

# PARENT HANDBOOK

SCHOOL YEAR 2025-2026





## Dear parents and students,

The noble mission of education is to nurture students' growth and development. We are deeply grateful that you have chosen The Dewey Schools to accompany your children on this important journey.

The Dewey Schools is a pioneering educational system delivering world-class education. Our purpose is to empower and enable generations with necessary knowledge and skills to master world changes and be leaders that positively impact communities wherever they are. The Dewey Schools offers academic programs designed to meet the diverse learning needs of both students and parents. In addition to fulfilling the academic standards set by the Ministry of Education and Training (MOET), the school provides English-medium subjects following U.S. standards, as well as liberal and humanistic education programs that prepare students with 21st-century learning and life skills.

Beyond the core curriculum, a wide range of extracurricular activities are offered to help students explore their strengths and passions while developing and embodying our core values: Integrity, Passion, Generosity, and Lifelong Learning.

The Dewey Schools aspires for its graduates to be well-prepared for university, work, and life in personality, knowledge, and overall well-being, able to adapt and thrive within any environment.

This handbook provides essential information about the school's policies, regulations, and expectations to help parents stay informed and collaborate effectively in supporting your children's education.

Welcome to The Dewey Schools! Our entire team of leaders, teachers, and staff looks forward to accompanying you on this meaningful and inspiring journey.

Respectfully yours,  
**PRINCIPAL ADVISORY BOARD OF  
THE DEWEY SCHOOLS**





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# Foundational statements

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## EDUCATIONAL PHILOSOPHY OF THE DEWEY SCHOOLS

Our Educational Philosophy is to provide students' growth and development with experiential learning and education that fosters self-directed learning, self-reliance, responsibility, and character.

“

Education is not preparation for life; education is life itself.

”



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## VISION

THE DEWEY SCHOOLS - The pioneering bilingual schools, delivering world-class education that parents look for, students love, and staff are proud of.



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## MISSION

Our purpose is to empower and enable generations with the necessary knowledge and skills to master world changes and be leaders that positively impact communities wherever they are.



## FOUNDATIONAL STATEMENTS



# 1

**High-quality Teaching & Learning Statement:** At The Dewey Schools, we are committed to high-quality teaching and learning by implementing diverse methodologies rooted in the philosophy of experiential education, within a safe learning environment. Through experiences and focused reflection, students enhance their knowledge, develop their skills, and cultivate the capacity for lifelong learning and contributions to the community.



# 2

**Global Citizenship and Intercultural Learning Statement:** The Dewey Schools provides multicultural experiences and access to global issues. We aid students in developing

communication and collaboration skills to become confident and empathetic leaders who think critically, interact respectfully, and act responsibly.

# 3

**Digital Citizenship Statement:** The Dewey Schools provides students with learning opportunities and experiences aimed at developing their digital citizenship competencies. Our goal is to support students in using technology safely and responsibly for learning, creativity, and collaboration.



# Global Outcome Statements

Graduates are well-prepared for university, work, and life in personality, knowledge, and overall well-being, able to adapt and thrive within any environment.



1

Graduates have the knowledge and competencies to qualify for enrollment and success in national and international colleges and universities.



2

Graduates are bilingual, with the capability to effectively communicate in Vietnamese and English, with mastery and fluency.



3

Graduates have life-long learning and self-educating capacities to confidently use knowledge, skills, and technology to discover reasonable solutions to challenges utilizing creative and critical thinking.



4

Graduates have cultural and emotional intelligence, as well as the skills necessary to work successfully in teams and to live responsibly with themselves, their families, and society; who are capable of integrating harmoniously with the modern world.



5

Graduates demonstrate Integrity, Passion, Generosity, and Lifelong learning in their lifestyle and behavior.



# THE DEWEY SCHOOLS' CORE VALUES



## INTEGRITY

Honor your word,  
be responsible  
for your actions.



## PASSION

Enthusiastically develop your  
areas of interest, inspiring  
and motivating everyone  
around you.



## GENEROSITY

Live with kindness and empa-  
thy while respecting diversity  
and positively contributing to  
family and society.



## LIFELONG LEARNING

Demonstrate a love of learning  
and actively pursue knowledge  
that positively impacts your  
personal development and  
your community.







## MOUNT VERNON SCHOOL

Mount Vernon School (MVS) – A School of Inquiry, Innovation, and Impact – is a leading U.S. institution that applies the Design Thinking approach in education, serving students from Preschool through Grade 12 since 1972. MVS was recognized as one of the Top 10 Most Innovative Private Schools in the U.S. at the 2017 National Private School Conference. It is ranked among the top private schools in the state of Georgia and attracts students from over 60 regions around the world. MVS has been our partner school since December 2020.

## CIS

The Council of International Schools (CIS) is the world's leading prestigious international education accreditation organization, working closely with more than 1,450 schools and universities located in 121 countries. The quality and rigor of CIS International Accreditation are recognized as a demonstration of the member schools' commitment to high-quality international education by ministries, departments of education, and universities around the world. The Dewey Schools is committed to working for the well-being of students, parents, and teachers through being a CIS member and aiming to be a CIS internationally accredited school.

## JUNIOR ACHIEVEMENT

Junior Achievement (JA) is the world's largest organization providing educational programs in finance, entrepreneurship, and work readiness through lessons and hands-on experiences to students in more than 122 countries. At The Dewey Schools, JA is called "Business and Career Orientation", a subject that facilitates students' entrepreneurial thinking development, financial literacy, and career orientation, and develops their 21st-century skills.

## MEASURE OF ACADEMIC PROGRESS

The Measures of Academic Progress (MAP) test was developed by Northwest Evaluation Association (NWEA) to assess student's academic growth and proficiency in Reading, Math, Science, and Language Usage. Currently, MAP tests are used by over nine million students in the United States and more than 145 countries worldwide. Based on the results of the annual MAP tests, Dewey teachers can adjust their teaching methods, monitor individual student growth, and support students in achieving their academic goals more effectively and efficiently.





# Key contact information

## Address:

 **DEWEY CAU GIAY**

 89 Khuc Thua Du Street,  
Cau Giay, Hanoi

 024.7302.7999

 [info.cg@thedeweyschools.edu.vn](mailto:info.cg@thedeweyschools.edu.vn)



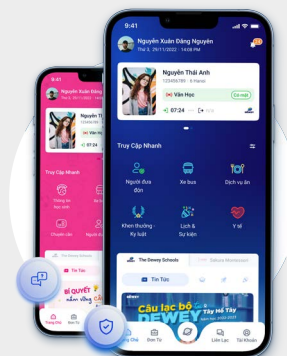
## How parents can contact the school:

- Edufit Parents app
- Phone: 024.7302.7999
  - Press 1: Parent support
  - Press 2: Operations
  - Press 3: Registrar
  - Press 4: Medical services
  - Press 5: Admissions
  - Press 6: Tuition receipt
- In person: Parent Support office



## How the school communicates with parents

Edufit Parents



Phone: 024.7302.7999



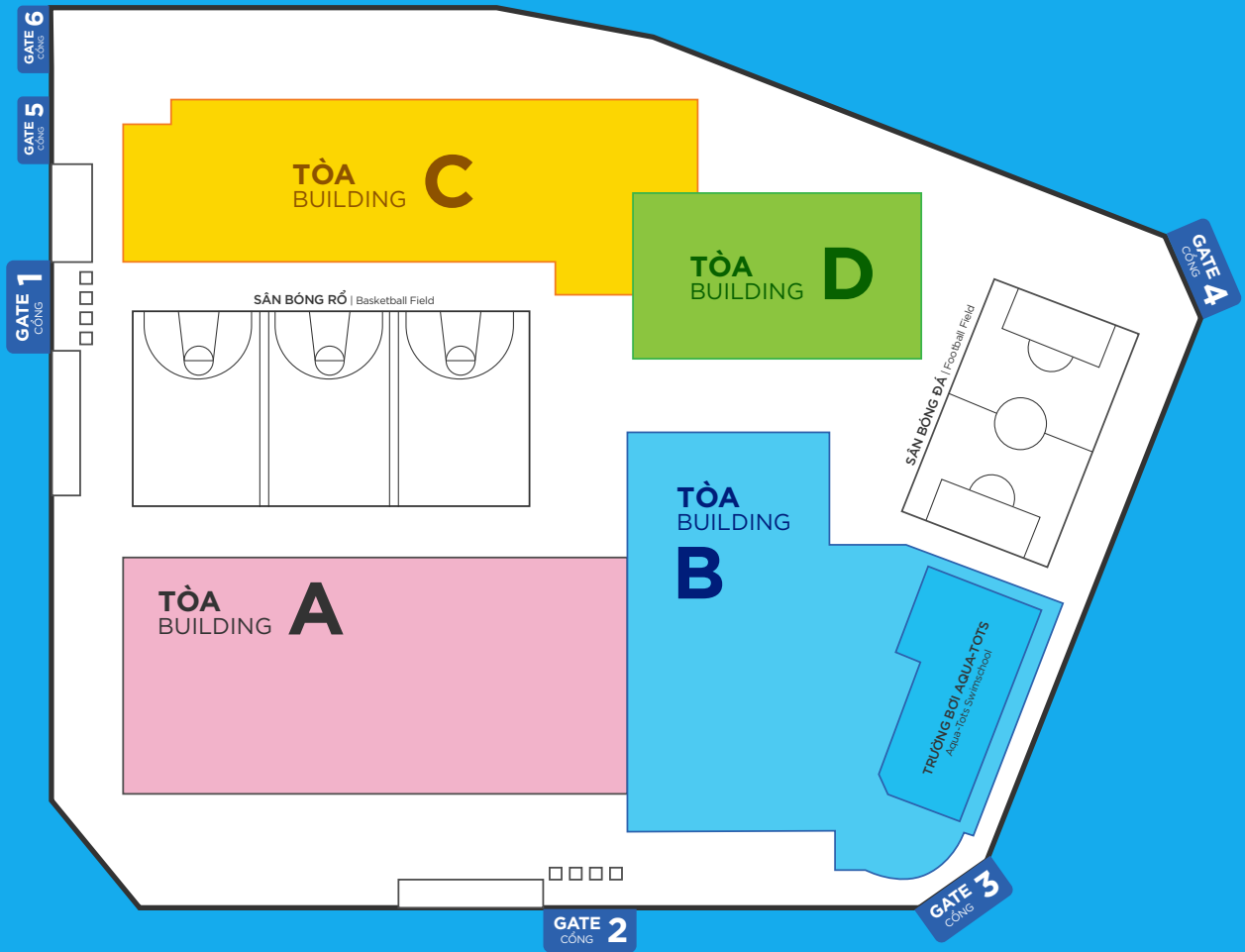




# School

# Layout





#### BUIDLING A

HOP room  
D.HOPS room  
Teachers' Room  
Career Counseling Office  
SED room  
Operatoring Room  
Meeting room

#### BUIDLING B

Canteen  
GYM

#### BUIDLING C

Student Affairs Office  
Nurse's Office  
Uniform & School Supplies  
Meeting room  
Admissions Room  
School Counseling Office  
Elementary Classrooms  
Elementary Function Rooms  
Hs & Mhs School Classes  
Hs & Mhs Function Rooms  
Library

#### BUIDLING D

Parent Room 1  
Parent Room 2  
Teachers' Room  
Elementary Classrooms  
Hs & Mhs School Classes  
Elementary Function Rooms  
Yoga room  
Music room



# School calendar & Bell schedule

## SCHOOL CALENDAR:

The 2025–2026 school year at The Dewey Schools is divided into two semesters:



### Semester I

August 11, 2025 – December 23, 2025

Students take a Christmas and New Year break from December 24, 2025 to January 4, 2026



### Semester II

January 5, 2026 – May 27, 2026

The summer program is planned for June. Specific dates will be announced annually.

The official school calendar, including school days, examinations, events, and public holidays, is available on the school's website. The summer program is expected to be organized by the school in June. The specific schedule of the summer program will be announced annually at the end of the school year.

### Notes:



School days



No schools days



Holidays



Events



Exams

July.2025							
T2	T3	T4	T5	T6	T7	CN	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

August.2025							
T2	T3	T4	T5	T6	T7	CN	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

September.2025							
T2	T3	T4	T5	T6	T7	CN	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

October.2025							
T2	T3	T4	T5	T6	T7	CN	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

November.2025							
T2	T3	T4	T5	T6	T7	CN	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

December.2025							
T2	T3	T4	T5	T6	T7	CN	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

January.2026							
T2	T3	T4	T5	T6	T7	CN	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

February.2026							
T2	T3	T4	T5	T6	T7	CN	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

March.2026							
T2	T3	T4	T5	T6	T7	CN	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

April.2026							
T2	T3	T4	T5	T6	T7	CN	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

May.2026							
T2	T3	T4	T5	T6	T7	CN	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Jun.2026							
T2	T3	T4	T5	T6	T7	CN	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

# Time table

CLASS HOURS: • 7:45 - 16:10

AFTER-CLASS  
ACTIVITIES: • 16:20 - 17:20

LIBRARY HOURS: • 8:00 - 12:00  
• 13:00 - 17:30



GRADE 1-5	Start	End	Activities
	7:00	7:40	Breakfast
	7:45	7:55	Morning meeting
	8:00	9:15	Study
	9:15	9:27	Morning Recess
	9:30	10:45	Study
	10:48	11:18	Lunch
	11:20	12:30	Nap
	12:35	14:30	Study
	14:30	14:45	Afternoon Recess
	14:45	15:00	Snack
	15:05	15:40	Study
	15:45	15:55	Wrap Up 1
	15:55	16:10	Wrap Up 2
	16:20	17:20	ASA
	18:00	End-of-day check	Late supervision



GRADE 6-11	Startđầu	End	Activities
	7:00	7:40	Breakfast
	7:45	8:05	Homeroom
	8:10	9:35	Study
	9:35	9:55	Morning Recess
	10:00	11:25	Study
	11:30	11:55	Lunch
	11:58	12:33	GTD
	12:35	14:00	Study
	14:00	14:12	Afternoon Recess
	14:12	14:22	Snack
	14:25	15:50	Study
	15:52	16:00	Wrap Up 1
	16:00	16:10	Wrap Up 2
	16:20	17:20	ASA
	18:00	End-of-day check	Late supervision



# Academic programs








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We are living in an era of fundamental changes in educational thinking: from a centuries-old notion that knowledge is the centerpiece to a fresh realization that who we are and what impact we can make matters more than what we know. Education is not preparation for life; education is life itself. Therefore:

- How can the school better reflect the real world?
- How can we empower all learners to become inquirers and knowledge explorers?
- How can we inspire each other, and in a broad sense, inspire the surroundings through collaborative actions?

These three interwoven core questions are the driving force of The Dewey Schools' curriculum towards profound, valuable learning experiences and intrinsic motivation of students. The academic programs underscore English-Vietnamese bilingualism while equipping students with 21st-century thinking, knowledge, and skills, thus enabling their successful enrollment in domestic and international universities.

ACADEMIC PROGRAMS	EXPLORE INTEGRATED PROGRAM	CHƯƠNG TRÌNH MASTERY
 Grade level	<b>Grade 1 - 12</b>	<b>Grade 6 - 9</b>
 Diploma	Graduation Diploma of General Upper Secondary Education of Vietnam	Graduation Diploma of General Upper Secondary Education of Vietnam
 Ratio of instructional language (English & other languages - Vietnamese)	<b>35% - 65%</b>	<b>45% - 55%</b>
 Number of English-medium periods/week	<b>14</b>	<b>18</b>
 English proficiency	<b>IELTS 7.0+</b>	<b>IELTS 7.5+</b>





# Clubs, extracurricular activities



and club registration  
regulations





## Clubs

School clubs are developed by the Educational Research & Pedagogy Council (ERPC) together with subject teams, or in collaboration with reputable external partners, to create a flexible, dynamic, and well-rounded learning environment for students. These clubs not only complement the curricular subjects, deepening students' understanding of academic knowledge, but also provide opportunities for them to explore personal interests, build essential skills, and grow holistically.

Clubs take place after regular school hours, allowing students to fully immerse themselves in diverse experiences, confidently discover their strengths, and pursue their passions. Through these activities, they broaden their understanding of various fields and develop key 21st-century competencies. One of the most exciting aspects is the cross-club connections, where students are not limited to a single club but can collaborate, learn from one another, and create positive impacts on the wider community. The school offers clubs in the following areas:

- 
- Academics
  - Arts
  - Physical Education & Sports
  - Life Skills
  - Languages

Parents will be informed when club registration begins. To register, open the Edufit Parents App, select 360°, then Services >> Clubs, and tap “Not Yet Registered” to view club details and complete the sign-up process.

# Community connection

At The Dewey Schools, students are guided to grow into compassionate, service-minded individuals with a strong awareness of both local and global issues. They are empowered to research, design, and implement community projects and charitable initiatives, turning their ideas into real solutions. Through these experiences, students gain confidence as change-makers who contribute to a better world.

## DEWEY CAU GIAY COMMUNITY FUND

The Dewey Cau Giay Community Fund (referred to as “the Fund”) is a nonprofit initiative supported by the compassion and generosity of The Dewey Schools’ parents, students, and benefactors. Its mission is to provide students from disadvantaged backgrounds across Vietnam with access to high-quality education.

The Fund operates on five key principles:

- Inspire generosity and spirit of sharing;
- Motivate students to learn and take responsibility for themselves, their families, and their communities;
- Foster student initiative and creativity in community service projects;
- Encourage sustainable, long-term community efforts;
- Empower students to become positive, impactful leaders wherever they live.



Sources of support include:

- a. Charitable and fundraising activities such as student projects, school events, concerts, and auctions of donated items;
- b. Contributions from Edufit Education Group member companies and partner organizations;
- c. Donations from individuals and organizations, both domestic and international;
- d. Interest accrued from the Fund’s savings deposits.





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## OUTDOOR LEARNING

Field trips and experiential journeys extend learning beyond the classroom, inspiring students on their path of discovery. Immersed in nature and culture, they explore sites of historical, scientific, and artistic value, broadening their knowledge and perspectives in authentic, hands-on ways.





# Student support



## Counseling, university & career counseling, academic advising, SENCo

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### SCHOOL COUNSELING

The Counseling Office at Dewey provides programs that promote students' mental health and overall well-being. Our professionally trained counselors receive expert guidance from the Student Welfare and Learning Support Committee (under ERPC).

Our counselors:

- Collaborate with teachers, staff, and parents to conduct regular mental health screenings for students.
- Offer support and interventions for students experiencing mental health challenges.
- Refer students at risk or diagnosed with psychological disorders to specialized services and provide ongoing coordination and care.

Students seeking support may:

- Visit the Counseling Office directly at C106.
- Contact through your homeroom teacher.

- Make an appointment to meet a psychologist through the Parent Support Department, Phone number: 024 7302 7999/Press: 1.
- In addition, Staff, Teachers and Parents can also send requests for support for Students showing signs of mental health problems, via email: [hanh.vuthibich@thedeweyschools.edu.vn](mailto:hanh.vuthibich@thedeweyschools.edu.vn).

All personal information is treated with strict confidentiality in accordance with school policy. Parents are informed of any interventions and the ongoing support process.



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## UNIVERSITY & CAREER COUNSELING

The University and Career Counseling Office (UCCO), located in Room A108, supports students and families in identifying suitable majors, universities, and study destinations for post-secondary education. Our experienced counselors help build academic and career pathways that align with their strengths, interests, and future goals.

UCCO directly teaches Career Orientation lessons from grades 9 to 12 and organizes individual, group, and family counseling on university selection, applications, and admission strategies, with a focus on scholarship and financial aid opportunities. The office also collaborates with prestigious universities both domestically and internationally, providing students with opportunities to gain career experience, participate in community projects and academic competitions, and engage with the Dewey alumni network.

UCCO office hours: 8:00 AM to 5:00 PM, Monday to Friday.

UCCO is always ready to accompany students, parents, and teachers in finding the best academic and career opportunities.

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## SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO)

At Dewey, every student deserves an education suited to their individual abilities and needs. The SENCo supports students requiring tailored assistance by working closely with parents, teachers, and specialists to develop Individualized Education Plans (IEPs) and ensure an inclusive learning environment that allows students to grow with confidence. Beyond academics, the SENCo also helps students develop social skills, nurture self-confidence, and foster a genuine love for learning.

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## ACADEMIC ADVISING

Every learning journey includes both successes and challenges. Homeroom and subject teachers serve as academic advisors, providing guidance, listening, and timely support to help students overcome obstacles. Advisors offer assistance through one-on-one conversations, small-group learning sessions, or after-school enrichment activities.

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## LEARNING SUPPORT

To help students access comprehensive, practical, and challenging learning experiences while respecting the diversity of each individual's cognitive abilities, the school provides various forms of academic support tailored to different student needs. Guided by the principle of offering diverse learning approaches to meet the needs and learning styles of all students, the school aims to ensure equitable learning opportunities and help each student achieve their best in their own way.

The support includes:

- After-school support: Year-long or short-term assistance from support teachers, depending on each student's needs.
- In-class support: Differentiated learning activities and strategies provided directly by subject teachers.
- Collaboration and coordination: Homeroom teachers, counselors, and UCCO staff work together to design individualized learning support plans.







# Assessment & Report cards:

## Report schedule, grading scale, exam schedule and absence policy

Dewey students' academic progress is monitored and assessed across four quarters, with academic reports issued twice a year, at the end of Semester I (January) and Semester II (May). Parents can access report cards through the Edufit Parents app by selecting the globe icon (360° student) >> Academic Reports >> Periodic Reports.

The grading scale

Report score description			
Achievement levels	Numerical score	Abbreviated achievement levels	Description
Advanced	3.6 - 4	AD	The student independently and consistently demonstrates evidence of advanced learning and exceeds expectations in this criterion at the time of the report.
Proficient /Advanced	3.1 - 3.5	PR/AD	The student independently and consistently demonstrates advanced evidence of learning and high proficiency in this area at the time of the report.
Proficient	2.6 - 3.0	PR	The student consistently demonstrates evidence of proficiency in this criterion at the time of the report.
Emerging /Proficient	2.1 - 2.5	EM/PR	The student demonstrates proficiency in this area at the time of the report.
Emerging	1.6 - 2.0	EM	The student shows evidence of emerging understanding and needs support from the teacher to meet this criterion at the time of the report.
Novice /Emerging	1.1 - 1.5	NV/EM	The student shows evidence of emerging understanding and needs significant support in the development of this area at the time of the report.
Novice	0.1 - 1.0	NV	The student shows evidence of little understanding and needs significant support from the teacher to meet this criterion at the time of the report.



Report score description			
Achievement levels	Numerical score	Abbreviated achievement levels	Description
Insufficient Evidence	0	IE	Even with significant support from the teacher, the student has not shown any evidence of understanding in this criterion at the time of the report.
Not Assessed	N/A	N/A	This criterion is not being assessed at the time of the report.

Throughout the school year, general information about upcoming exams and assessments is shared with parents via the “Information” section at least one week before the exam dates. Parents can also view the school calendar and exam schedule by selecting the globe icon (360° Student) >> School Calendar, where monthly events and exams are displayed.

If a student is absent on an exam day, parents should submit a request via the Edufit Parents app under “Requests.” The school will arrange a make-up exam when appropriate, depending on the type of assessment, or inform parents in advance if a make-up cannot be offered.





# Homework

## (Assignment and late submission policy)

### HOME LEARNING

#### \* Purpose:

- Reinforce, extend, and apply knowledge and skills learned in class.
- Develop students' self-discipline, independence, study habits, and concentration.
- Build stronger connections between school and family.

#### \* Home learning activities include:

- Completing assignments & projects
- Preparing for upcoming lessons
- Reading books and other materials

#### \* Students' home learning time varies by subject and grade level:

- Elementary school (ES): About 3–5 hours per week, depending on grade level. A maximum of 4 subjects (including reading) may be assigned homework per day.
- Middle & High School (MHS): About 8–12 hours per week, depending on grade level. A maximum of 3 subjects (including reading) may be assigned homework per day.



#### \* Subjects for homework assignment:

- ES: Vietnamese Literature, Vietnamese Math, English Math, English, IT (Typing for G1), and Reading (Vietnamese).
- MS: Vietnamese Literature, Vietnamese Math, English Math, English Humanities/Social Sciences/ELA, IELTS, English Natural Sciences.
- HS: Social Sciences and Humanities, Math (Vietnamese), Math (English), English Humanities/Social Sciences/ELA, IELTS, Physics/Chemistry/Biology, Natural Sciences (English).



#### \* **Expectations for students:**

- Complete all homework independently; plagiarism or having others do the work is not allowed.
- Manage time effectively and avoid leaving work to the last minute or spending too much time on a single subject.
- Communicate with teachers if experiencing difficulties with any assignment.
- Submit all homework on time.
- If unable to submit homework on time for a valid reason, inform the teacher of the reason, propose a new deadline, and meet the revised due date.

#### \* **Expectations for parents:**

- Encourage students to complete all home assignments independently and submit them on time.
- Avoid doing homework on behalf of the student; instead, remind them to proactively discuss it with their teacher the following day.
- Reinforce the importance of self-discipline and responsibility in completing homework.
- Inform the teacher of any challenges the student encounters while doing homework.

# Regulations & behaviors

## Safe learning environment

At The Dewey Schools Cau Giay, ensuring a safe, high-quality learning environment is built on strict compliance with Vietnamese law and the integration of international best practices. Key focus areas include:

### 1. Child protection

The school has issued a Child Protection Policy and Code of Conduct, and provides annual training for all staff, teachers, and employees.

All personnel working on campus (including full-time, part-time, collaborators, vendors, and contractors) are required to sign a Child Protection Commitment before commencing work.

The Designated Safety Lead (DSL) Team is responsible for developing and implementing child protection policies, procedures, and practices. The DSL also serves as the main contact for any concerns regarding student welfare.

Details of the Child Protection Policy can be found in the Policies & Procedures section on the Edufit Parents app. For any student safety concerns, please email: [hanh.vuthibich@thedeweyschools.edu.vn](mailto:hanh.vuthibich@thedeweyschools.edu.vn)

### 2. Anti-bullying

The school enforces a strict zero-tolerance policy against bullying in all its forms.

Anti-bullying guidelines are communicated to teachers, staff, and other stakeholders, while students are provided with information on how to seek support when needed.

For full details, please refer to the Anti-Bullying Policy under the Policies & Procedures section on the Edufit Parents app.

### 3. Emergency evacuation and lockdown

In the event of a fire or emergency, the alarm system will be activated and the entire school will follow evacuation procedures that are regularly practiced.

Emergency exit maps are visibly posted in all classrooms and hallways.

Each year, the school conducts:

- + Two fire drills
- + One lockdown drill



### 4. Security and access control:

Security system includes 500+ surveillance cameras, FaceID entry gates, and 24/7 on-site guards.

Parents or authorized guardians must register and use a school-issued ID card for student pick-up and drop-off.

Visitors are required to check in at the main gate and obtain a visitor badge.

Student drop-off and pick-up regulations:

+ Drop-off/pick-up times: 7:00 AM and 4:05 PM (for students not using the school bus).

+ Students may stay in the playground until 5:30 PM, then will be supervised in the library until 6:00 PM

+ Late pick-up service (with fee) is offered from 6:00 to 7:00 PM

Parents are responsible for their child's safety outside the designated drop-off and pick-up times.

### 5. Health

#### ● Nurse office

- The nurse office is open Monday through Friday, 7:00 AM to 6:00 PM, to deliver first aid and respond to any health incidents on campus.

- The nurse office is fully equipped with essential medicines and medical supplies in accordance with the list regulated by the Hanoi Department of Health.

- Should a student need to leave school due to illness, parents will be notified to arrange pick-up. In urgent situations, a staff member will escort the student to the nearest medical facility.





#### ● Student health information

- Parents need to provide complete and up-to-date medical records, including medical history, allergies, and immunization details.
- Incomplete or delayed updates may limit the school's ability to provide appropriate care and ensure student safety.

#### ● Annual health check

- Students receive a comprehensive health examination once per year at the beginning of the school year, following guidelines from the Ministry of Education and Training and the Ministry of Health.
- A hard copy of the results is sent to every student.

#### ● Health insurance

- The school purchases mandatory health insurance for all students as required by government regulations. The insurance fee is collected together with the annual tuition.

#### ● Medical incidents, illnesses, and emergencies

- Minor cases: The school nurse will provide care and notify parents through the Edufit Parents app.
- Serious or emergency cases: The school will contact parents immediately and escort the student to the nearest hospital (or a facility specified by the parents).

#### ● Infectious diseases

- Students with any infectious or contagious illness must remain at home and provide a medical clearance note before returning to school.
- For common illnesses (such as flu, cold, diarrhea, or fever of 37.5°C or higher), students should rest at home sufficiently to prevent spreading infection.

#### ● Student medication at school

- Antibiotics will only be administered at school with a doctor's prescription.
- Selected over-the-counter medicines (such as fever reducers, cough syrup, oral rehydration salts, eye/nose drops) are allowed.
- Parents must complete a Medication Authorization Form at the nurse office or submit the information through the Edufit Parents app, and deliver the medicine directly to the nurse office (or send it via the bus monitor).

#### ● Smoke-free environment

- Smoking, including the use of e-cigarettes, is strictly prohibited on campus. This policy applies to all students, parents, visitors, teachers, and staff.

#### ● Physical & extracurricular activities

- Student safety is always the school's top priority with careful supervision in every activity.
- Parents may opt out for activities they consider unsuitable for their child.
- By granting permission, parents acknowledge the potential risks involved and agree to cooperate with the school in ensuring their child's safety.

## 6. Nutrition

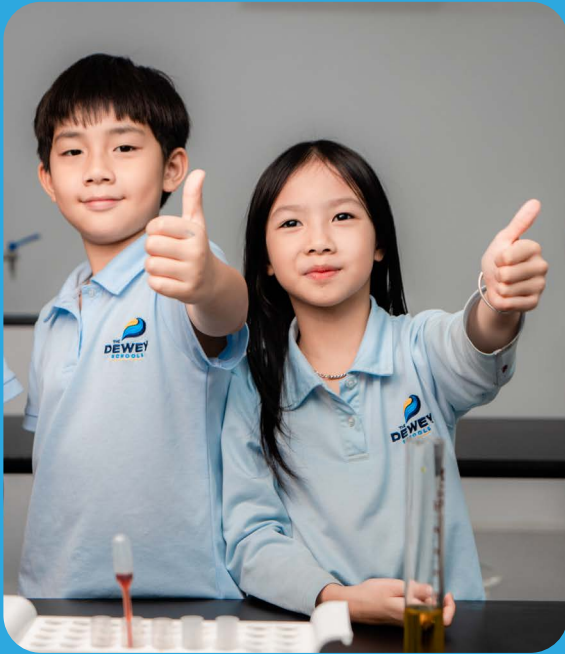
The school is committed to providing students with a safe, nutritious, and balanced diet. Menus are planned according to the standards of the National Institute of Nutrition and with guidance from a professional nutritionist, supporting students' healthy and well-rounded development.

Menus are planned to include at least 10 nutrient groups each day, with an 8-week rotation to ensure variety and balance.

All food supplies are strictly controlled for origin, quality, and expiration dates. The entire process from preparation to cooking, serving and sample retention is carried out meticulously, following food safety and hygiene regulations.



# Expected behaviors



At The Dewey Schools, “**Expected behaviors**” refer to the conduct, attitudes, and manners that the school expects each student to demonstrate both in the classroom and in shared activity areas. They serve as a foundation for students to develop good habits, cultivate a sense of discipline, and contribute to a safe, respectful, and compassionate learning environment.

Complying with these expected behaviors not only supports students’ holistic development in terms of knowledge, skills, and personal qualities but also nurtures the school’s core values, including respect, responsibility, integrity, collaboration, and creativity.

Students who exhibit a behavior 3 times or more per month will be subject to disciplinary measures according to the school regulations.

Students at The Dewey Schools are expected to:



Comply with Vietnamese laws and actively help prevent social wrongdoings.



Follow all school rules and regulations for students.



Strive for academic excellence, make the most of learning opportunities, and work toward achieving school expectations.



Maintain proper appearance:  
Wear the correct uniform and keep hair neat, clean, and appropriate for the learning environment.





## ATTITUDE AND CONDUCT

- Show respect and courtesy to parents, teachers, and elders; be friendly and polite with friends.
- Always use appropriate language and actions, demonstrating politeness and respect to everyone.
- Show integrity in words and actions.
- Maintain regular attendance and punctuality.
- Wait for your turn and avoid pushing or taking others' space.
- Do not bring outside food or drinks into the school; avoid eating snacks in classrooms and public areas.



## COMMUNITY RESPONSIBILITY

- Protect the environment, conserve resources, prioritize using recyclable products, and minimize single-use plastic waste.
- Care for and protect school property; do not use school property without permission.
- Keep the learning environment clean, safe, and orderly.
- Respect the rights and belongings of others.
- Report to a teacher or staff member if you notice unsafe behavior, hazards, or someone in danger.



# Uniform regulations



## Purpose

- The uniform policy specifies what students are required to wear at school.
- The uniform policy aims to promote responsibility, honor, and pride in the school, foster equality among students, and contribute to a professional, culturally aware learning environment.

## School commitment

- 100% of students are expected to wear the school uniform, except on days of extreme weather conditions.
- Teachers and staff consistently model compliance with the uniform policy.
- The policy ensures an equal, safe, and professional school atmosphere.

## Scope

- This document regulates the students' wearing uniforms at The Dewey Schools (hereinafter referred to as "the school").

## Applicable subjects

- The uniform policy applies to all students of The Dewey Schools.

### Student uniform requirements

Uniform	Boys	Girls
<b>Summer uniform</b>	Long-sleeved or short-sleeved polo shirt + uniform pants /shorts + shoes/sandals	Long-sleeved or short-sleeved polo shirt + uniform skirt /pants/shorts + shoes/sandals
<b>Winter uniform</b>	Long-sleeved or short-sleeved polo shirt + gile sweater + sweatshirt jacket + uniform pants/shorts + socks/thermal pants + shoes/sandals	Long-sleeved or short-sleeved polo shirt + gile sweater + sweatshirt jacket + uniform skirt/pants/shorts + socks /thermal pants + shoes/sandals
<b>Physical Education (PE) uniform</b>	During PE classes, students are required to wear the PE uniform and sports shoes. (In winter, students can wear a sweatshirt jacket over the PE uniform.)	
<b>Events /extracurricular activities</b>	Students wear the school uniform or other attire as specified for the particular event/theme.	

**Note:** Shoes, sandals, socks, and thermal socks are not included in the uniform set provided by the school. Parents/students should prepare these items according to the school's regulations.



- Students must wear the school uniform **from Monday to Friday**. (Skirts or shorts shorter than 5 cm above the knee are not permitted.)
- **On the last Friday of each month**, students may wear casual clothing, provided it is appropriate for the school setting (no skirts or shorts shorter than 5 cm above the knee).

#### Other notes:

- Students must not wear age-inappropriate makeup or jewelry, crocs, flip-flops, or roller-skate shoes.
- Students are not allowed to participate in PE classes if they are not wearing the PE uniform.
- On days with PE lessons, students can wear the PE uniform for the entire day.
- Students who violate the uniform regulations will be subject to the following procedures:
  - Students in violation must go to the library, where they will be monitored by the supervisors, and the Parent Support team will contact parents to bring the proper uniform.
  - Once the student is wearing the correct uniform, they may return to class.
  - If parents are unable to bring the uniform to school for any reason, the school will provide a temporary uniform. After the last lesson of the day, the student must return the borrowed uniform to the school.
  - Repeat violations may result in consequences depending on the severity and frequency of the infractions.
  - If a student fails to improve after disciplinary measures, long-term consequences may include loss of monthly or yearly student awards, records of misconduct in the Ministry of Education and Training database, or temporary suspension.
  - Students are not required to wear the school uniform when the temperature is 13°C or lower or when the Department of Education issues official guidance regarding student attire during cold weather. In such cases, students may wear their own warm, appropriate clothing suitable for a school environment.



# Personal belongings and valuable items regulations

- The school has implemented suitable measures to ensure the security of shared property on campus. However, students are responsible for managing and safeguarding their personal belongings.
- To avoid potential risks, students are advised not to bring high-value items, large amounts of money, or items with special sentimental or personal significance to school.
- The school is not responsible for compensating for any personal belongings that are lost, misplaced, or damaged.



## Lost & Found

- The school has set up two Lost & Found cabinets on the 1st floor of Building C, next to the Nurse office. These cabinets store students' items that have been forgotten or found on campus. If an item is lost, students and parents may visit this area to retrieve it.
- To minimize loss, students are encouraged to clearly label their personal belongings with their name and class and to practice responsibility in taking care of their items. While the school is not responsible for lost items, we will always provide maximum support to help students find and retrieve them.
- At the end of the school year, all remaining items in the Lost & Found will be collected and donated to charitable organizations supporting children in need.



# Bringing food to school regulations

To ensure food safety and maintain cleanliness on campus, the school does not encourage parents or students to bring outside food or beverages to school.  
In case parents need to bring outside food for their child, please follow the regulations below:



## CASE 1

Parents bringing food to school: Parents need to complete the Request to bring food to school form (available in the Edufit Parents App >> 360° Student >> Policies & Procedures >> Forms) and submit it to the Parent Support Office.

## CASE 2

Students bringing food to school: Before students bring outside food, parents must submit a registration through the Edufit Parents App (Message section).  
The registration must clearly state that the family takes full responsibility for food safety when allowing their child to bring outside food to school.



## NOTES

- If more than one parent in the same class wishes to bring food, the class parent representative may register on behalf of all parents.
- Parents are fully responsible for food safety and any issues that may arise from the student consuming food brought from home.
- To maintain a safe and clean learning environment, parents are requested not to organize in-class parties. For any special occasion requiring food service, parents should contact G-Coffee for support.



# Thư viện: quyền lợi, trách nhiệm khi sử dụng thư viện

Dewey Cau Giay Library opens during the following hours:

## Opening hours:

8:00 AM to 12:00 PM and from 1:00 PM to 5:30 PM on school days, Monday to Friday.

## Borrowing and returning hours:

During library lessons, break time, lunchtime, and after-school hours.

## Library website:

Students can search for books at:  
<https://libcg.thedeweyschools.edu.vn/>

The library is a space for learning and exploring knowledge, where students are encouraged to develop reading habits, research skills, and independent study in a friendly and respectful environment. To maintain a safe, orderly, and effective space, the school has established Library Regulations to guide students and parents in using the library properly. These regulations help students protect shared resources, maintain a pleasant reading environment, and foster a culture of reading, responsibility, and community awareness. The school encourages all students to follow these rules and treat the library as a “house of knowledge,” where everyone can learn, grow, and nurture a passion for reading.

Parents can view the full regulations in the Edufit Parents app under **360° Student >> Library >> School library regulation at Dewey**



# Technology and personal device use regulations

The Dewey Schools recognizes that access to technology within the school environment provides students with valuable opportunities to learn, engage, communicate, and develop essential 21st-century skills for future study, work, and citizenship. The school is committed to helping students strengthen their communication and technological competencies in a responsible manner.

## REGULATIONS ON THE USE OF PERSONAL DEVICES

- Students may be granted permission to use personal electronic devices at school. For personal devices such as laptops or tablets, the school sets regulations based on curriculum needs and/or access to information.
- Students may only use personal devices during lessons for learning purposes and under the guidance or instruction of their teachers.
- Personal devices must not be used for non-learning purposes, such as gaming, listening to music, watching videos, or accessing social media platforms (Facebook, TikTok, Instagram, etc.) while on campus. They also must not be used outside class time in areas such as the library, hallways, playground, or canteen.
- Students must follow teachers' instructions to turn off or put away the devices when not in use. All devices must be set to silent mode. Students are responsible for safeguarding their devices or storing them in designated areas as directed by teachers.
- Staff and teachers are responsible for monitoring and reminding students to follow the rules regarding personal electronic device use.
- Students may not use personal electronic devices during assessments or tests unless specifically authorized by a teacher or staff member.
- Students may not capture, upload, or publicly share photos or videos of anyone on campus or on school buses without permission.
- Violations of these rules will be handled according to the school's regulations on handling disciplinary cases.
- Any staff member observing a student not following these regulations will record a Level 1 disciplinary violation. Every three Level 1 violations escalate to a Level 2 violation. Every three Level 2 violations escalate to a Level 3 violation.



### Policy on the responsible use of mobile phones:

1. Students are allowed to bring mobile phones to school.
2. All middle and high school students must hand in their phones to the homeroom teacher during the first homeroom period of the day.
3. Phones will be kept in the homeroom until the end of the school day.
4. Students will get their phones back at the end of the school day.

### Rationale:

Research shows that mobile phones are a major source of distraction in class and on campus.

Distractions may include accessing inappropriate websites, recording videos or taking photos of other students, or looking up test answers online. In addition, students may lose or misplace their phones at school, which can disrupt both students and staff as they search for the missing devices.



# Transportation & Security

## School bus service

- The school offers an optional bus service depending on availability and parental demand. Service will be confirmed once parents have completed payment and the school can arrange an appropriate route for the student.
- For students who have completed registration and payment, the school will provide details of the bus route and assigned bus monitor via email and/or the Edufit Parents app.
- Parents can access their child's bus information by navigating to: **Edufit Parents App >> 360° Student >> Services >> Bus.**
- At least two days before the student's first day of school, the assigned bus monitor will call and/or text parents with details about the bus route, pick-up/drop-off point, and schedule. Parents are asked to reply to the monitor upon receiving this information.



To ensure absolute safety for students and to help the bus service operate on time and efficiently, the school has established the following rules and guidelines for both parents and students:

### \* Morning pick-up:

- Parents should bring or remind their child to arrive at the pick-up point at least 5 minutes before the scheduled time and sign the attendance sheet as required.
- If the student is not at the pick-up point on time, parents must notify the bus monitor and arrange for their own transportation to school.
- If a student is late three (03) times within a month, the school reserves the right to review and temporarily suspend the student's bus service.

### \* Afternoon drop-off:

- The school bus will depart on time according to the schedule provided to parents. If a student is not present at the school bus lobby at the scheduled departure time, parents must arrange to pick up the student at school.
- Parents/authorized guardians must arrive at the drop-off point at least five (5) minutes before the scheduled drop-off time and sign the attendance sheet as required.
- If no parent/guardian is present at the drop-off point, the bus monitor will return the student to school on the school bus, notify the parent/guardian, and hand over the student to the Parent Support Team with written confirmation. If supervision beyond the scheduled drop-off time or a return trip to school becomes necessary, parents will be notified of any associated costs in advance, and the fee will be agreed upon for each situation.
- If a student/parent is late three (3) times within a month, the school reserves the right to review and suspend the student's bus service.



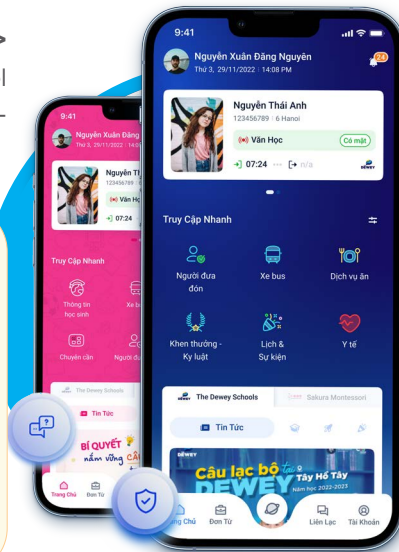


## Requesting changes to bus service via Edufit Parents App

Parents can use the Edufit Parents app (**360° Student >> Services >> Bus**) to request bus leave, register/cancel the service, or make changes to an existing bus registration.

### Bus safety guidelines for students:

Parents are kindly asked to remind their child to follow all bus safety rules, including arriving at the pick-up/drop-off point on time, always wearing a seat belt while the bus is moving, keeping order inside the bus, avoiding eating or drinking (except water), and following the instructions of the bus monitor at all times.



### The school does not provide support in the following cases:

- Requests for the school bus to drop a student off at another student's home.
- Temporary changes to the pick-up/drop-off point due to the absence of an authorized guardian.
- Parents or family members accompanying students on the bus.
- During the first month of the school year, pick-up/drop-off times may be adjusted to accommodate actual traffic conditions.
- Parents may register up to four (04) authorized guardians for student pick-up in the Edufit Parents App. The bus monitor will not allow the student to leave with anyone whose name is not on the registered list.

For full details of the school bus service regulations, please refer to the Regulation on bus service at Dewey.







## Visitor access policy

To ensure the safety and security of all students and staff, the school has implemented a visitor management procedure designed to control entry and exit at the school gates. This process helps maintain order, protect students, and create a safe and positive learning environment.



Upon arrival, all visitors must register their information with the security staff at the school gate.



The security staff will verify the visitor's purpose with the relevant school staff or department.

- If the visit is approved, **the visitor will be granted entry**. Security staff will open the barrier for cars or guide motorbikes to the designated parking area.
- If the visit is not approved, the visitor **will not be allowed to enter** the school premises.



Once on campus, approved visitors will be welcomed and assisted by school staff.



Before leaving, visitors should check out with the security staff.

Compliance with this procedure is an important part of maintaining a safe and orderly school environment and is considered a shared responsibility among all members of the Dewey community.







## Procedures for late arrival and absence

Daily attendance is a required practice at The Dewey Schools to ensure accurate student management, absolute safety, and a consistent learning environment. Attendance helps the school:

- Confirm each student's presence for safety throughout the school day.
- Quickly identify absences, contact parents to verify reasons, and provide necessary support.
- Reinforce discipline, punctuality, and a sense of responsibility in students.
- Provide important data for teaching, attendance evaluation, and learning support.

Students' attendance is recorded through the school's Face ID system. If a student is not present in class, staff will follow two steps depending on the situation:

- Student has Face ID data recorded at school: The teacher verifies the student's location with the relevant departments and updates the information in the system.
- Student has no Face ID record, no absence request submitted, and the teacher is unaware of the reason:
  - a. Homeroom teacher, Assistant teacher, or Registrar staff will call the parents via IP phone for verification.
  - b. If parents do not answer after three attempts, the record will note "No response."
  - c. After reaching the parents, homeroom teacher/Assistant teacher/Registrar staff must record the reason for the absence or delay in the "Notes" section of the attendance system.



All attendance results are updated in the school's online attendance system and class attendance sheet. Reasons for absence or late arrival must be clearly recorded in the "Notes" field. If parents cannot be reached, the teacher must clarify the status (for example, "No response" or "Unable to contact").

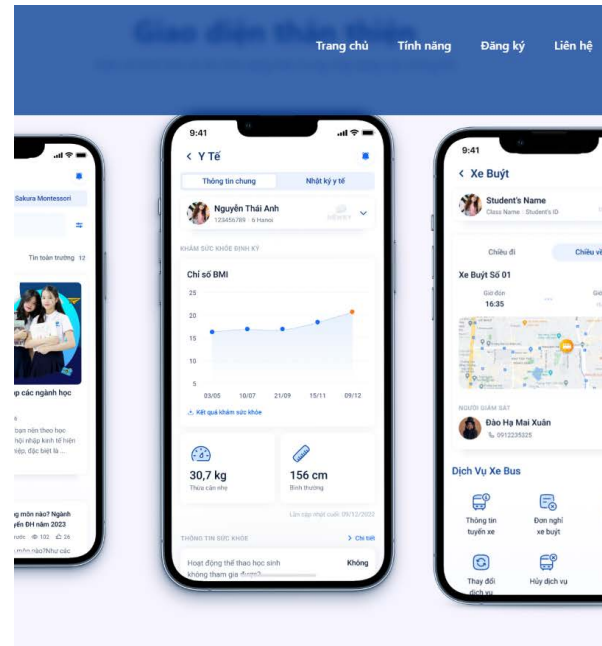
# Health

## & Medical services

### Regulations on student health and medical care at school

#### Procedures for health & medical reporting:

- Parents need to update or provide additional information about their child's health status if there are any changes by sending a message via the Edufit Parents App.
- Parents can also update or add health information by either sending a message via the Edufit Parents App to the Nurse office or completing the Health information update form provided by the homeroom teacher during the Parent Orientation Day and returning it to the homeroom teacher.
- For students with medical conditions requiring emergency or preventive medication at school (e.g., asthma, mild epilepsy, allergies, etc.), parents must bring the child's medical records, prescriptions, and preventive medicine to the Nurse office for guidance and support.
  - Parents must inform the school through the Edufit Parents App if their child is suspected or confirmed to have a contagious disease.
- If a student is sick, has a fever, or shows symptoms of a contagious illness, parents must keep the child at home until they have fully recovered or all symptoms have cleared before sending them back to school.
- Parents must inform the Nurse office of the student's health condition and the expected date of return to class.



**Regulations on using medication at school:**

- **Case 1:** Parents who wish for their child to take medication during school hours must fill out the Medication Authorization Form (available at the Parent Support office or Nurse office), attach the doctor’s prescription, and provide the labeled medication in a sealed bag.
- **Case 2:** If a situation arises where a student needs medication not provided by the family, the nurse will contact the parents to inform them of the student’s condition and request consent before administering any medicine. If the parent cannot be reached, the nurse will provide medication from the list approved for school use by the Hanoi Department of Health and will update the information on the Edufit Parents App to keep the parent informed.

**Nurses will contact parents in the following situations:**

- Students experience a serious scrape, sprain, injury, fever, vomiting, or other health issues that prevent participation in school activities.
- Students visit the Nurse office with symptoms such as headache, stomachache, or fatigue that do not improve after resting, or visit more than twice in one day.
- Students show signs of an infectious illness (e.g., Covid-19, conjunctivitis, chickenpox, measles, influenza A or B, etc.).
- Students require medication to be administered by the Nurse office.

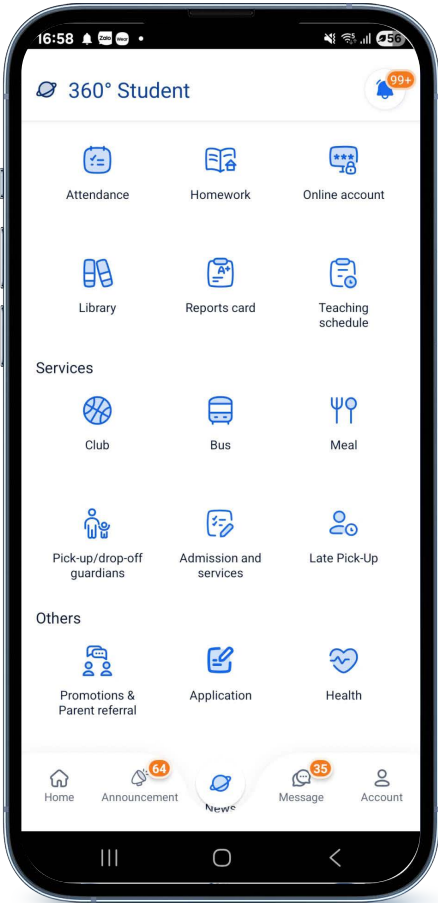
**Note:** For minor issues such as mild scrapes, mild fatigue, or minor stomachaches, the nurse will only update the information on the Edufit Parents app without making a direct call.

**Parents can check all updates in:**



Edufit Parents

▶	360° Student
▶	Others
▶	Nurse





# Parent-School Communication

## Guidelines for parent-school communication (general updates, teacher contact, concerns/complaints, etc)

### Communication channel

The Dewey Schools believes that regular communication between parents and the school is essential to ensure the best learning experience for students. Parents are therefore required to provide updated details of their home address, email, phone numbers, and emergency contacts. The school will verify this information at the beginning of each school year. If there are any changes, parents are encouraged to inform the school immediately.

### Authorized guardian

If parents will be out of town or otherwise unavailable for 24 hours or more during the school day, they must notify the school in writing and provide:

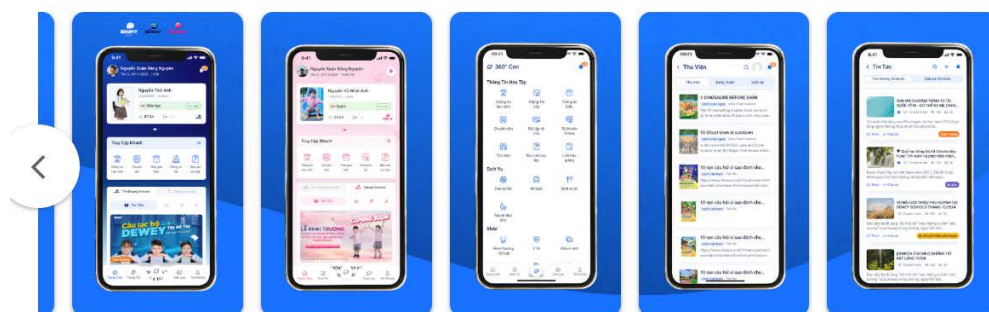
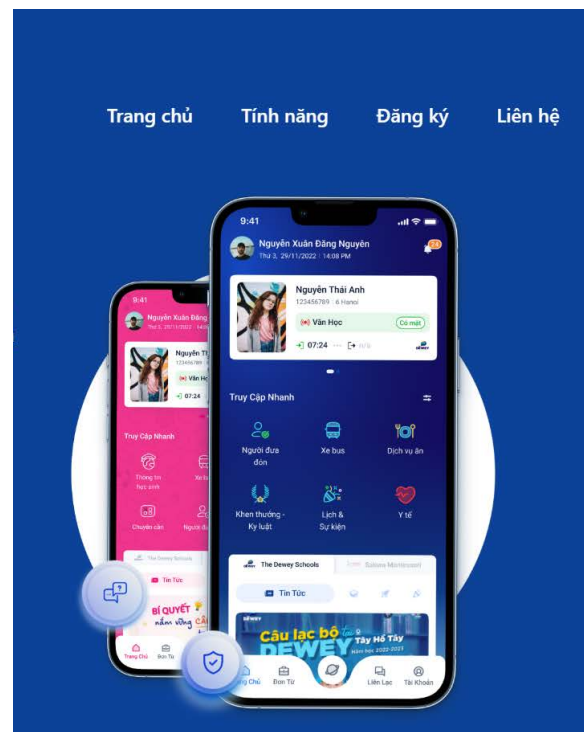
The phone numbers (including temporary numbers) of both parents at their workplace, during travel, or temporary residence; and

The phone number of the student's authorized guardian during the parents' absence.

The authorized guardian will assume full responsibility for the student's education, health, and welfare. The guardian must be authorized to sign all documents and make decisions on behalf of the parents. The school expects that all communications regarding the student sent to the guardian will be promptly relayed or reported back to the parents.

### Edufit Parents

To provide parents with an easy way to communicate with teachers and stay updated on students' progress, the school has developed Edufit Parents – an online portal dedicated to parents. Relevant information such as students' timetables and school calendars, general school announcements, classroom activities, daily academic reports (if any), and weekly comments from homeroom teachers will be sent to parents through this application.



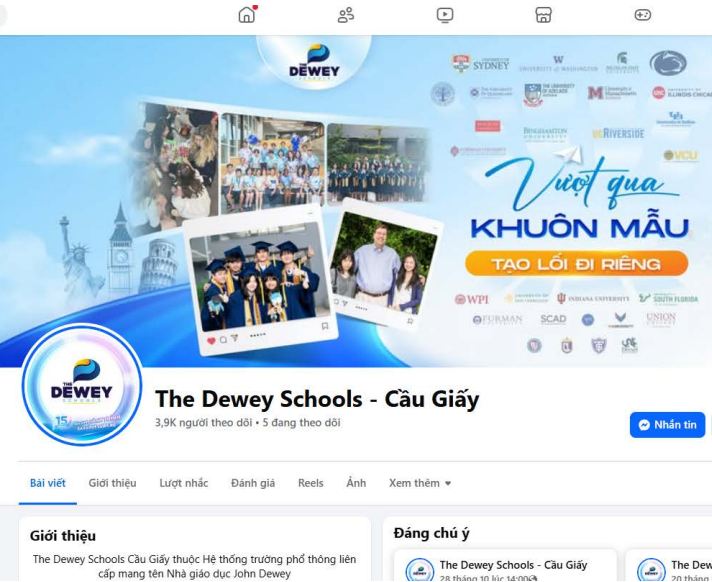
App support ▾

School website

The school website serves as the official information channel, where parents can find an overview of the school, its facilities, teaching staff, curriculum, and more.



Website:  
<https://thedeweyschools.edu.vn/co-so/devey-cau-giay/>



Facebook

The Dewey Schools' Facebook page is a place where the school shares photos and videos of students, and celebrates those who achieve outstanding results in both local and international competitions. The school captures images and videos of school events and retains the right to use them for school-related activities and promotional purposes. Parents are encouraged to reach out directly to the school with any questions, feedback, or concerns, and are kindly asked not to post unverified information on social media.



Facebook fanpage:  
[thedeweyschools.caugiai](https://thedeweyschools.caugiai)

Gift policy

The greatest reward for teachers and staff at The Dewey Schools is the growth and development of their students. On holidays and special occasions, teachers and staff are not permitted to accept money or gifts from parents, except for greeting cards or small handmade items created by students.



# Dewey Parent Association (DPA)

The Parent Association is an essential part of the school community, helping to strengthen the connection between families, the school, and the wider community. At The Dewey Schools, the Parent Association is called the Dewey Parent Association (DPA). Following the guidelines of the Council of International Schools (CIS), DPA does not involve itself in governance or academic decisions but works to support the school in the following areas:

- **Community connection:** Fostering an environment of engagement, sharing, and collaboration among parents, while promoting multicultural values and international-mindedness.
- **School support:** Assisting in the organization of school events, extracurricular activities, and celebrations to enrich students' learning experiences.
- **Student engagement:** Encouraging and motivating students in their academic efforts and personal growth.
- **Communication bridge:** Serving as an open and constructive channel between parents and the school to enhance the quality of educational services. góp phần nâng cao chất lượng dịch vụ giáo dục.



Through their positive contributions, the school believes that the DPA will help foster a friendly, cooperative, and sustainable school community, where every student can thrive in an internationally nurturing and compassionate learning environment.



# Dewey Student Council (DSC)

## Introduction

The Dewey Student Council (DSC) is a student-led organization that amplifies the student voice and fosters collaboration with the School Leadership, teachers, staff members, and parents to promote the best interests of the student community.

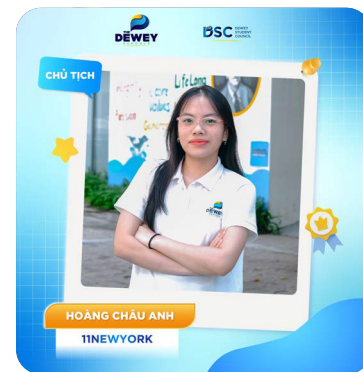
## Objectives

DSC provides students with opportunities to collaborate in a structured way with teachers, staff, and parents. It was also established to foster students' sense of ownership over their school life and the activities they engage in.

## Roles and responsibilities

The primary role of DSC is to encourage student participation in school-wide initiatives. The Council will regularly set its own goals; however, these goals should always align with the following core principles:

- Enhancing communication and collaboration among students, parents, teachers, and school staff.
- Fostering a positive and supportive learning environment.
- Strengthening friendships and promoting mutual respect and appreciation.
- Representing the collective voice and opinions of the student body on matters that concern them.





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