



SCHOOL RULES AND REGULATIONS

1. Uniform

- Students must wear their school uniforms, except for extracurricular activities or Spirit Day events.
- Students must wear sports uniforms and sports shoes for sports classes.
- Students must wear the House System uniform every Friday.
- Students are not allowed to wear slippers or flip-flops to school.
- For practical lessons in the Laboratory, students must wear closed-toe shoes and prescribed clothing.

2. Food/Drinks at School

- Meals will be served at school. The School is committed to providing safe and hygienic food for our students. The School's Kitchen Department will make sure to select fresh ingredients and reduce salt, sugar, and fat, and increase the amount of vegetables and fruits in each meal.
- Breakfast will be served at the School Canteen between 07:00 AM - 08:00 AM. Lunch will be served from 11:00 AM - 12:30 PM per day, and snacks will be provided during the afternoon break.
- Students can bring their own lunches each day and make a Commitment Form to the School to ensure food safety and hygiene. Please contact the School Office for a Commitment Form. In the case of self-purchased food, parental confirmation and consent are required. The School is exempt from responsibility for student safety in this instance. After every meal, students have to clean the place used so that others can use it later.
- Students are only allowed to eat within the School Canteen and sit at the designated location.
- Water is available for students on each floor. Students are encouraged to bring their own water bottles to drink between classes, so Parents should prepare and remind the students to bring their bottles to school.
- For birthday parties at school, to ensure food safety for students, the school encourages parents to:
 - ❖ Purchase food and beverages from establishments with a food safety certification.



- ❖ Avoid buying fast food, sugary drinks, and carbonated beverages.
- ❖ Limit the amount of sweet pastries with cream.
- ❖ Prepare an extra portion of the same type of food to keep as a sample in the school's health office.

3. Ordering and Receiving Goods at School

- Students are not allowed to order and receive goods delivered to the School during their studies at the School. All orders will be rejected by the Security Department for delivery in front of the school gate. The School is not responsible for the above orders.
- Students who do not register for school meals can book and receive food during lunch hours (with Parents' confirmation from the beginning of the academic year).
- Students can receive food and drinks sent by Parents for school events and birthday celebrations. Parents and students should notify the School Office at least 01 (one day) in advance. The School does not address cases where students order and receive food and drinks at the School without prior notice from their Parents.

4. Alcohol and Tobacco

The school strictly prohibits students from bringing or consuming alcoholic beverages, cigarettes, and e-cigarettes; engaging in the illegal use or possession of narcotics; and using any other form of stimulants.

5. Sports Areas

- Sports areas are used for sports activities and school events.
- Students who need to use the sports areas before and/or after school should contact the PD Teacher to register.
- Wear proper attire and shoes in the sports areas.
- Do not bring food or drinks (except water) to the sports areas.

6. Phone

- Information that should be forwarded to the teacher or student may be conveyed by the School Office staff. Teachers and students can receive it later.



- Teachers cannot pick up the phone while teaching. Please contact the teacher during break time or at the end of class so your call does not interfere with the teacher's lecture. In other cases, outside of working hours, please contact the School Office for assistance.

7. Nap time

- Students should prepare pillows, blankets, mattresses and must be present at the designated nap time.
- Students should refrain from doing activities such as reading, listening to music, playing games, or harassing others around them during nap time.
- To ensure students' health, Subject Teachers may only use their nap time to conduct other activities with the permission of the Board of Principals.
- If absent during nap time, students must take the following steps: Take and fill out the form at the School Office. Explain why they didn't take a nap in school with the teacher's consent.
- In case students do not want to take a nap, Parents can register with the School Office. They will be doing activities in the Library under school staff supervision.

8. In/Out of School

- Students, once they enter the school, are not permitted to leave without excuses until the end of the day.
- Students are not permitted to enter the school without their proper school uniform.
- During holidays, students are not permitted to enter the School without permission (except for a valid reason).
- In case a student is sick or has a special reason to leave the school during school hours, this procedure must be followed:
 - Parents must enter the School Office and state the reasons for picking up the student.
 - Parents must fill out and sign the Absence Form given by the School Office.
 - If the information matches, the teacher will accompany the students from the class to the front gate for Parents to pick up.



- Parents will hand the signed form to the Security Department in order to leave the School with the students.
- In case the student needs to leave on his/her own, Parents are responsible for notifying and confirming with the School Office in advance.

9. Out-of-Class Pass

All students should be in class during period times. Any student out of class must have an Out-of-Class Pass. Students who are out of class without a valid reason will be considered 'truanted' and therefore may be required to make up the class time they missed.

10. Leave of Absence

- Parents are requested to contact the School Office or create a Leave Form on SPS 360 before 08:00 AM on the day the student is absent from school, notifying a valid reason for the absence (e.g., information about the student's illness).
- If a student is absent from school without a valid reason, they will be marked as "absent without permission" until the School receives a family notification. To facilitate monitoring, Parents should promptly notify the School about the student's absence.
- If a student's attendance drops to 90% or lower, Parents/Guardians will receive written communication, and a meeting may be arranged to address the issue. Maintaining open communication with the School regarding student absences is crucial to ensuring the safety and well-being of all students.

11. Academic Dishonesty

- All members of the School community must uphold integrity in learning. Academic dishonesty includes actions such as plagiarism, cheating, stealing test materials, fabricating data, and posing as the author of someone else's work. Teachers will use an online plagiarism checker regularly.
- The School will inform Parents if misbehaviour is detected. Repeated offenses may lead to suspension or expulsion, following the School's regulations.



12. Technology Policies

- All students, faculty, and staff must follow these guidelines when using SISS's technology, resources, and network:
 - Only use the SISS account provided by the IT department.
 - Maintain authorised and secure passwords and data.
 - Avoid sharing private information about yourself or others.
 - Keep your account details confidential.
 - Refrain from accessing or altering others' work or data.
 - Respect international copyright laws; do not illegally copy games, software, or materials on the campus.
 - Avoid plagiarism from the Internet; cite all sources used in academic work, including the Internet, text, and images.
 - Do not share spam or other inappropriate communications on the School network.
- Students must submit their personal cell phones to the teacher before the start of the school day. The teacher will securely store the devices and only return them in specific situations, such as approved instructional purposes, ordering lunch, family emergencies, or at the end of the school day.
- If students fail to submit their cell phones or use electronic devices for non-academic purposes within the campus, the teacher may confiscate the items, have students sign a Disciplinary Referral Form, contact Parents, and take other necessary disciplinary actions.
- Cell phones or devices with image-capturing capabilities are strictly prohibited in locker rooms or restroom areas while at school or during school-related events.

13. Bus

Time of Departure

The shuttle bus is scheduled according to the School's schedule from Monday to Friday. Picking up the students will be from 06:00 AM to 07:20 AM, to make sure they arrive at school from 07:30 AM to 07:45 AM. Please note that the bus service will only be provided if there are enough students on the itinerary.



Safety Regulations and Responsibilities

If a student uses the school bus service, they must understand and abide by the rules below. If not, the School will notify the family to find other means to take students to school.

- The school bus leaves the School at 04:30 PM. Students must get on the bus at the end of class and stay on the bus until it is scheduled to leave.
- Students will not have a fixed seat, whoever arrives first gets to choose their seat.
- Students are not allowed to put their hands, feet, or heads out of the vehicle during the trip.
- Bringing food or water into the bus is prohibited.
- Littering is not allowed inside or outside of the school bus.
- Students must be polite and respectful to the drivers, car attendants, and other students.
- Students must not interfere with or obstruct the driver and other employees in the vehicle, or commit any act of harm to the vehicle.
- Students must sit on the bus until the vehicle stops at the designated place.

The following actions will be taken by the School, depending on the degree of the student's disturbances:

- For the first offense, the student will be warned.
- For the second offense, the student will be alerted and the School will notify Parents.
- If the student repeatedly repeats the violation, they will be banned from using the school bus service and will not be given any refund.

Responsibility of Parents/Guardians

Parents/Guardians must send students to the Nursery Staff in the morning and pick them up from the Nursery Staff in the afternoon, or alternately. If the student is sick and does not use the School shuttle bus, Parents/Guardians should contact the School Office. In case of a change in the itinerary, the School must be informed prior to the student's planner or contact the School Office.



14. Securing Personal Belongings

- All students are assigned lockers for storing their personal belongings. It is advisable not to bring valuables such as mobile phones or music players to school unless instructed by a teacher. If these devices are brought, their usage is permitted only before 08:00 AM and after 04:30 PM.
- For safety purposes, the School retains the right to inspect students' lockers at any time to ensure there are no explosives or addictive substances. Students are advised against keeping money or valuables in changing rooms, backpacks, or school bags. The School will not be held responsible for any safety concerns arising from students' failure to comply with regulations on personal belongings or for any losses of personal items or money at school.
- To ensure hygiene and safety, students are not allowed to place food, beverages, pets, or other dangerous items in the cabinet.
- Please label your child's belongings. While the School takes reasonable precautions to ensure property security, students are responsible for safeguarding their personal items. Valuables, large amounts of money, and sentimental items should not be brought to school. The School cannot compensate for lost, misplaced, or damaged personal belongings.
- After the end of the academic year, Homeroom Teachers shall check the hygiene of the locker and carry out procedures for handing it over to the Operations Department.

15. Protecting School Property

- Students must show responsibility in protecting school and class property, including decorations and daily-use items. If a student damages school property worth 500,000 VND or more, Parents will be responsible for compensation.

16. Lost and Found

- The School's Lost and Found section, located in the Library, holds students' misplaced belongings and items found on school premises. If students lose something, they can ask the Librarian or their Homeroom Teacher for assistance by providing a description of the lost items and details about when and where they were misplaced. Any unclaimed items before the 10th of each month will be used for charitable activities.