

**Parent Student Handbook 2018-2019**



**HOI AN  
INTERNATIONAL SCHOOL**



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## Mission and Guiding Principles

### Our Vision

Hoi An International School is a caring, engaged and multicultural community that enables all individuals to develop as both learners and leaders in a dynamic and challenging environment. We value inquiry, perseverance and reflection. At all times, we are committed to act with integrity and treat one another with respect, while learning together as responsible Global Citizens.

### Our Mission

We aim to spark curiosity and enquiry while developing core values and 21st Century skills in all our students. Students will learn to grow and develop as Global Citizens. We are committed to ethical and responsible learning in an engaging, community-centered environment. All students will be encouraged to follow their unique potential and become leaders in academics, the arts, environmental awareness and sports.

Our **Vision** is to give all learners the opportunity to learn, grow and become responsible citizens, locally and globally. We want to challenge them in all aspects of life, suitable to their age, and to give them the opportunity to become respectful members of their family, the school community and the community at large. It is our goal that in years to come when many will travel the world, they will remember and put into practice the social and ethical values that were instilled in them during their years at Hoi An International School.

As stated in the Mission statement, we encourage all learners to have the confidence to question and discuss the ideas that are of interest to them, to be inquirers, and in doing so develop skills with an ethical basis to discuss and hypothesize on the happenings in the world around them. The students are aware of the wonderful surroundings that they live in and are very thankful for that, but our mission is to make them aware of the local community around them, communities in their own country and the different ways people live and survive around the world.

These different scenarios will be reflected in the teaching that happens in our classrooms, where students are encouraged to question and discuss world issues. We understand that all children are different and have different interests, passions and abilities.

Talents are varied and quite diverse in the young people of today. As such we focus on four different aspects of education: Academics, the Arts, Sports and the Environment.



Our Mission is for every student to have the opportunity to explore what he or she can be successful at and at the same time allowing them to experience many different and varied ways to express themselves in their learning.

Through these 4 dimensions of learning, we will demonstrate to the students how to communicate through a variety of mediums; dance, public speaking, art and sports excellence. Our wish for our students, regardless of ability, is to form lasting friendships and bonds. We want to encourage group participation in finding solutions to problems and being able to work together in a compassionate and friendly atmosphere.

Our goal is to give the students the best opportunity that we can possibly provide to allow them to become the ethical leaders of our future.

## **Academics**

### **Curriculum**

The curriculum is the academic basis on which the school stands. However, the curriculum is not simply the subjects and materials taught, it is the teaching pedagogy, the approaches to teaching and learning, the resources and the assessments. Students at Hoi An International School will have access to an educational programme where following the set curriculum of the school will provide them with opportunities to challenge themselves, build a strong foundational knowledge as well as meeting the academic requirements set by the Cambridge Curriculum and the Vietnamese Ministry of Education. The HAIS community is committed to providing opportunities for students to learn in an exciting environment that will cater to their individual needs.

#### **This will be achieved by:**

- Following the structure of the curriculum in an enthusiastic and imaginative manner.
- By using the experiences of our teachers to instill a love of learning, both in core subjects and single subject areas.
- Using the new facilities of HAIS for students to learn in a bright and well-resourced environment.
- Continually monitor and upgrade the methodologies of the teachers and develop the curriculum in our constantly changing environment.
- Use integrated learning so students can see how learning is connected to the real world.

#### **At HAIS we aim to:**

- Progress students at a pace and level which is appropriate for them as well as reach the expectations of the teacher and curriculum.
- Teach to the abilities of the students and either extend or support them as required.
- Develop each individual student to his or her fullest potential.
- Create a community of learners with a growth mindset.
- Highlight the depth and beauty of the Vietnamese language and culture.
- Treat all members of the HAIS community with respect.

**Through the delivery of our curriculum, we will inspire the students to:**

- Communicate through a number of genres including writing, the arts, public speaking and sports.
- Read both fiction and non-fiction books every day in order to improve their understanding of language.
- Develop an inquiring mind, ready to ask questions and feel that their opinion is valued.
- Learn about their local environment and how small changes can impact an entire community.
- Become community and environmentally conscious individuals.
- Develop the ability to make reasoned decisions at school, home and in the general community.

**International Primary Programme**

Core Subject	Minutes Per Week	Specialist Subject	Minutes Per Week
Homeroom	75	Vietnamese Language and Culture or Mandarin	250
Mathematics	200	Art	100
English	200	Music	100
Science	150	PE	100
Sports and Movement Programme		Environmental Sustainability Programme	

**Bilingual Programme**

Core Subject	Minutes Per Week	Specialist Subject	Minutes Per Week
Vietnamese	200	English or Mandarin	250
Vietnamese Literature	50	Art	50
Math	150	Music	100
Vietnam with Kids	50	PE	100
Life Education	50	Science	150
Sports and Movement Programme		Environmental Sustainability Programme	

## Secondary School (7 & 8)

Core Subject	Minutes Per Week	Specialist Subject	Minutes Per Week
English	350	Vietnamese Language and Culture or Mandarin	250
Mathematics	200	PE	100
Science	150	Music	100
		Art	100
Sports and Movement Programme		Environmental Sustainability Programme	

### Assessment

#### Philosophy

Teaching, learning and assessment are essentially interdependent as assessment is seen as evidence of teaching and learning. It provides feedback about progress to our students as they strive to become informed, responsible, creative and reflective participants in our global society. As students examine and reflect on their learning, they become able to acquire and transfer knowledge and skills, gain new perspectives, and communicate and develop a sense of social responsibility. As a result, evidence of student learning becomes the basis for ongoing reflection and evaluation of curriculum and instruction **and informs teacher practice in the classroom.**

#### Definition

Assessment is an ongoing process of consistently gathering, analyzing, interpreting and reflecting on evidence of students' understanding as they develop concepts and skills, in order to inform teaching and support student learning. An in-depth assessment programme includes a variety of assessment components and processes that align with expectations for teaching and learning and meet the needs of all users.

#### Reporting Procedures to Parents

The school year is divided into two semesters. The first semester ends in December, and the second in June. Reports will be sent home on the Wednesday of the final week of each term. These reports are intended to be thorough and specific, to outline the student's strengths and areas in need of improvement. They also provide the next steps



for students to take in order to improve. Parents are also invited to parent-teacher conferences where detailed discussions related to the academic and social-emotional development are discussed. We also hold three-way conferences and student-led conferences where ownership is gradually given over to the student.

### **Short-Term Physical Disabilities**

At HAIS we understand that accidents happen that may impact a student's day to day movement in school; a broken wrist that prohibits writing or a broken ankle that necessitate crutches. We will try to make accommodations for that students to be able to participate as much as possible, for example assigning a scribe to take notes. If your child has had an accident that will require special accommodation, please notify the principal as soon as possible.

### **Student Records**

All student records are kept in the main office at HAIS. Teachers are also responsible for keeping and maintaining records for each individual student. After a student leaves HAIS, their records will be moved to inactive status. Records will be stored for 2 years after a student leaves the school.

### **Homework**

#### **Philosophy and Procedures**

At HAIS we understand the importance of academic work, developing routines and self-discipline. However, we also understand the need for family time, socializing and joining in other interests. At this time reading at home in primary school is the homework that will be assigned across all grade levels. Teachers may assign word work or other short tasks.

#### **Homework during absence from school**

At times children are out from school either due to an illness or due to family circumstances. During these absences, students are expected to read daily and write a travel or daily journal. Teachers will not create make-up work or homework packets for these time periods.

## **Student and Parent Responsibilities**

### **Guardianship and Parent Absences**

If you or your child's legal guardian are planning to be away from home for any period of time, please inform your child's homeroom teacher. This can be a stressful time for children which can impact their behavior at school. The more the teacher and the school know of the absences in advance, the better able we are to support your family.

### **Child Absences from School**

If your child is going to be absent from school, please notify the office before 8:30 am. If we do not receive a message from you, the receptionist will call your home or mobile to check on the whereabouts of your child.

If your child is going to be absent for three or more days, please provide a medical certificate upon their return to school.

### **Security**

The safety of your child is of the utmost importance to us. Of course, we welcome parents, families and visitors to our school, however, access to HAIS is closely monitored. There are trained security guards at each entrance as well as strategically placed CCTV cameras recording 24 hours a day. Parents must wear their Parent Identification Badges at all times when on campus. These badges have your child's Student ID Number printed on them. All visitors must sign in with security before entering the campus and will be given a visitor pass on a yellow lanyard. All visiting adults who work with our students are supervised by a member of HAIS staff. Students are not permitted to leave the campus without written consent from the School Office or the School Nurse.

### **Dress Code**

On days where students have Physical Education, they are required to wear the designated HAIS sports uniform. On other school days, students have the option of wearing a HAIS T-shirt or they may wear their own clothing. Personal clothing must meet the following requirements:

- Garments must allow for participation in all regular school activities.

- Clothing that advertises or depicts alcohol, drugs, nudity, tobacco products, obscene language, obscene graphics, and/or phrases that are offensive to others will not be permitted.
- All articles of clothing must be worn as they are designed to be worn.
- Undergarments should not be visible.
- Shorts of modest length, loose fitting, and hemmed may be worn by students.
- Dresses and skirts should be of modest length and fit.
- Extremely sloppy, badly torn, or inappropriately torn/slit/ripped clothing is prohibited.
- Shoes must be worn at all times.
- Students may not wear house shoes, pajamas tops or bottoms, boxers, or other sleepwear as outerwear.
- All students must have their student ID visible at all times.

## **Lost and Found**

The Lost and Found baskets are located in the Main Reception. Items will remain in the lost and found for a period of three months. After that, they will be donated to a local charity.

## **Evacuation Plan**

HAIS has detailed emergency procedure plans to ensure the safety of our students and other community members in the event of emergencies. In cooperation with the Vietnamese Government, students and all staff at HAIS regularly take part in emergency drills for fire and typhoon. The evacuation gathering point for all students and staff is the basketball court located within the fenced area of the university campus. Highly visible signage is posted on the court for each class to assemble behind where they will remain until the all clear is given. If an emergency requires evacuation, teachers and students will follow the evacuation procedures clearly posted in each classroom, main reception, library and on each floor. If due to an emergency, it becomes necessary for students to leave the campus, teachers will remain with their classes while teacher assistants and school support staff notify parents for pick-up at the HAIS campus. For this reason, parents must inform the school of any subsequent change to their telephone number without delay.



## **No Smoking Policy**

The entire HAIS campus is a designated non-smoking space. We have a zero tolerance policy for smoking on campus.

## **Mobile Phones**

We understand that some children may have their own mobile phone and parents rely on it to contact their child. However, during school hours 8 AM to 4 PM, mobile phones are not to be used by students. If your child needs to contact you at home, it is to be done through the office.

## **School Jurisdiction**

School jurisdiction applies to the time that the student's welfare is the responsibility of the school. Travel time to and from school on HAIS provided transportation, the school day, After School Activities, field trips, sporting events etc. all fall under school jurisdiction. All school policies apply to students, parents and staff during these times.

## **Library Use**

The library will be open for book exchange from 8AM until 4PM five days a week. Students are permitted to take out up to 4 books at a time. They must return a book in order to sign another book out. All students will be given a HAIS cloth bag that is to be used as a library bag. Students without a library bag will not be permitted to sign out books, this will help us protect our library collection. Please be careful with the library books at home, keep them away from younger siblings, pets and water. Notices will be sent home for overdue books. If books are lost or irreparably damaged, the student/family will be charged the replacement cost of the material.

## Student Health

### Health Guidelines

**All students at HAIS must have up to date vaccination records. We do not accept unvaccinated students.**

A nursing office is located on the ground floor of the Primary School building and provides services to all students. It is clearly marked in both Vietnamese and English. The School Nurse is employed by HAIS and is available during the school day from 8 am until 5 pm. These hours ensure that health care is available during After School Activities, clubs and competitive sporting events. A log is kept of all treatment administered to students. Students who become ill or injured will be sent home with a parent or guardian.

In the event of a serious injury or illness, the nurse will contact the parents or guardian of the student in question and that student will be transported to a medical center or hospital for further evaluation. The school nurse or a designated person will accompany the student to the medical facility and meet the parents or guardian there. Costs associated with emergency treatment or transportation are the responsibility of the parents.

### Health, Wellbeing & Contagious Diseases

To protect the health of both your children and the rest of the HAIS community, please follow these guidelines for sick students:

- Do not send your child to school if they have a fever. Body temperature 37.5 Celsius and higher (taken via oral thermometer) or 38 Celsius and higher (taken via ear thermometer) is considered a fever. **Children are required to be fever free for 24 hours before returning to school.**
- Do not send your child to school if he/she has a cough, runny nose, diarrhea, rash, or is feeling generally unwell. This is the first line of defence against spreading illness through our community.
- Do not come to school to pick up your child if the nurse has not called you. If your child calls you and asks to be picked up because he or she is not feeling well, please reconfirm with the nurse first.
- Please notify the nurse as well as the main reception if your child is absent for more than two days in a row or if your child is diagnosed with a **contagious**

**illness** such as chicken pox, impetigo or hand-foot-mouth disease. We will need to notify the other teachers and parents in order to take the necessary precautions.

- If your child has an undiagnosed rash or red itchy eyes with more than usual discharge please take him/her to the doctor to be diagnosed before returning to school. Conjunctivitis is highly contagious and easily contained.

## **Prescription Medication**

If your child requires medication during the school day, the nurse will need to store and administer the medication. Please send a written authorization including the following information in a Ziplock bag:

- The name of the student receiving the medication and the current date
- The name and description of the medication
- Scheduled time(s) and duration for the administration of the medication
- Instructions for administration of the medication
- The name and contact information of the prescribing M.D.
- A description of any possible side effects

All medicines must be in their original container and clearly labeled in English. For prescription medication, please provide a copy of your doctor's prescription. Common over the counter medications (e.g. Panadol, Ibuprofen, lozenges) will be available in the medical office and can be given if parental permission is on file as part of the medical authorization form submitted at the time of enrollment. For safety reasons, we ask that students do not carry medications of any type at school. **The school nurse will not administer medication without parental approval.**

## **Parent Resources**

### **Communication with Parents**

Parents will receive a weekly email from their child's homeroom teacher to share the teaching and learning that has been taking place in the classroom. HAIS is a no surprises policy. This means as a parent you will always be up to date with the progress your child is making. There will not be a surprise on a report card.

As of January 21st 2019, HAIS we be using Seesaw as another form of communication with families. Seesaw is a digital portfolio that allows you to have a glimpse inside your child's classroom. Once content on Seesaw is sufficient, it will replace the weekly update.

### **Curriculum Evenings and Coffee Mornings**

Curriculum Evenings and Coffee Mornings are a time for parents to get together and learn more about what is going on in the school. It is a chance to learn about approaches to teaching and learning, upcoming events, changes that may be occurring, areas of concern, etc. They are an excellent opportunity to build the school community as well as share important information.

### **Concerns or Complaints**

HAIS has a very thorough complaints policy which will be posted on our website. The first step with any complaint or concern is to approach the person or persons involved. Usually it is the result of miscommunication and can be resolved between the parties. Unfortunately, there are times when this will not rectify the situation. In such cases HAIS has a step by step process for students, parents and teachers to follow.

### **Change of Address or Status**

It is essential that we are able to contact you in the case of an emergency. If your primary telephone number, email address or home address changes, please notify the HAIS office within 24 hours. If there is any sort of custody order in place within a family, the school needs to be made aware of any conditions that may impact school pick up and drop off.

## **Calendar of Events**

The school calendar of events will be posted on our website under **Life at HAIS**. This calendar provides information on all events happening within the school. This includes parent teacher conferences, celebrations, sports days, coffee mornings, curriculum nights, art shows, performances etc.

## **Emergency Closing of the School**

In case of an emergency such as a typhoon or medical situation, the school may have to close. If this is decided during school hours, parents will be contact by the school office as well as by teaching assistants. If the school needs to be evacuated we will move to the bus station on Hai Ba Trung. This is a large space where we can safely wait for pick up. If the emergency closing is declared outside of school hours, an SMS and email will be sent. Messages will also be posted on Seesaw, Facebook and on our website.

## **Parking**

Parking for parents will be located directly outside of the inner gate of the school. There are separate spaces for cars and motorbikes. These are clearly marked with signage. Vehicles are not permitted inside the green gate of HAIS.

## **Parent Teacher Association**

The **HAIS PTA** helps to organize key events at the school such as the International Food Fair, The HAIS Bazaar and more. We are always looking for new members of the HAIS PTA. If you are interested in joining, please send an email to [pta@hais.edu.vn](mailto:pta@hais.edu.vn).

## **Student Life**

H AIS offers a warm and caring environment for the students and faculty from around the world who study and work at the school. Students and faculty work together in a variety of capacities to build close relationships, which are the basis of the H AIS community. Through the many co-curricular and extracurricular activities offered at the school, students have the opportunity to develop and explore their talents and passions.

## **Clubs and Special Interest Group**

Extracurricular life at H AIS includes a variety of clubs and student organizations ranging from academic or special interest to social or community-service related. At the beginning of the school year, students have opportunities to explore, express interest, and enroll in clubs, through the After-School Activities programs. ASAs will run from Monday to Thursday each week. This will begin at 4:00 and end at 5:00. Pick up for ASAs will be in the school canteen. Sign up for ASAs will be sent out to parents two weeks before the start of each term in H AIS Healines.

## **Field Trips**

H AIS offers extracurricular trips under faculty supervision. These are scheduled during the academic day and are related to the curriculum. Teachers may use Hoi An and Da Nang City as a classroom by arranging class trips to visit places of interest in conjunction with the subjects students are studying. These could include trips to local museums, cultural sites and places of local significance. H AIS encourages and expects students and all members of our community to aspire to the highest standards of behavior whether at work or at play. Students are expected to uphold the standards of the school at all times and have a responsibility to encourage their peers to do the same. When out in the community our students represent H AIS. We want to leave a positive impression wherever we go. Students must wear their H AIS sport uniform on any excursion.



## **Sports and Movement**

We believe that athletics, sports and movement plays an important role in the intellectual and social development of our students. We want our students to try new things and challenge themselves to master new skills. Our goal is to create students with a positive attitude, the ability to collaborate and work together and to display good sportsmanship at all times. During Physical Education classes and Sport and Movement Thursday mornings, students must wear the HAIS PE kit and close toed running shoes or sneakers. Students not in appropriate attire will not be permitted to participate.

## **Permission Forms**

Parents are required to sign permission slips for their children to join any off campus event during school hours. These will be in electronic form using Google Forms. Students will not be allowed to participate without parental permission.

## **School Day**

Students are expected to arrive at school at 8:00 am to be able to be present for our 8:15 am start of the homeroom. Staff are on duty beginning at 8:00 am unless there is a special circumstance. Our Child Protection Policy prohibits children being left in the reception or in any other location in the school before or after the end of the normal school day unless supervised by school personnel or a parent. Under no circumstances are Primary students allowed to leave campus without the written permission of the School Office or the Nurse. Parents who pick up their children at 3:15 pm. each afternoon should wait in the school canteen. Children are brought to the canteen by their teachers. If you need to pick up your child before 3:15 pm, please collect a permission slip from the Main Reception. Please try to inform the homeroom teacher in writing the day before if there are changes in your child's normal going home procedure. Children attending After School Activities should be picked up promptly at the end of the activity. They should not be left unattended. Children not picked up promptly at the end of their activity will be sent to the waiting area of the school reception.

## **Attendance**

The primary educational and social goals of the school are best achieved when students arrive for all of their commitments on time and prepared. Students are expected to attend all assemblies, classes, and curricular trips. Teachers take and report attendance regularly. If a student is going to be absent from school, it is essential that a parent call or email the School Office before 8:30 am. If a call is not received, the office will contact the parent or guardian via phone or email. Parents are advised that taking their children out of school for extended periods is disruptive to the educational process. If there is a need for your child to miss school for an extended period, please contact the Office. Generally, extended absence will be excused only for medical reasons, illness or death in the family, marriage in the immediate family, or other specified family obligations. All reasons will be reviewed by the Principal.

## **Lunch and Play Times**

Twenty-five minutes each day are allocated for lunch and there are two outdoor play periods of 20 and 30 minutes, weather permitting. Students may bring their lunch or parents may purchase a cafeteria lunch for the school year. There will be Western, Asian, Vegetarian and Vegan options each day. Snacks will be fruit.

## **Playground Safety Rules**

For the safety of the entire school community, the following rules apply in the playground:

- Shoes must be worn at all times
- Only two people on the twirler at a time
- Teeter-totters are for sitting, not standing
- Supervisors must be asked for permission before leaving the playground
- Students must return to their class upon hearing the whistle
- Gymnastics take place only in the assigned area
- Students may stay indoors only with a written note from parents or permission from the nurse (or inclement weather)

## **Visitors to HAIS**

You may bring visitors (visiting family and friends) for a brief tour of the school before 8:30 or after 3:15 with advance arrangements made through the Principal's Office. Visiting children will not be permitted to attend classes. Visitors must sign in with security and wear a Visitor Pass while on campus.

## **Discipline**

### **Major School Rules**

Major school rules cover conduct that makes a student subject to serious disciplinary response, including possible referral for dismissal. They include but are not limited to the following:

#### **Honesty**

Students are expected to be honest in all matters. Dishonesty, which can occur in the form of plagiarism, cheating on tests or quizzes, withholding information, supplying false information, or lying, is considered a very serious breach of the trust essential to community life.

#### **Theft**

Theft of school or personal property is not in keeping with the ideals of the school. The willful destruction of school or personal property is also considered theft. Students found in possession of another person's property without permission, or who have engaged in the willful destruction thereof, are in violation of major school rules and are subject to a disciplinary response up to and including dismissal.

#### **Fighting/Threatening**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated. Fighting includes the throwing of punches or serious physical struggle. Likewise, threatening another student will not be tolerated. Threatening includes any behavior, including writing or speaking, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. Any student found to have engaged in fighting or threatening is subject to a disciplinary response up to and including referral for dismissal.

#### **Bullying**

Bullying is not tolerated at our school. Bullying occurs when a student is the target of negative actions, usually in the form of intentional, repeated hurtful acts, words, or other behavior, such as:

- intimidation such as name-calling
- threatening or social alienation such as shunning
- spreading rumors
- physical aggression such as spitting or pushing.



This policy includes cyber bullying, which has been defined by **Common Sense Media** as, “ the use of digital-communication tools (such as the Internet and cell phones) to make another person feel angry, sad, or scared, usually again and again. Examples of cyberbullying include sending hurtful texts or instant messages, posting embarrassing photos or video on social media, and spreading mean rumors online or with cell phones.” It is also violation of the school’s **Technology Use Agreement**.

Students who believe that they have been a victim of bullying should report the incident to the Principal, Vice Principal, the School Nurse, or their Homeroom teacher. Any student found to have engaged in bullying is subject to a disciplinary response up to and including referral for dismissal.

### **Possession of Weapons or Other Dangerous Objects**

Students may not possess a weapon or other dangerous object in any school buildings or on school property, school provided transportation or at school functions. Dangerous objects include firearms, explosive devices, pellet guns, and knives. Any student found to be in possession of a weapon, or facsimile of a weapon, is subject to a disciplinary response up to and including referral for dismissal.

### **Disciplinary Response**

HAIS seeks to maintain a safe and orderly academic community as well as to help individual students and their families confront behavior that may be symptomatic of other difficulties. With these concerns in mind, the school employs a variety of counseling, disciplinary, and administrative responses. When a student is approached out of concerns that have come to the school’s attention from a student or faculty of a general nature, we face a counseling situation. When any direct information reveals that a rule or code violation has harmed someone else (e.g., stealing, harassment, providing drugs or alcohol), it may necessitate intervention of a disciplinary nature.

### **Warnings**

A student may be given a warning as a disciplinary response. A warning is normally accompanied by assigned meetings with the student’s teacher and/or principal to discuss and evaluate the student’s behavior.

### **Out of School Suspensions**

Under certain conditions, students may need to be temporarily removed from the HAIS community. An out of school suspension is a serious disciplinary response and the school reserves the right to place conditions on a student’s return to campus. An

external suspension has a normal duration of one to three days. During their time away from the community, students are expected to focus on the issues which have led to their suspension and produce a written request to return to the community. This request should demonstrate several things: an understanding of the seriousness of their infraction, a statement of how they used their time away from the school constructively, and a renewed commitment to the HAIS Community. In some serious cases, such as when a student's presence poses a danger to a person or property or poses an ongoing threat of disrupting the academic process, a student may be externally suspended pending a further disciplinary review process that may result in that student being dismissed. When students return to school after a suspension they will be expected to meet with the Principal and Vice Principal to discuss what they learned from reflecting upon the situation and what restorative practices the student will complete to demonstrate their commitment to the school community.

### **Probation/Dismissal of a Student for Behavioural Reasons**

Students who demonstrate an inability or unwillingness to meet HAIS behavioral standards will be placed on monitoring, probation, or in the most serious cases, may be dismissed from school. Monitoring includes an individual behavioral plan and close parental interaction to encourage improvement. A repeat of similar poor behavior will lead to probation. The probation period will last for one month. Failure to improve behavior following a probationary period will lead to dismissal from HAIS.

### **Expulsion**

In all cases of violations of major school rules, dismissal from HAIS may be the penalty. Final decisions regarding dismissal are made by the Board of Directors.

Students who have been dismissed are not allowed on the HAIS campus until after the scheduled graduation of their class unless they are given special permission from the principal. Any claims or settlements arising from absence, withdrawal, or dismissal are subject to the terms of the enrollment agreement between the school and the parents or guardians.