



PENNSYLVANIA
AMERICAN
SCHOOL SYSTEM



Accreditation



PARENT – STUDENT HANDBOOK

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PARENTS & STUDENT'S HANDBOOK

ACADEMIC YEAR 2026 – 2027

I. WELCOME LETTER

1.1. Introduction

Pennsylvania American School System (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, and include 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 School System (PennSchool) and the academic year 2026-2027. We are thrilled to have you join our community of learners.

At PennSchool, we offer a range of programs, including the IAP Pathway, VAP Pathway, PSP Pathway, 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 the RT Holdings group 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

2.2.1. Mission, Vision & Core Values

• Mission

Pennsylvania American School System (PennSchool) 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

We aspire to empower future leaders by fostering inquisitive minds and innovative thinking through bilingual education and by creating a respectful and equitable environment where every student's potential is unlocked to shape a brighter future.

• 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.



2.2.2. The C.A.R.E Framework

To help bring our values to life in everyday student experiences, PennSchool has adopted the C.A.R.E framework as a practical guide for behavior and character development. C.A.R.E stands for:



This framework helps students develop positive habits and become self-aware, respectful learners and leaders. C.A.R.E is embedded into all behavior expectations and reflective consequence procedures, including our restorative practices. It supports the PennSchool promise to nurture a culture where students are guided not only by rules but by values that prepare them for global citizenship.

Each aspect of C.A.R.E directly aligns with PennSchool's core values:	
C.A.R.E Promise	Related Core Values
Care for Others	Respect, Equity
Act Responsibly	Leadership
Respect Everyone	Respect, Equity
Engage Positively	Innovation, Inquisitiveness

By living out C.A.R.E, students become confident, compassionate individuals who soar higher together.

2.3. School Facilities and Resources



III. GENERAL INFORMATION

3.1. School Year Calendar

PennSchool follows a 4-quarter academic year calendar for 2026–2027, with the following schedule:

- Quarter 1: August 17, 2026 – October 18, 2026
- Quarter 2: October 19, 2026 – December 20, 2026
- Quarter 3: December 21, 2026 – March 21, 2027
- Quarter 4: March 22, 2027 – May 31, 2027

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

To keep students and Parents well-informed, the official calendar for the entire academic year 2026 – 2027 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.

School calendar 2026–2027: [Link](#)

3.2. Day Schedule

At PennSchool, a school day is divided into 9 periods, each lasting 40 minutes. This does not include the homeroom session with the Homeroom Teacher at the beginning of the day or the reading period. Students attend school from Monday to Friday, with Saturdays and Sundays off (excluding make-up days, additional special schedules for High School, or event days, if any).

Each school day begins at 08:00 and ends at 16:30. Students must arrive at school by 07:55 at the latest – 5 minutes before the first period starts. For the first 10 minutes of each day, High School students participate in academic advisory sessions, while other students have homeroom with their Homeroom Teacher.

The general daily schedule is detailed in the table below, and each student's specific timetable will be communicated to Parents by their Homeroom Teacher.

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

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

3.3. Events, Festivals and Holidays

The School regularly organizes events, festivals, and holidays throughout the academic year. Students play a leading role in their preparation and organization, guided by teachers. Detailed information about these events, festivals, and holidays is published on the School's website in the academic calendar section. School Calendar published on the School's website.

3.4. Weekends

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

IV. ASSESSMENT & FEEDBACK

4.1. 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 Pennsylvania Standards. Each Learning Area develops its assessment outline in harmony with the specific characteristics and requirements of each course.

4.2. General Principles

PennSchool believes that every student is special and unique. Education is a long-term process, and each student's learning ability varies. Therefore, student progress needs continuous assessment and feedback throughout the process. Regular assessment and feedback are crucial in helping students achieve the program's learning objectives. Assessment activities provide accurate evidence of students' achievement levels across various learning goals, thereby helping teachers and students develop a roadmap for improving student competencies.



Assessment activities at PennSchool adhere to the following core principles:

- Assessment is an indispensable component of the teaching and learning process.
- Assessment serves the primary purpose of facilitating student achievement of program learning objectives.
- Assessments are based on ensuring accuracy, comprehensiveness, fairness, honesty, and objectivity.
- At PennSchool, both summative and formative assessment activities are designed to suit the specific characteristics of each subject, ensuring they closely align with curriculum learning objectives. These assessments have a clear scope and detailed specifications. They are implemented throughout each lesson in a student-centered manner, fitting teaching requirements without putting undue pressure on teachers or students. This approach also contributes to building a positive and proactive learning environment.
- The preparation and execution of assessments uphold the highest standards of security in examination procedures.
- The outcomes of both summative and formative assessment activities are comprehensively and promptly communicated to students and their Parents. Furthermore, these results are rigorously analyzed and compared to provide invaluable insights for the ongoing refinement of teaching and learning methodologies

4.3. 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 other assessments 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.



4.4. Assessment Outlines & Grading Scales

IAP Pathway (Grades 1 – 5) & VAP Pathway (Grades 1 – 5), PSP Pathway (Grades 1 – 5)

CATEGORY	ELA	MATH	SCIENCE	SOCIAL STUDIES	SPANISH/ VIETNAMESE/ FRENCH	SPECIALIST SUBJECTS
A1	Participation 10%	Participation 10%	Participation 10%	Participation 10%	Verbal Assessment 30%	Project/ Performance/ Final Product (100%)
A2	Verbal Assessment 20%	In-class Assessment 20%	In-class Assessment 20%	In-class Assessment(s) 40%		
A3	Written Assessment 20%	Mid-Quarter Exam 20%	Lab 20%		In-class Assessment 20%	
A4	Final Exam & Summative Assessments 50%	Final Exam & Summative Assessments 50%	Final Exam & Summative Assessments 50%	Final Exam & Summative Assessments 50%	Final Exam & Summative Assessments 50%	

IAP Pathway (Grade 6 – 12), VAP Pathway (Grade 6 – 12) & PSP Pathway (Grade 6 – 12)

CATEGORY	ELA	MATH	SCIENCE	SOCIAL STUDIES	VIETNAMESE/ SPANISH	SPECIALIST SUBJECTS
A1	Learning Engagement 20%	Learning Engagement 20%	Learning Engagement 20%	Learning Engagement 20%	Learning Engagement 20%	Project/ Performance/ Final Product (100%)
A2	Coursework 40%	Coursework 40%	Coursework 40%	Coursework 40%	Coursework 40%	
A3	Final Exam 40%	Final Exam 40%	Final Exam 40%	Final Exam 40%	Final Exam 40%	

Grading Scale of IAP Pathway and VAP Pathway

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 (Grades 9 – 12)

CATEGORY	ALL SUBJECTS
A1	Local Assessment: 20%
A2	Unit & 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 (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.

4.5. Honor Roll and Recognition

VAP Pathway: Applied to Grades 1 – 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 (ELA, Math, Science, and Social Studies), AND achieve "excellent student" award in the MoET Program.
2	Honor Roll with Distinction	Students who earn straight A's in all four core subjects of the American Program (ELA, Math, Science & Social Studies).
3	Honor Roll	Students who earn at least one A AND have no grades below B in all four core subjects of the American Program (ELA, Math, Science & Social Studies).
4	Certificate of Merit	Students who earn at least one A AND have no grades below C, OR earn straight B's in all four core subjects of the American Program (ELA, Math, Science & Social Studies).
5	Certificate of Completion	Students who successfully finished the academic year, but did not meet any of the above requirements.

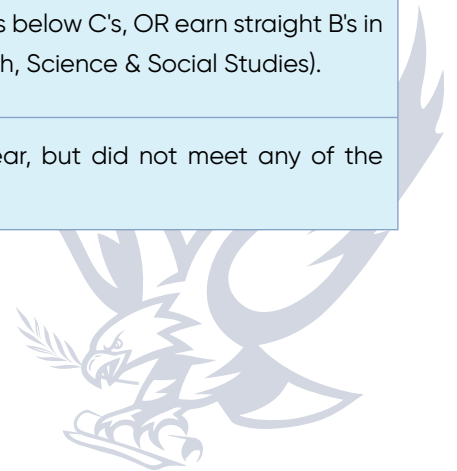


PSP Pathway: Applied to Grades 1 - 12

NO.	AWARD TITLE	CONDITIONS
1	Principal's Honor Roll	Students who earn straight A's in all three core subjects of the American Program (ELA, Math, Science), AND achieve "excellent student" award in the MoET Program.
2	Honor Roll with Distinction	Students who earn straight A's in all three core subjects of the American Program (ELA, Math, Science).
3	Honor Roll	Students who earn at least 1 A's, AND have no grades below B's in all three core subjects of the American Program (ELA, Math, Science).
4	Certificate of Merit	Students who earn at least 1 A's AND have no grades below C's, OR earn straight B's in all three core subjects of the American Program (ELA, Math, Science).
5	Certificate of Completion	Students who successfully finished the academic year, but did not meet any of the above requirements.

IAP Pathway: Applied to Grades 1 - 8

NO.	AWARD TITLE	CONDITIONS
1	Principal's Honor Roll	Students who earn straight A's in all American Program subjects (English, Math, Science, Social Studies, Spanish, and Vietnamese), AND achieve a "Good" Conduct and Disciplinary score.
2	Honor Roll with Distinction	Students who earn straight A's in all four core subjects of the American Program (ELA, Math, Science & Social Studies).
3	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 (ELA, Math, Science & Social Studies).
4	Certificate of Merit	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 (ELA, 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 (ADP): Applied to Grades 9 – 12

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

4.6. Report

PennSchool conducts assessments and maintains records of students' academic performance and behavior reports on the SPS360 Parent Portal at the end of each quarter. These end-of-quarter / end of semester 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 the SPS360 Parent Portal, 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 the SPS360 Parent Portal.



V. COMPREHENSIVE EDUCATIONAL EXPERIENCES

5.1. Studying at Home

Homework may include completing class assignments, practicing learned concepts, reviewing for tests/quizzes, preparing for new lessons, engaging in extension exercises, or participating in learning projects. The time required for homework can vary depending on the subject, grade level, student progress, and individual learning motivation. Teachers assigning homework must ensure students maintain a healthy balance and are not overburdened at the end of the school day.

Students are expected to:

- Plan homework time appropriately. Avoid completing assignments at the last minute or allocating time disproportionately to a single subject.
- Regularly keep track of submission deadlines for assignments and projects across all subjects.
- Communicate with teachers when encountering difficulties completing assignments on time, or discuss with teachers/peers before deadlines to achieve the best possible results.
- Complete 100% of assigned tasks from teachers before participating in extracurricular programs outside of school hours.

5.2. Culture of Reading

At PennSchool, reading is an integral part of our educational program and a core cultural value we've championed since our founding. We believe every student and teacher should be an active ambassador of reading culture.

Our school boasts a modern library, complete with physical books and e-books for students. Each student receives a personal account to customize their reading and learning journey. Homeroom and subject teachers provide specific guidelines for reading requirements and how reading activities contribute to subject grades.

Throughout the academic year, we host a variety of engaging activities to inspire and nurture students' passion for reading. Events and competitions like the Book Fair, Book Week, and Spelling Bee Championship are always eagerly anticipated and enthusiastically embraced by our students.



5.3. Library

To promote active learning throughout the School, the PennSchool Library has been meticulously developed with a large scale and abundant resources to serve the inquiry, research, and learning needs of both teachers and students.

Our teachers and library staff will guide students in developing library study skills and introduce them to the techniques for selecting and finding appropriate resources for their research activities.

Teachers and students are welcome to borrow books from the library. We kindly ask everyone to note loan periods and return books on time to ensure that other members of our community can access and utilize these valuable resources.

For information regarding library policies, book catalogs, online database registration, and web links for research activities, students are encouraged to contact the Library Management Staff.



5.4. Career and College Guidance Program

At PennSchool, we understand the importance of preparing students not only for successful academic pursuits but also for meaningful careers. Our Career and College Guidance Program, designed for students from Grades 9 – 12, offers a comprehensive, student-centered approach to personal, academic, and professional development. This integrated program provides a wide array of activities, resources, and expert support to help students explore potential career paths, prepare for college, and make informed decisions about their futures.

Program Components

1. Career Exploration & Industry Exposure

- **Expert-led Workshops:** Industry professionals and renowned experts conduct interactive sessions, offering insights into various career fields, emerging trends, and the skills required for success.
- **Career Panels & Guest Speakers:** Panels and guest talks by professionals from diverse backgrounds provide real-world perspectives, allowing students to learn from their experiences, challenges, and achievements.
- **Real-world Experiences:** Students participate in practical tours of local factories, businesses, and organizations, gaining hands-on exposure to workplace environments and operations.
- **University Visits:** Organized visits to top universities and colleges offer students a closer look at academic programs, campus life, and interactions with faculty—helping them make informed choices about higher education pathways.

2. Personalized Career Counseling

Our dedicated career counselors and members of the Board of Principals provide one-on-one guidance to help students identify their strengths, interests, and values. Individualized career planning sessions support students in developing actionable goals and navigating educational and career options with clarity and confidence.

3. College Preparation Support

- **Individualized Counseling for College Applications (Grade 12):** Tailored one-on-one support to assist students with the entire college application process – both domestic and international. Counselors help students build competitive application portfolios, address specific concerns, and plan strategically for admissions success.
- **IELTS Tutoring (Grades 10 – 12):** Intensive training in Listening, Reading, Writing, and Speaking to prepare students for the IELTS exam. Expert instructors deliver focused practice, strategy development, and mock exams to boost performance and confidence.
- **AP Tutoring for AP Exams (Grades 9 – 12):** Comprehensive preparation aligned with College Board standards, offering content review, practice exams, and interactive sessions. These classes help students demonstrate mastery in college-level subjects and potentially earn university credits.

5.5. Learning Support

PennSchool provides supplemental learning classes to reinforce concepts taught in regular lessons.

If Parents observe their child experiencing any difficulties in their studies, or in communication and other relationships with peers, please contact the Home Teacher or a member of the School Board to find suitable support solutions for the student. Early detection of learning difficulties is crucial. Ignoring or dismissing potential issues can negatively impact a student's psychological well-being and mental health. For gifted and high-potential students, the School offers specialized programs and tailored learning pathways to further develop their talents.

5.6. Psychological Counseling Service

At PennSchool, student well-being is a core priority. Our Psychological Counseling Service offers professional mental health support across all campuses, including assessments, early intervention, and one-on-one counseling. Trained specialists collaborate with teachers, staff, and Parents to assist students facing emotional, behavioral, or psychological challenges.

Students are encouraged to seek support in managing stress, emotions, peer pressure, or personal concerns. All services are confidential, with regular updates provided to Parents as appropriate to ensure consistent care.

Psychology Office Locations:

- **10 Ba Thang Hai Campus:** First Floor
- **240 Tran Binh Trong Campus:** Ground Floor
- **Email:** advising@pennschool.edu.vn

Students and Parents may visit these offices to access counseling services or schedule appointments with our psychological specialists.

5.7. 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.

5.8. 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.



5.9. House System

The PennSchool House System was officially introduced and implemented in the academic 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:



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

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.

5.10. School Prefects

School Prefects play a vital leadership role in the smooth functioning of the School, serving and acting as role models and as an example to younger students. Prefects contribute to maintaining discipline, upholding values and assisting staff members. Prefects represent the school during events, open days, and visits from external guests. They showcase the school's values, traditions, and achievements to visitors and prospective students. Prefects play a crucial role in fostering a positive image and reputation for the School.

5.12. Talent Clubs

The Talent Clubs (Formerly Talent Squad) were officially introduced and implemented in the academic year 2022 – 2023, consisting of outstanding students who excel in specific domains: singing, playing instruments, dancing, technology, and arts. To secure a spot in any talent clubs, 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 Clubs showcase 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.

5.13. 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 academic year.

5.14. 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.

5.15. 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.



VI. SCHOOL REGULATIONS

6.1. General Regulations

For students

1. Attend school punctually and consistently.
2. Adhere to the school's uniform policy.
3. Complete assignments and bring necessary school supplies, including a laptop when requested.
4. Listen attentively when others are speaking and communicate at an appropriate volume.
5. Show courtesy in actions and words, and respect others.
6. Actively participate in learning activities and contribute ideas.
7. Demonstrate integrity during tests and exams.
8. Maintain personal hygiene, dispose of trash properly, and keep personal spaces clean.
9. Respect school property and conserve resources.
10. Observe queuing etiquette and practice turn-taking in group activities and crowded places.
11. Comply with the Student Code of Conduct.
12. Pets are not permitted on campus.



For Parents

1. Remind students to comply with school regulations;
2. 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.
3. Dress appropriately and communicate respectfully with students, teachers, school staff, and other Parents.
4. Refrain from bringing pets to school.
5. Do not film, photograph, or record without the express permission of the Board of Principals in the following instances:
 - Restricted areas designated by the School as no-filming/photography zones.
 - Faces of other students, staff members, and teachers within school premises, unless you have obtained their explicit consent.
6. Smoking and dangerous items like guns, weapons, explosives, flammable substances, sharp objects, and addictive substances are strictly prohibited on school premises.
7. Do not enter classrooms without permission from relevant teachers/staff.
8. Collaborate with teachers and the School on educational activities for students.
9. Directly contact the Homeroom Teacher or the Board of Principals for any questions or concerns related to students' education and care at school.
10. Do not spread incorrect and unverified information about the School, teachers, school staff, officials, and students.
11. Refrain from actions that negatively impact the mental and physical health and reputation of teachers, school staff, and students.
12. Do not violate applicable laws that could harm the School's reputation, image, and brand.
13. In case students bring their own food to school, please pay attention to food hygiene and safety issues; Avoid using foods that contain harmful preservatives or have been damaged or denatured. Food needs to be carefully packaged and convenient for transportation. We recommend that Parents prepare nutritious meals for their children, ensure a balance between nutrient groups, and minimize processed foods.
14. PennSchool highly values the collaboration between the School and Parents. However, the School discourages staff and teachers from participating in field trips, parties, year-end celebrations, birthday parties, or any other social events with Parents. This policy helps us maintain high standards of professionalism, uphold professional ethics, and ensure appropriate pedagogical conduct. We kindly ask for your understanding should any school staff, teachers, or employees decline your invitations.
15. Ensure timely payment of fees according to the School's regulations.

Note:

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

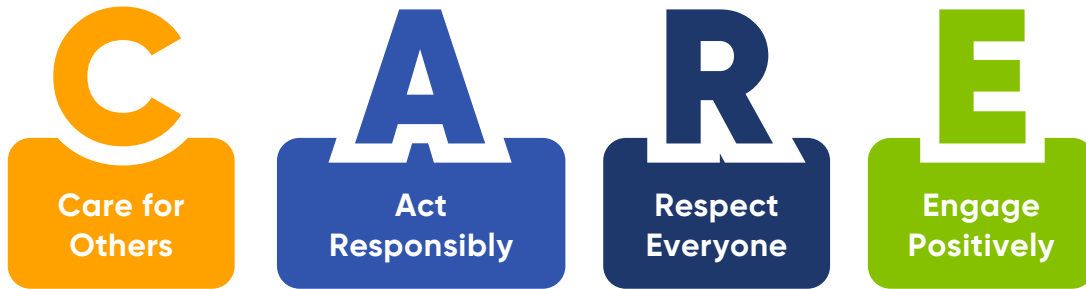
** Enrollment at PennSchool implies the Parent's acceptance of and compliance with all school regulations and policies.*

For administrators, teachers, and staff

1. Comply with regulations of the education sector: Strictly comply with policies and regulations of the education sector as well as current laws.
2. Promote a sense of responsibility: Correctly and fully perform assigned tasks, ensuring work quality.
3. Actively learn and improve professional knowledge and skills to meet job requirements.
4. Build a positive learning environment: Creating conditions for students to develop comprehensively, encouraging creativity and independent thinking.
5. Respect and protect the rights of students: Treat students fairly, without discrimination and protect students from all forms of violence and abuse.
6. Communicate politely and respect colleagues: Maintain a professional working relationship, support and mutual respect.
7. Keep personal information of students and colleagues confidential, do not disclose without permission.
8. Use school financial resources transparently and responsibly.
9. Preserve school assets: Caring for and preserving educational facilities and equipment.
10. Participate in community development activities: Actively participate in school community events and activities.
11. Regulations on using student images:
 - a. Teachers need consent from students and Parents: Before taking photos of students or using students' images, teachers must have the consent of the student and Parents (for students under 18 years old).
 - b. Educational purposes: Images are only used for educational purposes, information, and internal school activities.
 - c. Posting restrictions: Do not post student images on social networks or other media without express permission from the School and Parents.
 - d. Protect privacy: Respect students' privacy, do not use images that can violate honor, dignity, or negatively affect students.

6.2. Misconduct, C.A.R.E Framework & Disciplinary Measures

At PennSchool, student behavior expectations are rooted in our core values of Innovation, Leadership, Inquisitiveness, Respect, and Equity. These values come to life each day through the C.A.R.E Framework, which encourages all students to:



Rather than relying only on punishment, we use a Restorative Pathway that helps students reflect on the impact of their actions, restore trust, and repair harm. This approach is designed to help students grow in self-awareness, accountability, and empathy – key skills for success in both school and life.

Most minor behavior issues are addressed through C.A.R.E-based conversations, reflections, and repair plans, starting with positive reminders and involving families only when necessary. Formal consequences may still be applied, especially for serious or repeated behaviors, but these are part of a broader process focused on learning, growth, and community restoration.

When disciplinary action is required, PennSchool applies a tiered structure with three levels of intervention, increasing in severity based on the nature and frequency of the behavior:

Level 1: Common, unintentional violations stemming from unsuitable habits, not yet causing serious consequences, and requiring behavioral adjustment.

Level 2: Violations with the potential to cause negative consequences/impacts on others and requiring immediate intervention/behavioral adjustment.

Level 3: Serious violations causing negative consequences or impacts on oneself, those around them, or the School.

Level 4: Especially serious violations that are unacceptable within the School.

For detailed information on these offense categories and disciplinary measures, please refer to the following sections [LINK](#)

Parents can refer to the C.A.R.E. policy here: [LINK](#)

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:

- The School is committed to providing the best learning conditions for all students. In cases where a student's mental or physical health significantly affects their own educational process and that of other students, the School will implement supportive measures according to legal regulations and educational policies. Transfer to another school will only be considered after all feasible and necessary support measures have been applied, based on the consent of Parents and students, as well as the assessment by the professional team.
- 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. The School recognizes its clear responsibility to provide a fair and supportive educational environment for all students. When a student's learning obstacles affect the collective learning process, the School will consider and introduce appropriate support tailored to the specific needs of that student, ensuring it does not diminish the rights of other students and fully complies with relevant legal regulations.
- 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.

6.3. Academic Dishonesty

All members of the school community are expected to demonstrate integrity and honesty in their studies. Academic dishonesty is any intentional behavior or action that could create an unfair academic advantage for oneself, including but not limited to acts such as: plagiarism, cheating, stealing test materials, falsifying data, or misrepresenting someone else's work as one's own. Teachers at the School will regularly use online plagiarism detection tools. Students need to be aware of and clearly understand the importance of academic honesty. When academic dishonesty is detected, the School will inform Parents and take disciplinary action against the student according to 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.

6.4. 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 websites (URLs), text and images.
- Do not share spam or other inappropriate communications on the school network.
- Prohibit taking photos, recording, posting, or disseminating images related to restricted areas or personal information of students, teachers, and school staff on social media without the permission of the authorized management agency.

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.

6.5. Leave of Absence

On student absentee days, Parents are kindly requested to inform the Homeroom Teacher via phone or email before 07:55 AM. Parents should provide reasons for the absence as well as information on the illness or health condition if the student is unwell.

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.

Extended Leave of Absence Policy

- Eligibility: Applicable to all students needing five or more consecutive school days off.
- Types of Leave
 - » **Medical Leave:** For serious illness or treatment.
 - » **Personal Leave:** For family emergencies, travel, etc.
 - » **Educational Leave:** For educational activities outside school.
- Request Process
 - » **Notification:** Parents/guardians must notify the school at least two weeks in advance, if possible.
 - » **Request Form:** Complete and submit the Leave Request Form available on the SPS360 Parent Portal.
- Approval: A member of the Board of Principals will review and approve requests based on the student's academic standing and reason for leave.
- Responsibilities During Leave
 - » **Students:** Must proactively update their lesson progress, complete all assignments, and maintain contact with teachers throughout the break.
 - » **Teachers:** Provide necessary materials and support to help students keep pace with their studies. Return to School: Students, Parents, and relevant teachers will have a meeting to ensure a smooth transition for students returning to school.

6.6. Securing Personal Belongings

All students are assigned lockers for storing their personal belongings. It is advisable not to bring valuables such as mobile phones or music players to school unless instructed by a teacher. The School recommends that students refrain from bringing valuable items such as mobile phones or music players to school unless specifically requested by a teacher. If these devices are brought, their usage is permitted only before 07:55 am and after 04:30 pm.

For the sake of ensuring safety within the school premises, the School reserves the right to inspect students' lockers at any time to ensure there are no explosives, addictive substances, or weapons. Students are advised not to keep money or valuable items in changing rooms, backpacks/bags, etc. The School will not be held responsible for any loss or damage resulting from non-compliance with regulations regarding personal belongings, lost or misplaced items, money, and personal belongings on school grounds.

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.

6.7. Protecting School Property

The School expects students to uphold the spirit and awareness of preserving and maintaining shared property, including but not limited to decorative items, learning equipment, and daily living utensils at school. If damage or breakage occurs, Parents of the student will be responsible for compensating the School for related costs for properties valued at 500,000 VND or more.

6.8. Lost and Found

The School's Lost and Found section, located in the lobby, 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.

6.9. Regulations on Elevator Usage

Students must comply with the following regulations:

- Students are not allowed to use the elevator without an adult present.
- Elevators are not for playing.
- Stairs are good for your health; please prioritize using them if you only need to go up or down one floor.
- Students must not exceed 14 persons per trip or 1000 kg per trip.
- Form a single queue for the elevator, stand clear of both sides of the door to allow passengers inside to exit.
- Do not lean on the door, use hands, or items to interfere while the elevator is in operation.
- Maintain cleanliness in public areas; do not litter, eat, or drink inside the elevator cabin or near the elevator doors.
- In case of elevator malfunction or power outage, absolutely do not attempt to force open the door or use force on the elevator door; calmly press the alarm button to call for assistance and wait for help to arrive.

VII. SCHOOL LIFE

7.1. School Uniform



All students are required to wear the school uniform when attending school. The uniform represents the identity and pride of the school community and serves as appropriate attire for the learning environment.

Students must wear the school uniform on all school days (Monday to Friday), during off-campus learning experiences, and on school celebration or event days.

Students are expected to strictly follow the uniform regulations, wearing the designated uniform without any alterations or modifications. Skirt length must be at or below the knee. The School reserves the right to take disciplinary action according to school policy if a student fails to comply with uniform regulations.

The school uniform includes:

- **For females:** Short-sleeved polo shirt and khaki skirt, and PE uniform.
- **For males:** Short-sleeved polo shirt and khaki shorts, and the PE uniform.

Students are required to wear shoes or sandals (crocs or open-toe footwear are not allowed) with their daily uniform. Hats must be worn during outdoor sports, extracurricular activities, and field trips.

Students must wear proper sports shoes during PE lessons.

For practical lab sessions, students must wear closed-toe shoes and appropriate attire as per safety regulations (e.g., flip-flops or sandals with back straps are not permitted).

On Fridays, students are allowed to wear their House T-shirt. However, it must be paired with the school's PE pants (for male) or the school skirt (for female).

The School reserves the right to take disciplinary action as per regulations if students do not comply with uniform guidelines.

7.2. 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 90 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.

7.3. Snack Time

Snack time for students will be in the afternoon, either from 14:00 pm – 14:30 pm, or from 14:40 pm to 15:10 pm, 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 for water bottles) are allowed in the classroom.

7.4. 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.

7.5. Arriving at School

The School opens at 07:00 am from Monday to Friday. The first period, a compulsory period starting at 08:00 am, features activities related to character education and skill development, facilitated by the Homeroom Teacher.

7.6. Departing from School

Classes end at 04:30 pm. If students do not take part in events or extracurricular activities held by the School, they must leave the campus no later than 05:00 pm.

In the event that a student remains at school after 05:00 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 05:00 p.m. will need to sign a form to confirm that they have picked up the students.

7.7. 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 of time 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 Parent Portal 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.

7.8. 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 **06:00 AM to 07:20 AM** and ensure students will arrive at school between **07:30 AM and 07:45 AM**.

Please visit the link for more information:

[Procedure for picking up and returning students to the bus](#)

[Procedure for picking up and dropping off students after 05:00 p.m](#)



VIII. 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 reflective consequence and behavior management, mental health and wellness, and anti-drug and substance abuse.

8.1. 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.

Please visit this link for more information about the Child Protection Policy: [Here](#)

8.2. 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 Board of Principals and Homeroom Teachers will handle the behavior repair measure decision. However, for more severe cases, it will be necessary to involve the relevant authorities.

8.3. Fire Alarm, Emergency Evacuation and School Lockdown

In the event of an emergency, the fire alarm system at PennSchool will be activated immediately. The emergency evacuation procedure will be carried out quickly and orderly to ensure the safety of all personnel on campus. To support this process, emergency evacuation maps will be posted in the school hallways. Detailed diagrams indicating all emergency exits will be displayed in every classroom and hallway. All teachers, staff, and students are required to understand and memorize the evacuation routes to ensure an effective evacuation in case of fire.

There will be two drills and school lockdown drill conducted annually for the entire school to practice emergency evacuation procedures.

For further details regarding school safety regulations and procedures, Parents are kindly requested to access information at the following links:

Guidelines for handling serious incidents: [Link](#)

Elevator Entrapment Incident Procedures: [Link](#)

Regulations on reporting unusual incidents: [Link](#)

Procedure of handling accident, illness and epidemic: [Link](#)

8.4. Severe Weather Protocols

In the event of severe weather, including rainstorms and flooding, the policy of the PennSchool's policy 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.

8.5. 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 Parents/guests

The School kindly requests that all Parents and visitors strictly adhere to the general regulations for entering and exiting the campus.

8.6. 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.

8.7. 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.

IX. SCHOOL HEALTH

9.1. 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.

9.2. 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 of students.

9.3. 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.

9.4. 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 academic year. Additional note: Upon receiving official written guidance from the Social Insurance Authority, the School will review the relevant records and refund any health insurance payments that have already been made (if applicable).

9.5. Accidents, Illnesses, and Medical Emergencies

MILD CASES	Minor health issues such as headaches, coughs, mild fever (below 39 degrees Celsius), simple wounds, nosebleeds, and non-severe injuries or illnesses.
SEVERE CASES	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.
CRITICAL CASES	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. The Nurse decides if their child should stay at school or be picked up.

SEVERE AND CRITICAL CASES: The School will use all available communication channels to inform Parents and provide updates on students based on the contact information provided. Parents are kindly requested to notify the office of any changes to their home phone number, work number, or emergency contact number. In the event of a medical emergency, students will be taken to the nearest hospital unless Parents specify a different preferred medical facility. A medical staff member will accompany and support the student until the Parent arrives.

9.6. Commitment to Emergency Response

In the event of a medical emergency, Parents/Guardians authorize the School to provide first aid and arrange for the Student to be transported to the nearest medical facility. The School will promptly contact the Parents/Guardians to coordinate the necessary actions.

Parents/Guardians agree to pay or reimburse all actual medical expenses incurred after deducting any amounts covered by the Student Insurance policy. For medical treatments involving significant costs, the School will inform and obtain the Parents'/Guardians' agreement before proceeding, except in cases where emergency treatment is medically required and prescribed by a physician to protect the Student's life.

9.7. 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 the spread of common infectious diseases such as colds, the flu, and others, Parents are requested to keep their children at home for rest and recovery. In cases of vomiting or diarrhea, a minimum of 48 hours after the last episode is required for full recovery before returning to school. If a student's body temperature exceeds 37.5°C, they must rest at home for at least 24 hours.

Common infectious diseases include, but are not limited to: Measles, Hand, Foot and Mouth Disease (HFMD), Rubella, Whooping Cough (Pertussis), Diphtheria, Mumps, Chickenpox (Varicella), Influenza A and B, Dengue Fever, Viral Pharyngitis, Cholera, Meningococcal Disease, Viral Encephalitis, Severe Viral Pneumonia, Severe Illness of Unknown Cause, and COVID-19.

9.8. 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 (>38 degrees Celsius) or experiences severe symptoms, Parents should seek professional medical advice, keep the child at home, and inform the school of their condition.

9.9. Exemption of Liability During Physical Activities and Field Trips

The School is committed to ensuring student safety and provides close supervision during all activities, including academic programs, events, field trips, excursions, and physical activities.

Parents have the right to withhold their child from participating in these activities if they feel the child is unwell or if safety is a concern. Parents acknowledge the potential risks associated with such activities and accept responsibility for any risks or injuries that may arise. By allowing participation, Parents agree to authorize, release, and waive any liability, and will not pursue legal action against the School.

Parents are required to inform the School of their child's current health condition and remind their child to strictly follow the behavioral guidelines and rules set by activity supervisors or stated in the School's Code of Conduct.

9.10. 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.

9.11. No smoking on school premises

PennSchool is a smoke-free school. All students, Parents, visitors, teachers, and staff are strictly prohibited from smoking cigarettes or using e-cigarettes anywhere on campus at any time.

9.12. 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 Drugs and Addictive Substances. Informative sessions, workshops, and guest speakers provide valuable insights. We support healthy choices and offer resources for those dealing with substance-related issues.

X. 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 academic year. If there are any changes, we encourage Parents to promptly inform the School.

10.1. 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 must fulfill all necessary responsibilities of the Parent regarding the student's education, health, and welfare within the scope of authorization. The School requires the guardian to have legal authorization from the Parent and to carry out guardianship duties carefully. The guardian needs clear authorization to sign all relevant documents and paperwork on behalf of the Parent, as well as to make necessary decisions in accordance with legal regulations. The School expects that all student-related communications dispatched to guardians will be conveyed to Parents in a timely manner.

10.2. SPS360 Parent Portal

The SPS360 Parent Portal 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 the SPS360 Parent Portal, 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 the SPS360 Parent Portal, creating the best experience for Parents and students in one place.



10.3. 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 Parents require a one-on-one discussion outside the scheduled conferences, the School's Board of Principals are prepared to accommodate the requests and arrange meetings upon advance notification and appointment through the School Office.

10.4. Weekly Report

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

10.5. SMS Updates

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

10.6. Parent Education and Workshops

PennSchool values Parent education and their crucial role in their child's academic journey. We provide monthly workshops on topics like 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.

10.7. Website

The School's website is the official information portal, providing detailed information about the school, facilities, teaching staff, and academic programs. Parents can access the website to view the academic calendar and event schedule to help students thoroughly prepare school supplies for classes.

10.8. 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.

10.9. 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.

10.10. 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 Board of Principals 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

10.11. 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	THE SCHOOL OFFICE Phone: (028) 710 258 58 Hotline: 0902 999 644 Email: schooloffice@pennschool.edu.vn
Policy Teaching programs Teachers	BOARD OF PRINCIPALS Phone: (028) 710 258 58 Hotline: 0902 999 644 Email: bops@pennschool.edu.vn
Problems regarding subjects, programs/ Transcript/ Academic records	ACADEMIC AFFAIRS DEPARTMENT Phone: (028) 710 258 58 Email: academicaffairs@pennschool.edu.vn
Physical, emotional and mental health, academic counseling, college preparation, scholarship information	PSYCHOLOGY & COUNSELING DEPARTMENT Email: advising@pennschool.edu.vn (For physical and mental issues) Email: collegecounseling@pennschool.edu.vn (For academic guidance and counseling)
Tuition issues, payments, and refunds	ACCOUNTING DEPARTMENT Email: payments@pennschool.edu.vn

XI. APPENDICES

11.1. Glossary of Terms

TERM	DEFINITION
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 U.S. Blue Ribbon School Award. This diploma is recognized by schools in the USA, Australia, Canada, and other English-speaking countries worldwide.
ADP	The American Diploma Pathway (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 IAP Pathway is an educational program implemented by PennSchool, designed to provide students with an internationalized American curriculum.
VAP	The VAP Pathway 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.
PSP	The Penn Standard Program (PSP) is one of the training pathways offered by PennSchool, aimed at providing students with a bilingual learning experience combining Vietnamese and English.
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.
IXL Diagnostic	PennSchool uses IXL Diagnostic, an adaptive assessment tool integrated within the IXL Learning platform, to create a personalized learning path for every student. Through adaptive questions that adjust to each student’s ability level, IXL identifies current proficiency and recommends the next skills students are ready to learn. Diagnostic results are continuously updated as students learn, enabling teachers, students, and parents to monitor academic progress while ensuring instruction is tailored to each student’s individual learning needs.
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 Parent Portal	SPS360 Parent Portal 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. The Parent Portal S360 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.
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11.2. Procedures

Cheating/Plagiarism Handling Procedure

Step 1: Notification: Any suspected cases of cheating are immediately reported to the lead proctor 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 student reflection report form. If the student denies the violation despite clear evidence, the student reflection 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 Examination Council.

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

Step 6: Follow-up: The Examination Council 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 Department.

Step 2: Investigation: The School promptly investigates the reported incident, gathering information and evidence.

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 community expectations 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 04 categories of rule violations.

In cases of violations in Group I or II (related to conduct and discipline), or Group I violations (related to breaches of exam and assessment regulations)

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.

In cases of violations in Group III (related to conduct and discipline), and Group II or III violations (related to breaches of exam and assessment regulations)

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: C.A.R.E Council Meeting: The Board of Principals forms a C.A.R.E Council and arranges a closed meeting with all involved parties, which may or may not include Parents, to address underlying issues.

Step 5: Reflective Consequence Measures: The Board of Principals, under the formation of the C.A.R.E council, determines reflective consequence 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, 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 SPS360 Parent Portal application or by sending an email to the School Office, at 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 Board of Principals’ 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 SPS360 Parent Portal 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. Access to these areas during nap time is a privilege that can be revoked if student behavior is not up to standard.

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.



