



TRƯỜNG TIỂU HỌC, THCS, THPT  
ALBERT EINSTEIN



# AES

## HANDBOOK

# 2020 - 2021



CANADIAN INTERNATIONAL SCHOOL SYSTEM



TRƯỜNG TIỂU HỌC, THCS, THPT  
ALBERT EINSTEIN

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Albert Einstein School 2020

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## OUR PHILOSOPHY

Albert Einstein School is focused on the development of the whole child with emphasis on acquiring knowledge and skills that are transferable to meet the demands of living and learning in the 21st century.

## OUR SCHOOL VALUES

At Albert Einstein School we believe and promote:

- **Achieve Excellence in Learning**

A challenging academic program based on the Vietnamese and iPS / iLS English program standards that teaches students how to think, to learn, to solve problems, and to work both individually and in teams while acquiring the foundational knowledge and skills needed to be successful in today's world.

- **Develop a Sense of Self**

A community atmosphere in which each student can gain a sense of 'who they are' in the world; to develop self-confidence, strong character, conviction, leadership abilities, grace, courage, the desire to be a lifelong learner, and the commitment to achieve excellence in all they do.

- **Dedicated Service To Our Community**

A view that looks beyond the individual to the assets and needs of the surrounding community and the world. AES students will graduate demonstrating a caring attitude, acting as a catalyst for change, serving as effective global citizens and environmental advocates.

- **Develop A Balance in Life** - A wholesome program that promotes an appreciation for all of life and seeks to balance the sciences with the humanities, academics with the arts, mental wholeness with physical, social and spiritual wholeness, and future career with family relationships.

## EXPECTED SCHOOL-WIDE LEARNING

### AES students will

#### Achieve academic excellence

- Demonstrate mastery of subject area content
- Demonstrate an ability to think and problem-solve effectively
- Work individually and collaboratively
- Demonstrate effective communication skills in spoken and written Vietnamese and English
- Use technology responsibly and effectively

#### Have a sense of self

- Express their convictions and viewpoints effectively
- Display the attributes of a lifelong learner
- Exhibit positive character and moral convictions

#### Understand service

- Demonstrate social and environmental responsibility

#### Seek a balance in life

- Involve themselves in a variety of co-curricular activities that lead to a healthy lifestyle

#### Respect all

- Display the capacity to work effectively with others of differing identities, cultures, backgrounds and beliefs
- Exhibit the social skills needed to deal with a variety of situations
- Express an appreciation of the different cultures of the world

# CONTACT INFORMATION

## Albert Einstein School

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## AES LEADERSHIP TEAM

### DIRECTOR OF SCHOOL

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## CALENDAR AND TIMETABLES

- [AES 2020-2021 Calendar and BELL TIMES](#)  
Students can enter the school grounds at 7.30am each day the school is open.  
Students must be picked up by 4.30pm each day the school is open.  
No parents are allowed in the school grounds without an appointment.  
Parents are requested to cooperate with these times.
- **ASSESSMENTS AT AES**  
AES students write a mid year and end of year examination each school year. The mid year examinations are held in December - January and the end of year examinations are held in May. The Pearson UK iPS / iLS English examination is a voluntary achievement test for Grade 6 and Grade 9 only. Students wishing to undertake this test need to register with the International Programs Director.  
Progress reports and academic reports are issued throughout the school year.

## STUDENT WELLBEING POLICY

### STATEMENT OF QUALITY TEACHING

AES is committed to using the New South Wales (Australian) model of Quality Teaching ensuring the 3 elements of **Intellectual Quality, Learning Environment and Significance** are embedded in all teaching and learning.

School staff are committed to quality learning and teaching within a caring, safe, secure and well managed environment where the individual is valued as a person, actively engaged in the learning process and participating through available avenues in the decision making processes of the school.

### **Statement of Purpose at Albert Einstein School**

- encompasses everything the school community does to meet the personal, social and learning needs of students.
- creates a safe, caring school environment.
- is achieved through the total school curriculum and the way it is delivered.
- incorporates health and social skills programs.
- stresses the value of collaborative early intervention when problems are identified.
- provides ongoing educational services to support students.
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony.
- recognises the role that the school plays as a resource to link families with community support services.
- provides opportunities for students to enjoy success and recognition, make a useful contribution to the life of the school, and derive enjoyment from their learning.

**Student Wellbeing is the responsibility of all members of the school community:** the Director and the School Leadership Team; Teachers, School Administrative and Support Staff; Students; Parents and Caregivers and the wider community.

### **Student Discipline focuses on four components:**

School rules/ Code of Conduct

- Strategies and practices to promote positive student behaviour
- Strategies and practices to recognise and reinforce student achievement
- Strategies and practices to manage inappropriate student behaviour
- Supporting students

## STRATEGIES TO PROMOTE POSITIVE STUDENT BEHAVIOUR

### The school encourages effective discipline by:

- providing an interesting, engaging and relevant curriculum to meet the needs of each student. Students will feel valued and develop skills which will enhance the quality of their lives and their relationships with others.
- supporting students achieving success in learning:
  - learning support teams
  - appropriate support programs e.g. counselling, learning and support teacher, youth support worker
  - provision of programs which develop self-discipline, communication and responsible decision making such as:
    - social skills programs
    - peer mediation
    - peer learning
    - student wellbeing days
    - class procedures
    - school values
    - Monthly award assemblies
    - school service and volunteering
    - anti-bullying plan
    - student leadership
    - dress code
    - mentoring
    - transition to school at Grade 1 and from Grade 5 to Grade 6
- supporting students by parent and community participation in school activities
- developing easily understood rules (code of conduct) which are fair
- being consistent in the reinforcement of good behaviour management techniques
- discussion with parents / caregivers about their role in the management and promotion of acceptable student behaviour
- encouraging teachers to attend appropriate professional learning programs
- being considerate of the particular needs and pressures experienced by young people in the local community
- liaison with community agencies to provide additional support
- building partnerships with partner CISS schools.

### Public Displays of Affection (PDA)

Anything beyond holding hands is considered PDA. Prolonged hugs, kissing, sitting or reclining in compromising positions, or other such actions are unacceptable public displays of affection. These guidelines apply in all areas of the school and during all times of the school day. This also includes bus transport. Students seen exhibiting public displays of affection beyond hand-holding will be referred to the Leadership Team.

### Food and Gum at School

We encourage drinking of water at school and provide water bottle refill stations for this purpose. All students should have their own water bottle. Each student's water bottle should be labelled with their name and class. Water is allowed in all areas of the school. Other than water, food and drinks are not to be consumed in classrooms unless a teacher grants permission (class party). All other food is provided by the Cafeteria or May Cafe.

Students are **not allowed** to order in food from other providers. Students are **not allowed** to sell food on the school grounds. Chewing gum is **not allowed** at school or on school grounds.

## STRATEGIES AND PRACTICES TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT.

Student achievement is recognised each week at the weekly assembly and at the Character Education assembly on the first Monday of each month. Teachers have simple class award procedures and nominate students who have excelled in the character element of the month.

## STRATEGIES AND PRACTICES TO MANAGE INAPPROPRIATE STUDENT BEHAVIOUR

AES has high expectations for student behaviour

- Students are expected to choose appropriate behaviours at all times.
- Students are expected to think about their choices of behaviour.
- Students are expected to act out the attributes of the AES Character Education program elements.
- Students can expect to be listened to when there is a dispute or their behaviour is reported to the AES Leadership Team
- Parents can expect to be involved in communication about their child's behaviour choices.
- Together, teachers, students, parents and the AES Leadership team will work together to guide the child to understand the need to think through choices of behaviour and actions.

## BEHAVIOUR CODE FOR STUDENTS

AES school is committed to providing a safe, supportive and responsive learning environment for everyone. We teach and model the behaviours we value in our students.

Students are expected to:

- Respect other students, their teacher and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools
- Commit to appropriate conflict resolution and restitution for any misdemeanour that is brought to the attention of the AES Leadership team.

**AES Leadership Team will take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.**

# MAJOR AREAS OF DISCIPLINARY CONCERN

Schools are regulated by legislation which covers illegal drugs, alcohol, tobacco and weapons and requires that the police are notified of incidents.

## School discipline policies specifically prohibit:

- Violence or threats of violence
- Possession of illegal drugs
- Possession of offensive weapons
- Smoking and use of alcohol
- Persistent disobedience
- Criminal behaviour

The principal will suspend, consistent with the *Suspension and Expulsion of School Students* procedures, any students engaging in these offences. In extreme cases, students can be expelled from Albert Einstein School. Some types of behaviour are of immediate concern and are not tolerated at school, on school buses, or at school functions. Face-to-face and electronic / technology incidents are treated the same and regardless of the ownership of the electronic equipment or forum. The following are some examples.

**Disrespectful Behaviour:** Talking back to teachers and staff (including substitute teachers), rude behaviour, making threats, derogatory language, refusing to identify one's self, refusing to follow a reasonable direction, deliberately defacing or destroying school property (including equipment and buildings).

**Fighting and / or Abuse of Fellow Students:** Fighting, the use of profanity, using insulting or profane gestures, any type of harassment or activity designed to intimidate, embarrass or isolate other students.

**Academic Dishonesty:** Cheating, lying, stealing, malpractice, plagiarism of student work, alteration of grades, falsification of parent or teacher signatures.

**Truancy:** Student absence from school or from a class without the prior authorization of a parent, guardian or school employee.

**Theft:** Taking, assisting in taking, or in any way participating in receiving materials that belong to someone else without that person's consent, for any length of time. Students suspected of possessing stolen items will be asked to empty their pockets and packs, and their lockers will be searched by the Leadership Team. Stealing is a serious offense that will lead to suspension and possible expulsion.

**Smoking / Use of Tobacco / Vaping Devices:** In the case of students being under the influence of, or in the possession of illegal drugs, parents/caregivers will be notified; appropriate school discipline action will be implemented which may include suspension from school (consistent with *the AES student wellbeing and discipline policy*)

- Students suspected of being under the influence of, or in possession of, or pretending to be in the possession of alcohol will be suspended.
- For students found smoking, using e-cigarettes, in the possession of tobacco or e-cigarettes, or in the company of smokers or vapers
  - Parents / Carers will be notified
  - Loss of privileges, detention and suspension for repeated incidents may occur

**Drugs and Alcohol:** CISS regulations state:

- "Suspension is to occur immediately if the substance is being touted, held out or passed off by the student as an illegal substance, or on confirmation that the substance is in fact illegal."
- Students suspected of being affected by drugs may be suspended and will not be able to return to school unless accompanied by a parent / carer. Parental involvement is an integral part of the process.



**Vandalism and Graffiti:** Vandalism includes defacing, destroying or ruining property not belonging to the student, including but not limited to lockers, books, school buses, etc. Besides immediate suspension, the student (parents) will be required to pay for damages or replace the item.

Replacement costs will be calculated at the cost of the item plus any and all taxes, fees, shipping or other import costs, as applicable. Student records and final grades will be withheld until all such charges are cleared.

**Weapons or Weapon Look-alikes:** The possession of any type of weapon, toy weapon, or weapon look-alike is strictly forbidden at or near school, on the school bus, at school bus stops, and during all school activities, regardless of location.

## CONSEQUENCES IN SUPPORT OF STUDENT HANDBOOK POLICIES

Students in violation of school policies will be treated in a dignified, positive manner. The definitions and consequences summarized below are intended to deter infractions of school policy in a consistent manner and to promote a healthy and studious environment. The following is not to be considered a hierarchy of consequences. School administration reserves and retains the right to enforce any of the following consequences, for any violation, at any time. Factors such as seriousness, repetition, harm to buildings or persons will be taken into account when determining appropriate consequences.

**Infraction log:** Student infractions are all recorded in an Individual Student File. Students in violation of rules acknowledge that their actions will be recorded on his / her personal file.

**Detention:** Detention offers an opportunity for students to reflect on their actions and, typically, lasts for one hour. Failure to serve detentions when scheduled will result in the assigning of additional detention days. Detentions may be assigned by teachers or administrators. Students serving detention are expected to bring school work with them.

**Restitution:** In certain situations involving theft, vandalism, etc., students and families may be required to compensate for loss or damage.

**Family Conference:** Parents may be asked to meet with a counsellor or administrator to determine the support needed to correct the problem.

**Parent Phone Call / Email:** Parents are notified that their child/ward has been found in violation of a school rule.

**Suspension:** Students assigned a suspension are expected to spend time away from school in a parent-supervised setting. Students on suspension cannot participate in any extra-curricular events. A student who is on suspension will have to make sure they catch up on any work missed during suspension. Any exception to this will be made by the Leadership Team. The duration of a suspension will be up to a maximum of 20 days depending on the severity and frequency of the infraction. All incidents resulting in a suspension will be documented and become part of the student's school record.

**Expulsion:** Expulsion is defined as the revocation of a student's right to attend Albert Einstein School or be on school grounds. If a student's conduct fails to improve after one or more suspensions; if an initial offence is considered sufficiently serious by the school administration; or, if a probation plan is deemed ineffectual by the school's administration, the student may be expelled. The AES Leadership Team in consultation with the CISS Board of Directors makes the final decision in cases of expulsion.

## **BULLYING AND STUDENT WELLBEING**

Bullying in any form is unacceptable. It devalues, isolates and frightens. It affects an individual's ability to achieve and has long-term effects on the bully, those being bullied and the by-standers.

Bullying behaviour is intentional and often repeated. It is an abuse of power that causes distress, hurt or undue pressure.

Bullying behaviour can be

- Physical Eg. hitting, punching, kicking, scratching, tripping
- Social Eg. ignoring, excluding, ostracising, alienating, gestures
- Psychological Eg. spreading rumours, dirty looks, hiding possessions, malicious SMS, social media, email messages, inappropriate use of cameras/camera phones and inappropriate phone calls
- Cyberbullying Eg. Using technology to threaten bully, harass or intimidate another person is a crime.  
<https://www.esafety.gov.au/>

### **Reporting**

All members of the school community, students, parents / carers and teachers have the responsibility and obligation to report all forms of bullying.

AES promotes **Speak up and Speak out against incidents of bullying**

The AES Leadership Team will manage incidents of bullying. Reports can be made to any teacher or support staff and incidents will be documented and monitored for intervention and support.

Persistent bullying will be managed in line with the School Discipline Policy.

### **Intervention and Support**

Incidents of bullying will be managed in accordance with the student welfare guidelines. Students will be offered confidential help which may include interviews, counselling, debriefing, social skills and resilience programs.

- **AES DRESS CODE**  
All students are required to wear the AES uniform. There are two (2) uniforms that are of the mix and match style. The school uniform is to be worn every day. The Sports / Physical Education (PE) uniform should be worn on sport / PE days only. Some special 'out of uniform' days will be coordinated with student house days and other special event activities.  
No jackets (outer layers) and hoods are to be worn at school
- **FOOTWEAR REQUIREMENTS**  
For safety reasons students are required to wear their shoes at all times.

## **SCHOOL HOUSES**

There are four houses at AES, each with their elected house captains and vice captains for the Elementary School and Secondary School. Students are allocated to a house during the enrolment process. Students stay with that house throughout their enrolment at the school.

Kraken **Blue**  
Cerberus **Yellow**  
Phoenix **Red**  
Hydra **Green**

## **INTERNET USE**

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the AES policy when using the AES internet and email services.

**Parents will need to inform the school in writing if they do not want their child to have access to the AES internet and email facility.**

## **PARENTING ORDERS**

The school requires a copy of any Family Court Order relating to parental contact with or information about students. Key school staff and the School Leadership team need to know about any restrictions required by the Family Court so that appropriate action can be taken and support provided when needed.

## **SICK STUDENTS**

If there is any doubt about your sick child's ability to cope with the day at school, he or she should remain at home recovering.

If a student feels ill, they should get a note from their teacher to report to the School Nurse, (located in room D124 where staff will assess the student and contact parents if necessary. Students should not be contacting parents themselves in the case of illness while at school.

If a student is injured, emergency care is given and parents or an ambulance may be called depending on the nature of the injury. Parents, or alternative contacts, will be informed in cases of emergency.

## **COVID MANDATED HEALTH / HYGIENE REGULATIONS**

Students are required to have a body temperature screening before entry to the school grounds.

Students are required to have a body temperature check before entering the cafeteria.

Students are required to wear a face mask when in the hallways and playground. Face masks are not mandatory in the classroom.

Students are required to wash their hands with soap and water regularly.

Students are to have their own water bottle with their name clearly marked on the outside.

Students are to provide their own personal hand sanitizer.

Parents should pack at least two (2) spare face masks in the bag for their child each day.

No parents are allowed on to the school site to drop off or pick up their child.

## **STUDENT MEDICATION**

Students requiring medication at school will need to have an Individual Health Plan (IHP) prepared by their parents / carer, their doctor and the school.

Parents / caregivers will also need to complete a parental request to administer medication form prior to any required medications being distributed to school staff.

Asthma puffers and Epipens are the only medication that students are allowed to carry on them unless it is part of their Individual Health Plan which has been given to the ASO.

## **ABSENCE FROM SCHOOL**

An SMS notification will be sent to one parent from each family to report a student's absence from school on the day of their absence.

Explanations of absences must be done by one of the following:

- Replying to absence notification SMS
- Sending an absence notification to the ASO office
- Sending an absence explanation through the parent portal
- Sending in a written absence notification or doctors certificate

The Home Room teacher should be contacted regarding possible prolonged absences.

Please contact the ASO office for information regarding long term absences from school.

Once inside the school grounds, no student is permitted to leave without official permission.

## LATE ARRIVALS

A student who arrives late to school will be recorded as such on the official record of attendance. Students are to report immediately to the ASO office (A207) and obtain a Late Note to take to class.

## LEAVING SCHOOL DURING THE DAY

To obtain permission to leave school early a student must present a note from a parent or guardian to the ASO. The note needs to contain details of when and where the student will be going and a contact phone number for verification if needed by the school. \_

## OUT OF BOUNDS AREAS

These are areas of our school site that are difficult to supervise adequately during recess and lunch breaks because they are isolated. These areas include classrooms and the immediate area around the Cafeteria area. Parking areas are out of bounds at all times.

No student is to purchase food from the corner shop during school time. Students found in the area of the school playground nearest the vicinity of the shop will be placed on detention and parents will be informed.

## LOCKERS

The lockers are to be used for the storage of books and equipment. Students who have lockers undertake to keep them clean and tidy. Do not deface or attach stickers to the outside of the locker.

## LOST PROPERTY

Students are responsible for all of their personal property. Strong school bags are needed to carry equipment to and from school. All personal items need to be clearly labelled with the student's name. Enquiries regarding lost property should be made at the ASO Office (A207).

## MOBILE PHONES

Mobile phones **must be turned off during the school day unless otherwise advised by the classroom teacher**. Students are not permitted to use their phones, or other cameras to take photos of students or staff. If students bring their mobile phones to school, they are fully responsible for ensuring their safe keeping. Please note that mobile phones are banned from any school and DOET exams. Students who do not follow the mobile phone policy will have their phones confiscated for parents to pick up.

## BYOD

The term “device” in these procedures refers to any personal mobile electronic device with the capability to connect to the AES Wi-Fi network and meets the minimum standards outlined by the school.

**Students may** bring their own devices to school and may access the AES Wi-Fi network.

**Use of devices** at school is governed by school developed guidelines, processes and procedures.

**The school will provide** internet access through its wireless networks at no cost to enrolled students.

**Students are responsible for** the care and maintenance of their devices including data protection and battery charging.

**AES and CISS** will not accept any liability for the theft, damage or loss of any student’s device. Students who bring their own devices onto school sites **do so at their own risk**.

**AES** will not provide hardware or technical support for devices.

**Students are allowed** to bring their own devices for use in the school environment must accept that where the school has reasonable grounds to suspect that a device contains data which breaches the school wellbeing policy, the school may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

**Use of BYOD devices** in lessons is determined by the classroom teacher. Students are required to follow all teacher instructions regarding the use of BYOD devices.

There is no mandatory requirement for students to bring their own devices to school for educational purposes, if a class is making use of electronic devices for a lesson the students will be given the option of using either school supplied devices or their own suitable device for that lesson.



**PARENTS ADVISORY COUNCIL**

The Parent Advisory Council meets the first Saturday of every second month in the MLC. This meeting is for our parents and community members to provide feedback on school operations and directions as well as discuss matters related to contemporary education provision.

**SCHOOL TUITION FEE SCHEDULE – 2020-2021**

**AES BUILDING MAP**

**MLC BUILDING MAP**

**AES TRAFFIC PLAN**

**AES SAFE ARRIVAL PLAN**

**AES SAFE BUS DEPARTURE PLAN**

**INFRACTION CONSEQUENCE CHART**

The following list outlines the sequence of consequences that will be used in particular situations. Note: The Director of AES has the right to determine if extenuating circumstances sometimes exist that may alter the information on this chart.

INFRACTION	CONSEQUENCES
<p><b>Academic Dishonesty</b></p>	<p>All Incidents:</p> <ul style="list-style-type: none"> <li>• No credit for work for all involved and requirement to resubmit work.</li> <li>• Leadership team is informed of infraction</li> <li>• Written note of incident placed in student’s school file</li> <li>• School discipline code applied</li> </ul> <p>First Incident:</p> <ul style="list-style-type: none"> <li>• Parent contact will be made by a member of the Leadership Team</li> <li>• A parent conference may be held as determined by the Leadership team</li> <li>• Student must meet with counsellor</li> </ul> <p>Second Incident:</p> <ul style="list-style-type: none"> <li>• The Leadership team convenes a parent conference</li> <li>• Official letter from Leadership team is sent to Parents</li> <li>• Written note of incident placed in student’s permanent file</li> <li>• Parent conference with Leadership team</li> </ul>

<p><b>Bus infractions</b></p>	<ul style="list-style-type: none"> <li>• Leadership team will be contacted by transportation authority</li> <li>• Leadership team will discuss matter with student. Bus CCTV will be utilised if required</li> <li>• Parent contact</li> <li>• Further action/conferencing as determined by the Leadership team</li> <li>• School discipline code applied.</li> </ul>
<p><b>Mobile phones</b></p>	<p>Applicable to all use unless directed by teacher.</p> <ul style="list-style-type: none"> <li>• When seen, device will be collected by staff and given to Leadership Team.</li> <li>• Device to be collected at the ASO office by student after school</li> <li>• Student signs logbook in office at each incident</li> <li>• School discipline code applied</li> <li>• 1st incident –Leadership Team / student conference</li> <li>• 2nd incident –Leadership team / student conference, detention</li> <li>• 3rd incident –Thursday detention.             <ul style="list-style-type: none"> <li>• Parent contacted and item held until parent picks item up from office.</li> <li>• Further action/conferencing as determined by the Leadership team.</li> </ul> </li> </ul>
<p><b>Failure to follow Classroom/library rules</b></p>	<ul style="list-style-type: none"> <li>• Teacher speaks to student</li> <li>• Teacher speaks with parents</li> <li>• Referral to Leadership Team</li> <li>• Detention</li> <li>• Referral to Leadership team for repeat offences</li> <li>• Parent contacted by Leadership team, school discipline code applied</li> <li>• Parent conference</li> </ul>
<p><b>Possession or consumption of alcohol or tobacco on or during school-sponsored trips or activities</b></p>	<ul style="list-style-type: none"> <li>• Immediate removal of student from activity</li> <li>• Student will be returned home from any camps/excursions at the parents expense</li> <li>• Parent contact by Leadership team</li> <li>• Further action/conferencing as determined by the Leadership team</li> <li>• School discipline code applied</li> </ul>
<p><b>Disrespectful behaviour</b></p>	<ul style="list-style-type: none"> <li>• Referral to Leadership team</li> <li>• Further action/conferencing as determined by the Leadership team</li> <li>• School discipline code applied</li> </ul>
<p><b>Dress code violation</b></p>	<ul style="list-style-type: none"> <li>• In all incidents, students will be asked to change into appropriate clothing</li> <li>• Students are referred by any staff member to office</li> </ul>

	<ul style="list-style-type: none"> <li>Further action/conferencing as determined by the Leadership team</li> </ul>
<b>Violation of Smoking, Drugs and Alcohol Policy</b>	<ul style="list-style-type: none"> <li>Parent contact by Leadership team</li> <li>School discipline code applied</li> <li>Further action/conferencing as determined by the Leadership team</li> </ul>
<b>Fighting</b>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>School discipline code applied</li> </ul>
<b>Forgery of notes</b>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Referral to Leadership team for action</li> <li>School discipline code applied</li> </ul>
<b>Harassment / Bullying</b>	<ul style="list-style-type: none"> <li>Referral to Leadership Team by teachers</li> <li>Parent contact</li> <li>School discipline code applied</li> </ul>
<b>Truancy</b>	<ul style="list-style-type: none"> <li>Referral to Leadership Team for action</li> </ul>
<b>Late to school</b>	<ul style="list-style-type: none"> <li>School discipline code applied</li> </ul>
<b>Theft/Vandalism</b>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Restitution</li> <li>Parent conference</li> <li>School discipline code applied</li> </ul>
<b>Weapons or weapon look-alikes</b>	<ul style="list-style-type: none"> <li>Immediate confiscation of item (all instances)</li> <li>Parent contact</li> <li>Further action/conferencing as determined by the Leadership team</li> <li>School discipline code applied</li> <li>Involvement of other agencies, Police, where deemed appropriate.</li> </ul>

**Child Protection Policy**

CISS has a Child Protection Policy that all staff follow.

All teachers employed at CISS are mandatory reporters for child sexual assault, student harm and wellbeing, neglect and domestic violence abuse, including emotional and physical abuse.

<http://aesvietnam.edu.vn/tin-tuc/he-thong-truong-quoc-te-canada-voi-so-tay-chinh-sach-bao-ve-tre-em.html>

**AES Leadership Team will take strong action in response to behaviour that is a breach of the CISS Child Protection Policy.**



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