



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

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WASC
ACCREDITING COMMISSION FOR SCHOOLS

STUDENT-PARENT HANDBOOK



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INTRODUCTION

The School Board reserves the right to amend the contents of this handbook throughout the year. The version on the school webpage will always be the most up-to-date version. Students are expected to review the contents of this handbook frequently, and at least once per year. Any changes made throughout the academic year are noted in red and applicable once inserted.

IMPORTANT PHONE NUMBERS

School Reception: (+84 28) 35192223 x 1

Early Childhood Center & Elementary School: (+84 28) 35192223 x 2

Middle and High School: (+84 28) 35192223 x 3

School Medical Team: (+84 28) 35192223 x 6

When any cause for concern arises, individual conferences *may be arranged at any time* to discuss how best to address a student's needs. Teacher email addresses are readily available via PowerSchool for Middle-High School and Toddler for Elementary and ECC or an appointment can be scheduled by calling the Family Welcome Office.

Required Personal Information

All parent and student personal information should be updated directly in the Family Welcome Office, or emailed to admissions@mytas.edu.vn as soon as any contact information changes.

TAS VISION:

To be a passionate and internationally inspired organization that is dynamic and evolving, where all members are supported in realizing their unique potential and all students may pursue endeavors beyond the classroom, while consolidating its position as an institution recognized both regionally and internationally as a school of academic excellence.

TAS MISSION:

The American School educates the whole child in a multicultural environment aligned with educational models in support of individualized pathways. We nurture individual abilities to produce creative, confident, and critical thinkers who are self-aware, socially conscious, and prepared for an ever-changing society.

STUDENT & PARENT INFORMATION FOR REGULATIONS, BEHAVIOR, SCHOOL RESOURCES & CONTACTS

It is expected that all TAS students will be familiar with, and adhere to the policies, procedures and regulations outlined in the following documents:

- Student-Parent Handbook
- Division Curriculum Guide

In addition, parents and guardians are required to stay informed of the policies stated herein, as this handbook is subject to change at any time. All changes will take immediate effect upon publication, and it is the responsibility of parents and guardians to regularly review the most current version.

The American School provides a safe place for all students to learn solid habits of mind, body, and character necessary for success.

To that end, the school community has collectively agreed upon the following Expected School-wide Learning Results to drive the school's programs:

Academic:

Each TAS graduate is an Effective Communicator and Critical Thinker who:

1. Reads, writes, and speaks effectively and critically.
2. Demonstrates a work ethic that reflects dependability, integrity, and honesty.
3. Applies complex problem-solving processing and critical thinking to real-life scenarios while cooperating and collaborating with others.
4. Sets goals and actualizes these goals.



Aesthetic:

Each TAS graduate will have been exposed to the arts in various forms and thus:

1. Appreciates the fine and performing arts as a means of self-expression, creativity, and aesthetic enjoyment.
2. Engages in inquiry, experimentation, design and sharing of their own artistic work.
3. Values his or her unique identity and realizes his or her full potential through participation in a variety of arts experiences.
4. Demonstrates the ability to reflect upon and assess the characteristics and merits of various forms of artwork-both of their own work and the work of others.

Athletic/Wellness:

Each TAS graduate understands that a healthy body supports a healthy mind, and to that end:

1. Understands the benefits of being physically fit.
2. Has developed a sense of worthiness and positive self-esteem.
3. Practices good nutrition and fitness and avoids high-risk behaviors.
4. Identifies the benefits of maintaining good health, good nutrition, good exercise habits and positive life choices.



Altruistic:

Each TAS graduate is a Socially-Responsive Citizen who:

1. Takes responsibility for his/her own actions.
2. Exhibits social and civic leadership in fulfilling the duties of citizenship; promoting social justice; and strengthening family, community, and environment.
3. Demonstrates that they act honestly, ethically, and responsibly toward themselves and others.
4. Respects diverse cultures, lifestyles, and ideas.



ESLR

Expected Schoolwide Learning Results

The American School provides a safe place for all students to learn solid habits of mind, body, and character necessary for success. To that end, the school community has collectively agreed upon the following Expected School-wide Learning Results to drive the school's programs:



DO GOOD WORK

Asks questions to understand more
Studies hard and listens well to others
Tries their best in everything they do
Follows instructions given by the teacher

BE CREATIVE

Takes risks
Experiments
Shares thoughts and ideas with others
Respectful of others' opinions and art work



BE HEALTHY

Exercises
Eats healthy food
Has confidence in themselves
Understands the importance of being healthy

BE CARING

Honest
Kind and respectful of others
Understands the views of others
Takes responsibility for their actions



GENERAL INFORMATION

The School Day

The School Calendar runs from early-August to mid-June and is divided into two semesters and four quarters for assessment purposes. Students are expected to be in class on all school days. Parents are requested to ensure full attendance in school, and to make personal travel and holiday arrangements when school is not in session.

Early Childhood Center & Elementary School BELL SCHEDULE			
	Pre-Nursery & Nursery	Pre-Kindergarten	Kindergarten through Grade 5
7.45-7.55	Morning Meeting	Morning Meeting	Morning Meeting
7.55-8.40	Block 1	Block 1	Block 1
8.40-9.25	Block 2	Block 2	Block 2
9.25-9.45	Snack 1		
9.45-10.30	Block 3	Block 3	Block 3
10.30-11.15	Block 4	Block 4	Block 4
11:15-12:00	Lunch	Lunch	Lunch
12.00-12.45	Nap Time	Nap Time	Block 5
12.45-1.30		Block 6	Block 6
1.30-1.50	Snack 2		
1.50-2.35	Block 7	Block 7	Block 7
2.35 – 2.50	Closing Circle		

Middle-High School BELL SCHEDULE

	A / B Day	Assembly 1	Assembly 2
BLOCK 1	7:45 – 9:05	7:45 – 9:00	7:45 – 8:55
Break	9:05 – 9:15	9:00 – 9:10	8:55 – 9:05
BLOCK 2	9:15 – 10:35	9:10 – 10:25	9:05 – 10:15
Break	10:35 – 10:45	10:25 – 10:35	10:15 – 10:25
BLOCK 3	10:45 – 12:05	10:35 – 11:50	10:25 – 11:35
LUNCH	12:05 – 1:00	11:50 – 12:30	11:35 – 12:15
BLOCK 4	1:00 – 2:20	12:30 – 1:45	12:15 – 1:25
Break	2:20 – 2:25	1:45 – 1:50	1:25 – 1:30
ADVISORY / Assembly / event	2:25 – 2:50	1:55 – 2:50	1:35 – 2:50

MSHS HALF-DAY SCHEDULE

Block1	7:45 - 8:30
Break	8:30 - 8:40
Block 2	8:40 - 9:25
Break	9:25 - 9:35
Block 3	9:35 - 10:20
Break	10:20 - 10:30
Block 4	10:30 - 11:15
Students Dismissed	11:15

MSHS HALF-DAY Event SCHEDULE

Block1	7:45 - 8:40
Break	8:40 - 8:50
Block 2	8:50 - 9:45
Break	9:45 - 9:55
Block 3	9:55 - 10:50
Break	10:50 - 11:00
Block 4	11:00 - 11:55
LUNCH	11:55 - 12:40
Event	12:45 - 2:50

Picking up/Dismissal

Pick-up time is between 2:55 pm - 3:05pm (or between 3:40 pm - 4:00 pm on scheduled activity days). Please make sure that your child is picked up on time. The school shall be relieved of responsibility for the students' safety after the time mentioned in this clause. In the event there is an emergency, and you will be late, please notify the school immediately for timely support.

No child is allowed to go home in any car or bus other than his/her own unless the Transportation Office is informed. There is no supervision on campus after dismissal except for students involved in supervised activities. It is the responsibility of parents or guardians to arrange timely pick-up; in cases of late pick-up, families are required to contact the division office (phone numbers noted on page 4 of this document).

NOTE: Once a student leaves campus after 2:50 pm [dismissal], he or she may not re-enter campus without an Administrator's approval.

Unsupervised Students on Campus

Students should not be on campus after school, or on the weekends without adult supervision. Only students involved in faculty-sponsored activities, and who are enrolled as determined by the activity student roster, will be allowed to enter campus after 3:05 pm on school days. Any activity occurring on campus on the weekends must have a faculty sponsor and the roster of students must be supplied to the ALT on the Thursday prior to the event.

At afternoon pick up, all students who are still in the school at 3:05pm will be asked to move to the front lobby where there is space for them to sit and wait for parents to pick them up, as there will be no teacher supervision in or around the campus; the Security Team will be present in the main lobby area to monitor students. Students remaining at school after 3:05pm are expected to wait quietly for pick up.

Dress Code

At TAS, we believe that adherence to the school dress code fosters a sense of belonging and promotes a professional learning environment. Proper attire reflects respect for the school community and helps maintain focus on academic and personal growth.

Policy:

Students are required to wear a TAS school uniform to enter the school and classroom. All uniforms are available for purchase in the school store.

- **Uniform Requirements:**

Students must wear the school uniform during the entire school day while on campus. The overall presentation of the uniform must be appropriate in size, neat, clean, and ironed. Uniforms must be in good condition—free from fading, stains, rips, alterations, or ragged hems.

- **Grade 11 and 12 Uniform Requirements:**

Grade 11 and 12 students must wear their TAS school formal uniforms every Monday and on other designated special occasions as required.

- **MSHS PE uniforms** are to be worn only during PE class. PE uniforms do not serve as a substitute for the standard TAS uniform.
- **ECCES Students** may wear their PE uniforms to school on days they have PE.

MSHS Consequences for Non-Compliance:

1. **First Occurrence:** MSHS students report to the Dean of Students to receive a "Uniform Pass", review the dress code, and the student name is recorded for uniform violation.
2. **Second Occurrence:** MSHS students report to the Dean of Students and parents are contacted to bring a uniform, send one via courier, or the student will be asked to purchase a new uniform. The student's name is recorded for a second uniform violation.
3. **Third Occurrence:** MSHS students report to the Dean of Students and parents are contacted to bring a uniform, send one via courier, or the student will be asked to purchase a new uniform. The student will serve a lunchtime detention. The student's name is recorded for a third uniform violation.

Note: Should the remedial action mentioned above not be taken, the non-compliant student will not be allowed to attend their class until they complete such action.

4. **Fourth Occurrence:** MSHS student is suspended and sent home for the school day. Parents shall be responsible for picking up their child immediately to ensure their safety.

ES Consequences for Non-Compliance:

The Family Welcome Office will contact families of students who are not in uniform. Parents will be expected to bring a uniform, send one via courier, or purchase a new uniform from the Purchasing Office.

Item	Dress Code
Shirts	TAS red or blue polo
Undershirts	Corresponding school-colored T-shirts (red, blue, white) under polos are acceptable. Only plain, short-sleeved T-shirts are to be worn under the uniform shirts – no other colors, writing, or pictures.
Slacks	TAS khaki pants
Shorts	TAS khaki shorts at mid-thigh level or longer
Skirts/Skorts	TAS khaki skirts/skorts at mid-thigh level or longer
Shoes	Closed-toe shoes or athletic sneakers (No Crocs, no slip-on shoes, no flip flops, no slides)

P.E. Uniform	<p>TAS gym shorts and gym shirt</p> <p>MSHS Students are to change into their gym uniforms at the start of P.E. class and change into the regular school uniform at the conclusion of PE classes.</p> <p>ECCES Students are to wear their PE uniforms to school on days they have PE.</p>
Swimwear	<p>TAS-issued swimming suit and swim cap.</p> <p>Street clothes, long flowing clothing (i.e. khaki and jeans) will not be permitted.</p>
Hoodies/ sweaters	Only TAS-branded hoodies, sweatshirts, and sweaters are allowed at school.
Hats	No hats or hoods are permitted to be worn inside the building. TAS-issued hats are permitted only for outdoor P.E. classes and recess.

One to One Laptop Policy

In the Middle and High School, all students are required to bring a laptop or tablet to school to use as a learning tool. Students will utilize their laptops or tablets as instructed by their teacher in accordance with the Acceptable Use Policy.

Medication Guidelines at School

Students are not allowed to self-administer medication on campus. All medication must be taken in the nurse's office under supervision. If a student requires medication during school hours, the parent or guardian must come to campus to fill out and sign an *Authorization for Medicine Administration* form, which includes necessary medical details regarding the student's medication needs. This document is required so that the clinic is able to maintain accurate records and for nursing personnel to follow the proper protocols for student safety.

Student Identification Card

Students are required to have their photo ID cards at all times. The first photo ID will be taken and issued to students. The ID card is required to enter and exit the campus, receive meals in the cafeteria, and to check out library books. The ID card is also used for admission to activities and events.

Students must not, under any circumstances, transfer or lend their ID cards to others.

Any student who has lost or misplaced their Photo ID must purchase a **new photo ID for 150,000VND**. Pick up the *Student Card Replacement Form* at the Family Welcome Office, pay the replacement card fee of 150,000 VND at the Accounting Office and present the receipt at the ICT room to collect the new card.

Parent Entry Card Policy

At the beginning of each school year, TAS will issue two Parent Entry Cards for each student, designated for use by their parents or guardians. It is mandatory for parents or guardians to carry these cards at all times while on campus.

Lost Card Procedure: If a Parent Card is lost, please contact the Family Welcome Office immediately for assistance. A replacement fee of 150,000 VND will be charged per card.

Security Reminder: To ensure the security of our campus and maintain proper access control, these cards must not be transferred or lent to others. Please help us keep our community safe by adhering strictly to this policy.

Personal Items

Students should not bring excessive amounts of cash or other valuables to school. Students are responsible for storing such items on their own. TAS does not assume responsibility for any misplaced, lost, or stolen items.

Bulletin Board

All notices, announcements, advertisements, or school posters must be approved by the Club Advisor, or Administrator before being displayed. **Material may only be posted inside the classroom, on bulletin boards, and glass doors. Notices must not be affixed to painted walls.**

Campus Boundaries

Students must remain on the school grounds from the time of arrival to the end of the school day. Students may not leave the campus without parental and school permission. Once a student leaves campus after 2:50pm [dismissal], he or she may not re-enter campus without an Administrator's approval.

Athletic Ethics

Students, players, and spectators alike, are expected to support the following expectations:

1. Play your best and follow the rules.
2. Accept the decisions of officials.
3. Praise teammates, as well as opponents.
4. Win with grace. Lose with dignity.
5. Do not jeer your opponents, as this does not reflect our school's philosophy.

Field Trips

Field trips are organized by teachers and approved by the Academic Leadership Team based upon the curriculum. Any costs for such field trips will be approved by the school board or legally authorized individual. These trips supplement the TAS curriculum and educational experience. Students are expected to attend. If there is a conflict with a trip that will prevent a student from attending, the parent must notify the Family Welcome Office prior to the field trip. Chaperones will be a mix between Vietnamese and English-speaking faculty. Girls will be lodged in separate rooms from boys. Parents do not accompany their children on a field trip unless they have been invited as a chaperone. All students must submit a permission slip signed by their parents, in order to participate in any field trip. **For safety and logistical reasons, all students depart for field trips as a group and return as a group. Families are not permitted to request alternative transportation arrangements for individual students to and from field trips.**

Dress Code for Field Trips

Students are required to wear the TAS uniform on field trips. Should there be a need for non-uniform dress appropriate for the field trip activities, faculty members will request approval from a school Administrator, and state the alternative dress on the permission form. Revealing clothing is unacceptable in all circumstances as students take on the role of school ambassadors when participating on field trips or other school-organized excursions.

Overnight Field Trip Dress

TAS school uniforms (not PE uniforms) are required on flights and other forms of transportation and during scheduled activities, such as sightseeing and other curriculum-related activities. Students may wear alternative clothing during the "after-hours" portion of the itinerary, provided they adhere to the guidelines for casual day dress at school.

The Parent Association (PA)

The goal of the PA is to foster closer relations between parents, the faculty, and wider school community. All TAS parents may serve on the Parent Association.

The PA is committed to supporting the teachers, parents, and students through social and educational activities to promote an intercultural community.

The PA Objectives

1. To promote positive communication between teachers, administrators, parents, students, and the community.
2. To provide a forum for parents and staff to raise and discuss matters pertaining to the school community.
3. To enable parents and staff to share ideas and information about education and how to improve the students' academic and non-academic experience.
4. To provide support, both materially and otherwise, for the various activities of the School.
5. To provide a system for TAS to be represented in the broader community.

Student Withdrawal

Written notice to admissions@mytas.edu.vn of an intention to withdraw a student from the School is required at least 60 days prior to the last day of the student's attendance.

On receipt of an email, the Admissions Team will issue a *Withdrawal Form* to the parent to be completed. The form can be completed online and submitted to the Admissions Office by email and sent a hardcopy to Admissions Office within the period stated in this Clause. The Admissions Team will notify all relevant departments within the school of the withdrawal information.

The tuition fee refund (if any) shall be processed in accordance with the internal policy in effect at the time.

Parents will be expected to settle all outstanding dues, fees, or other school expenses, (e.g. lost or damaged materials, library fees etc.) prior to the student's departure. **School reports and records/transcripts will only be released after all financial obligations have been met.**

If students require any letters of attendance, transcripts, or special documentation required to transfer to another school, a written request must be submitted to the Family Welcome Office **two weeks in advance of needing the documents.**

School Clinic and Medical Emergency

In the event of student illness or injury, which requires home or emergency care, the School Nurse will provide appropriate care and attempt to contact a parent at work or home. If the parent cannot be reached, the School Nurse will call the "emergency contact" number provided by the parents.

If a student becomes ill during the school day, the student must see the School Nurse, who will then contact parents and the Family Welcome Office, if the student must be sent home. The ill student will remain in the Nurse's Office until a parent/guardian arrives.

Only school personnel trained to provide medical assistance will do so. Emergencies will be handled by the nearest medical facility, American International Hospital, unless another facility is designated by the parent or guardian.

American International Hospital (199 Nguyen Hoang Street, HCMC | +84 28 3910 9999)

In severe emergencies, an ambulance will be requested from the 113 operator or American International Hospital. Every attempt will be made to contact parents or those listed as emergency contacts; however, if the school is unable to make contact or if there is a medical emergency as confirmed by medical or health personnel, school personnel will use their best judgment in obtaining appropriate medical treatment and neither the school, nor its employees, will be held liable for expenses incurred, or damages that result.

School Bus

If you register your child for school transport, you will be provided with the school's bus policy and terms and conditions by the Admissions Office. The bus policy is designed to provide for the safety of our students while being transported to and from school.

According to the TAS Bus Policy, students who do not follow the rules/regulations, and who are not respectful to the driver, the monitor, or other students, or any action by a student which places the

safety of the bus and/or other students in danger, may result in that student being excluded from school bus travel.

If you have questions regarding the school bus, please contact Admissions by email admissions@mytas.edu.vn.

If you want to book the School Bus for your child, please register online at:

Bus Registration Form <https://tasvietnam.edu.vn/fees-option-25-26/> and request Fee payment option at: <https://tasvietnam.edu.vn/fees-option-25-26/>. We will confirm the availability of the bus route once we receive your online request.

Please note: There is limited afternoon bus service offered for students participating in After-School Activities. For inquiries, contact the Family Welcome Office.

TAS CODE OF CONDUCT AND POLICIES

SMOKING AND VAPING

TAS is committed to maintaining a safe and healthy environment for all students. Smoking and vaping are strictly prohibited to protect the well-being of our school community. TAS is a smoke free site. There will be zero tolerance for any student caught smoking or vaping or in the possession of cigarettes or vape pods.

Consequences:

1. **First Violation:** Suspension and parental notification. The suspension period shall be based on the school's determination.
2. **Second Violation:** Parental conference and extended suspension or expulsion. The final disciplinary action shall be based on the school's determination.

ALCOHOL AND DRUGS

TAS strives to create a safe and drug-free environment where students can achieve their full potential. The use or possession of drugs and alcohol is strictly prohibited. TAS is an alcohol and drug free site. There will be zero tolerance for any student caught under the influence or in possession of alcohol or drugs.

Consequences: Parental conference and suspension or expulsion. The final disciplinary action shall be based on the school's determination.

DISCIPLINE POLICY

The American School believes in a restorative approach to discipline. Through this policy we hope to build a positive school climate, and address student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment. **To this end, we support and encourage an attitude of individual and group responsibility towards maintaining the quality of life within the school community.** The Code of Conduct expected from our students rests on three basic rules:

- **Respect for yourself**
- **Respect for others**
- **Respect for the property of all**

School regulations are logical extensions of these three basic expectations. All of our students have the right to a quality education, and no one should interfere with this process. At all times, students are expected to be respectful, responsible and should be reflective of their actions.

Teachers and staff maintain proactive and preventative management strategies. Upon assessing a situation, teachers and staff will select from the following in conjunction with or prior to disciplinary measures depending on the severity of the situation:

- time to de-escalate
- positive reinforcement for classroom behavior
- conflict resolution
- restorative circles
- positive behavior interventions
- behavior coaching

Depending on the severity of the incident, a “level one” referral is not always the first used.

Level One Infractions

Defined: Refer to minor misbehavior on the part of the student that impedes or disrupts orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel as well as contacting parents/guardians. Administrative action will typically not occur with these misbehaviors (at first instance), though staff will keep appropriate records.

Examples Include But Are Not Limited To:

- Disruptive Classroom/School Behavior
- Tardiness

- Unprepared for Class refers to a student coming to class without the necessary materials, assignments, or having not completed the required preparation (such as reading, homework, or studying) or similar lack of preparedness to participate effectively in the lesson. It also includes refusal to complete or carry out directions.
- Out of Uniform
- Unauthorized presence in the building
- Refusal to complete or carry out directions
- Refusal to return required forms, books, and other school materials
- Running or shouting in the halls
- Dishonesty
- Inappropriate language refers to the use of words, expressions, or gestures that are disrespectful, offensive, vulgar, or otherwise inappropriate in a school setting. This includes, but is not limited to, abusive, obscene, or disrespectful language, writings, drawings, or gestures, profanity, discriminatory remarks, hurtful comments, or any language that disrupts the learning environment or disrespects others.
- Hiding Property of Others
- Littering
- Leaving Class Without a Pass or Permission

Disciplinary Options:

Based on the level of consequences, the disciplinary committee shall determine one or more of the following options:

- Individual Classroom Discipline
- In-school conference with student - To be documented with the classroom teacher in PowerSchool for MSHS and Toddle for ECCES
- Parental notification (email or phone call)
- Confiscation of non-instructional item(s): to be returned at the end of the day for a first offense
- Intervention - Individual Student Behavior Support Plan/Student Safety Plan: This refers to a documented "support plan" that outlines remedial actions to be taken by the student to improve; the student must agree to and adhere to the plan. The plan will be monitored for compliance.

Level Two Infractions

Formal Incident Report

Defined: Misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, or those which result from the continuation of Level One incidents, require the intervention of administrative personnel because the prior consequences have failed to modify the behavior. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences once again require a corrective action on the part of teacher and/or administrative personnel.

Examples Include But Are Not Limited To:

- Continuation of Level One misconduct
- Repeated use of after a Level infraction has been previously documented
- Inappropriate physical contact including public displays of affection
- Forgery of any kind
- Bullying: physical, verbal, or cyber
- Harassment
- Vandalism or other intentional damage of property
- Plagiarism/Cheating
- Disrespectful behavior to staff or staff property
- Inappropriate use of technology refers to accessing restricted or adult-only websites; using a device in class without the express permission of the teacher; cyber-bullying or harassment
- Throwing food/objects
- Field Trip/Assembly Misbehavior
- Bus misconduct refers to any behavior that disrupts order or safety on the school bus. This includes, but is not limited to speaking loudly, standing while the bus is moving, using inappropriate language, fighting, refusing to follow the driver's instructions, eating or drinking without permission, littering, or damaging bus property.
- Unauthorized use of non-instructional or otherwise inappropriate items such as but not limited to: cell phones, iPad's, laser pointers, gaming devices, cameras.

Disciplinary Options:

Based on the level of consequences, the disciplinary committee shall determine one or more of the following options:

- MSHS students - Lunch Detention with Dean

- Parent Guardian Notification/Conference
- Restorative Justice which is an approach that emphasizes repairing harm, rebuilding relationships, and promoting accountability rather than punishment. It focuses on building community, fostering empathy, and empowering students to resolve conflicts and take responsibility for their actions.
- Denial of other privileges (example: restriction of attendance at school-sponsored activities)
- In-school suspension
- Intervention - Individual Student Behavior Support Plan/Student Safety Plan: This refers to a documented "support plan" that outlines remedial actions to be taken by the student to improve; the student must agree to and adhere to the plan. The plan will be monitored for compliance.

Level Three Infractions

Possible Internal/External Restrictions

Formal Incident Report

Defined: Acts that are frequent or serious in nature that disrupt the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions, with the involvement of the ALT, which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

Examples Include But Are Not Limited To:

- Continuation of or extreme Level II misconduct
- Assault
- Fighting
- Verbal or Physical Threats
- Theft
- Ethnic or racial slurs
- Sexual harassment
- Leaving school without permission
- Vandalism
- Indecent exposure
- Possession of a weapon
- Possession of drugs or alcohol
- Possessing and/or smoking cigarettes / vaping on campus
- Other legal violation

Disciplinary Options (May be a combination of those listed below):

- In-school suspension
- Out of School Suspension
- Revocation of attendance at school-sponsored activities
- Parent/Guardian Conference
- Restitution
- Intervention - Individual Student Behavior Support Plan/Student Safety Plan: This refers to a documented "support plan" that outlines remedial actions to be taken by the student to

improve; the student must agree to and adhere to the plan. The plan will be monitored for compliance.

The Disciplinary Committee reserves the right to assign consequences to level three infractions based on the individual circumstances and severity as determined upon the suggestion of Academic Leadership Team (ALT).

The general principles in discipline:

- For violations that are not clearly defined in this handbook, the Disciplinary Committee shall review and determine the type of infraction, level of infraction and appropriate disciplinary actions based on the actual circumstances and the nature of the incident, ensuring fairness, appropriateness, and alignment with the school's educational goals.
- In addition to the infractions listed above, the school reserves the right to address and apply appropriate disciplinary actions to any other behaviors or incidents that may arise, including but not limited to disrespectful conduct, misconduct in general, safety violations, or any actions that negatively affect the learning environment, school community, or student well-being. All cases will be considered based on actual circumstances and in accordance with school policies.
- Disciplinary authority: When an infraction occurs, the Executive Principal shall establish a Disciplinary Committee to review the case and decide on appropriate disciplinary actions or the removal of disciplinary records, depending on the specific circumstances. The Disciplinary Committee is formed by the Executive Principal, who also serves as its chairperson.
- The procedure of disciplinary action: the school's policy.

Expulsion of Student

Very serious and/or multiple offenses may lead to expulsion. This action shall only be taken after due consideration and consultation between the Disciplinary Committee, the Academic Leadership Team, the student, and the parent(s) or guardian. The final decision concerning expulsion lies with the Disciplinary Committee. Such decisions shall comply with the law.

Forfeiture of Tuition Fees

If a student is suspended or expelled, tuition fees for the period of suspension or for the remainder of the term after expulsion will not be refunded.

The guidelines listed above are reminders to all students and families that students are responsible for their own actions (how they act, what they say, & what they do).

ATTENDANCE POLICY

The American School (TAS) strongly believes that regular school attendance plays a vital role in ensuring that a student receives a quality education during the school year. The school encourages parents/guardians to reinforce good attendance with their child by talking about its importance.

Ways in which parents/guardians can help are as follows:

- ✓ Use the school calendar and avoid taking family vacations during the school year.
- ✓ Schedule non-urgent medical and dental appointments outside of school hours.
- ✓ Establish good habits of attendance and punctuality.

Attendance

The School's instructional program is based on the assumption that students will attend school regularly. Daily class attendance is a condition for fulfilling class requirements, completing coursework, and general academic progress at school, and will be recorded and reported on end of semester reports. **To qualify for completion of a course/grade level, a student is required to attend school for at least 80% of the courses/classes each semester unless otherwise specified by law for the Vietnamese subjects.**

Note: Students failing to meet the attendance requirements may not be promoted to the next grade level, receive credit and graduate.

Note: MSHS students who miss more than 7 blocks of any particular class—excused or unexcused—in a semester may not be eligible for a grade in the class and may subsequently be withdrawn from the course as minimum contact hours are required for course credit.

Absence

If a student is absent for any excused absence specified below, the parent or guardian must **call or email the respective Family Welcome Office explaining the reason for the absence before 7:30 AM**. This information will be passed to the relevant Academic Administrator. If no call or email is received prior to the absence or on the day of return from the absence, or the absence does not meet the conditions or situations to constitute reasonable cause for absence from school, the absence will be treated as "unexcused". No exceptions. The School seeks cooperation from parents in exercising the utmost discretion in excusing their children from school.

In the event of a planned absence, parents are asked to email the respective Family Welcome Office in advance, informing the school of the absence.

An **excused absence** is one where the student's parent or legal guardian has informed the school in advance of the student's absence, or on the day of return from the student's absence. Students are permitted, and encouraged, to make-up any missed assignments during this time. Any assignments or tests missed, should be made up on the day of return from the absence. Excused absences are permitted for the following reasons:

- documented sickness
- documented death of an immediate family member
- documented necessary appointments

- religious observations
- emergencies medical

An **unexcused absence** is one without the consent of the student's parent or guardian. Students are not permitted to make up missed assignments as the result of an unexcused absence.

TAS encourages a 100% student class attendance, as we believe that in-class instructional time is an invaluable and an inextricable part of the educational experience. However, the administration understands that sometimes absences are unavoidable and unintended.

We ask that students and families inform teachers as early as possible in the event of an absence/extended absence, so that arrangements can be made to keep the student on track with coursework during an absence. It is the responsibility of the student to connect with their teachers for any missed assignments.

It is not our intention to penalize a student for excused absences, so we ask our teachers to work with students to arrange for make-up work, or on a timeframe for make-up work for an extended absence.

Attendance at Semester Exams is mandatory; any students who missed exams because of medical reasons must have a doctor certificate confirming that they could not attend school due to an illness. Students who do not have a documented medical excuse will not be allowed to make up semester exams.

The student will work with the teacher to make-up:

- homework
- projects/assignments
- tests/quizzes/assessments

MSHS - Consequences of Unexcused Absence (UA):

- 1st Unexcused Absence: Oral warning from the academic staff/dean and an email to the parent.
- 2nd Unexcused Absence: One lunch detention and email informing the parents.
- 3rd Unexcused Absence: One lunch and after school detention and a meeting with the parents

Note: Unexcused absences on exam days result in the student not being able to make up the exam or complete any in-class assignments that took place on the day of the unexcused absence.

Response to Unexcused Absences for ECCES Students:

Academic staff will monitor student attendance. The Vice Principal will be in touch with the family regarding excessive absences to determine if additional support is needed.

Tardy Policy—MSHS

We believe that punctual and regular attendance is crucial for academic success. Tardiness not only impacts student performance but also disrupts the learning environment.

Definition of Tardiness: A student is considered tardy if they are not at their workstation later than the scheduled start time as indicated on the daily bell schedule.

- **Excused Tardy:** An excused tardy requires parental confirmation via a written note, email, or phone call within 24 hours. Acceptable reasons include medical appointments or family emergencies. Each excused tardy is recorded, and accumulating four excused tardies will be equivalent to one absence for the relevant subject or period.
- **Unexcused Tardy:** Unexcused tardy without valid parental confirmation or for reasons not deemed acceptable will be recorded as unexcused.

Excessive tardiness will be addressed by the Dean of Students with appropriate consequences assigned.

ELECTRONIC DEVICE ACCEPTABLE USE POLICY

The possession and use of Electronic Devices (e-Devices) is a privilege, not a right. Electronic devices of any kind are to be used in class only when a teacher has given express permission to take out the device and use it in class. E-devices may be used during free & break times, mealtimes and on the bus. The school may revoke the privilege of possessing and using e-Devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include, but not be limited to, mobile phones, tablets, iPods, iPads, laptops, portable music players, game players, cameras, video cameras, GPS, etc. The school is not responsible for lost or stolen e-Devices or any damage to the e-Device, its programs, or its contents.

Electronics Policy

TAS recognizes the role of technology in education but prioritizes maintaining a focused and respectful learning environment. Proper use of electronic devices ensures that academic and social goals are met without distraction.

Policy:

The possession and use of electronic devices (e-devices) is a privilege, not a right.

- **General Rules:**

E-devices may only be used in class with teacher permission and for academic purposes. Devices must be off or in silent mode and stored in a backpack or locker unless permitted.

- **Specific Phone Policy:**

Phones must be placed in phone holders at the beginning of class and remain there until the end of class unless a teacher allows for academic use.

- Electronic devices such as laptops, iPads, etc. should only be used for academic purposes or in school-appropriate ways during breaks.
- Students are allowed to access social media on campus but must continue to follow appropriate guidelines as outlined in this policy and at the direction of the teacher of the class.

- E-devices may be used in academic classes *only when the teacher gives direct permission to use a device*.
- E-devices may be used for academic coursework in the library *at the sole discretion of the Librarian*. The Librarian may confiscate the E-device if it has been deemed to be used improperly.
- E-devices may be carried by the students during the school day but must be carried inside a backpack or book-bag in an off or silent mode.
- No camera or video-capable electronic device may be used in the locker rooms, changing areas, or restrooms at any time.
- E-devices that record digital pictures/video (including cell phones) must not be used in inappropriate areas of the school (examples: athletic showers, dressing rooms, restrooms) or in classrooms unless the teacher has given permission.

Students violating the E-device Policy may subject their electronic device to the possibility of confiscation and search by an Academic Administrator.

The American School reserves the right to deny the use of any personal item that draws electricity or produces a signal because of:

- a. Possible interference with curriculum-based energy consuming devices;
- b. Possible interference with the operations of the facilities;
- c. Possible interference with wireless network technologies.

Consequences for Violating the Phone Policy:

1. **First Occurrence:** Meet with the teacher to discuss the issue.
2. **Second Occurrence:** Phone/e-device is taken for the remainder of the class, referral to the Dean for lunchtime detention.
3. **Third Occurrence:** Phone/e-device is taken for the remainder of the day, referral to the Dean, and parent notification.
4. **Fourth Occurrence:** Phone/e-device is taken for three days, referral to the Dean, and a parent conference. The phone will only be returned to the parent(s) once the conference has taken place.

TAS ASSESSMENT POLICY

Philosophy of Assessment

TAS believes that assessment drives instruction and should be used in decisions regarding the academic achievement, intervention, and enrichment of every student. Assessments are developmentally appropriate and differentiated to provide every student the opportunity to demonstrate achievement of the learning goals. Assessments are varied, allow for multiple forms of output, address all modalities, and utilize technology whenever appropriate. Across grade levels and individual subjects, common assessments are prioritized to ensure curricular alignment. Opportunities for self-assessment and reflection are integral parts of the student learning experience and are a visible aspect of the assessment process.

Purpose

The purpose of assessment at TAS is to enhance student learning and inform instruction. The TAS Assessment Policy provides the foundational guidelines for teachers to create valid, reliable assessments and to help all stakeholders understand how evidence of student progress is gathered and reported. Assessment is used to provide opportunities for students to demonstrate understanding of the skills and concepts inherent to the adopted content standards and expected course and school-wide learning goals. The resulting information is then analyzed to make informed decisions regarding future instruction and recorded as evidence for communication about student progress and achievement.

Principles of Assessment

Assessments vary in type and purpose. At TAS, we believe that all assessments share the following characteristics:

- Assessments are used to improve learning, instruction, and provide evidence of student achievement.
- Assessments are valid and reliable.
- Assessments are clearly aligned to content standards, applied learning skills, and/or ESLRs.
- Assessments include clear evaluative criteria provided to students prior to being assigned.
- Assessment feedback is timely, relevant, and meaningful.
- Assessment results are shared with students and parents.
- Assessments accommodate individual student learning needs as necessary.

Evaluation and Reporting

In evaluating and reporting student progress, the following principles apply:

- Grades are representative of individual student achievement.
- Individual student grades on group assignments reflect each student's contribution and achievement within the group.
- Gradebook assessment categories are appropriately weighted to reflect the value of their contribution to the students' overall grade.
- Evidence of achievement is consistently recorded throughout a grading period.

ACADEMIC INTEGRITY

Consistent with the school's Expected School-wide Learning Results, all students at TAS are expected to demonstrate a high degree of integrity in areas including, but not limited to, homework, project completion, test taking, and research and writing practices.

Homework and Project Completion

1. It is expected that each student will carefully complete his or her own homework and projects in the manner outlined by the teacher.
2. Students are not to use any method of cheating, such as copying others' work, sharing work for others to copy, having someone else complete the work, or inappropriately using technology (including but not limited to AI assistance like ChatGPT and electronic translators) to complete work.

Test Taking

1. It is expected that each student will carefully complete all tests and assessments to the best of his/her ability. This includes careful study and preparation, and focused attention on one's own work during the test.
2. Students are not to use any method of cheating, such as obtaining unauthorized information about the test, bringing unauthorized materials to the test period, looking at other students' materials, or talking or communicating with others in any form.
3. When taking summative exams, students must adhere to the TAS Examination Rules, included below.

Research Techniques and Writing Practices

1. It is expected that each student will carefully research, take notes, and present his or her findings in a way that respects the original authors and copyrights. Students must give credit for:

- a. another person's idea, opinion, or theory
 - b. any facts, statistics, graphs, pictures or drawings that are not "common knowledge"
 - c. quotations of another person's actual spoken or written words
 - d. a paraphrase of another person's spoken or written words
2. Students are not to use any form of plagiarism (including AI assistance like ChatGPT).

Failure to Submit Assigned Work

Students are expected to submit all assigned work on or before the established due date. Attendance at a school-sponsored event may not be used as a reason to grant an extension or excuse late submission. Unless excused due to illness, family or personal emergency, or other valid reason acceptable to the teacher, failure to submit major assignments on time will meet with the following consequences:

1. The student will be required to submit the assignment, or an alternate assignment based on the same material, within two school days.
2. When the work is submitted, it will be assessed using the same criteria used for work submitted on time.
3. Work that is submitted past the deadline will be subject to a 10% deduction per day that it is late.
4. Unsubmitted assignments will receive a score of zero; additionally, cursory attempts at assignments may also receive a zero.

Academic Dishonesty

The American School endeavors to achieve for its students "Academic Excellence and Strength of Character." As ethical behavior is a large part of responsible citizenship, the faculty and staff of The American School believe it is important to have a clear policy concerning plagiarism and other forms of academic cheating. Students who fail to meet expectations for academic integrity may be subject to disciplinary and/or academic consequences, as detailed below.

Definitions

1. Cheating is defined as, but not limited to, the following examples:
 - A. pretending that somebody else's work is one's own, in order to complete assignments or to get a higher grade
 - B. lying about an emergency, family and/or medical issue, in order to extend a deadline or gain some other special advantage
 - C. copying a peer's answers during exams

- D. using outside items during exams, such as: notes, books, electronic translators, or electronic devices (unless permitted)
- E. turning in work that has already been submitted in another class
- F. helping other people to do any of the examples listed above
- G. inappropriate use of AI, including ChatGPT

2. TAS distinguishes between two different degrees of plagiarism. They are defined as follows:

Intentional Plagiarism is defined as, but not limited to:

- A. obvious, substantial, verbatim reproduction of information
- B. fabrication of sources, falsification of page numbers, or other deliberate mis-documentation
- C. submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (*Others'* may refer to either scholarly sources, online "cribbed" essays, or the work of other students)

Technical Plagiarism is defined as, but not limited to:

- A. poor paraphrasing
- B. improper citation or documentation that misrepresents a source
- C. insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources)
- D. poor integration of direct quotations with the student's own writing

Determination of Plagiarism/Cheating

Parents must be informed immediately when a student is suspected of plagiarism or cheating. Through the use of plagiarism detectors or other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism. The Academic Leadership Team will review individual cases of plagiarism to determine, first, that evidence of plagiarism exists and, second, which definition applies.

The penalties are outlined below:

Academic Consequences

Evidence of **intentional plagiarism** shall result in the student being required to redo the assignment for a grade worth no more than 50% of the possible score. Failure to redo the assignment shall result in a grade of zero. Adherence to departmental grading rubrics shall be negated by evidence of plagiarism.

A second case of plagiarism shall result in a grade of zero with no chance to redo the assignment.

A third case will result in either an in-school restriction or an out-of-school restriction. In the case of egregious plagiarism (i.e. within the same marking period in the same course), all consequences shall apply in addition to the student being subsequently dropped from the course.

Evidence of **technical plagiarism** shall result in a **deduction of points** – the number of points to be determined by the teacher, but *no less than* 20% of the assignment, and then based on the severity and number of occurrences – for the assignment in which the plagiarism occurs.

Disciplinary Consequences

In addition to the academic consequences, TAS also firmly believes that **intentional plagiarism/cheating** is an act of misconduct that merits disciplinary consequences ranging from reflection (detention) to restriction (suspension). Teachers document cases of plagiarism by filing an Incident Report with the Academic Leadership Team. Again, in all cases parents are informed of the suspicion immediately.

Examination Rules

The following rules must be adhered to for all formal, written exams.

1. Students must keep all papers/books inside their school bags, which must be closed securely. Bags should be stowed preferably in the back of the classroom or, secondarily, under desks and out of the way of aisles so proctors may move freely throughout the room.
2. No food or drink *other than water* is permitted in the exam room.
3. Students who are late (10 minutes or more) will not be admitted to an examination room. They should report immediately to the Family Welcome Office.
4. Only one student at a time is permitted to use the restroom.
5. Students are not permitted to use electronic devices (other than authorized calculators) in the examination room. After students complete and turn in their exam, they may read a book (not a textbook or any materials related to the exam subject), draw, or rest.
6. While the exam is in progress, STUDENTS MAY NOT:
 - a. access cell phones or any other electronic devices in the exam room. All phones and devices should be turned off and stowed securely out of sight.
 - b. knowingly aid another student, or
 - c. knowingly receive assistance from another person.

- d. knowingly use any materials other than those authorized.
 - e. use sources of information other than those listed on the question paper, including dictionaries or thesauruses (bound or electronic) to help them interpret any questions on the exam.
 - f. exchange calculators, white-out, pens, pencils, erasers etc. while the exam is in process.
 - g. have access to their exam once they've turned it into the proctor.
7. While the exam is in progress, STUDENTS SHOULD:
- a. remain seated and raise a hand silently if they have a question about the exam.
 - b. make certain that they have the correct examination and that all the pages are included.
 - c. read the exam first and follow the written instructions carefully.
 - d. consider the time element carefully. Do not spend too much time on any one question at the expense of others.
 - e. allow sufficient time to re-read their exam and to verify that they have answered all required questions to the best of their ability.
 - f. make sure their name is on all pages of the exam.
 - g. be aware that exam proctors can offer only limited assistance and are not permitted to help them interpret any questions on the examinations
 - h. turn their answer sheet and/or exam paper face down on their desk before they leave the room or hand it in to the proctor.

Any student who fails to adhere to the above rules will have his/her exam confiscated and will be dismissed from the examination room. The student will be referred to the Academic Leadership Team, and appropriate consequences will be applied upon the school's decision. A mark of zero will be issued for the student's examination.

GRADE APPEALS POLICY

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Administration are presumed to be accurate and final.

A student who has questions about a grade received in a course should ordinarily seek to resolve the issue by first consulting with the teacher. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- an error in calculating the grade
- failure of the teacher to notify students clearly and promptly of the criteria for grade determination
- assignment of a grade based on reasons other than the announced criteria and standards
- assignment of a grade based on factors other than student achievement
- inconsistent or inequitably applied standards for evaluation of student academic performance

The Appeal Process

When students believe that they have grounds for appealing a grade issued by a teacher because of an occurrence of one or more of the aforementioned circumstances, the following procedures must be followed:

- The student must submit a written appeal to the Academic Leadership Team within ten (10) days of the date the grade is announced. The student must provide clear documentation that demonstrates the occurrence of one or more of the above listed grounds for appeal. Documentation may be in the form of written correspondence, graded assignments, proof of timely submission, etc. The student must also provide evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. If the evidence meets the criteria, the Academic Leadership Team forwards the student's written statement to the teacher for a response, which the teacher must provide within five (5) days.
- A final decision within ten (10) days of receiving the grade appeal will be made in writing by the Academic Leadership Team to the student, the teacher, and the office of the Administrator for Academic Services.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Respect and Privacy

All students, faculty and staff have access to the TAS technology, resources and network, and must adhere to the following:

- Use only the accounts assigned to you by the TAS IT department.
- Student must register the MAC address of the computer to TAS IT Department
- Only use authorized and personal passwords and data.
- No posting or passing private information about yourself or others.
- Any reports of cyberbullying may result in suspension of access to all technology services and further action. Students are encouraged to report any incident of cyber bullying immediately to a teacher or an Academic Administrator.

Security

- Keep your account password and other details private.
- Do not access or edit work or data that is not your own.

Intellectual Property

- Respect international copyright laws; do not make illegal copies of games, software or other material in the school.
- Do not plagiarize from the Internet.
- Cite all sources (internet, text, images) when used for academic work.

Community

- All communication should be clear, concise and respectful.
- Inappropriate or threatening material should be reported to a teacher immediately.
- Spam or other such communications should not be shared on the school network.

Artificial Intelligence

TAS has developed a comprehensive guide to appropriate use of artificial intelligence that will be shared with students and families at the beginning of each school year.

PARENT-SCHOOL CONTACT

Parent-School Communication

Good parent/teacher communication is vital to the education process. A child who sees parents and school acting in partnership with his/her best interests in mind, will have a more positive attitude toward school and learning, than a child who witnesses conflict and mistrust. **Parents should first address matters of concern with the grade/subject teacher.** If a satisfactory solution to any issue is not established, then the matter should be raised with the Academic Leadership Team if necessary. *Please notify the School if your email address or phone number changes.*

The following avenues for communication between parents and school are in place:

- All teachers and administrators have school email addresses through which they can be contacted
- The twice-yearly parent-teacher conferences (at mid-term of each semester)
- Open House each August
- The Parent Association (PA)
- PowerSchool (MSHS)
- Toddle (ECC and Elementary School)
- Open Days (various dates/times)

FACILITIES REGULATIONS

PROPERTY REGULATIONS

Parking on Campus

Motorbike parking is provided for all students and is overseen by the TAS security team. Motorbike parking is available only for students who hold a valid Vietnam Driving License and valid insurance. Any student wishing to park a motorbike on campus must **first** register their bike with the Operations Department and provide a photocopy of a valid driving license and their insurance: facility@tas.edu.vn

Wearing a helmet is the law in Vietnam and required for TAS students riding or being a passenger on a motorbike. TAS security will report to the Academic Leadership Team any student entering the campus if he/she is seen without wearing a helmet.

Lockers

Students in Grades 1 to 12 are provided with individual cubbies or lockers for their use in school. Lockers offer a place to leave tablets, books or possessions not required in class. We encourage students to keep their bags in their lockers when attending after school activities. At the discretion of the Executive Principal, the school reserves the right to open and inspect student lockers. Students need to equip themselves with a key/lock or combination lock for their own lockers. The school shall not be held liable for any loss, damage, or theft.

Lost and Found

Misplaced items which are found are kept in the Lost & Found, located in the Family Welcome Office. More expensive items, if found, may be locked in the Facilities/Operations Office for safekeeping. Items may be collected during the morning break, lunch, and after school from 2:50 p.m. to 3:40p.m. Students will need to show proof of ownership of the item/items by appropriate and credible means.

Location and Initial Steps: If you or your child has lost an item, please visit the Lost and Found Corner located in the Family Welcome Office. This area houses lost clothing (such as jackets and sweaters), backpacks, books, and other frequently lost items. It is advisable to check this spot as soon as possible after noticing an item is missing.

Valuables: For lost valuables like cell phones, jewelry, and electronics, please directly contact the Family Welcome Office. They will assist you in checking any items that might have been handed in or found within school premises.

Liability: The school is not responsible for lost, stolen, or damaged personal property. Students are encouraged to look after their belongings diligently while on school grounds. The school's assistance in keeping lost and found items is provided as a courtesy and does not constitute a formal responsibility or obligation.

Tips for Preventing Loss:

Label Everything: Clearly label all personal belongings with your child's name. This simple step significantly increases the chances of lost items being returned.

Leave Valuables at Home: Avoid bringing items to school that are not required for educational activities, especially those of significant value.

Cooperation: We ask for the cooperation of all students and parents in adhering to these guidelines. By working together, we can minimize the inconvenience caused by lost items and ensure a smoother operation within our school community.

GYMNASIUM REGULATIONS

To ensure safety, security, and proper use of school facilities, all students must follow the rules outlined below when using the gymnasium:

- 1. Authorized Use Only**

The gymnasium is to be used only during scheduled physical education classes, official school activities, or supervised events.

- 2. After-School Access**

After school hours, only members of the scheduled sports teams or authorized school groups are allowed to stay inside the gym. Students who are not members of the team assigned to practice are not permitted to remain in or use the gym.

- 3. Supervision Requirement**

Students must always be supervised by a coach, teacher, or designated staff member while in the gymnasium. They are not allowed to enter or use the gym during break time. However, students may use the gym during lunch break only if it is supervised by authorized school staff.

- 4. Proper Attire**

All students must wear appropriate athletic clothing and non-marking athletic shoes when participating in any activity inside the gym.

5. No Food or Drinks

Food, gum, and drinks (except water) are not allowed inside the gymnasium to maintain cleanliness and safety.

6. Respect for Equipment

All sports equipment must be used responsibly and returned to its proper place after use. Damaging or misusing equipment may result in disciplinary action.

7. No Loitering

Students are not allowed to loiter in the gym or surrounding areas. Once their activity or class is over, they must exit the gym promptly.

8. Behavior Expectations

Students are expected to demonstrate respectful, sportsmanlike behavior at all times. Disruptive or unsafe behavior may result in loss of gym privileges.

Violations of these rules may result in disciplinary action.

CAFETERIA REGULATIONS

All students eat in the Cafeteria at different times depending on their grade level. During lunch time, students are to be in the Cafeteria.

Neatness and cleanliness are essential elements in maintaining a proper atmosphere for breakfast and lunch. The following regulations must be observed:

1. All school rules are applicable to students during breakfast and lunch
2. Students are not permitted to leave the school campus for lunch
3. Food may not be purchased during scheduled class time; only before school, during morning and afternoon break times, at the designated lunch time, and after school.
4. After finishing breakfast or lunch, clean the area, return the tray to the designated place and dispose of waste in designated containers provided
5. Students are responsible to clean up after themselves and the surrounding area.
6. Elementary students are permitted to purchase food/drink at the Corner Cafe during the school day only from 2:50pm,
7. The consumption of instant noodles is strictly prohibited on school premises. Food may only be provided by the cafeteria or prepared by parents with a liability waiver document unless otherwise authorized by school policy.

Note: The monthly menu is published on the school website.

Meal Plan and Prepaid Card

Meal Plan

- Early Childhood Center and Elementary School Students are served 2 snacks & 1 lunch
- Middle and High School Students are served 1 lunch

Prepaid Card:*

- The “pay as you go” option - used for Meal and Beverage purchases at TAS cafeteria.

Food Allergy

At the beginning of the school year or within 01 day from the date food allergy is confirmed, food allergy information must be given to our School Clinic, who will then provide the information to the Cafeteria when the Meal Plan is booked.

Lunch

Morning snacks are provided in the Early Childhood Center and Elementary School. Middle School and High School Students can purchase a snack during break time in the Cafeteria or can bring a snack from home and eat it in the Cafeteria.

Food brought from home by parents/guardians must be dropped off with the security team *no later than* 11:00 am, at which point all home-delivered food will be transferred to the Cafeteria.

Water is available in the cafeteria, in the playground and in all corridors. All students are encouraged to drink water regularly during the day. **Students should not bring glass containers.** Students should bring their own reusable plastic or metal water bottle.

Ban on Online Food Ordering:

- Unless students provide a liability waiver document signed by their parents in accordance with school policy, students will be prohibited from ordering food or drinks online during school hours. This includes all delivery services such as GrabFood, Now, or other similar platforms.
- The school administration will monitor and enforce this policy. Students found violating this rule will face disciplinary actions as outlined in various school policies.

LIBRARY REGULATIONS

TAS Library's mission is: To create an ideal space for sharing ideas and information, and to assist all members of the TAS community in their informational needs.

Access to the library facilities, activities and borrowing privileges are granted to all members of The American School community including teachers, staff, and students. Students need to bring their Student ID Card to check out books from the Library.

Open Hours

The Library is open from Monday to Friday, from 7:30am to 4:00pm

Procedures

- Students should leave their bags on the shelf/lockers provided at the entrance door.
- During class hours, any group of students coming to the Library for research unaccompanied by teacher/teaching assistant should present a written permission slip/pass from the teacher or the teacher may email the Library staff to inform them that he/she is sending students to the Library for research work.
 - Parents are allowed – and invited – to check out books for their students, or for their own pleasure, at their own leisure. All parents are allowed 2 books (fiction, non-fiction, easy book) at a time for one week. In order for a parent to check out a book, they must register in the ECCES or MSHS library by providing a name, phone number, and a valid email. They will receive a patron number that can be used to check out books in either of the libraries.
 - All patrons, students and parents alike, must follow library instructions on how to take care of books and library spaces.

All library information and digital resources will be constantly updated in the Library website at: <https://tasvietnam.follettdestiny.com/portal/portal?app=Destiny%20Discover&appld=destiny-2GT9-GNF2&siteGuid=8565C64F-84A3-40F9-8D70-B89AD64EA425&nav=https:%2F%2Ftasvietnam.follettdestiny.com%2Fmetasearch%2Fui%2F14468>

Proper Behavior in the Library

- Discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and library privileges may be withdrawn at the discretion of the head of library if any of the acceptable behaviors are not complied with.
- Quietness is encouraged, for such reasons loud voices will be considered indiscipline.
- Students must pay attention to library staff instruction at all times
- No food is allowed in the Library. Drinks are allowed in spill safe containers
- Tables and chairs must be tidied up before leaving the Library
- Laptops can be brought into the Library during school time but only for academic purposes (see Electronic Device Policy above)
- All library materials should be checked out from the circulation counter

- Books should not be returned directly on the shelves; they should be checked in through the counter in the presence of the Library staff

Loan Periods

All members of the TAS Community can check out materials from the library's resources. All materials from the Teacher Resource room should be checked out by a teacher or with permission from a teacher.

- Elementary Students:
 - Grade 1 – Grade 2 1 book per week
 - Grade 3 – Grade 5 2 books per week with one recheck allowed
- Middle, High School Students:
 - Grade 6 – Grade 12 3 books per week with unlimited recheck allowed

(Some books and materials may have a special loan period)
- Parents:
 - All grade Levels 2 books per week (one-week loan period)

Overdue Books

Students with overdue books will not be permitted to borrow more books until the overdue books are returned or renewed. Overdue notices are given out every 4 weeks from the overdue date and given to teachers and students. If books are not returned after the second overdue notice, an invoice for replacement charges may be sent to parents.

Lost or Damaged Books

Fines:

<u>Reason</u>	<u>Consequence</u>
Book damaged beyond repair or lost	Full 100% fine of the listed price plus 30% for cost of import and freight
Damaged book, has repair but is not useful for next patron	Full 100% fine of the listed price plus plus 30% for cost of import and freight
Any behavior that damages book including but not limited to marking books with pencil or ink, tearing the pages or damaging the book in any other way	Minor, first time - Warning and education Minor, repeated/repair - Library service and parent notification

- In case a student loses a book, he/she should immediately report it to the Library staff and replace the book. In case the book cannot be replaced, the borrower will have to pay for the book. The fee is calculated at the cost of the lost book at the time of payment plus 30% for cost of import and freight. The replacement fee should be paid within 15 days but not later than 30 days after the due date or report of the lost book.
- Students are required to handle books and reading material carefully. Marking library books with pencil or ink, tearing the pages or damaging the book in any other way is not permitted. In such a case, the last reader will be held responsible unless he or she shows the Library staff at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage.
- Students are responsible for the specific book that was checked out to them. Textbook copies must be returned by the same person that checked it out. Not doing so can incur fines as shown above.

Reserve Section

Books that are of high demand will be put in the RESERVE SECTION and may be borrowed for three days only in consideration of other classes doing the same topic.

SCIENCE LAB REGULATIONS

1. Conduct yourself in a responsible manner at all times in the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ASK YOUR TEACHER FOR CLARIFICATION BEFORE PROCEEDING WITH THE ACTIVITY
3. Never work alone in the laboratory. No student may work in the science lab without the presence of the teacher
4. When first entering the lab, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so
5. Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed
6. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
9. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe
10. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water. When in doubt, check with your teacher and lab assistant for disposal of chemicals and solutions
11. Labels and equipment instructions must be read carefully before use. Set up and use the equipment as directed by your teacher
12. Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments
13. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others
14. Know the locations and operating procedures of all safety equipment including: first aid kit, fire blanket, and fire extinguisher. Know where the fire alarm and the exits are located
15. In case of eye contamination, flush eyes immediately in the eye wash station for several minutes.
16. Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment turned off
17. Any time chemicals, heat, or glassware are used, students will wear safety goggles and protective gloves. NO EXCEPTIONS TO THIS RULE!
18. When dealing with chemicals in the laboratory, long hair needs to be tied back, full covered shoes are required, and proper lab coats and safety goggles must be worn at all times.

19. Other regulations may be provided by the instructor at any time to ensure the safety of participants.

SWIMMING POOL REGULATIONS

Swimming pool regulations:

1. Shower before entering the pool
2. No running or horseplay on the pool deck
3. Food or drink is not allowed in the pool water
4. No glass containers allowed in the pool area
5. Spitting, spouting water, or blowing the nose is prohibited.
6. Any student having skin lesions, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease, or who is wearing any kind of bandage, shall be restricted from using the pool
7. Proper swimming suits are required
8. No diving
9. Use of the swimming pool in the absence of a lifeguard on duty is strictly prohibited.
10. Other regulations may be provided by the instructor at any time to ensure the safety of participants.

CURRICULUM

The School Curriculum

The American School is aligned with educational models in support of individualized pathways and curriculum with an international perspective fitted to the needs of our diverse student body. TAS follows Common Core Standards and Benchmarks for English Language Arts and Math, Next Generation Standards (Common Core Linked) for Science and AERO Standards for Social Studies. The elective classes use a variety of approved standards for each subject area.

The annual Curriculum Guides ([Early Childhood Center/Elementary School](#) and [Middle School & High School](#)) which accompany this handbook outline departmental guiding philosophies and course descriptions

The American School's accreditation by Western Association of Schools and Colleges (WASC) is recognized by the U.S. Department of Education and indicates that a school meets or exceeds established criteria within the profession for the assessment of institutional quality through a periodic

process of self-study and peer review. WASC works closely with the Office of Overseas Schools under the Department of State. An accredited school must have the resources to achieve its stated purposes and provide evidence that its students are benefiting from the curricular and co-curricular program offered at the school.

English Language

English is the teaching medium of the School and there is an expectation that all students will have, or will acquire, a level of English proficiency that allows them to achieve success within the curricula we offer. TAS promotes an inclusive environment and encourages students to speak English socially as well as for academic purposes. The School provides an English as an Additional Language Support (EAL) program for those students whose English is not yet strong enough to do this. However, it should be stressed that non-English speaking students should gain maximum prior exposure to the language. If a student does not have a satisfactory standard of English at the time of application, the Academic Administration may refuse admission if there is no appropriate curriculum to cater to the student's needs. TAS does not provide EAL programs for grades 10-12. Parents will be updated through school reports and Parent-Teacher Conferences prior to the end of each school year on their child's progression in English language acquisition.

Grade Reporting

For elementary, middle, and high school students, report cards are issued at the conclusion of each semester.

Students receive one hard-copy report card per quarter. Additional copies or reprints of report cards are issued at **250.000vnd/per additional report card requested.**

Parent-Teacher Conferences

Parent-teacher conferences are held after quarter 1 and quarter 3. Quarter 3 conferences in ECCES are student-led.

When any cause for concern arises, individual conferences *may be arranged* to discuss how best to address a student's needs. Teacher email addresses are readily available via PowerSchool (MSHS) and Toddle (ECCES) or an appointment can be scheduled by calling or emailing the **Family Welcome Office**.

Changes in Courses

Once scheduled into a course, students are expected to remain in a yearlong course for both semesters. Students may request a change in course during the indicated add/drop period only. Students in the High School may request a change in their courses from those originally scheduled under one of the following circumstances:

- the change is necessary to meet graduation requirements
- a prerequisite for the course in question has not been met

Awards

Excellence and effort in all aspects of school life are encouraged amongst students. The value of positive recognition for student achievement is actively acknowledged. During the year, assemblies are held periodically, where particular recognition is given to students following academic, sports, drama, and music competitions. Families will be informed of recognition assemblies in advance.

Expected Schoolwide Learning Results (ESLR) Awards

Students who show an overall understanding and embodiment of the school's expected school-wide learning results will also be recognized for adherence to and demonstration of the principles outlined in the explanation for each ESLR—academic, altruistic, aesthetic, and athletic. Teachers in each division nominate students who embody and adhere to the tenets of each Expected Schoolwide Learning Result. Students with the most nominations in each category are declared the winner of the award.

Academic Awards

These awards are presented to students who score among the highest in each core course each semester. While score is a major component, subject departments, led by the subject department head, will meet each semester to consider award recipients based on factors other than simply the score: effort, participation, attendance record, improvement/ progress, and helpfulness towards classmates. Awards are presented periodically across campuses. Parents are welcome to attend these assemblies and will be actively encouraged to attend especially if their child is slated to receive an award or other recognition.

Middle School Honor Roll / High Honor Roll

Students must have a **3.50 GPA** or above to be named to the honor roll. Any grade lower than 60% will disqualify the student from the honor roll, regardless of the GPA being above 3.50.

Students must have a **3.70 GPA** or above to be named to the *high* honor roll. Any grade lower than 70% will disqualify the student from the high honor roll regardless of the GPA being above 3.70.

High School Honor Roll / High Honor Roll

The Honor Roll is for students with a **3.60 GPA** or higher. Any grade lower than 60% will disqualify the student from the honor roll, regardless of the GPA being above 3.60.

The *High* Honor Roll is for students with a **3.80 GPA** or higher. Any grade lower than 70% will disqualify the student from the high honor roll regardless of the GPA being above 3.80.

Class Valedictorian

The senior who has achieved the highest Grade Point Average (GPA) for their high school work attempted and has earned the minimum credit requirements at TAS is named Valedictorian of the Class.

Class Salutatorian

The senior who has achieved the second highest Grade Point Average (GPA) and has earned the minimum credit requirements at TAS is named Salutatorian of the Class.

Note: Awards for Class Valedictorian and Salutatorian are only considered for students who have completed at least two years of studies on campus at TAS.

Merit Awards

Students may be awarded certificates of recognition for success or outstanding effort in specific events at the School such as sports, music or activities. In addition, there are some individual awards which are awarded according to established criteria.

Saigon International Schools Athletics Competition-Sports Awards

Awards given to those who have represented TAS on interscholastic sports teams.

Awards represent the values of the school community. The school diploma represents a significant achievement of academic pursuit. In addition, the following awards shall be presented as part of the commencement program annually.

Credit Recovery for Failed Courses

Unless otherwise provided by law regarding the assessment of compulsory education subjects at TAS, the regulation stated in this term shall apply.

The goal of online Credit Recovery is to give students the opportunity to graduate in a timely manner. This program has policies and procedures that allow students who have failed core courses (courses required for graduation) an opportunity to make-up non-mastered standards without repeating the entire course. TAS students may participate in online Credit Recovery by adhering to the guidelines outlined below.

- Upon completion of the academic year, students and parents will be notified by the Academic Counselor as to which course(s) must be retaken for the student to remain on-track for the planned year of graduation
- Any student failing one or more core courses (earning a final grade below 60%) in grades 9-12 may register to retake the course online only through an online credit recovery program approved by TAS
- Students who register for online credit recovery must adhere to the guidelines as outlined by the program and agreed to by the student, parent/guardian, academic counselor, and Academic Leadership Team.
- **In order to be eligible for online credit recovery courses, a student must have fewer than 8 absences in the on-campus course that is required to be retaken and have**

completed 75% of the assignments. If a student does not meet these criteria, then the student may not use credit recovery. Instead, the student must retake the course.

- Students in grades 9-12 may earn a maximum of 2 credits (4 courses) through online credit recovery to be applied toward graduation requirements.
- If the student requires more than the maximum credits permitted to be accrued through online credit recovery, the student must retake the course on campus.
- Recovered credit will only be awarded when students have completed all work satisfactorily and met the requirements set forth by the online credit recovery procedures.
- Recovered credit, whether online or in person, will be entered on the student's academic transcript as repeat attempts and will not replace the previously earned grade. Both the original grade and the credit recovery grade/grade in course retaken will be included in the student's cumulative grade point average. Online credit recovery is applied to the TAS transcript as Pass/Fail, though original transcripts from all secondary institutions attended must be sent to colleges and universities as part of the application process
- Payment for online credit recovery is the responsibility of the parent
- Students in middle school who fail a course are generally permitted to move on to the next grade level unless it is determined by the classroom teachers in conjunction with the ALT that the student should be retained from progressing to the next grade level (for failing two or more core subjects of math English, social studies, science).

Note: any online courses that a student wishes to transfer to his/her TAS transcript (credit recovery or otherwise), and taken while a student is enrolled at TAS, incur an administrative fee of 2.900.000 vnd payable to the Accounting Department.

Diplomas Offered at TAS - Graduating Classes of 2026, 2027, and 2028

To be eligible for a TAS Diploma, students must complete 4 semesters as a full-time student at The American School. The exception to this requirement is that transfer students must come to TAS from an English-medium school or international school that is fully accredited by either a State agency and/or a recognized international accreditation organization.

The Academic Diploma is a college preparatory course of study. Students who satisfactorily complete this program, as outlined by the graduation requirements in the Curriculum Guide, should expect admittance into an American college or university, or in some cases, universities in other countries.

This diploma carries the seal of accreditation from The Western Association of Schools and Colleges, Accrediting Commission for Schools (ACS WASC).

The General Diploma can be made available for students who

- enter TAS with limited English proficiency;

- have cognitive/developmental issues which make it impossible to pursue a college/university preparatory course of study;
- who transfer from a different educational system and thus will have difficulty completing the proscribed graduation requirements. (The Executive Principal will decide on a case-by-case basis).

*This diploma is only available to students who are in their **fourth year of high school as a full-time student**.* In general, this diploma is designed for students requiring a sound general secondary education to prepare for direct entry into the workforce or further specialized practical training. **This diploma does *not* have the seal of accreditation from The Western Association of Schools and Colleges.

Diplomas Offered at TAS - Graduating Classes of 2029 and Beyond

	<i>TAS Certificate</i>	<i>TAS College Ready</i>	<i>TAS Honors*</i>
English	4.0	4.0	4.0
Mathematics	3.0	4.0 Algebra I Geometry Algebra II	4.0 Algebra I Geometry Algebra II Pre-Calculus (or higher)
Social Studies	3.0	3.0	3.0
Science	3.0	3.0 2 Lab Sciences of Biology Chemistry Physics	3 3 Lab Sciences
Modern World Languages	2.0**	3.0**	3.0**
Creative Arts	2.0	2.0	2.0
ICT	2.0	2.0	2.0
PE	1.5	1.5	1.5
Health	0.5	0.5	0.5
Electives	4.0	4.0	4.0
Total	25.0	27.0	27.0

*The TAS Honors Diploma is awarded to students who maintain a cumulative unweighted GPA of 3.5 or higher. Additionally, students must complete five AP courses with a grade of 90 or above, including at least three AP courses in core subjects.

**The modern world language requirement implies consecutive credits in the same language.

Students are presented with one diploma only. Additional diplomas requested will be charged at a rate of **750,000VND/diploma**.

Student Support Services

Homeroom/Advisory Teacher

A class or homeroom teacher is assigned to each student in the elementary school and an advisory teacher is assigned to each student in the middle and high school. The homeroom teacher is responsible for some aspects of the student's instruction and is the teacher responsible for the general welfare of the student. If matters of concern regarding a student arise the first point of contact for parents with the School is the homeroom teacher (ES) or the subject teacher (MSHS).

School Counselor

The school counselor is available to provide emotional support when necessary for all students individually or in groups.

College Counseling

The College Counselor is available to provide High School students with information on and assistance with the university application process and other post-secondary career and educational opportunities. This includes information on testing, e.g. Scholastic Aptitude Test (SAT) and admissions requirements.

Learning Support

TAS Student Support Services' (SSS) mission is to determine the needs of students and support the development of skills, knowledge, and learning strategies, with the goal of empowering students to become more independent learners. Through individualized learning plans and classroom support, students become more responsible to successfully address and advocate for their own academic, vocational, cultural, emotional and social needs. SSS educates our community and stakeholders about student needs and support that help students academically, socially, or emotionally.

Learning support is available for students in all grades for whom the Learning Support team and the academic administration deem would benefit from a program of academic support and counseling. Students whose academic profile indicates the potential need for SSS will be referred to the SSS Coordinator. Before a determination is made, any required documentation including transcripts, medical history, psycho-educational reports, and any others requested by the SSS coordinator will be reviewed.

Accommodations will only be granted to students with a documented disability from a trained and licensed educational or medical professional. If documentation is provided the student support team will convene to develop a student support plan. The student support plan will be reviewed annually, and changes may be made with additional documentation and recommendations from the educational or medical professional. Modifications to curriculum will not be made.

Tutoring

Families may inquire about the prospect of after-school tutoring sessions to support their child's academic progress. All requests for tutoring must be initiated by the parent or guardian. Arrangements for tutoring must be made via the school board, ALT and comply with the current law.

School Records

An academic file or record is maintained on each student in the School. Student files contain information that is pertinent to a child's enrollment at school. Notes on academic, social, and behavioral progress are included. A student file is best interpreted to parents by a member of the ALT with whom an appointment should be arranged.

The retention period shall comply with the provisions of the law.

English as an Additional Language (EAL) Program

The American School offers a formal English as an Additional Language (EAL) Support Program for students from Grade 6 – 9. At the elementary level, EAL instruction is integrated into classroom

lessons with the support of an Assistant Teacher. All students enrolling in school whose mother tongue is not English are given the MAP Screener (and WIDA English Language Proficiency assessment where deemed necessary) before starting school. After the assessment, the student is then referred to the division vice principal for class placement and/or course selection.

The level and amount of EAL support is based on the individual needs of each student and determined by the EAL team and the WIDA assessment results. EAL teachers and class/subject teachers share responsibility for the English language development of admitted EAL students. EAL teaching uses a combination of external and in-class support. All EAL support is aimed at helping students access the relevant curriculum. EAL teachers continually assess students' progress in English. Student progress is also frequently discussed between EAL and class/subject teachers. All EAL teachers work closely with class/subject teachers to ensure consistency of goals and expectations. EAL progress is reported in accordance with school reporting policies. Students exit the program through mutual decision by both EAL and class/subject teachers and, if deemed necessary, the WIDA assessment. This process is conducted at the end of each academic year. After the consultation and decision-making procedure is completed by the EAL team, a determination is made as to which students are ready to exit EAL. The division vice principal then notifies both students and their parents in writing. The average time a student spends in the EAL Support Program varies according to previous experience with the language and motivation and work ethic on the part of the student. Please refer to the **EAL Handbook** for additional information: [Click Here](#)

AP Courses Offerings

Advanced Placement courses are university level courses that TAS has received permission from the College Board to teach. Our instructors and the curricula for all AP courses have been evaluated and approved by the College Board. AP courses are demanding and academically rigorous. Students must meet prerequisites and have a teacher recommendation before being scheduled into an AP course. AP Course offerings vary from year to year; specific courses and their course descriptions are outlined in the Curriculum Guide for each academic year.

Community Service Hours (High School)

Policy

- Every student must complete **a minimum of 20 hours of service per academic school year**, totalling to at least **80 hours by graduation**. Students will log this on their TrackItForward.com account
- Community Service Hours are a graduation requirement
- Students cannot be paid for services
- Community Service can only take place before and after regular school hours
- All activities must have counselor approval and required paperwork must be signed and maintained by the student

Grade Level	Community service Hours Required
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9	20
10	20
11	20
12	20

Examples of, but not limited to, eligible activities

- Fundraising for service clubs and charities
- Assisting with community events
- Assisting in a senior residence
- Coaching sports teams and helping to organize sports-related activities
- Participating in environmental projects such as community clean up, recycling programs, building a community garden, planting trees, flowers
- Brownies, Girl/Boy Scouts or other clubs
- Peer Tutoring
- Helping with graduation ceremonies, dances
- Helping the home-bound clean the yard, take out the trash
- Summer volunteering projects abroad
- Volunteering at a church, temple or religious organization
- Involvement with political initiatives to bring awareness to specific causes

After-School Activities

Students are encouraged to participate in a variety of sporting, aesthetic, recreational, and cultural activities as well as community service.

Each year a variety of activities are offered to students. These are determined by interest and by the availability of sponsors/faculty advisers. At the beginning of each semester, information is provided to students on the activities available. Students must register by the stated deadline. The activity program commences once students have had their activity choices confirmed. Every effort is made to provide students with the activity of their choice, however, some activities have limited space. Students are expected to pursue a chosen activity for the full period for which it is offered.

Outside of SISAC Interscholastic sports teams, After School Activities generally run each semester for 10-week periods (schedule is published during ASA registration during the first few weeks of each semester).

The Student Council

The Student Council (SC) is an organization of middle and high school students, led by a faculty adviser, which represents the student body and promotes student welfare. The Student Council has been established to foster student leadership, plan and coordinate student-led activities, as well as maintain high levels of cooperation and school spirit. The Student Council is also designed to encourage a sense of responsibility, leadership, and service amongst students. Student Council members are positive role models in the school.

The Student Council consists of the Executive Committee (President, Vice President, Treasurer, Secretary), four at-large Senators (high school) and one representative from each grade level (6-12). The Executive Principal reserves the right to appoint additional members to the executive committee as deemed necessary. Students interested in being involved in the Student Council should be aware that commitment and dedication is required to carry out each role successfully.

The Student Council shall operate independently upon the Executive Committee's determination. However, any activities conducted by the Student Council on the school campus shall be approved by ALT prior to implementation.

Official and Unofficial Transcripts

Official Transcript: An official transcript is a legal document and is certified with the TAS stamp, WASC seal, and the signature of the Executive Principal. It must either be transmitted from TAS directly to the receiving institution or presented to the student or parent in a sealed, signed envelope. Please provide an addressed stamped envelope for this purpose of mailing directly to an institution. Official transcripts can be issued to parents or students in sealed, signed envelopes only.

Unofficial Transcript: An unofficial transcript is a copy of the transcript but is not certified. Unofficial transcripts may be given to either a parent or student. They will usually be available for pick-up in the Family Welcome Office five school days after they have been requested. This time may be longer at the end of each semester to allow for the updating of transcripts with current grades.

Number and Cost: There is no limit to the number of official transcripts that can be mailed for college placement or other official business. Students in grades 9-12 will receive one official transcript upon their withdrawal or at the end of grade 12. Cost for official transcripts during the academic year is **400,000VND per official transcript**. Copies of unofficial transcripts are provided free of charge within 07 working days from the date of receipt of the request.

Transcripts during Vacation Periods: Transcripts can only be issued during regular school sessions. They cannot be issued during school vacation times. Requests made during vacation will be forwarded/mailed as soon as school resumes. The cost of shipping official transcripts is borne by the student/family of the student.

Recommendations

Students requesting a teacher/administrator recommendation letter or an enrollment confirmation letter must submit the request to the individual **at least two weeks before the document is needed**.

SAFETY & SAFEGUARDING

Child Protection Policy

The American School of Vietnam is committed to the safety and wellbeing of all children. To support that commitment, TAS has adopted a Child Protection Policy to guide our staff and families in matters related to the health, safety, and protection of the children who attend our school. This policy is based on the *2016 Vietnamese Children's Law* (adopted by the National Assembly of the Socialist Republic of Vietnam on April 05, 2016) or the updated law (if any) and the *United Nations Convention on the Rights of the Child (CRC)* of which Vietnam is a signatory. These laws and proclamations state that children should be protected from all forms of maltreatment, exploitation and abuse.

It is the school's responsibility to ensure that children are safe both inside and outside of school. Educators have a professional and ethical obligation to identify children who are in need of help and protection and to take steps to ensure that the child and family are aware of and have access to the services needed to remedy any situation that constitutes child abuse or neglect. Whenever staff members have reasonable cause to suspect that a child is at risk of abuse or neglect, that staff member is obligated to report findings to the appropriate administrator and school counselor. After the school counselor assesses the student, a plan of action will follow with steps taken to determine if the child's safety and health has been compromised. Depending on the findings and circumstances; it may be necessary to report to child protection agencies, consulates or local law enforcement authorities. The purpose of this policy is to address the protocols and standards of expected behaviors when a child's safety is at risk.

According to the United Nations Convention of the Rights of the Child and the Vietnamese Children's Law, a child is defined as any person under the age of 16 years old.

Child abuse includes all forms of sexual abuse, physical abuse, physical neglect, emotional maltreatment, or other exploitation that results in actual or potential harm in child's health, survival, and development. The following may be indicators of child abuse or neglect:

- Inadequate food, housing or lack of proper hygiene
- Evidence of physical trauma and injuries such as bruises, fractures, or burns
- Parents are not interested in the child's social, emotional, academic development and do not respond to repeated communications from the school
- An apparent lack of supervision
- Poor record of school attendance
- Child does not want to go home or refuses to leave school activities
- Child's medical and dental needs not being met over time

Some cases of child welfare may be referred to outside resources. For acute mental health issues, **referrals will be made to appropriate outside professionals.**

The complete Vietnamese Children's Law can be accessed online at: Vietnamese children law:

https://www.ilo.org/dyn/natlex/natlex4.detail?p_isn=103522&p_lang=en

The UN CRC is available online at: <https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

National Child Protection Hotline: **111**

Safety Procedures

- Step 1: School staff immediately makes a referral to the school counselor when there is a reasonable suspicion or any alarming sign which indicates that a child is suffering from physical and emotional abuse or neglect.
- Step 2: School counselor conducts a preliminary assessment to further investigate the case and reports the findings to the Leadership Team to discuss a safety plan.
- Step 3: Parents are contacted to address the school's concerns and mandated to meet with the school counselor for further assessment.
- Step 4: School counselor creates and implements plan of action within the school/or family that best meets the child's needs.
- Step 5: A follow-up meeting is arranged to evaluate the circumstances of the child. If the parents fail to follow the plan of action and support the child's safety, the school reserves the right to terminate the child's enrollment.

In cases that require TAS to report to the Child Protection Hotline for consultation or local authorities, the referral will always be made by the school counselor or Executive Principal, to the appropriate authority.

TAS Staff members are committed to:

- Contribute to a safe, secure, and supportive learning environment that increases the child's level of confidence and trust
- Familiarize themselves with indicators of abuse or neglect and the written procedures to ensure the safety, well-being, and protection of the child
- Maintain a collaborative, caring, and positive working relationship with the child and parents while fulfilling our duties to protect the child
- Immediately raise concerns of any suspected child abuse cases in accordance with applicable laws and procedures
- Provide to the child a proper explanation of what action is being taken on their behalf and why

Preserve the privacy and confidentiality of the child and the parents. The school counselor and Leadership Team will determine who may obtain personal information and what they need to know for the purpose of protecting and assisting the child.

Student Accident Insurance

TAS Students are covered by Bao Minh Accident Insurance or other insurance providers, depending on the school's decision at the time. Any claims will follow the applicable provider's procedures. Hospital fees should be paid in advance, documentation kept and parents to arrange claim reimbursement from the insurance company.

Please contact the School Clinic to collect the Claim Form or further instruction.

Email: nurse@mytas.edu.vn

Phone:(+84 28) 35192223 **x 6 (English)**

Fire/Emergency Evacuation

It is essential that the campus community be prepared to respond appropriately in the face of emergencies such as fires, explosions, and chemical releases. The following instructions are to be used by employees and students to thoroughly understand the School Safety and Emergency Policies. Student will participate in fire drills in accordance with the school's safety plan.

In emergency situations, which require evacuation of the building (e.g. fire or explosion, structural failure, bomb or weapons threat), students, faculty, and staff should proceed in an orderly manner to the stairs and exit through the ground floor. TAS school staff, faculty and students are asked to gather at a safe distance from the buildings so that supervisors and fire wardens can account for them. Students will line up with their teacher at the time of the bell in that teacher's designated spot.

Faculty, staff and students should be aware of and make use of designated primary and alternate evacuation routes. in case of an actual emergency please await notification and instructions from the school.