PARENT HANDBOOK

SCHOOL YEAR 2026-2027



THE DEWEY SCHOOLS - HAI PHONG

Dear parents and students,

We all recognize the profound influence that schools have on the growth of individuals and the progress of society. To thrive in an ever-changing world, schools must be more than places where students acquire knowledge. They must embrace a broader vision: creating an environment where students can live, learn, and grow for the new era. As John Dewey said, “Education is not preparation for life; education is life itself.”

The Dewey Schools is a multi-level school system after the philosopher John Dewey, the pioneer of experiential education. At Dewey, students are at the center of everything we do. Learning is brought to life through experiential approaches such as inquiry-based learning, design thinking, project-based learning, and differentiated instruction. These approaches foster students' holistic development by nurturing knowledge, skills, social-emotional competencies, and character, ultimately enabling deeper and more meaningful learning.

Our educational philosophy is to facilitate students’ growth and development through self-directed learning and self-education, with the aim of nurturing individuals with self-learning capabilities, independence, responsibility, a rich inner life, and a love of lifelong learning.

Every Dewey student is a creative individual and an active participant in their own learning. Students play an active role in shaping their learning journey, which gradually unfolds over time with the support, guidance, and mentorship of teachers who truly understand each learner. Students can take ownership of their future and master world changes when we place learners at the center of education. Together, we can create a better world and inspire others through the work we do together.

We aspire to create a better world and make an increasingly meaningful impact as we fulfill our mission of becoming a school of discovery, creativity, and impact—a school that parents seek, students love, and staff are proud of.

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



TABLE OF CONTENTS

GENERAL INFORMATION

- Foundational statements 4
- Partnerships and accreditations 8
- Key contact information 10
- School layout 12
- School calendar & Bell schedule 14

ACADEMICS

- Academic programs 18
- Clubs, extracurricular activities, and club registration regulations 20
- Student support: Counseling, University and career counseling, Academic advising, SENCo 24
- Assessment & Report cards: Report schedule, grading scale, exam schedule and policy for absence on exam days 28
- Home learning 30
- Academic Honesty 32

REGULATIONS & BEHAVIORS

- Safe learning environment 34
- Expected behaviors 36
- Uniform regulations 38
- Personal belongings and valuable items regulations 40
- Lost & Found 40
- Bringing food to school regulations 41
- Library: Rights and responsibilities 42
- Technology and personal device use regulations 43

Transportation & security

- School bus service 44
- Late arrival & absence procedures 46
- Visitor access policy 47
- Code of conduct for parents and visitors 48

Health & medical services

- Student health and medical care procedures and regulations 50

Parent–school communication

- Guidelines for parent–school communication (general communication, teacher contact, complaints, etc.) 52
- Dewey Parent Association (DPA) 55
- Dewey Student Council (DSC) 56

FOUNDATIONAL STATEMENTS

EDUCATIONAL PHILOSOPHY OF THE DEWEY SCHOOLS

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



VISION

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

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

Our students are global citizens with self-directed learning capacity, morality, knowledge, and overall well-being to master the world changes and be leaders who positively impact communities wherever they are.



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

2. Our students are global citizens who possess global understanding and intercultural learning competencies, skills to act for the good of the community; they use technology safely and responsibly for learning, creativity, and collaboration.

3. Our students develop holistically in physical, psychological, and social-emotional aspects; they value themselves, maintain balance, and actively cultivate happiness in their lives.

4 Our students are self-directed learners who understand themselves, proactively guide their learning journeys, set appropriate goals and plans, manage their learning effectively, and continuously monitor and adjust their approaches to solve problems creatively and grow continuously.



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 empathy 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.

Partnerships and accreditations







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 being a CIS internationally accredited school.

MAP

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.

DOMESTIC & INTERNATIONAL UNIVERSITY PARTNERS

Comprehensive Partners



Swiss Education Group (SEG), Switzerland



China Campus Network (CCN)



British University Vietnam (BUV)



Sunway Education Group, Malaysia

Strategic Partners

- RMIT University Vietnam, Swinburne University - FPT, Greenwich Vietnam -FPT, VinUniversity (Vietnam)
- University of Tampa, The University of Arizona, University of Idaho, Webster University, Rowan University, Art Academy of Cincinnati, Ellacy Foundation (U.S.)
- St. Francis Xavier University (StFX), University Canada West, Niagara College, Fanshawe College, University of Victoria, University of Toronto, University of Regina, Capilano University, York University, Trent University, Brock University, University of Ottawa, Saskatchewan Polytechnic, Ontario Tech University, Vancouver Island University, The University of Akron, MacEwan University, The University of British Columbia (Canada)
- University of Auckland, University of Otago, University of Waikato, Victoria University of Wellington, Auckland University of Technology (AUT), Lincoln University, Massey University, University of Canterbury (New Zealand)
- Swiss Education Group, Hotel and Tourism Management Institute, Switzerland
- Sommet Education, IMI International Management Institute Switzerland (Switzerland)
- EU Business School (Switzerland / Spain / Germany)
- The Hague University of Applied Sciences (The Netherlands)
- Berlin Business School (Germany)
- ICN Business School, IÉSEG School of Management (France)
- Ritsumeikan University (Japan)
- James Cook University (Australia)
- The University of Hong Kong (Hong Kong)

Key contact information

Address:

DEWEY HAI PHONG

Road 11, Sao Do Urban Area, Anh Dung 2, Hung Dao, Hai Phong

035.588.8111

contact.hp@thedeweyschools.edu.vn

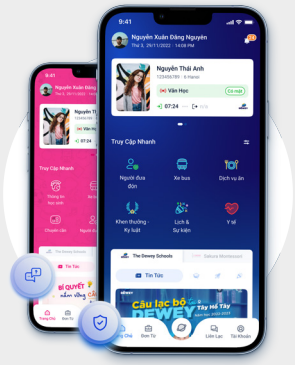


How parents can contact the school:

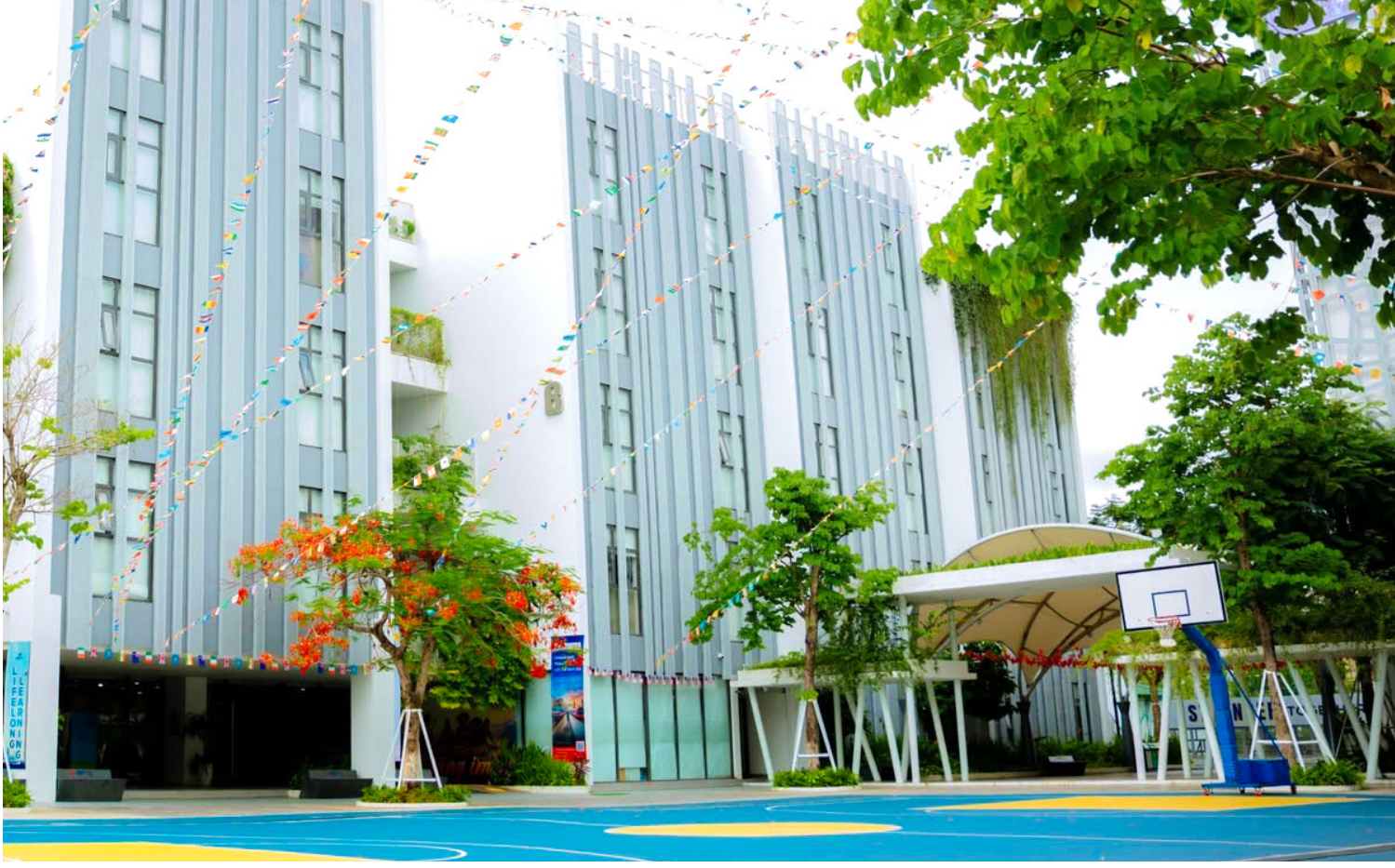
- Edufit Parents App
- Phone: 0225.7300.009
  - Press 1: Parent support
  - Press 2: Operations
  - Press 3: Registrar
  - Press 4: Medical services
  - Press 5: Admissions
  - Press 6: Tuition receipt
- In person: Parent Support team

How the school communicates with parents

Edufit Parents



Phone: 0225.7300.009













School layout









BUILDING A

- Operation 1 Office
- Operation 2 Office
- Counseling office
- Uniform & School Supplies Shop
- Nurse Office
- Elementary Classes
- Elementary Function Rooms
- Teacher Office
- Function Rooms

BUILDING B

- Counselling Office
- Teacher Office
- Function Rooms
- Hs & Mhs Classes
- Hs & Mhs Function Rooms
- Garden (Rooftop)

BUILDING C

- Sakura Schools

BUILDING D

- Coffee Shop
- Aquatots Swimming Pool
- Canteen
- Marker Space
- Library
- Gym

School calendar & Bell schedule

SCHOOL CALENDAR:

The 2026–2027 school year at The Dewey Schools is divided into two semesters:

Semester I
August 17, 2026 – December 22, 2026.
Semester I ends on December 22, 2026. Students will have Christmas break from December 23 to December 31, 2026.

Semester II
January 4, 2027 – May 28, 2027.

The Summer Program is planned to be organized by the School during June and July. The detailed schedule of the Summer Program will be announced annually at the end of the academic year.

The School publishes the official academic calendar on its website so that parents and students can access information regarding the school calendar, examination schedule, school events, and public holidays.

Notes:

- School days
- No school days
- Holidays
- Events
- Exams

July 2026

MON	TUE	WED	THU	FRI	SAT	SUN
		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 2026

MON	TUE	WED	THU	FRI	SAT	SUN
					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 2026

MON	TUE	WED	THU	FRI	SAT	SUN
	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				

Quarter 1: Start from 17/08/2026

October 2026

MON	TUE	WED	THU	FRI	SAT	SUN
			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 2026

MON	TUE	WED	THU	FRI	SAT	SUN
						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

December 2026

MON	TUE	WED	THU	FRI	SAT	SUN
	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			

Quarter 2: Start from 26/10/2026

January 2027

MON	TUE	WED	THU	FRI	SAT	SUN
				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 2027

MON	TUE	WED	THU	FRI	SAT	SUN
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 2027

MON	TUE	WED	THU	FRI	SAT	SUN
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				

Quarter 3: Start from 04/01/2027

Quarter 4: Start from 22/03/2027

April 2027

MON	TUE	WED	THU	FRI	SAT	SUN
			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 2027

MON	TUE	WED	THU	FRI	SAT	SUN
					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						

June 2027

MON	TUE	WED	THU	FRI	SAT	SUN
	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:

- Grades 1–5: 8:10 – 16:30
- Grades 6–12: 7:35 – 16:25

AFTER-CLASS ACTIVITIES:

- Grades 1–5: 16:35 – 17:35
- Grades 6–12: 16:30 – 17:30

LIBRARY HOURS:

- 8:00 – 12:10
and 13:10 – 17:00



GRADE 1-5

Start	End	Activities
7:40	8:05	Breakfast
8:10	8:25	Homeroom
8:30	9:45	Learning
9:50	10:15	Recess
10:20	11:35	Learning
11:45	12:10	Lunch
12:15	13:05	Nap
13:10	14:25	Learning
14:30	14:40	Snack
14:40	14:55	Recess
15:00	16:15	Learning
16:20	16:30	Homeroom
16:35	17:35	Dismissal / ASA

GRADE 6-12

Start	End	Activities
7:15	7:30	Breakfast
7:35	7:50	Homeroom
7:55	9:20	Learning
9:25	9:45	Recess
9:50	11:15	Learning
11:20	11:40	Lunch
11:45	12:35	Nap
12:40	14:05	Learning
14:10	14:20	Snack
14:20	14:35	Recess
14:40	16:05	Learning
16:10	16:25	Homeroom
16:30	17:30	Dismissal / ASA



Academic programs



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.

CONTENT	ADVENTURE INTERNATIONAL PROGRAM	DISCOVER INTEGRATED PROGRAM	EXPLORE INTEGRATED PROGRAM
Academic pathway	**Grades 6 – 12**	**Grades 1 - 12**	**Grades 1 - 12**
Learning outcomes	International universities in Vietnam and abroad	Top universities in Vietnam and abroad	International universities in Vietnam and abroad
Graduation Qualifications	Vietnamese National High School Diploma, U.S. High School Diploma	Vietnamese National High School Diploma	Vietnamese National High School Diploma
International standardized qualifications	IELTS 7.5+; SAT 1400+; AP credits	IELTS 6.5+ to 7.5+; SAT 1350+	IELTS 6.0+ to 7.0+
English-medium instruction *(Depending on grade level)*	**60%–95%**	**40%–45%**	**30%–35%**
English-medium periods per week	25 – 38	16 – 18	12 – 14
Transfer study opportunities at Mount Vernon School	Grade 12	Grade 12	







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:

*Mathematics, Science & Technology

- Academics
- Sports
- Arts
- Life Skills

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 HAI PHONG COMMUNITY FUND

The Dewey Hai Phong 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.







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

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 (Room B109)
- Reach out through their Homeroom Teacher.

- Teachers, staff, and parents can also request support via:

Email: trang.nguyenthithuy@thedeweyschools.edu.vn

Phone: 0225.7300.009 EXT: 0227

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



UNIVERSITY & CAREER COUNSELING

- The University and Career Counseling Office (UCCO), located in Room B101, 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.

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.

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.

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.



Home learning

* Purpose:

- Home learning is designed to help students:
- Consolidate and master knowledge and skills;
- Develop initiative and prepare for upcoming lessons;
- Extend their thinking and apply learning in authentic contexts;
- Build positive learning habits and attitudes;
- Provide meaningful information to support continuous improvement in teaching and learning; and
- Strengthen the partnership between home and school.

* Home learning activities include:

- Completing unfinished classwork;
- Practice and reinforcement activities;
- Preparation for upcoming lessons; and
- Creative and interdisciplinary learning tasks.

* 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.



* 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.

Academic Honesty

Academic honesty is a fundamental principle of education and a responsible choice that fosters trust among members of the school community. It provides the foundation for ethical decision-making and conduct in the creation of legitimate, authentic, and honest academic work. At The Dewey Schools, academic honesty emphasizes honesty and ownership of one's own work.

* Student Responsibilities

Students are at the center of the learning process and play an active role in building and maintaining a culture of academic honesty. Students are expected to:

- Read, understand, and comply with the school's Academic Honesty Policy and the specific requirements established by individual teachers and subject areas;
- Sign the Student Declaration of Academic Honesty;
- Complete all assignments, assessments, and examinations honestly, relying solely on their own knowledge, abilities, and efforts;
- Properly acknowledge and cite all sources, ideas, data, images, computer code, and creative works used in their academic work;
- Refrain from receiving unauthorized assistance from peers, family members, tutors, essay-writing services, repositories of model assignments, document-sharing websites, or artificial intelligence (AI) tools unless explicitly permitted by the teacher;
- Refrain from assisting, facilitating, or enabling other students to engage in academic dishonesty (for example, allowing others to copy work, sharing examination questions, or providing answers);
- Accurately represent their own contributions and those of other group members in collaborative assignments and projects;
- Use the internet and social media responsibly, recognizing that information shared online may leave a permanent digital footprint and be widely disseminated;
- Report suspected or observed breaches of academic honesty to a teacher or coordinator; and
- Cooperate fully and honestly in any investigation of suspected academic dishonesty, regardless of whether they are directly involved.



* Parent/Legal Guardian Responsibilities

Parents and legal guardians play an important role in reinforcing students' understanding and practice of academic honesty at home. Parents and legal guardians are expected to:

- Become familiar with, support, and uphold the school's Academic Honesty Policy and related regulations;
- Sign the Parent/Legal Guardian Declaration of Academic Honesty;
- Support students in understanding what constitutes academic dishonesty and its consequences;
- Refrain from completing, excessively editing, or otherwise producing assignments or projects on behalf of students;
- Help students develop effective study plans and time management skills to complete assignments on time, thereby reducing pressures that may lead to academic dishonesty;
- Provide only truthful and authentic information, documentation, and supporting evidence when requesting the school to consider special circumstances (for example, requests for learning support or consideration of extenuating circumstances);
- Promptly report to the school any known or suspected breaches of academic honesty involving their child or another student; and
- Cooperate with the school during any investigation or resolution of academic honesty cases when requested.







Regulations & behaviors

Safe learning environment

At The Dewey Schools Hai Phong, compliance with Vietnamese laws together with the adoption of international best practices forms the foundation for ensuring a safe and high-quality learning environment. The School focuses on the following key areas:

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:

ubat-safety-committee.hp@thedeweyschools.edu.vn

2. Anti-Bullying

- The School adopts a zero-tolerance approach to all forms of bullying.
- Anti-bullying guidelines are communicated to teachers, staff, and other stakeholders. Students are also provided with information on how to seek support whenever needed.
- For details of the Anti-Bullying Policy, please refer to the Policies & Procedures section on the Edufit Parents App.

3. Emergency Evacuation and Lockdown

- In the event of a fire or other emergency, the fire alarm system will be activated, and the entire School will follow the established evacuation procedures that are regularly practiced.
- Emergency evacuation maps are displayed in all classrooms and corridors.
- Each academic year, the School conducts:
  - Two fire evacuation drills
  - One lockdown drill
  - One food poisoning emergency response drill



4. Security and Access Control

- The School's security system includes more than 500 surveillance cameras, Face ID access control, and 24/7 on-site security personnel.
- Parents and authorized persons collecting students are required to register and use Face ID to access the School.
- Visitors must register at the security gate and wear a visitor badge while on campus.

Student Drop-off and Pick-up:

- Drop-off and pick-up times: 7:00 a.m. and 4:30 p.m. (for students who do not use the school bus).
- Students may remain in the playground until 6:00 p.m., after which they will be supervised at the Reception Area until 6:30 p.m.
- A paid late pick-up service is available from 6:00 p.m. to 7:00 p.m.

Parents are responsible for their children's safety if they arrive before or are picked up after the designated times.

5. School Health Services

- **Nurse Office**

- The School Health Office is staffed from 7:00 a.m. to 6:00 p.m., Monday through Friday, to provide first aid and respond to health-related incidents.
- The School Health Office is fully equipped with medicines and medical equipment in accordance with the regulations of the Hai Phong Department of Health.
- If a student is unable to continue attending classes due to illness, parents will be contacted to pick up their child. In emergency situations, the student will be accompanied by a member of staff to the nearest medical facility.



- **Student Health Information**
  - Parents are responsible for providing complete and up-to-date medical information, including medical history, allergies, immunization records, and any relevant health conditions.
  - Failure to provide or update this information may affect the School's ability to provide appropriate care and ensure student safety.
- **Annual Health Check**
  - Students receive a comprehensive health examination once each academic year at the beginning of the school year, in accordance with the guidelines of the Ministry of Education and Training and the Ministry of Health.
  - A hard copy of the health examination results is provided to each student.
- **Health Insurance**
  - The School purchases compulsory health insurance for all students in accordance with government regulations. The insurance fee is collected together with the annual tuition fee.
- **Medical Incidents, Illness, and Emergencies**
  - Minor cases: The School nurse provides appropriate care and notifies parents through the Edufit Parents App.
  - Serious or emergency cases: The School contacts parents immediately and arranges for the student to be taken to the nearest hospital (or another medical facility designated by the parents).
- **Communicable Diseases**
  - Students diagnosed with a communicable disease must remain at home and submit a medical clearance certificate before returning to school.
  - For common illnesses (such as influenza, colds, diarrhea, or a fever of 37.5°C or above), students should stay at home until they have sufficiently recovered to prevent the spread of infection.
- **Medication at School**
  - Antibiotics may only be administered at school with a valid doctor's prescription.
  - Certain non-prescription medicines (such as fever reducers, cough syrup, oral rehydration solution, and eye or nasal drops) are permitted.
  - Parents are required to complete a Medication Authorization Form at the School Health Office or submit the relevant information through the Edufit Parents App, and deliver the medication directly to the School Health Office (or via the school bus monitor).
- **Smoke-Free Environment**
  - The School is a smoke-free campus, including the use of electronic cigarettes. This policy applies to students, parents, visitors, teachers, and staff.
- **Physical Education and Extracurricular Activities**
  - Student safety is the School's highest priority, and all activities are conducted under close supervision.
  - Parents may choose not to allow their child to participate in any activity they consider unsuitable.
  - By granting permission for participation, 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 safe, nutritious, balanced, and varied meals. Menus are developed in accordance with the standards of the National Institute of Nutrition and under the guidance of a qualified nutritionist to support students' healthy and holistic development.
- Daily menus include at least 10 food groups and follow an eight-week non-repeating cycle, ensuring variety and balanced nutrition.
- All food ingredients are strictly monitored for origin, quality, and expiry dates. Every stage—from preparation and cooking to serving and food sample retention—is carried out in strict compliance with 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
Summer uniform	Long-sleeved or short-sleeved polo shirt + uniform pants/shorts + shoes/sandals	Long-sleeved or short-sleeved polo shirt + uniform pants/shorts + shoes/sandals
Winter uniform	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
Physical Education (PE) uniform	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.)	
Events /extracurricular activities	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.



Uniform schedule

- 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:

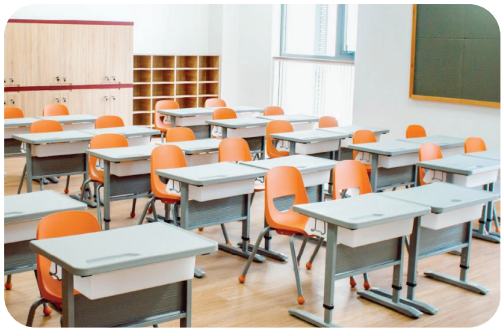
- Students in violation must go to the library, where they will be monitored by the supervisors, and the Parent Support team will contact parents to bring the proper uniform.
- Once the student is wearing the correct uniform, they may return to class.
- If parents are unable to bring the uniform to school 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 a Lost and Found area on the 1st floor of Building A, where items left behind or found within the school campus are collected. If a student loses an item, parents and students may visit this area directly to retrieve it or provide information by scanning the QR code available at the site. The school's security and cleaning staff will receive the information, assist in locating the item, and respond to parents accordingly.
- To minimize the risk of lost belongings, the school encourages students to label their personal items with their names or identifying marks and to develop a sense of responsibility in taking care of their belongings. While the school is not liable for any lost items, every effort will be made to help students recover them.
- Before the end of the school year: The school will compile a list of unclaimed items and share the information with parents through the Edufit Parents App and homeroom teachers.
- After the school year ends: Any remaining unclaimed items will be donated to charitable organizations supporting underprivileged children.

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.

Library:
Rights and responsibilities

Dewey Hai Phong Library opens during the following hours:

Opening hours:

8:00 AM – 12:10 PM and 1:10 PM – 5:00 PM
on school days, Monday to Friday.

Borrowing and returning hours:

During lesson breaks, lunchtime, and after-school hours.

Library website

Students can search for books at:
https://libdk.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.

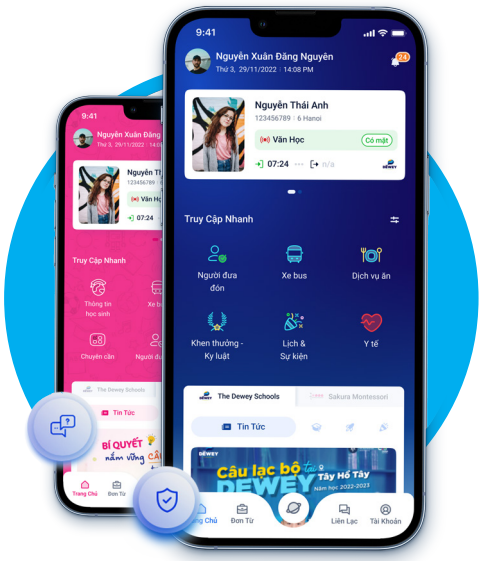


* Afternoon drop-off:

- 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.







Procedures for late arrival and absence

Daily attendance is a mandatory practice at The Dewey Schools to ensure accurate student management, maintain a safe school environment, and support a consistent learning culture. Attendance helps the School to:

- Confirm each student's presence throughout the school day to ensure their safety.
- Identify student absences promptly, contact parents to verify the reason, and provide timely support when necessary.
- Promote discipline, punctuality, and a sense of responsibility among students.
- Provide essential information to support teaching, attendance monitoring, and student learning.

To ensure that the School and subject teachers receive timely information, parents are required to proactively submit a Late Arrival or Absence Request for their child through the Edufit Parents application. The procedure is as follows:

Step 1: Open the Edufit Parents application and navigate to the Requests section, then select "Absence Request."

Step 2: Select "Create Request," complete the required information (Absence or Late Arrival), specify the applicable date and time, and provide the reason.

Step 3: Click "Submit" to allow the system to automatically update the information.

Once the request is successfully submitted, the information will be sent immediately to the School Leadership Team, Homeroom Teacher, and Attendance Teacher to support student management and ensure student safety throughout the school day.

Students' attendance is recorded through the School's Face ID system. If a student is found to be absent during attendance taking, staff will distinguish between the following situations:

Student has a Face ID record at the School:

The teacher confirms the student's location with the relevant departments and updates the information in the attendance system.

Student has no Face ID record at the School, no absence request has been submitted, and the teacher does not know the reason for the absence:

The Homeroom Teacher, Assistant Teacher, or Registrar staff contacts the parents via the School's IP phone system to verify the student's absence.

If the parents do not answer after three phone calls, the attendance record will be marked as "No response."

After contacting the parents, the Homeroom Teacher, Assistant Teacher, or Registrar staff must clearly record the reason for the absence or the communication status in the "Notes" section of the attendance system.



All attendance records are updated in the School's online attendance system and online attendance register in accordance with the School's procedures. The reason for each absence or late arrival must be fully recorded in the "Notes" section of the attendance module. If the parents cannot be contacted, the Homeroom Teacher must clearly indicate the communication status (for example, "No response" or "Unable to contact").

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.







Code of conduct for Parents and Visitors

1. Dress code
Wear neat, respectful, and modest attire appropriate for a school setting, including during daily drop-off and pick-up.

2. Communication and conduct
Communicate politely and treat students, teachers, staff, and others with respect. Do not use offensive, threatening, or discriminatory language or gestures, shout at others, provoke confrontations, or engage in violence.

3. Campus access and student drop-off and pick-up
Follow the school's registration, identity verification, and access card procedures. Drop off and pick up students at the designated times and locations, and follow traffic and parking instructions. Enter classrooms and other teaching and learning areas only with the school's permission.



4. Raising concerns and resolving issues
Share feedback and concerns through the school's official communication channels in a spirit of cooperation. For issues involving other students, contact a teacher or the relevant department to work toward a resolution. Do not question, discipline, or pressure students on your own initiative.

5. Privacy and images
Respect the personal information and images of students, parents, teachers, and staff. Do not record private conversations without permission or share others' information or images without appropriate consent, unless otherwise permitted by law. Follow the school's photography and filming guidelines at school events.

6. Safety and shared spaces
Keep shared spaces clean, protect school property, and maintain order. Follow safety and fire prevention instructions. Smoking, vaping, and using alcohol or other intoxicating substances are prohibited on campus. Do not visit the school while intoxicated or bring dangerous items or prohibited substances onto campus.

7. Cooperation and implementation
Parents are responsible for sharing these rules with family members and anyone authorized to drop off or pick up students. If inappropriate conduct occurs, the school will issue reminders, request changes, and discuss concerns privately when necessary. In cases of noncooperation or risks to safety and order, the school may temporarily restrict visits, arrange an alternative meeting format, or make suitable student handover arrangements, ensuring students' safety and a respectful environment.







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.

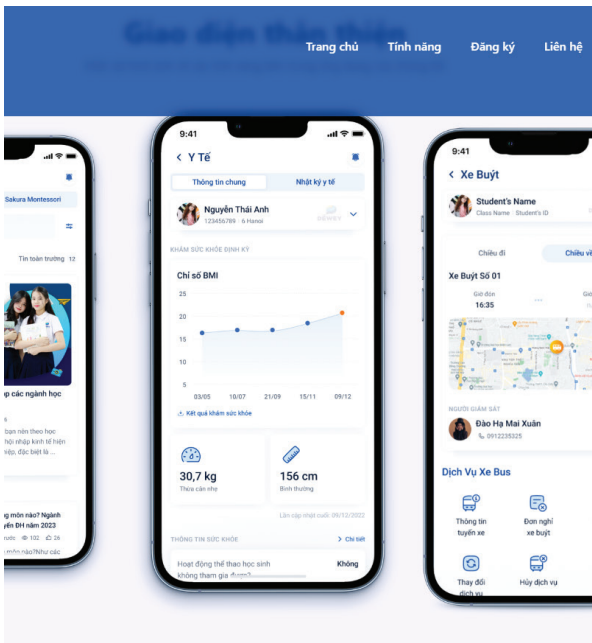
- Parents can also update or add health information by either sending a message via the Edufit Parents App to the Nurse office or completing the Health information update form provided by the homeroom teacher during the Parent Orientation Day and returning it to the homeroom teacher.

- 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 Ministry of Health & Ministry of Education and Training 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.

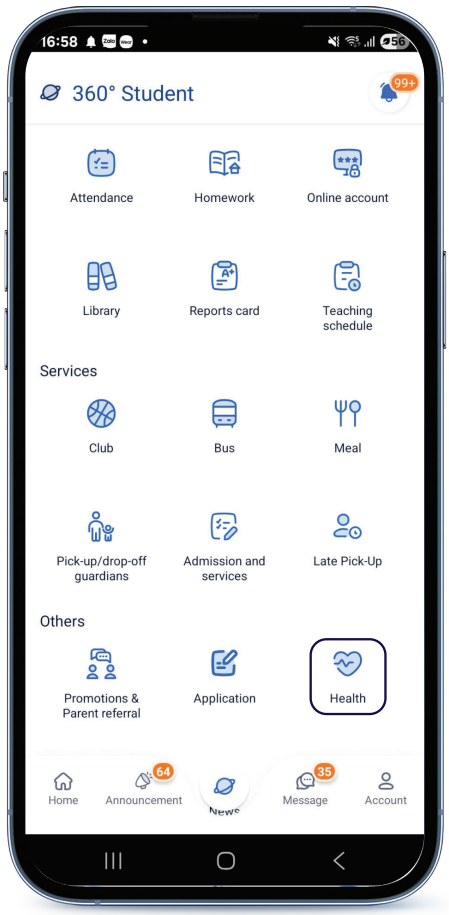
Note: For minor issues such as mild scrapes, mild fatigue, or minor stomachaches, the nurse will only update the information on the Edufit Parents app without making a direct call.

Parents can check all updates in:

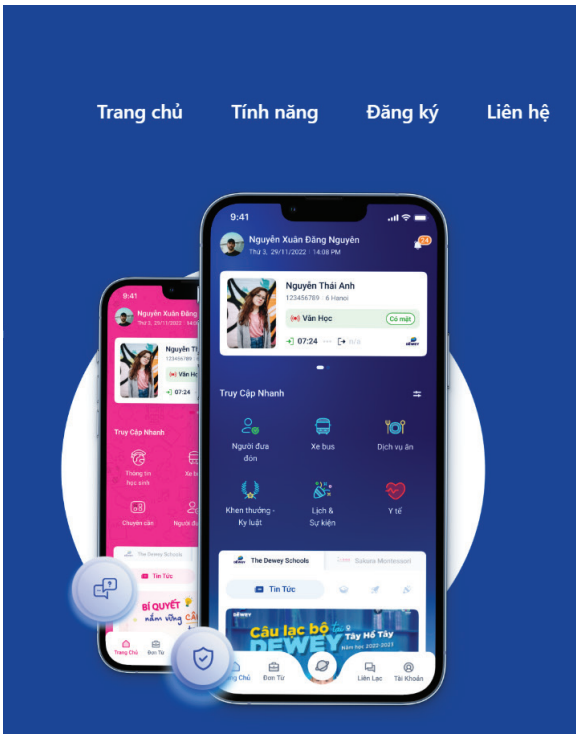
EDUFIT PARENTS

Edufit Parents

- **360° Student**
- **Others**
- **Nurse**



Parent–School Communication



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

Communication channel

Dewey 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 (twenty-four) hours or more during the school day, they must notify the school in writing and provide:

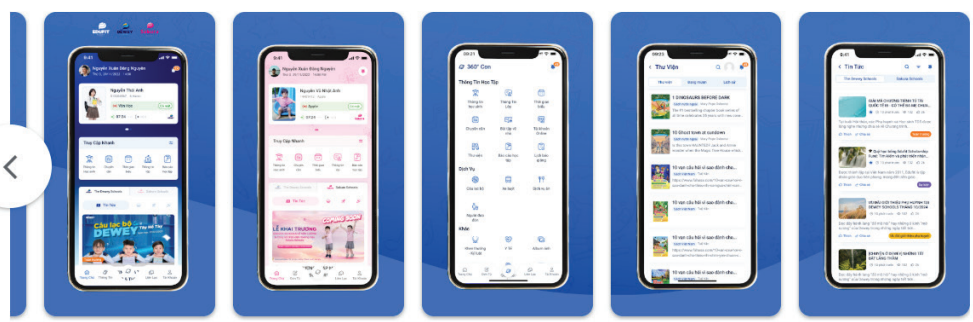
The phone numbers (including temporary numbers) of both parents at their workplace, during travel, or temporary residence; and

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 the Edufit Parents App – 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.



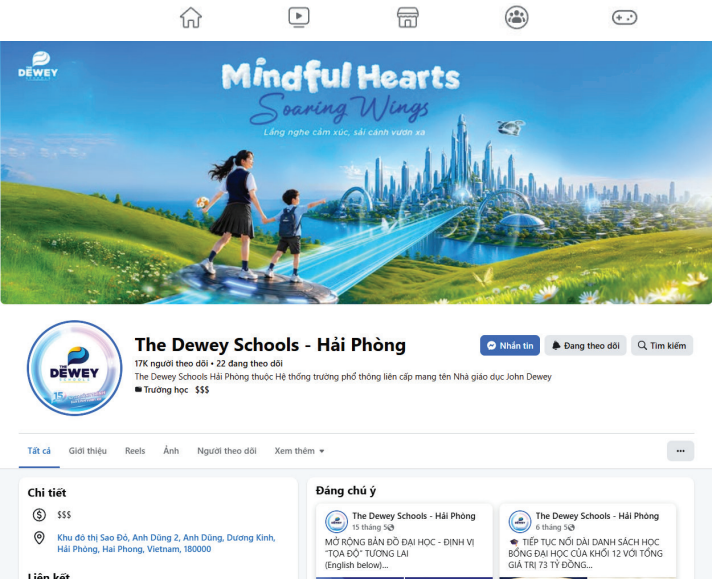
App support

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/dewey-hai-phong/





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 page:
thedeweyschools.haiphong

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.



Parent inquiries:

The school has established a quick and effective channel for receiving information from parents, thereby strengthening the parent-school collaboration and contributing to a positive learning environment. Parents can submit requests, suggestions for improvement, or complaints through the

1 **Edufit Parents App**

2 **Phone: 0225.7300.009**

Press 1 Parent support	Press 4 Medical services
Press 2 Operations	Press 5 Admissions
Press 3 Academics	Press 6 Tuition receipt

3 **In person: Parent Support office**

Once information is received from parents, the school will review it according to the established procedure and provide a full response to parents via Edufit Parents App.

Other support channels:

Counseling Office
0225.7300.009

University & Career Counseling Office
0225.7300.009

DSL, Safety & Environment Committee
0225.7300.009

Library
0225.7300.009

Parent Support Office
0225.7300.009 - Press 1

Operations Department
0225.7300.009 - Press 2

Registrar Department
0225.7300.009 - Press 3

Nurse Office: Phone
0225.7300.009 - Press 4

Admissions
0225.7300.009 - Press 5

Accounting Deparment
0225.7300.009 - Press 6

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 Dewey, 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.









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)



Overview:

The Dewey Student Council (DSC) is a representative body through which students participate in school life and work collaboratively with the school leadership, staff, teachers, and parents for the benefit of the school and the student community.

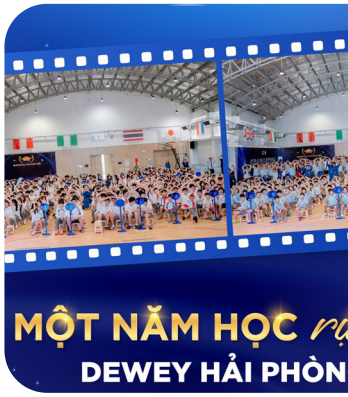












Objectives:

DSC aims to:

- Provide students with opportunities to share their views and ideas with the school leadership, parents, and teachers;
- Foster students' sense of ownership of the school and student activities;
- Develop members' communication, teamwork, planning, and organizational skills;
- Empower students to lead and take responsibility for their own projects, enabling them to achieve the greatest possible success; and
- Contribute to policies and initiatives that enhance the school environment.

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.













DEWEY HAI PHONG

Road 11, Sao Do Urban Area,
Anh Dung 2, Hung Dao, Hai Phong

0355.888.111

contact.hp@thedeweyschools.edu.vn