



**SNA MARIANAPOLIS INTERNATIONAL SCHOOL**  
SCHOOL FOR FUTURE LEADERS



# **SNA Marianapolis International School**

## **Parent and Student Handbook**

**Academic Year**  
**2024-2025**

**BIEN HOA CAMPUS**



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



Dear Parents and Students,

Welcome to SNA Marianapolis International School. We are grateful you have joined this community and are partnering with us to make a difference in the world. Our mission as a school is to educate students in the preparatory tradition of academic excellence, with a commitment to an active faith in humanity and a dedication to building character with content, compassion, and integrity. The first step in fulfilling these high goals is to put them into practice right on our own campus, by seeking to always do the right thing and support each other. The greatest and most successful communities are those who embrace shared values, and this is our strength.

The contents of this handbook address many aspects of our community and explain the practices and expectations we all commit to upholding. As you, our students, bravely carry the Golden Knight shield of character, we empower you to be your best selves and meet these expectations with honor. Your own attributes of trust, compassion, and integrity will positively contribute to the health and wellness of our SNA Marianapolis International community and the world beyond our campus. May we always strive to defend those who are less fortunate and marginalized among us, and may we make the world a better place one good deed at a time.

Again, welcome and thank you for your partnership.

Warm regards,

**Joseph Cloutier**

Head of School

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



## **TABLE OF CONTENTS**

- **Mission**
- **Vision**
- **Accreditation**
- **Educational Philosophy**
- **School Overview and Core Values**
- **Student Placement**
- **Habits of Mind**
- **Daily Routines, Drop off and Pick-up**
- **Channels of Communication**
- **Academics**
- **Student Support Services**
- **Student Behavior**
  - **Major School Rules**
  - **Consequences**
- **Common Language**
- **General Information**
- **Health and Safety**

## **BIEN HOA CAMPUS**





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



### I. Mission of SNA Marianapolis International School

The mission of SNA Marianapolis International School is to educate students in the preparatory tradition of academic excellence, with a commitment to an active faith in humanity and a dedication to building character with content, compassion, and integrity.

### II. Vision Statement

SNA Marianapolis International School will become a leader in the educational community, committed to exploring and adopting innovative educational techniques while remaining traditional in its approach to character development.

### III. Accreditation

Marianapolis Preparatory School, in Thompson, CT, is accredited by the New England Association of Schools and Colleges (NEASC), America's oldest accrediting agency. Accreditation by this prestigious organization signifies commitment to quality assurance and school improvement, two cornerstones of the Marianapolis spirit. Maintaining NEASC accreditation requires constant self-reflection, evaluation, and future planning, thus Marianapolis holds itself to the highest of standards and a culture of continuous improvement. SNA Marianapolis International School fully embraces this same professional mindset, and preparations are already underway to seek accreditation by the NEASC Commission on International Education.

### IV. Educational Philosophy

SNA Marianapolis International School cultivates and nurtures a growth mindset in our students while teaching them the 21<sup>st</sup> Century skills of creative problem solving, critical thinking, and communication in a culture that promotes the development of community and character.

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



### V. School Overview and Core Values

Founded in 2020, SNA Marianapolis International School is an English-language international school in Bien Hoa, Vietnam. We are the only international school in the Dong Nai area offering a holistic and tailored American curriculum.

We welcome students from 5 to 17 years of age (Preschool to Grade 12). Incorporating *Habits of Mind* into our daily practices and prioritizing all aspects of nurturing our students, we encourage children to think for themselves, develop a growth mindset, discover their passions, and explore what makes them who they are.

Our students learn according to five core values. Through a carefully designed learning environment which places strong emphasis on student well-being, our students are nurtured towards becoming caring and active participants in a lifelong learning journey. The core values embraced and upheld at SNA Marianapolis International School includes the following.

- ***Enrichment through Character Education***
- ***Sustaining Community***
- ***Commitment to Service***
- ***Imparting Academic Excellence***
- ***Embracing Multiple Diversities***

### VI. Student Placement

SNA Marianapolis International School admits qualified students of any race, color, national or ethnic origin, sex, religion, sexual orientation, and gender identity, and those with physical or/and learning support, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School.

Students are placed in grade levels according to the established age. The student must reach the required age by December 31 of the entering year. (See the table below).

## BIEN HOA CAMPUS





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



| Grade Level  | Must reach the following age by December 31 |
|--------------|---------------------------------------------|
| Kindergarten | 5                                           |
| Grade 1      | 6                                           |
| Grade 2      | 7                                           |
| Grade 3      | 8                                           |
| Grade 4      | 9                                           |
| Grade 5      | 10                                          |
| Grade 6      | 11                                          |
| Grade 7      | 12                                          |
| Grade 8      | 13                                          |
| Grade 9      | 14                                          |
| Grade 10     | 15                                          |
| Grade 11     | 16                                          |
| Grade 12     | 17                                          |

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



### VII. Habits of Mind

At SNA Marianapolis International School, we integrate *Habits of Mind* into the learning process as well as student self-assessment. Because the *Habits of Mind* are woven into school culture, our scholars are assessed in these areas, with marks reflected on the report card.

The *Habits of Mind* are a set of skills for self-directed and lifelong learners. The understanding and application of these skills serves to aid students in working through real-life problems, using intentional strategies to gain positive outcomes.

Habits of Mind are cultivated best in a responsive learning community. In order to be successful in and out of school, students need to learn a set of social and emotional competencies: cooperation, assertiveness, responsibility, empathy, and self-control. Similarly, they must master a set of academic competencies: academic mindset, perseverance, learning strategies, and academic behaviors. At SNA Marianapolis International School, we are committed to developing responsive classroom dynamics that prioritize these guiding principles and practices. The research of educational practitioners of this responsive classroom approach ([www.responsiveclassroom.org](http://www.responsiveclassroom.org)) confirms the following.

- Teaching social and emotional skills is as important as teaching academic content.
- How we teach is as important as what we teach.
- Great cognitive growth occurs through social interaction.
- How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
- What we know and believe about our students, individually, culturally, developmentally, informs our expectations, reactions, and attitudes about those students.
- Partnering with families, knowing them, and valuing their contributions is as important as knowing the children we teach.

### BIEN HOA CAMPUS





### VIII. Daily Routines, Drop-off and Pick-up Procedures

- **Morning Drop-off**

Students should plan on arriving on campus between 7:30 a.m. and 7:55 a.m. in preparation for school to start at 8:00 a.m.

School gates will open at 7.00 am for student drop off.

Students arriving before 7:30 am should head straight to the cafeteria where they will be supervised before the 7:30 am opening of the school.

In order to avoid excessive traffic congestion in the school, please follow the lanes as indicated by our staff. Parents are strongly encouraged to say goodbye to their children as they approach the gate and remain in the vehicle in order to facilitate a smooth drop-off for all families.

- **Afternoon Pick-up**

Students may be picked up at the front of the School at 3:30 p.m., or if your child is involved in an Afternoon Activity, they may be picked up at 4:20 p.m.

School gates will open at 3.30 for student pick-up.

To avoid excessive traffic congestion in the school, please follow the lanes as indicated by our staff. If an elementary student, show your child's name card as you approach the gate. All Elementary students will be given an A4-sized card with the child's name and section in the first week of school.

- **School Hours**

Regular school hours are from 8:00 a.m. to 3:30 PM.

Students finishing at 3.30 and not staying for after school activities are expected to be picked up by 3:45.

Students who have registered for after-school activities are expected to be picked up by 4:20.

Late pick up parents will be called by the school.

Students in our boarding program will follow the general boarding routines after school as directed by the Boarding Parents, Dean of Students, or Head of School. More information on Boarding is in the Boarding Guide.

## BIEN HOA CAMPUS





### IX. Channels of Communication

To foster a professional, positive atmosphere on our school campus, it is important for all members of the school community to observe the proper channels of communication. Questions and concerns should first be discussed directly and respectfully with the individual(s) involved. In any discussion, all participants are expected to maintain a calm demeanor and tone.

**Parent-Teacher Communication:** If a parent has a question or concern regarding his/her child, the parent should send an email directly to the teacher. In Elementary, the main point of contact for parents is the homeroom teacher. In Middle and High School, parents may contact the subject teacher. Parents may email in Vietnamese and the school will provide translation both for written communication and face-to-face meetings. If the situation cannot be satisfactorily resolved, the parent can bring the concern to the attention of the respective Principal by emailing [academics@snamarianapolis.edu.vn](mailto:academics@snamarianapolis.edu.vn).

**Parent-Administration Communication:** If a parent has a question or concern regarding the educational program or general administration of the School, he/she should speak with the respective Principal. If questions or concerns relate directly to a specific part of the academic program, the Principal may redirect parents to specific teachers. Only if the issue cannot be resolved at the Principal level should it be elevated to the Head of School.

Official channels of communication do not include messaging apps such as SMS text, Zalo, WhatsApp and similar apps. To ensure a response, families are strongly advised to use only approved channels of communication.

### X. Academics

#### Attendance

Students are expected to be present at school and in each of their classes. Every day in school is important to a child's learning journey. It is important children attend school on time every day. Besides academic content, a child is exposed to a safe learning environment where they are continuously testing, experimenting and developing their social skills. Students must attend mandatory school activities including all subject

## BIEN HOA CAMPUS





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



classes, events, field trips, Flag Salutation assemblies. Regular attendance in School is associated with positive academic achievement. Regular doctor and dental appointments are recommended to be booked over the school break. Students who arrive late to school must report directly to the Administrative Office to receive a Tardy Slip to be allowed in class.

### Parent/Guardian Responsibilities:

The parent/guardian should call the School between 7:00 - 8:00 am to notify the School that the student will be absent or tardy. If a student is absent, a note will be necessary when the student returns to school. For planned absences, parent/guardian must provide a written request 15 days in advance of such absence/ tardy with explanation. Optional testing of students being absence from school will be at the discretion of the Head of School.

Absences can be reported by email to: [attendance@snamarianapolis.edu.vn](mailto:attendance@snamarianapolis.edu.vn)

### Student Responsibilities:

For grade 3 and above, students with excused absences must make-up work within three (3) days of return to school to receive credit. It is the duty of the student to request make-up work from teachers. If a student's absence is unexcused, the student will not be allowed to make-up any work missed due to that absence.

### School's Responsibilities:

If the School does not receive a call from the parent/guardian, the School will initiate a reasonable attempt to contact the parent to inquire about the absence. If contact is made on the day of the absence, it will be recorded as excused or unexcused, but a note will also be necessary when the student returns to school. If contact has not been made and a note has not been received within two days of the absence, the absence will be considered as truant.

### Tardiness

The start of the school day is an extremely important part of your child's day. Instruction begins promptly at 8:00 a.m. SNA Marianapolis International School provides a learning community that benefits ALL children. Students that arrive after 8:00 am will be guided to the reception desk to fill in a 'tardy slip' before they can head to class.

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



### Excused Absences and Tardiness

- **Student illness**

Absences will be excused if the parent/guardian contacts the School on the day of the absence and sends a written excuse upon the student's return to school. If a student has been absent for five (5) or more consecutive days due to illness, a doctor's note verifying inability to attend school for those days will be required for absences to be considered excused. If a student has been absent for seven (7) days within a single quarter, the administration will determine if the number of days is excessive. If found to be excessive, a doctor's excuse will be required for all subsequent absences due to illness. Such absences will be excused if a doctor's excuse is received by the School within two (2) days of the student's return to school.

- **Medical appointment**

If a student is absent from school due to a medical appointment, a written statement from the health care provider indicating the date and time of the appointment must be submitted to the School.

- **Illness in the family**

Absences will be excused for up to three (3) days when the student's presence at home is necessary for family stability. This provision does not apply to long-term illnesses.

- **Death of a relative**

Absences will be excused for up to three (3) days with a written request from a parent/guardian.

- **Out of School Suspensions**

Absences due to corrective action are considered excused absences.

- **Family Emergency**

Family emergencies may be defined as a set of circumstances which, in the judgment of the administration, constitute a good and sufficient cause for absence from school. When possible, a written request for this special absence must be submitted by the parent at least three (3) days in advance of the date of the anticipated absence.

- **Other**

Other individual student absences due to circumstances beyond the control of the parent/guardian or student, will be determined approved and excused by the principal or the principal's designee. The principal/designee may require documentation related to the situation.

### Unexcused Absences and Tardiness

## BIEN HOA CAMPUS





Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until parent/guardian submits required documentation as specified above. Failure to provide sufficient documentation within two (2) days of the absence will result in an unexcused absence.

### Curriculum

The fundamental idea behind international education is the concept of educating the whole child for the successful realization of dreams and goals. We use internationally recognized curricula designed to equip students to be successful today and prepared for tomorrow. We have the opportunity and challenge to embed learning outcomes, such as communication skills, research skills, problem solving and character into our curriculum at every level. We model and, consequently, give students the chance to grow in compassion, responsibility, integrity, and respect. Formative and summative standards-based assessment techniques are employed to facilitate student demonstrate of these attributes in meaningful ways so that students can apply and synthesize them. We endeavor to inspire students to pursue their passions and dreams. At SNA Marianapolis International School, we infuse technology and 21st century literacies into all curricular areas. We recognize the importance of basic skills and high expectations for all students.

### Course Descriptions

All classes offered at SNA Marianapolis International School are designed to meet the rigorous expectations of international education. Each course is designed to meet the educational requirements of the US Common Core as well as the NGSS.

### EAL (English as an Additional Language) Program

Described in detail in Section XI. Student Services. Our EAL Program is designed to assist students in acquiring the listening, speaking, reading, and writing skills needed for academic success.

### Fieldtrip and Overnight trips

All day trips and overnight trips are designed based around the instructional goals selected by the teachers. They are a compulsory part of the curriculum and full participation is expected unless personal emergencies arise.

### Leaving Campus or Fieldtrip Activities Early

For security reasons, students are required to remain on campus for the duration of the school day and should remain in fieldtrips for their entire planned schedule. Failure to receive written permission before leaving the campus will be considered truancy from all classes missed. Students leaving during the school day must have written consent from

## BIEN HOA CAMPUS





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



parents, sign out at the division office and will be given a leaving pass. The security guards will not allow any student to leave campus during school hours without a signed note. Due to child protection issues, Elementary students are only allowed to get in designated vehicles with familiar drivers. Elementary students cannot be released to services such as taxis, grabs or similar providers.

Early departures must be noticed by email to: [attendance@snamarianapolis.edu.vn](mailto:attendance@snamarianapolis.edu.vn)

### STEAM & Centers of Excellence

At SNA Marianapolis International School, science, technology, engineering, arts and mathematics (STEAM) play an invaluable part in helping our students develop academic, social and personal success. Through practical, hands-on problem solving, our students develop transferable skills such as creativity, curiosity, resilience, resourcefulness, collaboration and confidence to help pave the way to a wide-open future.

SNA Marianapolis International School will soon be implementing our “**Centers of Excellence**” Program, an academic tool for success offered in grades 9 through high school. The Centers of Excellence are designed to facilitate hands-on, practical experience in a concentrated area of study, while retaining global engagement with the traditional curricular path. Students in each of the Centers access a uniquely curated curriculum, engage in a three-week supervised internship, and complete a senior capstone project, among other core requirements. Students who successfully complete the program in addition to the standard graduation requirements receive a specialized diploma at graduation.

### Assessment and Grading

School-wide assessment methods and practices are implemented at SNA Marianapolis International School. These protocols document student learning and program effectiveness, make student performance transparent, and inform the continuous review of curriculum and the improvement of instructional practices. Assessment is a key element of our curriculum, whether used as an instructional tool or as a measurement of learning.

### Communicating Learning

In alignment with sound assessment and reporting practices, teachers provide students multiple and varied opportunities throughout the quarter, semester, and year to demonstrate their progress towards proficiency. At the end of each grading period, teachers will use summative data as well as evidence gathered throughout the reporting period, paying particular attention to the most recent and most consistent data, to inform their evaluation of student learning.

In the elementary school, we use a 5-point scale to communicate student progress towards standards.

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



| Levels of Proficiency | Description of Proficiency Levels                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4<br>Exceeding        | Student demonstrates complete and masterful work by effectively communicating and flexibly applying a deeper understanding of the assessed standard.    |
| 3<br>Meeting          | Student demonstrates proficient work by communicating a meaningful and consistent understanding of the assessed standard.                               |
| 2<br>Approaching      | Student demonstrates an ability to communicate an emergent understanding of the assessed standard. Some gaps or inconsistencies in understanding exist. |
| 1<br>Attempting       | Student demonstrates significant gaps in understanding the assessed standard. Guidance and practice are necessary in order to progress.                 |
| Insufficient          | Student has not submitted or provided enough evidence to demonstrate proficiency of the assessed standard.                                              |

(6<sup>th</sup> -12<sup>th</sup> grade will convert to a final letter grade during reporting periods)

| Levels of Proficiency                    | 0<br>No Evidence                                                                                           | 1<br>Beginning                                                                                                                         | 2<br>Approaching                                                                                                                                        | 3<br>Proficient                                                                                                           | 4<br>Exemplary                                                                                                                                       |
|------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description of Proficiency Levels</b> | Student has not submitted or provided enough evidence to demonstrate proficiency of the assessed standard. | Student demonstrates significant gap in understanding the assessed standard. Guidance and practice are necessary in order to progress. | Student demonstrates an ability to communicate an emergent understanding of the assessed standard. Some gaps or inconsistencies in understanding exist. | Student demonstrates proficient work by communicating a meaningful and consistent understanding of the assessed standard. | Student demonstrates complete and masterful work by effectively communicating and flexibly applying a deeper understanding of the assessed standard. |
| <b>Traditional Grade</b>                 | I, F<br>(Incomplete)                                                                                       | D, D+, C-                                                                                                                              | C, C+, B-                                                                                                                                               | B, B+ A-                                                                                                                  | A                                                                                                                                                    |

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



info@snamarianapolis.edu.vn



www.snamarianapolis.edu.vn



Hotline: 0932 083 886



facebook.com/snamarianapolis



### Assessment Strategies

These strategies are evidence-based and central to the assessment process at Marianapolis International School. They cover a broad range of approaches, from the more subjective and intuitive to the more objective and scientific. These strategies have been selected to provide a range of approaches and, therefore, a balanced view of each student's growth trajectory.

### Honor and High Honor Roll

In order to celebrate high student academic achievement, SNA Marianapolis will issue Honor and High Honor certificates for students who meet these requirements at the end of each quarter:

|                   | Honor Roll                                                                                         | High Honor Roll                                                                                     |
|-------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Preschool         | All subjects' final grades must be at least a "3" or above, <b>at least 1 subject</b> with score 4 | All subjects' final grades must be at least a "3" or above, <b>at least 4 subjects</b> with score 4 |
| Elementary School | All subjects' final grades must be at least a "3" or above, <b>at least 1 subject</b> with score 4 | All subjects' final grades must be at least a "3" or above, <b>at least 5 subjects</b> with score 4 |
| Middle School     | A GPA (Grade Point Average) of at least 3.0                                                        | A GPA of at least 3.5 with no D, F, or I that quarter                                               |
| High School       | A GPA (Grade Point Average) of at least 3.0                                                        | A GPA of at least 3.5 with no D, F, or I that quarter                                               |

### External Assessments

SNA Marianapolis International School will use commercially available assessments in order to measure our students' performance and progress. **MAP** and **WIDA** will be used as an evaluative tool after we have carefully considered the following:

- the relevance of the test to the cohort of students within our school
- the relationship between what is being tested and our school's program
- the impact of testing on teaching and learning
- the usability of the data produced.

**MAP**, or the *Measure of Academic Progress*, is a computer-adaptive skills assessment that provides parents, teachers and administrators with metrics to measure a student's growth and progress early in their academic life.

## BIEN HOA CAMPUS





**WIDA** is most often used as a screening test to determine the language level of students entering a school system.

### Homework

The expectation at SNA Marianapolis International School is that students work hard during the school day, and thus, have completed many of the necessary learning activities and processes at school. Homework is a vehicle to deepen and expand a student's understanding of, and appreciation for, a particular subject, and assignments are designed to encourage students to take responsibility for learning. We encourage parents to ask questions about their student's work and projects.

- Preschool to grade 2 – Parents can support by encouraging daily RAZ Kids reading at home (10 minutes daily), IXL activities (10 minutes) and reviewing the letters or words learned weekly in class.
- Grades 3-5 – Students should access their MS Teams or IXL accounts to review lessons or complete homework and read RAZ Kids (30 minutes daily).

### BYOD Policy

Technology is essential to education at SNA Marianapolis International School (SMINT) thus we have a “BYOD” policy in grades 3 to 12. BYOD, or Bring Your Own Device, is the practice of having students use their **personal laptops** in school for **educational purposes** with the permission, and under the supervision of, the classroom teacher.

To clarify, our teachers do not teach through computers. Important to note the school in no way condones unsupervised use of devices. Recent research continues to make a stronger connection between use of mobile devices and a declined mental health for adolescents. **SNA Marianapolis does not require or recommend the use of mobile devices in the school**, but we do make use of the laptop to access exclusively educational resources and enhance lifelong learning skills.

To be able to live, learn, and work successfully in our information-rich society, SMINT students must be able to utilize technology effectively. Examples of how your child will be expected to use devices in class are:

During collaboration time when students need to showcase what they have learned, the teacher may ask the students to produce a digital poster or summary of what they have been learning;

During research time, the teacher may ask for students to do further reading on a certain topic and share with their group;

During practice time, students also use educational apps such as Teams, Padlet, PowerPoint, Canva, etc. both for in-class and homework practice.

## BIEN HOA CAMPUS





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



As most children now have access to their own or parental mobile devices at home. The school believes Digital Citizenship is a key skill to succeed in today's world. The ICT curriculum framework cover:

*Media Balance & Well-being: how do we feel if we have too much screen time?*

*Private & Security: why do we have passwords and how do they keep me safe?*

*Digital footprint & identity: what is appropriate to share and post online?*

*Relationships & communication: how do we use kind and respectful language online?*

*Cyberbullying, digital drama & hate speech: how do we stand up for others and report cyberbullying?*

*News & Media literacy: How do I know if what I see online is real?*

**Required device: laptops, fully charged, brought to school daily**

**Device requirements:**

- Operating System: Windows 10 or higher
- CPU: Core i3 and SSD 256GB or higher
- Minimum memory: 8GB (recommended 16GB)
- Having anti-virus and anti-malware protection installed
- Having a firewall installed/enabled
- Logging on to your device with a username/password or PIN used **only by you**, or biometrics
- Set to lock when left unattended
- Battery capacity per charge: minimum 3 hours (recommended 5 hours and above to prevent disruption during class)
- Have installed Microsoft Office 365 the school has provided

All devices connected to the SNA Marianapolis network are required to adhere to the Student Acceptable Use Policy.

### **Class Size**

To maintain the quality of our educational program, class sizes are limited to a maximum of 22-24 students. Teaching assistants are provided, as needed, depending on class size and educational need.



## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)



If a student is withdrawing from SNA Marianapolis International School, parents must inform the admission office in writing at least one semester in advance (first day of student's last semester) by submitting the "Statement of Intention to Withdraw" form. This form can be obtained from the Admissions office. Requests for confidential student references or student records must be submitted to the Admissions office at least two school weeks in advance of the date needed. Transcript and report card requests can only be processed one week after report cards are issued.

**Statement of Intention to Withdraw** should be emailed to:

[attendance@snamarianapolis.edu.vn](mailto:attendance@snamarianapolis.edu.vn)

## XI. Student Support Services

We are an inclusive and diverse school; we have students who benefit from our customized physical or/and learning support, and are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at the School.

To clarify, "Inclusion" does not simply mean the placement of students with particular needs in general education classes. We incorporate fundamental strategies in the way our school community supports and addresses the individual needs of each child. As such, our effective models of inclusive education not only benefit students with needs, but also create an environment in which every student, including those who do not have special learning/physical needs, can flourish.

### **EAL (English as an Additional Language) Program**

Students are screened at the time of admission for their English usage in the areas of Listening, Speaking, Reading, and Writing.

WIDA screening is conducted by SNA Marianapolis International School to determine whether a student will require EAL support. Each student's WIDA score will contextualize and guide planning to ensure acquisition of the academic language necessary for success. SNA Marianapolis International School has developed a strong Learning Support and EAL Program. Homeroom and specialist teachers are available for all age groups and are highly skilled in differentiation as the inclusive nature of our school requires. Furthermore, the School's Admission Committee reviews candidates' files, especially those who need further discussion and/or in cases where acceptance and placement is in question, due to concerns the student will not find success at SNA Marianapolis International School.

## BIEN HOA CAMPUS





The table below summarizes the cutoff point to exit the EAL program.

| Entering grade       | Minimum WIDA overall score to exit EAL program |
|----------------------|------------------------------------------------|
| Preschool to Grade 2 | WIDA assessment not required                   |
| Grade 3 to Grade 5   | 2.5                                            |
| Grade 6 to Grade 8   | 3                                              |
| Grade 9 to Grade 12  | 4                                              |

WIDA assessments are conducted at the end of every school year to monitor student progress. As per WIDA's recommendations, students are recommended to wait at least 8 months before re-taking the WIDA assessment.

Our school's community, mainstream teachers, and EAL specialists implement a range of support strategies to ensure that all students who need help in accessing the curriculum are working to their full potential. Furthermore, continuous collaborative work between the EAL teacher and classroom teacher ensures that topics covered in the classroom are reinforced in the EAL classroom.

## XII. Student Behavior

### Behavior Expectations

Student and adult behavior expectations at SNA Marianapolis International School are based on the Character and Interpersonal Skills of our General Learning Outcomes. SNA Marianapolis International School expects its students to exhibit and adhere to the following expectations.

#### Respect for Self and Others

Students are expected to be polite and respectful to everyone on campus and to follow the directions of all school staff. It is a mark of courtesy to greet people and respond when greeted. Obscene language and gestures, racial comments, the use of any language or dialect in a disrespectful manner and swearing are contrary to the SNA Marianapolis International School mission and will not be tolerated.

Student's and teacher's time should be equally treated with respect at all times. Students are expected to follow their schedules diligently, arriving to class in a timely manner, without wondering through the corridors.

## BIEN HOA CAMPUS





### General School rules

English Items or behavior that go against the child safeguarding, or lead to unnecessary comparison / distractions among students are discouraged. These include, but may not be limited to:

- No outside food or drinks allowed, unless specific dietary requirements that cannot be met by the school are presented in writing through a doctor's note to the Head of School. In Elementary, only milk will be accepted. Water and non-sweetened milk are available throughout the day. Secondary students have the privilege of using the Cafe during break times only and may not bring any food or drink to class. No chewing gum on campus.
- No valuables or equipment deemed not necessary for studies. In Elementary, this includes: no smart watches, no phones, no toys, no expensive stationery. If required, Elementary students may use the school's phone to call home and vice versa. The school is not responsible for any damage to private property.
- For the safety of everyone, students and faculty should walk, not run, at all times.

### Language Use

English is the official language of the School and the language of instruction. Students are required to always speak proper English in class unless teacher instruction requires otherwise. An exception is made for those students who arrive with limited English skills so they can communicate while they are learning the language. They are encouraged, however, to use English as much as possible as this will speed their learning of the language.

### Punctuality

Students are expected to arrive at school on time each day, as well as to all scheduled classes and activities prepared to participate.

### Drugs

SNA Marianapolis International School is a drug-free environment. This means the possession, distribution, or use of any tobacco product (including e-cigarettes or vaping material), alcohol, and illegal drugs are prohibited at all times on the premises. All prescription drugs must be registered and monitored by the School medical staff.

### Academic Honesty

Behavior that is unacceptable includes, but is not limited to:

## BIEN HOA CAMPUS





- Copying another student's homework
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the Internet

SNA Marianapolis International School expects all students to abide by ethical academic standards. Academic dishonesty – including plagiarism, cheating or unauthorized helping, copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination is strictly prohibited. SNA Marianapolis International School's Academic Honesty Policy covers all school-related exams, tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of SNA Marianapolis International School's Academic Honesty Policy is to prepare students for the reality of the world of college/university and beyond, where cheating and plagiarism have dire consequences.

Plagiarism and cheating are not the same as cooperation or collaboration. Teachers often expect and encourage students to work on assignments in collaboration with others.

**Collaboration** is defined as working together (with permission) in a joint intellectual effort.

**Plagiarism** is to commit literary theft; to steal and claim as one's own ideas or words, and to create the production of another. When using someone else's words, quotation marks must be placed around them, and the writer or speaker must be given credit by citing the source. Even when revising or paraphrasing the words of another author, credit must be given to the individual. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the origin is stealing.

**Cheating** includes, but is not limited to, receiving, giving, copying, or communicating in any way answers to another student unless it is explicitly permitted by the teacher.

Cheating also includes receiving, using, or supplying unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during individual exams, tests, quizzes, reports, class assignments, or projects.

## BIEN HOA CAMPUS





**Forgery** or **Stealing** includes, but is not limited to, gaining unauthorized access to exams, tests, quizzes, or assignments, or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty will be based on specific evidence provided by the classroom teacher or other school staff, taking into consideration written materials, observation, or information from others. The academic penalty for students found to have engaged in academic dishonesty includes a grade of **ZERO** on the assignment as well as disciplinary consequences.

### **Theft and Vandalism**

Theft is a serious issue and any student who steals from another student or adult will be subject to disciplinary action. The School administration reserves the right to search lockers, school bags, and other personal belongings on campus or at school-sponsored activities if there is reason to believe a student may be involved in a theft.

### **Noise During Class Time**

Students moving outside classrooms during class sessions must have permission and do so quietly.

### **Public Displays of Affection**

As a multicultural educational setting, SNA Marianapolis International School maintains a high level of cultural sensitivity, and we desire to have all members of our community feel comfortable. Public displays of affection are not appropriate on campus or at school-sponsored activities. Please refrain from hugging and kissing that could be perceived to be more than a brief greeting. Behaviors such as kissing on the lips, holding hands (except as instructed by a teacher for a class activity), and sitting on each other's laps are not acceptable.

### **Aggressive Behavior, Bullying, and Cyberbullying**

Aggressive and abusive behaviors such as stealing, bullying, cyber-bullying, pushing, and fighting is not acceptable. Students shall not threaten others, strike others, extort from others, or in any way create or attempt to create fear in others. Students shall not cause, attempt to cause, or verbally (written or oral) threaten to cause injury or loss of any kind to any other person. Students who have knowledge of such actions or threats and fail to report them at any time are subject to the authority of school personnel. Cyberbullying is the inappropriate use of electronic communication, such as text messages, e-mail, or posting on social networking websites, and is unacceptable. Bullying and cyberbullying

## **BIEN HOA CAMPUS**





outside of the normal school hours is also not acceptable as it interferes with the safety and well-being of members of the school community. Such incidents will be treated seriously, investigated thoroughly, and appropriate disciplinary measures taken if necessary.

### **Objectionable Literature**

Students are not allowed to bring inappropriate literature to school, including pornography, and religiously or politically charged/fueled materials.

### **Care of Property**

Students should treat all property with respect such as textbooks, sports equipment, computers, all school materials, other students' property, and facilities. Students will be required to pay for any lost, stolen, or damaged property.

### **Prohibited Items**

While on campus, students may not be in possession of matches, lighters, knives, swords, guns, sling shots or any other items that may be perceived as a weapon.

### **Discipline Philosophy**

Discipline at SNA Marianapolis International School is governed by the following principles and guidelines.

- All students have the capacity to assume responsibility and make good choices.
- A school environment, in which appropriate behavior is consistently expected and recognized, creates a sense of security for all students that will increase their attention to learning and to self-responsibility.
- Adolescence is a time when students experiment and seek greater independence and autonomy while experiencing a tremendous amount of peer pressure. These forces may cause a student to periodically behave inappropriately, test boundaries, or to make a poor choice.
- Disciplinary consequences should be fair, productive, and related to inappropriate behaviors.
- Students benefit most from the educational process when students, teachers, administrators, counselors, and parents work cooperatively to ensure that students accept responsibility and learn from their mistakes.

## **BIEN HOA CAMPUS**





### Restorative Approach

As indicated in our mission statement, SNA Marianapolis International School is a community committed to an active faith in humanity and a dedication to building character with content, compassion, and integrity. As a result, we implement restorative practices which are adopted from the research and work done at The International Institute of Restorative Practice: <https://www.iirp.edu/>.

Students at SNA Marianapolis International School understand they are responsible for their own actions and their actions have direct and indirect effects on others. We use the Restorative Practices framework, which is grounded in the values of showing respect, taking responsibility, and strengthening relationships.

Our staff and teachers are trained to conduct a range of restorative practices including circle time, target mediation, restorative conference, restorative discussion, and many more.

Each student at SNA Marianapolis International School is expected to be thoroughly familiar with the School's philosophy, procedures, and practices concerning student behavior as outlined in this Handbook. The rules at SNA Marianapolis International School are few, fair, and based upon commonly accepted principles of respect, decorum, and personal responsibility. Understanding and abiding by these rules is basic to the health, safety, integrity, and success of our in-person and online community.

### MAJOR SCHOOL RULES

A student risks their standing at SNA Marianapolis International School if found in violation of any of the following:

#### 1. Use, Possession, Distribution, Being in the Presence of, or Being Under the Influence of Drugs

Use, possession, distribution, being in the presence of, or being under the influence of drugs is strictly prohibited for students while enrolled at SNA Marianapolis International School. This includes alcoholic beverages, tobacco, and other nicotine products, marijuana, and other illicit and/or non-prescribed drugs, as well as drug-related paraphernalia such as e-cigarettes and vaporizers. Please note the use of controlled substances and other medications by students is strictly prohibited, and failure to follow policy may result in severe disciplinary action. Incendiary devices such as cigarettes, vapors, e-cigarettes, matches, lighters, etc., are also prohibited, as are candles, incense, etc. Smoking and/or concern of a student smoking in a school building may result in a more significant disciplinary response.

### BIEN HOA CAMPUS





### **2. Stealing, Vandalism, and Disrespect Toward the Property of Another**

Taking the property of another is unacceptable within our school community. Regardless of the inherent value of the item stolen or taken without permission, any such violation can be met with a significant disciplinary response. Any objects found by a member of the community must be turned in to a faculty member at the first possible opportunity. Otherwise, such objects in one's possession can be considered "stolen." Damage or destruction of another's, or the School's physical and/or digital property will be considered an equally serious offense. The family of a student may be charged a replacement cost, including labor, for school property damaged accidentally or intentionally.

### **3. Abusive or Cruel Treatment of Another Student or Other Community Member**

Threats, physical violence, bullying, hazing, baiting, sexual harassment, or any behavior which encroaches upon the personal rights of others are not permitted and will not be tolerated. This includes not only face-to-face interactions but also the use of social media and other technology. We expect the behavior of all community members to be reflective of community values, and be thoughtful, positive, and intentional in nature. Stating one was joking, or that comments/actions were intended as a joke, does not negate the potential hurtful or inappropriate nature of comments. Jokes or comments deemed by the School as in conflict with community values (ex. racist, homophobic, sexist, bigoted, etc.), inappropriate, or hurtful in nature will be handled as discipline. If a student expresses feeling uncomfortable, the behavior should cease immediately or there is the risk of additional disciplinary action.

### **4. Use or Possession of a Weapon**

Weapons of any kind are not permitted at any time on campus for any reason. Ornamental, play, or electronic devices resembling weapons are equally not allowed.

### **5. Personal and Academic Integrity**

Our words and actions as community members are a direct reflection of our character and it is SNA Marianapolis International School's expectation that students will be honest in interactions with the community. Lack of honesty is a significant disciplinary issue especially when a student is discussing a disciplinary situation with the School. Students should be clear regarding the following definitions:

- Dishonesty is the willful perversion of the truth with the intent to deceive.
- Cheating occurs when a student gives or receives unauthorized assistance on academic assessments such as, but not limited to, online work, homework, quizzes, tests, papers, or projects. Some obvious forms of cheating include a note, looking at someone else's paper, or using an unauthorized resource. It can take other forms

## **BIEN HOA CAMPUS**





as well: copying someone else's assignment, handing in work that is someone else's, or asking your peer for an answer online or in person. The intent to cheat is as serious as the actual choice to cheat.

- Plagiarism is the act of using another person's ideas, writing, or work and representing any of this material as one's own. The following actions constitute plagiarism:
  - Submitting under one's own name a piece of work, wholly or partially written by someone else, or submitting under one's name, without proper reference, a piece of work on which someone else has in some way collaborated.
  - Changing a few words here and there from any source and using this slightly altered material as though it were one's own phrasing and of one's own authorship.
  - Taking sentences, paragraphs, passages, concepts, data, or projects from a source written, oral, or visual and incorporating them in one's own work without using quotation marks or citing the source of the material.
  - Self-plagiarism or borrowing work from oneself. Specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another.
  - In addition, all material submitted to any of the School publications must be original or carefully documented. Fabrication or faking of documentation or source material is clearly dishonest and unacceptable.

The School considers plagiarism and cheating major forms of academic dishonesty. While there is always the potential for an honest mistake and an opportunity for learning, an episode of intentional plagiarism or cheating will be dealt with severely.

If the work is found to be in violation of the policy, the student and their family will be notified and can anticipate a deduction of credit on that assignment up to full credit. As a major school rule, the administrative office will be notified of concerns raised, and as appropriate, issue disciplinary consequences.

### **6. Inappropriate Use of Technology**

Students must use technology appropriately or risk losing the privilege of such access within the SNA Marianapolis International School community. This includes iPads, cell phones, laptops, the network, and other such devices. There is no expectation of privacy when using the School facilities and/or resources, and property may be confiscated, or access denied if concerns arise surrounding students' use of technology.

### **7. Unacceptable Conduct**

Students should understand their behavior reflects not only upon them but also upon the SNA Marianapolis International School community. All students must be aware of the obligations and responsibilities that accompany the privilege of membership in our school

## **BIEN HOA CAMPUS**





community. This includes but is not limited to their language, dress, demeanor, decisions online, as well as decisions on- and off campus.

### 8. Community Health & Safety

During periods of heightened concern around health, and in support of community health and safety, the School may issue specific guidelines that dictate behavior (wearing of masks, require social distancing, etc. health screening) or access and/or use of certain spaces. Failure to follow guidelines may be treated as a violation of a school rule.

### 9. Repeated Violations of Other School Expectations

Other school rules are delineated below and although a violation of a non-major school rule is, in isolation, less troubling than any of the violations listed above, a student found to have established a pattern of repeated violations of other school rules may jeopardize their standing at SNA Marianapolis International School.

- Inappropriate language
- Tardiness to class
- Unexcused absence from school commitments
- Disrespect toward a community member
- Inappropriate behavior (including public display of affection)
- Inappropriate access to dorms or other restricted areas
- Sign in/out and other documentation infractions
- Dress code violations
- Use of a technology device in non-approved spaces/times
- Failure to leave campus without permission

## CONSEQUENCES

### 1. Conversation with Head of School Office

In support of a student understanding expectations and/or understanding the impact of decision making, the School will meet with a student in-person. Based on the situation, that meeting may include their advisor, other faculty, and/or their family. This meeting should be understood to be a required school commitment. Based on the circumstances, the office will update a family as appropriate.

### 2. Detention

- If a student commits (4) four minor violations in the same semester, they will be issued a Detention.
- Some violations result in a Detention by itself and do not need to be issued prior.
- Students will be formally notified of the detention and the Head of School, or their designee will discuss the detention with the student and their family.

## BIEN HOA CAMPUS





- Detention is served at the discretion of the Head of School Office.
- Students will serve their detention at the next opportunity offered by the School or at a time assigned by the School.
- Students will miss Afternoon Activities for the duration of the detention and should return to their commitment once the detention has been served.
- Students will not miss a game or performance due to detention, however their coach or Afternoon supervisor may modify their participation at their discretion.
- A persistent failure to meet community expectations may result in more significant discipline.

### 3. Restriction

- Restriction represents a loss of community privileges for a period of time as determined by the Head of School Office for violation of community expectations.
- A student's family will be notified by the Head of School Office when a student is placed on Restriction.
- The specific nature of a student's restriction will be detailed by the Head of School Office.

### 4. Head of School Warning

Head of School warning is a formal disciplinary status serving to remind the student that their actions have not met community expectations. While on this level of warning, a student may find themselves subject to more significant disciplinary action for violation of a community expectation.

### 5. Suspension

- A student may be suspended for violation of a major school rule or persistent failure to follow community expectations.
- A student's family will be notified by the Head of School Office when a student is suspended.
- The duration of the suspension will be determined by the Head of School Office.
- Day students will remain off campus and/or not participate in online activities or programs for the duration of their suspension, and be ineligible to participate in school activities, both academic and extracurricular.
- If they live locally, boarding students may return home in the case of suspension at the discretion of the Head of School.
- Boarding students on campus for the duration of their suspension will be under the supervision of the Administrative Offices.
- During their suspension, a boarding student may not participate in any school activities, both academic and extracurricular.
- SNA Marianapolis International School reserves the right to require a boarding student to serve their suspension off campus.
- Students are expected to stay current with all academic work to the best of their ability, independent of classroom/teacher instruction.

## BIEN HOA CAMPUS





- All work remaining at the time of reentry will be completed according to a schedule created in consultation with the classroom teachers.

### **6. Loss of Student Leadership Position(s) Within the Community**

A student's behavior in one area of their life impacts all areas of their life at SNA Marianapolis International School. Violation of major school rules may result in the loss of a student's leadership position within the community.

### **7. Academic Integrity**

As Academic Integrity is a major school rule, any violation may result in disciplinary action.

### **8. Disciplinary Probation**

A student will be placed on Disciplinary Probation following a suspension, for violating a major school rule and/or for a persistent failure to follow community expectations.

- A student's family will be notified by the Head of School Office when a student is placed on Disciplinary Probation.
- Disciplinary Probation may be accompanied by detention, loss of weekend privileges, and/or restriction to/from campus as well as online programs/activities. During this time, the student and their family should understand any additional disciplinary incident may result in immediate dismissal.

### **9. Dismissal**

- A student may be dismissed from SNA Marianapolis International School for violation of a major school rule and/or persistent failure to meet community expectations.
- Students dismissed from SNA Marianapolis International School may not return to campus without the express permission of the Head of School.

### **10. Reporting Discipline to Other Schools and Colleges:**

SNA Marianapolis International School expects a student to share their disciplinary history as required by other educational institutions.

The School will report disciplinary history as required to do so by other educational institutions. Students and/or families with questions regarding the reporting of disciplinary history should contact the Director of College Placement.

## **BIEN HOA CAMPUS**





### XIII. Common Language

SNA Marianapolis International School expects students will utilize English in academic spaces (online and in-person), in common spaces around the School, in classrooms, and within the structure of the Afternoon Activities Program (Elementary Clubs and Secondary CCAs).

Only by practicing English language use in all areas of community life will a student realize their greatest language acquisition. A common language allows for the open exchange of ideas and spirited discourse in and out of the classroom.

### XIV. General Information

#### Dress Code

SNA Marianapolis International School's dress code consists of a few basic elements. It is designed for student comfort and should not cause distractions in the learning environment. School uniform elements may not be modified or personalized. (Examples: drawing on shirts or attaching decorative patches).

- Close-toe shoes with a back should be worn to school every day. Crocs, flip-flops, shower shoes, sandals are not acceptable shoes for school.
- For PE classes, the appropriate PE uniform should be worn, including sports shoes with rubber soles.
- For swimming class, comfortable swimming costume, towel, goggles and a water-proof bag should be prepared.

#### School Bus Service

School bus services will be arranged by the administrative and the operations manager's offices.

#### Personal Items

In secondary school, cell phones may be brought to school for emergency use or as directed by a teacher for educational purposes. However, students should not use cell phones during school hours or during participation in Afternoon activities. Students should turn off their cell phones and store them in their backpacks during the day. Electronic devices of any kind should only be used at school for educational purposes. Computers should only be used for prescribed educational activities. Headphones are only to be used when specifically directed by a teacher and should not be seen outside the classroom. No electronic devices are permitted in the dining areas. Students are encouraged to leave all money and other valuable property at home.

## BIEN HOA CAMPUS





### School Supplies

SNA Marianapolis International School will furnish books, research materials, and instructional materials, which are to be purchased by the parents. Students will be asked to provide their own personal school supplies. Individual teachers will communicate specific requirements at the beginning of the school year.

### Breaks and Lunch

SNA Marianapolis International School has lunch and a snack built into the daily schedules. Meal size and content are prepared with the students' age and health in mind. For this reason, the school avoids sugary drinks and other unhealthy foods. Students who have verified medical documentation may bring a packed snack and lunch from home with permission from the Head of School. Parents are advised the following items are not allowed to be brought to school:

- Chips, candy, chocolate and similar processed foods;
- All fizzy drinks or delivery drinks.

### Birthday Policy

The school makes an exception for Elementary children's birthdays to allow external cake to be brought to the classroom. Parents should note that birthday parties have the following restrictions:

- Time and date should be agreed with the homeroom teacher in advance;
- ONLY birthday cakes or cupcakes may be brought to class;
- Drinks, presents, and party bags will not be allowed in school.

### Lost and Found

The School maintains Lost and Found items in the Floor 2 Cafeteria. There is a designated and marked shelf. Parents, students, and teachers are encouraged to check these areas for any lost items. Unclaimed Lost and Found items will be donated to a local charity at the end of each term.

## BIEN HOA CAMPUS





To prevent loss of items, students should:

- Write their names and section inside the cover of all books, e.g. Peter, 5-2
- Write their names and section on the inside of their school uniform items and school bags
- Label personal items such as wallets, purses, clothing, electronics, etc.
- Add a passcode to any personal electronic devices
- Bring only necessary items to school and keep valuable possessions and money at home

### Library

The library is open Monday through Thursday from 7:30 a.m. to 4:30 p.m. No food or drink is allowed in the library. A quiet atmosphere is expected to be maintained in the library. Students are responsible for all books checked out of the School library and must pay replacement costs for any lost or damaged books

### Afternoon Activities Program (Elementary Clubs and Secondary CCAs)

Our Afternoon Activities Program encourages students to explore their talents and develop new skills, laying the groundwork for them to remain active and involved throughout their lives. Afternoon Activities reinforce the philosophy and learning style encouraged at SNA Marianapolis International School. Furthermore, the Afternoon Activities Program provides every student with the opportunity to develop successful skill sets outside of the classroom. By trying new things, young people discover new passions and talents.

In Elementary School, all club activities are scheduled within the school day. Students have the opportunity to choose from a variety of activities, from sports and arts to science and technology. If a student is deemed to need extra academic support, such as EAL or Vietnamese, a student may be asked to drop 1 or 2 clubs until they catch up. Students in Middle School or High School can choose from a variety of sports, arts, academic and club activities. CCAs happen from 3:30 – 4:20.

### Service Learning

SNA Marianapolis International School fosters among its students respect for others, appreciation of diversity, and service to all. Service learning is an educational method that combines academic goals with community service projects. Our lessons about relevant community issues are combined with existing course content to optimize the academic experience. At the same time, our focus is on implementing this academic focus in our upper school where students gain hands-on experience doing service projects to tackle community issues and make positive changes.

## BIEN HOA CAMPUS





### Summer Program

SNA Marianapolis International School is presently in the process of planning, updating, and revising all information and the registration process for our Summer School. Our Summer Program is open to current and future students, as well as those in the community who would like to experience our summer camp program.

## XV. Health and Safety

Students' health and safety is the SNA Marianapolis International School's foremost concern. If your child has any specific health, safety, or security needs, please inform the School so that appropriate accommodation can be provided.

### Medical and Immunization Forms

All medical and Immunization information needs to be up to date and submitted to the admission office as part of the admission process to attend SNA Marianapolis International School.

Any medical or dietary requirement should be reported in writing to:

[admissions@snamarianapolis.edu.vn](mailto:admissions@snamarianapolis.edu.vn) and [academics@snamarianapolis.edu.vn](mailto:academics@snamarianapolis.edu.vn)

### Medications

Prior to school admission, parents are required to submit a medicine consent form together with a medical form stating which medicine can be administered by the School nurse. It is our goal to provide an environment that is conducive to healthy learning for all students and staff. When students fall sick during the school day, they will be referred to the School infirmary. The infirmary team will assess the students and decide on the next course of action. It may include students taking a brief rest to see if they feel better, or parents may be contacted directly to pick up a student as soon as is feasible.

Students should not come to school if they have any contagious symptoms such as fever, excessive cough or runny nose. Should medication be taken during school hours, parents should provide the prescription and exact medicine dosage to our infirmary team.

Medicines brought by the student with a parent hand-written note will not be administered by the school infirmary.

### Emergency Procedures

SNA Marianapolis International School has emergency procedures for fires and lockdowns. These drills are practiced regularly and expectations for behavior during these drills is clearly explained to students. Everyone on campus is required to participate in school drills.

## BIEN HOA CAMPUS





### Security

Trained security personnel secure our campus, and access to the campus is limited during the school day.

### Smoking

This is a smoke-free campus for all students, employees, and visitors. This policy has been put into effect to maintain a safe and healthy environment for all members of the SNA Marianapolis International School community. This policy is strictly enforced. Students who break this policy must be reported to the Associate Head of School for Administration. This policy also prohibits the use of so-called e-cigarettes or “vaping” devices of any kind.

### Skating

Skateboards, in-line skates, scooters, shoe skates, bicycles, or any similar equipment are not allowed on campus unless necessary for a co-curricular or school-sponsored activity.

### Pets

Pets and animals should only be brought to school for educational purposes and may only be brought to campus if special permission is received from the administrative offices.

### Contact Information

Parents are expected to contact the office to update any new or changed emergency contact information.

Updated email, phone or guardian information can be reported to:

[attendance@snamarianapolis.edu.vn](mailto:attendance@snamarianapolis.edu.vn)

### Child Protection Policy

At SNA Marianapolis International School, we have a moral as well as legal duty to safeguard the welfare of our students. We have a detailed Child Protection policy developed with all the members of our school. Our Child Protection policy sets forth the steps our faculty, staff, students, volunteers, contractors, and consultants are required to take to minimize the threat of child abuse in our schools and to respond promptly and effectively should abuse be observed, suspected, or disclosed.

Our goal is to build and maintain a proactive environment that protects children by either preventing child abuse before it occurs or by ensuring its earliest possible detection, intervention and reporting. Our strategy is to ensure that all SNA Marianapolis International School personnel, from professional faculty and staff, employees and contractual personnel, to student teachers, interns, volunteers, classroom assistants, students and parents understand the issues of child abuse and neglect; know how to recognize its signs and symptoms; are familiar with national, international and local reporting procedures; and know the responsibilities of mandated reporters, including

## BIEN HOA CAMPUS





# SNA MARIANAPOLIS INTERNATIONAL SCHOOL

## SCHOOL FOR FUTURE LEADERS



how, when, and to whom to make a report. Ultimately, at our school, we strive to have policies, procedures, and training in place so that if child abuse is suspected, observed, or disclosed to any member of our community, that person will have the knowledge, information, and resources necessary to ensure that the child is safe, that the situation is communicated promptly and effectively, and that the suspicion or incident is reported to the appropriate authorities.

**Please refer to our Child Protection Policy for more information.**

## BIEN HOA CAMPUS



397, 30/4 Street, Quyet Thang Ward.,  
Bien Hoa city, Dong Nai Province.



[info@snamarianapolis.edu.vn](mailto:info@snamarianapolis.edu.vn)



[www.snamarianapolis.edu.vn](http://www.snamarianapolis.edu.vn)



Hotline: 0932 083 886



[facebook.com/snamarianapolis](https://facebook.com/snamarianapolis)