grades 6 to 8. 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.
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 by treating each other with kindness, respect and dignity. Students at UNIS Hanoi understand that they are responsible for their own actions and that their actions have both 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.

Creating and Maintaining a Healthy Learning Environment

Research indicates that appropriate behaviours and self-discipline arise from

- Positive relationships.
- Establishing and maintaining clear, consistent expectations.
- Reinforcing positive behaviour.
- Implementing logical consequences for inappropriate behaviours

Teachers 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.

What Does Appropriate Behaviour Look Like?

Examples of appropriate behaviours: being a positive role model, giving positive and supportive compliments, demonstrating good sportsmanship, supporting classmates, displaying empathy toward others, positive conflict resolution, strong academic achievement and being a good friend.
Being a Responsive School

Behaviour Management at UNIS Hanoi

UNIS Hanoi practices have an emphasis on:

- A proactive responsive culture where there is collective responsibility for behaviour.
- Behaviour being separated from academic results.
- Whole school approach for dealing with behaviour.
- A staged list of consequences known to students, staff and parents.
- Behaviour concerns being dealt with at the time it occurs.
- Consistent commitment to dealing with behaviour according to UNIS Hanoi guidelines.
- Student involvement in any action plan.

- Plans which focus on helping students take responsibility for their actions and find desirable alternative behaviours.
- Purposeful private solution-focused discussions involving student input, understanding and cooperation.
- Conversations using restorative questions.
- Intrinsic rewards such as praise and acknowledgement.

Responding to Inappropriate Behaviour

UNIS Hanoi endorses the application of logical consequences that are developmentally appropriate as a means to promote a safe, caring, positive school environment. Students 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 you have the conversation with students at UNIS Hanoi that seek to make it clear that inappropriate behaviour is not condoned while holding individuals accountable for their actions within systems of support. The philosophy involves repairing harm done outside of the need for assigning blame in all cases. A Restorative Approach consists of asking key questions during formal or informal conferences. The questions can be used in a variety of situations, from informal intervention to formal conferences in which the affected parties address the behaviour.
Behaviours Management Procedures

Behavior Levels and Consequences

LEVEL ONE

Level one behaviours are typically dealt with by teachers. Level one focuses on primary behaviours and immediate solutions.

Examples of Level One Behaviors

These examples of behaviors merely serve as an illustrative guide and are not limited to the list below:

- Poor sportsmanship
- Disruption in class
- First time Dress Code violations
- Disrespect

Examples of Level One Consequences

- The student will be reminded of the behaviour agreement and encouraged to modify his/her behaviour accordingly.
- Continued disruptive behaviour in class, playground or extracurricular activities will result in parent conferences, and other forms of restorative actions.

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 administration in consultation with the classroom teacher. A record of the incident will be recorded in Veracross. Parents will be notified by the Principal or Deputy Principal.

Examples of Level Two Behaviors

These examples of behaviors merely serve as an illustrative guide and are not limited to the list below:

- Repeated Level 1 behaviours
- Academic dishonesty
- Continued Dress Code violations
- Aggressive or constant teasing
- Repeated 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)
- Plagiarism
- Intentionally destroying school-owned electronic materials
- Looking at offensive material
Examples of Level Two Consequences
- Restriction of privileges and activities
- Making up for missed work at lunch times, after school or at home.
- Individual counselling
- Mediation sessions
- Parent conference and involvement
- Individual behaviour chart/plan
- Home-school reporting system (via email, behaviour chart or journal)
- Detention.

LEVEL THREE
Level three behaviors are 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 on the student’s file in the Veracross database. The Principal and Deputy Principal in consultation with the classroom and witnessing teacher would initiate a follow up with the student involved and decide on logical consequences. Parents will be notified by the Principal, Deputy Principal or teacher.

Examples of Level Three Behaviors
These examples of behaviors merely serve as an illustrative guide and are not limited to the list below.
- Repeated Level 2 behaviours
- Deliberately defacing property
- Endangering self or others
- Blatant defiance of a teacher
- Repetitive defiance
- Theft of property
- Vandalism
- Smoking
- Fighting
- Taking/bringing Drugs/Alcohol on campus
- Physical or verbal abuse
- Bullying - physical/verbal
- Purposeful cyber-bullying with malicious intent
- Identity theft
- Hacking
- Incitement
- Weapons.

Middle School Academic Honesty Policy
A: Aim
To nurture and promote an understanding of academic honesty as integral part of learning.

B: Philosophy
In a community of no bystanders, UNIS Hanoi accepts that a culture of honesty takes continuous effort to build and maintain--teaching, learning, re-teaching, communicating, and reflecting.

C: Definition of academic integrity and malpractice
“The Centre of Academic Integrity defines plagiarism as occurring when someone: uses words, ideas, or work products attributable to another identifiable person or source without attributing the work to the source from which it was obtained in a situation in which there is a legitimate expectation of original authorship in order to obtain some benefit, credit, or gain. Collusion is usually defined as occurring when the unattributed source is one or more fellow learners.” (IBO, 2012)

Malpractice is the term used for academic malpractice and describes any behaviour that gives a person an unfair advantage over another in the context of academic work.
There are different forms of malpractice (IBO, 2009):

1. Plagiarism: Representing the ideas or work of another person as one’s own.
2. Collusion: allowing work to be copied, or submitted for assessment by someone else
3. Fabrication of data: Manufacturing data for a table, survey or any other such requirement.
4. Other misconduct: Any other behaviour that gains an unfair advantage for a student or that affects the results of another student.

D: Learning the Practice of Academic Honesty

“Academic honesty in the MYP is a set of values and behaviours informed by the attributes of the learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.” (IBO, 2017)

All UNIS Hanoi teachers are responsible for guiding students in developing the Approaches to Learning attributes and skills required for learning in an academically honest manner. This includes (where feasible) checking drafts of the students work; ensuring students are aware of how to adequately research and cite; and using tools like Turnitin.

The academically honest student:

**DOES**

- Take responsibility for the originality of the work they submit
- Acknowledge help from others, e.g. parents, older students, tutors, friends
- Acknowledge information taken from other sources, e.g. books, Internet, videos
- Attribute items copied from other sources, e.g. quotations, music, images
- Use a citation tool to create a reference list of information sources
- Know academically honest behaviours and abides by the expectations
- Respect examination and test conditions
- Understand beforehand what kind of, if any, collaboration or assistance is allowed

**DOES NOT**

- Use notes during a test unless allowed by a teacher
- Have phone in the classroom during test conditions
- Copy from another student during a test
- Copy from the homework of another student
- Give another student his/her own work to copy
- Hand in work as his/her own that has been copied from somewhere else
- Do homework for another student

E: Learning provisions about academic honesty

Grades 6-8: Support and Learning

Students in grade 6-8 learn about academic honesty and intellectual property in the InfoTech Literacy curriculum as part of the UNIS Hanoi Connections Programme.

Grades 9-12: Support and Learning

Students from grade 912 build on the understandings developed in all classes and workshops about academic honesty and integrity delivered by the MSHS Librarian as part of the preparation for Personal Project and Extended Essay.

F: Consequences of academic malpractice

In the MYP:

Teachers will inform administration of concerns about academic malpractice using the Veracross alert. Principals will investigate and in conjunction with the teacher, a plan will be determined which may include students redoing the assessment under controlled conditions. The task will receive a N (not-assessed) for the assessment criterion or criteria affected by the misconduct. The student will receive feedback from the teacher. Parents will be informed.

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 emotional well being and/or educational performance.

Members of the UNIS Hanoi community are expected to treat each other with kindness, respect and dignity. As such, the school organizes 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 to discipline or take other appropriate action against any member of the UNIS Hanoi community who is found to have violated the harassment policy.

Bullying

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 behaviour is clearly understood and deemed to be unacceptable. The school by an all school has instituted a preventative education programme which seeks to develop consistent and effective procedures for investigating and dealing with bullying behaviour.

Definition of Bullying:

Bullying is unwanted, intentional, active or passive, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated over time. Bullying is any behaviour which is intended to hurt, threaten or frighten a person or group of people. Bullying can be physical, emotional, social, cyber, or verbal. Bullying is a behaviour that in not a “once off event” but is repeated over time. Such behaviour is unacceptable by any member of the UNIS Hanoi school community.

Types of Bullying

There are three broad categories of bullying:

1. Direct physical bullying: hitting, tripping, and pushing or damaging property, making rude hand gestures.
2. Direct verbal bullying: name calling, insults, or racist remarks, intimidation, verbal abuse, taunting or threatening to cause harm.
3. Indirect bullying: This form of bullying is harder to recognize and often carried out behind the bullied student’s back. It is designed to harm a person’s social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude, damaging someone’s social reputation and cyber-bullying which involves the use of email, mobile phones, photos or chat rooms to humiliate and distress.

Smoking, Alcohol and Drugs

Smoking or vaping and the use of e cigarettes on campus or near the school gates or during school activities is not permitted. Students are not permitted to use or be involved in any way with the use of alcohol, tobacco or drugs at any school-sponsored activity (on or off campus). The use, possession, or distribution of drugs is prohibited and illegal and consequences shall be severe. If a student is found to be distributing such substances on campus a recommendation will be made to the Head of School for expulsion.

Prescription medication cannot be carried and self-administered. All medication must be administered by the school nurse. Students are required to bring all medications with instructions to the School Health Centre.

A student’s person and/or personal effects (eg. purse, backpack, book bag, locker, etc.) may be searched whenever the School has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Any search will be conducted in the presence of the student and with two staff/faculty members present, including a member of the MS Leadership team. Any search of a student’s person will be conducted by a faculty/staff member of the same gender. Parents will be notified after a search has been completed.
Student Right to Appeal

To appeal a behavioral or academic decision and/or consequence a student or parent/guardian shall submit a written letter of appeal, which should include all supporting documentation and explanations, or meet with the MS Principal as soon after the incident as possible. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a decision or consequence: (A) whether the facts warrant the consequence; (B) if the consequences were appropriate for the behavior; and (C) whether school procedures were followed.

The MS Principal shall review the consequence along with all of the evidence and render a decision. In most cases a decision will be made within three (3) working days. The MS counsellors can be asked by the student or principal to act as a student advocate and attend any and all meetings pertaining to the appeal.

If a student and/or parents are not satisfied they have the right to further their appeal to the Head of School. To appeal to the Head of School the student and/or parent shall submit written notice requesting that the principal inform the Head of School and forward all documentation for review. The Head of School shall review the information and render a final decision. Decisions by the Head of School shall be final.

Student Success Team (SST)

The Student Success Team (SST) is committed to ensuring students are included, appropriately challenged and experience success. Various support systems and structures are in place to provide success for all UNIS Hanoi students.

This multidisciplinary team’s goal in the Middle School is to provide all students with the appropriate care and challenge to empower them to find success in their academic and social emotional learning. Listed below are components of the Middle School SST.

Student Intervention Team (SIT)

The Student Intervention Team (SIT) is a multidisciplinary specialist group that is part of the wider Middle School Student Success Team. It is a collaborative professional inquiry in consultation with parents, into an individual student’s learning profile, identifying their academic, social, emotional or speech and language strengths and needs. The SIT plans support for an individual student to provide a coordinated system of care to ensure student success.

The goals of the counselling programme are:

- To advocate for all students
- Create an advisory programme promoting life skills
- Assist with university placement and career exploration
- Assist and counsel students regarding personal issues
- Promote and support academic excellence and success.

UNIS Hanoi also has a School Psychologist and Speech Therapist on staff to assist students in need of extra support or diagnostic assessments.

Enrichment and Extension

The UNIS Hanoi Middle School Enrichment and Extension Programme is committed to supporting the individual needs of students. This can be achieved through a collaborative partnership between the student, parents, classroom teachers, and the enrichment coach to develop and implement an Enrichment Plan so they may access effective differentiated
instruction and enrichment opportunities which fit their learning needs. In some cases, these strategies may not provide a student with suitably challenging learning opportunities and their educational development will be reviewed by the Student Intervention Team (SIT) to determine an Individual Learning Plan which is commensurate with their ability and engagement. For further information see the UNIS Hanoi MSHS Guide to Enrichment and Extension on the school website.

EAL

English language learners are supported in the Middle School through English Language Acquisition classes, through iBlock support class and co-teaching within the mainstream.

Learning Support

The UNIS Hanoi Middle School Learning Support Programme supports access to inclusive, authentic, and challenging learning experiences. We believe that neuro diversity enriches our wider school community. We recognise that students have and can learn through their strengths, and that equitable learning opportunities generate success. There are three ways learning support is delivered to students in the Middle School at UNIS Hanoi:

1. Pull-out support: small group learning support class that can be yearlong or less based on student need.
2. Push-in support: learning support teacher in-class support or co-teaching in the mainstream classroom
3. Consultation: learning support teacher consults and collaborates with subject teachers and specialists such as the school psychologist.

Counsellors

The Middle School Counsellors are guided by the Mission Statement:

“Our mission is to encourage, support, and advocate for students and families within our globally-minded community. Counsellors facilitate a proactive, comprehensive and developmentally structured counselling programme that fosters self-advocacy, resiliency, and lifelong learning while reflecting the ideals and principles of the United Nations.”

Within the Middle School, the counsellors work with individual students, small or large groups and through teachers to support students. The counsellors are members of the Support Services Team (SST) and each Middle School Grade Level Team to facilitate student advocacy, the promotion of Middle School Ethos, and to support of students both academically and emotionally.

The Middle School Counsellors also coordinate the transition of students in and out of UNIS Hanoi as well the promotion of grade 5 students to the Middle School and Middle School to High School. The counsellors also support the Middle School Connections programme along with the GLLs and Grade Level Teams.
Service Learning and Co-Curricular Activities

Service Learning Grades 6 to 8
Service Learning is an important component of the Middle Years Programme because it promotes citizenship and encourages students to develop and accept roles which serve both the local and international communities. By engaging in service to the community UNIS Hanoi believes that students will develop attitudes and values that focus on the rights and responsibilities of humans to care for and improve the communities in which they live. They will therefore:

- Better appreciate their role as compassionate citizens beyond the classroom.
- Increase their awareness of the world and communities in which they live.
- Increase their sense of responsibility and self-esteem.

- Provide an opportunity to gain an insight into different social patterns and ways of life.
- Work with peers across grade levels.
- Develop their awareness of the natural links between community service, subject areas and other areas of interaction.

Service activities are monitored closely by teachers, and recorded in their student files as evidence of involvement within the programme. Students will also be expected to reflect upon and evaluate their experiences during the year and demonstrate what they have learned.

In order to promote a balanced Co-Curricular programme for Grades 6-8, students will complete Service Learning for a minimum one semester during the school year.

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

Participation in the UNIS Hanoi Co-Curricular Programme is an additional responsibility that students assume on a voluntary basis. Involvement in these activities does not exempt students from their daily school responsibilities. When students commit to a Co-Curricular Programme they must continue with the activity unless they have permission from their parents and the Activities Office to cease attendance. Children must remain on campus while participating in their Co-Curricular Activity. If students have left campus during the day with permission, due to a medical or dental appointment, they must have a permission slip signed by their parents and approval from the MS Office in order to re-enter the campus for their activity.

UNIS Hanoi reserves the right to limit a student’s participation in Co-Curricular activities based on academic or behavioural concerns. Co-Curricular activities that may be affected by academic and/or behavioural concerns include sports, clubs, the arts, field trips not required as part of a class, drama productions, ASAs and similar activities. Restricting a student’s involvement in Co-Curricular Activities is a measure that may be placed into effect at any time.
Field Trips

Intercultural Trips

Middle School field trips are organised to enable students to experience meaningful interaction with the community. In September, all middle school students participate in a Trip Week programme which aims to integrate Vietnamese culture, geography and history through 3 or 4 day adventures throughout Northern Vietnam. The trips are designed to complement the UNIS Hanoi curriculum. Students absent for field trips have these days counted as absences.

Non-Curricular Trips

Optional trips are planned throughout the school year. These may include sports, drama, music, artistic and cultural exchanges. Students who choose to participate on these trips must be aware of the impact their participation will have on their academic progress.

In order to participate in school sponsored activities students must meet behaviour and academics eligibility requirements. Students who have encountered academic and/or disciplinary problems may be prohibited from attending out-of-town field trips at the discretion of the teacher(s) with the approval of the Principal.

Mekong River International Schools Association (MRISA)

MRISA is an association of eight international schools from Vietnam, Laos, Cambodia and Thailand. The aim of the organisation is to provide a variety of sporting, creative and leadership opportunities for students. Participation in MRISA events often involves travel outside Hanoi. Accommodations for traveling students will be provided by families from host schools. When UNIS Hanoi is the host for a MRISA event the school relies on the Hanoi community to provide accommodations for the visiting students.

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

Student Leadership Council

The UNIS Hanoi Middle School Student Council is made up of volunteer members from Grades 6 to 8 and is guided and supported by faculty members. Students volunteer to be on the Student Leadership Council which meets on a regular basis. The main function of the council is to plan social and service events. Student Council also plays an active role in representing Middle School concerns to the UNIS Hanoi management team as well as organise and host many of the Middle School Assemblies.
Library

Library Hours

**Monday to Friday:** 07:30 to 17:00  
**Saturday:** 09:00 to 12:00

Elementary students visit the Library weekly with their classes for borrowing and lessons and are encouraged to use the space during their lunch recess.

Middle and High School students are welcome in the Library before school, lunch time, after school and during study times.

The Library is closed during school holidays.

Any member of the UNIS Hanoi community may borrow resources. The loan period is two weeks for each item. Students needing resources for extended periods due to class requirements should ask for permission to keep the materials for longer.

Parents and students wishing to access the resources available for the academic needs of students can locate these under the library section of the [UNIS Hanoi webpage](#). In addition help can be sought at any time by emailing library@unishanoi.org
UNIS Hanoi believes technology is a crucial tool for learning and inquiring that empowers students to think critically, collaborate and communicate. Access to technology supports the UNIS Hanoi Mission Statement and prepares students to successfully engage in a global society.

The computer facilities at UNIS Hanoi are extensive with all students having access to computers throughout the school day. Students in Grades 6 are issued a Chromebook and have access to shared iPads. Grade 7 and 8 students are issued a MacBook Air to provide greater access to applications and software. All devices are networked and have access to the Internet and email facilities.

To use the school computing facilities, including the Internet and email, students and parents/guardians, are required to complete and sign a Technology Usage Agreement.

To provide more student support, the teachers work together with Technology and Innovation Coaches in integrating technology into the curriculum.

Responsible Digital Citizenship

In order to be a responsible digital citizen it is important that students work within following six conditions:

1. **Respect Yourself:** I will show respect for myself and my digital activities. I will select online names that are appropriate. I will consider the consequences of information, images and videos that I post online, and I will not be obscene. I will consider what personal information about my life, experiences, experimentation or relationships I post.

2. **Protect Yourself:** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

3. **Respect Others:** I will not use electronic mediums to bully, harass, stalk or impersonate other people. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not enter other people’s private spaces or areas. I will respect my classmates and teachers by only engaging in appropriate activity during class time (for example, no social media, gaming, chatting, etc).

4. **Protect Others:** If I become aware of someone being bullied, harassed, stalked or impersonated, I will report this activity immediately. I will not spread inappropriate materials or communications.

5. **Respect Intellectual property:** I will suitably cite any and all use of websites, books, media etc. in an appropriate way. I will only use images for which I am permitted. I will use and abide by the fair use rules.

6. **Respect School Property:** I understand that UNIS Hanoi provides students with network access and school-owned devices. I will respect the security measures in place and will not attempt to bypass those measures in any manner. While on campus I will use the school network and systems in a responsible and educationally appropriate manner.
The aim of Physical and Health Education (PHE) is to provide appropriate opportunities and experiences for individuals to achieve their optimum potential and develop healthy lifestyles. PHE is primarily concerned with physical capabilities but the associated aspects of knowledge and understanding are also vital components for all children. Additionally personal skills will be enhanced within a social setting through participation in a developmentally appropriate Physical and Health Education programme.

All middle school students are required to participate in PHE classes. Students are required to arrive to PHE class in the appropriate PE uniform. These uniforms consist of a UNIS Hanoi PE shirt and athletic shorts or track pants, hats for sun protection, water bottle and appropriate sports/running shoes (not street/casual shoes). During swimming sessions, students must wear a swimsuit and towel. Showering facilities are available and students are encouraged to use them after PE lessons.

Please note: Parents and students are reminded that locks are available to borrow for PE lockers and that valuables should not be left in the changing rooms at any time.
Medical Procedures

School Health Centre

The UNIS Hanoi School Health Centre is open Monday – Friday 08:00 - 18:00 and Saturday 08:00 - 13:00. The School Health Centre 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 parents and students to locate the School Health Centre (near the Elementary School Office, Building 9) and also to discuss any health related matters with the School Health Centre staff.

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. 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 and include updated immunizations or changes in health status. Medical Forms are required to be updated every three years. The SHC will send parents a reminder to update their records.

Sickness

UNIS Hanoi provides appropriate 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 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 contact the School Health Centre.

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

All notices regarding health matters should be sent to the Nurse’s Office or nurse’s email and will be treated confidentially.

Medical Emergencies

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

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

For any student health inquiries, please do not hesitate to contact the School Health Centre Coordinator or School nurses.

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

Phone: (024) 7300 4505
Email: shc@unishanoi.org

Distribution of Medicine

Students who are taking medication while at school must do so through the School Health Centre. Students are not allowed to possess, distribute, or consume medication during the school day unless it is dispensed by the School Health Centre. If a student requires medication during the day please provide: student’s name, class, medication name, dose, route and time of day to be given and duration to the Health Centre.
Parent Guidelines

Guardianship Policy

To be enrolled at UNIS Hanoi students must be under the guardianship of a parent or legal guardian at all times.

If there is a change in guardianship the school must be informed in writing 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 decisions made by the parent regarding the education, health and welfare of the child. Further, the guardian must be authorised to sign all necessary papers and documents on behalf of the parents as well as be authorised to give verbal consent when necessary.

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. 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 academic and behavioral progress and any issues which arise. The UNIS Hanoi Advancement Department aims to ensure that important information is distributed directly to parents including information from our Business Office, Admissions Office, School Health Centre, Operations Department and the School Administration.

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

School News Service: Tin Tuc

Tin Tuc is the School’s weekly newsletter, distributed to all parents every Friday via email. This is a personalised news service which gathers updates from your child’s school division as well as important news from the School Administration, Board of Directors, the School Community Organisation, up-coming community events and school co-curricular activities.

The Tin Tuc weekly newsletter is produced by the Advancement Office. All news is accessible via the Tin Tuc News Hub at https://blogs.unishanoi.org and also available on the UNIS Hanoi website at www.unishanoi.org/newshub
Email
The majority of general information, including the School news service, the Tin Tuc, is emailed to parents. It is very important that parents provide UNIS Hanoi with an up-to-date email address. Parents are asked to send contact details to admissions@unishanoi.org or update Veracross.

Website
The UNIS Hanoi Website provides information to those outside the school, including admissions procedures and general information about our school. It also includes information about school activities and the School news service - Tin Tuc.

UNIS Hanoi Yearbook
Published annually in June, the yearbook is a summary of the year’s events. The yearbook covers the entire school, Discovery to Grade 12. One copy of the yearbook is provided free of charge to each student.

Communicating with Your Child’s Teacher
The best person to see if a child is having an academic, behavioral or emotional problem is the classroom teacher. If a child is experiencing overall difficulties, or social or adjustment problems, contact their Mentor teacher or MS Counselors who will advise parents of the best course of action. Parents, please refer to the School Directory, which is published early in the School Year, for the name and email address of all teachers. Teachers are always contactable via email. If needed, parents can make appointments to see teachers outside of school hours via email. Parents are always welcome to make an appointment with the MS Deputy Principal and MS Principal through the MS Office.

Parent Complaints
Problems which cannot be resolved through a conference with individual teachers or questions of a more general nature concerning the operation of the school should be discussed with the MS Principal. Appointments can be made through the School Secretaries.

Pathway for parent concerns:
Parent Involvement

School Community Organisation

The UNIS Hanoi School Community Organisation (SCO - formerly the PTA) is an organisation made up of all parents and teachers of UNIS Hanoi. By enrolling children in 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 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 and liaising with School Administration.

Parent volunteers can:

- Attend SCO monthly meetings.
- Work on Sub-committees (such as the Spring Fairs or the Project Grants Committees).
- Raise funds.
- Organise cultural exchanges.
- Assist on sports days, field trips, concerts or with other school events.
- Organise and contribute to the Used Book Sale and/or the United Nations Day celebration.
- Become a class parent or library volunteer.
- Organise social activities.
- Offer language assistance.

Additional information is available on the UNIS Hanoi website. UNIS Hanoi always welcomes parent volunteers! For more information about getting involved please contact CLO@unishanoi.org or SCO@unishanoi.org.
Withdrawal from UNIS Hanoi

Any student leaving UNIS Hanoi at the end of or during the school year must receive clearance from the library, the Business Office and the MS School Secretary. Clearance must be obtained before school records can be released. Please inform the Admission Office in writing if a student is planning to withdraw from UNIS Hanoi. The student will be given a clearance form which needs to be signed off before records can be released. For those students who depart early, school records will be released according to the dates given on the calendar.