



SCHOOL RULES AND REGULATIONS

I. General Regulations

1. Uniform

- Students are required to wear the polo uniform from Monday to Wednesday. On Thursday, students may choose to wear either the polo shirt or the dress shirt. On Fridays, students are required to wear the House uniform, unless otherwise notified, in the event of extracurricular programs or designated Spirit Days.
- Students are required to wear the dress shirt and blazer for major school events and academic ceremonies, as notified in advance by the School.
- Students are required to wear the physical education uniform and sports shoes on days with physical education classes.
- 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. Code of Conduct

- Students are expected to come to school fully prepared with the necessary books and learning materials. They must complete assignments, prepare lessons, and submit homework on time as required.
- Students must listen attentively, participate actively, and communicate with proper manners and respect toward others.
- Students should engage positively in classroom activities and contribute constructive ideas.
- Students must be polite and courteous in both actions and speech, showing respect for everyone.
- Students must not endanger themselves or others during academic or recreational activities.
- Students are required to follow orderly procedures when queuing during group activities, in elevators, and in public areas.
- Students must not cause disruptions that negatively affect classroom learning or School activities.
- Students must not use social media to distribute, promote, or comment on inappropriate content, nor to share images or information that may harm others or the educational environment.



3. 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 to 12:30 PM per day, and snacks will be provided during the afternoon break.
- Students may bring their own lunch to school. The School encourages Parents to provide meals that ensure a balanced intake of nutrients, while limiting processed foods, carbonated beverages, and foods high in sugar. Parents are kindly requested to contact the School Office to obtain the Commitment Form. In such cases, the School assumes no responsibility for the food safety of student-provided meals. After each meal, students must clean up their eating area so that it is ready for use by others.
- 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.
 - The School retains samples of food and beverages served during student birthday celebrations. Parents are kindly requested to provide no more than two varieties/types (cake and/or drinks) and to prepare an additional sample portion of each item for storage at the School's Health Office.



4. 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.

5. 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.

6. Sports Areas

- Sports areas are used for sports activities and school events.
- Wear proper attire and shoes in the sports areas.
- Do not bring food or drinks (except water) to the sports areas.

7. 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 are unable to answer phone calls during class time. Parents are kindly requested to contact teachers during break times or after lessons so as not to disrupt teaching. For matters arising outside of working hours, Parents are kindly asked to contact the School Office for assistance.



8. Nap time

- Students should prepare pillows, blankets, and 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.
- In the event of absence during nap time, students must complete the following steps: obtain and fill out the designated form from the School Office, provide a reason for not participating in nap time with the approval of the Homeroom Teacher, and submit the form to the teacher in charge of nap time supervision.
- 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.

9. 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 the event that a student becomes ill or has a special reason to leave school during class hours, the following 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.

10. Out-of-Class Pass

All students should be in class throughout the school time. 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 “truant” and, therefore, may be required to make up the class time they missed.

11. 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).
- The School will not approve leave requests without a valid reason during the mid-term and/or end-of-term examinations for the Ministry of Education and Training Program, as well as the New South Wales Program.
- 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.

12. Academic Honesty

- Students must always demonstrate honesty in their academic work. Academic dishonesty includes, but is not limited to, acts such as falsification, cheating, theft of test materials, fabrication of data, plagiarism, or presenting the work of others as one’s own.
- The School will inform Parents if misbehaviour is detected. Repeated offenses may lead to suspension or expulsion, following the School’s regulations.



13. Technology Policies

- All teachers, staff, and students must adhere to the following guidelines when using technology and resources provided by SISS:
 - 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 mobile phones or use electronic devices for non-academic purposes on school premises, teachers may temporarily confiscate the devices, require the student to sign a Disciplinary Record, contact Parents, and take any 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.



14. 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.

15. 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.

16. 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.



17. 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.

II. Levels of Violation and Disciplinary Actions

Violations are classified into three levels according to their severity. Students will receive a Violation Record Form to notify Parents, accompanied by a decision on the appropriate disciplinary action.

Level 1 Violations

Level 1 violations involve inappropriate student behavior in classrooms, hallways, and common areas. Such violations include, but are not limited to:

- Eating or drinking in any area of the school (except bringing a water bottle and eating or drinking in the cafeteria).
- Being late to school more than three times per month.
- Improper use of mobile phones or electronic devices.
- Leaving school during class without permission from the Homeroom Teacher or School Administration.
- Wearing an incorrect uniform.
- Being absent without a valid reason.
- Lying.
- Using inappropriate or offensive language and gestures.
- Cheating in learning activities, tests, or exams.

Disciplinary Actions for Level 1 Violations

A reminder or verbal warning will be applied to students who commit Level 1 violations.

Level 2 Violations

Level 2 violations include repeated Level 1 behaviors and actions or attitudes showing a lack of respect for teachers or peers, including, but not limited to:



- Any behavior that disrupts order inside or outside the classroom and affects others.
- Slander.
- Threatening others.
- Bullying, including cyberbullying.
- Vandalism.

Disciplinary Actions for Level 2 Violations

Actions include, but are not limited to:

- Apology request (for Primary School students).
- Reprimand (for students other than Primary School).
- Violation Record Form sent to Parents, to be signed and returned to the School Office for record-keeping.

Level 3 Violations

Level 3 violations include:

- Causing disorder in hallways and common areas.
- Infringing on the body or property of others.
- Insulting the dignity and honor of teachers, staff, or other students.
- Illegal actions.
- Harassment or threats seriously endangering the safety of students or others.
- School bullying and cyberbullying.
- Theft.
- Arson or false fire alarms.
- Damage to personal or School property.
- Viewing, possessing, or distributing obscene content, including inappropriate language, documents, letters, or images.
- Carrying any weapons or incendiary/explosive materials.
- Sexual harassment.
- Use of tobacco, cannabis, alcohol, drugs, or any other stimulants.
- Repeated and serious Level 2 violations.



Disciplinary Actions for Level 3 Violations

Actions include, but are not limited to, and are determined by the School Administration and/or Disciplinary Committee:

- Stricter enforcement of Level 1 and Level 2 disciplinary measures.
- Requirement to write a self-reflection report (not applicable to Primary School students). The report must include confirmation and commitment from the student's family in cooperation with the School to manage, educate, support the student's awareness, help them reflect, and address the consequences for individuals or groups affected by the violation. The self-reflection report will be kept in the student's school records.

Remedial Support Activities for Violations

Remedial support activities for violations include:

- Advising and encouraging students to recognize their violations and find ways to remedy them.
- Monitoring, counseling, and supporting students during the process of addressing their violations.
- Requiring students to participate in certain activities, such as school counseling programs, social work within the school, skill-building education, or other appropriate activities decided by the school, in order to raise awareness, adjust behavior, and remedy the consequences of violations.
- Cooperating with students' families and other stakeholders to provide counseling, management, and support in helping students raise awareness, adjust behavior, and address the consequences of violations.
- Other supportive activities are consistent with the purposes and principles of student discipline.

Cases of Mandatory Expulsion

SISS reserves the right to enforce expulsion in the following cases:

- Students with medical or psychological disorders who display behaviors that pose dangerous risks to other students.



- Students with learning disabilities or limitations that significantly affect their own learning ability and the learning environment of other students (e.g., intellectual disabilities, autism, hyperactivity, etc.) are discovered during their studies at the school. In such cases, the School will request a professional evaluation. Once the evaluation confirms that the student has the aforementioned conditions, parents are responsible for arranging appropriate medical treatment and transferring the student to a more suitable specialized educational environment.
- Parents who fail to complete tuition and outstanding fee payments within 30 days after the due date as stipulated. In addition to expulsion, the school reserves the right to continue requiring parents to settle all unpaid fees and tuition.
- Parents/Guardians who fail to comply with the school's regulations, engage in disruptive actions affecting school security and order, or commit acts that damage the honor and reputation of the school.

Special Cases of Expulsion

SISS reserves the right to waive responsibility in applying expulsion in the following cases:

- Students with psychological disorders whose behavior poses a danger to other students.
- Students with disabilities or learning limitations (e.g., intellectual disability, autism, hyperactivity) that affect their own or others' learning environment, as identified during school. In such cases, the School may require a re-evaluation. Once confirmed, Parents are responsible for ensuring appropriate treatment and enrollment in a more suitable specialized school.
- Parents fail to pay outstanding tuition or fees within 30 days past the payment deadline. Beyond expulsion, the School reserves the right to require Parents to settle all outstanding payments.
- Parents/guardians fail to comply with School regulations, cause disturbances on campus, or engage in actions damaging the School's reputation and integrity.