



# Hangzhou International School: Lower School Parent-Student Handbook

August 2017

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## **Greeting from Hangzhou International School Director of School and Principal**

Dear HIS Students and Parents,

It is with great pleasure that we welcome you to Hangzhou International School. We look forward to working with you academically, socially, and physically over the coming year. We welcome all parents, friends, and community members who will also play a role in this important endeavor.

This handbook is a tool to help make this a successful year for the HIS School community and students. It contains documents and procedures aimed at making the School a safe, friendly, and enriching place for students to develop their interactions with the world around them. There are some changes to the Student-Parent Handbook this year; be sure to read them carefully as you discuss the policies and procedures at home. While we attempt to ensure that this is a comprehensive document, situations may arise that will require additional clarification. Please refer to the HIS webpage for further updates or information related to the HIS Student-Parent Handbook.

Please feel free to share any comments or suggestions with us throughout the coming year. We value your assistance in making this a rewarding year for the students at HIS.

We look forward to becoming better acquainted with every member of our HIS community this year.

Sincerely,

Robert Hyndman  
Lower School Principal

### **HIS School Leadership**

**School Phone Number: 86 571-8669-0045**

#### **Administration**

Director of School	Mr. Jeffrey Stubbs Email: <a href="mailto:jstubbs@his-china.org">jstubbs@his-china.org</a>
Lower School Principal	Mr. Robert Hyndman Email: <a href="mailto:rhyndman@his-china.org">rhyndman@his-china.org</a>
Lower School Vice Principal	Ms. Julie Terry Email: <a href="mailto:jterry@his-china.org">jterry@his-china.org</a>
Upper School Principal	Ms. Jessamine Koenig Email: <a href="mailto:jkoenig@his-china.org">jkoenig@his-china.org</a>
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Activities Coordinator	Mr. Zachary Brooks Email: <a href="mailto:zbrooks@his-china.org">zbrooks@his-china.org</a>
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HIS Community Liaison	Ms. Andrea Stubbs Email: <a href="mailto:astubbs@his-china.org">astubbs@his-china.org</a>
Lower School Secretary	Ms. Lily Fan Email: <a href="mailto:lfan@his-china.org">lfan@his-china.org</a>
Transportation Secretary	Ms. Tracy Zhu Email: <a href="mailto:transportation@his-china.org">transportation@his-china.org</a>
Reception / Admissions	Ms. Kerri Liang Email: <a href="mailto:kliang@his-china.org">kliang@his-china.org</a>

## **PART I. SCIS-HIS HISTORY**

### **GENERAL BACKGROUND**

Hangzhou International School is an independent, co-educational international School. HIS opened in 2002 under the aegis of Shanghai Community International School. HIS is fully accredited by the Western Association of Schools and Colleges (WASC). SCIS was founded in 1996 on the Changning campus, and currently operates additional campuses in Shanghai in the Hongqiao and Pudong communities. SCIS was the first international school in Shanghai to be accredited by the National Council on Curriculum and Textbooks. SCIS and HIS are members of the East Asia Regional Conference of Overseas Schools (EARCOS). HIS achieved WASC accreditation in the spring of 2005. HIS is authorized to offer the International Baccalaureate Diploma Programme by the IB Organization. Fieldwork International authorized HIS to offer the International Early Years Curriculum, International Primary Curriculum, and International Middle Years Curriculum in 2015.

### **INTERNATIONAL SCHOOL FOUNDATION**

HIS is overseen by members of a Board of Directors appointed according to the bylaws of the school's Articles of Association, of the International School Foundation (ISF) as a not-for-profit status. ISF is domiciled in Lansing, Michigan, and is directed by Larry Balli, Michael Dougherty and Kristy Risjad. Affiliated schools include the American International School of Cape Town, Hangzhou International School, and Shanghai Community International Schools.

### **AFFILIATED SCHOOLS AND NOT-FOR-PROFIT STATUS**

HIS undergoes an annual audit, which is required by the Chinese Finance and Education Departments. This

audit and the finances in general are also reviewed by the school's two accrediting agencies, the Western Association of Schools and Colleges, and the National Council on Curriculum and Textbooks. The ISF has been vetted and accorded a 501 c3 status (not-for-profit) by the International Revenue Service of the United States.

### **HIS GOVERNANCE**

HIS is overseen by a Board of Governors, which is appointed consistent to the bylaws of the school's Deed of Foundation. The self-perpetuating, "corporate governance" model used at HIS and the other ISF schools has been supported for many years by the European Council of International Schools in the United Kingdom, and has been more recently endorsed by International Schools Services in Princeton, New Jersey.

### **MISSION STATEMENT**

We provide international learners with opportunities to pursue academic and personal excellence within a caring community.

### **PHILOSOPHY**

Schooling should provide a multifaceted experience which results in students learning to think creatively and critically, to gain practical skills which will equip them for ensuing stages of education and life in general, to explore areas of interest, including their own selves, and to learn to cooperate with and appreciate other people. We recognize that in addition to preparing students for each successive stage of their education, schooling forms a significant chronological segment of a person's life and therefore has its own intrinsic value and importance, a value beyond simply preparing for the next chapter or the next grade level.

Our aim in every classroom is to create a dynamic and interactive learning environment with challenges and expectations appropriate to the complex world our students will inhabit. We focus on the development of each student's skills, sense of logic, and general academic and social discipline. Most importantly, we aim to foster a lasting love of learning that will extend outside the school curriculum, and beyond the student's years at HIS.

Our students are inheriting a world in which the discovery, assimilation, understanding and management of information undreamed of today will be vital to them. Our goal, accordingly, is to reach beyond a content-oriented curriculum and to also provide students with the academic skills and intellectual confidence to apply knowledge to thoroughly new problems and situations.

In doing so we seek to take advantage of the many learning opportunities unique to the international school setting and, more specifically, to our location in China. Students at HIS gain an understanding and appreciation of the diversity of nationalities and cultures which will prepare them to tackle the challenges of an increasingly interdependent world. This is an International School where the primary language of instruction and communication is English. As an international school curriculum, instruction and daily procedures may differ from what one is accustomed from their experience in a different country and era. As such both students and parents will find the need to adjust to this international school experience.

## **PART I. SCIS-HIS HISTORY**

### **CURRICULUM—A BRIEF OVERVIEW**

The HIS content standards were chosen to serve the multi-national nature of our learning community. The standards include competencies in languages including English and Mandarin, Social Studies, Science, Mathematics, the Arts and Physical Education as well as transdisciplinary competencies that transcend the academic disciplines. These standards are based on research, standards, and continua developed in Australia, China, New Zealand, Singapore, the United Kingdom, and the United States, that target dispositions toward life-long learning, college/university preparation, as well as life and work in a global society.

The academic program at HIS is based on the globally recognized and implemented models of the International Baccalaureate Primary Years Programme (PYP) from Pre-school to Grade 5, the Middle Years Programme (MYP) for grades 6-8, and the requirements for success in the International Baccalaureate Diploma Programme (IBDP) in grades 9-12.

Students engage in a wide range of interactive learning experiences, both on and off campus. These activities assist each student to develop a sound core of knowledge, a sense of logic, intellectual confidence, life-long learning skills, and the opportunity to engage in learning activities beyond the classroom. HIS also takes advantage of the many learning opportunities unique to an international school setting and our location in China. Most importantly, the school aims to foster a lasting love of learning.

Please view the Lower School curriculum information on the Academics section of the school website.

### **English as a Second or Other Language**

HIS provides support within the school day to students for whom English is not the first language. Special ESOL class time is provided and in some select cases the ESOL teachers also assist and instruct students within the regular classroom.

At the beginning levels, the ESOL program concentrates on equipping students with the vocabulary and structures for meeting immediate school needs and assisting in the settling process. As students gain confidence, they move onto broader themes designed to develop speaking, listening, reading, and writing skills to a level that will enable them to participate effectively in all regular classroom lessons including language arts.

Students with limited English proficiency, or transferring from non-English speaking schools, will be tested for admission and placement in the ESOL program. ESOL classes are required for any student whose oral and written language is not sufficient to function satisfactorily in academic subjects.

### **Support Programs**

Students experiencing academic difficulties may receive intervention support as a way of learning support. Support through an intervention means that the student will receive short-term supplemental instruction to build a skill to help catch him or her ‘up to speed.’ Any student who is experiencing extended academic difficulties may be placed on academic probation, which mandates extra study sessions and other strategies to assist students.

Counseling is available at school to assist students in need of behavioral, emotional, or social support.

Common issues students and their parents seek help for include; conflict resolution, peer problems, transitional struggles, study and organizational skill, conflicts at home, and crisis or grief response. HIS counseling services are meant to provide short-term support focused on immediate improvement. If extended support is needed, or services cannot adequately be provided at school, the counselor will assist the family in locating appropriate help within China.

### **After School Activities Program**

In addition to the academic program, HIS runs a comprehensive range of activities for all students in Grades K-12. The activities offered may include various sports, arts and crafts, drama, cooking, yearbook, MUN, dance, and chess. Some activities may incur additional costs for materials.

### **THE SCHOOL'S EXPECTATIONS OF ITS STUDENTS**

- We expect students to behave in a way that is conducive to a productive educational atmosphere. This means that students will not only strive to take full advantage of their own opportunities here, but also do nothing that might interfere with others striving to do the same.
- We expect students to respect their teachers and adults in the school.
- We expect students to arrive on time ready for the commencement of learning. This means that students have spent the necessary time on the previous day's home learning assignments, have had sufficient sleep, and have had breakfast.
- We expect students to show consideration for others, and to tolerate and appreciate people from other races, creeds, and backgrounds.
- We expect students to learn and play together harmoniously, to help others, and to show good sportsmanship in games.
- We expect students to show care for the property, building, and flora of the school, and to exercise responsibility appropriate to their age.
- We expect students to be honest.

### **WHAT STUDENTS CAN EXPECT FROM THE SCHOOL**

- Students can expect the teachers and administration of their school to have their safety and well-being in mind at all times.
- Students can expect that their teachers will be devoted to helping them learn and grow.
- Students can expect teachers to approach topics from a variety of angles to ensure that students with different learning styles will have every opportunity to visualize and grasp new curricular material.
- Although teachers may not always condone a student's behavior, or agree with everything a student says or wants, students can expect teachers to listen to them, and to try to understand them.

### **Values**

- We value an atmosphere of open inquiry tempered with a sense of order and consideration for others.
- We value the appreciation of diversity, and the opportunity to learn from the multitude of cultural backgrounds represented at international schools like ours.
- We recognize the individual nature of each student, and value a community in which these individuals can learn together harmoniously.
- We value the opportunity to stimulate the love of learning, which we believe is in every child.
- We value creative and inventive thinking, and the ability to approach problems from different angles.
- We value our opportunity to learn about China, our host country, and the importance of our Chinese



teachers and staff, who serve as our most important link to this country.

- We value the human relationships, which constitute our community and foster learning: relationships between teachers and students, between students, between teachers and parents, and between parents and their children.
- We value parent's concern, involvement, and contribution to the life of the school.
- We value the development of character integrity in each of our students.

## **PART II – Policies and Procedures**

### **ACADEMIC GUIDELINES AND POLICIES**

All matters concerning registration, course selection, grading, credits/records, graduation, and testing (outside HIS system) are processed through the Principal and/or a designee.

#### **Disciplinary Probation**

Students who demonstrate an inability to respect the school environment will be placed on Disciplinary Probation. Parents will be notified and the specific behaviors and future expectations will be outlined. Students who are unable to meet the expectations of the probationary contract may have their enrollment terminated. In such a case, consequences will be clearly noted in advance in the student's contract.

#### **Retention**

In some cases, the HIS staff will recommend that a student be retained at a grade level for the next school year. Teachers are fully cognizant of the various social and psychological ramifications of retention, and only make this recommendation when they feel it is in the best overall academic and social interests of the child. The Principal and Student Support Team will meet with the students and parents regarding the proposed decisions.

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### **ACTIVITIES**

In addition to the academic program, HIS runs a comprehensive Activities Program for all students from Grades K-12. These activities have included activities in the areas of athletics, arts, leadership, community service, and technology.

#### **Athletics Program Objective**

At HIS, our aim is to provide enjoyable and safe athletic opportunities to students. HIS will provide equal opportunity to all students regardless of ability, sex, ethnic background or age in a cooperative, friendly, and enjoyable environment between all participating students. Students will be encouraged towards a healthy social and physical lifestyle through participation in sport in a non-threatening environment.

#### **Conference Affiliation**

HIS maintains membership in CISSA (China International Schools Sports Association), SISAC (Shanghai International Schools Activities Conference) and ACAMIS (Association of Chinese and Mongolian International Schools) and will observe all the rules and guidelines of these organizations.

#### **Coaching Philosophy**

- Where appropriate, students will be encouraged to participate in a variety of international team and individual sports that will be based on the interest, needs and abilities of students as well as the

- school's ability to provide safe and appropriate facilities and equipment.
- Emphasis will be placed on teamwork, sportsmanship and learning.
- Coaches will maintain the freedom to change rules, facilities, equipment, player numbers and ages in order to provide a more equitable and fair sporting environment.
- HIS players and coaches will stay within the "spirit of competition" by observing individual sport rules and broader rules of sportsmanship and courtesy at practices and games.
- Coaches are expected to ensure that all students have equal access to facilities and playing time, as appropriate for age level and level of competition.
- Coaches maintain the right to distribute disciplinary action if students are misbehaving or acting inappropriately at any practice, game or any other time students are under the coach's supervisory control. At the coach's discretion, any disciplinary action may be brought to the HIS administration.

### **Player Philosophy**

Students are required to maintain good academic and behavioral records at school and may be disqualified from participation at the discretion of HIS administration for any academic or behavioral reason.

Any student who meets behavioral and academic requirements will be provided access to play. HIS will not hold try-outs for CISSA middle school sports and all students will have equal opportunity to participate in games and practice regardless of ethnic background, ability, sex or any other qualifying factor. High School Varsity level sports do hold try-outs and the amount of playing time is based on perceived ability, performance and team needs.

Students may be disqualified from participation for failure to comply with team rules as specified by the coach. Students are expected to attend all practices and games, unless excused by the coach. Repeated failure to attend practices or games may result in the student's disqualification from participation. Representation in CISSA Rep games will be based on game and practice attendance, team spirit, ability and any other guidelines the coach deems appropriate.

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## **ADMISSIONS**

All questions regarding admissions should be forwarded to the Director of Admission for HIS. Admission requirements may change from year to year and include the following:

### **Eligibility to Attend HIS**

HIS is subject to the laws of the Government of the People's Republic of China, and the regulations set by the Ministry of Education. International schools in China are exclusively for the children of foreigners temporarily residing here. The student must hold a foreign passport in order to be enrolled.

### **Passport and Visa Requirements**

By Chinese law, international schools may accept children of expatriates residing temporarily in China and travelling on a foreign passport. The school must see the original passport and visa of the student at the time of registration and will maintain photocopies in the student's file.

### **Transcript Review**

Grade level placement and class scheduling is based on a transcript review that matches students to appropriately leveled classes. This may involve placement in classes typically at grade levels above and/or below the student's age appropriate grade level. This process also involves the granting of Earned/Transfer Credit.

### **ESOL Support**

ESOL support for students will be determined at the time of admissions.

### **Class Placement**

Upon enrollment, students are placed in a grade or section based upon their previous academic history and their chronological age. Grade placement is the purview of the school administration. While parent input will be considered, the school determination will be final.

### **Tuition and Fees**

Tuition fees pay for all the operating and capital costs of the school including teacher salaries and benefits, books and materials, computers and software, utilities, building, and operating expenses. School fees also include many other ancillary goods and services as detailed each year on the annual fees document and according to current board policy. All fees must be paid prior to a student starting school. For specific information regarding payment and refund policies, please contact the admissions department.

### **Withdrawal from HIS**

Students leaving HIS should inform the office as soon as they know they will withdraw. This will enable the office to prepare leaving documents. Before such documents can be issued, a withdrawal form must be prepared, which checks on such things as library and textbooks being held by students, outstanding fees, forwarding addresses, and so forth.

Students who withdraw within three weeks of a normal Progress Report issuance will not receive an early report. The Progress Report will be forwarded to the parents or the office when it is issued on the regular date. Students leaving more than three weeks prior to a Progress Report issuance will receive a special interim report, listing the progress of the student at the time of the withdrawal.

### **AIR QUALITY MONITORING**

The HIS administration team and school nurse are responsible for monitoring air pollution information. This information will be gathered daily from the US consulate and Chinese government monitoring centers and, when there is elevated air pollution, disseminated to all staff members. In addition, information from the media, the Hangzhou Education Commission, local air pollution control agencies, and health departments will be considered where applicable. The school will communicate any concerns regarding air pollution using a color-coded system that is based on the US Environmental Protection Agency's Air Quality Index (also used by US Embassy and Consulates in China).

Decisions for reducing exposure to air pollution will be based on individual student risk. Students at highest risk (including students with respiratory diseases, and sports or activities that require heavy exertion for extended periods of time) will be given greatest consideration.

The indoor environment at the HIS campus is fully filtered, thus the above practices are applicable only for outdoor activities. For additional air quality information, please visit the HIS website [www.his-china.org](http://www.his-china.org)

## ATTENDANCE AND ABSENCES

### Daily Class Schedule

The Lower School schedule operates on a weekly schedule with a total of eight 40 minute each day. During the week students may receive specialist lessons in areas including Art, Music, Library, PE, Mandarin and where necessary, ESOL.

### Record Keeping, Absences, and Tardies

Teachers keep a daily record of student attendance and will record any absent or tardy students through Managebac. Students arriving late to school (after 8:00) should report to the front office to obtain a late slip before going to their first period class. They will be marked tardy unless they have an excused absence. Students who are late due to the late arrival of an HIS bus will not be penalized and will receive an excused slip. Students who arrive more than 15 minutes late to any class will be considered absent and will need to clear the absence through the main office.

### Excused / Unexcused Absences

It is the parent's responsibility to inform HIS on the first day and each successive day of a student's absence. Parents can send an email to the Lower School secretary ([HISsecretary@his-china.org](mailto:HISsecretary@his-china.org)) indicating the nature of the absence and a return date/time. Parents may also indicate an absence through the Managebac parent portal. Once the parent notification has been received, the main school office will then change the recorded absence to "excused" in the Managebac database.

If the parent does not contact the school regarding an absence, the school secretary will endeavor to contact parents after 9:00 am each day of a student absence. If there is no response, the absence will be listed as an unexcused absence and may result in an academic penalty if a student has missed a class assessment in that class period.

Note the consequences for multiple absences in the "Academic Policies and Guidelines" section.

For pre-planned absences, students are encouraged to meet with teachers prior to their absence. Teachers can then assign make up work so that the student has less work to complete upon returning. Whenever possible, please schedule doctor and dental appointments after school hours. The following absences are excused\*:

- Illness
- Serious illness or death in the immediate family
- Emergency medical situations
- Absences approved in advance by administration

\* Students are given the opportunity to make up missed work by communicating directly with teachers or meeting with teachers. Students should be aware that, as a rule, they will be responsible for all material that was missed due to any type of absence and should be prepared for assessments that take place upon the student's return to school.

### Tardies

Students should be in class at the designated time, ready to learn. If a student comes unprepared for class, or must leave to get materials, this can also be considered a tardy. Students who are more than 15 minutes late

for a class will be considered as unexcused absence.

### **Students Arriving / Leaving School Mid-day**

All students arriving to school after 8:15 should report to the main office and have their name marked off the absence list. Students are not allowed to leave campus before the end of the school day without permission from the principal. Students wishing to leave school before 3:00pm must show written parental permission or have parents contact the upper school secretary at the beginning of the day so that the office can notify the appropriate teachers. In an unplanned situation, parents should report to the main office or the principal's office to gain assistance from the school staff for dismissal of their child.

### **Activities and Absences**

A student will not participate in after school activities on a specific day if:

- They are absent in the morning because of illness and do not return before the start of their lunch period. If this involves an important single event like a concert, the administration and event supervisor will decide on a case-by-case basis.
- They leave during the day for illness
- They have an unexcused absence in either the morning or afternoon

If a student leaves during the day and has the absence excused in advance by the principal, they may be allowed to participate in after school activities that day

## **BEHAVIOUR**

### **Beliefs about Discipline**

A well-disciplined environment with clear expectations is essential to accomplish our most important role in instruction. At the core of our belief about student discipline is respect. By maintaining our lines of respect, most issues we face can be handled with minimal disruption to the educational program.

Most aspects of our School Discipline Policy are encompassed in the following statement:

At HIS, We Respect:

- Learning
- All People
- Property
- Language
- Personal Space

HIS offers the following guidelines and expectations to assist teachers in handling student discipline:

- Respect for all people is expected in all aspects of the school environment. Teachers can expect that members of the administration will treat staff, parents, and students with the highest degree of respect. The school can expect that all teachers treat all students, other staff, and parents with respect. As a faculty, we will expect that all students and parents will treat all of the adults in the school with respect, as well as each other.
- When disciplining students, there will be no yelling, degrading, or demoralizing a student and that a student's privacy will be respected. Sarcasm has no place in the classroom. Put-downs, or teasing, will not be tolerated between students and those students who do so will face consequences. Our expectation in this area will be to maintain only positive interactions at all levels.

- At no time should a teacher ever strike or touch a student during discipline. If for some reason the student is out of control and their actions could, in the judgment of the teacher, bring harm to others, the student may then be restrained. In student interactions with peers, behaviors such as hitting, kicking, pinching, biting etc. will result in serious consequences and will not be tolerated.
- Respect for property reflects the need for all equipment books, supplies and materials, as well as the facility itself, to be properly treated. Care of our teaching and school environment will help us maintain the facility and our supplies and materials in support of students.
- There is no place for profanity of any kind in the school, and respect for language must be maintained. This includes any language that may be spoken informally in the school other than English.
- Respect for each other's personal space includes student's desks, coats, backpacks or any space that is of a personal nature. In turn, it also means that students must respect the teacher's personal space as well.

In summary, high expectations for respect and good citizenship by our students will result in less time being spent on reacting to adverse behavior. In other words, we get what we expect. Most behaviors we will come across with our students can be addressed under the statements above.

## **DISCIPLINE PROCESS**

All adults who are employed in the school are expected to support the discipline process. This is to say that teachers are not responsible only for the students in their class. As an example, if a particular staff member happens to see inappropriate behavior occur by a student it will be that staff member's responsibility to address that behavior. If it is of a serious nature the homeroom teacher should be involved, but most of the behaviors that staff will experience with our students can be handled with friendly reminders and clarification of our expectations.

We expect that teachers will try a variety of progressive interventions and consequences before they involve the principal in their discipline process. Warnings, withholding of privileges (such as recess), and parent contacts, are all examples of interventions that a teacher might try before involving the principal. If after these attempts have been tried the student is still having difficulties making good behavioral choices the involvement of the principal for discipline will be encouraged. When the principal or vice-principal conducts a discipline conference with a student, this is the general process that will be used.

The following procedure will be used as a guideline and reflects the general spirit of discipline philosophy at HIS but individual cases may not entail each step.

### ***Step 1: Identify the Problem***

- Why are you here?
- What choices did you make that got you in trouble?
- Do you understand why this behavior is inappropriate?

### ***Step 2: Clarification of Expectations and Problem Solving***

- At HIS, we expect students to . . .
- The reason we expect this is . . .
- How do you think you might handle this same situation in the future?
- Would this course of action result in keeping you out of trouble?

### ***Step 3: Assigning of Consequences***

- As a result of your choice today, your consequences will be as follows . . .

**Note:** Assigning of consequences will be progressive and, except in cases where severe misbehavior is involved, generally be:

- First Time: Warning and clarification of expectations
- Second Time: Withdraw privileges
- Third Time: Withdraw more privileges and contact parents
- Fourth Time: Possible short-term suspension from school.

Consequences will be assigned based on the seriousness of the offense, the frequency of the student's inappropriate behavior, and the student's attitude during the discipline process. In the case of serious misbehavior, the principal and parent will be notified immediately and early stage consequences may be skipped.

All interventions for discipline by the principal will be documented in the principal's office for possible future reference. Teachers are encouraged to also document any interventions with students. The faculty and staff of HIS are entrusted to create a school environment that will meet the academic goals of the school system and student rights. As such, each teacher will generate rules for their classes that match the subject they teach and the rights and needs of their students.

It is expected that students will follow all teacher (including substitute teachers) directions unless they are illegal, immoral, or unsafe. If a student wishes to take exception to a teacher, they should first do as they are asked and then set a time with the teacher to discuss the concern. If that step does not successfully solve the student concern, the student is welcome to see the principal.

All members of the school community will be respectful to each other in an environment that is safe. Minor violations (disruption of class, uniform, etc.) of HIS policies will be treated in a consistent, incremental manner. When appropriate, these will be handled with classroom policies and teacher consequences. Repeated cases of minor violations may result in the student being placed on Disciplinary Probation.

In some circumstances, misbehavior off school grounds can affect the functioning of school and will not be tolerated. Some behaviors are deemed more disruptive to the school environment. The following behaviors are considered flagrant acts of disobedience and will be treated with a combination of immediate disciplinary probation (see above) and/or suspension/expulsion from school. These behaviors include, but are not limited to, the following:

- Truancy (skipping school or a class)
- Possession of alcohol, drugs, drug paraphernalia, tobacco, tobacco paraphernalia (lighters, etc.), weapons of any sort (including realistic toys). This expectation includes behavior to and from school, on school trips, and during any school-affiliated function.
- Severe violations of Academic Honesty policy
- Stealing
- Fighting
- Vandalism
- Threatening/harassing another individual
- Violating safety rules

### **Due Process**

In cases of discipline students will be provided with due process and an opportunity to explain their side of

events. Students who feel wronged by a decision can also notify the principal to seek further clarification.

### **HIS Academic Honesty/Honor Code**

The school expects students to work together and to help each other learn and the school encourages a classroom environment in which the ideas of students are valued both by the teacher and by fellow students.

Students may get help from a parent in understanding an assignment or in solving a problem. Parents and students should realize that the purpose of the homework is to reinforce what the child has been doing in the class and to solidify understanding. Therefore, parents who help children with homework should ensure that the student is able, after receiving help, to solve the problems or do the work independently. This same thinking applies when a student receives help from another student.

Most tests, quizzes, and written assignments (compositions, research paper, and so forth) are intended by the teacher to be done independently by the student. Students who copy information from another student, or who in any way present work or ideas as their own when they were, in fact, taken directly from someone or someplace else, have violated the code of academic honesty.

The school's Honor Code is as follows:

*"I realize that copying and presenting the work of someone else as if it were my own is dishonest. I realize that it is my responsibility not only to adhere to the above code, but also to report to the teacher any such dishonesty of which I am aware. Whether I myself copy the work of someone else, give my own work for someone else to copy, or tolerate such action in others, I am guilty to one degree or another of academic dishonesty."*

Students preparing compositions or papers must acknowledge any passages which they quote verbatim or paraphrase, in whole or in part, from any source, according to guidelines which will be made clear by the teacher.

Academic honesty is required at HIS. In the event that a student is shown to be dishonest, one or more of the following will occur: the assignment will not be accepted, the student's parents will be notified, (s)he will serve a suspension. Note that the student will lose the right to appear on the honor roll for that semester. Repeated results will result in a student being asked to leave HIS. Examples of academic dishonesty include:

- Copying the work of others
- Allowing / assisting others to copy work. Giving your work to a classmate and then being surprised that they copied it is not an acceptable excuse.
- Plagiarism of any form (copying websites, not citing ideas presented by other authors, etc.)

## **BEHAVIOURAL EXPECTATIONS**

### **Campus Privileges**

Students are dismissed from school at 3:00 pm and busses leave the school at 3:15. By 3:15 all school students should be in after school activities or sports, in the library or study lounge, or on their way home. After 3:15 students should be under supervision of an adult while on campus. The campus will close by 6:00 pm each day unless an evening event requires a later closing time.

### **Non-Harassment Policy**

It is the policy of the HIS Board of Directors to provide an educational, employment, and business



environment free of unwelcome harassing situations. Harassment is understood to include unwanted behaviors (including bullying) directed against a person's racial, religious, sexual, or other personal orientations that are of a persecutory nature to the individual.

### **Fighting**

Fighting is not accepted. "Play-fighting" and "horsing around" can also result in an injury to others and is prohibited. Fighting may result in an out-of-school suspension for all those involved.

### **Displays of Affection**

Students should refrain from inappropriately intimate behavior both on campus and at school events.

### **Obscenities and Profanities**

All students are expected to use appropriate, non-offensive language and gestures. Failure to do so will result in referral to the principal and disciplinary actions.

### **Weapons**

Students are prohibited from bringing weapons of any kind onto the campus. Any instrument which can propel a projectile which might cause physical injury, including sling shots, bb guns or any sort of pellet or paint guns, in addition to real guns, knives, martial arts objects, or any such instrument or machine that could either cause harm or give the appearance of being capable of causing harm should not be carried on to the campus. In today's hyper-sensitive security environment, even toy weapons are prohibited.

Teachers will confiscate from students any items that fit the above description. The item will be returned to the student's parents after a meeting with the principal is held to ensure that there is a clear understanding of the regulation.

### **Drugs, Alcohol and Tobacco**

HIS is a non-smoking environment including all areas within the perimeter fence of the school grounds for students and adults. Students possessing or using tobacco at any time while under the care of the school are subject to discipline, including suspension and expulsion. Similarly, student possession or use of alcoholic beverages are prohibited during any period students are under school supervision and responsibility, even if they are over 18 years of age. While alcohol may be allowed on campus during occasional teacher and/or parent events, consumption by any student is not allowed. For the protection of our students, our school has a "zero tolerance" policy in the case of the use of illegal drugs, including marijuana, ecstasy, amphetamines, or other controlled substances other than prescribed medications. To that end, any student enrolled is subject to random or targeted drug analysis testing if determined to be prudent and necessary by the Director of School. All drug testing is non-invasive and done via a laboratory analysis of a hair sample. In the event that your child is chosen for random or targeted drug testing, you will be notified prior to the hair sample being taken, and when the laboratory results have been returned. A positive test will result in immediate suspension from school pending the outcome of a more complete investigation and a conference with parents regarding the outcome of that investigation. Confirmation of illegal drug use as stipulated above will result in immediate expulsion.

### **CHANGE OF CONTACT INFORMATION**

Please advise the school office of any change of address or contact information as soon as possible. One simple change of address by you can set a complex chain of route changes into motion for the bus system,

and it may take more than just a day or two to confirm new pick-up times.

### **CHEWING GUM**

Chewing gum is not allowed on the HIS Campus.

### **CLASS SIZE**

The Board has established guidelines for class sizes which vary according to grade level, classroom size and other factors. In extenuating circumstances, and when it is of benefit to the school, additional students might be enrolled. Examples of such circumstances include enrolling of a child from a company that has supported the school in the past or to allow siblings from a family with two or three children the ability to attend the same school. Such exceptions are rarely made, but it is important to note that the class size parameters are “guidelines” as opposed to “limits”. The school administration is charged with the final decision regarding class sizes.

### **COMPOSITE CLASSES**

As numbers or academic composition of a group of students warrants, a composite class may be formed. In such cases, students will be clearly categorized as following one or the other grade level program represented in the composite class. For example, the school may offer an otherwise unviable language class to students by combining levels in one class

### **COMMUNICATION**

General communication between the school and families involves one or more of the following:

- The school web site [www.his-china.org](http://www.his-china.org) is the first point of contact for school information. Here can be found the school calendar and announcement postings as well as a large number of links to helpful pages.
- Managebac is our school database and electronic record-keeping program. Parents have access to their students’ grades and attendance records on this site as well as teachers’ email contact information. There is a link to Managebac on our website.
- The HIS Dragon News will be distributed regularly via our email network and published and sent home with students.
- Parents and Students have been given school email addresses that will be used for log-in and entry to Managebac and the HIS website. Email announcements will be sent to parents’ email accounts as required.
- An update from the principal’s desk is emailed to all parents on a weekly basis. This update will also be shared via Managebac and on the HIS website.

Any concerns about a student’s progress at school should first be communicated to the teacher involved. If after such communication, a parent feels that further attention is advisable the parent should contact the principal to discuss the matter further. The Director of School may be contacted when a parent feels a concern is still unresolved or if the concern directly relates to a Principal’s decision or action. Teacher email addresses can be found on Managebac, on the class syllabus distributed by teachers at the start of the year, through the school web site, or by contacting the school secretary.

Parents are encouraged to contact the school any time they have questions, concerns, or require information.

### **Newsletter**

Each week parents will receive an electronic version of the Principal's Newsletter, which is also available on the website. In addition, the HIS Dragon News is a student-produced news magazine that is distributed via our school website.

### **DELIVERIES**

Deliveries to students by parents are welcome. In order to minimize class disruption, items should be brought to the office for delivery.

If a student orders a food or other item delivered to campus, it will be received at the front gate and the student will need to go to the school gate to receive the delivery or make the payment at a suitable time. Students should only order items with teacher or adult approval.

### **DRESS CODE / UNIFORMS**

HIS students adhere to a dress code which we believe promotes a sense of orderliness and school community, helps with campus and field trip security, and reduces "fashion competition" which can sometimes lead to social cliques or ostracizing based on superficial judgments.

All students must wear laced shoes. Athletic shoes or sneakers are acceptable. "Flip-flops", "thong" sandals, or other beach-type footwear are not appropriate for school. Caps or hats in the classroom are also inappropriate. Winter outerwear should be navy blue, grey or tan in color, and these garments should be removed when indoors. The use of light sweatshirts/hoodies or sweaters that are not distributed by the school are not acceptable during school hours. All students are expected to be well groomed and appropriately dressed at school or during school-related functions off campus. Facial jewelry for males or distracting or bizarre jewelry for girls is not allowed. Immodest or distracting attire is inappropriate in our multi-cultural setting, and this can extend to haircuts, hair dyes, jewelry, makeup, body art or other aspects of personal appearance.

There are occasionally days on which students are not required to wear the school uniform. These may occur approximately once a month, usually in connection with a special holiday or event. On those days, students are expected to wear shirts with sleeves (no tank top or halter top shirts) and must look neat and presentable.

Students who do not have the proper school attire will be sent from their class to the school office, where they can phone home to have proper clothing sent to school or will be loaned clothing by the school.

### **PE Dress Code**

When students attend PE classes at HIS, they are expected to be dressed appropriately for rigorous, physical exercise. All students are expected to wear close-toed athletic shoes in class, or may change into appropriate shoes once they arrive in class. Sandals and "dress" shoes are not considered appropriate for PE class.

### **EMERGENCY DRILL AND EVACUATION PROCEDURES**

Emergency drills are vital in order to ensure the safety of the students entrusted to the school's care. At least two drills will be held annually. Students will learn these procedures and the evacuation routes with their classes, understanding the seriousness of emergency evacuation drills.

In the case of an emergency evacuation drill, the fire department and local education authorities may be notified. Bus evacuation drills and other safety drills will be conducted annually. Guests and visitors on campus will be expected to take part in the evacuation drills.

### **FACILITIES USAGE**

HIS can make classroom, theatre, or athletic facilities available to groups conducting classes or activities outside of the regular school program, including outside groups, on a fee-paying basis. Contact the school office for requests and prices. (Fee waivers for recreational activities may be made at the school's discretion.) School functions will take priority for the use of school facilities.

### **FIELD TRIPS**

Field trips are an important part of our school program. The goals of these trips – include exposure to the culture and geography of this country, and social and behavioral experiences for the students.

#### **Expenses**

The school will provide transportation for approved local trips in the general Hangzhou area. In some cases, parents will be asked to help support these trips by paying entry fees, or other related costs. Generally, overnight field trips will be discouraged, and will only be approved in special cases.

#### **Participation**

All class members are encouraged to participate in field trips. Students will be responsible for learning that was missed during the field trip absence.

#### **Permission Forms**

Details of the trip and its justification will be sent via a letter from the organizing teacher. This letter will include a permission form that must be signed by the parent and returned to the teacher if the student is to participate in the trip.

The school uniform is required on field trips, unless expressly indicated otherwise on the permission slip. HIS expectations and understood codes of behavior are in effect on all field trips just as they would be on the campus. During daily field trips and especially during longer sports tournaments it is expected that the students will take pride in being an HIS Dragon and represent the school by demonstrating appropriate and responsible behavior.

### **GATE ENTRANCE PROCEDURES**

Private cars using any HIS campus entrance are requested to drive slowly and carefully in our entrance street and approaches. All vehicles are required to display an HIS vehicle permit.

All visitors should note that entrance guards are instructed to stop each person entering the campus to ascertain the nature of their business on the campus. All visitors are required to wear a badge provided by the guards and to report to the office. If a person can present documentation issued by HIS, they will be allowed to enter without being stopped. We ask that parents and visitors approaching our entrance gates treat the guards courteously and respectfully.

#### **Morning Drop Off Procedures**

Vehicles dropping students off should come through the back gate of the school, make an immediate right

turn at the blue top, proceed all the way to the front of the school and drop off children at the front circle drive in front of the office. Designated parking is available outside the school gate or in the bicycle lanes.

### **Pick Up Procedures**

Drivers of private vehicles may pick students up outside the front gate. Please inform drivers that they should not blow their horns outside of campus and should move along if directed to do so by school security.

### **GUARDIANSHIP**

If parents leave Hangzhou temporarily and leave their child in the care of someone else, it is required that they notify the school giving all dates, names, numbers and pertinent information in advance. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

### **HEAD LICE**

Parents should be advised that it is not uncommon during any school year to have cases of head lice at school. Head lice, although not a serious condition is quite common in schools and can create great difficulty within the school setting. Students who are detected as having head lice will not be able to remain in school until free of any lice or nits. The more menacing aspect of head lice is the nits, or eggs. These are small darker colored hard casings, which attach themselves to the individual hair shaft. The best way to rid the head of nits is to carefully pull them free from the hair shaft one by one. Very fine-toothed combs, available locally or with the school nurse can be effective in removal of the nits as well. Unless the hair is free from the nits, it is highly likely that an infestation of lice will continue to reoccur. If live head lice are detected, the hair should be treated with shampoo products designed for treatment of head lice.

Parents are encouraged to discuss the issue of head lice with their children, and make certain that the child understands that having head lice is nothing to be ashamed of or to feel bad about. At school, we will of course take every precaution necessary to maintain confidentiality on this issue for families, and will be very discreet and private as we spot check children to ensure that the problem is in control.

When students return to school after having been identified with head lice, they will need to have the school nurse's approval to attend classes. Please inform the school if your child has head lice.

### **HEALTH CARD**

All students must have a Health Card on file in the office. (The blank health card form is part of the admissions packet; copies are available in the office.) Current TB (tuberculosis) tests are required for each student annually. Please note that it is of vital importance to have contact numbers for both parents and an emergency third party (neighbor, friend) so that we may contact you in the event of illness or emergency.

### **HOMEWORK AND HOME LEARNING**

Home learning and homework are important parts of the educational program at HIS. It provides students with opportunities for independent practice, skills reinforcement, and research and also promotes good time management and responsibility. To prevent students being over-loaded with home learning the following guidelines have been developed:

Total home learning time for any given night will vary. Some children will find some assignments more time-consuming than other children, and sometimes this divergence will vary according to the subject.

Students are expected to engage in independent reading or reading with family members for at least twenty minutes a night in addition to assigned homework. This valuable time spent reading is important in the development of all students.

If home learning is consistently taking considerably more or less than the time suggested above, or if the student insists that "we never have any homework in that subject," then there could be a communication problem. The parent should contact the teacher to address this misunderstanding or any problems which may exist in the way the student is addressing the assignments.

### **Make-Up Home learning**

Students who miss school for any reason should arrange to get assignments from a friend in the same class (assuming the student is well enough to do the work).

Students who miss school for extended periods, whether due to sickness or other reasons, can request a list of assignments and recommended work to make re-entry as smooth as possible. If a student misses a day during an assessment in class, the student should be prepared to take or submit the assessment upon his/her return. It is beneficial to contact the teacher prior to the student's return in order to finalize the details.

Teachers are not expected to create extensive individual programs, however, for students who miss school for long periods the teacher may consider this is deemed appropriate. Teachers may make recommendations for summer reading, daily journal writing, and other such activities which will keep a child reading and writing during long vacations such as the summer holiday, they will not set detailed, day-to-day assignments for these vacations.

### **HOURS OF OPERATION**

The school day starts at 8:00 and ends at 3:00. Students are expected to arrive to school between 7:30-7:55 so that they are prepared to begin instruction promptly at 8:00 am. Buses leave school at 3:10 pm. After school activities run on a schedule that varies according to grade level and activity. The school is generally open from 7:30 – 4:30, Monday-Friday. Students are expected to be in supervised settings from 3:15 onward on any given afternoon. During evening events, the campus will be open based on the activities occurring.

### **LAPTOPS**

Where appropriate, Lower School students have access to laptop computers. However, by nature the laptops also can become a major distraction in the classroom if used inappropriately. As such, it is imperative for students to understand that use of computers is not a right but a privilege, and is contingent upon their compliance with the guidelines below.

**All users are responsible for the physical condition of their laptop and should work to avoid damage that will interrupt their ability to complete work on time.** Accidental damage can happen. HIS has a certified technician on campus to help analyze and repair minor problems.

**Laptops should only be used in class when instructed to do so.** Students should never have computers out during class time unless specifically instructed by their teacher to do so.

**Computers must be used appropriately during school hours.** During class time, computers should only be used for the immediate learning activities sanctioned by the teacher. Any use outside the given activity and allowances of the teacher will be considered a violation of laptop policy.

Accordingly, as a general rule, the following uses are never permitted unless given explicit prior approval by a teacher:

- social networking sites
- gaming
- streaming video
- music and/or other audio
- instant messaging

Obviously, there may be times in which the above programs or others like them will be a component of classroom learning, in which case the teacher will make this clear. However, as a basic rule, policy is that during class time, the only programs or windows open should be those directly relating to the classroom content at hand. [For additional information, please refer to the Responsible Technology Use Agreement]

**Students must respect others' privacy and property.** Students must respect others' property including work, files, passwords and software. Users are responsible for keeping their own passwords secure and for changing them as often as necessary. Users must not misrepresent themselves, others or the HIS community via online communication. Lastly, students are not to use the school network for streamed media or downloading as it degrades the network performance.

All students should be aware that any tampering of any kind with someone's computer, files, etc. or participating in cyberbullying\* is considered an extremely serious offense, and will be disciplined accordingly by staff and administration.

Consequences may include but are not limited to:

- Parent meeting
- Engaging parental controls on the student's computer
- Loss of access to the school's network
- Complete loss of access to technology

Please understand that communication systems and use of the school's network is private. HIS reserves the right to monitor any student at any time without prior warning to ensure reliability, integrity, security, and appropriate use.

\*Cyberbullying is defined by the Center for Safe and Responsible Use of the Internet as "being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation, or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion."

## **LIBRARY**

Students will use their library time for research on class projects or browsing, checking out books, and reading. It is expected that. The HIS library functions as a center of learning and enjoyment for students on a daily basis. The library also serves as a resource center with written, audio-visual, computer-based, and graphic resources.

Students are encouraged to use the library for both learning and leisure. Students should become familiar with proper use and care of the library systems and resources. They are taught to select appropriate reference materials and to collect, organize, and present information effectively for research assignments. Through literary appreciation, students build awareness and appreciation of different literary forms.

The library is open from 7:30 am – 4:30 pm. Students are expected to abide by the procedures outlined by the HIS librarian.

## **LOST AND FOUND**

Lost and found items are stored in or near the cafe area and are periodically put on display in the cafeteria and office. Items marked with the student's name will be returned to them via their classroom teacher. We strongly encourage parents to have their child's clothing and personal items labeled with name and grade when practical, as this allows us to return lost items directly to the student. Unclaimed items are cleared out quarterly and donated to charity.

## **LUNCHROOM PROCEDURES**

Students will be supervised while at lunch and recess and at least one teacher will be on duty during all lunch periods. Students are expected to remain seated or move about in a calm and orderly fashion. Students are expected to clean up all of their own trash and return trays when finished. Good etiquette with respect to the lunch staff members and other students is expected at all times.

## **MEDICATION**

Any medication to be administered during the school day must be sent to the school nurse with full instructions and proper labeling. Students may take the medication in the nurse's office. Teachers are not able to administer medication to students.

## **MEDICAL EMERGENCIES**

In the case of an accident involving serious medical emergency or injury, a student's parent/s will be contacted as soon as possible. The nearest faculty member will stay with the afflicted child and send for help from the school office. If the child needs to be removed to the hospital, he or she will be taken (by school transport unless inadvisable due to neck or back injury) to the nearest location where they can receive an appropriate level of care. A representative from the school will accompany the child, and remain with them until the parents arrive to take responsibility. The office will notify the parents and instruct them to proceed to the location where the child is being transported. When the parent arrives, the school representative can depart after explaining all relevant circumstances.



## **PERSONAL BELONGINGS**

Students are discouraged from bringing personal items to school such as toys, electronic devices, and large amounts of cash or valuable personal belongings. Students may ask the office to hold onto any valuables that must be brought to school for various reasons. Parents are encouraged to discuss these issues thoroughly with their students and encourage them to be responsible with their personal possessions.

## **PROGRESS REPORTS AND RECORDS**

HIS progress reports are issued at the end of each term. Progress reports are a component of a student's assessment. See the HIS-SCIS Assessment Guide (a separate publication) for a broad discussion of school philosophy and practice in this area.

The progress report is primarily a form of communication from the teacher to the parent. It also serves as communication between HIS and another school to which the student might transfer. HIS considers the first more important, but must be aware of the differing systems to which its students may transfer, and therefore the Progress Report must ensure a high degree of clarity. A student must be present for a minimum of 15 school days during a reporting period to receive a report card.

Additional means of home-school communication includes parent-student-teacher conferences that are held twice a year, informal meetings between teachers and parents, and letters and notes. Parents of students in grades 6 through 12 will be able to access the Managebac platform in order to note missing student work and achievement on assessments.

Although parents are interested in ratings and, of course, want to know how well their child is doing relative to the other children in the class, the school prefers to have parents and students focus on their child's individual progress and on ways in which they will be able to grow and improve. HIS has found that its students do, in fact, successfully transfer to even the most rigid and "old-fashioned" school systems using its report format. Thus, HIS does not try to create artificial transcripts, grades, or rankings for its students.

Traditionally, strong features of HIS reports have been the attention and time devoted to written comments on each student, which identify strengths and weaknesses and suggest strategies for continued improvement. These comments reflect the character and nature of the classroom experience for students and provide a good basis for parent-teacher, student teacher, and parent-student dialogue.

Students with outstanding fees, overdue library books, or other unsettled administrative matters will have reports withheld until the matter has been settled.

## **SICKNESS/ACCIDENT**

School medical staff are initially responsible for caring for children who become ill at school and for dealing with accidents. Students who are ill should not be sent to school as they pose a health risk to other students. If a child comes to school sick the nurse will telephone the parent and request that a driver is sent to return the child home.

Children who have been absent due to illness may be required to bring a doctor's note to school with them when they return, and submit the note to either their classroom teacher or the school office.

The school administration will attempt to notify the parent as soon as there is any situation of which they should be aware. To this end, it is extremely important that parents provide the office with up-to-date telephone numbers including home, office, cellular phone, and the number of a friend in case we cannot reach parents.

It is expected that parents will have current medical insurance policies for their students to cover expenses for illnesses or accidents which may occur during their stay in HIS, whether on campus or off. Although the school has liability insurance for major accidents, we do not provide routine medical insurance reimbursement for any medical costs.

### **STANDARDIZED TESTING**

HIS utilizes the Northwest Evaluation Association Measure of Academic Progress (NWEA-MAP) standardized tests. Standardized tests are administered twice per year. These tests are normed against North American standards and provide feedback to the individual student and the school as a whole.

### **STUDENT COUNCIL**

HIS has a Student Council to provide an organization through which positive student leadership can become an influence on the development of HIS. Students are encouraged to run for a position of leadership each year.

### **TELEPHONE**

Students may use the school phone in the offices for important calls to parents. Students are not permitted to use cell phones at the school unless directed by a faculty member for extenuating circumstances.

Parents may leave messages for students or teachers with the receptionists but the school office staff will not summon teachers or students from class to come to the phone unless it is a genuine emergency as it is disruptive to classes.

### **TEXTBOOKS AND SCHOOL MATERIALS**

Textbooks, library books and other school materials issued to a student on a loan basis should be returned within the time allotted for borrowing. Students who lose textbooks, library books, or other school materials are liable to pay for their replacement.

It is the responsibility of the student to return the book and other materials in good condition (with allowances made for normal use). These resources are checked out in the student's name, and if they are not returned (or a fine paid), the student will not be issued a progress report or HIS transcript. Students are encouraged to check periodically that they have their own books and have not accidentally swapped with a classmate. Students and parents can check their Destiny accounts to see what is currently checked out to them.

Students will have access to some stationary resources such as notebooks or writing utensils. All other

classroom materials (pens, pencils, notebooks, binders, etc.) should be purchased by the student. Individual teachers will detail the materials required in the beginning of the year.

## TRANSPORTATION

Hangzhou International School, through a contracted bus service, provides bus service to many parts of Hangzhou. The school reserves the right to refuse service to any part of the city that is impractical because of its location relative to other pick-up points. The school reserves the right to suspend or remove students from the bus service should they not adhere to the rules.

### Registration

A bus service registration form should be given to the office at least one week before the desired commencement or address change for bus service. Every new address affects the routes and service cannot be started prior to this one-week period. Registration and pick-up change requests are filled in the order of payment made and are subject to seat availability.

### Rules for bus conduct

The school offers a bus service as an option for those who desire transport to and from school.

Parents are asked to review with students the regulations governing the bus service. Students who do not adhere to these rules are subject to suspension and ultimately expulsion from the bus service. Bus Monitors, students, or parents may report bus misconduct to the Principal.

Of primary concern to parents and the school administration is the safety of each child. Rude or disruptive behavior that might distract the driver will not be tolerated.

There is one basic rule that supersedes all others in importance and simplicity: All passengers must remain in their seat with their seat belt fastened and do nothing that distracts the driver.

**Be on time.** *The driver will wait two minutes past the scheduled time;* after that, they have been instructed to leave so that the others on the route are not late to school. If your bus often is late or very early, please report this to the school office so that the driver can be reminded to move along to the next house after the two-minute waiting period. Please check with the office if there is any doubt about your own pick-up time. If your bus comes too early, it will wait until your scheduled pick-up time. This time may change every time a new student is added to the bus system! If your bus is always early, please inform the office know so that the preceding students can be assigned a later pick-up time.

If your bus does not arrive, please telephone the school to see if it is late. Please understand that the drivers cannot control unusual traffic conditions such as weather, roadwork, or accidents. If the bus has missed your house due to a substitute driver unfamiliar with the route or some such reason, the office can make other arrangements to come and collect your child.

If a student wishes to ride home with another student or take a different bus home, the parent of that student must communicate with the school in writing (email or text message will be sufficient). Any such request should be submitted to the school office and is contingent on availability of space. Students will not be allowed to board a bus that is already fully loaded.

Students who have not obtained prior approval and are not able to board a late bus will have to wait at school until their own car can come collect them or taxi transportation can be arranged at the student's expense.

If there is an accident or the bus breaks down, students should listen for instruction from the driver or monitor. If you are told to leave the bus, stay together with the other students as far from the road as possible until a service vehicle and another van arrives. The school arranges bus evacuation drills each year in order to assist students should such a situation arise.

Please contact HIS transportation coordinator at [transportation@his-china.org](mailto:transportation@his-china.org) or an administrator with any questions or concerns.

## **VISITORS**

All visitors must sign in at the entrance gate and proceed to the main office to check in. For security purposes visitors need to wear the "visitor" name card during their visit. This will also assist staff and students to help guide them.

### **Visitations by non-enrolled students**

HIS is not prepared to accept supervision and liability from visitations by non-enrolled students. As such these visits are not allowed due to the unnecessary workload placed on the classroom teacher to provide an effective program for any child who might be visiting. Further, visits such as these can be distracting to other students and take unnecessary time away from the teacher. In some cases, the Director of Admissions, may set up a visit by a student who is not enrolled to see if they are suited for the HIS school environment. In these cases, generally a parent will be present and supervise the student during such a visitation. If a parent of a non-enrolled student wants to bring them to school to see the school and stay for a brief visit over lunch, this may be arranged, but generally time in class will not be allowed.

## **PART III – Parents and Friends Association (PAFA)**

PAFA's purpose is to provide support to the school through the coordination of special activities outside of the regular school program and to coordinate parent involvement with the school through volunteer work. Parents of HIS students are by definition members of this organization.

PAFA will elect an "executive committee" to coordinate its activities. These elections normally occur in June or December, but can be called at any time by the executive committee.

PAFA conducts various activities, some of which help raise funds for the school and some of which provide volunteer support for teachers and students. PAFA is legally an entity of HIS, and it is a school requirement that all funds earned under the auspices of PAFA be allocated and spent within one year of their having been raised.

PAFA's allocations have generally been for materials outside of the normally budgeted books and supplies, which the school funds through tuition payments. Examples of PAFA allocations include enrichment opportunities such as artist, author, or special guest visitors, special funding for extracurricular events, and items that specifically support PAFA's mission.

PAFA also serves as a channel through which parents can communicate ideas for the betterment of the school to the administration. It works in an advisory capacity only, however, it does not establish school policy. That is the domain of the administration under the supervision of the Board of Directors. PAFA is not a vehicle to air individual parent concerns or a substitute for communication directly to the school.

PAFA uses the HIS Dragon Newsletter and the regular "PAFA Corner" as its main form of communication. Any other memos to be distributed via students must be channeled through and approved by the Director of School. Further information regarding PAFA can be found on the school website ([www.his-china.org](http://www.his-china.org)).