

# **Parent-Student Handbook**

**2017 – 2018**



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# GENERAL INFORMATION

## Mission

Wuhan Yangtze International School (WYIS) educates the whole child socially, spiritually, intellectually, physically, and emotionally to become a dynamic individual of truth and excellence who positively contributes to society.

*WYIS students will become:*

- Dynamic individuals who are well-educated men and women who influence and lead society regardless of position.
- Individuals of truth whose entire worldview and lifestyle is characterized by a deep understanding of the nature of truth and who are known as men and women of integrity.
- Individuals of excellence who have received a well-rounded, high-quality education, who have high personal standards of character and conduct, and who apply this truth in all facets of their lives.
- Individuals who positively contribute to society, promoting the well-being of the minds and hearts of people, as well as the well-being of the world at large.

## Philosophy/Core Values

*The following statements are a summary of the values that are considered important at our school. They show through in all aspects of the school.*

**We at WYIS are committed to . . .**

1. Excellence. We believe that every aspect of our school should be characterized by a commitment to excellence.
  - Strong academics.
  - Professional development for teachers focused on best classroom practices.
  - Administration focused on learning.
  - High personal and professional standards for recruitment of faculty.
  - Clear communication with stakeholders.
  - A focus on meeting the needs of all students admitted to the school.
  - Acquiring and maintaining external accreditation.
2. Truth. We believe in the existence, accessibility, and applicability of transcendent truth. Students should be able to articulate and defend an appropriate view of truth.
3. Character/Integrity. We desire for all students to become people who consistently do right in thought, word, and action. Therefore, we emphasize service, character development, a strong work ethic, perpetual growth, loving interaction with others, and an appropriate level of independence.
4. Relationships. We desire to be a community where all are nurtured and appreciated. All cultures are respected, all people are valued, and students are encouraged and supported individually.
5. International impact. We desire for our students and faculty to make a positive, lasting impact in any context in which they find themselves. Students are trained to be good citizens and contributing members of their communities both now and in the future, regardless of the culture they find themselves in.

6. Education. We believe that education is most effective in the context of a clearly-defined curricular approach, strong parental support, and international emphasis. Therefore we value the following:

- A partnership between the school and parents.
- An emphasis on developing the whole child.
- Preparation of students for university studies.
- An American-based core curriculum with international emphasis.
- A focus on mastery of a core body of knowledge and on the discovery of additional knowledge, seeing both within the framework of transcendent truth.

**Expected School-Wide Learning Results (ESLRs)**

WYIS has five Expected School-Wide Learning Results (ESLRs) that are implemented across grade levels and content areas. These five are based upon the mission statement and were developed with a variety of stakeholders in the spring of 2015. See Appendix I for the general statements, the simplified language statement based upon “I choose,” and finally the specific indicators for each category.

WYIS seeks to educate the whole child socially, spiritually, intellectually, physically, and emotionally to become a dynamic individual of...				
Truth	and Excellence		who positively contributes to Society	
Truth-Discerner	Dynamic Learner	Global Communicator	Positive Influencer	Responsible Member of Society
<b>I choose what is right.</b>	<b>I choose to learn something new every day.</b>	<b>I choose to listen and share my ideas.</b>	<b>I choose to help others.</b>	<b>I choose to care for myself and the world around me.</b>
<ul style="list-style-type: none"> <li>• Articulates the nature of truth and his/her own worldview.</li> <li>• Models truth-based character in decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibits a life-long pursuit of learning.</li> <li>• Thinks critically and evaluates information.</li> <li>• Solves problems through cooperation and creative thinking.</li> <li>• Performs at high standards in a variety of academic content.</li> </ul>	<ul style="list-style-type: none"> <li>• Models responsibility in actions and decisions.</li> <li>• Expresses ideas and collaborates effectively while respecting cultural differences.</li> <li>• Displays active and mature communication skills.</li> <li>• Uses technology in a healthy and effective manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Exercises personal interests, gifts, and abilities with confidence.</li> <li>• Serves others with humility as an influence for positive change.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops positive habits to promote physical wellness.</li> <li>• Maintains healthy relationships with others.</li> <li>• Demonstrates emotional awareness to express feelings and to manage behavior.</li> <li>• Fosters responsible stewardship of nature.</li> </ul>

**Non-Discriminatory Policy**

WYIS does not discriminate on the basis of race, color, or ethnic origin in the hiring or treatment of its staff members or in the admission and treatment of students.

**Enrollment Priority Policy**

WYIS adheres to the following enrollment priority policy:

- First Priority* - Children of school staff and associates
- Second Priority* - Brothers and sisters of students already enrolled
- Third Priority* - Children who speak English fluently
- Fourth Priority* - Children who do not speak English fluently

**School Day**

School day hours are from 8:00 a.m. to 3:00 p.m. Advisory groups for Grades 6-12 students begin at 7:55 a.m. Students may not enter the hallways or classrooms before 7:50 a.m. and should leave the building by 4:30 p.m. unless they are staying for an after-school study assistance session, meeting, club, sport, or other supervised activity.

**School Year**

The school year is divided into two semesters of two quarters each. There are approximately 176 school days on the school calendar. The school board may replace any days missed due to emergencies or unforeseen circumstances by reducing planned vacation holidays or by extending the school year. Several half-days are included to allow for conferences or teacher professional development.

**Transportation**

Parents are responsible for their children's safe and timely travel to and from school. WYIS will assist parents in scheduling bus transportation; however, the school does not pay for these buses, nor is it liable for any accidents involving the buses.

# ADMISSION POLICIES

## Admission Requirements

### 1. The school considers the following as essential to admission:

- a. A basic level of educational aptitudes and skills as determined by interview, examination/assessment, and educational records.
- b. Adequate proficiency in the English language or a parent-signed agreement for an ESOL option.

### 2. For initial entrance into the school:

- a. Parents are requested to present proof of the child's age (e.g. birth certificate, passport, or other appropriate official government document).
- b. All students above grade 2 are required to submit academic records of their previous 2 school years.
- c. All non-English speaking students in grades 1 and above are required to take an English assessment.
- d. Students must present a recent physical examination report. This may either be performed in the student's home country or at a school-approved medical facility in China. Applicants are required to use an official school Medical Examination Form completed in English (English information enables us to make use of the form in case of an emergency), which will then be reviewed by the school nurse. Medical Examination Forms are available for download from the school's website.
- e. Immunizations must be completed in accordance with WYIS requirements as stated in the Medical Examination Form. Returning students are required to submit a Medical Examination Form every two years.

### 3. For entrance into Early Childhood: students must demonstrate readiness and must reach the age of three by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready. The three- year-old program has two options for attendance: (1) M/W/F full days or (2) M/W/F half days (leave before lunch). The four-year-old program also has two options for attendance: (1) Every day full days or (2) Every day half day (leave before lunch). This should be selected before the semester begins and the only time this can be altered is at the conclusion of the first semester.

### 4. For entrance into EC5: students must demonstrate readiness, and reach the age of five by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready.

### 5. For entrance into Grade 1: students must meet one of the following requirements:

- a. Has been promoted from this school's program or an equivalent program elsewhere.
- b. Has attained the age of six on or before September 30 of the enrollment year, has passed an assessment given by the school, and has received approval from the principal.

### 6. The school, per Chinese law, does not admit children who are citizens of the People's Republic of China.

## Parents' Presence in Wuhan

WYIS believes that parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, WYIS has established the following requirements regarding residency of parents.



1. At least one parent or guardian must have full-time residency in Wuhan.
2. If both parents of a 9-12<sup>th</sup> grade student must leave Wuhan during the school year, but would like to leave their child in the school until the end of the semester, an appropriate guardian must be appointed and the school must be notified immediately. The parents must provide contact information.
3. In the event that a guardian is the primary caregiver of a student while enrolled, a legal document indicating such must be presented to the school.

**Grade Placement**

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. The following factors are considered in placement decisions:

1. School records
2. Chronological age
3. Evidence of maturity
4. Results of entrance or standardized tests (English language ability)

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain teacher.

In high school, having considered the above four factors, students are classified according to the following scale:

<b>Grade</b>	<b>Considerations for placements</b>
9	Student has obtained less than 6 credits
10	Student has obtained more than 6 credits, but less than 12 credits
11	Student has obtained more than 12 credits, but less than 18 credits
12	Student has obtained more than 18 credits

Due to the intensive academic program, for admission into high school, students who are assessed to be at Level 1 in their English assessment will not be admitted into High School.

**Waiting Lists**

If a student has passed the necessary admissions requirements but there are no vacancies in the class, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment criteria and then on a first-come, first-served basis. This waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. The School encourages parents to look for other educational options while their child is on the waiting list.

**English as a Second or Other Language (ESOL) Requirements & Support**

Students from non-English speaking families who want to enroll are required to take a diagnostic test to determine their level of proficiency in the English language. It is strongly recommended that ESOL students study English during the summer prior to enrollment, and continue with a tutor until deemed proficient.

Students will be assigned mandatory language support courses according to their level of English proficiency. Due to the extensive nature of English language support, an additional ESOL fee will be charged. A comprehensive ESOL program description and policy will be provided to families in the program.

**Partial Enrollment**

A partial-enrollment option is available for Early Childhood 3/4 children. Generally, students not enrolled may not participate in any school activities but the principal may grant exceptions to this rule.

**Tuition and Fees**

Tuition shall be determined annually and assessed at the time of registration. It is payable in accordance with an approved payment plan. Late fees will be assessed where appropriate.

All tuition and fees are based on the RMB amount. In the event of a change in the exchange rate, all unpaid tuition and fees that are paid in USD must be paid at the adjusted rate. The RMB fees will not change. If a change in the exchange rate occurs, you will be notified of the revised USD amount due.

**Tuition Payments and Refund Policy**

Parents are responsible for the payment of all school fees. Report cards, diplomas, and transcripts will not be released if payments are not complete.

1. Tuition will be refunded only for full quarters not attended. If a student applies and is accepted into the school sometime after the commencement of the school year, tuition will be charged for the full quarter of entry and all subsequent quarters.
2. Registration fees are non-refundable.
3. No portion of tuition shall be refunded for a student dismissed by expulsion or disciplinary reasons.
4. Tuition payments cannot be transferred from one student to another.

**Overdue Accounts**

Tuition payments are due to the school in a timely manner after receipt of a school invoice. Payments more than five days past due are subject to a late fee. If payments are more than 30 days past due, students may be excluded from classes until payment is made.

# GENERAL ACADEMIC INFORMATION

## Grading Scale

The standard grading scale for academic work in grades 1-12 is as follows:

A	93 - 100	C+	78 - 79
A -	90 - 92	C	73 - 77
B+	88 - 89	C -	70 - 72
B	83 - 87	D+	68 - 69
B -	80 - 82	D	60 - 67
		F	59 & Below

## Homework Policy

The School recognizes the educational value of homework to students. We believe that meaningful homework is a necessary part of each student's educational program and that it is related to the educational philosophy and goals of the school.

The assignment of homework should be regular and reasonable. For the lower elementary (grades 1-2), ½ hour per night can be expected. The upper elementary can expect 1 hour of homework per night. Middle school students can expect 1½ hours of homework per night (about 20 minutes per subject area). High school students can expect 2-3 hours of homework per night (about 30 minutes per subject area).

Students participating in Advanced Placement (AP) classes can expect more homework per night and the possibility of an after-school time commitment.

The above are recommended averages and from time to time may not be reached or may be exceeded. ESOL students should anticipate spending more time on their homework than their native English speaking peers.

## PowerSchool

All students' grades are progressively recorded on the online grading program called PowerSchool. At the start of the school year, parents are given usernames and passwords to view their child's progress. The PowerSchool website can be accessed by clicking on the link on our school website. Please contact the school office if you are having difficulty viewing your child's progress.

## Report Cards/Parent Conferences

WYIS operates on a quarter-system. Report cards are distributed via email shortly after the end of each quarter. Parent conferences follow the distribution of the first and third quarter report cards (see academic calendar). Parents may initiate a teacher meeting at any time during the school year. Hard copies of the fourth quarter report cards can be picked up from the school or can also be mailed to the student's last known address. Hence, parents should keep an updated record of their address with the school office.

## Promotion

In the elementary and middle school, students will be promoted to the next grade level if the requirements for advancement are met, and upon the approval of the classroom teacher or teaching team (see Grade Placement Policy).

### **Required Bible Classes**

Bible classes are an integral part of the WYIS. Attendance and participation is required for all students. No exceptions may be made to this rule. Bible classes are held daily and receive an academic grade. A weekly assembly is a part of this program, and attendance is also required. The secondary school refers to these classes as "Religious and Ethical Studies." This accurately portrays the analysis of the Bible, other world religions, various ethical issues, and helps students understand different worldviews. Assembly in secondary integrates these themes with how students can successfully demonstrate good character in the world around them. Students are expected to attend all assemblies.

### **Academic Probation and Eligibility**

Secondary students with academic deficiencies (an "F" or more than two "D" grades in a quarter) will be placed on academic probation. A student on academic probation is ineligible for extra-curricular activities for one academic quarter, and may need to repeat a course or grade. Parents will be notified of a student's placement on Academic Probation by a letter from the Department Principal.

At the end of the quarter, subject to the approval of the Department Principal, students who have shown an improvement in their grades and no longer show any academic deficiencies will be taken off academic probation.

### **Incomplete Grades**

A student may be awarded an "I" if work for a specific course has not been completed. A student must make up the work within a time period set by the teacher, up to two weeks. Otherwise, the missing work will not receive credit. No incomplete grades may be given for the fourth quarter.

### **Disciplinary Probation**

Disciplinary problems of any form may result in the student being placed on probation. Probation measures aim to support healthy choices, habits, and success at WYIS. Failure to correct the disciplinary or academic problem as prescribed by the school may result in expulsion.

### **Retention (Repeating a Grade)**

While the School recognizes that retention is a serious action, in certain cases, especially concerning matters of academic difficulty, retention is a necessary and appropriate educational tool which can and will be recommended.

#### *Criteria for Repeating a Grade*

- *Grades 1 and 2:* Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.
- *Grades 3-5:* Failure of two core subjects (math, English, reading, social studies, and science) will result in the necessity of repeating the grade. Reading below grade level can be considered as failure of a major subject.
- *Grades 6-8:* Failure of two or more core subjects (e.g., math, English, social studies, or science) in one semester will be cause for placement in the same grade the following year.
- *Grades 9-12:* Failure of two or more core subjects (e.g., math, English, social studies, science, Bible, or Chinese) in one semester may be cause for placement in the same grade and/or will require credit recovery in order to graduate. All mandatory graduation requirements must be fulfilled before a diploma will be issued. Students will not receive credit for any failed semester classes.

The school divisional principal will make the final decision regarding student retention.

**Student Files**

The school will keep records of each student showing personal data and progress, including academic achievement, health information, and test results. These files will be kept confidential. Only the student's parents, teachers, registrar, and principal will be permitted to review a student's records.

**Standardized Testing**

- Measures of Academic Progress® (MAP®) test is administered two times a year to grades 1-10.
- College preparatory exams, ACT (American College Testing) and SAT® (Scholastic Aptitude Test®), are offered three times a year for grades 9-12.
- PSAT® (Practice SAT Test®) test may be completed in grades 9-11 in preparation for the SAT college preparation exam. A time to take the PSAT can be arranged with the College and Career Counselor.
- Advanced Placement® (AP®) exams are offered for students in grades 9-12. Please see the College and Career Counselor for more information.

**Staying After School**

Elementary school students are to be walked to the bus. Bus monitors will direct the children onto the appropriate buses, and elementary teachers should stay to help as needed. Students may remain after school until 3:30 p.m. only if they are working in the library, participating in an after-school club, sport, or tutoring program. They may not wander the halls or be in classrooms unsupervised by a teacher.

# SECONDARY ACADEMIC INFORMATION

The Secondary Course Catalog provides a comprehensive list of courses and requirements.

## **Advanced Placement Program (AP®)**

The AP® Program gives students a chance to pursue college-level work in high school and gain valuable study habits. If a student scores a qualifying grade on an AP® Exam, there are thousands of colleges worldwide that will give him credit or advanced placement for his/her efforts. WYIS offers a broad range of certified AP® courses. For more information about the AP® program and college credits, please refer to the AP® College Board website at: <http://apcentral.collegeboard.com/home>.

With the exception of AP® 2-D Studio Design, all AP® courses have required culminating examinations in May of the academic year. Each exam includes an exam fee. Families are responsible to pay this fee. The AP® teacher will explain all fees in the student syllabus for each specific course.

Students in AP® courses will receive a semester final exam in the fall during the regularly scheduled exam time and a spring semester exam one month prior to the AP® exam in preparation for the AP® exam. The remaining time in the semester will be used to complete a final project determined by the teacher that will summarize the course.

## **English**

All students are enrolled in an English class every semester. Courses include the study of grammar, literature, speech, and composition. Other areas of study include reading for meaning, language proficiency, spelling, and vocabulary as dictated by the needs of the student, and AP® language and composition.

## **Fine Arts**

To satisfy the Fine Arts requirement, students may take courses in Music, Drama, and/or Art. AP® Art courses are offered. Additional fees may be assessed for AP® Art supplies.

## **Foreign Language**

All Grade 6-8 students are required to study the Chinese language, except where English language support classes are deemed more necessary. In the high school, students may elect to study a different foreign language once they have completed two years of Chinese language study, if a course is available. AP® Chinese Language and Culture is also offered. Options to test out of this requirement are available.

## **Mathematics**

Math courses include General Math, Pre-algebra, Algebra I, Geometry, Algebra II, Pre-calculus, AP® Calculus AB, and AP® Statistics.

## **Science**

Middle school students take Life Science, Earth Science, and Physical Science, while high school students are offered Biology, Chemistry, AP® Chemistry, Physics, and AP® Physics 2.

### **Social Studies**

The middle school social studies curriculum includes the study of World History, United States History and World Geography, as well as a more in-depth look at western and eastern cultures. High school students study World History, International Politics, Economics, and Students also have the option of AP® Comparative Government and Politics or AP® World History.

### **Physical Education/Health (P.E.)**

All middle school students are required to take Physical Education/Health. High school students are required to complete two years of Health and Wellness (P.E.). The classes focus on making positive choices in health and teaches students a variety of activities in which they can pursue during and beyond high school.

### **Religious and Ethical Studies**

All students are enrolled in a Religious and Ethical Studies class every semester. Courses include study in Old and New Testament literature and culture, the history of the Jewish nation and the Christian fellowship, and ethics applied to contemporary issues. Students are challenged to think critically and to develop a well thought out worldview. All courses are taught on an academic basis and receive academic credit.

### **Yearbook and Design**

Each year the yearbook students and staff produce a record of the activities and events that occurred during the school year. High school students may enroll in this class.

### **Pass/Fail Courses**

Some secondary elective classes are graded on a Pass/Fail basis. Students in these courses will be given a list of requirements at the beginning of the quarter. Students who meet these requirements will receive a passing mark, and those failing to fulfill the requirements will receive a failing mark.

### **After-School Study Assistance**

After-school study assistance is a service provided four afternoons per week by the teachers to help students achieve high academic standards. Students who are receiving less than a "C-" in a subject may, at the discretion of the teacher, be required to stay after school (3:15-4:30 pm) with their teacher once or twice a week for study assistance until their grade improves above this standard. Parents will be notified the week prior by phone or email about the situation and the assigned day. The student(s) will have an opportunity to ask questions and seek guidance in their studies. Mandated after-school study assistance takes priority over after-school activities. Students who are placed on academic probation, at the discretion of the principal, may be required to stay for after-school study assistance once or twice a week for the following quarter.

### **Semester Exams**

In secondary, students are taught how to take large tests and cumulative exams. Students in middle school take written exams during the final exam week for Math, English, Religious Studies and Ethics, Science, Social Studies and Chinese. Additional subjects will have a summative assessment, but it may take the form of a skills assessment, project or portfolio. These assessments will be averaged into the 2nd or 4th quarter grade. As students progress in middle school, more exams will be cumulative to prepare the students for high school (see table below).

High school students are given cumulative semester exams at the end of each semester during final exam week for Math, English, Religious Studies & Ethics, Science, Social Studies, Chinese, and Health and Wellness. All students are expected to sit for these exams. Additional subjects will

have a summative assessment, but it may take the form of a skill assessment, project or portfolio. All of these assessments (written or other) will be weighted 20% of the semester grade, while each quarter counts for 40%.

Students in middle and high school who do not have a written final will still need to be present during final exam week for a summary of the final project or portfolio.

### Cumulative Final Exams

Grade	Fall Exams	Spring Exams
6th	No cumulative exams	Math, English
7th	Math, English	Math, English, Science, Chinese
8th	Math, English, Science, Chinese	All exams cumulative
9th-12th	All exams cumulative	All exams cumulative
<b>High School Grading*</b>	Quarter 1 = 40% Quarter 2 = 40% Exam 1 = 20% Semester 1 = 40+40+20=100%	Quarter 3 = 40% Quarter 4 = 40% Exam 2 = 20% Semester 2 = 40+40+20=100%

*\*Credit is awarded based off the semester grades*

### Taking Semester Exams at a Different Time

Students may only take semester exams early or late with permission of the high school principal. If, for an approved reason, a student cannot take the test at the assigned time, he/she must contact the office immediately and take the exam within two weeks of its scheduled time. Failure to do so will result in the student receiving a failing grade for the exam. Students who wish to take exams early or late for a reason deemed nonessential by the administration (e.g. extending vacation time) will be assessed an exam administration fee.

### Student Recognition – Honor Roll

At WYIS, we value all-around academic excellence and recognize students that have displayed an outstanding set of results. Each semester, middle and high school students who achieve excellent grades will be placed on the High Honor or Honor Roll.

For Middle School students: to be placed on the High Honor Roll, students must obtain only an "A" or an "A-." To be placed on the Honor Roll, a student must obtain only "A" or "B" grades in all their courses.

For High School students: to be placed on the High Honor Roll, a student must receive only "A's" on their report card with a GPA of 3.8 or better. To be placed on the Honor Roll, a student must obtain a GPA of between 3.4 to 3.79.

For both Middle and High School, students can only qualify for the honor roll if they have not obtained a "D" grade or an "F" grade in any course throughout that semester.

### Student Recognition – ELSR Awards and EARCOS Global Citizen Award

The school strongly believes not only in all-around academic excellence, but also that of character development. Hence, on a yearly basis, students are nominated for the ELSR Awards.



# HIGH SCHOOL (9-12) ACADEMIC INFORMATION

## Grade Point Average

A grade point average (GPA) is derived for high school students by ascribing a point value to a letter grade as follows:

A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D+	1.3
B-	2.7	D	1.0
		F	0.0

## Graduation Requirements

To graduate, 24 high school credits are required. Courses that are taught on a daily basis are valued at  $\frac{1}{2}$  credit per semester, while courses that are taught on alternate days are valued at  $\frac{1}{4}$  credit per semester (equivalent of 45 minutes per day). The following credits must be earned toward graduation:

Course	Number of Credits required
English	4
Social Studies	3
Science	3
Math	3
Foreign Language	2
Physical Education/Health	2
Fine Arts	1
Religious Studies and Ethics	0.5 per semester
Electives	2

For further information, please see the Secondary Course Catalog for further descriptions of graduation requirements and course listings.

## Early Graduation

1. Students requesting early graduation must have a minimum GPA of 3.0 and be able to complete the necessary graduation credit by the end of the 1st semester of the following school year.
2. Students must complete and submit early graduation forms to the counseling office by May 1 to be eligible to graduate early the following year.
3. If conditions are met and approval is granted by the head principal, students will be required to complete outstanding credits during the summer. Summer credits may be obtained by doing approved courses through independent study programs.
4. To receive early graduation credits for the online courses, original transcripts must be submitted to the guidance office together with the

administration fee by August 1 of the final school year. Students will be personally responsible for all processes and fees involved in taking the independent online courses.

### **Independent Studies**

High school students are eligible for independent studies if they have completed all the coursework offered by the school in that subject area. Independent studies must be approved by the administration and must include a minimum of 50 hours of documented work per quarter.

The cost of Independent study costs are not part of the tuition and fees, but are over and above WYIS graduation requirements. Parents should understand that the any costs incurred arising from independent study are separate from the school and that the school will in no way be responsible for the management of the course.

### **Adding/Dropping a Course of Study**

Students may add courses only during the first two weeks of a semester. Students may drop a course only within the first four weeks of a semester without the semester grade resulting in an "F," unless the department principal grants permission.

### **Academic Load Requirement**

Students in grades 9-12 are required to take at least six courses per semester. If students wish to pursue other options, this must be done in consultation with the College and Career Counselor. This is then subject to approval by the department principal.

### **Repeating a Course**

Students may choose to repeat a course in which they have received an unsatisfactory score. Only the second score will be counted toward the GPA. However, students should be aware that the student transcript will reflect all courses a student has taken.

### **Transferring Grades**

High school students may transfer grades from other accredited schools. Subject to the approval of the department principal, courses may be transferred as long as the student received a grade of "C" (70%) or better. Grades below a "C" will not be transferred. Courses that are transferred but do not satisfy particular requirements at the School may be transferred in as electives. A student's GPA will be calculated only from courses taken at WYIS.

### **Transfer of Credit**

If a student desire credits from outside institutions while enrolled at WYIS, students must secure written permission from the department principal before enrolling.

Summer and correspondence courses may be taken to make up failed classes or to earn additional elective credits. They may not be taken as a means of accelerating through basic, required courses unless the student is at least one year older than the norm for his/her class.

In order to earn one credit for a course from another school, that course must have been offered for an average of 45 minutes every day for the entire school year.

### **Transcripts and Certificates of Enrollment**

Students in 11<sup>th</sup> and 12<sup>th</sup> grade may request that transcripts be sent directly to specific universities, colleges, or government institutions. Up to five of these transcripts will be processed without additional charges.

Students who are leaving WYIS will receive one original transcript for personal reference, without any charge. For any student in Kindergarten through Grade 8, this transcript will take the form of the school's official report card. For grades 9-12 this transcript will be in the school's official college preparatory format. Secondary students may request written course descriptions to accompany the transcripts. There will be a per copy fee (set annually) for any additional original transcripts that the student wishes to receive personally.

Transcript request forms may be picked up in the main office. Please allow for two weeks from the time of request for the office to process the paperwork. Allow 4-6 weeks for delivery of any mailed transcripts to arrive at the destination. At the end of the school year, official transcripts will be made available in June.

Upon written request, up to two official Certificates of Enrollment will be provided during each semester for employer or governmental purposes. There will be a per-copy fee (set annually) for any additional certificates.

### **Senior Early Dismissal**

Seniors (Grade 12) may be dismissed from school before the end of the school day after their last class if the following conditions have been met:

- Parental permission is given on the early dismissal form.
- A student does not have a "D" or "F" quarter average in any course for the previous grading period.

Seniors who leave the school early must do the following:

- Sign out in the secondary office.
- Leave the school campus immediately after signing out.

The school is not responsible for any behavior or action that occurs off campus after the student has signed out. Under no condition is the student allowed to leave school without signing out in the office. If a student leaves the school grounds without signing out, the first offense will result in a detention. A second offense will result in a loss of early dismissal privileges for the rest of the quarter or eight weeks, whichever is longer. Seniors should also note that attendance will still be taken at 7.55 in the morning, and they are to be present in class for morning advisory.

# ELEMENTARY ACADEMIC INFORMATION

At the beginning of the school year or when a student enrolls, parents are given a copy of the grade curriculum. The classroom teachers also send a newsletter home weekly outlining the topics or units being taught that week.

Subjects taught in the elementary grades are reading, phonics/spelling, science, social studies, mathematics, Bible, art, P.E. (physical education), music and Chinese language. Chinese history and culture are also studied during the year – especially during Chinese festivals such as Chinese New Year.

Extra-curricular activities, taught by parents and teachers, are offered to elementary students after school. These may include dance, art and/or drama.

For each social studies unit studied in the elementary grades, either a field trip is taken or students participate in a special class activity. Parents are often invited to attend field trips and special activities.

# EARLY CHILDHOOD CENTER (ECC) INFORMATION

## Our Programs

- **EC3:** Through a focus on sensory learning skills, students begin learning their letters, nature, and numbers. Students in this class are taught how to share, care, and interact with other students.
- **EC4:** Focused on letter sounds, legible handwriting, words that sound out phonetically, numbers to 50, addition and subtraction to sums of 10. This class also uses a variety of crafts to increase small motor skills.
- **EC5:** Designed for mastery of foundational phonics and reading, math solutions of numbers to 100, writing sentences, and strengthening critical thinking skills. The combination of these three classes leads to future success in our elementary school.

## Rest Time

As the students are young, our ECC recognizes that children need a proper amount of rest to be better educated. Each day, they will have a required rest period. During this time, students can sleep or read a story quietly.

- *EC3 rests for 50 minutes.*
- *EC4 rests for 45 minutes.*
- *EC5 rests for 30 minutes.*

## Assessments and Grading

The WYIS ECC holds that many paper tests are not appropriate for this age level. What we find to be most effective are Quarterly Assessments. Each quarter your child will be asked to answer a series of questions to demonstrate what they have learned. It is during this time that their reading, writing, math, and listening will be reviewed. Next to each skill will be one of the following letters: **E**, **S**, or **N**. An **"E"** indicates that your child can complete that skill excellently and on level. **"S"** indicates that your child can sometimes complete the skill, but still needs more practice. **"N"** indicates this is an area where your child needs significant improvement in order to be ready for the next grade.

## Toys and Personal Belongings

We encourage students to share and be kind. However, when bringing in toys or other items from home (stickers, for example), many arguments and fights are created. Things quickly get broken. Since it distracts from, rather than encourages learning, we ask parents to please do not send your child to school with items from home. Exceptions can be made if a teacher asks for a specific item. Thank you for your cooperation!

# GENERAL POLICIES

## Attendance

Parents should notify the office by 8:15 a.m. on the day in which a student is absent. Send a notice to [attendance@wysischina.com](mailto:attendance@wysischina.com) including the reason for the absence. The office administration staff will then contact the student's teachers to inform them of their absence.

- **Elementary students** are expected to arrive to their homeroom by 8 a.m. every school day. Students arriving to homeroom after the 8 a.m. bell will be recorded as tardy unless the tardy is excused.
- **Secondary students** are expected to arrive to their advisory by 7:55 a.m. every school day. Students arriving to advisory after the 7:55 a.m. bell will be recorded as tardy and will receive a discipline log entry unless the tardy is excused.

Tardiness will not be excused without valid reason. Examples of an excused tardy will be due to a late bus, illness, or a previously-arranged tardy. Attendance records will be kept by the classroom teacher and will be entered onto a student's permanent record at the end of every quarter.

Planned absences must be requested at least one week in advance in writing by the parents, stating clearly the reason for the request. Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. In order for students to receive credit for classes missed during a family vacation, prior notification must have been received. If a planned absence is permitted, it is considered an excused absence. Teachers may require any work to be done in advance that they deem necessary. Teachers will also work with parents to give them a reasonable idea of the work that will be missed. For excused absences, students have one day to make up each missed day's work.

In order to receive credit for work, students may not be absent for more than seven days per quarter. The administration may make exceptions to this policy if there is a family emergency or a special need.

Too many absences make it difficult for students to complete assigned work. If a high school student misses more than 10 classes in one semester, it may not be possible to receive a credit for those classes.

## Early Release

A parent or legal guardian must sign their student out with the receptionist if leaving before 3:00pm. Drivers or secondary students need to come with written parent permission, which will suffice. In any situation, the parent/driver/student should first talk with the receptionist who will contact the classroom teacher to ensure safe release of the student(s).

## Tardiness

Students are considered to be tardy if they are not in their designated classroom when the period-commencement bell rings. The number of tardies will be recorded and marked on the permanent record. All students who enter the building after 8:00 must sign in with the receptionist. The teacher will keep record of the number of tardies students have accumulated. On the third unexcused tardy, an elementary student will miss recess for a day while a secondary student will serve a detention. The same consequence will be repeated upon the sixth unexcused tardy. Furthermore, every sixth tardy will be counted as one day absent.

**Truancy**

Students who skip class will receive no credit for missed work. They may also need to serve a detention at the discretion of the administration.

**Withdrawal**

Withdrawal is the early removal of a student from the school roster. Parents should notify the office at least two weeks prior to the date that the student plans to leave. As a rule, an elementary student who withdraws more than two weeks prior to the end of a quarter or a secondary student who withdraws more than one week prior to the end of a quarter, will not receive credit for that quarter.

# SICKNESS AND INJURY POLICY

## General

Medical attention is the responsibility of the parent. Students should not be sent to school if they have bad colds, fever (37.5°C /99.6°F or above), any contagious condition, diarrhea, vomiting, or nausea. Germs spread quickly in a classroom of children. Keeping a sick child home shows care for other school families and helps keep the school a much healthier place for your child.

Students who are ill will be sent home after parents or emergency contacts have been notified. Students who have vomiting, diarrhea, fever, or who are obviously unwell in appearance, will automatically be sent home. If a student has been sent home, he/she may not return to school that day.

A child who has had a fever should be kept at home for at least one full day after there is no longer a fever. This helps avoid a recurrence of the illness and ensures the child is fully recovered.

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent with the child to the child's teacher.

If a student needs to take medication at school, the medicine must be given directly to the teacher and must have a signed and dated note from the parent clearly stating the details of the medicine - its dosage and at what time it needs to be given.

Students who are unable to attend school due to illness will not be permitted to take part in extra-curricular school activities falling on that day. Students must arrive in school before 11:00 a.m. in order to be eligible for participation on any particular day.

## Medical Emergencies

In case of a serious illness or accident, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill or injured child. In no instance will the student be allowed to return home unless there is proof that there is an adult present in the home at the time. If the family cannot be contacted and immediate treatment is required, the student will be taken to the appropriate medical facilities.



# DRESS CODE/UNIFORM POLICY

WYIS has a mandatory school uniform. All students are expected to be well-groomed and wearing the required uniform daily, including during arrival to and departure from school. It is expected that families have enough uniforms for their students to wear throughout the week.

## Rationale

- A uniform dress code reinforces in students a sense of pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health, school safety, and expense are all factors that contribute to the establishment of our school's dress code.

## Goals

- To promote equality among our students.
- To further develop a sense of pride in and identification with our school.
- To support parents by providing durable clothing that is cost-effective and practical for our school environment.
- To protect students from social pressures to dress in a particular way.

## Enforcement

Students who fail to come to school in appropriate uniform will:

1. Receive a warning for the first offense (elementary students will have parent's notified).
2. The second offense will result in the child changing into uniforms provided at school. The cost of the uniforms will be billed to families.
3. The third or subsequent offenses will result in the child being asked to go home and/or the parent coming to school to pick up the child.

## Uniform Tops

All students are expected to wear either a green or white, short- or long-sleeved polo shirt with school logo, and the school green and black fleece, zip-front jacket, or P.E. jacket when needed.

## Uniform Bottoms

- **Elementary** – Elementary students may wear any navy blue (very dark blue) long pants, jeans, or modest-length skirt, skort, or shorts. Bottoms may not be faded, ripped, frayed or have words or motifs on them. If skirts are worn, it is recommended girls wear “bike-shorts” or tights underneath for modesty for when playing and sitting on the floor.
- **Secondary** – Secondary students may wear any beige/light tan long pants, modest-length skirt/shorts or capri (three-quarter length) pants. Bottoms must not be made of light-weight, spandex/lycra® type materials that are clingy. They cannot be ripped, frayed or have words or motifs on them. No part of the student's abdomen or back should be exposed.

## **P.E. (Physical Education) Uniforms**

- Secondary students must change into and out of their P.E. uniform for each physical education class.
- Summer P.E. Uniform - Green and white short-sleeved top and shorts set. Shorts should be knee-length.
- Winter P.E. Uniform - The summer P.E. shirt is to be worn over any long sleeved white, black or dark green top. Either the green and black P.E. jacket or fleece jacket may be worn for extra warmth. It is still expected that students change their clothes each class period.
- Uniform P.E. pants (long, black) are to be worn as bottoms.
- Elementary students EC4-Grade 5 may wear P.E. uniforms to school on their P.E. days.
- Secondary students are required to either wear their regular WYIS uniforms to school and change into their P.E. uniform or, if P.E. is in the morning, wear their P.E. uniform to school and change into their school uniform after P.E. They will be given an opportunity to *change* into/out of their P.E. uniform before and/or after P.E., depending on the time of their P.E. class.
- P.E. shoes - Please ensure that your child has appropriate, supportive athletic shoes for P.E. Children not wearing athletic shoes will not be allowed to participate in P.E., which will affect their P.E. grade. P.E. shoes may be of any color.

## **Legwear and Footwear**

Socks, tights, and leggings can be navy blue, black, or plain white and must not have motifs. Shoes must be close-toed, with a back, and be well fitting. (No sandals, slippers, clog style shoes such as Crocs™, or shoes with high heels.) Athletic shoes may be worn on non-P.E. days.

## **Other Notes**

Polo shirts, zip-front jackets, and P.E. uniforms are to be purchased at the school.

- Pants, jeans (elementary only), skirts, skorts, and shorts are **not** sold at WYIS and must be purchased elsewhere.
- Skirts and shorts are to be no shorter than at or just above the knee in order to maintain modesty.
- To reduce the probability of losing uniform items, please write your child's name on the tag of any item that might be removed during the day. If a uniform item without a name is lost inside the school, it will be put in the "Lost and Found" bin outside of the main office.
- A discipline form will be issued to any secondary student who is not dressed according to this uniform policy, and the student may be sent home to change into the correct uniform.
- Elementary students who are not dressed according to policy will have their class teacher contact the child's parents to address the issue on the first and second time. If this happens a third time, your child will be provided a uniform at school at the cost of the family.
- Anyone wishing to order pre-worn uniforms for a reduced price may ask the office if these items are available in the desired size.
- If a student has uniform items that do not fit, that are in GOOD CONDITION, we will accept their return and apply a 15% discount toward a new replacement item. Pre-worn and old-styled clothing will not be additionally discounted.

***Please remember that during school hours, any layers of your child's clothing that are visible must be in accordance with the standards outlined in the above policy. (No non-uniform colors)***

**Ordering Uniforms**

The WYIS office staff is in charge of student uniform ordering services. Order forms are available at any time from the main office or may be downloaded directly from the WYIS website.

When families are placing uniform orders, please fill out one form for each individual student. Completed order forms may be handed directly the office staff at any time during the business day. Please feel free to call the main office at 8423-8713 or via email to any office staff member if you have any questions.

# OTHER INFORMATION

## **Using English and Other Languages**

Students of many national and ethnic backgrounds attend the school. In order to thrive in this environment, it is important that a common language be used. Students are expected to use only English during the school day and at all other school activities. Exceptions include language classes, speaking with National cleaning/maintenance staff, and when expressed permission is granted by school staff.

## **Office Hours**

WYIS office hours during the school year are Monday through Friday, 8:00 a.m. – 4:00 p.m. Summer vacation hours are Monday through Friday, 9:00 a.m. – 3:00 p.m.

## **Change of Address Information**

WYIS needs to know when families relocate within the Wuhan area. For safety reasons, it is important that the office has a current phone number, address, and updated passport and visa information for every student enrolled. Any changes should be updated with the school office in writing.

## **Orientation and Open House**

New family parent orientation is held annually before classes begin. At this time, new families are provided details on school policies, uniforms, lunches, busing, and other school matters.

Parent Open House also allows parents and teachers a chance to get to know each other. This time is used to introduce parents to the teachers and to course content. It is not a time for individual parent-teacher conferences.

## **Parental Support**

WYIS has many opportunities for parents to become involved in supporting their children's school including through the Parent Teacher Organization (PTO), volunteer jobs and with extra-curricular activities.

Enrollment into WYIS is voluntary; as such, the School expects parents to be supportive in all areas of operation. Students may be denied re-admission if the administration believes parents are not supportive of the school or are spreading discontent and rumors in the community.

## **Conflict Resolution**

The following is an outline for dealing with problems that arise between students, parents, faculty, and administration.

First of all, the offended party is to go only to the party that offended him/her. If the person is a younger child, a parent may accompany him/her. It is not appropriate to discuss the matter with others who are not part of the problem or the solution. Most of the time, a frank, personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue at hand, it must be forgiven and forgotten.

If the offender is unwilling to come to terms, the two parties should take the matter to the school administration. Most problems that make it past the individual level are solved at this level.

If the two parties are still unable to come to terms on the administrative level, the problem should be brought before the school board. The principal should communicate the problem to the chairman of the board, who is responsible for the method of presentation to the rest to the board. Once the problem has been heard, the school board will make a decision that is final. Those who cannot reconcile themselves to the decision need to consider moving on to another school where they feel their concerns can better be addressed.

### **Insurance**

Parents are strongly encouraged to make provision for their child's own emergency insurance as the school only provides a very basic emergency coverage for local injuries and may not cover the full extent of care.

### **Emergency Drills**

Every semester, the school will conduct at least one emergency drill. Students are expected to follow all the directions of their teacher. Procedures and evacuation routes are posted in every classroom.

### **Community Service**

The School places a strong value on serving its community. All students are expected to participate in various service projects throughout the school year. The school and the students will plan these activities jointly.

### **Photocopies and Printing**

It is expected that students do their personal and class printing outside of school.

### **Telephones**

A telephone for student use is located in the main school office. Students must ask for permission before using the phone. The phone is for emergency use only.

### **Lost and Found**

A lost-and-found box is located in the cafeteria; however, please note that the school is not responsible for any lost property. The lost and found box will be cleared by donating items to a worthy cause on an annual basis.

### **Technology Use**

The School is equipped with a variety of tools to support learning. Students can participate in a 1:1 Surface program in grades 6-12, and a 3:1 ratio of students to computers in grades 1-5. An iPad lab is available in EC3-EC5. Students must sign and agree to the Acceptable Use Policy in order to use the devices. See the appendix for more details.

### **Textbooks and Materials**

The school will provide student textbooks and some fee-based stationery materials. Students must take all measures to ensure that textbooks are not damaged beyond ordinary wear. If books are damaged or lost, students will be assessed the replacement cost of the book plus 30% for international shipping and handling. Generally students are expected to supply their own stationery materials; however, the school will supply some specialty items for a fee.

### **Library**

Library hours are Monday through Friday from 8:00 a.m. until 4:00 p.m.. Students may check out a total of two books at a time. Students may keep their books for up to two weeks. A book not returned after two weeks will be considered overdue and the student will be charged a daily fine (amount to be set annually). Lost books will be paid for by the student at the current replacement

value plus 30% for shipping and handling. An outstanding balance will result in report cards, transcripts, and diplomas being withheld until it is paid. Students may not check out videos.

### **Secondary Lockers**

All secondary students will be assigned lockers. Lockers should be kept locked at all times. The School is not responsible for any valuables missing from lockers. Lockers are school property, and as such are subject to periodic inspections.

### **Food/Drinks**

Food may only be eaten during lunch or designated snack times. Students should bring a water bottle with a secure top to school which they can drink from during class, recess, and Physical Education classes. To protect the carpets from stains, drinks other than water and food are not allowed in the classrooms.

### **Pets**

Students may not bring pets to school without permission.

### **Bus Policy**

An official and updated bus policy is provided for WYIS families each year. This policy covers routes, fees, and discipline matters, and it provides key contact information. It is important that all busing families be familiar with this policy.

### **Campus Entering and Exiting Procedures**

Please refer to Appendix V for specific details about pick-up, drop-off, and visitation on campus. It is our desire to provide a safe environment for the children.

### **Student Pick-up**

Parents are responsible to make the necessary arrangements to have their children picked up from school on time if they are not taking the school bus home.

### **Visitors**

Visitors to the school must sign in with the receptionist as soon as they arrive and receive a visitor's tag before entering the school. This is to ensure their whereabouts are known in case of emergency or if they need to be contacted. Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. Visitors must comply with all behavioral regulations of the School. Visitors may only attend classes for one day.

# APPENDIX I - DISCIPLINE POLICY

With the WYIS mission in mind, our school has some guidelines for what is expected of students so they can develop into dynamic, respectful, truthful individuals who are excellent in character and conduct and who positively contribute to society. These guidelines have also been developed to promote good community living at our school.

## *EXPECTATIONS*

**Students are expected to be:**

1. Responsible
2. Respectful
3. Punctual
4. Dressed according to uniform policy

All students from EC3 to Grade 12 are helped toward being responsible, respectful, honest, and to try their best in everything they do.

### 1. RESPONSIBILITY

**Students have the responsibility to:**

- **Listen** to teachers with their ears and eyes and follow the teacher's directions.
- **Behave in class and hallways and not disturb the learning of others.** This includes staying seated until the teacher gives permission to leave their seat, raising a hand and waiting turns to speak without calling out, not talking when the teacher or another student is speaking, and not being excessively noisy or running in the hallways.
- **Behave sensibly and safely** in the classroom, hallways, playground, and when travelling to and from school. This includes not throwing objects that may cause injury, standing on furniture, or running in hallways or on stairs.
- **Keep their hands and bodies to themselves.** This includes not hitting, punching, pulling, pushing, pinching, spitting, scratching or unwanted touching of another student **or their belongings.** A verbal threat of violence is also an offense.
- **Care for the school environment by keeping it clean, tidy, and undamaged.** This includes not littering, leaving personal items lying around in an untidy manner, and intentionally doing something that may cause damage to school equipment or surroundings such as tipping back on chairs, slamming doors, sitting on tables, or writing graffiti on furniture or walls.
- **Stay within the WYIS campus during school hours.** If permission is granted, the student must sign out in the school office.

Secondary students may receive a discipline form if they do not carry out their responsibilities as listed above.

### 2. RESPECT

**WYIS believes that respect is the willingness to show due regard for the feelings and rights of others and to hold others in esteem and honor.** Students are expected to treat all staff and students with respect, politeness, tolerance, and understanding. Secondary students who are disrespectful of others may receive a discipline form.

**Private Property/School Property:**

Students are expected to respect the property of others, including school property. Students who damage the property of others will be required to fully reimburse the replacement cost

of damaged property whether it was damaged intentionally or not. Locker decorations may not be permanent and must adhere to the school's philosophy. Students may not examine the contents of another student's locker without that student's permission.

**The language of respect includes:** Tone of voice, body language, choice of words and movement.

### 3. PUNCTUALITY

**Secondary students are expected to be in their classrooms before the class commencement bell rings. A student is considered to be tardy if he/she has unsatisfactorily-explained lateness for classes.**

WYIS believes that being punctual to classes is important in achieving success in school. This is part of self-discipline for life and shows respect for teachers and fellow students. For these two reasons, a note from the teacher or nurse needs to be given to the teacher of the class the student is late for.

Teachers may issue a discipline form to students who are late for class.

### 4. DRESS CODE

**Violation of the dress code means unsatisfactorily explained wearing of clothing or shoes which are not in accordance with the WYIS uniform policy.**

**Violation can include:** Wearing a garment other than school uniform as a top layer or visible from under a top layer (except for a coat on very cold days); not wearing P.E. uniform and athletic shoes to P.E.; wearing shoes, visible undergarments, socks or tights of a non-uniform color; wearing shorts, skirt or dress or skirt shorter than on or just above the knee; wearing footwear other than closed shoes (no sandals or slippers); being slovenly in dress or personal grooming; wearing excessive jewelry or makeup.

It is the responsibility of elementary parents to ensure that their elementary children are dressed in accordance with WYIS uniform policy every day. A reminder note will be sent home to parents of any child not dressed according to policy.

If a secondary student is not dressed in the correct uniform and does not have a valid reason (such as that the uniform item is temporarily not available for sale), the student may receive a discipline form, sent home, and/or provided with a uniform by the school (parents billed). Please read the WYIS Uniform policy in the pages following.

## ***CLASSROOM MANAGEMENT OF DISCIPLINE***

At the beginning of the school year, each student is given a welcome pack that contains a list of behavior expectations and responsibilities and classroom procedures. The classroom teachers also explain classroom procedures, responsibilities, expectations, and consequences for wrong behavior.

The ECC uses a system of "sitting out" as a consequence for wrong behavior after a warning has been given.



Lower elementary teachers use a system of children losing (pulling) a stick, card, or point for wrong behavior if the behavior continued or was repeated after a warning. Consequences build as sticks or cards are pulled.

Upper elementary teachers use various steps of management of wrong behavior – the 1st step being talking with the student about the incident, and the 5th and last step being that the child is taken to the principal.

When middle and high school students need to be reminded of these expectations, teachers may use a discipline form to record the area in which the student needs to improve or change, after they have talked with the student about the issue.

Since teachers recognize that students are learning and developing all the time and mistakes happen, the first two discipline forms written are simply reminders of areas that need to improve or change. If a third form is given in one quarter, the student will be assigned lunch detention to review school policy and to write a response plan. A fourth form will result in a 60-minute after-school detention and work detail. A fifth form will result in a 90-minute after-school detention, and a parent conference with the secondary principal to discuss a response plan. The sixth form will result in a one-day suspension. Other possible consequences are loss of privileges, signing of a student behavioral contract, repairing of physical damage or probation. Discipline form records are reset at the beginning of every quarter. All detentions are at the discretion of the teacher or secondary principal. There are occasions where detentions will be given on the first or second violation.

### **Secondary Detention**

Detentions and/or work details are assigned as disciplinary measures for secondary students. Students are expected to be present for all detention details they are assigned. These take priority over all other activities.

Teachers may assign detention after school to students who disrupt or misbehave in class or fail to do the assigned classroom work.

After-school detention requires 24-hour notice to parents or telephone approval from parents. Failure to attend a teacher's detention will result in a referral to the principal. Showing up late or unprepared for detention can result in a second detention being assigned or a referral to the principal.

Detention may also be assigned by the principal as needed. Students will be given a discipline notice at least a day before the detention is to be served stating the date of the detention and the reason for it. The notice must be signed by the student's parent and returned to the principal the next school day. Telephone or e-mail responses by parents are accepted.

Students placed on detention must 1) remain seated unless given permission to move 2) remain silent and work the entire time on assigned task. Students who miss an after-school detention will have it doubled. If a doubled after-school detention is missed, work detail or suspension may result. Multiple-hour detentions will be split up over some days.

## ***SERIOUS DISCIPLINE ISSUES***

Students are expected to abide by WYIS' behavior guidelines. Failure to do so on a consistent basis will result in a student being placed on behavioral probation after a conference with the student's parents. Students on behavioral probation will not be eligible for extra-curricular activities and must meet with the school counselor or the principal's designee on a regular basis.

In secondary, these are situations for which discipline forms are not used. For both elementary and secondary, in these serious situations, an incident report is used and parents are required to meet with the principal and teachers involved. In each situation, an appropriate action will be taken based on the violation and the student's discipline history.

Examples of serious discipline issues: Cheating, fighting, bullying, purposeful damage or graffiti to property, stealing, swearing or inappropriate gestures, flagrant disrespect toward school staff, use of tobacco, alcohol or drugs, or sexual misconduct.

### **Cheating**

Students caught cheating will receive an automatic zero on that assignment or test and their parents will be notified. A student caught cheating twice within the same academic year will face suspension. Cheating on a final exam will result in suspension and loss of exam credit. Academic cheating includes lying, stealing or copying another's work, intentional absenteeism, and plagiarism. Copying part of or all of another student's homework is considered cheating. Cooperative efforts on homework are permitted only with a teacher's direct permission. A student who assists another to cheat will also receive a zero. Students who falsify a parent's signature or alter grades will be suspended on the first offense.

### **Fighting**

Students are expected to keep their hands and bodies to themselves. Being physically violent toward another student or staff member is considered a serious offense and may face a suspension of up to three days.

### **Bullying**

No form of bullying is tolerated at WYIS. Bullying is deliberately hurtful behavior repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying results in pain and distress for the victim. Bullying may be physical, verbal, emotional, cyber, or sexual.

Please read our school's Anti-Bullying Policy in the pages following.

### **Purposeful Damage or Graffiti to School or Another's Property**

Purposely damaging property in any way or writing, drawing or carving on property is considered a serious offense.

### **Stealing**

Stealing is taking the property of another student or the school without right or permission.

### **Swearing and Inappropriate Gestures**

Students are expected to address each other and faculty/staff in a respectful way. Any form of swearing or inappropriate gestures is unacceptable.

### **Flagrant Disrespect**

Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will receive

a detention, and parents will be notified. Subsequent offenses may result in a suspension from school or expulsion.

#### **Use of Tobacco, Alcohol, or Drugs**

Use and abuse, or possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind is considered a serious offense. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administrator will be required as a condition for re-admission. Subsequent offenses may result in expulsion.

#### **Public Displays of Affection**

Because many cultures coexist at our school, it is important for students to demonstrate behavior regarding interpersonal relationships acceptable to people of various ethnic and religious backgrounds and beliefs. Even though genuine feelings of affection may exist between students, public displays of romantic affection on campus, on school transportation, and at school-sponsored activities are not accepted. Examples of unacceptable displays of romantic affection include but are not limited to holding hands, hugging, and kissing.

#### **Sexual Misconduct**

Sexual misconduct is considered a serious offense and may result in suspension and/or expulsion from the school. Any student or staff member who sexually harasses other students or staff will be dealt with severely. The administration will meet with parents after the first offense to determine a further course of action. Expulsion is a possibility.

Becoming pregnant or causing a pregnancy could be grounds for expulsion; however, each case will be reviewed individually. The school generally does not accept married or pregnant students for enrollment.

## ***SUSPENSION AND EXPULSION***

In some cases, suspension and/or expulsion may be a necessary disciplinary measure. In such cases, parents will be notified. Suspension is a temporary measure, while expulsion is more permanent in nature. One purpose of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in the process of repentance, correction, or restoration. Students who show a significant change in behavior will be given the opportunity to reapply for enrollment.

# APPENDIX II – ANTI-BULLYING POLICY

## **Statement of Intent**

WYIS is committed to providing for our students a respectful, caring, friendly, and safe learning environment based on empathy and compassion and without fear of being bullied. Bullying of any kind is unacceptable in our school. If bullying does occur, all students should be able to tell a staff member and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a teacher.

## **What is bullying?**

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend his/her self. Bullying results in pain and distress for the victim.

## **Bullying can be**

- Physical (hitting, kicking, pushing, punching, theft)
- Verbal (name-calling, racist remarks, sarcasm, spreading rumors, ridiculing, teasing)
- Emotional (excluding, being unfriendly, tormenting e.g. hiding books or using threatening gestures)
- Cyber (use of all areas of internet, cell phones, or cameras for the purpose of causing hurt)
- Sexual (unwanted physical contact or sexually-abusive comments)

## **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Our school has a responsibility to respond promptly and effectively to issues of bullying.

## **Implementation**

The following steps will be taken when dealing with incidents of bullying.

### **School**

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who observed it or was told about it.
- A clear account of the incident will be recorded on an incident report form and given to the elementary or secondary head teacher or principal.
- The principal or head teacher will interview all concerned and will record the incident.
- The school staff will meet with the offending student's parents and the victim's parents to inform them of the situation and discuss a management plan.
- Class and advisory teachers and parents will be kept informed.
- The offending students will be monitored closely.
- Discipline measures will be used as appropriate and with consultation with all parties.

## **Students**

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a teacher or member of staff of their choice
- Reassuring the student
- Offering continuous support
- Restoring self-esteem and confidence

Students who have bullied (and key bystanders) will be helped by:

- Discussing what happened
- Discovering why the student became involved
- Establishing the wrongdoing and the need to change
- Informing parents or guardians to help change the attitude of the student

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Detention or restricting recess time
- Exclusion from certain areas of the school
- Minor fixed-term suspension
- Major fixed-term suspension
- Permanent exclusion (expulsion)

## **Monitoring, Evaluation, and Review**

Within the curriculum, WYIS will raise awareness of the nature of bullying through inclusion of the topic in advisory time and assemblies. Each semester, class teachers will clarify with students the school-wide approach to bullying and remind students to report incidents of bullying.

Parents are encouraged to contact the school if they become aware of a bullying problem. WYIS will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

# APPENDIX III – PICK-UP, DROP-OFF, AND VISITATION POLICY

In order to provide the safest environment for your children, we have clearly-defined key procedures for the school campus. Some of these procedures will need to be clearly communicated to your driver(s) if you have one.

## What time is the campus open and how do I enter (for non-school bus riders)?

- 7:40-8:15 – The south gate is open for one-way traffic to WYIS and then out the north gate. You may NOT enter the north gate during this time.
- 8:15-2:30 – The south gate is CLOSED; north gate is the only access to WYIS. Parents will need their WYIS vehicle pass to enter the campus.
- 2:30-4:30 – The south gate is open for one way traffic to WYIS and then out the north gate. You may NOT enter the north gate during this time.
- After 4:30 – The south gate is CLOSED; north gate is the only access to WYIS. Parents will need their WYIS vehicle pass to enter the campus. Parents will need this pass even for evening events such as Graduation and International Day.

## What should I (or my driver) know when driving on the campus?

- Drive SLOWLY! There are many students around, and this is critically important.
- Drive ONLY on the perimeter road.
- Please do NOT turn around (U-Turn) in the middle of the perimeter road; rather, use the parking lots.

## Where should my car go when dropping off/picking up my child(ren)?

- If you desire to drop your child off and leave immediately, you may do so in front of the WYIS main lobby or auditorium ONLY. This is designed to be very brief in order to keep traffic moving safely.
- Please do NOT stop in the bus pull-out areas where children will enter or exit buses.

## I would like to take my child into the school at the beginning of the day. What should I do?

- Please use the parking lot by the soccer field near the auditorium for all parking, and from there you may walk your child to the school.
- Elementary and secondary parents are encouraged to let students travel to their class on their own. Understandably, ECC parents may need to assist their child in getting to class.
- If you have additional business at the school, we ask that you kindly sign in at the main reception.

## I would like to come to the school for a meeting or to receive assistance from the office. Where should I go?

- Make sure that you have your WYIS vehicle pass with you so you can enter the campus.
- Park in the parking lot and enter through the main lobby, where the receptionist will assist you.
- If you have an appointment, the receptionist will provide you with a visitor tag and direct you to the meeting with the appropriate person.
- If you do not have an appointment, you may need to make one with the receptionist before meeting staff.

Where and when do the children enter the school at the beginning of the day?

- Both the east and west gates will be opened at 7:50am. These doors will close at 8:00.
- The lobby will be used to assist parents, guests, and late-comers.

What if my child is late. Where should he/she go?

- Please enter into the main lobby where you or your child will have to sign him/her into school.

Where do I pick my child up at the end of the day?

- Shortly after 3:00, elementary students will leave the school through the east or west door. You may wait at your car, outside, or in the main lobby.

# APPENDIX IV – TECHNOLOGY ACCEPTABLE USE POLICY

## **Introduction**

WYIS provides technology resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use school resources in a manner consistent with the WYIS mission statement, existing school policies and the policies of our internet service provider, as well as all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive, mischievous, or negligent is inappropriate. The student is responsible for his/her conduct on the system and will be held accountable for his/her actions while using any aspect of the computer system.

All students must sign this document if they are going to use the school provided technology resources.

## **Equipment and Facilities**

School devices should remain on WYIS campus unless authorized by the technology department.

All computers, devices, local hard drives, network drives, user accounts, personal drive space and their contents, whether personal or school provided, are considered school property when used on the WYIS campus. As such, this property will be checked by authorized personnel without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information created or stored by students on devices used on campus should not be expected.

## **Security**

Students will receive a classroom username and password by teachers at the time computers are going to be used. Secondary students will receive personal usernames and passwords. These codes are confidential information and should not be shared with classmates.

For collaboration on school-related matters, students are strongly encouraged to use the school-provided email account and/or the Moodle messaging system. This ensures the highest degree of transparency and accountability.

## **Prohibitions**

Students are prohibited from doing the following while using any device at WYIS:

- Engaging in non-academic uses of the device, such as game playing and instant messaging (chatting), reading comics, listening to music, etc.
- Using the internet or e-mail to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial or discriminatory statements, otherwise known as Cyber Bullying.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene or pornographic material in any form.
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing or attempting to circumvent the security measures on any school computer.



Students are prohibited from doing the following on school-owned devices:

- Using a VPN other than the school provided “always-on tunnel”
- Using a virtual machine or an alternate operating system
- Introducing any form of computer virus to any school computer
- Using the computer system or the internet for commercial gain, political purpose, or to advocate violence or discrimination
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, others, or the school’s computer system.
- Damaging, changing, or tampering with any part of the school’s computer system, hardware or software.
- Copying copyrighted software.
- Using, altering, creating or distributing a password not specifically issued to the class by the teacher
- Adding, deleting, or altering files or installing programs without the Technology Department’s permission
- Using the computers or computer-related equipment in the vicinity of food or drink

### **Violations**

Students or faculty members who have discovered a possible violation of the Technology Acceptable Use Policy should report it promptly to the office of the principal. The alleged violator will be referred to the proper authority for investigation. Disciplinary actions will include but are not limited to:

- Use of school network only under direct supervision
- Suspension of the network privileges
- Revocation of the network privileges
- Suspension of the device/computer privileges
- Revocation of the device/computer privileges
- Suspension from school

Violations involving pornography:

- First offense: One-day suspension, parent meeting, installation of additional filtering and monitoring software, restriction of computer use, six-session mentoring program
- Second offense: Three-day suspension, parent meeting, restriction of computer use
- Third offense: Five-day suspension, recommendation for expulsion

### **Limitations of School Liability**

WYIS is not responsible for a student’s exposure to inappropriate or unacceptable material and cannot guarantee the accuracy or quality of any information found on the internet. The school is not responsible for damages that may occur as a result of interruption of service or loss of data, or financial obligations that result from unauthorized or improper use of the network, or the internet.

Families are responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps caused by the student.

### **School-Owned Devices**

- School-owned devices should be handled with care. Do not drop it, get it wet, leave it

unattended, or leave it outdoors.

- If a school-owned device is lost or damaged, the student and/or parent is responsible for paying for repairs or the balance owed on the lost/damaged computer and furnishing a replacement device as soon as possible either by purchasing a new device through the school or providing their own in accordance with school specifications.
- Students who check out Surfaces should bring them to school fully charged every day.
- Laptops must be returned to the checkout area at the end of each period for charging.
- Surfaces must be carried in protective computer bags whenever they are moved and should be locked in a locker when not needed.
- Report any device network problems promptly by sending an e-mail to the IT helpdesk at [helpdesk@wysischina.com](mailto:helpdesk@wysischina.com) or coming to the IT helpdesk.
- Students are strongly encouraged to make backups of all important files at least weekly, using flash drives or by storing on the server.

### **Personal Reading Devices/e-Readers**

Electronic readers, simply called “e-Readers,” are digital devices whose primary function is to store books, periodicals, magazines, and other print media. A device whose primary function is to communicate or play music or games, but allows electronic books, would not be classified as an e-Reader under this policy. WYIS, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### **E-Reader Acceptable Use Policy**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school and may receive other school discipline.

1. Possession and Use of Electronic Reading Devices – Students may possess e-Reader devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member or to further reading instruction. The following stipulations apply:
  - A. E-Readers are to be used only for the reading of school approved material (books, etc.) and not to be used for other purposes unrelated to curricular goals. Other purposes such as communication, entertainment, music, gaming, recording of images or audio, etc. are prohibited while on school property and/or off school property at school-sponsored events.
  - B. All material on the e-Reader must comply with the spirit and policies of WYIS. Please refer to the Parent-Student Handbook for more details.
  - C. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
  - D. All e-Reader must have sound turned off, and any screensavers and backgrounds must be appropriate for school.
  - E. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption. Students must promptly comply with teachers’ request to shut down and put away their device.
  - F. E-Readers are not to be used in the cafeteria during lunch time.

- G. The student is responsible for knowing how to properly and effectively use their e-Readers. WYIS staff cannot provide any means of support for the device.
  - H. The use of the e-Reader on school property and/or off school property at school-sponsored events carries no right or expectation of privacy. WYIS reserves the right to monitor, review, and restrict the use of any personal e-Reader. The contents of the equipment are subject to review at any time, for any reason.
  - I. Students are responsible for securing the device when the e-Reader is not in the student's possession. E-Readers must be taken home daily by the students and may not be left at school overnight.
2. Fiscal Responsibility – WYIS assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for an electronic reading device.
  3. Data Responsibility – WYIS assumes no responsibility for any data contained on any personal electronic device.
  4. Misuse of the e-Reading Device
    - J. Violations of these Guidelines may result in confiscation of the equipment, suspension, and/or termination of the privilege to bring a personal e-Reader to school.
    - K. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion.

# 2017-2018 PARENT-STUDENT HANDBOOK

## SIGNATURE PAGE

Please complete the following and return to your student's teacher or advisory teacher by the end of the first week in school.

I, \_\_\_\_\_, have read this handbook in entirety.  
(Name of Parent)

I have discussed the information in this handbook with my student(s), and we hereby agree to abide by the rules and regulations of the school as referred to in this handbook.

\_\_\_\_\_ By placing my initials here, I confirm that I have read and will comply with the **technology policies** presented in this handbook.

**Parent** Signature: \_\_\_\_\_

Parent Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

**Student** Signature: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

