

# PARENTS & STUDENTS' HANDBOOK

School Year 2023 - 2024



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# PARENTS & STUDENTS' HANDBOOK

ACADEMIC YEAR 2023 – 2024

## I. WELCOME LETTER

### 1.1. Introduction:

Pennsylvania American International School – PennSchool offers a comprehensive range of educational programs designed to provide a well-rounded and enriching experience for our students. Our unique approach combines Vietnamese traditional education with advanced international education, cultivating global citizens who are dynamic and passionate learners. We prioritize inquiry-based and project-based learning methods across various subjects, including play-based learning for younger students.

At PennSchool, academic excellence is at the core of our curriculum. Our dedicated and qualified teachers create a supportive and inclusive learning environment, ensuring that each student receives a high standard of education. We also offer enriching extracurricular activities that promote social-emotional growth and foster individual talents. Additionally, we provide effective learning support tailored to meet the diverse needs of our students.

The well-being of our students is of utmost importance. We prioritize their nutrition and health through our healthy food catering service, providing quality and balanced meals. Our school-based health care service ensures the well-being of our students, where health and education intersect. We value the partnership between home and school, fostering open communication and a strong relationship with parents and the wider school community.

At PennSchool, we are dedicated to providing an exceptional educational experience that prepares our students for a successful future, both academically and personally. We strive to empower our students to become confident and engaged learners, ready to contribute to an ever-changing world.

## 1.2. Message from the Board Of Principals:

Dear Parents and Students,

Welcome to Pennsylvania American International School and the academic year 2023-2024. We are thrilled to have you join our community of learners.

At PennSchool, we offer a range of programs, including the International American Program (IAP), the Vietnamese American Bilingual Program (VAP), and the American Diploma Pathway Program (ADP). The ADP program is licensed by the Greenville Area District School Board in Pennsylvania, USA. High school students enrolled in the ADP program will have the opportunity to earn an official diploma and transcript from Greenville High School, authorized by the Greenville Area District School Board.

We are committed to providing a quality learning experience, and our dedicated faculty and staff ensure that each school day is filled with hands-on learning opportunities in various subjects. We believe in a student-centered approach to learning where we nurture students in an inclusive school environment, challenge them to strive for personal excellence, and provide innovative and enriched co-curricular programs to prepare them for an ever-changing world.

Within this handbook, you will find valuable information about our school, academic programs, student support services, extracurricular activities, and more. It serves as a comprehensive guide to help you understand our policies, procedures, and expectations.

Please familiarize yourself with this handbook as a valuable resource throughout the academic year. If you have any questions or concerns, our administrative office and designated contacts are always available to assist you.

We are excited to embark on this educational journey together at PennSchool. We look forward to celebrating each student's achievements and successes.

Warm regards,

**PennSchool's Board Of Principals**





## II. SCHOOL OVERVIEW

### 2.1. School Profile

PennSchool, established by RT Holdings in 2020, has been actively operating since the academic year 2020-2021. This educational institution takes pride in its ability to foster students' potential in an international setting, and is dedicated to offering a world-class education that equips students with essential 21st-century skills.

PennSchool is officially licensed by the Greenville School District in Pennsylvania, United States, ensuring compliance with local educational standards and regulations. Additionally, the school holds memberships with prestigious organizations such as the Council of International Schools (CIS) and Cognia, which further attest to its commitment to academic excellence and continuous improvement.

PennSchool aims to nurture students' abilities, promote global awareness, and prepare them for success in an increasingly interconnected world.

### 2.2. Guiding Statements: Mission, Vision & Core Values

#### Mission

The Pennsylvania American International School provides a high-quality academic experience in a bilingual setting that draws on cultural diversity to prepare citizens with integrity and active commitment to the development of society in a globalized world.

#### Vision

To become the leading organization in the formation of integral persons with a spirit of service and intellectual curiosity, who persevere in their ideals and are able to develop in different cultural environments, facing the challenges and uncertainties of the future with strength.

## Core Values

### **Innovation**

We cultivate an educational environment that nurtures personal and interpersonal growth through a comprehensive multilingual and international education. Our aim is to challenge both our students and ourselves to meet the expectations of our community, fostering individuality and preparing students for university and lifelong learning. We encourage creativity, critical thinking, and a willingness to explore new ideas and approaches.

### **Leadership**

We are dedicated to inspiring and developing essential leadership skills in our students. We guide them to work proactively, strategically, and resourcefully while continuously learning and improving. We emphasize the importance of resilience in the face of adversity and encourage students to align their actions with their beliefs. We foster a sense of responsibility for their actions and hold them accountable for the outcomes.

### **Inquisitiveness**

We believe that a love for self-driven learning and a curiosity for exploration are key to taking ownership of one's education. We aim to ignite students' innate curiosity, nurturing their desire to ask questions, seek answers, and develop their inquiry and research skills. Our goal is to empower students to become independent learners, capable of pursuing knowledge with enthusiasm.

### **Equity**

We recognize our responsibility to provide a balanced curriculum and deliver high-quality instruction to all students. We are committed to creating an inclusive educational environment that ensures every student has access to equal opportunities for learning and growth. We strive to eliminate disparities and foster a sense of fairness, respect, and support for every individual.

### **Respect**

We value the importance of fostering respect, honesty, and appreciation for individual differences within our learning community. We understand that creating a safe and inclusive environment requires treating others with kindness, empathy, and understanding. We promote an atmosphere where diversity is celebrated and every individual is valued and respected for their unique contributions and perspectives.

## 2.3. School Facilities and Resources

- Physics Lab
- Biochem Lab
- Music Room
- Art Room
- Robotics
- STEAM Room
- Library

### III. GENERAL INFORMATION

#### 3.1. School Year Calendar

PennSchool follows a 4-quarter academic year calendar for 2023 – 2024, with the following schedule:

- Quarter 1: August 21<sup>st</sup> – October 27<sup>th</sup>, 2023.
- Quarter 2: October 30<sup>th</sup> – January 5<sup>th</sup>, 2024.
- Quarter 3: January 8<sup>th</sup> – March 22<sup>nd</sup>, 2024.
- Quarter 4: March 25<sup>th</sup> – May 31<sup>st</sup>, 2024.

During June and July, PennSchool holds its annual Summer Program. The specific schedule for this program is announced at the end of each school year.

To keep students and parents well-informed, the official calendar for the entire school year is available on PennSchool's website. This comprehensive calendar includes specific dates for exams, events, and holidays, serving as a valuable reference throughout the academic year.

#### 3.2. Day Schedule

At PennSchool, a typical school day is organized into 9 class periods depending on the specific grade levels, each lasting 40 minutes, excluding Homeroom and Reading periods. The school operates from Monday to Friday, with the exception of makeup lessons or special occasions, if any. The day begins at 8:10am and concludes at 4:30pm.

To ensure a smooth start to the day, students participate in homeroom activities for the initial 10 minutes of each morning. It is essential for students to arrive at school by 7:55am (15 minutes before classes begin) and depart no later than 5:15 pm.

Below is a generic timetable for the daily schedule. However, each student will receive a detailed timetable from their homeroom teacher, informing parents about the specific activities and subjects covered throughout the day.



ELEMENTARY MONDAY – FRIDAY			
TIME SLOT 1		TIME SLOT 2	
08:10 – 08:20	Homeroom Period	08:10 – 08:20	Homeroom Period
08:20 – 09:00	Period 1	08:20 – 09:00	Period 1
09:00 – 09:40	Period 2	09:00 – 09:40	Period 2
09:40 – 10:00	Breaktime	09:40 – 10:00	Breaktime
10:00 – 10:40	Period 3	10:00 – 10:40	Period 3
10:40 – 11:00	Reading	10:40 – 11:20	Period 4
11:00 – 12:40	Lunch & Recess	11:20 – 11:40	Reading
12:40 – 13:20	Period 5	11:40 – 13:20	Lunch & Recess
13:20 – 14:00	Period 6	13:20 – 14:00	Period 6
14:00 – 14:30	Break & Afternoon snack	14:00 – 14:40	Period 7
14:30 – 15:10	Period 7	14:40 – 15:10	Break & Afternoon snack
15:10 – 15:50	Period 8 or After-School Activities	15:10 – 15:50	Period 8 or After-School Activities
15:50 – 16:30	Period 9 or After-School Activities	15:50 – 16:30	Period 9 or After-School Activities

SECONDARY MONDAY – FRIDAY			
TIME SLOT 1		TIME SLOT 2	
08:10 – 08:20	Homeroom Period	08:10 – 08:20	Homeroom Period
08:20 – 09:00	Period 1	08:20 – 09:00	Period 1
09:00 – 09:40	Period 2	09:00 – 09:40	Period 2
09:40 – 10:00	Breaktime	09:40 – 10:00	Breaktime
10:00 – 10:30	Period 3	10:00 – 10:40	Period 3
10:40 – 11:20	Period 4	10:40 – 11:20	Period 4
11:20 – 12:40	Lunch & Recess	11:20 – 12:00	Period 5
12:40 – 13:20	Period 5	12:00 – 13:20	Lunch & Recess
13:20 – 14:00	Period 6	13:20 – 14:00	Period 6
14:00 – 14:30	Break & Afternoon snack	14:00 – 14:40	Period 7
14:30 – 15:10	Period 7	14:40 – 15:10	Break & Afternoon snack
15:10 – 15:50	Period 8 or After-School Activities	15:10 – 15:50	Period 8 or After-School Activities
15:50 – 16:30	Period 9 or After-School Activities	15:50 – 16:30	Period 9 or After-School Activities

### 3.3. Events, Festivals and Holidays

The school frequently hosts events and festivals throughout the academic year. Information regarding these school events, festivals, and special occasions is readily available on the School Year Calendar published on the school's website: <https://pennschool.edu.vn/en/student-life/school-calendar/>

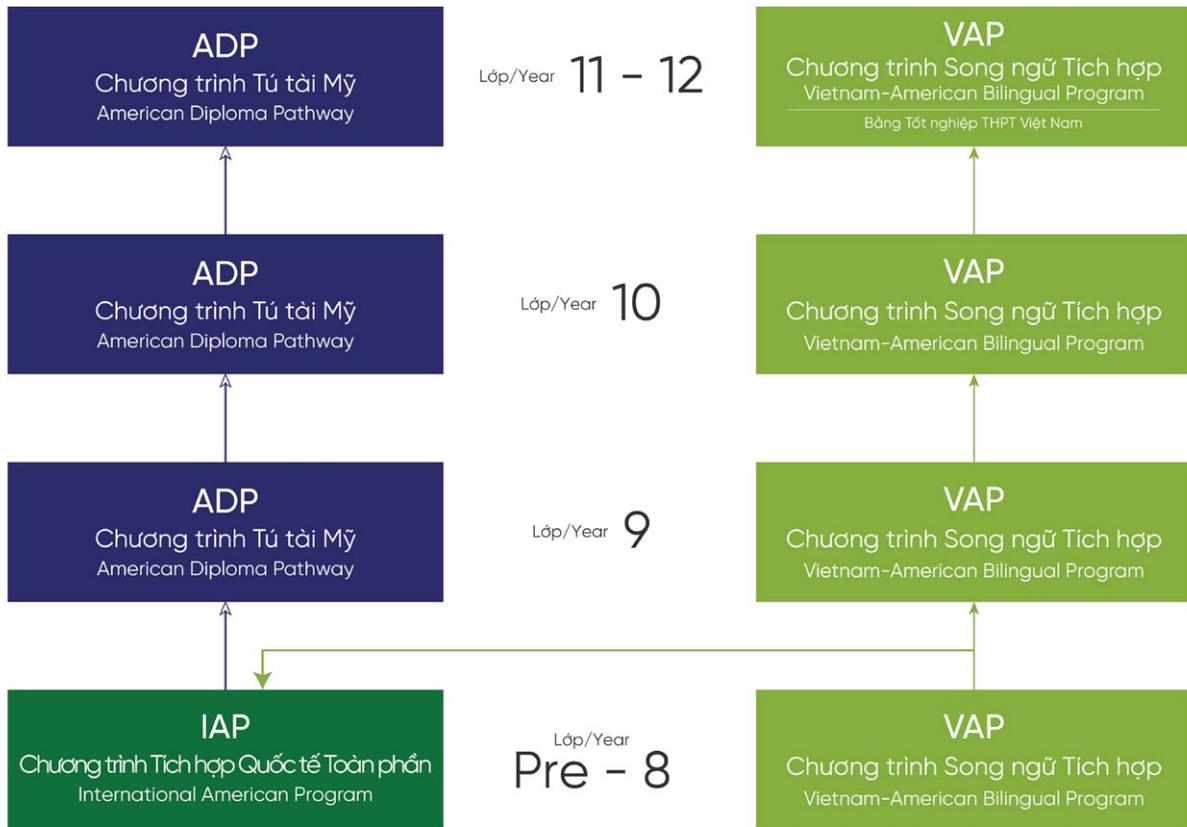
### 3.4. Weekends

On weekends (Saturday and Sunday), the school remains closed, except for pre-announced makeup lessons and scheduled events/activities.

## IV. ACADEMIC PROGRAMS

### 4.1. Curriculum Overview

#### Education Pathways:



PennSchool offers three academic programs: The International American Program (IAP), The Vietnamese American Program (VAP), or the American Diploma Pathway (ADP).

#### Grade PRE - 8: The International American Program (IAP)

The International American Program (IAP) is applied at the Primary and Middle School levels (K-8). This program encompasses the fundamental academic areas of English Language Arts, Mathematics, Science, and Social Studies. These core subjects have been adapted from the Pennsylvania Common Core State Standards, the Science, Technology & Engineering, Environmental Literacy, and Sustainability (STEELS) Standards, and the American Education Reaches Out (AERO) Social Studies Standards, as prescribed by the Pennsylvania State Department of Education and the Commonwealth of Pennsylvania.

Additionally, the curriculum provides instruction in subjects necessitated by the Vietnamese Ministry of Education and Training for a comprehensive international program.

## Grade 9 - 12: The American Diploma Pathway Program (ADP)

For qualifying students, PennSchool is proud to offer the American Diploma Program (ADP). This comprehensive curriculum centers on Core Subjects and Electives, all of which are taught in English. Our program operates under the license of the Greenville Area District School Board, based in Pennsylvania, USA.

Should your child successfully fulfill the graduation requirements set forth by the Pennsylvania Department of Education, they will be honored with an American Diploma. This diploma, accredited by Greenville High School in Pennsylvania, USA, is a recognized qualification across the United States, Australia, Canada, and other English-speaking countries around the globe. Our goal is to provide your child with a globally recognized educational foundation, empowering them for future academic and career success.

## Grade PRE - 12: The Vietnamese American Bilingual Program (VAP)

The Vietnamese American Bilingual Program seamlessly combines the curriculum guidelines from the Vietnamese Ministry of Education and Training with the central academic subjects of English Language Arts, Mathematics, Science, and Social Studies. These subjects have been influenced by the Pennsylvania Common Core State Standards (CCSS), the Science, Technology & Engineering, Environmental Literacy, and Sustainability (STEELS) Standards, and the American Education Reaches Out (AERO) Social Studies Standards.

Our Specialist Subjects further enrich our curriculum. These include the Arts, Music, Physical Education, and Technology, all thoughtfully integrated with the American program. The aim of these subjects is to nurture your child's aesthetic skills, physical capabilities, and technological aptitude in a comprehensive and balanced manner. Our program strives to encourage every aspect of your child's growth and development.



IAP (Grade PRE - 8) & VAP (Grade PRE - 12)		
CORE SUBJECTS	FOREIGN LANGUAGES	SPECIALIST SUBJECTS
<ul style="list-style-type: none"> <li>• English Language Arts</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Vietnamese</li> <li>• French</li> <li>• Spanish</li> </ul>	<ul style="list-style-type: none"> <li>• Visual Arts</li> <li>• Performing Arts/Music</li> <li>• Physical Education/Sports</li> <li>• Technology</li> </ul>

ADP (Grade 9 - 12)		
CORE SUBJECTS	FOREIGN LANGUAGES	ELECTIVES
<ul style="list-style-type: none"> <li>• English I/II/III</li> <li>• Algebra I/II/</li> <li>• Geometry</li> <li>• Pre-Calculus</li> <li>• General Sciences</li> <li>• Biology</li> <li>• World History</li> <li>• US History I/II</li> <li>• US Government</li> </ul>	<ul style="list-style-type: none"> <li>• Vietnamese</li> <li>• Spanish</li> </ul>	<ul style="list-style-type: none"> <li>• Arts I/II</li> <li>• Ceramics</li> <li>• Music Band</li> <li>• Health</li> <li>• Physical Education</li> <li>• Engineering &amp; Design</li> <li>• Introduction to Computer Science</li> <li>• Manufacturing System</li> <li>• Academic Support</li> <li>• Yearbook Journalism</li> <li>• Community Service</li> </ul>

## V. ASSESSMENT & FEEDBACK

### 5.1. Overview

PennSchool is devoted to offering high-quality educational curricula designed to cater to our students' diverse needs. Robust assessment and reporting methods are crucial in realizing superior learning results, and these constitute an integral part of the instructional and learning processes. This assessment and communication strategy, developed by our staff, details the school-wide and individual assessment and reporting practices. It also elucidates the obligations and responsibilities of students and teachers, and the expectations of parents/guardians to achieve these objectives.

Assessment encompasses the process of gathering data, both formally and informally, about each student's achievement in all aspects of their learning. The interpretation and portrayal of that achievement constitute an assessment. Reporting refers to the process by which this information is transparently and comprehensively communicated by teachers to parents and students in various formats.

Assessments are conducted by teachers in line with the guidelines outlined by the Common Core Standards Initiative, Science, Technology & Engineering, Environmental Literacy, and Sustainability (STEELS) Standards, American Education Reaches Out (AERO), as well as the Pennsylvania Department of Education. Each Learning Area develops its assessment outline in harmony with the specific characteristics and requirements of each course.

## 5.2. General Principles

- Assessment should be a fundamental part of Teaching and Learning.
- Assessment should serve an educational purpose.
- Assessment should be equitable.

## 5.3. Methods of Assessment

Assessment is a fundamental part of teaching and learning and can be both formative (ongoing by the teacher or non-examination) and summative (E.g., Examination).

Examples of non-examination activities include: observation, teacher journal, peer assessment, self-assessment, student discussions, performance tasks, student/teacher conferences, student journal, oral presentations, assignments, rubrics, checklists, open-ended tasks, teacher quick tests, negotiated criteria, etc.

## 5.4. Assessment Outlines & Grading Scales

### International American Program (Grade PRE - 8) & Vietnamese American Program (Grade PRE - 12)

CATEGORY	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	SPANISH/ VIETNAMESE/ FRENCH	SPECIALIST SUBJECTS
A1	Participation 10%	Participation 10%	Participation 10%	Participation 10%	Oral Presentation 30%	Project/ Performance/ Final product 100%
A2	In-class Assignment 20%	In-class Assignment 20%	In-class Assignment 20%	In-class Assignment 20%		
A3	Homework Assignment 20%	Homework Assignment 20%	Homework Assignment 20%	Homework Assignment 20%	Writing Assignment 20%	
A4	Final Exam & Summative Assessments 50%					

### Grading Scale of International American Program (IAP) and Vietnamese American Program (VAP)

Achievement grades are awarded to students in all grade levels at the end of each quarter for subjects studied during that quarter.

Assessment will be based on the Achievement Standard. Grades will be awarded in accordance with the table below.

LETTER GRADE	NUMERICAL PERCENTAGE BAND	DESCRIPTOR
A	93 – 100	Excellent progress / Student demonstrates consistent and independent comprehension and application of subject matter
A-	90 – 92	
B+	85 – 89	Above average progress / Student demonstrates frequent comprehension and application of subject matter
B	75 – 84	
B-	70 – 74	
C+	60 – 69	Average progress / Student demonstrates adequate comprehension and application of subject matter
C	50 – 59	
C-	46 – 49	
D+	40 – 45	Below Average
D	20 – 39	
E	0 – 19	Student demonstrates little or no comprehension and application of subject matter
I	Incomplete Work	Student has not met course requirements
W	Withdrawal	Student withdrew from course with no credit

### American Diploma Pathway Program (Grades 9 - 12):

TYPE OF ASSESSMENT	WEIGHTING
Progress/Local Assessments	20%
Unit and Final Exams	80%

- Local Assessment: Homework, projects, daily questions. etc
- Unit and Final exams: Chapter / unit exams, end-of-course exams, and final projects.

### Grading Scale of American Diploma Pathway Program (ADP)

Achievement grades are awarded to students in all year levels at the end of each semester for subjects studied during that semester.

Assessment will be based on the Achievement Standard. Grades will be awarded in accordance with the table below.

LETTER GRADE	NUMERICAL PERCENTAGE BAND	DESCRIPTOR
A	90 – 100%	Excellent mastery of knowledge and skills; the quality of work is superior.
B	80 – 89%	Good mastery of knowledge and skills; the quality of work is above average.
C	70 – 79%	Satisfactory mastery of knowledge and skills; the quality of work is average.
D	60 – 69%	Unsatisfactory mastery of knowledge and skills; the quality of work is the minimal level of acceptable performance.
E	< 60%	Failure in mastery of knowledge and skills; the student does little or none of the work required, and the quality is unacceptable.
I		Incomplete work due to excessive lawful absences from school.

## 5.5. Honor Roll and Recognition

**Vietnamese American Program (VAP): applied to Grade PRE - 12.**

NO.	AWARD TITLE	CONDITIONS
1	Principal's Honor Roll	Students who earn straight A's in all four core subjects of the American Program (English, Math, Science, and Social Studies), AND achieve "excellent student" award (Grades 1 - 4, 6 - 8, 10, 11) OR achieve "good student" award (Grade 9 & 12) OR achieve "excellent completion" award (Grade 5) in the MOET Program.
2	Honor Roll with Distinction	Students who earn straight A's in all four core subjects of the American Program (English, Math, Science & Social Studies)
3	High Honor Roll	Students who earn at least one A and have no grades below B's in all four core subjects of the American Program (English, Math, Science & Social Studies)
4	Honor Roll	Students who earn at least one A and have no grades below C's, OR earn straight B's in all four core subjects of the American Program (English, Math, Science & Social Studies)
5	Certificate of Completion	Students who successfully finished the academic year, but did not meet any of the above requirements.

### International American Program (IAP): applied to Grade PRE - 8.

NO.	AWARD TITLE	CONDITIONS
1	Principal's Honor Roll	Students who earn straight A's in ALL of the following subjects of the American Program: English, Math, Science, Social Studies, French/Spanish, Vietnamese.
2	Honor Roll with Distinction	Students who earn straight A's in all four core subjects of the American Program (English, Math, Science & Social Studies)
3	High Honor Roll	Students who earn at least one A and have no grades below B's in all four core subjects of the American Program (English, Math, Science & Social Studies).
4	Honor Roll	Students who earn at least one A and have no grades below C's, OR earn straight B's in all 4 core subjects of the American Program (English, Math, Science & Social Studies).
5	Certificate of Completion	Students who successfully finished the academic year, but did not meet any of the above requirements.

### American Diploma Pathway Program (ADP): applied to Grade 9 - 12.

NO.	AWARD TITLE	CONDITIONS
1	Principal's Honor Roll	Students who earn straight A's in ALL subjects of the American Program.
2	Honor Roll with Distinction	Students who earn straight A's in all four core subjects of the American Program (English, Math, Science & Social Studies)
3	High Honor Roll	Students who earn at least one A and have no grades below B's in all 4 core subjects of the American Program (English, Math, Science & Social Studies).
4	Honor Roll	Students who earn at least one A and have no grades below C's, OR earn straight B's in all 4 core subjects of the American Program (English, Math, Science & Social Studies)
5	Certificate of Completion	Students who successfully finished the academic year, but did not meet any of the above requirements.

## 5.6. Report

PennSchool conducts assessments and maintains records of students' academic performance and behavior reports on SPS360 at the end of each quarter. These end-of-quarter reports offer a comprehensive overview of students' results for the term or the entire year, along with valuable feedback from all their teachers.

Parents can conveniently access all academic reports and communications through SPS360, our dedicated communication platform. To ensure the best communication experience and direct access to report data, parents are advised to ensure they have access to SPS360.

## 5.6. Special Programs and Services

PennSchool remains steadfast in its dedication to fostering a nurturing atmosphere that caters to all students' academic and wellness needs. Any student desiring supplemental assistance in a particular subject is encouraged to engage in a dialogue with their subject teacher, homeroom teacher, or program coordinator to arrange for after-school tutoring sessions.

Moreover, to champion the cause of optimal student well-being, PennSchool's psychologist and the student-led initiative, the Salud Mental Station, provide a plethora of resources to address and work to alleviate any stressors that students might be experiencing. Our collective aim is to ensure that every student is empowered to seek the support they need, reinforcing a positive, balanced, and academically rewarding experience at PennSchool.

## VI. COMPREHENSIVE EDUCATIONAL EXPERIENCES

### 6.1. Reading & Writing Program

At PennSchool, we embrace a profound commitment to nurturing a love for reading and writing, making it an integral part of our educational fabric. Our Reading & Writing program is a signature culture that resonates throughout the entire school. Each student receives a personalized reading & writing journal, serving as a creative canvas for assigned exercises and insightful reflections after exploring captivating books.

Throughout the year, our enthusiastic students eagerly participate in diverse events like Book Fairs, Book Weeks, and the Spelling Bee Competition, fueling their passion for reading & writing.

### 6.2. Library

To foster active learning throughout the school, PennSchool has made significant investments in library resources, aiming to meet the learning and research needs of both students and teachers.

The librarian plays a vital role in guiding students on study skills within the library and helping them select appropriate resources. If students require information regarding the library's policy, catalog, online database registration, or websites for research activities, they can readily seek assistance from the librarian.

### 6.3. Career Guidance Program:

The Career Orientation Program, available for students from grades 9 – 12, is a holistic approach to career development, encompassing a range of activities, resources, and opportunities for students to gain practical knowledge and exposure to different industries. This program aims to assist students in exploring their interests, discovering potential career options, and making informed decisions about their future educational and professional journeys.

#### Program Highlights:

**1. Expert-led Workshops:** Renowned professionals and industry experts will conduct interactive workshops; sharing their experiences, providing valuable insights, and offering guidance on various career fields. These workshops will expose students to emerging trends, job prospects, and the skills required to succeed in their chosen fields.

**2. Career Panels and Guest Speakers:** We will host career panels and invite guest speakers from diverse professional backgrounds to share their experiences, challenges, and successes. Students will have the opportunity to interact with these accomplished individuals and gain a deeper understanding of different career paths.

**3. Real-world Experiences:** To bridge the gap between theory and practice, we will organize practical tours to local factories and companies. These opportunities will allow students to immerse themselves in professional environments, gain hands-on experience, and develop critical skills.

**4. University Visits:** As part of the program, we will arrange visits to esteemed universities and colleges. These visits will enable students to explore various academic disciplines, interact with faculty members, and gain insights into higher education pathways that align with their career aspirations.

**5. Career Counseling:** Our dedicated career counselors and members of the Board of Principals will provide personalized guidance, helping students identify their strengths, interests, and values. They will assist in creating individualized career plans, offering resources, and supporting students throughout their decision-making processes.

## **6.4. College Preparation Program**

At PennSchool, we recognize the significance of this milestone in our students' lives and are committed to assisting them in every step of the application process. The College Preparation Program, available for students from grades 9 – 12, is tailored to meet the unique needs and aspirations of each student, ensuring that they receive individual attention and support from our dedicated school administration.

### **Program Highlights:**

#### **1. Individualized Counseling Program: available for 12th grade students at PennSchool.**

This program is designed to provide personalized support and guidance to our students as they navigate the crucial stages of college applications and university admissions. In the Counseling Program, students will receive comprehensive assistance in various aspects of the application process. Through our one-on-one counseling approach, our experienced counselors will work closely with each student, addressing their specific concerns and helping them build a strong application portfolio for both domestic and international universities.

#### **2. IELTS Tutoring Class: available for students in Grades 10 – 12.**

In the IELTS Tutoring Class, students will receive comprehensive instruction and practice in all four components of the exam: Listening, Reading, Writing, and Speaking. Our instructors will focus on improving students' listening and comprehension abilities, developing effective reading strategies, and enhancing writing skills. With their expertise, they will guide students through intensive practice sessions, targeted exercises, and mock exams to enhance their language skills and test-taking strategies.

#### **3. AP Tutoring Class for the AP Exam: available for students in Grades 9 – 12.**

The AP exams, administered by the College Board, offer students the opportunity to showcase their understanding and mastery of college-level material in various subjects. These exams not only serve as a benchmark of academic excellence but also provide the potential for college credit and advanced placement in universities across the United States and around the world.

Throughout the course, students will engage in comprehensive content review, in-depth discussions, and extensive practice sessions, all meticulously aligned with the AP exam requirements and format. Our tutors employ a combination of interactive teaching methodologies, including stimulating discussions, problem-solving exercises, and simulated exam scenarios, to ensure students are well-prepared for the challenges they will encounter on exam day.

## **6.5. Tutoring Class/Learning Support**

PennSchool offers tutoring classes for students who are in need of extra support with the materials in class.

Early detection of learning difficulties is crucial. If you notice any signs, contact the homeroom teacher or a member of the PennSchool Board of Principals for timely support. Ignoring the signs can negatively impact the student's well-being.

## **6.6. Psychological Counseling Service**

PennSchool prioritizes the well-being and development of our students, and we have a dedicated team of school psychologists from our Psychology department who are here to provide advice, help, and guidance. Our counseling service plays a vital role in fostering their overall growth, and we encourage students to take advantage of this valuable resource and reach out whenever they need advice, help, or guidance from our school psychologists, whether it's coping with stress, managing emotions, dealing with peer pressure, or facing personal difficulties. Our goal is to create a safe and supportive environment where students feel comfortable reaching out for help.

## **6.7. After-School Activities (ASAs):**

The school offers a wide range of clubs and after-school activities for students to develop their talents or pursue their passions and interests. Clubs & ASAs cover a wide range of areas, from Science, Math, Music, Arts, Sports to even Survival Skills.

## **6.8. Student Council**

PennSchool offers students a platform to embrace challenges and cultivate their leadership potential by taking up significant roles in the Student Council. This experience equips them with the necessary skills to become capable global citizens who can make meaningful contributions to the progress of our future society. Membership in the Student Council provides a unique opportunity for our students to nurture their leadership abilities and serve as a vital connection between the school administration and the student body.

## **6.9. House Captain**

The PennSchool House System was officially introduced and implemented in the school year 2021 - 2022 for primary and secondary schools, with many competitions in academics, sports, arts, and social activities.

The PennSchool House System comprises four distinct elements, accompanied by eagle imagery - America's symbol of strength and freedom, with each symbol representing different values and attributes:

The House System fosters interaction and collaboration among students of different ages, promoting supportive relationships and leadership development. It also enhances after-school activities, creating a friendly and collaborative learning community.



**Eagles of Ventus:**  
represent creativity  
and passion



**Eagles of Ignis:**  
represent strength  
and enthusiasm



**Eagles of Terra:**  
represent wisdom  
and empathy



**Eagles of Aqua:**  
represent trust and  
fairness

## 6.10. Talent Squad:

The Talent Squad was officially introduced and implemented in the school year 2022 - 2023, consisting of outstanding students who excel in specific domains: singing, playing instruments, dancing, technology, sports and arts. To secure a spot in any talent squads, students must endure a rigorous audition process, demonstrating their passion and proficiency. Once selected, these talented individuals receive mentorship and support to further hone their skills.

Throughout the year, the Talent Squad showcases their abilities in performances, competitions, exhibitions, and debates, standing as a testament to dedication, hard work, and raw talent, inspiring and elevating the standards of excellence in each specialized aspect.

## 6.11. Summer Programs

PennSchool has curated distinctive summer programs tailored to different age groups, designed to provide students with a meaningful and enriching experience. These programs aim to engage students in captivating activities that encourage self-exploration and broaden their understanding of the world. It's important to note that the Summer Program operates separately from the regular school year.

## 6.12. Field Trips

The school organizes regular field trips for students, offering valuable opportunities to enhance their learning by applying knowledge in real-life settings. These trips also foster the development of essential personal qualities and skills, such as adaptability, leadership, teamwork, and individual work skills. High school students can benefit significantly from diverse learning experiences, which can bolster their college applications.

## 6.13. Community Service

PennSchool actively promotes a culture of community service throughout its system. Students are encouraged to take initiative in participating in learning projects tied to communal and charitable activities that are regularly organized. Engaging in these projects allows students to:

- Cultivate a sense of civic responsibility and empathy for others.
- Develop a deeper understanding of global issues and their role in addressing them.
- Gain exposure to multiple perspectives for evaluation and reflection.

## VII. SCHOOL REGULATIONS

### 7.1. General Regulations

#### For students

- Attend school punctually and consistently.
- Adhere to the school's uniform policy.
- Complete assignments and bring necessary school supplies, including a laptop when requested.
- Listen attentively when others are speaking and communicate at an appropriate volume.
- Actively participate in learning activities and contribute ideas.
- Demonstrate integrity during tests and exams.
- Maintain personal hygiene, dispose of trash properly, and keep personal spaces clean.
- Respect school property and conserve resources.
- Show courtesy in actions and words, and respect others.
- Observe queuing etiquette and practice turn-taking in group activities and crowded places.

#### For parents

- Remind students to comply with school regulations;
- Wear a visitor's card during school hours or a pick-up/drop-off card when collecting students. Maintain courtesy when interacting with teachers, school staff, and other parents.
- Obtain permission from the School Board before taking photos or recording videos in restricted areas or of other students, teachers, and school staff on the premises.
- Smoking and dangerous items like guns, weapons, explosives, flammable substances, sharp objects, and addictive substances are strictly prohibited on school premises.
- Do not enter classrooms without permission from relevant teachers/staff.
- Collaborate with teachers and the school in educational activities for students.
- Directly contact the homeroom teacher or the Board of Principals for any questions or concerns related to students' education and care at school.
- Avoid spreading incorrect and unverified information about the school, teachers, school staff, officials, and students.
- Refrain from actions that negatively impact the mental and physical health and reputation of teachers, school staff, and students.
- Avoid violating applicable laws that could harm the school's reputation, image, and brand.
- While PennSchool values building relationships with parents; staff/teachers are not encouraged to participate in activities like picnics, end-of-year celebrations, or birthday parties to maintain the highest professional standards. Parents' understanding is appreciated in case an invitation is declined.
- Ensure timely payment of fees according to the school's regulations.

*\* Failure to comply with the mentioned regulations may result in discontinuation of educational services for the student.*

## 7.2. Misconduct & Disciplinary Measures

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

### Category I

Problems taking place in the classroom/hallway and common area. Activities that violate Category I rules include, but are not limited to:

- Hallway and common area violations or disturbances
- Unintentional misuse or damage to property
- Eating and drinking (except water bottles) - these are not allowed anywhere in the building except the cafeteria
- Repeated tardiness up to 3 times/month
- Any other minor misbehavior that disturbs order in and out of the classroom
- Unauthorized use of mobile phones and electronic devices within the school premises for non-academic purposes
- Leaving campus during school time without permission.
- Trespassing
- Dress code violations

### Disciplinary actions:

The discipline of students for misbehavior in Category I depends on the severity and frequency of the specific behavior. The disciplinary actions at Category I are usually administered by teachers and the school office, with the occasional involvement of the Principal if they are serious. Disciplinary actions include, but are not limited to:

- A discussion of the misbehavior with the student
- Verbal reprimand
- Payment for lost and/or damaged property
- A disciplinary referral form, issued for misbehavior, **to be signed by the student's parents, and returned to the school office for archives.**
- Contact parents

### Category II

Violations in Category II include repeated instances of violations in Category I, or activities and attitudes that show a lack of respect for authority or peers. These include, but are not limited to, the following:

- Lying
- Slander/Defamation
- Cheating/Plagiarism
- Threat/Harassment
- All forms of bullying, including cyberbullying
- Deliberate disrespect for/destruction of property
- Habitual tardiness (more than 3 times per month)

- Vulgar language and gestures (both written and verbal)
- Excessive absences without reason
- Engaging in physical aggression

### **Disciplinary Actions**

The student will receive a disciplinary referral form to inform parents of the behavior violation. The resulting disciplinary actions include, but are not limited to, the following;

- Continue the Category I actions with more severity
- A zero mark (in cases of plagiarism)
- Removal/withdrawal or a failing grade for the class (including a loss of credit)
- Replacement of lost or damaged property.
- Loss of privileges (such as clubs, athletics, field trips and extracurricular activities)
- Suspension
- A disciplinary referral form, issued for misbehavior, **to be signed by the student's parents, and returned to the school office for archives.**

### **Category III**

Recurring Category II offenses will result in more severe consequences, which could include expulsion.

- Violations of laws
- Threat/Harassment (both verbal and written)
- All forms of bullying, including cyberbullying
- Stealing
- Starting fires or triggering a false fire alarm
- Activities that seriously threaten the safety of the student or others
- Defacing school, or another student's, property
- Viewing, possession, or distribution of pornography. Sending or distributing texts, messages, and photos that include sexually explicit language, profanity, or inappropriate content.
- Bringing weapons/explosives to school (real or fake)
- Engaging in physical aggression
- Sexual harassment or physical abuse
- Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia
- Frequent and repeated violations of Category II rules

### **Disciplinary Actions**

Disciplinary actions include, but is not limited to, the following, as determined by the Principal and/or the review committee:

- Continue the Category I or II actions with more severity
- Suspension from school for 1 – 7 days
- Expulsion
- The police will be contacted in the event that a criminal act has occurred
- A disciplinary referral form, issued for misbehavior, **to be signed by the student's parents, and returned to the school office for archives.**

## Other cases of expulsion

PennSchool understands that certain circumstances may necessitate the consideration of expulsion, which we approach with tact, formality, and empathy. The following scenarios are outlined:

- Severe psychiatric or physiological disorders: If a student's condition significantly disrupts the well-being and learning of others, expulsion may be considered. These cases typically involve severe psychotic or physiological disturbances. Our priority is to ensure a safe learning environment, so we initiate a referral procedure to provide specialized treatment and education for the affected student.
- Learning disabilities impacting the learning environment: When a student's learning disability significantly hinders others' educational experience, we may request a referral to support the student's specific needs and foster academic progress for the entire student body.
- Non-payment of tuition fees: While we understand financial challenges, if parents fail to fulfill their obligations, including tuition fees, and remain outstanding for more than 30 days past the deadline, expulsion may be necessary to ensure the school's continued operations and quality education for all students. We will continue to request settlement from the concerned parents.
- Non-compliance with school regulations and disruptive behavior: Adherence to school regulations is vital for a safe and orderly educational environment. Should parents or guardians exhibit behaviors that undermine safety or damage the school's reputation, expulsion may be considered to uphold the institution's integrity and well-being of the school community.

## 7.3. Academic Dishonesty

All members of the school community must uphold integrity in learning. Academic dishonesty includes actions such as plagiarism, cheating, stealing test materials, fabrication of data, and posing as the author of someone else's work. Teachers will use an online plagiarism checker regularly.

Students must understand the gravity of academic dishonesty. The school will inform parents if misconduct is detected. Repeated offenses may lead to suspension or expulsion, following school regulations.

Academic Dishonesty and Generative AI: The ethical use of generative AI for school work necessitates responsible and transparent implementation. While AI tools can enhance creativity and productivity, students must understand the importance of giving appropriate credit to the original creators of any content generated by AI.

When using generative AI for school work, it's essential to be ethical and responsible. AI tools can help us be more creative and do our work better, but we need to remember to give credit to the people who made the AI's content. It's like saying "thank you" for their hard work and ideas. Being honest and giving credit is the right thing to do!

Using generative AI to complete homework assignments without the teacher's consent and without providing proper citation can be considered plagiarism. Academic honesty and integrity are vital, and students must adhere to ethical practices by obtaining permission from their teachers and appropriately acknowledging the AI-generated content's source to avoid any plagiarism-related issues.

## 7.4. Technology Policies

All students, faculty, and staff must follow these guidelines when using PennSchool's technology, resources, and network:

- Use only your assigned PennSchool IT accounts.
- Maintain authorized and secure passwords and data.
- Avoid sharing private information about yourself or others.
- Keep your account details confidential.
- Refrain from accessing or altering others' work or data.
- Respect international copyright laws; do not illegally copy games, software, or materials on school premises.
- Avoid plagiarism from the Internet; cite all sources used in academic work, including internet, text, and images.
- Do not share spam or other inappropriate communications on the school network.

Students must submit their personal cell phones to the homeroom teacher at the start of the school day. The teacher will securely store the devices and only return them in specific situations, such as approved instructional purposes, ordering lunch, family emergencies, or at the end of the school day.

If students fail to submit their cell phones or use electronic devices for non-academic purposes within school premises, the teacher may confiscate the items, have students sign a disciplinary referral form, contact parents, and take other necessary disciplinary actions.

Cell phones or devices with image-capturing capabilities are strictly prohibited in locker rooms or restroom areas while at school or during school-related events.

## 7.5. Leave of Absence

Parents are requested to inform the homeroom teacher through mobile phone, contact, or email the School Office before 7:55am on the day their child is absent from school. Along with the notification, a valid reason for the absence (e.g., information about the child's illness) should be provided in the leave request.

If a child is absent from school without a valid reason, they will be marked as "absent without permission" until the school receives a family notification. To facilitate monitoring, parents should promptly notify the school about the child's absence.

If a student's attendance drops to 90% or lower, parents/guardians will receive written communication, and a meeting may be arranged to address the issue. Maintaining open communication with the school regarding student absences is crucial to ensuring the safety and well-being of all students.

## 7.6. Securing Personal Belongings

All students are assigned lockers for storing their personal belongings. It is advisable not to bring valuables like mobile phones or music players to school unless instructed by a teacher. If these devices are brought, their usage is permitted only before 7:40 am and after 4:30pm.

For safety purposes, the school retains the right to inspect students' lockers at any time to ensure there are no explosives or addictive substances. Students are advised against keeping money or valuables in changing rooms, backpacks, or school bags. The school will not be held responsible for any safety concerns arising from students' failure to comply with regulations on personal belongings or for any losses of personal items or money at school.

Please label your child's belongings. While the school takes reasonable precautions to ensure property security, students are responsible for safeguarding their personal items. Valuables, large amounts of money, and sentimental items should not be brought to school. The school cannot compensate for lost, misplaced, or damaged personal belongings.

## 7.7. Protecting School Property

Students must show responsibility in protecting school and class property, including decorations and daily-use items. If a student damages school property worth 500,000 VND or more, parents will be responsible for compensation.

## 7.8. Lost and Found

The school's Lost and Found section, located in the library, holds students' misplaced belongings and items found on school premises. If students lose something, they can ask the librarian or their homeroom teacher for assistance by providing a description of the lost items and details about when and where they were misplaced. Any unclaimed items before the 10th of each month will be used for charitable activities.

# VIII. SCHOOL LIFE

## 8.1. School Uniform



Students are required to wear school uniforms at all times, except for extracurricular activities or festivals or events. It is important to adhere to the uniform policy by wearing the uniforms exactly as they were acquired, without any alterations or modifications. In the event a student fails to adhere to the rules, as well as wearing incorrect uniform, appropriate disciplinary measures will be taken.

Students must wear sports shoes for gym classes.

For practical lessons in the laboratory, students must wear closed-toe shoes and prescribed clothing (For instance, sandals and flip flops will not be permitted).

Students are allowed to wear the House T-shirts on Friday. However, it is mandatory for students wearing House T-shirts to pair them with either the school sport shorts (for male students) or the dress uniforms (for female students).

## **8.2. Lunch Break & Nap Time**

Students may only eat lunch in the canteen. No food or drinks (except water bottles) are allowed in the classrooms.

Students have 80 minutes to have lunch and rest during nap time at school. During the lunch break (after lunch), students can either take a nap or participate in other activities such as reading, visiting the Library, playing sports, or finishing their homework.

## **8.3. Snack Time**

Snack time for students will be in the afternoon, depending on their timetable. Students may only eat snacks in the canteen, and are not permitted to bring snacks back to the classroom. No food or drinks (except water bottles) are allowed in the classroom.

## **8.4. Drinking Water**

The school provides water dispensers in all hallways, the cafeteria, and other functional areas. Students are required to bring their personal water bottles for PE lessons, lunchtime, and other classes. Parents should provide a durable and reusable bottle with their child's name on it, featuring a handle for easy attachment to the child's desk and to prevent water spillage onto school supplies.

## **8.5. Arriving at School**

The school opens at 7:00 am from Monday to Friday. The first period, a compulsory period starting at 8:10 am, features activities related to character education and skill development, facilitated by the Homeroom Teacher.

## **8.6. Departing from School**

Classes end at 4:30 pm. If students do not take part in events or extracurricular activities held by the school, they must leave the campus no later than 5:15 pm.

In the event that a student remains at school after 5:15 pm without participating in after-school activities, the school will assign a teacher to return the student to the library (where students wait for their parents)

and collect fees (150,000 VND/day). In the event that parents do not agree to pay the fee, the school will be exempt from the responsibility of supervising the students after school. Parents who pick up students after 5:15 p.m. will need to sign a form to confirm that they have picked up the students.

## 8.7. Student Drop-off and Pick-Up

Parents or guardians must follow traffic instructions outside the school premises. To minimize traffic congestion, vehicles should only stop for students to disembark in designated areas. Vehicles should not park in front of the school gate for an extended period and should not obstruct traffic on the sidewalks.

When picking up students, parents/guardians must present their pick-up card to the responsible teacher/staff member or use the S360 application for verification. If a person picking up the student cannot prove authorization from the student's parents, the teacher or school staff will refuse to release the student to that person.

## 8.8. School Bus Service

The school bus is an optional service provided depending on the school's capacity and parents' requests. The bus service is only guaranteed if parents have paid the bus fees, and the school is able to arrange suitable bus routes for registered students.

The school provides student transportation services through two methods: "Home Pickup" and "Transfer":

- **Home Pickup:** The school bus will pick up and drop off students directly at their homes.
- **Transfer:** The school bus will pick up and drop off students at designated pick-up-points within the city and local wards; parents will come to the most convenient school pick-up-point to pick up their children.

The types of vehicles used by the school for this service can be 7-seats, 16-seats, 29-seats, or 45-seats, depending on the number of registered students and the traffic conditions of the route. However, they ensure quality in student transportation operations. Each bus is staffed with supervisors and experienced drivers, and is outfitted with safety features, air conditioning, etc.

Departure times for the school bus service for student transportation: The bus routes are scheduled according to the school timetable from Monday to Friday. Buses pick up students at different time slots from 6:00 AM to 7:20 AM and ensure students will arrive at school between 7:30 AM and 7:45 AM.

# IX. SCHOOL SAFETY & WELL-BEING

At PennSchool, we prioritize the safety & well-being of our students and strive to provide a safe and nurturing environment that supports their growth and development. In order to ensure the well-being of our students, we have implemented various programs and policies to address important issues such as bullying and harassment, student discipline and behavior management, mental health and wellness, and anti-drug and substance abuse.

## 9.1. Child Protection Policy

PennSchool aims to create a positive and safe environment for all students. PennSchool has an ethical and legal responsibility to prevent and deal with intentional or accidental harm towards children, whether it happens on or outside of the school premises.

## **9.2. Violence, Harassment & Bullying**

PennSchool encourages students to report and collaborate to prevent incidents of school violence, harassment, and bullying. PennSchool strictly prohibits any form of school violence, harassment & bullying, including cyberbullying.

The Board of Principals of PennSchool and the Disciplinary Board will be responsible for making disciplinary decisions concerning individuals involved in acts of violence and bullying. In instances of isolated acts of bullying or violence, the School Board and homeroom teachers will handle the sanctioning decision. However, for more severe cases, it will be necessary to involve the relevant authorities.

## **9.3. Fire Alarm and Emergency Evacuation**

In the event of fire emergencies, the fire alarm system at PennSchool will be promptly activated. A swift and organized evacuation procedure will be implemented, ensuring the safety of all individuals within the school premises. To facilitate this process, comprehensive emergency evacuation maps are prominently displayed in all halls of the school. It is mandatory for all teachers, staff, and students to familiarize themselves with the evacuation diagram and have it memorized, enabling efficient evacuation during fire incidents.

## **9.4. Severe Weather Protocols**

In the event of severe weather, including rainstorms and flooding, the policy of the PennSchool is to follow instructions given by the relevant national, regional, and local authorities in Vietnam.

If severe weather occurs, parents should refer to the following procedures:

- Please pay attention to media announcements made by national, regional, and local authorities in Vietnam.
- In the event that authorities announce the closure of PennSchool after the start of the school day, parents will be notified, and the school will make every effort to ensure the safety of students who are already at school or on their way there. Students will remain in a secure location until it is safe for them to leave. It is important for parents not to put themselves in danger by attempting to collect their children during severe weather conditions.
- Parents are advised to exercise their own judgment when deciding whether to send their children to school during severe weather. If parents believe that local weather conditions, as well as road, traffic, or transportation conditions, pose a risk to their child's safety, they should keep their children at home. On days that such situations occur, affected students will be allowed to be late or absent from school.

## **9.5. Security Control Upon Campus Entry/Exit**

The purpose of school entry and exit control is to ensure safety for students and school staff as well as to protect school property. All parents/guests visiting the school need to have prior appointments. At the school gates, the security staff will check the appointment, hold the parent's or guest's ID card/driver's license or other personal identification documents, and issue a visitor's card to the parent/guest.

## **9.6. Reception and Delivery of Items from Parents to Students**

Parents may send personal belongings and school supplies to students at the security booth. Prohibited items include expensive items like money, jewelry, tablets, smartphones, and banned substances per governmental regulations.

The school has the right to decline item delivery if the sender's identity or relationship to the recipient is not verified, or if guardianship authorization is not provided.

To maintain food safety and hygiene, any food/beverages prepared by parents must receive approval from the Principal with valid reasons (e.g., medical dietary requirements) and must be in original packaging with labels and expiry dates. Parents must also take full responsibility for homemade food in case of any incidents.

## **9.7. Use of Equipment and Chemicals at School**

Students will receive proper instruction on the safe use of equipment, learning aids, and laboratory chemicals in both the school and classroom settings. Bringing dangerous chemicals to school or storing them is strictly prohibited. It is essential for students to fully adhere to the school's regulations and follow safety guidelines in the lab and other relevant rooms to ensure their safety and the safety of others.

# **X. SCHOOL HEALTH**

## **10.1. Health Services**

PennSchool has a Nurse's Office with full-time medical staff to provide first aid and handle medical-related cases. To ensure proper health care, parents must inform the school in writing, along with medical records (if applicable), about any health problems, allergies, epilepsy, or special needs their child may have. Regular communication and updates with the medical staff, including immunization history and illnesses, are essential.

If students feel unwell, they will be examined and treated in the Nurse's Office. In case of severe illness, parents will be contacted for pickup. For accidents or unexpected serious illnesses, the school will take the student to the nearest medical center, accompanied by school staff who will wait until the parents arrive.

## **10.2. Health Records**

Parents must complete and update their child's health records annually before enrollment. All relevant medical information, such as illnesses, allergies, vaccinations, and more, must be provided to the school. Student health details will remain confidential and shared only with relevant staff. Parents are requested to provide accurate information on the Health Report Form and Enrollment Application and promptly inform the school of any changes. Failure to do so may impact admission or enrollment.

## **10.3. Periodic Health Check**

Students at PennSchool will receive an annual comprehensive health check by doctors from hospitals within the city, assessed on criteria from the inter-ministerial health examination guide from the Ministry of Health and Ministry of Education and Training.

## 10.4. Student Health Insurance

To ensure students' safety in and outside of class, and comply with the regulations of the Ministry of Education and Training, the school will purchase and issue mandatory medical insurance cards for students on behalf of their parents. Parents will pay the mandatory insurance fees along with the tuition fees before the beginning of the school year.

## 10.5. Accidents, Illnesses, and Medical Emergencies

<b>MILD CASES</b>	Minor health issues such as headaches, coughs, mild fever (below 39 degrees Celsius), simple wounds, nosebleeds, and non-severe injuries or illnesses.
<b>SEVERE CASES</b>	Severe health conditions such as high-grade fever (over 39 degrees Celsius), difficulty breathing, severe bleeding, limited mobility but conscious, second- or third-degree burns, choking but still able to breathe, poisoning, allergies without irritation, dyspnea, cyanosis, etc.
<b>CRITICAL CASES</b>	Critical health emergencies such as heart disease, recurrent asthma leading to dyspnea, fourth- or fifth-degree burns, artery rupture, choking with cyanosis, dyspnea, cardiac arrest, unconsciousness after drowning, apnea, etc.

**MILD cases:** The homeroom teacher informs parents by phone, and the school nurse provides medical information and treatment details. Parents decide if their child should stay at school or be picked up.

**SEVERE and CRITICAL cases:** The school will use all available means to contact parents. Keep contact information updated. Students will be taken to the nearest hospital unless parents specify otherwise. School nurses will accompany the student until parents arrive.

## 10.6. Commitment to Emergency Response

Parents grant the school authorization to seek medical advice and treatment for their child in reasonable emergency situations. They also agree to bear the costs of medical advice and treatment and reimburse the school accordingly.

## 10.7. Infectious Diseases

Students with infectious diseases should remain at home until they fully recover, providing the school with a health certificate confirming their non-contagious status upon their return.

To prevent spreading common infectious diseases like cold, flu, and others, parents may request their child to stay home. For vomiting or diarrhea, a 48-hour rest period is necessary after the last bout. A body temperature above 37.5 degrees Celsius requires at least 24 hours of rest at home.

Common infectious diseases include chickenpox, measles, mumps, hepatitis, pinkeye, hand, foot and mouth disease, impetigo, scabies, head lice, and Covid-19.

## **10.8. Registration for Administration of Medication at School**

To ensure safe drug use and prevent drug poisoning and misuse, parents must follow these rules for administering medication and child healthcare at school:

- Only medications prescribed by doctors will be administered at school. Non-prescribed or unlabeled medications without expiration dates or place of manufacture will not be accepted. Parents must waive the school's responsibility if issues arise from administering such medicine at school.
- The school does not accept antibiotics, supplements, or functional foods (unless prescribed by a doctor). For medications not requiring a doctor's prescription, only medicine syrups, saline nasal drops, and oral rehydration solutions (Oresol) are accepted.
- If the child exhibits signs of an infectious disease or high-grade fever (>37.50 degrees Celsius) or experiences severe symptoms, parents should seek professional medical advice, keep the child at home, and inform the school of their condition.

## **10.9. Exemption of Liability During Physical Activities and Field Trips**

The school prioritizes student safety and provides careful monitoring and supervision during various activities such as programs, events, field trips, travels, and physical activities.

Parents have the right to decline their children's participation in these activities if they feel it is unsafe or their children are unwell. Parents understand and accept the risks involved and take responsibility for any resulting injuries. They grant relevant authority to the school, exempt it from liability, and agree not to sue the school, teachers, or staff for these activities.

Parents must inform the school of their children's existing medical conditions and remind them to follow the activity supervisor's code of conduct and school regulations.

## **10.10. Mental Health and Wellness**

At PennSchool, we prioritize students' mental health for their overall well-being. Our supportive environment encourages open expression of feelings and seeking help when needed. Qualified counselors are available to assist with emotional or psychological concerns, and we organize workshops to promote mental health awareness. Confidentiality is maintained to ensure students' comfort and safety during counseling.

## **10.11. Anti-Drug and Substance Abuse Programs**

We are dedicated to maintaining a drug-free environment. Through age-appropriate programs, we educate students about the risks of drug abuse. Informative sessions, workshops, and guest speakers provide valuable insights. We support healthy choices and offer resources for those dealing with substance-related issues.

## **XI. COMMUNICATION BETWEEN SCHOOL AND PARENTS**

At PennSchool, we value consistent communication between parents and the school to enhance children's learning experiences. To facilitate this, we kindly request detailed updates on the family's home address, email, phone number, and emergency contact information. We will verify this information at the start of the school year. If there are any changes, we encourage parents to promptly inform the school.

### **11.1. Guardians**

If parents will be absent from the locality for 24 hours or more during their child's school days, they must notify the school in writing and provide:

- Phone numbers of both parents at their work/travel destination/temporary residence, including temporary phone numbers.
- Phone number of the child's guardian during the parents' absence.

The guardian will assume all parental responsibilities concerning the student's education, health, and welfare. They must be authorized to sign documents and make decisions on behalf of the parents. The school expects that any student-related notices sent to the guardian will be promptly communicated to the parents.

### **11.2. Parents' Portal - SPS360**

SPS360 is an all-in-one application connecting parents with school staff. It offers comprehensive student information and updates, along with PennSchool's services on a single platform.

With S360, parents can directly communicate with the School Office, raise questions, provide feedback, and request support without visiting the school. Excused absences, student records, registration, service requests, cancellations, and parent-teacher conferences are seamlessly integrated into S360, creating the best experience for parents and students in one place.

### **11.3. Parent-Teacher Conferences**

Parent-teacher conferences are held three times a year - at the beginning of the year and after each semester. These meetings offer parents valuable insights into their children's academic performance, strengths, areas for improvement, and overall development. We strongly encourage all parents/guardians to attend these conferences and actively participate in their child's education.

If you require a one-on-one discussion outside the scheduled conferences, the Board of Principals is available for unscheduled meetings. Please schedule in advance through the PennSchool Office.



#### **11.4. Weekly Report**

Parents will receive study plans and teacher comments in terms of the student's progress on a weekly basis.

#### **11.5. SMS Updates**

SMS updates also deliver timely announcements of events and any urgent messages requiring the parent's attention.

#### **11.6. Parent Education and Workshops**

PennSchool values parent education and their crucial role in their child's academic journey. We provide monthly workshops on topics such as effective communication with teachers, creating a positive learning environment at home, understanding the curriculum, and supporting student well-being. Stay informed about upcoming workshops to support your child's success.

#### **11.7. Website**

The school website serves as the official information portal, providing general details about the school, facilities, teachers, and curriculum. Parents can access the event schedule to help students prepare for classes.

#### **11.8. Facebook**

PennSchool's Facebook page shares images and videos of students and celebrates their achievements in prestigious competitions. The school may use event photos and recordings for related activities and promotional purposes.

Parents can contact the School Board with comments, questions, or concerns and are encouraged to avoid posting on social media without complete and accurate information.

## 11.9. Gifts

The most valuable gift for PennSchool teachers and staff is the growth and development of students. On holidays and Lunar New Year, teachers and staff are not allowed to accept money or gifts from parents, except for cards and souvenirs made by students or flowers from parents.

## 11.10. Questions, Concerns, or Complaints

For more information, parents should first contact their child's homeroom teacher or subject teacher. If further inquiry is needed, they can reach out to the managing vice principal or principal of the school.

The school board will strive to address any and all parental concerns. Parents can send a message to the school's principal via the email address: [bops@pennschool.edu.vn](mailto:bops@pennschool.edu.vn)

## 11.11. Contact Information

ISSUES	CONTACT INFORMATION
Admission program Academic calendar Program/course/competition registration Buying textbook/uniform/materials Forms/rules School meals School bus Birthday party schedule	<b>THE SCHOOL OFFICE</b> Phone: (028) 710 258 58 Hotline: 0902 999 644 Email: <a href="mailto:schooloffice@pennschool.edu.vn">schooloffice@pennschool.edu.vn</a>
Policy Teaching programs Teachers	<b>BOARD OF PRINCIPALS</b> Điện thoại/ Phone: (028) 710 258 58 Hotline: 0902 999 644 Email: <a href="mailto:bops@pennschool.edu.vn">bops@pennschool.edu.vn</a>
Problems regarding subjects, programs/ Transcript/ Academic records	<b>ACADEMIC AFFAIRS DEPARTMENT</b> Điện thoại/ Phone: (028) 710 258 58 Email: <a href="mailto:academicaffairs@pennschool.edu.vn">academicaffairs@pennschool.edu.vn</a>
Physical, emotional and mental health, academic counseling, college preparation, scholarship information	<b>PSYCHOLOGY &amp; COUNSELING DEPARTMENT</b> Email: <a href="mailto:advising@pennschool.edu.vn">advising@pennschool.edu.vn</a> (For physical and mental issues) Email: <a href="mailto:collegecounseling@pennschool.edu.vn">collegecounseling@pennschool.edu.vn</a> (For academic guidance and counseling)
Tuition issues, payments, and refunds	<b>ACCOUNTING DEPARTMENT</b> Email: <a href="mailto:payments@pennschool.edu.vn">payments@pennschool.edu.vn</a>

## **XII. APPENDICES**

### **12.1. Frequently Asked Questions (FAQs)**

#### **1. What programs are offered at PennSchool?**

PennSchool currently offers the following programs:

- International American Program (IAP) for students from PRE to Grade 8
- American Diploma Pathway (ADP) for students from Grade 9 to 12
- Vietnamese American Program (VAP) for students from PRE to Grade 12

#### **2. How can parents interact with PennSchool?**

PennSchool ensures dedicated attention to each student at every stage of their educational journey and facilitates increased interaction with parents through various channels, including the Parent Portal, School Office, Weekly Communication through the Homeroom Teacher, Parent-Teacher Meetings, Coffee Talks, and SMS Updates.

#### **3. How can I pay for the school fees?**

The tuition fees include fees and charges for programs, registration, meals, uniforms, school bus, and other fees such as medical, extracurricular activities, boarding and overtime care (for Kindergarten only). The tuition fees usually vary by year, depending on the program, and may vary according to the exchange rate. Payment of all fees can be transferred to the school's account.

#### **4. How many times per year will I pay for the tuition and other fees?**

Parents can choose to pay fees by Full-year, by Semester, or by Quarter. There will be two semesters in every school year. And there are four quarters in a school year.

#### **5. What is the school's scholarship program?**

The school always dedicates scholarships to students with excellent academic results.

Conditions:

- Achieve academic excellence in previous years;
- Achieving awards in international and national competitions;
- Especially, have good English skills.

## **6. What is the school calendar?**

School year at PennSchool typically begins in August and finishes about the end of May. For more information, please visit the school calendar here:

<https://pennschool.edu.vn/en/student-life/school-calendar/>

## **7. How long is the school day?**

A normal school day begins at 8:10 am and ends at 4:30 pm.

## **8. Can I reserve a place for my child? Can I register early?**

Please contact the Admissions Department directly.

## **9. What are the differences between the Advisory Board and the Administration Board?**

At PennSchool, the curriculum is built, supervised, and implemented by leadership team, including:

- The Advisory Board are members of the system's representative office in the US. The Advisory Board includes prestigious educational experts in Pennsylvania, with experience in management and administration of schools and educational systems in the US. The Advisory Board has been working full-time since the end of 2019 and participating in professional activities at PennSchool.
- The Administration Board is composed of the Principal, Vice Principal and teachers who coordinate the activities and programs at the school.
- Leadership team has weekly meetings to exchange information, plan and monitor academic performance to ensure that operations are in compliance with established standards.

## **10. How do teachers interact with students to ensure effective learning when the number of students is over 25 per class?**

At PennSchool, the efficiency of classroom activities is influenced by the number of students, as too few or too many can impact the effectiveness of Active Teaching and Learning methods. To facilitate Group-Pair-Share activities, the school maintains a class size of 24-28 students. This allows for easy formation of discussion groups, with pairs, groups of 4, 6, or 7 students, as well as groups based on similar skill levels to implement appropriate support strategies.

In addition, teachers can easily help students approach the lesson through technology application, inquiry-based learning, project-based learning, problem-based learning.

## 12.2. Glossary of Terms

TERM	DEFINITION
K-12	The “K” stands for kindergarten, which is typically the first year of formal schooling, and the “12” represents the final year of high school, also known as the 12th grade. K-12 education encompasses a comprehensive curriculum that progresses from basic foundational skills in the early years to more advanced and specialized subjects in high school.
Greenville Area School District	Graduating students receive a diploma and official transcripts from Greenville High School, which has been honored with the distinguished Blue Ribbon Award of America. This diploma is recognized by schools in the USA, Australia, Canada, and other English-speaking countries worldwide.
ADP	The American Diploma Pathways (ADP) is an educational program offered by the PennSchool, designed to provide students with a pathway to earning an American high school diploma. The program typically covers a range of subjects and coursework aligned with American educational standards. Students who successfully complete the ADP program and meet the graduation requirements are awarded a diploma and official transcripts from Greenville High School.
IAP	The International American Program (IAP) is an educational program implemented by the American International School – PennSchool, designed to provide students with an internationalized American curriculum.
VAP	The Vietnamese American Bilingual Program (VAP) is an educational program offered by the American International School – PennSchool, designed to provide students with a bilingual learning experience in both Vietnamese and English. The program typically integrates language instruction, cultural studies, and academic subjects to develop proficiency in both languages.
CIS	The Council of International Schools (CIS) is a leader in the field of school evaluation and accreditation worldwide, with rigorous international criteria and standards. Currently, CIS includes over 1,380 schools and universities representing 116 countries worldwide.
Common Core State Standards	Common Core State Standards (CCSS) is a set of educational standards implemented in many states of the United States (41 out of 51). CCSS provides guidelines for students to understand the goals of each subject from Kindergarten to Grade 12. It emphasizes the element of “college and career readiness,” helping students prepare for college and develop skills for their future careers.
NWEA MAP Test	PennSchool utilizes the Northwest Education Association’s (NWEA) Measures of Academic Progress (MAP) Growth Assessment to track individual student growth during their tenure at the school. Each year, students from preschool to grade 8 undergo this assessment to determine their instructional level and measure academic progress in mathematics, reading, language usage, and MAP for Primary Grades (MPG) over the course of the school year and from year to year.
Canvas	Canvas serves as the learning management system (LMS) utilized by PennSchool to deliver online courses and facilitate e-learning. It provides instructors with the ability to create and organize course materials, deliver multimedia content, facilitate discussions, assign quizzes and assignments, and offer various learning resources such as learning guides and weekly summaries.
SPS360	SPS360 is a dedicated software or online platform employed by PennSchool to provide parents with access to information and resources pertaining to their child’s education. It functions as a centralized hub where parents can log in to view their child’s academic progress, attendance records, grades, and other relevant information. SPS360 at PennSchool may also offer additional features such as communication tools to interact with teachers, access to school announcements and calendars, information about upcoming events, and the ability to submit forms or requests.

## 12.3. Procedures:

### **Cheating/Plagiarism Handling Procedure:**

**Step 1:** Notification: Any suspected cases of cheating are immediately reported to the lead proctor (Proctor 1) or other exam officials.

**Step 2:** Investigation: The lead proctor conducts a discreet investigation, gathering evidence and confronting the suspected student(s) outside the exam room to allow them to respond.

**Step 3:** Documentation: If the student admits to cheating or plagiarism, the incident is documented using the violation report form. If the student denies the violation despite clear evidence, the violation report form includes the student's denial.

**Step 4:** Reporting: The lead proctor reports the incident to the appropriate authorities, such as the examination council and the Board of Principals.

**Step 5:** Review and Disciplinary Action: The Board of Principals reviews the evidence and determines appropriate disciplinary actions, considering the severity of the incident.

**Step 6:** Follow-up: The Board ensures that necessary follow-up is carried out, which may include meetings with relevant parties, support for the student(s), and implementing preventive measures for future examinations.

### **Bullying/Violence Handling Procedure:**

**Step 1:** Report: Any incidents of bullying or violence are promptly reported to the Principal's Office or Admissions Office.

**Step 2:** Investigation: The school promptly investigates the reported incident, gathering information and evidence. If the reported information is correct, the Principal will submit the results of the investigation to Line Managers.

**Step 3:** Disciplinary action: Based on the severity and nature of the incident, appropriate disciplinary measures are taken. Acts of bullying/violence that result in serious consequences will be managed according to Vietnamese law.

**Step 4:** Support and education: The school supports the victim and educates all parties about the impact of their actions, fostering empathy and understanding.

**Step 5:** Prevention and monitoring: Ongoing interventions and preventive measures are implemented, and the situation is monitored to ensure safety and well-being.



**Psychological Counseling Procedure:**

**Step 1:** Registration: Students seeking support can register directly at the school's counseling office or indirectly through a designated form.

**Step 2:** Assessment and Scheduling: The counseling department receives the registrations and conducts a preliminary assessment to determine the level of support required. Appointments are scheduled, and students are notified accordingly.

**Step 3:** Support and Listening: Our psychologist works closely with the students, attentively listening to their concerns, and providing necessary support.

**Step 4:** Evaluation and Communication: The psychologist evaluates the issue and, when needed, communicates with the school administration, parents, or transfers the case to appropriate parties.

**Step 5:** Follow-up: The school's counseling office assesses the effectiveness of the provided support and ensures that appropriate follow-up measures are implemented.

**Code of Conduct Violation Handling Procedure:**

**Step 1:** Reporting: Any student violations of school rules should be promptly reported by students, teachers, and staff to their homeroom teachers, direct supervisors, and the Board of Principals. The Student Code of Conduct outlines the three categories of rule violations.

***If the violation falls under Category I, the following procedures should be followed by the homeroom teacher:***

**Step 2:** Investigation: The homeroom teacher conducts a thorough investigation, gathering evidence, including written statements and camera footage if needed.

**Step 3:** Discussion and Disciplinary Measures: The homeroom teacher discusses the issue with all involved parties, announces the disciplinary actions, and obtains their signatures on a disciplinary referral form.

**Step 4:** Parent Communication: The homeroom teacher informs the parents of all parties involved, obtains their signatures on the form, and securely stores it for future reference if necessary.

**Step 5:** Follow-up: The homeroom teacher conducts regular post-situation follow-ups, evaluating the effectiveness of the disciplinary measures.

***If the violation falls under Category II or III, the homeroom teacher and the Board of Principals should follow the following procedures:***

**Step 2:** Reporting: The homeroom teacher informs the Board of Principals about the violation.

**Step 3:** Investigation: The Board of Principals documents the information and conducts a thorough investigation, gathering evidence.

**Step 4:** Disciplinary Board Meeting: The Board of Principals forms a Disciplinary Board and arranges a closed meeting with all involved parties, which may or may not include parents, to address underlying issues.

**Step 5:** Disciplinary Measures: The Board of Principals, in conjunction with the Disciplinary Board, determines disciplinary measures based on the severity of the incident and notifies all parties of the final decision.

**Step 6:** Monitoring and Evaluation: The Board of Principals regularly monitors the situation, assessing the effectiveness of interventions and preventive measures.

**Student Self-travel Authorization Procedure:**

**Step 1:** Parental Authorization: Parents are required to sign a specific authorization form, explicitly granting permission for students to return home independently. The form includes a statement absolving the school from any liabilities that may arise due to this choice.

**Step 2:** Form Collection and Storage: The homeroom teacher gathers the signed authorization forms and securely archives them in a designated folder.

**Step 3:** Self-Travel: Students proceed to book a Grab ride for their journey home, or go home using their own motorbikes/bikes.

**Step 4:** Driver Information Documentation: The homeroom teacher captures a screenshot of the driver's information, which includes the license plate number, and promptly informs the admissions office.

**Step 5:** Departure Approval: Once the Grab ride arrives, students are granted permission to leave the school premises

### **Receiving Food/Drinks for Birthday Party Procedure:**

**Step 1:** Prior Notice: Parents must inform the homeroom teacher in advance, one day before, if they plan to hold a birthday party for their child at the school. Details about the food and drinks, including brand names and quantities, should be provided.

**Step 2:** Communication: The homeroom teacher communicates the upcoming birthday party to the Board of Principals and the school nurse, ensuring all relevant information, such as brand names, quantities, and party time, is included in the notification.

**Step 3:** Food Delivery: Upon food and drinks' arrival, the security guards notify the homeroom teacher. The teacher collects the items from the designated location.

**Step 4:** Sample Testing: The school nurse takes a sample of the food and drinks and securely stores them in the fridge for safety purposes.

**Step 5:** Celebration Area: The homeroom teacher brings all the food and drinks to the cafeteria, the designated area for student celebrations. Eating and drinking in the classroom are not permitted, and birthdays are celebrated during designated break times only.

**Step 6:** Clean-Up: After the birthday party, the homeroom teacher ensures the cafeteria is cleaned up and left in order.

### **Lunch Ordering Procedure**

**Step 1:** Authorization Form: At the start of the school year, parents are required to sign an authorization form permitting students to independently order lunch. This form also confirms that students haven't registered for school lunch or brought lunch from home.

**Step 2:** Form Collection: The homeroom teacher collects the signed forms and securely stores them in a designated folder.

**Step 3:** Lunch Ordering: After the morning classes end (at 11:10 am or 11:50am), the homeroom teacher returns cell phones to students who submitted the authorization forms. Students can use their phones to place their lunch orders.

**Step 4:** Lunch Delivery: When the lunch delivery service arrives, the security guards receive the meals and notify either the admissions office or the homeroom teacher.

**Step 5:** Lunch Pick-up: Either the homeroom teacher or admissions office staff inform students to collect their ordered lunch from the admissions office. It's reiterated that meals must be consumed in the cafeteria.

**Step 6:** Cell Phone Collection: At the end of the school day, the homeroom teacher collects the students' cell phones again and stores them appropriately.

### **Absence Request and Meal Refund Procedure**

**Step 1:** Leave Request Submission: Parents initiate a leave request by either utilizing the "Request Leave" feature on the SPS 360 application or by sending an email to the school office at [schooloffice@pennschool.edu.vn](mailto:schooloffice@pennschool.edu.vn).

**Step 2:** Leave Request Processing: Upon receiving the leave request, the school office diligently records the provided information and promptly forwards it to the respective homeroom teacher to report the absence. The school staff collaborates in reviewing the leave request and provides necessary details concerning meal refunds, adhering to the School's regulations.

- **For Extended Leave (5 or more days):** In circumstances where a student intends to take leave for five or more consecutive days, starting from the first day of absence, parents are required to submit the leave request at least seven days in advance. This applies to situations such as long-term medical treatment, personal reasons with the School Board's consent, retention, withdrawal, or transfer to another school. In such cases, the school generously refunds 100% of the meal fee for full-day units.
- **For Short-term Leave (fewer than 5 days):** In the event of a student taking leave for fewer than five days, the school does not refund the meal fee.
- In cases where parents request leave through phone calls to the school office, or have a verbal discussion with the homeroom teacher/school staff without using the SPS 360 application or emailing the school office: the school will acknowledge the authorized absence, but the meal fee will not be refunded.

### **Unauthorized Use of Electronic Devices Within The School Premises Handling Procedure**

**Step 1:** Device Confiscation: If students are found using their electronic devices (laptop, tablet, iPad, cell phones) for unauthorized purposes within the school premises, they must surrender them to the homeroom teacher.

**Step 2:** Secure Envelope: The homeroom teacher places the electronic device in a sealed envelope and records the time, date, and reason for the confiscation on the envelope.

**Step 3:** Disciplinary Referral: The homeroom teacher guides the students in completing a disciplinary referral form, clarifying the violation of using electronic devices for non-academic purposes in class. Parents are also informed about the incident.

**Step 4:** Return or Handover: Depending on the students' situation, the homeroom teacher either directly hands the sealed envelope to parents during pick-up or returns it to the student's backpack if they are going home on their own.

### **Nap Time Procedure:**

**Step 1:** Rest Time Preparation: After lunch, students retrieve their blankets/pillows and proceed to their designated sleeping rooms. It is strictly enforced that male and female students sleep in separate rooms without any exceptions.

**Step 2:** Shoe Placement: Before entering the sleeping room, students neatly place their shoes/sandals on the designated shelf.

**Step 3:** Maintaining Quiet Environment: During nap time, students must maintain a quiet atmosphere and avoid disturbing others. However, students who opt not to take a nap after lunch must submit an authorization form signed by their parents. Once the forms are submitted, they are free to choose from authorized locations such as the Library, Physics Lab, Arts Room, Coffee Break Room, or the School Yard. Using video games or electronic devices for non-academic purposes during this period is strictly prohibited.

**Step 4:** Wake-Up and Preparation: At least 10 minutes before the afternoon classes begin, students must wake up and/or return to the classroom. Additionally, they lend a helping hand in rearranging the tables as needed.





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