

ISV

**STUDENT
PARENT**

HANDBOOK

INTRODUCTION

Preface

The Student-Parent Handbook is a valuable reference for parents and students. The objectives in its preparation have been to set forth: information, guidelines and procedures to follow at ISV. The goal is to insure that all parents and students have the same information, to promote transparent communication in our school.

School Vision, Mission and Values

Our Vision

The International School of Vietnam aspires to nurture, empower and connect students with their local and global communities, to become international citizens who are active, compassionate and life-long learners.environment of tolerance, respect and cultural and linguistic diversity.

Our School Mission

The International School of Vietnam empowers and inspires students to become active, lifelong learners by providing a challenging, globally relevant curriculum that meets the needs of individual learners.

Our holistic and balanced approach nurtures each student's potential and inquiring mind.

We foster international-mindedness by connecting students to local and global communities towards awareness and sustainable action.

Our School Values:

The core set of values we seek are:

- Courageous
- Thinker
- Principled
- Caring
- Inquiring
- Balanced
- Communicator
- Reflective
- Open-mindedness
- Knowledgeable

INTRODUCTION

❖ Our School

The International School of Vietnam is a not-for-profit Pre-K to Grade 12 institution, serving both the international and the local community. As an international school, we embrace what our host country has to offer whilst bringing the world to our doorstep.

ISV is a purpose built state of the art facility built on 20,000 sqm of land in a quiet and leafy residential area of the city. ISV's design is the creation of internationally acclaimed educational architects.

- Spacious, well-resourced classrooms
- State of the art technology
- Two indoor swimming pools
- Indoor multipurpose gymnasium and stage
- Dance studio
- Library and media centre
- Spacious outdoor play areas
- Football field

❖ Accreditation and Membership

ISV is currently an International Baccalaureate candidate school and is authorised as a Cambridge International School.

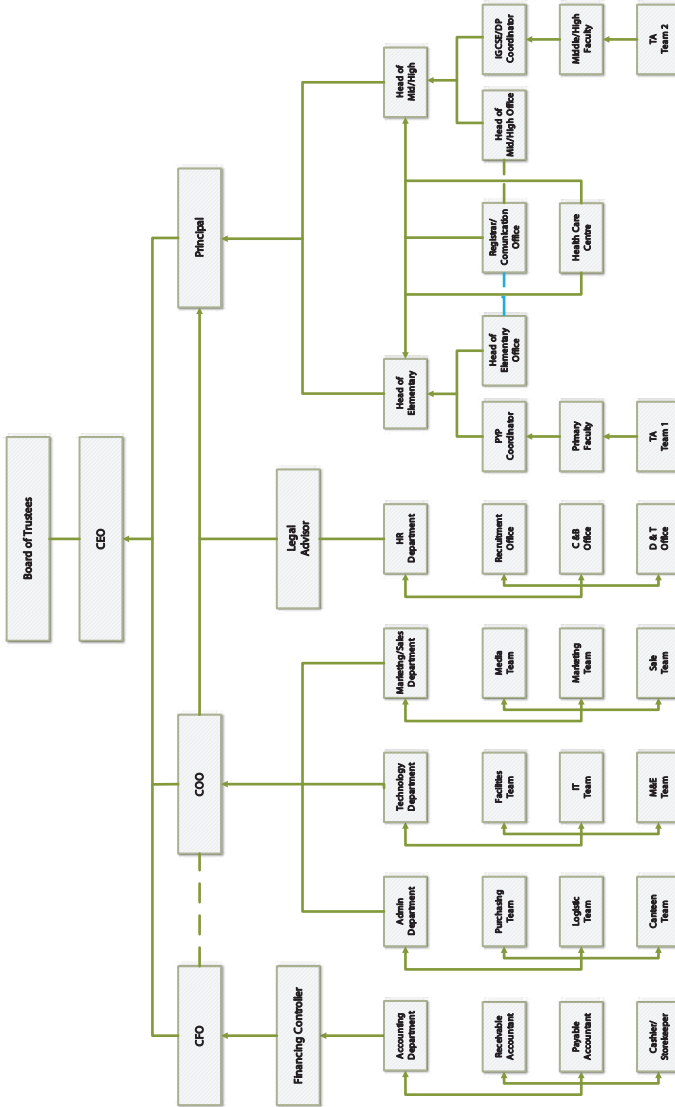
We aim to be fully authorized to teach the International Baccalaureate Organization's 'Primary Years Program' soon, as well as implement the International Baccalaureate Diploma Programme once our student body reaches the Grade 11 – Grade 12 stages.

❖ Accreditation and Membership

ISV is a company-owned school operated facility. ISV operates under policies and procedures approved by the school's Board of Trustees as well as the International Baccalaureate.

While company officials hold financial control, the school is administered through the Principal of the school as well as the under the approval of the Board of Trustees.

The School Principal is responsible to the Board and has been delegated the responsibility of running the day to day operations of the school, including; personnel management, curriculum, supplies, and all other aspects of the operation of the school. ☒The Board is an appointed group of individuals who review the progress of the school. The Executive has functions similar to a school Board, yet leaves the day to day management and decision making process up to the Principal.



ISV Organization and Administration Chart



INTRODUCTION

❖ The Whole School Approach

We believe that students at ISV should have the same kinds of experiences throughout their educational journey. We believe this leads to a more consistent, coherent approach in a child's education. Therefore, when we speak about ISV, we are speaking of both Elementary and Middle School, ALL the children in the school. For instance, teachers are aware of their role in the development of the child during his/her passage through their class, but are also aware of the part every other level of the school plays in this development.

At the more global level the WHOLE SCHOOL concept serves to ensure real strength and purpose in the monitoring, assessment and development of children throughout the school.

We will strive to ensure consistency and continuity in all our actions and we invite you to help us achieve this.

Our goal is to ensure that students will have:

- Quality teaching
- A challenging academic program
- Opportunities to become enthusiastic, life-long learners
- Opportunities to lead, to change and to take responsibility
- A safe and secure learning environment
- Clear expectations and guidelines

Parents can expect:

- To be involved in their children's education
- To be informed about their children's achievement and progress **and ISV will expect (from students, parents or caregivers):**
- An understanding of the school's philosophy, intent and operational procedures.
- Full support for rules, protocols and behavior-management systems.
- Students to be well prepared, dressed and equipped for school.
- Regular attendance.
- To be notified of any circumstances that may affect the student's progress.
- To be notified if one or both parents are leaving town and any special arrangements that have been made during this time.

GUIDELINES

❖ Student Enrolments and Grade Placement

ISV wants all students to be successful and we believe this begins with appropriate placement within the school. The subject of “which grade” is always a concern for parents, as names and numbers (for classes/grades) used at ISV may not be the same as those used in one’s home country.

Because we have such a diverse population of students, as a matter of policy, students are placed in their age appropriate grade according to the cut-off birth date of September 1st. For example, students must be three years old on or before September 1st, 2011, to enter the Pre-K program, four years old on or before September 1st, 2010, to enter the K-1 program, and so on.

Once a grade placement is determined, we encourage parents to speak directly to the classroom teacher if a child’s educational needs are not being met. Our class sizes are small and our teachers are able to cater to a variety of needs, yet this can only be achieved if there is effective communication between the teacher and the parent.

Another understandable concern for parents is: *what happens when the family returns to their home country? Will my child be sufficiently prepared?* Recent history has shown that students who are performing at grade level in ISV and return to their home countries, are usually at, or above grade level in their new school. However, if you are returning to a southern hemisphere system, parents need to understand that there is a 6 month difference between the beginning and ending dates, and a decision will need to be made regarding “grade” placement.

Admissions Table for the 2015/16 school year

Age of child	Date of birth (DOB)	ISV Class Placement
3+	1 Sep 11 – 31 Aug 12	Pre-kindergarten
4+	1 Sep 10 – 31 Aug 11	Kindergarten 1
5+	1 Sep 09 – 31 Aug 10	Kindergarten 2
6+	1 Sep 08 – 31 Aug 09	Grade 1
7+	1 Sep 07 – 31 Aug 08	Grade 2
8+	1 Sep 06 – 31 Aug 07	Grade 3
9+	1 Sep 05 – 31 Aug 06	Grade 4
10+	1 Sep 04 – 31 Aug 05	Grade 5
11+	1 Sep 03 – 31 Aug 04	Grade 6
12+	1 Sep 02 – 31 Aug 03	Grade 7
13+	1 Sep 01 – 31 Aug 02	Grade 8
14+	1 Sep 00 – 31 Aug 01	Grade 9
15+	1 Sep 99 – 31 Aug 00	Grade 10
16+	1 Sep 98 – 31 Aug 99	Grade 11
17+	1 Sep 97 – 31 Aug 98	Grade 12



GUIDELINES

❖ Starting School and Withdrawing from ISV

Parents new to the community are asked to contact the school as early as possible so that the school can make all necessary preparations for the admissions procedures to commence. Parents are requested to provide the school with a completed enrolment/admission forms and previous school records **before** their child's 'sit-in'. Electronic versions of enrolment forms are available on the website www.isvietnam.org or through the school office.

When withdrawing from ISV, there is a process and it will take some time.
The steps are as follows:

- Contact the registrar via email or phone.
The email address is "admissions.executive@isvietnam.org".
- Present the information required for your child's transfer to the new school.
- After one week, depending on the details required by the future school, call the school to make a time to collect your child's school documents.
- Please ensure all fees are up to date so your documents can be dispersed.

Please note that the school will not hand letters of recommendation and evaluations needed by the future school, to the parents. The school will only send these items directly to the forwarding school, when requested.

❖ Starting School and Withdrawing from ISV

Students are expected to attend school regularly and to be on time in order to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **There is a direct relationship between good attendance and school success**, therefore we ask parents to make every possible effort to plan family vacations as per the school calendar.

If a child is ill and will not be attending school that day, please call the school office so that the teacher can be notified. Some illnesses can be very contagious; consequently we encourage you to keep your children at home if they are ill.

In the case of a medical or emergency situation, the school will work with parents on missed class lessons. Any student attending other schools during periods they are absent will be asked to verify their attendance with records.

Circumstances beyond the family's control may require a student to be absent for an extended period of time. In such cases the teacher will provide work, for no longer than 2 weeks, for the student to complete while on leave. However, whenever possible, the teacher should be provided with at least one week's notice of the planned leave. Work missed needs to be returned to the teacher as early as possible and work not made up, will affect the student's grade.



GUIDELINES

❖ Student School Uniform

ISV's full uniform requirements may be found on our website. Our smart and practical school uniform gives our students a sense of community and belonging to ISV, as well as creating an atmosphere conducive to learning. Please note that the school uniform is compulsory for all children at ISV.

We thank you for ensuring that your child wears the correct school uniform. Please note that black shoes are part of the correct uniform policy, and this does not include black training shoes (however, flat-soled canvas shoes are allowed).

Socks can be any colour, but they should be a single colour (not patterned or striped) and not fluorescent or very brightly coloured.

If you require other items for your child, uniform fitting can be done at the 'ISV School Shop', Monday to Friday. Please call to make arrangements for this.

I recognise that in some cases, the school does not have the full range of sizes to issue at the moment. If that is the case with your child, please let the school registrar know your child's name, and the item(s) we do not have in stock. She can be contacted at registrar@isvietnam.org

Finally, if your child is cold in the current weather, they should firstly wear the blue school jumper/sweater, and then wear an item over the top if they are still cold.

Sun Protection

To ensure protection from the elements, students should wear suitable clothing that will protect body skin from the sun.

- Wear a sunhat that provides good protection during P/E, on sports days, trips, excursions and during recess and lunch times.
- Assist younger children to apply a SPF 30+ Broad Spectrum, water resistant sunscreen before going into the sun for extended periods, should this not have occurred at home.
- Remind older children to apply a SPF 30+ Broad Spectrum, water resistant sunscreen before going into the sun for extended periods.

Early Years Uniform Wear

GUIDELINES

❖ Harassment, Intimidation, and Bullying

ISV is committed to a safe and civil educational environment for all students, employees and volunteers, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including:

slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or suspension from school will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this school.



ACADEMIC INFORMATION

❖ School Accreditation

ISV is fully accredited by the Vietnamese Education Department. Evidence of this documentation can be found on our website. ISV is currently seeking authorisation from the International Baccalaureate Organization for the “Primary Years Program.” Once this has been approved and certified, the school will move towards implementation of the International Baccalaureate Diploma Programme. As to our Middle Years programme, ISV is an authorized Cambridge International School.

❖ Faculty

All full time, non-National, members of the teaching staff are employed from overseas and all hold teaching degrees and certification from their home country. The majority of faculty members have had extensive experience in other international schools and most hold either advanced degrees or post bachelor’s degree training.

❖ Curriculum

In Pre-K to Grade 5, ISV holds candidacy to deliver the International Baccalaureate Organization’s “Primary Years Program” (IBPYP). This is a curriculum framework particularly well suited to international schools and is currently in use in over 2800 international schools world-wide. It is an international, trans-disciplinary program designed to foster the development of the whole child, not just in the classroom but also through other means of learning. Through this curriculum framework, ISV combines the best practices from a range of national systems along with the wealth of knowledge and experience gained from other international schools. We have created a Program of inquiry (POI) which is relevant, challenging, and engaging for learners. Structured inquiry is the cornerstone of the PYP, which is an invaluable vehicle for learning. More information on the PYP curriculum can be found on the school’s website or on the IBO’s website: www.ibo.org.

In Grades 6-9, known as our Middle School or MS, we continue the inquiry approach to learning, yet the program becomes less trans-disciplinary. We begin to separate the disciplines so that students receive greater depth in each subject area. While we try to maintain connections with other disciplines, Math, Language Arts, Science, and Social Studies are taught as “stand alone” subjects.

ACADEMIC INFORMATION

❁ Composite Classrooms

Because of the student enrollment, the school may at times facilitate a multi-age (or better know 'composite') class. The composite classroom is not a "traditional split class," in which two grades simply share a room yet work on separate curriculum based on grade level. Instead, it is a *community of learners where the learning environment is flexible enough to differentiate instruction to students' abilities, needs and interests*. Through the IB's Units of Inquiry, we offer planned learning experiences and challenging educational situations to motivate students.

❁ Reporting to Parents

The primary purpose of reporting to parents is to provide information regarding a child's performance. It also works to empower parents with the accurate knowledge they require to be true partners in the continuing education of their children.

In the Elementary school (Pre-K to G5) reports will be distributed after every Unit of Inquiry (about every 6 weeks). Parents will receive further receive reports at the end of the first and second semester. Portfolios are sent home at the end of the first and third terms.

Portfolios and reports will give parents a clear indication of how their children are doing against the learning outcomes expected in each grade level. Yet we encourage parents and teachers to initiate conferences on an "as needed" basis.

Parents or teachers may call a conference at any time, if there is a need for additional information or if they have concerns regarding the student. However, we formally have two conference sessions highlighted in our calendar for a 'parent-teacher conference' and then later in the year, a 'student led conference'. Again, we wish to reiterate that parents and teachers are not only limited to these dedicated sessions of conferencing.

❁ Stationery Supplies

The school supplies some textbooks, paper and pencils, etc. for student use while at school. However, the school will send a 'Stationery List' of requirements that students must supply themselves for the school year. Generally each student brings a backpack for carrying materials to and from school. Please keep in mind that these are "young backs," and the backpacks should not be so large as to encourage excessive weight.



ACADEMIC INFORMATION

Homework

Homework expectations differ from country to country and school to school. ISV maintains the belief that homework is a valuable tool to help reinforce activities in the classroom and good study habits. However, parents should not expect that ISV students will be completing pages of Math sums or spelling words. Instead, we believe that homework should be a focused, purposeful activity that is a continuation of learning begun at school. Therefore, if assigned homework, the material will have already been presented in the classroom.

It is important that completing homework, especially with older students, becomes a routine student responsibility. Parents can assist in the development of this important habit by helping their children establish a regular time and place each day for this task. It is also important to note that if your son/daughter is having difficulty with the work at home, you should not do the homework for your child, but should alert the teacher that they were unable to complete the assignment on their own. This will allow the teacher to review the material with your son/daughter.

Homework in the Pre School tends to focus on activities which engage children and their parents in everyday activities such as reading together, playing games, role plays, and lively discussion.

Homework in K/2 and G1 consists of daily reading homework (taking home the book they read during their reading lesson and read at home for reinforcement) and occasional homework, related to the PYP's Unit of Inquiry, which is to be done at home, usually with the assistance of a parent.

Homework expectations in Grades 2-9 will become increasingly complex and parents should begin to see assignments related to class projects, greater expectations in reading and writing tasks, and a variety of subject areas being covered in assignments.

If you have questions about homework being assigned, please see the class teacher.

Student Files

Permanent student records are kept in the school office. It is very important that we have up-to-date emergency numbers and information on each child. To update or change emergency information already on file, please contact the office.

Parents may request to review the student files or to be provided with copies of report cards and other pertinent records. When a student is permanently withdrawing from school, please request records as early as possible from the office to take to the new school. Student files may only be kept on file for three years after a student leaves ISV.



ACADEMIC INFORMATION

❖ School Calendar

The school calendar year is developed by the Principal who consults with teachers before it is submitted to the Board of Directors for final approval. A minimum of 180 instructional days are included in the calendar. Teachers normally report to work one week prior to the beginning of classes on a date set by the Principal.

❖ Students with Special Needs

While ISV staff are able to cater for individual learning needs of children, we are unable to provide services or programmes for students with moderate to severe special learning needs or disabilities. Parents of children with any kind of serious learning issues or disabilities are urged to contact the school before making plans to bring their children to our school.

Students whose mother tongue is not English will need to be tested for admission into ISV. Enrollment is not automatic and the student will only be enrolled if he/she can function in the regular classroom; albeit, with some assistance in English.

SCHOOL DISCIPLINE

❖ Disciplinary Procedures

ISV students are expected to behave appropriately and respectfully toward adults and other students and accept responsibility for their behavior. A student's level of behavior must be reflective of the IBO's learner profile and attitudes.

Students will be expected to follow these, as well as the individual classroom procedures relating to conduct:

- School property and equipment will be treated properly.
- Students will dress in the school uniform in a neat and appropriate manner.
- Students will use appropriate language.
- Students will demonstrate a respect for one another and for cultures other than their own.
- Students have the responsibility to treat others politely and with respect, including teachers, aides, local staff and school volunteers.

When classroom procedures or school rules are not followed, disciplinary action will be taken. In general, the consequences may be any of the following:

- Infraction of a classroom, playground or school rule: A staff member may administer a time-out from a recess period and determine the time-out duration.
- Any continuing infraction of classroom, playground, or school expectations will require a student to report to the Principal/Head of Elementary.

When a student is sent to the Principal Head of Elementary /, one or more of the following will take place:

- The Principal/ Head of Elementary and student will discuss the problem.
- The student will write an intervention plan with guidance from the Principal/Head of Elementary and/or the teacher. The Principal, teacher, and student will then monitor the student's plan.
- The Class Teacher/Principal/Head of Elementary will notify the student's parents of the infraction.
- The Principal/Head of Elementary will schedule a conference with the student and his/her parents.
- Should infractions continue after a parent conference, the student could receive either an in-school or out-of-school suspension. A permanent exclusion is a possibility should repeated, unsafe behaviours continue.

SCHOOL DISCIPLINE

❁ Toys and Games

ISV discourages students from bringing personal items to school such as expensive games and sports equipment, tape players, jewelry, or computer games unless authorized by the teacher. The school will not accept responsibility for any toys, games and expensive items brought to school and subsequently lost.

Elementary Section: Please use your discretion when allowing your child to bring personal belongings to school for their news/sharing time. Your child's teacher will advise you of a sharing schedule if used in the class. Other than this, the school does not encourage students to bring in trading cards. Please ensure that your child is made aware of this, to foster a clear understanding of the school's expectations.

❁ School Bus

In keeping with the School policies regarding safety, ISV considers bus safety a top priority. Because of the need for the bus driver to focus on the road at all times there will be a zero tolerance for misbehavior on a bus. All students are expected to comply with the bus rules. It is also an expectation that students will treat the bus interior with respect.

Bus Rules: Students should always do the following:

- Remain in their seat, facing the front, at all times.
- Stay seated until the bus has come to a complete stop.
- Keep all body parts and possessions inside the bus at all times.
- All talk on the bus should be at a conversational level.
- Bad language is unacceptable.
- Be kind and considerate of others and their property.
- Remain standing off the road until the bus comes to a complete stop, before approaching to board the bus.
- Follow directions of adults and supervisors on the bus.
- Greet and thank the bus crew and adult supervisors.
- Students will only be dropped off at their own stop unless a different arrangement has been confirmed with the School Secretary/Head of Elementary or the Principal.



OTHER ITEMS

❁ Air Quality Index

In common with many other international schools, ISV currently use an air quality index (AQI) reading of 250 as the threshold for acceptable conditions for outdoor play and sports. This means any reading of 251 and above will result in the cancellation of normal outdoor play and athletic activities.

Fieldtrips are allowed to proceed when AQI levels exceed normal protocol limits, but only when taking place at indoor locations.

AQI guidelines suggest that those with respiratory problems should limit the intensity of outdoor activity when AQI readings indicate Lightly Polluted conditions (AQI 101-150), and remain inside when AQI readings indicate Moderately Polluted conditions (AQI 151-200+). It is therefore important that parents inform the school nurses and homeroom teachers if their children have respiratory problems, and that parents reiterate these thresholds and activity restrictions with their children.

❁ Security on Campus

In order to ensure the security you would expect ISV to provide on campus, we are reminding parents and other visitors about our rules concerning people entering the campus.

Unless delivering or collecting children, all visitors should have an appointment to enter the campus. If a visitor does not have an appointment, we cannot guarantee the person they wish to see is available.

All non-staff entering the campus must wear the visitors badge issued by the security staff. During the school day, visitors will sign in at the guard's booth.

All guests to the campus should report to the Reception area, where they will either wait, or they will gain access to the lobby area, or to a first floor meeting room. Visitors should not look around the campus without a member of staff accompanying them. This means all areas of the School are off-limits to visitors, unless it had been agreed before the visit that they can go to a named area, or they are with a member of staff.

If a parent wants to take a child out of school during the school-day, they will be asked to wait at Reception, and a member of staff will collect the child from the classroom.

The above rules are relaxed when the School is hosting an event where parents and other adults are invited to enter the campus, but at these times there will still be areas which are marked as being off-limits to our guests.

These simple rules are typical of international schools world wide, and fair and sensible ways to protect children whilst they are on campus.