

TESLA Education

Secondary

Grade 6 – Grade 12

Parent-Student Handbook

2025-2026

TESLA – Our Story

TESLA Education, named after the visionary scientist Nikola TESLA, is a hub for innovative, holistic education in Vietnam. Since its founding in 2015, TESLA has been dedicated to shaping future-ready students with a strong ethical foundation, global awareness, and a passion for innovation.

Our campus in Tan Binh started with Early Years education and has since expanded to include Primary and Middle School programs. By the 2025-2026 academic year, TESLA will offer a complete educational pathway, including Senior Secondary School (Grades 10-12), providing students with a seamless journey toward academic and personal success.

TESLA blends the prestigious International Baccalaureate (IB) framework with the Vietnamese National Curriculum, offering students an education that is both globally recognized and locally rooted. Our mission is to empower young minds to dream big, think critically, and lead with purpose, guided by values of creativity, collaboration, and social responsibility.

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Part A. Welcome to the TESLA Journey

Head of School's Foreword

'Believe in the boundless potential of every student'.

Welcome to TESLA Education. It is with great pleasure that I introduce you to our vibrant and dynamic academic community, where the boundless potential of every student is nurtured and celebrated.

At TESLA Education, we are committed to fostering an environment where students are encouraged to explore their passions, challenge themselves, and achieve more than they ever thought possible. Our mission is to provide a holistic education that not only focuses on academic excellence but also on the personal growth and development of each student.

As an educator with a diverse background, my journey has been dedicated to creating opportunities for young people to become ethical, compassionate, and globally-minded citizens. In today's interconnected world, it is essential that our students are equipped with the skills and values needed to make a positive impact both locally and globally. I firmly believe that TESLA Education is the place where these future leaders are shaped.

One of the unique aspects of TESLA Education is our deep respect for and integration of our own culture and heritage. We value the importance of the Vietnamese national curriculum, ensuring that our students remain connected to their roots while benefiting from an internationally recognized education. This dual approach allows our students to develop a strong sense of identity and pride in their cultural heritage, alongside the skills and knowledge needed to thrive in a global context.

From the early years to the final stages of Grade 12, our dedicated and progressive teachers are committed to guiding each student on their unique learning journey. Our comprehensive curriculum ensures that our students receive a well-rounded education that prepares them for the challenges and opportunities of the future.

Our students graduate with confidence, kindness, and a strong sense of purpose. They are brave enough to use their voices, wise enough to listen to their hearts, and strong enough to create lives of meaning and impact.

I invite you to explore all that TESLA Education has to offer and to join us in our mission to inspire and empower the next generation of leaders.

Sincerely,

Kim Peters
Head of School
TESLA Education

Vision, Mission and Core Values

Vision:

We envision a future where every student becomes a bold innovator, strengthening Vietnam through their contributions and leading globally with empathy and insight. Our school will be a hub of ideas that drive Vietnam's growth and inspire solutions for the world's challenges. We redefine education by blending local cultural pride with a global mindset, preparing students to shape a sustainable, inclusive future. In our environment, students explore the world beyond.

Mission:

At TESLA Education, we seek to ignite curiosity, break barriers, and empower students to think boldly, take risks, and lead the future with purpose and passion. We cultivate fearless learners who dream big, challenge conventions, and innovate to advance Vietnam's development while addressing global opportunities and challenges. We nurture future pioneers who hold fast to local traditions yet are ready to collaborate and lead in an interconnected world. Together, we create a community where creativity, collaboration, and a commitment to progress drive every learning opportunity, ensuring our students shape the future of Vietnam and the global stage.

Core Values

At TESLA Education, we foster innovation and leadership, anchored by our core values:

- Integrity: Upholding honesty, commitment, and accountability.
- Growth: Striving for excellence through active engagement.
- Caring: Valuing compassion and empathy, promoting wellbeing.
- Community: Embracing collaboration, open-mindedness, and global awareness.

Beliefs and Principles

We nurture a community of learners, recognizing each individual's potential. Lifelong learning begins with curiosity, inquiry, and personal growth through knowledge and skills acquisition. Our principles are:

- Engagement: Active involvement and self-awareness.
- Risk-Taking: Exploring new ideas, different perspectives, and learning from mistakes.
- Collaboration: Thriving in safe, positive, and caring relationships.
- Inclusivity: Engaging in meaningful, relevant, and challenging opportunities.

Intercultural Understanding

We promote intercultural learning and global citizenship that is inclusive, ethical, interconnected, and respectful of individual backgrounds and Vietnamese culture. We define intercultural understanding as: "International Mindedness starts at 'home' with a profound appreciation of Vietnamese and other cultures, our diversity, and recognition of our local and global responsibility as embodied in the International Baccalaureate (IB) Learner Profile."

Safeguarding Our Community

At TESLA, safeguarding is a shared responsibility and a core commitment. Aligned with IB philosophy and CIS standards, we ensure that every student learns in a safe, supportive, and respectful environment.

We promote the physical, emotional, and psychological wellbeing of all students through proactive policies, clear reporting procedures, and a culture of care and trust. All staff are trained in child protection and are committed to upholding the highest standards of student welfare.

IB Learner Profile



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.	OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.	CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.	RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.	BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.	REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Accreditations and Curriculum Standards

TESLA is proud to offer a globally recognized, future-ready curriculum grounded in international best practices. We are guided by the standards of the International Baccalaureate (IB) and the Council of International Schools (CIS), ensuring a rigorous, student-centered education that nurtures critical thinking, global citizenship, and personal growth.



Authorized – Primary Years Programme (PYP)

Inquiry-based framework for students aged 3–12, focusing on transdisciplinary learning and student agency.



IB Middle Years Programme (MYP) – Candidate School

For students aged 11–16. The MYP emphasizes conceptual understanding, intercultural awareness, and interdisciplinary learning.



IB Diploma Programme (DP) – Candidate School

For students aged 16–19. The DP prepares students for top universities worldwide through rigorous academic and personal development.



Accredited - Cambridge International Program

TESLA offers select IGCSE subjects to provide a globally benchmarked academic experience in Grades 9–10. IGCSE builds a strong foundation in core disciplines and prepares students for the IB Diploma Programme.

Curriculum Standards by Subject Area

Subject	Curriculum Standards
English Language Arts	<i>US Common Core Standards (CCSS)</i> – Emphasizes reading, writing, and analytical thinking for college and career readiness.
Languages	<i>Delivered through the IB framework, with an emphasis on communication, intercultural understanding, and academic literacy.</i>
Mathematics	<i>Eureka Math (aligned to CCSS)</i> – Builds deep conceptual understanding through problem-solving and real-world application.
Science	<i>Next Generation Science Standards (NGSS)</i> – Integrates inquiry, engineering, and scientific practices.
Social Studies	<i>AERO Standards</i> – Promotes civic understanding, cultural awareness, and global responsibility.
Health & PE	<i>SHAPE Standards (USA)</i> – Develops lifelong fitness, wellness habits, and responsible decision-making.
The Arts	<i>National Core Arts Standards (NCAS)</i> – Encourages creativity and expression in visual arts, music, drama, and media.

ICT & Digital Literacy	<i>ISTE Standards</i> – Focus on digital citizenship, coding, design thinking, and ethical technology use.
Library & Research	<i>AASL Standards</i> – Support inquiry-based learning, information literacy, and a love of reading.

Part B. Thriving in Our School Community

TESLA Education

Contact Details:

Office Hours: Monday – Friday, 7:30 am – 5.30 pm

School Address: 71B Hoàng Hoa Thám, Phường 13, Tân Bình
Hồ Chí Minh 70000, The Socialist Republic of Vietnam

Telephone: +84 984 948 080

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Admission Inquiry: admissions@TESLA.edu.vn

Website: www.TESLA.edu.vn

Zalo OA: <https://zalo.me/4071252298302881756>

Facebook: <https://www.facebook.com/TESLAedugroup/>

Instagram: <https://www.instagram.com/TESLAeduvn/>

LinkedIn: <https://www.linkedin.com/.../TESLA-school-vietnam/mycompany/>

YouTube: https://www.youtube.com/channel/UCvmKGGnpdW_fQv0Bv-C5How

TikTok: <https://www.tiktok.com/@truongibquocteTESLA>

Secondary Staff:

Staff	Subjects	Email Address
Dr Ollie	Secondary Coordinator (MYP and DP)	Ollie.Peters@TESLA.edu.vn
Mr Gilfred	Mathematics G10 Advisory	Gilfred.Selibio@TESLA.edu.vn
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Mr Bao	Physical and Health Education	bao.nkq@TESLA.edu.vn

School Calendar & Timetable

Academic Calendar

TESLA's academic year is divided into two semesters, with each semester consisting of two terms. The official school calendar, including important dates for examinations, holidays, and school events, is published annually on TESLA's website for parents and students to refer to. In addition, TESLA offers a Summer Program during June and July. The specific schedule for this program is announced at the end of each school year.

Timetable

A typical school day at TESLA includes eight periods, each lasting 45 minutes. Students attend school from Monday to Friday. Occasionally, additional classes or makeup lessons may be scheduled outside of regular school hours, depending on co-curricular activities or special events. Each student's individual timetable is provided by their advisory teacher and can also be accessed through TESLA's SharePoint or by contacting the Admissions Team.

MYP & IGCSE (Grade 6 - 10) DP (Grade 11 – 12)	
Period	Time
Advisory	8:00 - 8:15
Period 1	8:15 - 9:00
Period 2	9:00 - 9:45
Morning Recess	9:45 - 10:00
Period 3	10:00 - 10:45
Period 4	10:45 - 11:30
Lunch & Break	11:30 - 12:30
Period 5	12:30 - 13:15
Period 6	13:15 - 14:00
Afternoon Break	14:00 - 14:15
Period 7	14:15 - 15:00
Period 8	15:00 - 15:45
Period 9 (After School Activities or Additional Class)	15:45 - 16:30



Everyday Life at TESLA

Arrival & Departure

Students may arrive at school either by bus or by being dropped off by parents. To ensure proper supervision, students should not arrive before 7:30 a.m. TESLA is not responsible for students left unattended before this time. Upon arrival, students proceed directly to their classrooms.

At the end of the school day, students are dismissed by their teachers and gather at designated collection points. Students using the school bus are escorted by a bus attendant, while those being picked up by parents wait in a supervised area.

The school provides a bus service for a fee. Students must be registered with the office to use the bus. Parents must contact the Admin Office by phone or email to make changes to their child's bus arrangements; changes cannot be made by the students themselves. For safety reasons, students must follow instructions from the bus attendant or driver when boarding the bus. Students are not permitted to use electronic devices for games (such as mobile phones, iPads, or tablets) on the bus. Updated information on bus stops and times can be obtained from the Admin Office.

Uniforms & Appearance

Students are required to wear the appropriate TESLA uniform each day. Uniform options include formal school uniforms, PE uniforms, and house t-shirts. These items are available for purchase from the Administration Office. The uniform guidelines are as follows:

- Formal uniforms must be worn from Monday to Friday.
- PE uniforms are worn during physical education and after-school activities.
- School or PE uniforms are required for school trips.
- House t-shirts may be worn on Fridays.
- Students who wear glasses should use sports goggles during PE, swimming, or sports classes.

Meals & Nutrition

TESLA partners with a professional catering company to provide nutritious Vietnamese and international-style meals, including breakfast, lunch, and snacks. To maintain hygiene and safety standards, students are not permitted to bring food from home or outside sources. The monthly meal plan is posted on the school dining hall notice board and can also be accessed on TESLA's website or by contacting the Administration Team.

Learning Environment

TESLA organizes students strictly by grade level, ensuring that students learn alongside peers of the same age and academic level. We do not operate composite classes. With small class sizes and a skilled teaching team, TESLA provides personalized and differentiated instruction to meet each student's needs.

Secondary students (Grades 6–12) participate in weekly assemblies that promote community, communication, and leadership. These gatherings include school updates, student-led presentations, and discussions on global and local topics aligned with IB values. Assemblies reinforce TESLA's commitment to respect, international-mindedness, and lifelong learning.

Health and Safety

TESLA prioritizes the health, safety, and well-being of all students and staff. The school maintains a secure and supportive environment through clear policies, emergency procedures, and access to medical care.

A qualified school nurse is available to provide first aid, monitor student health, and administer medication in accordance with Department of Health guidelines. The Health Center manages minor illnesses and injuries and refers students to external medical services when necessary.

For the health of all members of our school community, any student showing signs of contagious illness - such as diarrhea, persistent coughing, unexplained skin rashes, or high fever—will be asked to stay at home or go home if symptoms appear during the school day.

If your child becomes unwell during the day, our school nurse will contact parents or guardians immediately. If a child's condition requires urgent care and parents cannot pick up within 1 hour, the school will arrange hospital care for the child's safety. All medical costs will be the responsibility of the parents.

TESLA conducts regular evacuation and lockdown/earthquake drills to ensure preparedness. Fire safety systems are inspected routinely, and staff members are certified in first aid and CPR.

The Health Center shares regular updates with families on hygiene, nutrition, and disease prevention. Students also participate in health education programs that promote safe and healthy habits.

Administrative Support

The Administration Office supports all non-academic matters, including transportation, uniforms, tuition payments, and general inquiries. Parents are encouraged to contact the office for assistance with these services.

Family Connections at TESLA

TESLA Parent Association (TPA)

At TESLA, we believe that education thrives when families and schools work together. The TESLA Parent Association (TPA) is a dynamic and inclusive platform that connects parents, school leadership, and the wider community. It empowers families to be active partners in shaping a vibrant school experience for every student. Whether you're new to TESLA or a long-time member of our community, the TPA offers a welcoming space to connect, contribute, and make a difference.

The TPA plays a key role in:

- Enriching student life by supporting academic, social, and extracurricular programs.
- Building strong home-school connections through events, open dialogue, and shared feedback.
- Creating meaningful opportunities for families to engage with the school community.
- Ensuring that parent voices are heard and valued in school planning and decision-making.

Through the TPA, parents can:

- Attend inspiring workshops on parenting, student well-being, and academic success.
- Volunteer at school events, celebrations, and charitable initiatives.
- Contribute to fundraising efforts that support scholarships, student programs, and campus improvements.

Parent's Voice Matters

At TESLA, we believe that a strong school community is built on trust, respect, and open dialogue. We welcome feedback from parents and guardians and are committed to addressing concerns with care and professionalism. If you have any concerns related to teaching and learning, we encourage you to reach out directly to your child's teacher via TEAMS or email, or contact the academic coordinator. We kindly ask that parents avoid resolving student-related issues directly with other families. Our staff is here to support and mediate in a fair and constructive way.

Key Principles:

- Fair Process: All concerns are treated with respect, impartiality, and confidentiality.
- Timely Resolution: Issues are acknowledged within two working days and typically resolved within seven working days.
- Clear Escalation Path: If needed, concerns may be escalated from teachers to Program Coordinators and the Head of School.
- Continuous Improvement: Feedback is documented and used to enhance school policies and services.

TESLA House System – for Parents Too!

At TESLA, we believe that school spirit and community thrive when everyone gets involved—and that includes our amazing parents! We're excited to announce that parents are now part of the TESLA House System, joining students and staff in a vibrant tradition of teamwork, friendly competition, and shared celebration.

Attendance and Punctuality

Being present and on time is one of the most important habits for student success — not just at school, but in life. Every lesson builds on the next. At TESLA, we understand that sometimes life gets in the way — a traffic jam, a flooded road, or an unexpected situation. What matters is communication, honesty, and making school a priority.

Expectations

- Students should attend all school days unless there is a valid reason.
- Be on campus by 8:00 AM to begin the school day.
- Absences over 18 days may affect grade progression.

Being On Time

- Arriving after 8:15 AM is late.
- Three unexcused lates = one absence.

- Arrivals after 9:00 AM may count as a half-day absent.

Reporting Absences or Lateness

- Notify the school by 8:30 AM via phone, TEAMS, or email.
- Long-term absences need documentation. Sleeping in or taking family holidays is not considered an excused absence.

Frequent Lateness

- Repeated late arrivals without valid reason will prompt a meeting. TESLA reserves the right to refuse entry if lateness affects others' learning.
- Repeated absences from class (including arriving late routinely) may put a student's enrolment at risk of termination.

Excused Absences

For an absence or lateness to be considered excused, **acceptable documentation must be provided** to the TESLA **within 3 days of the student's return to school**. Please see the list below for examples of excused absences, acceptable documentation, and unexcused absences.

Example of Excused Absence / Lateness	Acceptable Documentation
Personal Illness	Note or email provided by parent or guardian. If absent longer than 3 days, a medical certificate verifying the illness or conditions causing the absence must be provided.
• Family Emergency. • Major road conditions or traffic. • Medical appointments or other appointments with authorities (e.g. embassy). • Participation in an off-campus competitions or other similar events	Note or email provided by parent or guardian.

Uniform and Appearance Expectations

Our school uniform is more than just clothing — it's part of what connects us as a community. Wearing the TESLA uniform with pride helps create a sense of belonging and shows respect for our shared learning environment.

General Expectations

- All students must wear the correct TESLA uniform from Monday to Friday.
- Uniforms must be clean, neat, and in good condition.

- PE uniforms are to be worn only for PE lessons, ASAs, or sports events.
- Students must follow dress codes for school trips or special events.
- No facial studs allowed.
- Hairstyles must be neat, clean and tidy. 'Extreme' haircuts or hair color not allowed.

Makeup, Tattoos, and Nail Polish

- Makeup should be discreet and not distract from learning.
- Temporary tattoos are not permitted.
- Permanent tattoos should be covered where appropriate. Students may be spoken to about visible tattoos.

Footwear Guidelines

- Students must wear closed shoes or sneakers.
- High heels and platform shoes are not allowed.
- Crocs and sandals may be permitted in certain settings if safe and appropriate.
- PE requires appropriate sports footwear.

Casual Day

Students are reminded that the day is a normal School Day in every other respect except that they are not required to wear School uniform. However, the mode of dress on these days should be suitable for the working environment with the emphasis on neatness and comfort, not decoration and poor taste.

Personal Items & Basic Stationery List

	Grade 6 - Grade 10	Grade 11 - Grade 12
Personal Items	• Water bottle • Personal hygiene items • Items for Swimming Lesson: Swimsuit, swimming goggles, swimming cap, towel, and waterproof bag	
Basic Stationery	• For Study: pencil case, pencils, pens, eraser, color pens, highlighters, and color pencils • From Grade 7: Mathematics Graphical Calculator (A math teacher will advise students a name of model) • The Performing & Visual Arts: A music and art teacher will provide with a list of items to purchase. The list will depend on the topics being studied.	• For Study: pencil case, pencils, pens, eraser, color pens, highlighters, and extra note pads or writing notebooks • Mathematics Graphical Calculator (A math teacher will advise students a name of model) • The Performing & Visual Arts: A music and art teacher will provide with a list of items to purchase. The list will depend on the topics being studied.

Computer	Screen Size ● 11 to 14 inches: This range offers a good balance between portability and usability. It's large enough for comfortable reading and working on assignments, yet small enough to carry around easily. CPU (Processor) ● Intel Core i5 or AMD Ryzen 5: These processors provide a good balance of performance and power efficiency, suitable for most school tasks. ● Apple M1 or M2: For Apple devices, these chips offer excellent performance and battery life. RAM (Memory) ● 8 GB: This is generally sufficient for multitasking and running educational software smoothly. ● 16 GB: If the budget allows, this can provide extra headroom for more demanding applications and future-proofing. Storage ● 256 GB SSD: Solid State Drives (SSDs) are faster and more reliable than traditional hard drives. 256 GB should be enough for schoolwork, apps, and some multimedia files. ● 512 GB SSD: If the budget allows, this provides more storage space for larger files and more applications. Battery Life ● 8 to 10 hours: Look for a device that can last a full school day on a single charge to avoid the need for frequent recharging. Weight ● Under 3 pounds (1.4 kg): A lightweight device is easier to carry around and less cumbersome for students. Additional Features ● Keyboard and Stylus: For tablets, consider getting a keyboard attachment and a stylus for easier typing and note-taking. ● Durability: Look for devices with sturdy build quality and consider getting a protective case or cover. ● Operating System: Ensure compatibility with the school's software and applications. Common options include Windows, macOS, and iPadOS.
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Depending on students' EC choice, there might be an EC related item to be purchased.

Visiting TESLA

Report to the Reception

We appreciate that all visitors report to the main reception. Without talking to the admin staff, visitors are not allowed to walk in a classroom or other learning areas.

No Smoking

TESLA campus is a smoke free zone, for the health and safety of the children, parents, staff or visitors are not permitted to smoke on campus property or within 30 meters of the campus at any time. This is strictly enforced on and around the TESLA Campus.

Pets and Animals at School

Some people see their pets as members of their family, they often refer to them as their “fur baby” and involve the pet in a range of family activities and events.

Animals can be fun, entertaining and educational and children may learn a lot from them, but they also present potential risks, children may have allergies, asthma, be immunocompromised, or have other health reasons, fears, phobias and even religious reasons to not be near animals. Animals can carry diseases, be anxious or aggressive and this can result in a variety of incidents, accidents or injuries.

TESLA has a commitment and responsibility to the safety and well-being of all our students. Therefore families should not bring any animal to the campus site at any time unless specifically authorized by the Principal (or delegate), this includes drop off and collection times. Only designated known therapy or assistance dog are allowed onto the site if the Principal (or delegate).

People who do bring animals to TESLA grounds without approval will be asked to leave with the animal.

No Coarse Language & Inappropriate Actions

Coarse implies roughness, rudeness, or crudeness of spirit, behavior, or language. TESLA has a commitment and responsibility to the safety and well-being of all our students. People who do use coarse language or show inappropriate actions at TESLA grounds - even if during their personal conversations on a mobile phone - will be advised and asked to leave.

No Photos / Video

Visitors should not take photos or video students at any time unless specifically authorized by the Principal (or delegate). Only designated known professionals authorized by the Principal (or delegate) are allowed onto the site to take photos or video students.

Respect and cooperation from all visitors at TESLA grounds are greatly appreciated.

Part C. Learning to Lead and Succeed

Academic Pathways at TESLA

At TESLA, our secondary curriculum is designed to inspire inquiry, foster a love for lifelong learning, and develop essential skills for success in an interconnected world. We encourage our students to be inquisitive, courageous, and reflective critical thinkers who take ownership of their learning journey.

Middle Years Programme (MYP) & Cambridge International General Certificate of Secondary Education (IGCSE)

TESLA is committed to delivering a high-quality, internationally recognised education that prepares students for the academic challenges of the IB Diploma Programme (DP) and success in higher education. In line with this vision, MYP e-Assessments are a compulsory part of the learning journey, ensuring students develop the skills and confidence needed for future academic achievement.

As a Cambridge International School, TESLA also offers students the opportunity to take the Cambridge IGCSE examinations in Grade 10 or 11. This dual pathway allows students to broaden their academic credentials and opens doors to a wider range of university options worldwide.

	Middle Years Programme (MYP)				
	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
English	English Language Acquisition (ELA)			English Language Acquisition * IGCSE English as a Second Language	
Vietnamese	Vietnamese Language and Literature			Vietnamese Language and Literature * IGCSE Vietnamese First Language	
I & S	Individuals & Societies			Individuals & Societies * IGCSE Business Studies * IGCSE Environmental Management	
Mathematics	Mathematics			* IGCSE Mathematics	
Science	Integrated Sciences: Biology, Chemistry, Physics, Earth Science			Integrated Sciences * IGCSE Combined Science	
Arts	Music & Visual Arts				
P.E.	Physical and Health Education				
Design	Design				

MYP Core	Service as Action Grade 10 Personal Project
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MYP Certificate Requirements:

To achieve the MYP certificate, students must complete the final year of the programme and meet specific criteria. Students must participate in the final year of the MYP, with a recommended period of participation of at least two years.

1. Subject Requirements: Complete assessments in six subjects, including:

- Language and literature
- Language acquisition (or a second language and literature)
- Individuals and societies
- Mathematics
- Sciences
- One subject from either arts, physical and health education, or design
- MYP Core Components: Personal Project, Service as Action, ATL Skills

2. Grade Requirements:

- Achieve at least a grade 3 in each of the six subjects
- Complete the personal project with at least a grade 3.
- Obtain a total of 28 points overall

3. MYP eAssessment includes three types of performances:

- Milestone Performance: Personal Project
- Assisted Performance: ePortfolio
- Individual Performance: On-screen Assessment

IGCSE Certificate Requirements:

To achieve the IGCSE certificate, students must complete a minimum number of subjects and meet specific grade requirements.

1. Subject Requirements:

- Students typically take a minimum of five IGCSE subjects.
- These subjects must include core areas such as Languages, Humanities, Sciences, Mathematics, and Creative/Vocational subjects.

2. Grade Requirements:

- Students must achieve a minimum grade of C (or Grade 4) in at least five subjects.
- The grading scale ranges from A* to G, with A* being the highest grade.

3. Assessment Types: IGCSE assessments can include written exams, oral exams, coursework, and practical assessments.

Diploma Programme (DP)

In Grades 11 and 12, TESLA students embark on the internationally acclaimed IB Diploma Programme (DP)—a rigorous and enriching two-year journey that prepares them for success at university and beyond. Recognized by top institutions around the world, the DP challenges students to think critically, act ethically, and engage with global perspectives.

The programme offers both academic depth and breadth, encouraging students to explore subjects they are passionate about while developing essential skills in research, communication, and independent learning. It also fosters international-mindedness and student mobility, making it an ideal pathway for those seeking global opportunities.

Full Diploma Requirements

Students pursuing the full IB Diploma will:

- Study six subjects: three at Higher Level (HL) and three at Standard Level (SL).
- Complete a 4,000-word Extended Essay (EE)—an independent research project.
- Participate in the Theory of Knowledge (TOK) course, exploring how knowledge is constructed and understood.
- Engage in the Creativity, Activity, Service (CAS) program, which promotes personal growth through experiential learning.

TESLA's dedicated faculty and supportive learning environment ensure that students are well-prepared to meet the demands of the DP and thrive in their academic and personal pursuits.

Diploma Programme (DP)					
Group 1 Studies in Language and Literature	Group 2 Language Acquisition	Group 3 Individuals and Societies	Group 4 Sciences	Group 5 Mathematics	Group 6
Vietnamese (HL or SL)	English B (HL or SL)	Business Management (HL or SL)	Biology (HL or SL)	Mathematics: Analysis and approaches (HL/SL)	A second subject from Group 3 or 4
Korean (HL or SL)	Vietnamese B (HL or SL)	Environmental Systems and Societies (SL only)	Chemistry (HL or SL)	Mathematics: Applications and interpretation (SL only)	
	Korean B (HL or SL)		Physics (HL or SL)		
			Environmental Systems and Societies (SL only)		

Integration of Vietnamese Context

TESLA Education integrates the Vietnamese cultural and regulatory context by:

- Curricular Elements: Including Vietnamese language, literature, and history as part of the curriculum.

- Local Perspectives: Incorporating local case studies and cultural traditions into TOK discussions, CAS activities, and subject-specific projects.
- Compliance with MOET: Ensuring alignment with national graduation requirements.

Languages at TESLA

TESLA Education is a diverse international community with students and teachers from various countries and regions, with the potential to expand to over 600 students. Language is a key element in learning and supports the Mission Statement and Vision of TESLA.

We believe that all teachers, regardless of their subject, are language teachers, and parents play a vital role in the language learning process. Our language policy aligns with the principles of the IB, focusing on preparing global citizens who value respect and tolerance.

In our school community, we:

- Value all languages spoken by our members.
- Encourage language use for communication, logical thinking, cultural identity, social skills, and values.
- Create a language-rich environment to promote bilingualism and multilingualism.
- Recognize English as the primary language of instruction for accessing information globally.
- Support students in developing English language skills and provide EAL training for teachers.
- Respect and promote the Vietnamese language and culture.
- Emphasize mother tongue development for students' growth.
- Offer additional language acquisition for personal and international understanding.

Language development is continuous from Early Years to Grade 12, focusing on:

- Language Learning: Prioritizing oral, written, and visual communication skills.
- Learning through Language: All staff facilitate communication using language.
- Learning about Language: Encouraging excellence in English and mother tongue languages.

English Language Learner (ELL) Program

Secondary students in Grades 6 to 10 will undergo three assessments per year using the MAP Growth Test. This test evaluates students' reading and language skills, including vocabulary, comprehension, grammar, and text analysis. The results place students into five levels of English proficiency, enabling teachers to tailor instruction to each student's needs and promote progress in English proficiency. For further details, please consult the Secondary ELL Standards with the academic coordinator.

Homework

At TESLA Education, we believe that homework plays a crucial role in reinforcing classroom learning, fostering lifelong learning habits, and engaging families in the educational process.

Effective homework:

- Is connected to what is taught in class
- Is meaningful and tailored to students' needs
- Aligns with the students' learning stage (early, middle, senior)
- Is diverse and personalized to cater to individual learning styles
- Encourages students to become independent learners.

The purpose of homework

- Reinforce learning
- Build independence
- Prepare for assessments
- Encourage healthy routines

Time Guidelines

- Grades 6–7: 20 min reading, 3–4 hours/week homework
- Grades 8–9: 30 min reading, up to 5 hours/week
- Grades 10–12: 30+ min reading, usually more than 5 hours/week

Homework Club

Offered Monday–Friday to support students needing extra help or who fall behind. May replace ASA temporarily.

What to Do If You're Stuck

Speak with your teacher, advisory teacher, or send a message via TEAMS/ManageBac. Let someone know.

Extra Help and Learning Support

TESLA offers in-class support, small group help, progress coaching, and Individual Learning Plans (ILPs) when needed.

Digital Learning & Technology Use at TESLA

At TESLA, digital learning is an essential part of our educational approach. We integrate technology to enhance student engagement, support academic success, and develop essential 21st-century skills. This section outlines the platforms we use and our policies for responsible technology use.

e-Learning Platforms



ManageBac

ManageBac is a leading learning management system designed for IB schools. It helps students manage assignments, track deadlines, and receive feedback. Features include portfolio management and CAS tracking, promoting organization and independent learning.



Duolingo

Duolingo is an interactive platform for language learning. It uses gamified lessons and adaptive exercises to build vocabulary, grammar, and listening skills. Students receive instant feedback and can track their progress toward fluency.



ReadTheory

ReadTheory is a personalized reading comprehension tool. It adapts to each student's level and provides interactive passages and quizzes to improve critical thinking and literacy skills.



iXL Math

iXL Math offers interactive practice across various math topics and grade levels. With real-time feedback and personalized recommendations, students build a strong foundation in problem-solving and mathematical reasoning.



Khan Academy - Science

Khan Academy is a valuable resource for science learning. Through interactive lessons, videos, and practice exercises, students explore key concepts in physics, chemistry, biology, and more. It supports personalized learning and critical thinking.



E-Library

TESLA's E-Library provides access to a wide range of digital books, academic resources, and multimedia content. It supports independent study, encourages reading habits, and ensures students can access reliable information anytime.

Acceptable Use of IT Resources Including Mobile Phone

Technology is a powerful tool for learning, and TESLA provides access to IT resources such as computers, internet, and mobile devices to support education. These resources must be used responsibly and ethically.

Key Guidelines:

- Use technology for educational purposes only.
- Respect intellectual property and avoid plagiarism.
- Do not access, modify, or delete data without authorization.
- Keep login credentials private and report security issues promptly.
- Avoid disruptive activities such as spreading malware or excessive bandwidth use.

Students are expected to:

- Use technology for learning and school-related tasks only.
- Respect others' privacy and intellectual property.
- Avoid harmful or disruptive activities (e.g., hacking, spreading malware, or accessing inappropriate content).
- Sharing login details, tampering with data, or misusing school systems is strictly prohibited.

Monitoring & Privacy

TESLA may monitor IT usage (e.g., browsing history, emails) to ensure safety and compliance. All monitoring follows data privacy regulations.

Consequences of Misuse

Misuse of IT resources may result in:

- Loss of access privileges
- Disciplinary action for staff, as per school policy
- Suspension or expulsion (for serious violations)

Mobile Phone Use Policy

To maintain a focused learning environment:

- Phones must be turned off or on silent during school hours.
- Phones must be kept out of sight during classes, breaks, and lunch.
- Smartwatches with calling, messaging, or internet capabilities are considered mobile phones and fall under the same restrictions. They must be turned off and stored safely during school hours.

Unauthorized use (texting, gaming, social media) will lead to:

- Confiscation of the device
- Parent notification
- Further disciplinary action for repeated offenses (e.g., detention or suspension)

We understand that students value their mobile phones, but we believe that a phone-free learning environment is essential for effective teaching and learning. By following these guidelines, students demonstrate their commitment to academic success and create a more positive and productive learning environment for everyone.

Academic Integrity

What Is Academic Integrity?

Academic integrity involves transparently acknowledging sources in work creation, conducting examinations ethically, and respecting others' intellectual property. To ensure academic integrity, TESLA Education World IB School provides students with opportunities to demonstrate their knowledge and skills. Students are taught and supported to learn about and understand what constitutes academic misconduct.

What Is Academic Misconduct?

Broadly speaking academic misconduct is any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes plagiarism, collusion, contract cheating, and fabrication of data as well as the possession of unauthorised materials during an examination.

Student Responsibilities

The academically honest student will:

- Properly cite all source material in the required format,
- Use direct quotes, when necessary,
- Understand and avoid plagiarism,
- Acknowledge assistance received from others,
- Reflect on personal contributions and group dynamics,
- Collaborate equitably in group projects.

The academically honest student will not:

- Copy the work of other students,
- Allow another student to copy their work,
- Use unauthorized notes or technology during a test,
- Do homework for another student,
- Present someone else's work as their own,
- Buy and submit written work from someone else,
- Write essays for other students,
- Present reproduced artistic or creative work without permission,
- Using translated materials without giving credit,
- Submit the same work for multiple assignments without permission.

Consequences

There is a range of possible consequences for violating the Academic Integrity Policy. The severity of the violation and/or the number of violations will have an influence on which consequences are applied.

First offence:

- The student will receive an "incomplete" grade for the assignment,
- The teacher will inform the student's parents,
- The incident will be documented in the student's behavior record,
- The student must redo the assignment, but the maximum grade achievable is a C Grade (70%).
- The student's overall course grade will remain "incomplete" until the assignment is completed successfully.

Subsequent Offences:

- The student will receive a zero for the assignment.
- The teacher will notify the student's parents.
- The incident will be recorded in the student's behavior record.
- No opportunity for make-up work will be provided to offset the zero grade.

Following any recorded offence of Academic Dishonesty

- The student will not be eligible for any commendations or awards during that school year.
- Additionally, any student receiving a scholarship will forfeit the scholarship immediately.

Examples of academic misconduct but not limited to include.

- Plagiarism: Is the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- Collusion: Is the supporting of academic misconduct by another student.
- Examples of misconduct during an examination include:
- Taking unauthorised material into an examination (whether it is used or not), behaviour that disrupts the examination or may distract other students or communicate with other students during the examination.
- Duplication of work: Is the presentation of the same work for different assessment requirements.
- Copying: Is the copying of another student's work
- Falsifying data: Is the making up of data in an assignment

- Artificial Intelligence: Using AI on assignments without permission, or use improper ways

Parent Responsibilities and Advice to Parents

Parents/Guardians are expected to:

- Support and assist students in meeting deadlines,
- Encourage students to do their own work while helping them develop research and planning skills,
- Strike a balance between assisting students and allowing them to work independently,
- Ensure they understand the program requirements and expectations for students,
- Maintain regular communication with subject teachers and seek advice when needed,
- Address any concerns by speaking to the class or subject teacher.

Part D. Student Life & Support

Guidance & Student Support at TESLA

Career and University Counselling

At TESLA, career and university counselling is a comprehensive, student-centred process designed to help students make informed decisions about their academic pathways and future careers. Our goal is to empower students from Grade 6 onward by identifying their strengths, interests, and aspirations through scientific psychological assessments and personalized guidance.

The Secondary Coordinator, with extensive experience in international education and university admissions, provides tailored support to ensure that students select the right courses, align their academic goals with university entrance requirements, and explore diverse career opportunities. His in-depth knowledge of universities in the USA, UK, Australia, Canada, and beyond enables students to navigate scholarship opportunities, financial planning, and competitive admissions processes effectively.

Through workshops, one-on-one advising, and exposure to global career trends, students develop a strategic roadmap for their future, ensuring they are well-prepared for university and beyond. TESLA's counselling program fosters confidence, ambition, and informed decision-making, equipping students with the tools they need to achieve their academic and career aspirations.

Supporting Student Success

At times, we all face challenges in our lives where we may need assistance from others, and our students are no exception. Our specialized team is here to provide support to students dealing with personal, social, or academic challenges during their time at TESLA. We have established procedures to help us identify students who may be facing difficulties and have various support structures in place to assist these students once identified.

Social and Emotional Support

Every Secondary student is assigned an advisory teacher whose role is to guide, mentor, and support them. The objectives of the advisory curriculum are:

- To assist students in social-emotional learning
- To help students navigate the demands of the IB program and assessments
- To explore age-appropriate topics
- To foster the development of well-rounded learners
- To cultivate the whole child as a lifelong learner with a strong sense of self-worth

Topics covered in the advisory curriculum include bullying, self-management, sex education and puberty, emotional well-being, identity formation, balance, and more.

Student Voice and Leadership

At TESLA, we empower students to become confident, compassionate, and principled leaders—both within school and beyond. Through meaningful opportunities in leadership, service, creativity, and real-world learning, students develop the skills and mindset of globally engaged citizens

Student Council

The Student Council gives students a formal voice in school decisions and fosters leadership through action. Elected by peers, student leaders organize events, promote school spirit, advocate for their classmates, and lead community initiatives. Council members grow in confidence, collaboration, and responsibility—embodying the IB Learner Profile in action.

House System

Every student belongs to one of TESLA's Houses, which build a strong sense of identity and belonging. Through inter-house events—sports, arts, academics, and service—students engage in healthy competition, teamwork, and school pride, while developing leadership and collaboration.

Learning Beyond the Classroom

Students in Secondary participate in Experiential Learning Program, our field-based learning experience that brings education to life both locally and internationally. These trips are designed to foster independence, global awareness, cultural understanding, and personal growth through outdoor adventure, service learning, and interdisciplinary projects. Examples include:

- Environmental fieldwork in Da Lat
- Cultural exchange programs in Australia or Korea
- Community service partnerships in rural Vietnam
- Leadership retreats and eco-adventures

Service as Action (SA)

Service as Action (SA) is a core element of the Middle Years Programme (MYP) at TESLA Education. It highlights the significance of community service and motivates students to engage in purposeful actions to tackle local and global challenges. Through SA, students gain a profound insight into their responsibilities as global citizens and the positive influence they can exert on their communities.

Objectives of Service as Action are to:

- **Develop Awareness:** Help students become aware of the needs and challenges within their communities and the wider world.
- **Encourage Empathy:** Foster empathy and compassion by engaging students in activities that benefit others.
- **Promote Responsibility:** Encourage students to take responsibility for their actions and understand the ethical implications of their decisions.
- **Enhance Skills:** Develop a range of skills, including collaboration, problem-solving, and critical thinking, through practical service activities.
- **Foster International-Mindedness:** Promote intercultural understanding and respect by engaging students in projects that address global issues.

The Personal Project: Student Voice in Action

The Personal Project is the capstone of the MYP at TESLA—a student-led, independent inquiry into a topic of personal passion. It empowers students to take ownership of their learning, develop leadership through action, and showcase the skills they've built over the years.

Through this journey, students:

- Set their own goals and timelines
- Think critically and reflect deeply
- Create meaningful, real-world projects
- Demonstrate initiative, resilience, and personal growth

The Personal Project celebrates student voice, identity, and agency—helping learners grow into confident, purposeful individuals.

CAS: Leading With Creativity, Action & Service

Creativity, Activity, Service (CAS) is a core part of the IB Diploma Programme, inspiring students to lead with purpose beyond academics. CAS promotes balance, responsibility, and ethical leadership through real-world experiences.

Students explore:

- Creativity – Expressing ideas through the arts and innovation
- Activity – Building confidence through physical challenge
- Service – Leading community-based initiatives that make a difference

At TESLA, CAS projects are student-driven—from organizing cultural festivals to leading sustainability campaigns. Through CAS, students grow as reflective changemakers—ready to shape a better world.

Student Conduct and Behaviour Expectations

At TESLA, we believe that positive behaviour is essential for a safe, respectful, and inspiring learning environment. Our expectations are grounded in the IB Learner Profile and ATL skills, helping students grow into principled, caring, and reflective individuals who take responsibility for their learning and actions.

Student Expectations

TESLA students are encouraged to demonstrate the following behaviours across all areas of school life:

Caring & Respectful

- Use kind and inclusive language.
- Treat others with empathy and compassion.
- Respect school property and the environment.

Principled & Accountable

- Be honest and take responsibility for your actions.
- Submit your own work and meet deadlines.

- Follow school rules, including mobile phone and uniform policies.

Reflective & Thoughtful

- Think before you act and consider the impact on others.
- Learn from mistakes and seek feedback.
- Respect different perspectives and ideas.

Communicators & Collaborators

- Listen actively and speak respectfully.
- Work effectively in teams and support your peers.
- Share ideas clearly and confidently.

Balanced & Self-Managed

- Arrive prepared and ready to learn.
- Manage your time and emotions effectively.
- Ask for help when needed and take care of your well-being.

Anti-Bullying

At TESLA, we are committed to creating a safe, respectful, and inclusive learning environment. Guided by IB values of empathy, integrity, and intercultural understanding, we do not tolerate bullying in any form. Students, staff, and families work together to promote kindness, stand up against harmful behavior, and support those affected.

Student Management and Discipline

At TESLA, we believe discipline is not about punishment—it's about growth. Our approach is grounded in the IB Learner Profile, guiding students to be principled, caring, reflective, and open-minded individuals who take responsibility for their actions and contribute positively to the school community.

Positive Discipline Approach

TESLA uses Positive Discipline to help students understand expectations and make better choices. It is firm, respectful, and solution-focused. Students are active participants in their behavior development, supported by teachers and parents.

Goals of Our Discipline Policy

- Ensure consistent and fair behavior support for all students.
- Promote safe, inclusive, and respectful learning environments.
- Help students understand their rights and responsibilities.
- Build personal and social skills for lifelong success.

Three Levels of Response

1. Everyday Reminders – redirection, reflection
2. Focused Interventions – counselling, parent contact, check-ins
3. Serious Behaviour – may involve leadership team, suspension, or expulsion

Three Levels of Support

1. **Differentiated Support (Classroom Level):** Teachers use proactive strategies to guide behaviour
 - Clear instructions and reminders

- Positive reinforcement and incentives
 - Visual cues and modeling
 - Private discussions and redirection
 - Seating adjustments and breaks
2. **Focused Support (Team Level):** When needed, teachers work with support staff:
- Behavior plans and contracts
 - Small group skills teaching
 - Detention and check-in systems
 - Parent meetings and counseling
3. **Intensive Support (Leadership Level):** For serious or ongoing issues:
- Individual support plans
 - Case management and external referrals
 - Suspension (1–5 days) or expulsion (in extreme cases)
 - Enrolment review for non-participation

Detention

Detentions may occur during lunch, after school, or weekends. Parents will be notified in writing. Reasons include Repeated minor misbehavior, incomplete work, and/or disruption or poor attendance

Suspension

Suspension is used for serious breaches of school policy. Grounds include:

- Unsafe or disruptive behavior
- Serious misconduct
- Criminal charges or risk to others

Expulsion

Expulsion is a last resort. It follows a formal meeting with the Head of School, Principals, Academic Leaders, teachers, parents, and the student. The student's future education is part of the discussion.

After School Activities (ASA)

ASA program (After School Activities) fuels students' learning by stimulating creative thought, improving their social and organizational skills, developing their interests and talents, and many more learning benefits. Here is the list of ASA for the 2024-2026 academic year.

EC	Benefits
Public Speaking & Debate	TESLA's Public Speaking & Debate program empowers students to communicate with clarity, confidence, and purpose. Through engaging activities such as structured debates, persuasive speeches, and peer feedback, students sharpen their critical thinking, oral communication, and argumentation skills. Students also have opportunities to participate in local and international debate competitions, allowing them to apply their skills in real-world settings, represent TESLA on wider platforms, and connect with like-minded peers around the globe.
Sports	TESLA offers a dynamic and diverse Sports Program across all four terms, giving students the opportunity to explore a wide range of athletic activities—from racquet sports and water sports to self-defense, team sports, and trending fitness activities. Our program is designed to support physical development, teamwork, and student wellbeing, while connecting learners to local competitions and community sporting events.
Music	TESLA's Music Program offers students a dynamic platform to explore and develop their musical abilities through Band, Choir, and Musical Theatre. Whether singing, playing instruments, or performing on stage, students engage in collaborative music-making that nurtures both technical skill and artistic expression. The program fosters confidence, discipline, and a deep sense of belonging, while performances throughout the year—both in school and at community events—provide authentic opportunities to shine. Students also gain an appreciation for diverse musical genres and the power of music to connect people across cultures.
Arts	Arts provides students with the opportunity to explore and enhance their artistic talents through various mediums such as drawing, painting, sculpture, and digital art. Participants develop technical skills, creativity, and an understanding of visual composition while learning to express their ideas and emotions through art. This activity fosters critical thinking, problem-solving, and attention to detail as students experiment with different techniques and materials. Beyond artistic growth, engaging in visual arts enhances self-expression, cultural awareness, and a sense of accomplishment, inspiring a lifelong appreciation for the arts.

Links with TESLA Policies

The TESLA Parent-Student Handbook works in tandem with our existing policies which can be found on our website. If in the event that any Vietnamese Laws, agreement(s) or policies are in disagreement with the contents of this Handbook then they will overrule this Handbook.