

US VIETNAM TALENT INTERNATIONAL SCHOOL

PARENT – STUDENT HANDBOOK

ACADEMIC YEAR 2025 – 2026

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UTS VAN LANG COMPLEX

69/68 Dang Thuy Tram str.,
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UTS BOTANIQUE CAMPUS

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UTS SAIGON SOUTH CAMPUS

68 street no. 22,
Binh Hung commune, HCMC.

(028) 710 78 887
info@utschool.edu.vn
utschool.edu.vn

1. About UTS

1.1. Vision and Mission

1.1.1. Vision

Be the benchmark for the future-ready K12 education in Vietnam that shapes Global Citizens (by 2029).

1.1.2. Mission

Nurturing every heart and mind to GROW, LEAD and make a meaningful IMPACT.

1.2. Six core values

Integrity: UTS students are trustworthy, always uphold the truth, and say no to dishonest and wrongful behaviors in society.

Respect: UTS students respect themselves as well as others. In today's global world, cultures are interconnected and blended together. Therefore, students need to understand and respect other cultures while maintaining their national identity and personal identity.

Courage: UTS students are patient, persistent, and have the spirit to conquer goals, face challenges, and boldly express their personal views with solid foreign language skills.

Contribution: UTS students apply the knowledge and skills they have learned to benefit themselves, their families, and society.

Lifelong Learning: UTS students continuously explore and learn from their surroundings and apply it to real-life situations.

Creativity: UTS students have a spirit of innovation and creativity, knowing how to develop and apply new ideas.

1.3. UTS Student Portrait

UTS aims to cultivate citizens who possess the following competencies and qualities:

SELF-INQUIRERS: Students nurture curiosity, develop lifelong learning skills, and engage in guided exploration and research. They are enthusiastic about learning and maintain a love for learning within a community that believes in a growth mindset and self-efficacy.

CRITICAL THINKERS: Students explore, absorb, analyze, and apply integrated knowledge from multiple fields. They use critical thinking skills to seek and evaluate viewpoints, as well as balance the physical, intellectual, and emotional aspects of life.

ACTIVE CREATORS: Students actively create information and knowledge, using innovative thinking to address and respond to the uncertainties of the world with sound reasoning and

evaluation. They produce unique and breakthrough products, solutions, and ideas. Students persist in facing challenges and changes.

DEEP EMPATHIZERS: Students recognize, strive to understand, and appreciate differences and interdependence with people and the world around them. They cooperate to grow together and strive for common goals. Students demonstrate empathy, compassion, respect, and gratitude.

MEANING MAKERS: Students explore the true meaning and long-term purpose of learning for themselves and others. They act with integrity, optimism, and respect for the dignity of others. Students care about and connect with issues and ideas that are meaningful on a local, national, and global scale. They live responsibly and aim to serve the community, making a positive impact and inspiring the lives of others and the world around them.

1.4. Educational philosophy and forward-looking mindset

1.4.1. Educational philosophy

At UTS, our goal is to equip students for life in the 21st century by helping them develop a natural curiosity and a drive to explore, enabling them to become well-rounded individuals and lifelong learners. We believe that every child has the potential to be talented and should be recognized as such. Our job is to help them discover and cultivate their talents. UTS teachers play a crucial role in modeling and living out the core values.

We build and maintain strong connections with students and parents to gain a comprehensive understanding of each student's skills, thinking, characteristics, and unique personality. This allows us to personalize care and education for each individual, helping to uncover, nurture, and develop their potential.

Our curriculum is deeply rooted in Vietnamese values and traditions, while also encouraging students to become global citizens prepared for an uncertain future. To achieve this, we combine an optimized national curriculum with an enhanced English program. The program emphasizes STEM capabilities, humanities, visual and performing arts, physical education, as well as social-emotional learning and lifelong learning skills.

1.4.2. Educational program

The school's educational program is optimized with the goal of enhancing academic knowledge (through the optimized National Curriculum), strengthening students' language and foreign language proficiency (through the English Program), and promoting skill development and character building (through the Talent Nurturing Program).

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1.5. Citizenship and Multicultural Learning Declaration

1.5.1. Global Citizenship Declaration

According to the United Nations Convention on the Rights of the Child, all rights are important and must be protected, from the right to relax, freedom of speech, safety, and education to the right to be heard. Education is the foundation for achieving a sustainable society that respects the environment and human rights. UTS fosters global citizenship to raise students' awareness and skills, promoting the United Nations Sustainable Development Goals (SDGs), such as no poverty (SDG 1), quality education (SDG 4), gender equality (SDG 5), clean water and sanitation (SDG 6), reduced inequalities (SDG 10), sustainable cities and communities (SDG 11), and climate action (SDG 13). Global citizens at UTS are committed to positive change, embracing diversity, and embodying the school's core values.

Please refer to the full Global Citizenship Declaration and the Multicultural Learning and Community Declaration [HERE](#)

1.5.2. Multicultural Learning and Community Declaration

Multicultural learning at UTS is not just a subject but a multidimensional aspect of education, encompassing awareness of the richness of various cultures, effective communication skills across cultural boundaries, empathy, and inclusivity, critical thinking, curiosity and openness, peaceful resolution of multicultural conflicts, and cultural humility. UTS's multilingual and multicultural community, with its diverse teaching staff, provides rich experiences through extracurricular activities, cultural events, and community projects, helping students develop the multicultural competencies needed in a connected world.

Please refer to the full Global Citizenship Declaration and the Multicultural Learning and Community Declaration [HERE](#).

1.6. High-Quality Teaching and Learning Statement

At UTS, we continuously strive to create a high-quality international bilingual environment that inspires the UTS community, including students, teachers, and staff, to become lifelong learners who are committed to becoming the best versions of themselves. We believe that high-quality teaching and learning help each individual grow socially, emotionally, physically, and intellectually. Learners are equipped with multilingual skills, scientific thinking, creativity, and a desire for a bright future. The curriculum at UTS is a combination of the skills and knowledge framework outlined by the Ministry of Education and Training of Vietnam and international standards from the UK and the USA, aimed at nurturing students in a holistic educational environment that encompasses character development, social communication, and knowledge acquisition, all aligned with the school's six core values:

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Creativity: Encourage students to develop their strengths and unique talents.

Contribution: Students understand and value their roots, taking responsibility for the community from local to global levels.

Courage: Encourage students to express their views, accept risks, and challenge the status quo.

Integrity: Train students to face their mistakes and grow from the lessons learned.

Lifelong Learning: Inspire students and staff to understand the value of education and to continuously seek knowledge.

Respect: Students respect cultural differences, and the environment, and work towards building social justice

Please refer to the full Declaration on High-Quality Teaching and Learning [HERE](#).

2. GENERAL INFORMATION

2.1. Operating Hours

2.1.1. Academic Calendar



LỊCH NĂM HỌC 2025 - 2026

School calendar Academic year 2025 - 2026



- 18/08/2025 **Bắt đầu năm học 2025 - 2026**
Start of academic year 2025 - 2026
- 01/09 - 02/09/2025 **Lễ Quốc Khánh**
Independence Day
- 01/01/2026 **Nghỉ Tết Dương lịch**
New Year holiday
- 12/02 - 23/02/2026 **Tết Nguyên Đán**
Tet Holiday
- 26/04/2026 **Giỗ tổ Hùng Vương**
Hung Kings Commemoration Day
- 29/04/2026 **Nghỉ bù giỗ tổ Hùng Vương**
Hung Kings Commemoration Day off-in-lieu
- 30/04 - 01/05/2026 **Giải phóng miền Nam & Quốc tế lao động**
Reunification Day & Labor Day
- 05/09/2025 **Lễ Khai giảng**
School Opening Ceremony
- 27/05 - 28/05/2026 **Lễ Tổng kết năm học và Lễ tốt nghiệp**
Closing & Graduation Ceremony
- 09/08/2025 **Ngày định hướng thông tin dành cho Phụ huynh (Cơ sở Văn Lang)**
Parent Orientation Day (Van Lang Complex)
- 16/08/2025 **Ngày định hướng thông tin dành cho PH (Cơ sở Nam Sài Gòn)**
Parent Orientation Day (Saigon South Campus)
- 10/01/2026 **Họp Phụ huynh Học Kỳ 1**
1st Parent Meeting - Semester 1
- 23/05/2026 **Họp Phụ huynh cuối năm**
2nd Parent Meeting - End of School year
- 20/11 - 21/11/2025 **Ngày nhà giáo Việt Nam (học sinh nghỉ)**
Vietnamese Teacher's Day (no school)
- 25/12 - 02/01/2026 **Nghỉ giữa Học kỳ**
Semester break
- 20/10 - 24/10/2025 **Thi giữa Học kỳ 1**
Semester 1 - Midterm test
- 15/12 - 19/12/2025 **Thi cuối Học kỳ 1**
Semester 1 - Final test
- 16/03 - 20/03/2026 **Thi giữa Học kỳ 2**
Semester 2 - Midterm test
- 04/05 - 08/05/2026 **Thi cuối Học kỳ 2**
Semester 2 - Final test
- 01/08 - 15/08/2025 **Tuần lễ định hướng dành cho giáo viên**
Professional Development Week for Teachers
- 23/02/2026 **Ngày đào tạo nội bộ (học sinh nghỉ)**
PD Training day (no school)
- 27/03/2026 **Ngày đào tạo nội bộ (học sinh nghỉ)**
PD Training day (no school)
- 15/06 - 17/07/2026 **Chương trình hè 2026**
Summer Camp 2026

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2.1.2. Office Operating Hours

Monday to Friday: 07:30 AM – 05:00 PM.

Saturday: 08:00 AM – 12:00 PM.

The school is closed on Sundays, public holidays, and official school holidays.

2.1.3. Daily Schedule

Activity	1 session = 35 mins
Breakfast	7:00 - 7:30
Class Start Time	7:50
Period 1	8:00 - 8:35
Period 2	8:40 - 9:15
Break Time	9:15 - 9:30
Period 3	9:30 - 10:05
Period 4	10:05 - 10:40
Period 5	10:40 - 11:15
Lunch & Naptime	11:15 - 12:55
Period 6	13:00 - 13:35
Period 7	13:35 - 14:10
Snack	14:10 - 14:30
Period 8	14:35 - 15:10
Period 9	15:15 - 15:50
Club	15:50 - 16:30

2.2. School Code of Conduct

2.2.1. School Entrance Regulations and Traffic Guidelines

GENERAL REGULATIONS:

1. Everyone present on the school campus is required to wear their ID card at all times, without removing it, storing it in a pocket, or holding it in hand.

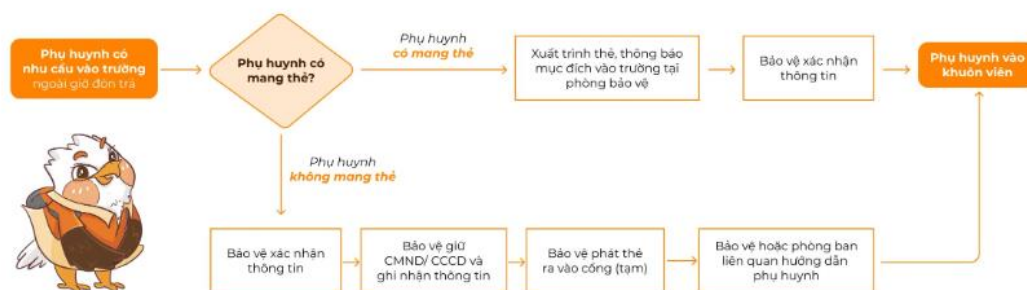
- Everyone entering the school campus is required to dress appropriately and maintain a neat appearance.
- UTS is a smoke-free school. The Security Department will document any violations and immediately halt any visits if this rule is breached.

REGULATIONS FOR TEACHERS, STAFF, AND STUDENTS:

- Comply with the general regulations.
- Adhere to the use of the issued ID card for entering and exiting the school and declare any belongings (if applicable) as per the regulations.
- Procedure for forgetting the ID card: Complete the information declaration through an online form at the security gate to receive a temporary card.
- If students need to leave the school outside of regular dismissal hours, they must obtain written permission from both the Homeroom Teacher and the Student Affairs Officer via an “Early Dismissal Permission Form” and must be accompanied by a Parent/Guardian.

REGULATIONS FOR PARENTS:

- Comply with the general regulations.
- Parents picking up or dropping off students must use the pick-up/drop-off card issued at the beginning of the school year or at the start of the student’s enrollment at UTS to complete the entry/exit procedures along with the student.
- Procedure for parents: When parents need to enter the school campus outside of pick-up/drop-off hours, they must inform the Security personnel of their purpose for entering the school. The security staff will verify the purpose, and then parents must use their Parent ID card at the Security Gate to gain entry. In cases where parents do not have their card, the following procedure must be followed to enter the school campus:



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Explanation:

Steps	Contents
1	Parents contact the Security Guard at the security gate
2	Security Guard confirms Parent information with Teachers or Related Departments
3	After confirmation, Parents need to hand over their ID cards to Security Guard. Security Guard records corresponding information.
4	Security Guard issues temporary gate-access card to Parents
5	Security Guard, Teachers, or Related Departments guide Parents to enter the school campus, to the exact location After completing the visit to the School, Parents return to the Security room, return the temporary gate-access card and receive their ID cards.

GUIDELINES FOR VISITORS

- Comply with general regulations.
- Visitor reception time at the school: 8:00 – 11:00 & 14:00 – 16:00
- Visitors, partners, ... (hereinafter referred to as “visitors”) must make an appointment before visiting. The relevant department must notify the Security Department of the visitor’s appointment at least 01 (one) hour before the appointment time. The Security Department is allowed to refuse/postpone/reschedule if there is an overlap with important student activities or if the visit affects the general security situation of the whole school. For visitors who have not made an appointment, the relevant department is responsible for confirming and receiving guests at the entrance gate area.
- Visitors must check in/out at the entrance gate.
- Classroom area + Function rooms and swimming pool: only visit facilities in empty areas to avoid affecting students’ study time and activities.
- Canteen area: visit when the canteen is empty, please do not visit when students are having breakfast + lunch + afternoon meals. Do not visit the kitchen area.
- Do not take pictures of students, staff, or teachers while participating in school activities without the consent of the parents/guardians of those students, staff, or teachers. The security department will remind or apply security regulations depending on the level of violation.
- Use the designated restroom area for each subject (adults, children) on each floor.
- Visitors must move according to the instructions of the department, reception department.

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2.2.2. Transportation on campus

MOTORBIKES

UTS requires all motorcyclists to wear helmets at all times. Students are only permitted to use vehicles that comply with the law.

The maximum speed limit for motorcyclists on campus is 5km/h.

ROLLER SKATES/SKATEBOARDS/BICYCLES/REMOTE CONTROLLED AERODROMES

Roller skates/skates/remote control drones are not permitted on campus.

Bicycles are not permitted for recreational/sporting purposes on campus.

PARKING

In order to ensure traffic safety and order within the campus, all vehicles must comply with the traffic flow regulations as well as the parking area as designated by the School.

In order to ensure traffic safety and order within the area, all vehicles must comply with the one-way traffic regulations, as well as park in the area designated by the School/Urban Area Management Board.

TRAFFIC GUIDELINES

UTS Van Lang Complex:



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UTS Saigon South Campus



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2.2.3. Student Drop-off and Pick-up Procedure

Student Pick-up and Drop-Off Procedure at UTS Van Lang Complex: [HERE](#)

Student Pick-up and Drop-Off Procedure at UTS Saigon South Campus: [HERE](#)

2.3. School-Family Communication

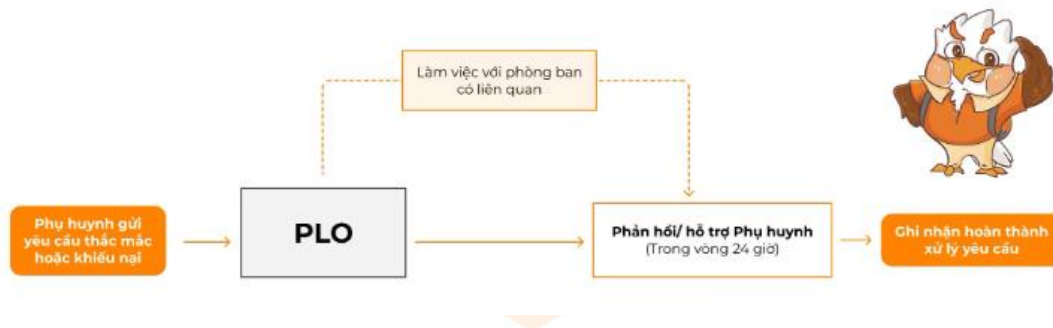
2.3.1. Inquiry and Complaint Handling Process

PROCEDURE FOR RECEIVING AND PROCESSING INQUIRY AND REQUESTS FROM STUDENTS' PARENTS

During the time the student is studying at UTS, if the Parents have any problems, requests, questions, or need support to register for services, the Parents can contact the Parent Liaison Office (PLO) according to the contact information below:

- Phone number: (028) 710 27788
- Email: office@utschool.edu.vn

The process for handling requests, questions, or complaints is as follows:



Explanation:

Steps	Contents	Processing time
1	Parents send requests, questions or complaints via contact channels such as hotline, email, or directly to PLO.	
2	PLO specialists respond to parents through contact channels such as hotline, email, or in person.	Within 24 hours.
3	If necessary, PLO will meet with relevant department heads to agree on a response plan for parents.	Within one (01) week.
4	After agreeing on the solution, PLO records the information and completes the processing.	

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2.3.2. School-Family Communication

OFFICIAL INFORMATION CHANNELS OF THE SCHOOL

1. ManageBac

ManageBac is one of the leading learning management software used in international schools around the world. At UTS, ManageBac is designed for Primary and Pre-Primary students to effectively support curriculum development, assessment and reporting. Additionally, ManageBac helps to strengthen the connection between schools, parents and students.

2. Parent Liaison Office (PLO)

The Parent Liaison Office is the department that receives and handles parents' issues and questions related to school activities..

- Email: office@utschool.edu.vn
- Phone number: 028 710 27788 – Line 1

3. SMS/ZNS

SMS/ZNS is only for the purpose of reminding Parents to check information on ManageBac/email or urgent information.

4. Website

The School website: www.utschool.edu.vn is the official information page where Parents can find general information about the school, facilities, teaching staff, and curriculum. Parents can access the website to see timetables, event schedules, and the latest news.

5. Fanpage

The School's Facebook page is a place to share photos and videos of student activities at UTS. The School recommends that if Parents have any comments, questions or concerns, please contact the Parent Liaison Office (PLO) and the school directly for answers instead of posting on social media channels when there is not enough accurate information.

RECEIVE INFORMATION FROM SCHOOL

General principles:

- Official information from the School is announced through the above mentioned official channels
- Announcements, both academic and school service information, will be sent from ManageBac and to parents' email accounts

- Parents are requested to check notifications on these platforms for timely updates.

OTHER SUPPORT REQUESTS

No.	Types of Request	Reception Department
ACADEMIC		
1	Notice of absence	Parents directly register for student's leave on the ManageBac system
2	Register for school transfer and support student related documents	Parent Liaison Office (PLO)
3	Support participation in school competitions and activities	– Homeroom teachers – Parent Liaison Office (PLO)
4	Instructions to use learning support platforms and services	Parent Liaison Office (PLO)
5	Ask about student's learning situation	Homeroom teachers
6	Give feedback/complaints about teaching quality, service quality	Parent Liaison Office (PLO)
OTHERS		
1	Register to change school services: pick-up, meals, etc.	Parent Liaison Office (PLO)
2	Register new information for school services: cards, pick-up people...	Parent Liaison Office (PLO)
3	Give feedback/complaints about school service quality	Parent Liaison Office (PLO)
4	Find lost items	Parent Liaison Office (PLO)
5	Send medicine to students	Parent Liaison Office (PLO)
6	Fee requests: payment, refund, fee notification...	Parent Liaison Office (PLO)
7	Student image requirements	Parent Liaison Office (PLO)

2.3.3. UTS Parent Representative Group

PARENT REPRESENTATIVE GROUP

At UTS, the Parent Representative Group acts as the official representative for all UTS Parents, providing resources to support and contribute to the improvement of learning and teaching quality, and the creation of a safe and healthy learning environment for our students. This is part of the School's commitment to enable parents to actively participate and engage in their children's learning, and to contribute to the School's continuous improvement process.

The Parent Representative Group will act as an open forum to receive constructive comments, views, and concerns (if any) from parents. The Parent Representative Group will also play an

important role as a powerful support resource in supporting the UTS Community's activities and events. Active cooperation between the School and Parents will be the key to a safe, dedicated and creative learning environment that the School always strives to achieve.

3. SCHOOL LIFE

All teachers and staff at UTS aim to build a safe, caring and creative learning environment that inspires all students to develop their talents and character so that they become well-rounded lifelong learners and compassionate leaders who contribute to changing the world for the better.

A clear Code of Conduct will play a key role in the success of teaching and learning. On that basis, this Code is designed with the following objectives:

- Set expectations for appropriate student behaviors that help create a positive and safe learning environment.
- Promote early intervention and prevention of bullying.
- Ensure fairness and consistency in rewarding and managing student behaviors.
- Ensure the school's educational strategy is widely communicated and understood.

3.1. Behavioral Standards at UTS

7 "UTS best behaviors" are designed to help students remember and practice positive behaviors at any time on campus.

- Behave in a civilized manner, respect differences.
- Dress and appear in accordance with regulations.
- Always be on time at the beginning of the day and at the end of class
- Maintain personal hygiene and general hygiene.
- Maintain appropriate volume in all areas.
- Prepare supplies, complete homework.
- Safeguard personal and school property.

3.2. Expected Behaviors

The school's positive student behavior expectations are based on the UTS student profile and are described in Table 1.

SELF-LEARNER

Students nurture curiosity and develop lifelong learning skills to independently explore and research with direction. They are enthusiastic about learning and maintain a passion for education within a community that believes in growth mindset and self-efficacy. The spirit of self-directed learning helps students develop time management skills and enhance

independence. Self-learning extends beyond school and accompanies individuals throughout their lives, preparing them to face changes and challenges effectively.

- Arrive in class on time, and prepare all necessary books and learning materials.
- Actively contribute to class discussions.
- Participate actively in learning activities, projects, and initiatives.
- Complete all assigned tasks both in class and at home.
- Have a thorough review plan before assessments and be honest in examinations.

CRITICAL THINKER

Students explore and acquire, analyze, and apply integrated knowledge from various fields. They use critical thinking skills to seek and evaluate perspectives, as well as to manage and balance physical, intellectual, and emotional aspects of life. The ability to think critically helps students solve problems effectively in both learning and daily life. A critical thinker sets goals and develops plans based on scientific principles, contributing to achieving expected success.

- Actively think about the questions and issues raised around the lesson to find solutions.
- Continuously seek solutions to address problems in the classroom, school, and community.
- Develop a scientific lifestyle, recognizing and enhancing strengths while addressing weaknesses.
- Maintain good personal relationships and contribute to building positive relationships within the community.
- Evaluate the accuracy of information and use information sources effectively in practice.

ACTIVE CREATOR

Students actively create information and knowledge, using innovative thinking to address and adapt to a world full of uncertainties with sound reasoning and evaluation. They develop unique and groundbreaking products, solutions, and ideas. Students persistently face challenges and changes.

Creative students often propose novel and interesting ideas, enriching learning and extracurricular activities. Creativity not only helps them stand out but also fosters a spirit of innovation within the community.

- Participate in debate activities related to learning.
- Be eager to learn, explore, and research to deepen and expand knowledge.
- Engage in scientific research projects.
- Develop ideas for school house activities, class initiatives, and school-wide programs.

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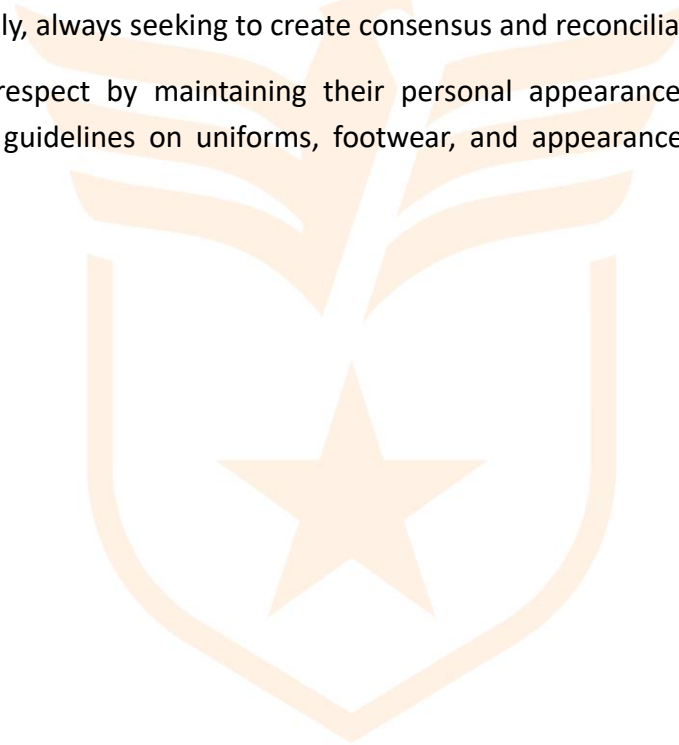
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- Flexibly use learning methods that positively impact oneself and support peers' progress.
- Design learning products (such as presentations, project ideas, etc.) creatively.
- Use information technology safely and effectively in communication and learning, and quickly adapt to technological innovations.

DEEP EMPATHIZER

Students acknowledge, strive to understand, and appreciate the differences and interdependence with people and the world around them. They collaborate to grow together and work towards common goals. Students demonstrate empathy, compassion, respect, and gratitude. Empathy helps students build positive personal relationships and contribute to creating a cohesive and harmonious social environment. With empathy, they resolve conflicts gently and effectively, always seeking to create consensus and reconciliation.

- Students show respect by maintaining their personal appearance through attire and grooming. Specific guidelines on uniforms, footwear, and appearance are detailed in the following pictures:



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QUY ĐỊNH VỀ TRANG PHỤC VÀ DIỆN MẠO

Uniform & Appearance Guidelines

Mặc đồng phục đúng quy định là cách thể hiện **SỰ TÔN TRỌNG** giá trị bản thân và tạo nên môi trường học tập gắn kết.

Wearing the school uniform properly shows respect for oneself and contributes to a connected learning environment.

Quy định trang phục

Uniform guidelines



ĐỒNG PHỤC CHÍNH KHOA
Regular uniform

ĐỒNG PHỤC THỂ DỤC
PE uniform

Quy định về diện mạo

Appearance guidelines



HỌC SINH TIỂU HỌC
Primary students

- Students always maintain a serious demeanor, avoiding behavior that displays excessive emotions towards others.

- Students demonstrate understanding by behaving courteously in both classroom and non-classroom areas.

Expected behaviors are described as follows:

***In the classroom:**

- Listen when someone is speaking.
- Always show respect and behave politely towards everyone, using appropriate and courteous language with peers.
- Collaborate well with group members, working together and leading to achieve common goals.
- Avoid disruptive behaviors such as private conversations, banging on desks, throwing objects, and other actions that distract from classroom activities.
- Maintain cleanliness, dispose of trash properly.
- Take care of personal and shared property, avoiding bringing valuable items or large amounts of money to school. Students are responsible for any loss of property.
- Do not bring outside food or drinks into the classroom.
- For personal lockers, keep your items organized and respect others' belongings; maintain the locker clean and orderly.

***Outside the classroom:**

- Walk on the right side, leaving the left side for those going in the opposite direction.
- Greet adults, use polite expressions such as “thank you,” “yes,” and polite language when interacting with others.
- Maintain appropriate volume, and avoid running or playing.
- Follow safety regulations when using elevators.
- Adhere to rules in specialized rooms (e.g., Health Room, Counseling, Laboratory, Music, Art, Computer Lab, Library, Swimming Pool).

***In the auditorium:**

- Arrive on time.
- Move carefully, avoiding pushing and crowding.
- Maintain order and cleanliness.
- Do not bring food or drinks into the auditorium.

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***Using electronic devices:**

- For elementary students: No electronic devices are allowed at school.
- For secondary students: Laptops and tablets may be used when requested by teachers. Phones will be collected and stored by the Homeroom Teacher in the morning and returned at the end of the day.
- Students are responsible for the care of their electronic devices and must take responsibility if their devices are lost or damaged.

***When on the playground:**

- Play in designated areas and take care of playground equipment.
- Wear a hat during outdoor activities to protect health.
- Place backpacks and personal items in designated areas to avoid causing trips or falls for others.
- Maintain order during games. Play moderately, avoiding actions that may hurt or endanger oneself or others.
- Report immediately to a teacher or staff member any accidents, such as dropping or breaking glass objects on the playground, or falling.
- Avoid using heat-absorbing equipment in hot, sunny weather to prevent injury.

***When riding the bus:**

- Follow the driver's or caregiver's instructions.
- Board and disembark the bus safely.
- Sit in assigned seats and wear seat belts.
- Maintain cleanliness and take care of belongings on the bus.
- Always behave politely and courteously on the bus.
- For elementary students: Parents/guardians are required to wait with their children at the bus stop until the bus arrives and must be present to pick up their children upon return.

***When in the canteen:**

- Eat and drink only within the canteen area.
- Sit in designated areas, and maintain order and cleanliness in the canteen.

***When using the restroom:**

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- Take an appropriate amount of paper to avoid waste.
- Conserve water by turning off taps when not in use.
- Keep the floor dry, avoiding spraying or splashing water.
- Dispose of used paper in the trash bin.

MEANING MAKER

Students explore the true meaning and long-term purpose of learning for themselves and others. They act with integrity, optimism, and respect for the dignity of others. Students care about and connect with issues and ideas that have local, national, and global significance. They live responsibly and aim to serve the community, creating a positive impact, inspiring others' lives, and the world around them. The impact of creating meaning extends beyond the present, fostering a foundation for a compassionate society and sustainable development.

- Understand global issues, and show empathy and respect for different cultures.
- Respect others' viewpoints, listen, and provide constructive feedback when discussing topics with others.
- Be willing to support friends in both academic and personal life, and help newcomers integrate into UTS.
- Actively participate in, advocate for, and contribute to school clubs, events, and activities.
- Compete in academic or sports competitions at the school, district, city, national, and international levels.
- Participate in, organize, and provide input at workshops and community events to raise awareness about social issues

3.3. Encouragement And Rewards

The school's system of encouragement and rewards is designed to encourage positive behaviors and honor students' achievements across all aspects of the educational program.

This system provides teachers with flexibility in how they award recognition, observe and acknowledge positive behaviors and progress of the students they are responsible for.

Reward, Praise	Description
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Praises	Praise has a positive motivating effect when it clearly explains the reasons why a student is being praised, such as actively participating in class discussions, proactively picking up litter, returning lost items, supporting classmates, etc. Praise represents recognition of positive, civilized behaviors that should be encouraged. In addition to giving direct praise to students, teachers will record the praise on an online system, which students and parents can view from home.
House points / Bonus points	At UTS, the House system consists of six houses: Sapphire, Aquamarine, Topaz, Citrine, Emerald, and Ruby. Students can earn house points from academic activities, initiatives, and house events. Additionally, teachers can use other forms of bonus point rewards for positive behaviors that reflect the student profile during their learning process, and there are no point deductions associated with this form of reward.
Student of the week	The Student of the Week is the student who has demonstrated the most positive behaviors in learning, personal development, and participation in activities during the week. The student is recognized in front of the class, during homeroom sessions, and is honored on the class's recognition corner.
6 Core values Sticker	With 5 positive behaviors in aspects of the six core values recognized, students receive 1 sticker. Stickers can be used as follows: <ul style="list-style-type: none"> • Students can keep them as a personal achievement board throughout the school year. • Accumulating 20 stickers of the same or different types will earn students a privilege card. • The number of stickers received in each value serves as the basis for recognizing outstanding students of the month. <p>Below is the definition of UTS's core values and examples of criteria for selecting students who represent each core value. This is not an exhaustive description, and there are many other opportunities for students to meet the standards set by the core values.</p> <p><i>Integrity</i></p> <p>UTS students honor their promises, always respect the truth, and reject wrongdoing in society. They do not hold others responsible for their own actions. <i>Respect</i> UTS students respect themselves as well as others. They listen to others even when they may disagree and demonstrate good</p>

	<p>manners towards all students, teachers, and staff at the school. <i>Courage</i> UTS students demonstrate patience and perseverance, ready to achieve personal goals and face challenges. They confidently express their personal viewpoints, admit their mistakes, and seek ways to improve. <i>Contribution</i> UTS students apply the knowledge and skills they have learned to benefit themselves, their families, and society, including supporting the development of other students within the school community. <i>Lifelong Learning</i> UTS students continuously explore and learn from their surroundings, while applying their knowledge and experiences in practice. They maintain a growth mindset even when results are not as expected and proactively seek support from others to improve themselves. <i>Creativity</i> UTS students foster a spirit of innovation and creativity, knowing how to develop and apply new ideas. They actively ask open-ended questions and seek knowledge beyond the topics covered in class.</p>
<p>Privilege card</p>	<p>Students will receive a privilege card when they accumulate 20 core value stickers, whether of the same type or different types. This card can be used within the allowed scope, such as:</p> <ul style="list-style-type: none"> • Serving as a teacher’s assistant for a day. • Choosing a group to participate in a learning project. • Taking on a desired role within a group, such as group leader or spokesperson, during a class session. • Selecting a cleaning duty for the week or reducing the number of duties for the month. • Choosing to sit next to any classmate they prefer for a week. <p>In addition to these privileges, students may propose other privileges with the teacher’s approval.</p>
<p>Outstanding Student of the Month</p>	<p>The purpose of this system is to reward students who demonstrate each of UTS’s core values both inside and outside the classroom and to promote the importance of these core values in daily life. Each month, each grade level selects 6 students based on the number of stickers corresponding to the 6 core values. These students are recognized during the monthly flag-raising ceremony.</p>

House reward system	<p>The reward categories include:</p> <ul style="list-style-type: none"> • The House Shield for the house with the most outstanding activities. • The House Cup awarded to the house with the highest total house points. • Students who make significant contributions to house activities will be honored on the House Closing Ceremony at the end of the school year.
Awards and Honors According to the National Education / Top of Form	Students who achieve excellent academic performance in national curriculum subjects and demonstrate strong personal development will be awarded titles according to the regulations of the Ministry of Education and Training. The school will honor these students in School Closing Ceremony.
Awards and Honors According to the International Program	Students who achieve excellent academic performance in international program subjects and demonstrate strong personal development will be awarded titles according to the school's regulations. The school will honor these students in School Closing Ceremony.
Awards and Honors for Students with Achievements in Academic and Sports Competitions	Students who participate in and achieve notable results in district, city, national, or international academic and sports competitions will be rewarded according to the competition's regulations. The school will honor these students in School Closing Ceremony.

3.4. Student Behavior Management

3.4.1. Principle

The principle in managing student behavior is to build mutual respect and require cooperation. The main purpose of establishing this principle is to promote self-discipline and guide students to take responsibility for managing their own behavior.

Criteria for developing behavior management solutions:

- **Relevance:** Provide solutions directly related to the behavior.
- **Respect:** Maintain a respectful attitude in communications and interactions.

- Reasonableness: Solutions should be reasonable and not add additional punishment.
- Effectiveness: Solutions should help students perform better and be useful in resolving the issue.

3.4.2. Procedure

The management of student behavior is approached through the steps outlined in the following table:

LEVEL 1

Behaviors that stem from inappropriate habits, have not yet caused serious consequences, and need adjustment.

Behaviour

Arriving late to school or class compared to the scheduled time.

Failing to prepare lessons, books, study materials, or not completing assignments.

Wearing incorrect uniform, not wearing a student ID badge, or violating appearance regulations.

Not wearing a Hallpass when leaving the classroom during a lesson.

Not using the designated area or position for lunchtime activities. (Applies only to secondary school students)

Pushing, shoving, or intentionally walking in the wrong lane in hallways, stairs, in front of elevators, the canteen, etc.

Using inappropriate volume levels, not adhering to the principle of one person speaking at a time. Purchasing or consuming food and beverages during class or in non-designated areas (e.g., auditorium, classroom).

Failing to maintain the school's/classroom's facilities, including cleanliness and conserving electricity and water.

Not following regulations specific to each area (e.g., bouncing balls in the classroom, hallway; speaking loudly in the library, etc.).

Exhibiting inappropriate behaviors such as sleeping, lying on the desk, putting feet on the chair, talking freely, having private conversations unrelated to lessons, giving blank responses to teachers, littering, spitting; excessively teasing peers; moving around freely in the classroom; changing seats without permission; engaging in any form of cheating, etc.

Using inappropriate language or gestures or engaging in behavior that disrupts order in the school, classroom, and/or on the bus.

Using electronic devices improperly or for inappropriate purposes. (Applies only to secondary school students)

***Violent and Bullying Behavior:**

Mocking or making inappropriate comments about someone else's clothing or appearance.

Participating in a crowd that teases or bullies another student.

Taking someone else's belongings to tease or disturb them.

Form of management:

- Remind students about their inappropriate behavior.
- Ask the offending student to speak/write a reflection on their actions.

***For violations related to electronic devices:** Confiscate the device along with a report and inform the student's parents.

- First offense: Confiscate the device for one week.
- Second offense: Confiscate the device for one month.
- Third offense: Confiscate the device for two months.

***For uniform violations:**

- First offense: Issue a reminder.
- Second offense: Request the student to go home and change into the correct uniform or have the parent bring the appropriate uniform to school.

LEVEL 2

Behaviors that have the potential to cause serious consequences or negatively impact others and require immediate adjustment.

Behavior:

Repeatedly committing the same Level 1 violation for the third time within the same month.

Lying without causing any serious consequences.

Uncivilized and impolite communication, including using vulgar language.

Not maintaining appropriate personal boundaries, showing affection beyond friendship within the school premises and at the school gate. (Applicable only to secondary students).

Inappropriate attitude such as leaving the classroom without permission, refusing to cooperate with the teacher (e.g., refusing to follow instructions or persistently disrupting the teacher's class, excessively intervening in the teacher's authority in the classroom).

Disrespecting school staff through actions such as challenging or refusing to follow their instructions. Playing around in the elevator.

***Violence and Bullying**

Repeatedly committing the same Level 1 violation for the third time within the same month.

Intentionally causing trouble for others.

Blaming others for actions (without affecting the student's image or reputation).

Calling others by derogatory names to mock or insult them.

Boycotting, isolating, or encouraging others to engage in similar behaviors.

Defaming or speaking ill of others in public.

Coercing classmates to serve your needs, such as doing chores, homework, or running errands for you.

Spreading rumors or talking negatively about others.

Writing or drawing negative content about someone that harms their image.

Using others' belongings, money, or property without their consent.

Threatening to end a friendship if someone does not comply with your demands.

Teasing or overpowering others to the point of causing fear.

Form of management:

- Remind the student about the violated behavior.
- Have the student write a reflection report, including a commitment or written reminder.
- Implement positive time-out.

LEVEL 3

Serious violations that negatively impact oneself, others, or the school.

Behavior:

Repeating the same Level 2 violation for the second time or more within the entire school year.

Leaving class or skipping school without a valid reason.

Engaging in dishonest acts that result in consequences (e.g., forging signatures, faking illness, providing inaccurate reasons to skip classes, spreading false information, etc.).

Dishonesty in tests and exams, including cheating, copying, and plagiarism.

Playing violent or dangerous games.

Failing to follow or intentionally misinterpreting instructions from teachers or school staff in emergencies.

Vandalizing personal or school property.

Bringing dangerous items to school, such as weapons, objects that can cause injury, or hazardous toys.

***Violence and Bullying:**

Repeating the same Level 2 violation for the second time or more within the entire school year.

Spitting at a peer.

Coercing peers into giving money for personal gain.

Racial discrimination (mocking others for their ethnic differences, skin color, language, etc.).

Throwing objects at others (e.g., chairs, desk items, food, etc.).

Deliberately blaming others in a way that affects their reputation and personal image.

Intentionally damaging or destroying someone else's property or school property.

Being disrespectful or rude to teachers, school staff, or peers in any form (directly, indirectly via social media, the internet, electronic communication devices, etc.).

Harm or embarrassment, or negatively impact the image of others.

Uploading vulgar or inappropriate images or videos of oneself or others (such as clips of swearing, obscene language, or videos where one is not clothed, using vulgar language inappropriate for the age group).

Posting comments or content on social media that are violent, hateful, or discriminatory against any race or religion.

Logging into and using someone else's online accounts without permission.

Impersonating others on social media in a way that negatively impacts their image.

Threatening to harm others or encouraging others to commit suicide on social media platforms.

FORM OF MANAGEMENT:

- Remind the student about the violated behavior.
- Have the student write a reflection report, including a commitment or written reminder.
- Implement positive time-out with extended time or increased frequency compared to Level 2.

LEVEL 4

Violations involving the law or causing particularly serious consequences are not accepted in school

Behavior:

Repeat the same Level 3 violation for the second time within the school year.

Dishonesty in tests, exams, cheating, plagiarism

Steal another person's or the school's property.

Fail to comply with fire safety regulations, such as causing tampering with fire alarms or firefighting equipment.

Engage in illegal activities, including smoking (including electronic cigarettes), violating traffic safety laws, possessing or using stimulants or obscene materials; participating in any form of gambling or betting; joining criminal, extortion, decadent, or subversive organizations; using weapons to engage in organized fights, cause injury to others; arrested by the police or commit other serious offenses with comparable harmful effects.

*Violence and Bullying:

Repeat the same Level 3 violation for the second time within the school year.

Engage in altercations, fights or intentionally causing harm to others (hitting, kicking, slapping, pinching, etc.).

Commit sexual harassment, intentionally touching another person's sensitive areas, or making sexually explicit comments to others.

FORM OF MANAGEMENT:

- The Disciplinary Council decides on appropriate punishments: reduction in conduct levels, suspension from class, suspension from school.
- Students develop a plan to improve their behavior.
- For violations causing serious consequences, the school recommends that the competent authority consider and handle them.

3.5. COORDINATION PROCESS

All staff and teachers share the role and responsibility of working together to manage student behavior, with the goal of supporting students in developing both character and academic competence.

For student behavior management strategies to be truly effective, the involvement of parents plays a vital role. Therefore, the school highly values and expects close collaboration from parents throughout their child's learning and personal development journey at UTS.

4. ACADEMIC REGULATIONS

4.1. Academic Integrity

Academic integrity is a principle that promotes personal integrity and fosters respect for others and their scholarly work within an educational environment. This principle plays a crucial role in teaching and learning, ensuring fairness and providing all students with an equal opportunity to demonstrate the knowledge and skills they have acquired. Academic integrity is essential for maintaining fairness, trust, and credibility in educational institutions and within the broader community.

At UTS, we aim to create an educational environment that encourages initiative, creative thinking, and diverse methods of expressing creative ideas. In this context, academic integrity is an indispensable element for the school to cultivate a safe and supportive learning environment where students have the space and opportunity to present ideas and freely develop their thinking. Academic integrity is closely tied to the value of Integrity—one of the six core values the school seeks to instill in each student. In academics, the following behaviors are considered dishonest:

- Plagiarism involves copying others' ideas, homework, essays, or citations from another's work, or from reference materials, books, and the Internet. Students must cite references properly;
- Cheating during tests and exams is copying answers from other students, writing down notes, or storing materials in electronic devices or mobile phones;
- Intentionally allowing other students to copy one's work.

Any act of academic dishonesty will be reviewed and investigated by the Academic Integrity Committee and addressed according to the school's positive disciplinary regulations.

Building academic integrity among students is a long journey that requires the students' self-awareness as well as the support of teachers and parents in various aspects of learning.

Party	Responsibility
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Teachers	Teachers are responsible for discussing academic honesty with students and encouraging them to truthfully acknowledge the resources that have supported them in completing their assignments, such as help from friends, assistance from parents, or other sources of information. Teachers should set an example by transparently citing and acknowledging the sources that have supported their teaching.
Students	Students are expected to honestly acknowledge the sources that have supported them in their learning. They are encouraged to complete their homework independently, emphasizing that the effort should be their own.
Parents	Parents are expected to understand the school's Academic Integrity policy and support its implementation by fostering an environment of trust and honesty at home.

4.2. Academic Support Program

In line with the goal of helping students achieve their desired academic outcomes, UTS has implemented a Learning Support Program for students at the school.

We understand that each student has different backgrounds and skills, and some may struggle to adapt to the learning program at UTS. Therefore, the Learning Support Program has been designed to make the curriculum more accessible to students who have not yet achieved the expected results. These students will be allocated in supplementary classes (Tutorials) to receive additional support in strengthening their basic English skills if the International Program teachers identify this need. The small group setting allows teachers to better recognize each student's individual needs and provide appropriate support, thereby improving their English reading and comprehension skills, enabling them to keep up with the curriculum alongside their peers.

At UTS, we believe that every student has great potential for growth, and their journey of personal development is just as important as their academic achievements. This journey helps build students' confidence and courage to participate and integrate into their classes. This program provides opportunities for students facing challenges in the classroom to catch up with their peers in a safe, non-judgmental environment. The teachers teaching these classes are trained with the necessary skills and knowledge. UTS hopes that this program will support students in achieving the goals that both the students, their families, and the school aspire to.

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4.3. After-School Tutoring

4.3.1. General Regulations

UTS teachers are not permitted to tutor students outside of school hours. If parents have arranged for their child to receive tutoring outside of school, the tutor should communicate with the homeroom teacher to ensure that the tutor can best support the student.

4.3.2. Roles of Tutors

To prevent tutors from overly interfering with students' independent learning and to help students avoid violating the Academic Integrity policy, students and parents should clearly communicate the following guidelines to tutors:

- Tutors may assist students in understanding the terminology, content, and concepts of the subject.
- Tutors should not write any part or all of an essay, report, or review on behalf of the student.
- Tutors should not provide interpretations for students to include in their essays, reports, or reviews.
- Tutors should not write or dictate complete sentences for students to use in their assignments.
- Tutors should not perform calculations on behalf of the student.

If Parents (or students) are unclear about the appropriate behavior guidelines for tutors, they should discuss this with the teacher before the assignment is submitted. All the above behavior guidelines also apply to parents, siblings, friends, or any individual who assists with the student's learning.

4.4. Online Learning Guidelines

4.4.1. Online Learning Regulations

Prepare equipment and space

- The required equipment for participating in online learning includes a computer (desktop or laptop), a camera, a microphone, and a stable internet connection.
- The study environment should be quiet, and free from background noise such as TV sounds, conversations, or music.

Rules for participating in online classes

- Always keep the camera on and only turn it off with the teacher's permission.

- Always keep the microphone muted while the teacher is speaking and only unmute when requested.
- If you have any questions during the lesson, send a message to the class group. The teacher will address them afterward.
- Remember that the lesson will be recorded, including both spoken words and public messages in the group. Therefore, students should always maintain a polite and respectful attitude toward the teacher and classmates during the lesson.

Rules for participating in online classes

- Always keep the camera on and only turn it off with the teacher's permission.
- Always keep the microphone muted while the teacher is speaking and only unmute when requested.
- If you have any questions during the lesson, send a message to the class group. The teacher will address them afterward.
- Remember that the lesson will be recorded, including both spoken words and public messages in the group. Therefore, students should always maintain a polite and respectful attitude toward the teacher and classmates during the lesson.

4.4.2. Online Learning Platforms

MANAGEBAC

Functions:

- Check the schedule each semester.
- Receive notifications from the Academic Board and Teachers.
- Review the grade report.

Notes:

- Use polite language and communication style.
- Secure your email address and password.
- Use the "Private Message" feature to send individual messages.
- Add interactions with the "+" icon in each message.
- Review the ManageBac user guide before using it.

ManageBac user guide [here](#)

MICROSOFT TEAMS

Functions:

UTS VAN LANG COMPLEX

69/68 Dang Thuy Tram str.,
Binh Loi Trung ward, HCMC.

80/68 Duong Quang Ham str.
An Nhon ward, HCMC.

UTS BOTANIQUE CAMPUS

360D Ben Van Don str.,
Vinh Hoi ward, HCMC.

UTS SAIGON SOUTH CAMPUS

68 street no. 22,
Binh Hung commune, HCMC.

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info@utschool.edu.vn
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- Connect (message, share documents, etc.) with the class
- Participate in online classes.

Notes:

- Join classes on time and do not leave the class without the teacher's permission.
- Always keep the camera on during online classes. Always mute the microphone while the teacher is speaking and only unmute when requested. Additionally, students should use headphones or earphones to listen to the lecture well.
- If students have any questions during the lesson, click the raise hand icon and only unmute the microphone when the teacher calls on them to speak

4.5. School Counseling

In the effort to nurture the overall safety and well-being of all members of the community, UTS strives to create an open and connected environment where community members are listened, share, and receive both physical and emotional care. The Mental Health and Counseling team at the school is established with the goal of comprehensively receiving, assessing, and supporting issues and concerns related to mental and emotional health for all Students and Parents. The counseling team is always ready to support, intervene, and counsel on situations affecting the mental and emotional health of school members, as well as to provide ongoing support after intervention.

To ensure that the support and intervention provided by the Mental Health and Counseling office are effective, safeguarding safety, happiness, and confidentiality for all parties involved, the school has established the following procedures for receiving support and counseling for each case:

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80/68 Duong Quang Ham str.
An Nhon ward, HCMC.

UTS BOTANIQUE CAMPUS

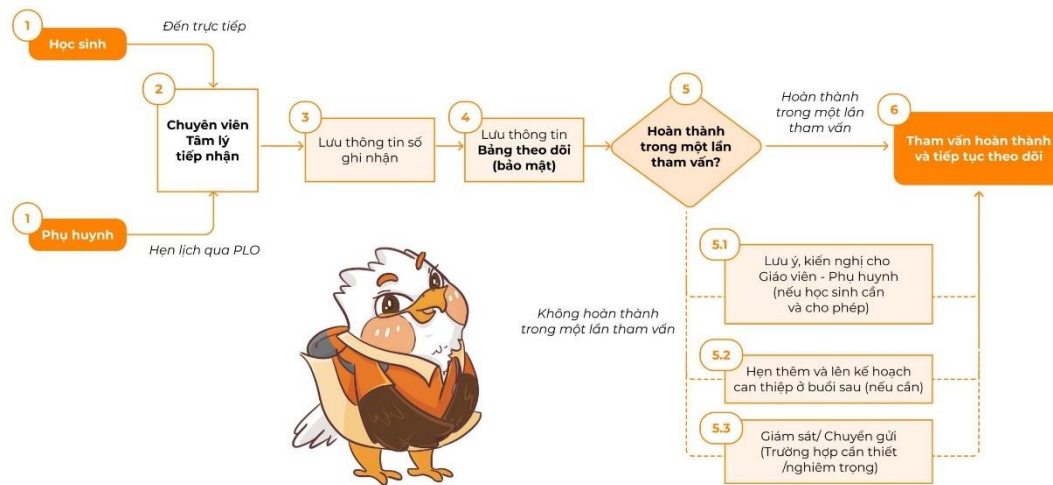
360D Ben Van Don str.,
Vinh Hoi ward, HCMC.

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4.5.1. Support and Counseling Process for Students – When Parents Proactively Seek Assistance



If Students or Parents notice psychological or emotional concerns and need support, they can proactively contact a counselor through the following process:

1. Receiving Information

- For Students: Students can contact the psychologist directly at the Mental Health and Counseling Office or schedule an appointment through their homeroom teacher.
- For Parents: Parents can contact and arrange a meeting with the psychologist through the Parent Liaison Office (PLO).

2. Counseling and Support

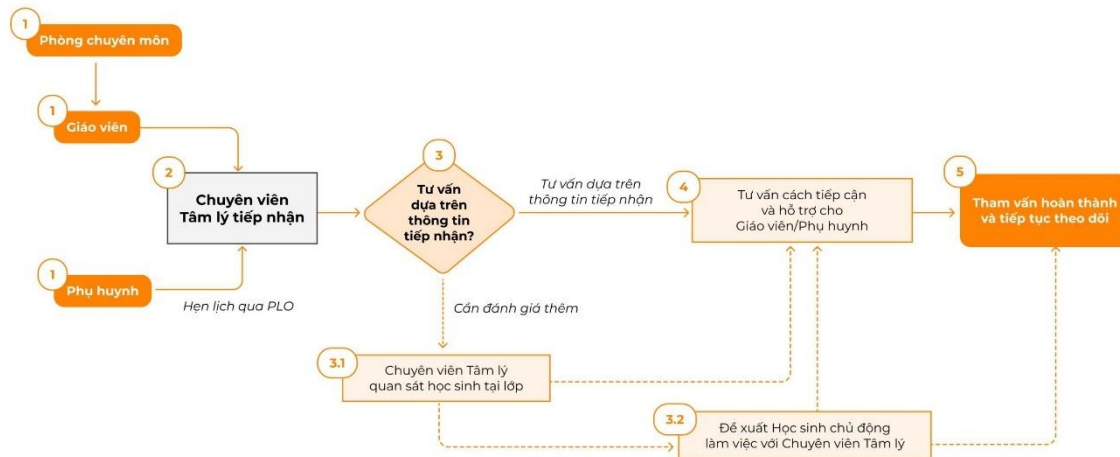
After receiving the information, the counselor will analyze, counsel, and support the Parents and Students. After each counseling session, the counselor will record information in the Counselling notebook and Observation form. All counseling content and recorded information are intended for long-term support and are kept completely confidential.

In some cases, the counselor may recommend one or more of the following steps:

- Schedule additional counseling and intervention sessions in the future.
- Suggest disclosing non-identifiable information to a more experienced specialist for supervision, ensuring the effectiveness of the counselling process.
- Transfer to a more suitable psychological counseling unit or a medical unit for in-depth mental health intervention.
- Provide teachers with Notes/Recommendations for additional support at school.

After completing the counseling, the psychologist will continue to monitor and make timely and appropriate adjustments to the support and intervention as needed.

4.5.2. Support and Counseling Referral Process for Students Who Have Not Proactively Sought Help



During the course of learning and daily school life, teachers, the professional team, families, or guardians may observe and express concerns about a student's psychological or emotional well-being. In such cases, they may contact the School Psychologist to seek advice on how to approach and support the student. The process is outlined as follows:

1. Information Referral

When concerns arise regarding a student's psychological or emotional state, teachers and parents/guardians may contact the Psychology Department for support

- For teachers: They may either contact the School Psychologist directly or share the information via the Academic Department, which will forward the case to the psychologist.
- For parents/guardians: They may contact the Parent and Student Services Department, which will relay the information to the School Psychologist.

2. Information Intake and Approach Consultation

After receiving the information, the School Psychologist will assess the situation and provide consultation on an appropriate approach to support the student. They will also guide and accompany teachers and parents/guardians throughout the implementation of the suggested approach. Depending on the situation, the psychologist may take one or both of the following steps before providing a final consultation:

- Classroom Observation: The psychologist may arrange one or more sessions to observe the student's behaviors in class, helping to determine a suitable support approach.

- Encouraging the Student to Seek Help Voluntarily: When deemed appropriate, the psychologist may recommend that the student be encouraged to engage in one-on-one sessions. This must be based entirely on the student's willingness, and the process will remain strictly confidential.

Throughout and after the consultation process, the School Psychologist will continuously monitor the student's progress and responses, making necessary adjustments and providing updated guidance or additional support as needed.

4.6. Experiential Learning Activities

Experiential Learning Activities at UTS are designed and guided by the School's educational philosophy, aiming to nurture the 6 core values as well as to build Global Citizenship and Cross-cultural Learning spirit in students. Upon enrollment, students can choose to join clubs in various areas. Throughout their studies, they are also involved in Experiential Learning programs outside the school campus to explore additional valuable knowledge.

4.6.1. Club System

Activity Schedule: Clubs will take place from Monday to Thursday each week, within the School's campus.

- Open Clubs (No Fee): 15:50 – 16:30
- Intensive Clubs (Fee Required): 15:50 – 16:50

Club Information

UTS organizes Clubs so that students can choose to participate according to a fixed weekly schedule. These Clubs enable students to experience new knowledge and skills outside of the regular curriculum. The Clubs are taught by a team of qualified Teachers/Coaches, allowing students to fully develop their talents and interests, as well as providing them with valuable relaxation time and opportunities to connect with peers in their grade. The Clubs at UTS include the following main groups:

- Art Club: Guides students to experience various art subjects such as Embroidery, Music, etc.
- Sports Club: Guides students to experience various sports subjects such as Badminton, Football, etc.
- Skills Club: Guides students to practice useful skills such as MC, Life Skills, etc.
- Thinking Club: Guides students to develop logical thinking and problem-solving skills, such as Cognitive Math, Fun Science, etc.
- Intensive Club: Includes various subjects, allowing students to practice in-depth and refine their skills further.

4.6.2. Experiential Learning Activities

To provide students with valuable practical experiences and build connections with the surrounding community, thereby promoting Global Citizenship and Service Learning, the school regularly organizes off-campus Experiential Learning trips. These trips allow students to explore various aspects of society, such as learning about different professions, visiting culturally and historically significant sites, and addressing related issues, which complements the knowledge gained in their academic subjects.

When participating in Experiential Learning Activities, students are supervised and managed by teachers and school staff. Students are guided to adhere to the school's principles, expectations, and safety standards at all times. Throughout the Experiential Learning process, school medical staff and teachers are always available to support any health-related situations.

4.7. UTS House System

The House System at UTS is an integral part of the UTS' commitment to providing a comprehensive education. For this reason, participation in the UTS House System is mandatory for all students and staff.

A school's House System plays a crucial role in creating a well-rounded development environment. Throughout the school year, the school will organize a variety of House competitions and events to encourage team spirit, a sense of responsibility, individual talents, and most importantly, to strengthen friendships within the class and foster close connections between different grade levels. The House Activities Program focuses on the following aspects:

- Global Citizenship and Sustainability
- Safety and Well-being
- Intercultural Learning

The UTS House System consists of six Houses, each named after a precious gem. These names were chosen with the belief that each student is a precious gem, possessing unique qualities, colors, and potential. The mission of the educators at UTS is to polish and nurture these talents so that students can shine brightly.

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Upon enrollment, all students will be assigned to a House to ensure that each House has a balanced number of students across all grades, fostering diversity and inclusivity in every aspect. If a student has siblings, all siblings will be assigned to the same House to facilitate orientation and familiarization. Once assigned, students will remain in the same House throughout their school years.

Students will be randomly assigned to Houses to ensure an even distribution of boys and girls and a balanced number of students across grades in each House. This method aims to create equilibrium among the Houses, thereby promoting a spirit of healthy competition.

The school expects all students and teachers/staff to wear their House shirts on days when House competitions and events are held. This action serves as a tangible symbol of each individual's connection to their House and fosters unity and close friendships among participants.

5. FACILITIES AND RESOURCES

5.1. General Regulations

5.1.1. Maintenance of Shared Property

School property is provided to serve the purposes of teaching and learning. Proper use and maintenance of school property ensure that all members of the school have equal opportunities to access and use these shared resources. Therefore, all students must be conscious of and contribute to the preservation of school property.

Students who cause damage to school property will be required to pay for the repair or replacement of the damaged items.

The policy will be communicated in writing for each specific case.

5.1.2. Foods and Beverages On School Premises

Students are not allowed to bring food or beverages (except plain water) onto the school campus.

However, students who are on the self-catering meal plan are permitted to bring their own breakfast, lunch, and afternoon snacks to be consumed in the canteen

Chewing gum is strictly prohibited on campus and on school buses.

Please note: The school does not organize birthday celebrations for individual students. Instead, homeroom teachers will acknowledge and celebrate all students with birthdays in the month during class community gatherings.

5.1.3. Pets

Except for educational purposes with prior permission from the school administration, pets are not allowed on the school premises under any circumstances or at any time.

5.2. Lost and Found

5.2.1. Personal Property Management

All students are responsible for managing their personal property. The school advises against bringing valuable items such as large sums of money or valuable objects to class. It is the responsibility of each student to safeguard and protect their personal belongings; the school is not responsible for any loss of personal property.

A UTS model demonstrates honesty and respect in both academic and daily life. Students who find lost items should return them to their owner or submit them to the school office. Students found stealing other people's belongings will face the highest level of disciplinary action.

5.2.2. Use of Lockers

Each student is provided with a personal locker. Lockers must be kept clean, tidy, and organized; writing or drawing on lockers is prohibited. Students who intentionally write, draw, or damage their lockers will face disciplinary action according to school regulations.

Items in a student's locker are considered personal and confidential. Therefore, students have the right to report to the school to prevent any intentional breaches of their own or others' lockers. Intentional breaches of someone else's locker will result in disciplinary action according to school regulations.

Students are not allowed to store food, drinks, pets, or hazardous items in their personal lockers.

Before the end of the school year, students must clean their lockers and remove all items from them. After the school year ends, the school will conduct an inspection and thorough cleaning of the locker system to prepare for the new school year. Any items left in the lockers at this time, if not reported as lost by the students, will be discarded by the school. Any damage to the lockers discovered at this time will be investigated, addressed, and disciplinary action will be taken according to school regulations.

5.2.3. Personal Belongings

All personal belongings must be clearly labeled with the owner's name. Students are responsible for keeping their belongings safe and for properly storing their books and learning materials.

Students are expected to take care of both personal and shared property. Valuable items or large sums of money should not be brought to school. Students are fully responsible for any loss or damage to their personal property.

5.2.4. Handling Lost Items

In the case of a lost personal item, students must immediately notify their Homeroom teacher or the Academic Board.

For lost items found in public areas, students or staff should hand the items over to the School Office. Students who frequently request assistance in finding their lost items may be reminded of their own carelessness.

After 30 days from the date the lost item is received, any items that remain unclaimed will be donated to the Student Volunteer Association for charitable activities. UTS is not responsible for lost items that are not reclaimed.

5.2.5. Important Notes

UTS will assist in investigations but is not responsible for lost or stolen items. In special cases, the school reserves the right to conduct random checks of students' lockers (under the supervision of the Homeroom Teacher, School Security, and a student representative).

5.3. School Transportation

UTS organizes a school bus service for all grade levels to increase convenience for students. Parents need to contact the Parent Liaison Office (PLO) to register their children for the service. The School Service Office, along with bus supervisors, will continuously monitor the service to ensure student safety and well-being throughout the journey.

5.3.1. Transportation Rules and Regulations:

Parents are requested to refer to the UTS School Bus Rules [HERE](#).

5.3.2. General Information on the Transportation Services:

UTS organizes the school bus service for all grade levels to enhance convenience for students.

For detailed information about the service, parents are encouraged to visit the following links:

- [List of bus stops at UTS Van Lang Campus](#)
- [List of bus stops at UTS Saigon South Campus](#)

5.3.3. Registering for Transportation Services:

Parents should contact the Parent Liaison Office via hotline (028) 710 27788 or email at office@utschool.edu.vn to register their children for the service.

If any changes in the bus route are needed, parents should notify the Parent Liaison Office at least one week in advance. The office will survey the new route and inform parents about the possibility and any applicable fees after adjustments.

5.3.4. Cancellation of Transportation Services:

If a student stops using the bus service, parents must notify the school by filling out a form or sending an email to office@utschool.edu.vn before the 15th of each month.

5.4. Library

The UTS library is well-equipped with resources for student research and learning.

OPERATING HOURS

Monday to Friday: 7:45 AM – 5:00 PM.

LIBRARY REGULATIONS:

Students are responsible for all books they borrow and must take good care of them both at school and at home.

Each student may borrow up to two books at a time.

Books may be borrowed before and after school, during lunch break, and recess.

The loan period is two weeks. After this period, students must either return the book(s) or visit the library to renew the loan.

Students with overdue books will not be allowed to borrow additional items until the overdue books are returned or renewed.

If a book is lost or damaged, the student must replace it before being allowed to borrow any more books from the library.

5.5. Canteen and Meal Services

The school's meal service is provided by a professional catering company. Meals are prepared and cooked daily at the school to ensure food safety and a balanced diet for all students.

5.5.1. Registration for Meal Services

Parents are required to contact the Parent Liaison Office via hotline (028) 710 27788 or email office@utschool.edu.vn to register their child for school services.

For students registering for meal services at the beginning of the semester: Meal fees must be fully paid at least 7 days prior to the start of the service.

For students registering during the school year: Meal fees must be paid at least 2 days before the student begins using the service.

If the student has a history of allergies or any special health-related concerns, parents are kindly requested to provide full information to the Parent Liaison Office via the School Services Information Form (provided during the enrollment process) or by updating the school via email at office@utschool.edu.vn.

5.5.2. Cancellation of Meal Services:

If a student wishes to discontinue the meal service, parents should notify the Parent Liaison Office via hotline (028) 710 27788 or email at office@utschool.edu.vn at least two working days in advance and complete the Service Cancellation Form.

5.5.3. Fee Policy:

Meal Service Fees will only be deferred or refunded under the following circumstances:

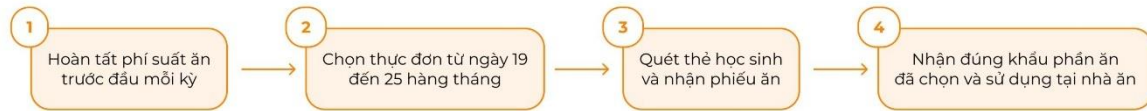
1. Student absence with prior notice: The student is absent from school and the homeroom teacher is informed before 9:00 AM on the previous school day. For example: If the student will be absent on Wednesday, notice must be sent to the homeroom teacher before 9:00 AM on Tuesday. The school will only process refunds for cases with timely notice.

2. Medical condition requiring special diet: The student has a medical condition that requires a special diet as advised by a medical specialist, resulting in a temporary suspension of the school meal service. The school will refund fees for cases in which parents notify the Parent Liaison Office (PLO) before 9:00 AM on the previous school day, and provide valid medical documentation.

Refund calculation unit: by day.

Deferred fees will be refunded at the end of the school year.

5.5.4. Guidelines for School Meals Participation:



Parents and students must place monthly meal orders through the following links from the 19th to the 25th of each month:

- UTS Van Lang Complex: [\[CLICK HERE\]](#)
- UTS Saigon South Campus: [\[CLICK HERE\]](#)

Parents and students can view their selected menus and access the student's daily meal participation history via the above links.

In addition to the main daily meals provided, parents and students may top up the student's card account to purchase snacks and beverages at the UTS Snack Bar (optional).

Using the student ID card to access the Meal Service is mandatory.

In cases where a student forgets or loses their student ID card, they must contact the School Services Office for assistance in obtaining a temporary meal voucher.

5.5.5. Important Notes for Students on the Self-Catering Meal Plan

Self-Catering Confirmation: Parents are required to complete the Self-Catering Confirmation Form and submit it to the Parent Information Center (PLO) or via email to office@utschool.edu.vn at the beginning of each term/semester, at least 2 (two) working days in advance. By submitting the form, parents agree to take full responsibility for any issues arising from the use of food not provided by the school.

Bringing Meals from Home: Parents and students must prepare and bring meals at the beginning of the school day. The school does not accept food drop-offs or provide food storage services.

Designated Area and Equipment: The school provides a designated area for students to place their meals and has microwave ovens available for self-catering students. Therefore, parents should ensure meals are packed in microwave-safe containers made of appropriate, safe materials.

6. Health and School Safety

6.1 ID Cards and Usage Regulations

School safety is always a top priority at UTS. Therefore, all security control within the UTS campus is implemented through the issuance and application of identification cards for the entire community. The types of identification cards used at UTS are as follows:

6.1.1 Student ID Cards

Applicable to: All students at UTS.

Purpose of Use: Identification card.

- To identify students when entering and exiting the school.
- To participate in meal services at the school canteen.

6.1.2. Parent ID Cards

Applicable to: Parents of children currently enrolled at UTS.

Purpose of Use: Parents can use the Parent ICard to access certain school services, including:

- Identifying parents when entering and exiting the school.
- Monitoring student pick-up and drop-off through the UTS Go Safe app.

6.1.3. General Regulations

The UTS identification card is the property of the school and will become invalid if the user is no longer a member of the UTS community.

The card is not redeemable for cash.

The identification card allows users to recharge with additional fees to access additional services at the UTS store and the school canteen.

6.1.4. Issuance and Replacement of ID cards

Student ID Cards: UTS students will be issued one (1) free identification card at the start of each educational level (Primary, Secondary, and High School). Each student receives one (1) card, which includes the displayed information: student ID, student name, and an associated service account linked to the student's identification.

Parent ID Cards: Each family will be issued two (2) cards, which include the following information: student ID and student name.

If a parent or student loses or damages their card, a reissue fee is required:

- Student card: 100,000 VND per set, which includes one (1) card and one (1) lanyard.

- Parent card: 100,000 VND per set, which includes two (2) cards but does not include a lanyard.

The new card will be provided within 15 days after the payment of the reissue fee.

*Note:

- Immediately after issuing a new card, all account balances from the current card will be transferred to the new card.
- The old card will no longer be valid once it has been deactivated and replaced with a new card.

The school reserves the right to reclaim the card or refuse to issue a card to students and carry out security checks if there are suspicions or if the individual cannot be identified as a parent of the student.

6.2. Child Protection Policy

The child protection policy at UTS is established to ensure the safety and comprehensive development of students. The policy focuses on safeguarding children from abuse, preventing health deterioration, and ensuring a suitable developmental environment. The effectiveness of this policy requires coordination between teachers, staff, and child protection specialists. Prevention is the primary approach, but when necessary, the school will work with families and relevant authorities to address cases of abuse.

At UTS, child abuse and neglect are defined as follows:

- Physical Abuse: Intentional infliction of injury.
- Sexual Abuse: Coercion of a child into sexual activity.
- Emotional Abuse: Emotional maltreatment, causing negative psychological impact.
- Neglect: Failure to provide basic needs.

If there are suspicions of abuse or neglect, students may self-report, or teachers and staff who observe such issues should report them to the Child Protection Officer and complete the Incident Report Form.

The school will follow this procedure:

- Report suspicions of abuse or neglect to the Child Protection Officer using the Concern Report Form (completely confidential).
- Assist students in filing a complaint regarding abusive conduct.
- Investigate and address reports promptly and confidentially.

- Document details of injuries and incidents.
- Reports are sent to the child protection officer and are not kept in the student's records.

Child Protection Officer Contact Information:

- UTS Van Lang Complex: [HERE](#)
- UTS Saigon South Campus: [HERE](#)

Please view the complete details of the Child Protection Policy [here](#).

6.3. Student Health Care

6.3.1. School Health Office

UTS aims for students to remain healthy and energetic to excel in their studies. To achieve this, the school is equipped with a standard clinic to address students' health needs. The school clinic staff are available during operational hours to ensure the well-being of students, teachers, and staff, maintaining close communication with the UTS Academic Board, teachers, and the canteen to ensure a safe and healthy environment for all community members. Additionally, clinic staff can perform basic first aid procedures, assist with monitoring, and guide students on punctual medication according to prescriptions provided by parents.

At the beginning of the school year, parents need to inform the school clinic about any special health conditions of their children (if applicable) so that health staff can closely supervise their physical condition.

FUNCTIONS OF THE SCHOOL CLINIC

- General health care and treatment of minor injuries on-site.
- Monitoring health conditions and preventing the spread of infectious diseases within the school community.
- Checking prescriptions and ensuring correct medication use by students.
- Performing on-site first aid.

REGULATIONS IN THE SCHOOL CLINIC

If a student shows signs of illness or injury, they will be taken to the clinic by a teacher or school staff member.

Students are not allowed to enter the clinic during class hours without permission from their homeroom teacher or subject teacher.

Students are prohibited from using electronic devices in the clinic.

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Students must not use medical equipment or medication in the clinic without permission and guidance from clinic staff.

6.3.2. Regular Health Check-Up Program

Students receive a general health check-up once per academic year, with BMI measurements taken twice per academic year.

According to the regulations of the Ministry of Health and the Insurance Law, all students from Grade 1 to Grade 12 are required to have mandatory health insurance. Students can register for a health insurance card at the school. Students enrolled at UTS will receive free health insurance (in accordance with the Ministry of Health's regulations for students who are Vietnamese nationals) and accident insurance. If students already have a health insurance card, they must provide the card number to the school. To ensure the comprehensive care and protection of students' health, UTS registers and provides accident insurance for all students attending the school.

6.3.4. Student Health Information

To effectively take care of student health, the school needs to have detailed information about students' health conditions and medical history. Therefore, before the start of the school year, parents are required to complete the "Enrollment Form" and the "Student Health Information Declaration Form" with details about their child's health and any medical conditions. Parents must clearly state any illnesses or allergies that their child has. Additionally, parents are required to notify the school of any instances where the student becomes ill, has an accident, or is hospitalized.

If a student is diagnosed with conditions such as anaphylaxis or asthma, parents need to prepare and provide emergency medication to the school clinic. For example, students diagnosed with anaphylaxis should provide at least one EpiPen for emergency treatment to the school clinic. For field trips or extracurricular activities, parents should provide at least two EpiPens to the school.

6.3.5. Health Care Protocol

When a student shows signs of illness or sustains an injury, they will be taken to the school clinic for examination and assessment by medical staff. If the student has only a minor injury and does not need to go home, the medical staff will provide first aid and monitor the student in the clinic. If the student displays more severe symptoms, the medical staff will notify the homeroom teacher, who will then contact the parents to update them on the student's condition and arrange for the student to be picked up and taken home.

INITIAL FIRST AID

The school clinic will provide initial first aid to students who fall ill or sustain injuries within the school premises or while participating in extracurricular activities organized by the school. If a student is injured or shows signs of illness, they will first be taken to the clinic for examination and assessment by medical staff. All cases of students being taken to the clinic will be recorded in the clinic's records.

EMERGENCY CARE

If a student exhibits severe symptoms of illness or sustains serious injuries, the school will contact the parents using the phone numbers provided to confirm the need for emergency transfer to a medical facility. If the school is unable to reach the parents using the provided phone numbers, the student will be transported to the nearest medical facility for examination and treatment. School medical staff or other school personnel will remain at the medical facility until the parents arrive. In such cases, the parents will be responsible for covering all associated costs.

MEDICATION MANAGEMENT AT SCHOOL

Only the school's medical staff has the right and obligation to manage medication at the school. School staff and caregivers do not have the right and obligation to manage medication or prescribe medication at school. When parents send medication to students, only the medical staff are allowed to supervise the student's medication intake.

6.3.6. Medication Brought from Home

For students who need to take medication brought from home, parents are required to submit a doctor's prescription and complete the "Medicines – Medical Supplies Registration Form" to the school clinic. The "Medicines – Medical Supplies Registration Form" should include the following information:

- Student's full name
- Class
- Parent's full name
- Details of the medication: Name of the medication, dosage schedule, and dosage amount
- Medication must be within its expiration date, properly sealed, and not damaged or wet. The medication container should clearly display the student's name, medication name, and dosage.

Medication use regulations at school

The administration and support for students taking medication at school are part of UTS's health care program. To ensure the safety and well-being of students, the School Services

Office provides parents/guardians with the following guidelines and regulations regarding the deposit of medication and medical supplies:

Eligible students for medication deposit and use:

- Medication deposit and use at school are applicable for primary school students and require a prescription or a medication deposit form signed by the parent or direct guardian.
- Medication deposit and use at school are not applicable for **preschool students** except in cases of chronic conditions or long-term treatment as prescribed by a treating physician (with limited exceptions).

Important notes for medication deposit and use at school:

To ensure the safe and effective use of medication, to prevent poisoning, and to avoid adverse reactions caused by improper use of medication, parents are requested to observe the following regulations regarding medication use and student health care at the school:

- Medication sent for students to take at school must be accompanied by a written request and confirmation from the parent/guardian, along with a prescription that includes instructions for use. If the medication is provided with a doctor's prescription but lacks labels, expiration date, or manufacturer information, the medical staff will refuse to accept the medication.
- The school does not accept the deposit of antibiotics, supplements, and dietary supplements (except in cases where a doctor's prescription is provided).
- For medications that do not require a doctor's prescription, the school will only accept symptom-relief syrups, nasal saline drops, and oral rehydration solutions.
- Medication deposit and use without a prescription from the parent/guardian are only permitted for common ailments with short-term treatment (e.g., colds, runny noses, headaches, and conditions that do not require specialized medication).
- For long-term medication that requires special storage, parents are requested to provide clear labeling.
- Medical staff will inform the Academic Board and the student's homeroom teacher about any long-term medication use (including both prescribed and non-prescribed medication).

Procedure for accepting the deposit of and using medication at school:

- Medical staff will accept medication directly from parents at the school entrance between 07:00 and 07:40 daily, and at the school clinic during all other hours.
- If it is not possible to deliver medication directly to the school, parents may give it to the school's transportation support staff (if the student is using the school transport service) or to the homeroom teacher.

- To ensure that the medication delivery is completed and that the student takes the correct dosage safely, parents are requested to fill out the Medicines – Medical Supplies Registration Form attached HERE or provide it along with the doctor’s prescription (valid for the examination period).

The school clinic will refuse to allow the student to use medication at school if the medication is delivered directly by the student without written confirmation from the parent/guardian or homeroom teacher as outlined above.

6.4. Emergency Response Drills

The safety of students is a collective responsibility of the whole school. In the event of an emergency requiring evacuation or lockdown, students and visitors on campus must follow the instructions given by teachers and building staff.

- All school buildings are equipped with smoke detectors and fire alarm systems that meet current safety standards. When the fire alarm sounds, all students must immediately leave the building according to the instructions and guidance of their teachers. Students must not return to the building until they receive an “all safe” signal from the principal. The school conducts annual fire drills to familiarize students, teachers, and staff with the procedures.
- During a fire alarm, visitors on campus should follow the directions of building staff to be guided to the designated assembly area with other visitors.

LOCKDOWN

In the event of a lockdown, all students and visitors must follow the instructions of teachers and maintain order until they receive an “all safe” signal from the principal.

EVACUATION PLAN

- In emergency situations requiring evacuation from the building, the principal and teachers are responsible for ensuring the safety of all students.
- Once students have been moved to a safe area, parents will be immediately notified via SMS about the emergency and further details.

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