Hangzhou International School

School Policy Manual
for the
2017-2018 School Year

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The HIS School Policy Manual applies to Hangzhou International School in Hangzhou, China. This School Policy Manual was last revised on 01 August 2017. Subsequent changes or clarifications to school policy can be made by the Board of Directors during the course of the school year, in which case the changes will be communicated via memo from the Director of Schools. In the event there is any contradiction between this policy manual and another school publication, this policy manual shall take precedence over the other publication.

I

HIS VISION, MISSION STATEMENT, AND GOVERNANCE

SCHOOL VISION

We will be defined as a school of excellence by each of the constituents of our school community and the Hangzhou expatriate population. We envision…

- a diverse student population from around the world
- a system in which every student has equal opportunities for success and for university admission, based on a variety of performance indicators
- a system meeting the needs of individual learners, rather than making the learner fit the system
- a system that allows teachers to teach the GLTs (General Learning Targets) in creative and motivating ways
- students who will be well-rounded, community contributors armed with the academic and personal skills to succeed in the adult world and who see the relevance and purpose in their learning
- staff who feel a high degree of purpose, job satisfaction, pride, and personal growth
- parents who feel informed, valued, and satisfied
- a strong connection to the Hangzhou community and the perception that HIS represents 'excellence'

MISSION STATEMENT

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

General Learning Targets (GLTs)

Every HIS student will demonstrate the following:

1. Effective Communication (the ability to exchange and present information through a common use of symbols, signs and behavior)
2. High Level Thinking (the ability to expand learning beyond simple knowledge and recall)
3. A Solid Foundation of Knowledge (mastery of basic skills in all academic areas in order to integrate and apply skills in real-life situations)
4. Positive Learning Attitudes and Behaviors (affective and behavioral processes and skills that develop personal responsibility within a learning environment leading to positive learning outcomes)
5. Global and Community Appreciation (affective and behavioral processes and skills that develop an individual's recognition of his or her role and responsibility within the family, the HIS school community, regional communities and the global community)

(The mission statement and General Learning Targets [GLTs] will be reviewed and adapted periodically in conjunction with accreditation or other school improvement projects. The next full review is scheduled for fall 2018.)

CAMPUSES: CONSISTENCY AND COMMONALITIES

The Board currently oversees three schools in China: SCIS-Hongqiao, SCIS-Pudong, and HIS.

All campuses will be

- Focused on a core set of N-12 learning targets
- College preparatory
- Life preparatory
    - Balancing academics with activities
    - Exposing students to experiences beyond campus walls
    - Teaching students skills to be successful in life
- Student-focused

DESCRIPTORS

- International schools with U.S. curricular underpinnings and an independent school approach and philosophy;
- Programs which actively engage students, foster academic vitality and excellence, allow for each student's personal and social development, and encourage achievement in the arts, athletics, and social service;
- Programs which ultimately lead to university entrance, and prepare students for relevant external examination programs;
- Admissions criteria which limit enrollments of students to those with a reasonable expectation of being able to succeed in these programs and achieve our stated goals;
- A qualified and committed teaching faculty comprised of teachers who care deeply about students and their achievement;
- An administration which fosters student achievement, marshals and protects HIS resources, and ensures ongoing self-assessment and improvement via accreditation work, professional development projects, and other avenues;
- Campus facilities conducive to the successful delivery of our programs, located as much as possible in convenient proximity to our students' residences.

DUTIES OF THE BOARD OF DIRECTORS

- Oversee and promote the overall success and fiscal health of the school;
- Appoint and evaluate annually the Director of Schools;
- Develop, approve, and ensure the implementation of school policy, and ensure efficient and logical allocation of the school's human and material resources;
- Monitor the use of the school's existing facilities and develop new ones which might enhance program delivery;
- Ensure the maintenance of the school's good relationships with the Ministry of Education, Education Commissions and all government officials and agencies relevant to our school's mission in China;
- Meet periodically in accordance with the stipulations of the Articles of Association.

GOVERNANCE

HIS is overseen by members of a Board of Directors appointed according to the bylaws of the school's Articles of Association. 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 by International Schools Services in the United States, and is the one endorsed by the National Association of Independent

Schools. NAIS is the largest organization for independent schools --defined as schools that are "not under government control"--in the United States. In its statement on governance, NAIS reviews the other models, details the problems with an annually shifting, parent-elected board (especially for international schools with their more transient populations), and then says this:

> "The corporate model of a self-perpetuating board is what NAIS advocates, where the board chooses itself and its successors and is focused largely on the strategic future of the school. It sees itself as having only one employee to hire, evaluate, and fire (the Director), and it scrupulously and thankfully redirects all constituent complaints to the proper authority, the Director, then supports the Director in his or her adjudication of any challenges. This 'above the fray' approach frees the board to focus on the larger issues of institutional stability and growth and sends a strong signal to the community that the board has confidence in the leadership of the school, never allowing itself to become 'the court of last resort' to adjudicate conflict and overrule management decisions, knowing that if it does so, it will revert to the first model of governance indicated above and forever after be relegated to operational oversight rather than vision and strategy and generative thinking, its proper role."

The International School Foundation (also registered as the International School Development Foundation) is a not-for-profit foundation established in Lansing, Michigan, USA, as a 501c3 charitable foundation, philanthropic contributions to which may be claimed against U.S. taxes. The mission of the Foundation is to assist in the management and development of small international schools with a U.S. orientation in locations having a sustainable population for school development. The ISF also has an interest in educational programs in the United States that would attract international students.

ISF has assisted with the establishment of schools in Australia, China, Indonesia and South Africa, including the International School of Perth (established 2001 and now under different management as the International School of Western Australia), the North Jakarta International School (established in 1990 with management shifted to the Podomoro Corporation in 2012), Hangzhou International School (HIS, established in 2002), Shanghai Community International School (SCIS, established in 1996 with two campuses in Hongqiao, a 2nd-12th Grade Main campus and an early childhood campus, and one campus in Pudong), and the American International School of Cape Town (AISCT, established in 1997).

All of these schools have been accredited by the Western Association of Schools and Colleges (WASC). ISF is also in the process of establishing Bay Valley International Academy in Bay City, Michigan, as a transitional program for foreign students who wish to refine their English language skills and adapt to life in the USA prior to matriculation. Each ISF-affiliated school was established and is registered according to its own Deed of Foundation, prepared according to the laws of the Ministry of Education in each respective country. Each school operates on a not-for-profit basis, and each has its own Board of Governors. The International School Development Foundation is currently under the sole direction of Larry Balli. Previous co-directors included Michael Dougherty and Kristy Dewi, and these three continue to sit on the individual school boards of AISCT, HIS, and SCIS. Mr. Balli has been a teacher and administrator in international schools since 1972, and is a former headmaster of Jakarta International School, one of the largest such schools in the world during his tenure. Mr. Dougherty has been a teacher and administrator in international

schools since 1976, and was the founding headmaster of North Jakarta International School, which he headed for eleven years. Ms. Dewi has worked in international schools in various administrative capacities since 1984, and was involved in the financial management of the ISF-affiliated schools.

Most of the individual school boards also comprise additional members of the respective local communities, both expatriate and host country. This model of international school governance (as contrasted with annual elections from interested members of the parent community) is referred to as the corporate model, and has been endorsed by the National Association of Independent Schools (NAIS) as the most effective school governance model. Governance protocol includes parent input via various channels of communication established at each school, surveys, and parent organizations.

II

GENERAL SCHOOL PROCEDURES and POLICIES

Please refer to the "Parent-Student Handbook" and other school 'guidelines' for additional information on day-to-day school operation that is more campus-specific.

ADMISSIONS
HIS was developed to serve an international community and the very diverse cultures and learning needs of its students. HIS will admit age-appropriate students who are capable of success in its academic program and available support programs. Students with learning differences who are deemed capable of meeting the demands of the program with the help and support of the regular classroom teachers can be admitted on a conditional basis. Occasionally, external diagnostic testing and support may be recommended or required at parent expense, to ensure that the teachers have adequate information with which to prepare effective teaching strategies for these children.

Students with school records that reflect a need for excessive teacher support or attention (including discipline) may be denied admission.

The school may refuse admission to students based on a desire to keep a balance of nationalities or language proficiencies.

All campuses will establish clear guidelines and procedures for admissions and placement of students.

ACTIVITIES
In addition to the academic program, HIS will run an After-school Activities (ASA) program for all students in Grades K-12.

ADVERTISING
Neither the facilities, the staff, nor the students of HIS shall be employed in any manner for advertising or for promoting the interests of any non-HIS commercial, political, or other non-school agency, individuals or organization, except that:

- The school may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation supports the educational program and enhances the image of the school

- The school may use video or other educational materials bearing only simple mention of the producing firm, providing that the use of such materials can be justified on the basis of its educational value

- The Director of Schools may, at his/her discretion, announce or authorize to be announced, any community activity of particular educational merit to HIS students

The school may cooperate with any agency in the quality promotion of activities carried out in the general public interest and which promote the educational interests of the students.

The school may acknowledge donors of equipment and materials with simple identification name plates, plaques or similar identification and recognize sponsors of special events with verbal or written acknowledgments during the scheduled event itself. The school premises may not be used for billboard or other advertising purposes except during specific events to which all sponsors have equal access.

The school may solicit advertisements to be included in selected school publications as approved by the Administration.

BUILDING USE and RENTAL

Groups drawn primarily from the community served by HIS may be permitted to use facilities for worthy purposes, provided that such uses do not contravene School Policy and/or campus regulations, do not interfere with the school program, do not impose unwarranted burdens on school personnel and do not negatively impact on school facilities.

HIS facilities will only be rented to non-profit groups.

HIS facilities will only be rented to or utilized by school related groups.

HIS facilities will not be rented or utilized for political or religious purposes.

The Director is authorized to establish regulations for such use and give specific permission for each case. He/she will establish a scale of fees to be charged in light of services rendered and the nature of the groups involved.

Application must be made via a Facilities Usage Form to be submitted for approval to the Director. The school will charge a nominal fee for these facility uses to cover costs of utilities, security, and cleaning staff as needed. Facilities will not be rented or open on Sundays without the prior written approval of the Director of Schools.

CAMPUS HOURS, OPEN CAMPUS, AND VISITORS

On normal school days, campuses are “open” from 6 a.m. to 6 p.m. Members of the school community and visitors are able to enter and exit when school is open. Students in uniform enter freely; teachers, parents and administrators enter using their ID card (or sign in if they have forgotten their card), and parents and visitors sign in on entry. ID cards for HIS parents and alumni are available by application. Alumni are granted access to visit the school campus during after school hours, and by invitation or appointment during school hours. The school reserves the right to refuse entry to any person deemed a risk to the learning environment.

Libraries will be closed at 4:30 p.m. Office Hours end at 4:30.

Students should be in a library, café or common area after school unless they are under the direct supervision of a teacher, coach or parent activity coordinator.

On weekends, the campus is open only to teachers unless an event or activity has been planned (see “Building Use” above).

CHEWING GUM
Chewing gum is not allowed on any campus.

CLASS PARTIES
Classroom teachers will plan no more than a total of three class parties per school year and structure them around educationally relevant themes. Birthday celebrations may be held in addition to classroom parties, but are restricted to no more than 30 to 45 minutes time in conjunction with the snack period, the lunch period, or the end of the school day. Invitations to private birthday parties may be distributed at school ONLY if all children in the class are to be invited.

CLASS SIZE
The Board and Administration will establish and regularly review guidelines for class sizes, which may vary according to grade level, classroom size and other factors. In extenuating circumstances, and if it would be of benefit to the school, additional students might be added beyond the guideline at the discretion of the Director.

COMMUNICATIONS
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. Teachers and administrators should respond to any parent question, including e-mail queries, within 24 hours. The Director 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.

School e-mail from parents should be answered within 24 hours. All school e-mail communication should be kept to the point and sent only to relevant recipients. Messages requiring action or response are sent to recipients in the "to" box; when it is "fyi" messaging requiring no response, the recipient will be in the "cc" box. When a "thread" of conversation is started, be careful and conscious of the preceding message contents before adding new recipients to the discussion.

CURRICULUM
Students from Nursery to Preschool learn through a transdisciplinary early childhood-specific approach. Students from Pre-Kindergarten to Grade 8 study a number of mandatory subjects via transdisciplinary and interdisciplinary approaches. The mandatory subject areas are:

- English (referred to hereafter as Language Arts)
- Mathematics
- Sciences
- Social Studies
- Mandarin Language and Culture (minimum 6 weeks study for new non-native Mandarin speakers), ESOL or additional World Language (Grades 6-8)
- Physical Education/Health
- Technology Education
- Music
- Visual and Other Performing Arts

Students in Grades 9-12 will be offered a core educational course of study to include English, additional World Language, Mathematics, Sciences, Social Studies, as well as electives in the Arts, Technology, Physical Education/Health, and/or an additional core subject.

DRUGS, ALCOHOL, AND TOBACCO

HIS campuses are non-smoking environments at all times, both indoors and out. All members of the school community are expected to adhere to the laws of the host country regarding alcohol and drugs.

EMERGENCY PROCEDURES

HIS campus administration is charged with generating and regularly reviewing emergency procedures to cover contingencies, which might require evacuation or dismissal from campus, closure of the school, special medical procedures or precautions, and other emergency situations that might affect the health or safety of our students. Fire/evacuation drills will be conducted on the campus at least two times per school year. Safe Haven and Lock-Down procedures should also be rehearsed annually. The campus administration is responsible for planning, communicating, evaluating, and revising emergency drills and procedures.

FIELD TRIP GUIDELINES

Field trips will utilize resources and experiences not available in the classroom to forward school learning goals. Field trips will include opportunities to observe program-related business or activities, to experience the culture and geography of China and to gain social experience and maturity in situations away from home and school.

- The campus administration is charged with generating and publishing a coherent system by which teachers organize and arrange field trips. This system will take into account student safety as a primary concern and include means to notify and receive parental permission for all tips.
- Upper School field trips should generally be avoided during the two weeks prior to final examinations or external examination (AP/IB) in both semesters. All teachers are asked to consider the overall school schedule and keep busy times or other activities in mind when making field trip requests. (Special requests for trips at these times will be considered, however, and in some cases work out well.)
- Overnight trips will generally be limited to Middle and High School students. (Optional trips planned for weekends or vacations for the other grades are permissible, provided they are externally funded, all students are invited, and they do not involve missing any school days.) Exceptions to this policy will be made on a case-by-case basis by the Director.
- Day trips are generally limited to an approximate one-hour radius of the school. The goals of the school's field trip program can be met without travelling great distances, spending great amounts of money, or trying to ensure that every student sees every square meter of the host country. The overnight trips should cause students to miss no more than three calendar school days, and if school days are missed, at least one weekend day should be scheduled as part of the trip.
- The school administration will design and distribute a common permission form for field trips that mandates a parent signature before a student may attend. This form will also include a clear statement of the costs each student will assume and provide space for a parent to note any special circumstances (medical condition, dietary needs) of which the school needs to be aware.

FIRE DRILL AND EVACUATION PROCEDURES
At least two drills will be held annually on the HIS campus. The cooperation of all adults on campus is needed and expected. Teachers will review these procedures and the evacuation routes with their classes and stress the seriousness of emergency evacuation drills. Teachers are to ensure that an evacuation map is posted in their classrooms.

LANGUAGE POLICY
HIS will empower students by providing opportunities to develop as communicators and to build confidence in the use of language. HIS will recognize the linguistic diversity of its student community and strive to meet their educational needs including those associated with language acquisition and development.

The primary language of communication and instruction at HIS is English.

HIS will encourage students' understanding and appreciation of the host country's language and culture. Mandarin language and Chinese Culture will be offered specifically within our curriculum from grades PS-12.

HIS will recognize the importance of Mother Tongue instruction as a means to helping students maintain their first language and English language skills.

Communication in English
All HIS students should have expectations for thinking, inquiring and communicating in English.

HIS embraces learner diversity; however, it will only enroll students whose educational needs can be met by the School. Therefore, upon admission, students must meet the English language requirements to ensure academic success. HIS will provide a variety of instructional strategies, including but not limited to, intensive instruction, in class assistance, and program modifications.

All HIS students should have an expectation to meet the school's graduation requirements.

All members of the HIS community should provide reasonable support for development of appropriate abilities to communicate in English.

All members of the HIS community should have reasonable expectations for inquiring and communicating in English.

Communication in Languages other than English
All students will be required to study an additional language. However, ESOL students do not join the additional language program until they exhibit sufficient proficiency of academic English and thus no longer require pull-out ESOL support.

HIS will offer instruction in selected Foreign Languages within the school day beginning in grade 6.

Mandarin will be provided in continuum. Provisions for additional languages will be offered as resources and capacity allow.

All new non-native Mandarin speaking students in grades PS-8 will receive instruction in Chinese Studies (Culture and Language) for at least one term.

First language maintenance is the responsibility of the HIS parent community. However, HIS understands the importance of Mother Tongue Instruction as a means to helping students maintain their first language skills. Where academic performance and improvement of English proficiency is a key program objective, the school will collaborate with parents through a Mother Tongue support program through provision of classroom space (where available), limited time during the regular school week, afterschool and on Saturdays, and administrative assistance (organizing and providing PD). The respective Mother Tongue Community will recruit and hire the teachers who act in conjunction with the school administration for teacher supervision.

Self-taught or native level language learning may be supported in Grades 11 and 12 and administered according to regulations established by the International Baccalaureate Organization or the CollegeBoard and where resources and staffing are permitted. Additional costs for mother tongue instruction are borne by the parents of students participating in those programs.

LIBRARY MATERIALS SELECTION
Primary responsibility for the selection of materials for a school library is delegated to the relevant professional librarian/media specialist, who coordinates suggestions from the Principal, teaching staff, and the library's community of users. The Director has final authority for approving school library material selections and overall campus budget.

LEARNING RESOURCE SELECTION OR USE CHALLENGE
HIS campus administration is charged with establishing guidelines and protocols for the selection and use of learning resources. Any individual who feels that the selection or use of a book or other learning resource is inappropriate can identify the resource, note in writing the passage or passages or other reasons for which he or she feels the book or use of a resource is inappropriate, and submit this concern to the librarian or the Principal. A committee comprised of the librarian, teachers, Principal and a PAFA representative will review the challenge and determine whether to keep the book in general circulation, limit its access, or remove the book entirely from the library.

HIS is licensed and authorized to enroll students holding "foreign passports" and those approved by the Hangzhou Education Commission. Taiwan, Macau and Hong Kong are considered part of China by the Chinese government and the United Nations. For mutually advantageous reasons, China tacitly allows the enrollment at international schools of students holding Taiwan, Macau, and Hong Kong residence documents. It would not be to our benefit, or that of the affected families involved, to try to clarify this issue. Most vulnerable here are our Taiwanese parents and children; both groups are extremely sensitive to the fragility of their ability to enroll their children in international schools.

It is the policy of HIS, therefore, not to risk any confrontation with Chinese authorities over the display of flags in ceremonies or more permanent displays on school campuses. No flags of Hong Kong, Macau or Taiwan should be displayed on campus or during events, nor should they appear in any official HIS publications. Also see policy on 'Causes'.

LUNCH PROCEDURES AND STUDENT ETIQUETTE

The school administration will develop lunchroom protocols for HIS and ensure that at least one teacher is on lunch supervision whenever students are in the cafeteria. The HIS cafeteria and cafe will not serve students food or beverage items that are considered hard candy or high in caffeine content.

MEDICAL EMERGENCIES

In the case of an accident resulting in a serious medical emergency or injury, the nearest teacher should stay with the afflicted child and send for the nurse. If it is determined that the child needs to be transported to the hospital, the child will be taken (unless inadvisable due to neck or back injury) by school transport to the nearest designated medical facility. The nurse or another adult will accompany the child and stay with her or him until the child's parent arrives. The Principal's office staff will notify the parents.

In cases of widespread infectious disease concerns, as with the Sudden Acute Respiratory Syndrome (SARS), the school will adopt infectious disease protocols based on recommendations and guidelines of the World Health Organization and the local health authority.

HIS does not purchase personal accident or medical insurance for its students or visitors, except to qualified teachers and their children as a contractual benefit. HIS parents are expected to carry health and accident insurance for their children as per admission guidelines and agreements. The school does carry liability insurance to protect the school from claims of negligence or gross misconduct. Parents are required to purchase general health and accident insurance for their children who will be attending HIS. All accidents or major incidents should be well documented immediately after primary attention is concluded.

PARENTS AND FRIENDS ASSOCIATION

Membership to the Parents and Friends Association (PAFA) is conferred to parents and/or guardians upon the enrolment of their child. Other relatives or family friends with an interest in the school and its students may join. PAFA's goals are

- To encourage parent and community involvement
- To help coordinate programs outside of the provided curriculum in which volunteer parents provide assistance to the teachers and the school.
- To encourage participation by all without discrimination
- To work collaboratively with school leadership including administrators, teachers and staff
- To effectively communicate decisions and events to all PAFA members

PAFA may raise funds to support various efforts that build our community. It does so under the aegis of HIS, the legally registered enterprise under which by Chinese law any funds must be designated. Therefore, the HIS administration holds responsibility to audit all revenues and expenditures of PAFA and include these figures in its annual government audit.

HIS operates on a not-for-profit basis and all monies arising from fund raising are to benefit our school and our children. All money raised by PAFA will be allocated towards items outside of the scope of the school's planned operating budget. All funds earned under the auspices of PAFA must be allocated and spent within a reasonable amount of time of having been raised, preferably within the school year in which the funds were raised. PAFA will be

allowed the liberty to make charitable donations based on membership approval. However, at fund-raising events parents will assume that their contributions will be going towards the school and its children. Therefore, when events are planned in order to aid a charity, that information should be publicized before and during the event so that participating parents know who is benefitting from their participation.

PAFA is legally a branch of HIS and follows the direction of the Administration and Board of Directors. Therefore, the administration reserves the right to make all final decisions regarding PAFA activities. Currently there is one PAFA group at HIS. PAFA may in the future wish to create a new group on an existing campus – for example, divide into Lower School PAFA and Upper School PAFA. PAFA is responsible for formulating and communicating its leadership structure and its HIS administration pre-approved constitution or by-laws on an annual basis.

PARENTS CODE OF CONDUCT

HIS expect parents and/or guardians to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behavior towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- correcting own child's behavior, especially in public where it could otherwise lead to conflict, aggressive or unsafe behavior;
- respecting the school environment, including keeping the school tidy by not littering.
- observing campus security measures

In order to support a peaceful and safe school environment, the school cannot tolerate:

- disruptive behavior, which interferes with the operation of a classroom, an office area or any other part of the school grounds This includes words or actions that bring the institution into disrepute or gravely affect the conduct of school business.
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- damaging or destroying school property;
- abusive or threatening emails, phone, social network messages or other communications;
- chain email communications that elicit unsolicited support for a concern or complaint and do not follow appropriate lines of communication

Violations of the Parent Code of Conduct will be reported to the appropriate administration and may result in a parent and/or guardian being restricted from entering the school grounds to safeguard our school community. In extreme cases involving a major violation and/or repeated violations of the parent code of conduct, disenrollment of the parents' children from HIS may be necessary.

PHOTOCOPYING AND PAPER USE
Teachers should limit photocopying only to what is needed for their classroom program. Used A4 paper with one side blank should be re-used whenever practical for quizzes, fax machines, and other such casual needs. As with electricity consumption, such conservation efforts help the school budget and the ecology, and help create an overall culture of conservation and waste prevention. (This also sets a good example for our students.) Photocopying of personal items such as invitations to parties, Christmas cards, or printing of photographs should be done off campus.

A set amount of paper and color copies will be allocated for classroom use each semester. If additional copies or paper are needed, teachers will have to get budgeting approval from the Director.

Upper School students will be issued a card allowing them a preset number of copies per school year. Once this allotment has been used, the student may add money to the card for additional copies.

PROGRESS REPORTS
Progress Reports are issued periodically, and constitute a major form of school-to-parent communication. See the Assessment Guidelines for our expectations in regard to Progress Reports, which include in-depth narrative commentary on each individual child.

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 students at the time of withdrawal. Progress reports, reference letters, or letters of attendance are not issued if there is pending student account with the finance office.

SCHOOL PROPERTY, OFF-CAMPUS USE
No person or organization should take school equipment off campus unless it has been checked out to an individual who accepts full liability for replacement or repair. This check-out should be in writing and includes such things as computers, cameras and printed materials (books).

SMOKING
HIS campuses are non-smoking environments, indoors and out – including school parking lots.

TEMPORARY GUARDIAN
If parents or the legal guardian leaves Hangzhou temporarily and leaves a child(ren) in the care of someone else, they are required to notify the school in advance and give all dates of their absence, and the names, numbers and pertinent information of the temporary guardian. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

TRANSFERRING BETWEEN HIS AND ANOTHER ISF SCHOOL
Students wishing to transfer to a different campus should contact the admissions office. Placement for transfers (depending on seat availability) usually follows the following normal priority ranking:

1. HIS students requesting a transfer to a campus where a sibling is already enrolled
2. HIS siblings all requesting a transfer to the same campus
3. HIS students requesting a transfer while sibling(s) remain(s) on the current campus
4. Individual HIS students
5. HIS students transferring to SCIS or vice versa

Transfer requests for the following school year should be submitted by mid-February. Transfer requests after this date will be accepted, but priority ranking will not necessarily apply. Within groupings, requests will be considered by the date of the request as long as the admission committee is able to apply normal priority ranking. Transfers are only considered for the beginning of the school year for students who have attended at least two semesters at the original campus. See Admissions guidelines for additional considerations.

Normal priority ranking can be affected by the availability of ESOL or special learning needs services, diversity, class capacity, class composition, and other considerations.

TRANSFERRING TO ANOTHER SCHOOL

HIS understands the transient nature of our school community. With reasonable notice, the administration will provide appropriate documentation to support enrollment to another school outside of the city. Students transferring out of HIS, who have been in attendance for up to one full academic year and are in good standing, will receive copies of all report cards, standardized tests, and an official school letter confirming dates of enrollment. Students transferring out of HIS to another city, who have been in attendance for more than one full academic year and are in good standing, will receive the same documentation and may be entitled to specific recommendation materials. For students meeting the enrollment length requirements, all requests for recommendation materials and/or completion of such forms must be requested through the respective administrative office. HIS transcripts, report cards, a single letter of reference/recommendation, and standardized testing reports are considered sufficient documentation for transfers. To protect faculty preparation time and our learning environment, HIS will not accept requests to complete lengthy application materials on behalf of the receiving school. In all cases, HIS reserves the right to determine the appropriate level of recommendation materials that will be provided to departing students.

VISITORS

All visitors must sign in at the entrance gate and proceed to the main office to check in. Visitors wear the “visitor” name card during their visit so that our staff and students will know to help guide them.

III
STUDENT POLICY

ABUSE of STUDENTS
The administration will develop and publish procedures that shall be followed in case a teacher suspects that a student is being abused in any manner by an adult or fellow student.

ACTIVITY ELIGIBILITY
The school administration will regularly review and publish guidelines for student eligibility to take part in extra-curricular programming.

ATTENDANCE AND GRADING
In the event that a student misses either ten classes in a quarter or twenty classes in a semester (in a given class) for any reason (including late enrollment), the Principal will convene a committee including the class teacher to consider whether that student can be awarded credit for that course. Where communication with parents cannot be established, a student will be considered disenrolled after 20 days of absence. Each class will be considered separately and decisions may be different based on subject matter and the ability of the teacher to assign comparable make up work for excused absence.

BUS CONDUCT
The administration will generate and publish rules related to student conduct on buses, and include sanctions for any student who creates an unsafe environment for their classmates while traveling to and from school. While the bus is in motion, students should remain seated with their seatbelts on and windows closed.

CELL/HANDPHONES
Students are permitted to carry hand phones to school. However, phones must be turned off during class time, assemblies, or performances.

CREDITS (HIGH SCHOOL) EARNED
Course credit will be awarded on a semester basis.

DISCIPLINE
The school administration and teachers will strive to create a friendly but structured school climate that is conducive to learning. The administration will generate and publish guidelines to this end that allow for the maintenance of a constructive school environment that is based on the following:

At HIS, We respect:

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

All adults who are working in the school are expected and empowered to support the discipline process.

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 may utilize before involving the Principal, who is authorized to suspend students from school for up to 3 days when he or she deems the situation warrants more forceful action. The Principal should always be notified in cases of gross disobedience. In cases where the Principal believes that stronger measures are warranted, the Director of Schools may suspend for an additional period (i.e., beyond three days), or recommend expulsion to the Board of Directors.

DRESS CODE

HIS students adhere to a dress code that we believe promotes a sense of orderliness and school community, helps with campus and field trip security, and reduces "fashion competition". We aim to have students wearing similar, if not necessarily identical, outfits that engender a feeling of community and avoid clothes conscious social situations.

Elementary students (Pre-School through Grade 5) wear navy blue trousers, shorts, or skirts and a light blue polo shirt (short or long sleeved) with the HIS book logo. A navy fleece or navy/gray hoodie with the HIS logo can be worn in the cooler weather.

Middle School students (Grades 6, 7 and 8) wear tan shorts, trousers, or skirts and a navy blue polo shirt (short or long sleeved) with the HIS book logo. A navy fleece or navy/gray hoodie with the HIS logo can be worn in the cooler weather.

High School students (Grades 9 through 12) wear tan shorts or trousers, or plaid skirts (girls only) and a light blue Oxford cloth button down short or long sleeved short with the HIS book logo. A navy fleece or navy/gray hoodie with the HIS logo can be worn in the cooler weather.

All students wear laced shoes or sturdy sandals. Athletic shoes or sneakers are acceptable, but "flip-flops", "thong" sandals, and other beach-type footwear are not appropriate for school. Caps or hats in buildings are also inappropriate. It is preferred that winter outerwear be navy blue, grey or tan in color, and these garments should be removed when indoors. The use of light sweatshirts/hoodies (i.e. GAP or Abercrombie and Fitch sweatshirts) or sweaters that are not distributed by the uniform office are not acceptable during class time. All students are expected to be well groomed and appropriately dressed at school or during school-related functions off campus. Immodest or distracting attire is inappropriate in our multi-cultural setting. Excessive facial jewelry for males or distracting or bizarre jewelry for girls is not allowed. This interpretation can extend to haircuts, hair dyes, jewelry, makeup, body art or other aspects of personal appearance.

There are occasionally "spirit" 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, and will be announced by the school administration. 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 will normally wear the school uniform for field trips, unless otherwise indicated on the permission form.

The manner in which students are expected to wear their uniform is as follows: shirts should be fully buttoned with the exception of the very top button; clothing that is worn beneath the

school shirts/tops should be tucked in and not hanging out so as to not to be overly visible. Clothing should be in good repair, clean, and of the proper size to fit.

Students who do not have the proper school attire may be sent from their class to the school office, where they can phone home to have proper clothing sent to school. In the Upper School a student may be required to wear office-provided clothing for the day.

It is the responsibility of campus administration to communicate dress expectations for events where school uniforms are not required.

DRUGS, ALCOHOL AND TOBACCO

Drug and alcohol use by students on school grounds and at any time that they are under the care of an HIS representative is prohibited. HIS has a "zero tolerance" philosophy when it comes to illegal drugs such as marijuana, ecstasy, or other controlled substances, other than prescribed medications. Any student enrolled is subject to random or targeted drug analysis testing. In the event that your child is chosen for random or targeted drug testing, you will be notified on the day the hair sample is taken, and when the laboratory results have been returned.

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. The Director of Schools must review all recommendations for disenrollment prior to parent notification and approval from the Board of Directors should take place prior to formal disenrollment.

FIELD TRIP PARTICIPATION

All students are to be encouraged to participate in field trips. The teacher must coordinate assignments and supervision arrangements for any non-participating students. At least two thirds of the class must participate in any field trip in order for it to go forward.

The school has a right to deny students access to field trips when it feels that the school cannot meet students needs, or when the school is unwilling to accept responsibility for a given student (for behavioral or medical reasons, for example). The Principal and Director will determine the number of chaperones and overall supervision for the trip.

GRADUATION REQUIREMENTS

Subject	**Total Credits Required for Each Subject**
Language Arts	4.0
Social Studies	3.0
Mathematics	3.0
World Languages (other than English)	3.0
Sciences	3.0
Physical and Health Education	2.0
Other Courses of Study or Electives	5.0
Fine and Performing Arts	2.0
Total Credits Required for Graduation	**25.0**

Students must complete and present a non-credit graduation portfolio/senior project as part of graduation requirements.

Students who receive a failing grade (less than a 60% on a 100 scale or a score of 2 on the 1-7 scale) for a semester may be assigned an independent study contract to make up the failed work. The contract will include clear time-limits for the completion of the work. If the student make-up work is satisfactorily completed, the failing grade will be changed to 60% (or a score of 2 on the 1-7 scale) which becomes the grade used for semester averaging and transcript reporting. This can include the completion of an accredited online course that has been pre-approved by the HIS administration.

For further details, consult the Parent Student Handbook for the respective school and campus.

HOMEWORK

Homework will be assigned as independent learning that reinforces skills and understanding already taught at school. Teachers may change the amount and regularity of homework, but should provide students with opportunities to reinforce learning at home and pursue enrichment and further understanding where strong student interest is evident. The campus administration should establish and communicate homework guidelines, and at the upper school level, a homework calendar should be maintained.

HONOR CODE

The school's Honor Code, of particular application to the Upper School, 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 honor 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 involved to one degree or another of academic dishonesty."

Teachers will discuss this code with students to ensure understanding.

LIBRARY AND LOST MATERIALS

Students who lose books will be charged the cost of the book and a replacement fee that includes the processing and other administrative charges.

LOCKERS
Lockers are school property furnished for student convenience. Each Upper School (Grades 6 through 12) student will be assigned a locker and provided with instructions for a locker combination. HIS is not responsible for missing items. The school reserves the right to inspect school lockers at the discretion of the school administration.

MONEY, PERSONAL PROPERTY AND VALUABLES
Students should not bring expensive luxury items or large amounts of cash to school. Students may ask the office to hold onto valuables. Otherwise the school will not be responsible for lost or stolen valuables. Laptops should not be left unattended unless secured in a locker. Please see Guidelines for Technology Acceptable Use for further details.

SCHEDULING, COURSE LOADS, AND STUDY HALLS
All HIS students will have full-time schedules. Students who may wish (at their own expense) to take a class through another accredited organization or online course may be assigned an open period for that work with the approval of the Principal. In this instance, the student will enroll in a study hall to satisfy the work requirement. The Principal has the discretion to determine course credit value from transferring schools, and may waive an HIS graduation requirement where appropriate. Principals may also exercise their discretion in allowing a student to reduce their courseload by one (1) subject, with parent permission, if it is determined to be in the best interests of that student.

TRANSFER STUDENTS AND GRADUATION REQUIREMENTS
Students transferring into HIS will be awarded HIS credits for passing grades in equivalent-hour courses from their previous schools. The HIS administration will determine the courses that will receive credit towards HIS graduation, and list the future courses needed to meet the HIS graduation requirements (see "graduation requirements").

TRANSPORTATION FOR STUDENT ACTIVITIES
The school will pay transportation costs for the following local activities, on a pre-arranged, pre-approved basis:

- Approved field trips within approximately one hour's radius of the school. Field trips taken outside of this radius may require student contribution or outside sponsoring.
- Trips by athletic teams and musical groups or trips for other such activities with other schools. Team or other group activities outside the one-hour radius would come under general "Field Trip" guidelines, and would require funding.
- Activity busses are ONLY for the athletes or students for whom they are scheduled. Non-athletes participants are not allowed on these busses.

VISITORS/VISITATIONS BY NON-ENROLLED STUDENTS
HIS does not accept supervision responsibility or liability for visitations by student-aged visitors who are not enrolled at the school. In some cases, the Admissions Department may set up a visit by student candidates to see if they are suited for the HIS school environment. In these cases, a parent will be present and supervise the student during such a visitation. If a parent of a non-enrolled student wants to bring the candidate to school to see the school and stay for and a brief visit, over lunch if appropriate, this can be arranged, but generally time in class will not be allowed. To ensure minimal program disruption, Alumni students should limit their visits to afterschool hours, or by invitation or appointment during school hours.

WEAPONS

Students are prohibited from bringing weapons of any kind, including realistic toy weapons, onto the campus. Any instrument which can propel a projectile which might cause physical injury, including sling shots, BB guns or any sort of 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.

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.

WITHDRAWAL

Students will not receive final progress reports until such time as the school has ascertained that their bills have been paid and all school owned material has been returned.

IV
FINANCE-RELATED POLICIES

CHARITY
Money may not be taken from the school budget (i.e., tuition fees) to donate to charity. This would amount to "forced giving" from parents who pay school fees with the expectation that tuition revenue is used for the academic and extra-curricular programs.

Fund raising activities can be coordinated at the school. Any group or party wishing to raise funds for charity under the aegis of the school must submit a Community Service Proposal for the Director of School's review.

The campus will manage its community service campaigns. Fund raising may not promote a religious denomination or church. When proceeds from PAFA events or activities are planned for contribution to a charity, participating parents will be informed of this charity in advance and during the event. If no such announcement is made, parents can assume that the proceeds will be used by PAFA to benefit the school and its students.

FIELD TRIP EXPENSES
The school will provide transportation and drinks for approved day trips in the general school vicinity. Entry fees and required costs will be covered by school following the Field Trip Proposal and Budgeting Procedures. Parents will cover personal costs for students on field trips. The Principal's field trip budget, as well as the Director's entertainment budget, PAFA, or other support, may also be available for special additional expenses upon advance request and approval.

Overnight trips will be an equally shared cost between the school and the student, including the cost of sending chaperons. Costs for elective trips, including all costs for HIS chaperones, will be borne by the parents of participating students.

GIFTS AND BEQUESTS
To individual teachers: School employees are prohibited from accepting cash gifts and/or any gift with a value in excess of $200 from parents, students, vendors or other parties with a connection to one of the teacher's students.

To the school: All gifts duly accepted whether given to a class, employee, or department become the property of the school and may be used or allocated at the school's discretion. Efforts will be made to use or locate the gift as suggested by the donor. Gifts or bequests accepted shall not conflict with the basic purposes of the school or with its not-profit character and shall not carry provisions contrary to the Articles of Association of the school.

INVENTORY
All items purchased by the school will be labeled or stamped with the school name. The school will maintain an inventory of all school-owned supplies. No items listed on the school's inventory, which includes the library, may be deleted from the inventory without the approval of the Director of Schools.

The school is responsible to its independent auditors to account for all books and materials purchased for the school Library. The librarian will compile a list of missing books at the end

of each semester. No book titles will be deleted from the Library database except with the approval of the Director and Business Manager.

PAFA FUNDRAISING

Any money raised under the auspices of PAFA is accountable to the school and is the responsibility of the school in terms of annual accounting and tax audits. All money raised by PAFA must be deposited to the school accounting office immediately after it is raised, to the PAFA account. The school administration must approve all fundraising activities and proposed expenditures, and ensure that they are of general benefit to the school and to as many students as possible. (See "PAFA" in Section II.)

STUDENT ACTIVITIES FINANCES

Student organizations will be self-funded. All school clubs handling money must set up student activity accounts through the Business Office under the supervision of the sponsoring teacher.

Money from activities should be deposited with the campus cashier or with signed receipt with a campus administrator immediately after the event at which the money was collected. The finance department will publish procedures to clarify how money may be paid out from accounts.

SUPPLIES AND BUDGETING

a. Procedure

The administration, in consultation with the Board of Directors, will devise and publish procedures whereby the professional staff may request teaching materials. This process will consider the budget restrictions that apply, and be transparent so that clearly what has been approved or denied.

Supplies for a teacher's daily classroom use will be requested and tracked through the warehouse, using a written supply request form.

b. Local Purchases

All local purchase must be approved in advance by the school administration and according to published guidelines. No local purchase will be treated as an emergency and teachers are expected to exercise planning and make local purchase requests well in advance of needs.

c. Reimbursement

Pre-approval of all purchases is required in order for reimbursement All approved purchased materials must be added to the inventory in the warehouse or in the case of a "consumable" item, at least viewed and confirmed by the warehouse staff.

Submit a pre-approved Budget Request Form, *fapiao**, and the confirmation of the inventory (see above) to the respective site campus Cashier for reimbursement.

**fapiao* is the official government receipt and is required in order for the school to make reimbursement. The *fapiao* must have the red stamp from Tax Bureau affixed. Please note that our staff must check the Mandarin notations to ensure that the *fapiao* is consistent with the vendor and items purchased indicated on the Budget Request. *Fapiaos* from a different vendor cannot be reimbursed. A *fapiao* is not automatically given by most stores in China (Metro is a notable exception). It must be asked for, even at such stores as Carrefour.

Reimbursement for less than RMB200 will usually be made within a week in cash; amounts above RMB200 will be transferred to your bank account at the end of the month (added to your salary payment).

d. Purchases during Holidays

Approval to make purchases made over a holiday must be issued in advance by the Director. The procedure to request "retroactive reimbursement" is to fill out a Budget Request Form, which should be submitted to the Director along with the actual items purchased. Materials that are purchased must be marked as school property and added to the school inventory before reimbursement can be made.

e. Textbook cycles/replacement

It is expected that a textbook series will be used for three to five school years.

The Director has the final authority for approving textbook and library selections and will be responsible for the review and selection of textbooks and other materials to be acquired for their divisions. Final recommendations will go to the Office of the Director for review and preparation of a material budget for presentation to the Board Treasurer as part of the annual budget approval procedure.

f. Donations of School Supplies

Books, equipment, or other school supplies which are in disrepair or otherwise no longer of use to the school should be labeled such and sent to the Resource Room. After the HR and Admin Manager has approved these inventory adjustments, these supplies can be donated to another school or organization. Teachers may suggest worthy recipients but may not actually directly donate any items to others. The Director will make final decision. Teachers are not authorized to discard or donate any school items without following the above procedures.

g. Provision of Supplies to Students

Teachers may provide students with a "start-up kit" of basic materials that students will be using, such as a notebook, ruler, pen/pencil, eraser, and other items of this nature. Thereafter, all students will provide their own supplies. The school will continue to supply students with the writing materials they use in class, but the school will not supply students with stationery or supplies for homework or other home use-only the initial start-up kit.

Teachers are responsible for supplies and materials borrowed from the Resource Room or Library and, subsequently, given to students or other teachers. Teachers will keep track of items borrowed and see that they are accounted for. Teachers are liable for the replacement costs of lost materials and supplies.

TUITION PAYMENT AND REFUNDS

The finance/admissions office will publish and clearly communicate all payment expectations to school stakeholders. Where possible, the school will send at least one timely reminder to families regarding their payment obligations

No student may be scheduled for, or attend any class unless their school fees and tuition have been paid as per published payment schedules and calendars or with the approval of the HIS Chief Financial Officer.

The admissions office is empowered to admit students to take a seat in place of any student whose tuition is in arrears for more than three weeks.

No student records may be released for any student who has not cleared all their financial obligations to the school.

Refund policy:

1. If a student withdraws for the following school year and notifies the school by March 18, HIS will refund the full tuition and seat guarantee amount paid.
2. If a student withdraws before the start of the first semester and notifies the school by July 31, HIS will refund the semester or annual payment made after deducting RMB 15,000 seat guarantee.
3. If a student withdraws before the start of the first semester, but notifies the school after July 31, HIS will refund the semester or annual payment made after deducting RMB 30,000.
4. If a student withdraws after the start of the first semester, gives notification of withdrawal by December 1, and does not attend any days of school in semester two, HIS will refund the annual payment made minus the Semester Fee, as listed above.
5. If notification of withdrawal is made after December 1 but before the start of the second semester, HIS will refund the annual payment made minus the Semester Fee and an additional RMB 15,000.
6. Once a semester is underway, no refund for that semester is possible, regardless of whether the student has attended classes or not.
7. Refunds will not be offered to students who are dismissed from school for academic or behavioral misconduct, or to students who have not disclosed learning issues which HIS cannot address.
8. School fees are not transferable.
9. Refunds are processed after the student's last day of attendance, once the return of school materials has been verified.
10. Refunds will be transferred to the party making the fee payments within fifteen working days.

If the Director knowingly allows a student for whom fees have not been paid to remain in class in violation of the above procedures and timelines, he or she can be held liable for those unpaid funds.

TEXTBOOKS AND SCHOOL MATERIALS

Textbooks, library books, laptops 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 before they will be issued progress reports, transcripts, diplomas or other documentation.

V
Personnel

ADMINISTRATIVE, TEACHER AND OFFICE DUTY DAYS

- The Director follows a 225-day calendar, to include the Principals' calendar below and additional weekdays (business days), as school operations require.
- Returning Principals and Vice Principals are on campus at least five calendar days before the new teacher arrival date. They are on campus at least five calendar days after the last teacher duty day. Principals (or their Vice Principals) should be on campus on the last weekday of the Winter holiday in order to deal with new parents and students starting the second semester. Newly hired Administrators in this category will report at least ten calendar days prior to the new teacher arrival date and be on duty during all teacher duty days, except where leave is approved.
- The first duty day for teachers and student support counselors will usually be one week prior to the first day of classes. New teachers' reporting date will be two weeks prior to the first day of classes. All teachers and counselors are on duty on all class days.
- Librarians, Media-Specialists, Campus Technology Coordinators, Athletics & Activities Coordinators, SSS Coordinators, and Aquatics Coordinators report to school 2 working days prior to returning teachers, and otherwise follow the same duty days as teachers.
- Office staff are entitled to ten (10) working days paid leave per year after completing one full year of service. Additional leave is provided according to their years of tenure and PRC regulations.
- In addition to national holidays and weekends, the Admissions and Community Relations Coordinator is given thirty (30) working days of leave per contract upon approval by their supervisor who will ensure adequate campus coverage for the Fall, Spring and Summer breaks. The coordinator will report to campus at least one week before the new teacher arrival date. He/she will remain on duty at least five (5) calendar days after the last teacher duty day in June.

The administrative calendar indicates those dates on which various faculty members are expected to be on campus and on duty. As noted in the calendar designations, administrators are expected to work additional days as needed to fulfill their duties. If an administrator wishes to miss any prescribed days, he or she must first get the approval from the Director of Schools. Teaching faculty members who have "part-time" designations for coordinator or librarian roles should follow duty days for those positions. New faculty who are unable to report to work on the indicated date for any reason (but have approval from their direct supervisor) will have their base pay prorated according to their actual reporting date.

With preapproval of their direct supervisor, administrators may request one personal leave day during the teacher duty days. Administrative vacation schedules must be organized in advance in order to ensure office coverage during holidays. The Director approves office staff and campus administration leaves, and the Board approves the Director's leave.

BANKING AND SALARY PAYMENTS

Teacher salaries will be paid over an eleven month period (August to June), with a twelfth retirement/savings payment made in August. All salary payments are made by intra-bank

transfer to teachers' local, individual accounts. Payday will be the last business day of the month in most months.

The Business Office will order the monthly salary transfer on the last business day of the month, or as per the published payday list. The Business Office will not make transfer orders before the stated salary date each month.

"CAUSES"
Teachers will not allow any of their own espoused causes to play an inordinately time-consuming role in their classrooms. "Inordinately" means that teachers should always subordinate the "cause", no matter how noble or critically important, to the curriculum. If in doubt, discuss this with the Director.

COMPUTER USE
All school computers are intended as support to the educational program and shall be used primarily in that capacity. The school administration is charged with the development and distribution of an 'acceptable-use' policy for the system. This policy will include the following points:

- Teachers should primarily use school and classroom computers for program-related work, including internet access, word processing, and Progress Report writing. If there is a second computer in the classroom, it should be made available for students to complete work or do research on the internet.
- Teachers should never use their classroom computer for e-mail, personal internet browsing, or other personal use during school hours, except during recess, prep periods and lunch breaks.
- Teachers will not sit at a classroom computer while there are children in the classroom, unless he or she is using this session as a teaching tool and the students are involved.
- Teachers will follow the Acceptable Use Policy established by the Technology Department as posted in the in the Parent-Student Handbook.

CONTRACTS
a. Whether for new positions or for the replacement of vacancies, all contracts of employment must be approved by the Board of Directors before they are issued. Contracts for such approved positions or vacancies can be issued by the Director of Schools or any of the members of the Board of Directors. Only a pre-approved, current contract template will be used. The Director of Schools will establish compensation levels for Board approval each school year and communicate them to the school administration. Teachers under contract with HIS are prohibited by the Republic of China from accepting other paid employment within the PRC. After a contract expires, it may be renewed or discontinued at the school's discretion.

b. Salary Categories

HIS hires and maintains a qualified faculty. The basis of initial qualification and salary is by certification or the equivalent, by highest degree earned, or by a combination of the two. In general, a teacher is initially considered qualified by meeting at least one of the following conditions.

- Bachelor's degree or higher in education
- Bachelor's degree in area of instruction and certification or equivalent in home country (Current certification or the equivalent is preferred, however, we understand that home country certification might not be maintained for a variety of valid reasons.)
- Master's degree or above in area of instruction

and

- Prior experience indicating the ability to work with students and the community in a learning environment. (Preferably at least three years experience in the area of instruction.)

There are only three regular entry level salary categories:

- 3-7 years of qualified full-time teaching experience
- 8-12 years of qualified full-time teaching experience
- 13+ years of qualified full-time teaching experience

HIS may hire a teacher who has not fully met the criteria for qualification at the discretion of the Director of Schools. Generally, the teacher has three years to comply with qualification requirements. Financial assistance is available for this purpose. A salary freeze is generally imposed until such time as the teacher achieves qualified status.

HIS faculty members maintain their qualified status through demonstrating the ability to actively and professionally contribute to student learning and the HIS learning community at large.

The above categories are for initial salary designation only; HIS does not maintain a multi-year 'grid' with step schedules for subsequent contracts. Teachers renewing contracts can, in most cases, expect an annual increase as has always been the case at HIS in the past. In some cases of long term service and the high end of our salary range, the school may reserve the right limit raises or freeze salaries.

Teachers who earn a Masters or Doctoral degree after starting work at HIS are entitled to additional salary (currently $2,000 and 4,000 per annum, respectively), provided that the course work is completed and the degree is conferred or evidence of completion is submitted prior to the first reporting date of the new school year. Teachers should inform the school administration at the time of contract signing that this new degree is anticipated. If these conditions are not met, then the additional salary will not be added to the teacher's contract until the following contract is negotiated.

c. Contract Renewal/Non-Renewal

Teachers who have completed their initial contract (usually two years) or a subsequent one-year contract may indicate their interest in committing to an additional one-year contract. If a teacher wishes to obtain an additional one-year contract, the decision to offer one is made by the Director.

If a teacher indicates an inclination to return but the administration does not intend to renew a contract for that teacher, the Director will normally notify the teacher by the end of November.

After the published signing deadline is past, contract deadline extensions will not be granted. However, teachers may submit their contract for consideration at any time and if the position has not yet been filled, their candidacy will be considered against the general pool. In the event that a teacher does not sign the contract before the deadline, but later in that same school year decides he or she would like to return after all and is offered a contract, then he or she will be considered a "returning" teacher entitled to all of the increases and benefits he or she would have had had he or she signed the contract before the deadline. Once the school year is over and the teacher has left the employ of HIS, he or she will be classified as would other "new" candidates should they apply again to work at HIS and would forfeit all 'veteran' benefits and placements.

d. Contract Termination

The school for the following reasons can terminate a Contract of Employment:

- Failing to satisfy the conditions of employment during the probationary period
- Serious or repeated violations of school policy, faculty guidelines, or other stated expectations.
- Serious dereliction of duty or graft
- Prosecution for any criminal offense
- Establishing additional employment relationship with another employer
- Use of deception or coercion that is contrary to employer's intent
- Visa difficulties (If the school is unable to obtain a visa, work permit, or other documents allowing the teacher to work as a foreigner in that country.)
- Insufficient number of students enrolled in the subject or grade level for which they were hired
- Necessity of evacuation due to natural disaster or political upheaval
- Incompetence in performance of duties
- Moral turpitude and/or gross misconduct
- Discovery that incorrect, falsified or incomplete documentation was submitted at the time of application or to establish higher qualification
- Medical unfitness

Termination of contract notices must be communicated in writing over the signature of the Director of Schools. Approval of the Board will be obtained prior to termination action.

If a teacher or administrator's contract is terminated due to civil disturbance, reduction in enrolment, or other such issues outside of the faculty member's control, the school will pay one month's severance remuneration for each year of service at the school, up to a maximum of three months, and only for months for which salary has not already been paid. If the school needs to reduce total faculty numbers due to serious reduction in enrolment as above, the administration and the Board would make termination and retention decisions based on the school's needs at each grade level.

If the school unilaterally terminates a contract for any cause other than gross misconduct or moral turpitude, the teacher or administrator shall not be under obligation to repay any salary

or benefits paid by the school up to and including the date of termination. The overseas-hire faculty member will be entitled to keep the annual airfare allowance that had been paid at the start of the school year.

e. Breaking a Contract
Any teacher or administrator who unilaterally terminates a contract before the full term will be obligated to pay up to one monthly salary payment of the contractual year that is terminated, plus a prorated amount of the expenses incurred in bringing the faculty member (and family, if applicable) to the country, including recruitment costs. The teacher is also responsible to repay any salary/benefits paid in advance and/or forfeit any salary/benefits that have accrued, based on the current contract period. The teacher will also forfeit the entire final 12th savings payment usually made in August following the school year in question. (See also, "Professional Conduct" below.)

The school will uphold the integrity of our written contracts and maintain an expectation that the personal and professional decisions in this regard occur prior to the contractual deadline, or as policy allows.

School administrators may not use their position, titles or school stationery to support employment applications of teachers who voluntarily break contract without the express permission of the Board of Directors. In the event that a teacher breaks contract, recruiting agencies (ISS being one example) will be notified. In the event where a faculty member breaking contract leaves unpaid bills or unsettled financial obligations, or fails to return school property, the school may pursue a legal course of action and inform the recruitment agencies and certification organization on record of these legal proceedings.

f. Extra-curricular Duties and Responsibilities
All professional teaching staff are expected to contribute to the life and spirit of the school through involvement in the extra-curricular program. All faculty are expected to contribute a minimum of 40 hours of afterschool activity (ASA) or extra-curricular club/sport/activity supervision during the school year (this approximately equates to a one hour ASA being supervised 2 times per week for two quarters or one semester). The Principal is responsible for making assignments to ensure that the program is covered each school year.

g. Faculty Classifications
As with most international schools, the HIS professional personnel comprises overseas hired (OH) expatriates, local hired (LH) expatriates, as well as host national hired (NH) faculty and staff. A separate faculty contract will be generated for each classification each year.

Overseas hire teachers are individuals who are nationals of countries other than the host country and who are recruited specifically to move from their current country to the school site country for employment, and are as such brought into the country by the school.

Local Hire expatriate teachers are trained teaching professionals who happen to live, or plan to live in Hangzhou at the time of a contract offer or at the point that the contract will begin. Local Hire expatriate teachers are generally not eligible for re-classification to Overseas Hire status. If a status change is requested the teacher must resign his/her post and wait for consideration of their credentials against other overseas hire candidates through the entire hiring fair season. When new contracts are issued, either to new or returning teachers, it is

the prerogative of the school to re-classify a teacher to local hire status if the teacher's current circumstances so warrant.

Host National Hire personnel are faculty and staff who are PRC citizens and who do not hold a four-year or advanced degree or teaching credential earned in an English-speaking country.

Part-time teachers are entitled to benefits approximating the percentage of their work load.

h. Resignation of teacher
In the event that a local hire teacher must resign due to spousal relocation, the administration may offer housing support if this might allow the teacher to complete his or her contract. Should a situation arise which compels the employee to break the contract, as much notice as possible must be given by the employee so that the educational program is disrupted as little as possible (also see section e above). In this connection, when a teacher prematurely severs a contractual relationship with the school, the timing of the teacher's replacement will be at the school's discretion.

i. Employment applications and credentials
Misrepresentation of employment credentials, employment history, health/police records, and/ or references will be grounds for immediate termination of contracts and the immediate cancelation of benefits.

j. Air fare allowances
Most overseas hire teachers will have an air fare allowance stipulated in their contracts. To obtain this allowance, teachers will be required to present a receipt for the ticket and the used ticket coupon to the Business Office for tax purposes. Children of overseas-hired (OSH) teachers accompanying them in Hangzhou are eligible for an additional annual allowance of $500 for children up to age 2, and $1250 for children two years and older. Each full-time OSH teacher may claim for up to one child for this allowance, if applicable.

k. Tuition waivers
A tuition waiver will be granted to up to one child* per full-time, overseas-hired teacher. Additional school expenses beyond tuition will be the responsibility of the parents.

*Note: once benefits are requested and approved for a child, all or part of these benefits may not be reassigned to another child or dependent at a future date.

DRESS FOR TEACHERS
Teachers' appearance should reflect their professionalism and competence. As the school serves students and parents of vastly differing customs and experiences, it is important to ensure that the image it projects is appropriate and not alarming. Women should wear slacks, skirts, or conservative shorts along with shirts or blouses that would be appropriate wear for a nice hotel luncheon, at least. Men should wear slacks, leather dress shoes with socks, and button-down shirts or golf/polo shirts with collars. Both genders should avoid blue jeans, sandals, T-shirts, or tank top shirts. As it would send confusing or alarming signals to parents of some backgrounds, teachers should not wear jewelry, body art, ornaments, or clothing that detract from a calm, professional appearance; and men, in particular, should not sport earrings or pony tails at school.

DUTIES AND RESPONSIBILITIES OF TEACHERS

The administration is charged to create teacher schedules which allow for some planning time in each teacher's schedule and make good faith efforts to spread this planning time as evenly as possible among teachers' schedules. The administration will endeavor to generate comparable workloads for all staff. The administration will review and publish job descriptions for teachers annually.

Teachers are on duty throughout the school day, and may occasionally be asked to fill in and cover for other teachers or otherwise help out during release periods. Teachers are expected to provide a reasonable amount of extra help and individual support for their students.

Teachers will assume other duties or responsibilities as deemed appropriate, including, but not limited to, recess and lunch duty; bus duty; study hall and library supervision; serving as an advisor to a club; coaching or moderating after-school activities; attending all school assemblies and faculty meetings; occasional weekend or evening program of the school; and working on committees in areas such as improvement of instruction, peer observation, accreditation, and general curriculum work. Attendance at occasional after-school events, such as Open House, Spring Fair, dances, the end of year ceremonies, and other special school events and programs, is expected.

HIS teachers are prohibited by the conditions of the work permit and visa issued by the Republic of China from taking on jobs outside of their contracted relationship with HIS. This includes part time jobs and tutoring, whether of HIS students or others.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

All teachers are expected to make instructional accommodations for those students for whom English is not a native language.

GRIEVANCE

Teachers are expected to address questions or complaints about school actions, decisions, or policies to their immediate administrator. If they have done this and are not satisfied with the school administration's response, teachers may schedule an appointment with the Director of Schools to discuss the matter further. If they have done this and are still not satisfied with the school's response, they may submit a written report to the Director of Schools, detailing the situation, the administration's response, their reasons for feeling that the school administration's response was inappropriate or unfair, and a proposed resolution. Non-renewal of an employment contract may not be grieved.

HEALTH INSURANCE

Overseas-hire teachers and their accompanying children (one per teacher) receive major medical coverage through the school's insurer. Details of the coverage are available in the booklet each teacher will receive in August, and on-line.

Local hire teachers not otherwise covered by a spouse's company or a national health scheme may request in writing that they be added to the coverage list. Children or spouses can also be added at the teacher's expense. Local Hire teachers may opt for a cash stipend in lieu of health insurance cover.

The Office of the Director of Schools is responsible to ensure that the appropriately entitled people are included on the insurance roster and that it is transmitted to the insurance

company. Similarly, the Director must ensure that departing teachers are removed from coverage and new teachers are added. Faculty are responsible to request that a newly-born child be added to the school's insurance roster. (Parents can e-mail the secretary of the Director of Schools to request this.)

The school reviews the systemwide health insurance plan on an annual basis and may change insurers or programs as necessary.

HOLIDAY EARLY DEPARTURE AND LATE RETURN

A standard deduction of two days per diem rate will be levied against a faculty member who fails to return to school on the first duty day before or following a vacation, a long weekend, or a Thursday or Tuesday holiday. Faculty who need to leave town prior to the last duty day of school in December or June may request permission for personal reasons, but the deduction will apply.

In cases of early departure for a school holiday, teachers will be assessed the standard deduction for the first day, with one day's pay deducted for each subsequent day missed for early departures. If a teacher needs to make a flight connection and leave even a few hours early, that is a decision within the teacher's control. It amounts to a financial decision—leave early and pay the standard deduction, or honor teaching obligations but leave later than hoped. Note that failure to follow the approved check out procedure on the final duty day will be considered the same as leaving one day early prior to a long holiday.

Late returnees will be charged the standard deduction for the first day, and a day's pay per day thereafter. In some cases, late returns are not under the teacher's control, despite prudent planning; in this regard 'prudent planning' is defined as the teacher having planned for a delay contingency by scheduling a return no less than 24 hours before the start of school. In a case wherein a teacher demonstrates prudent planning they will be deducted only one day per diem rate.

A further exception will extend to those overseas-hire teachers who are in their final contract year and who choose to use some of the four recruiting days to which they are entitled to attend professional recruitment fairs or job fairs which occur during school days after the end or before the beginning of a vacation the teacher must have prior approval to do this. Exceptions may also be made in cases of medical emergency. The Director must approve all exceptions in advance.

From time to time, scheduled holidays must be changed either because religious leaders reset dates based on phases of the moon or for other reasons. If this happens, the school will attempt to give as much advance notice as possible. Teachers will be required to adjust any scheduled vacation plans, however, regardless of airline or other reservations that may have been made.

HOUSING POLICIES

a. School housing and the housing allowance

Overseas hire teaching staff will be provided basic two-bedroom housing at school expense the first year of their contract (three-bedroom accommodations may be assigned where age of children or housing availability warrants so). In the second and subsequent years, teachers will be required to seek their own housing with the school providing an annual housing allowance (determined annually by the Board of Directors on the basis of local market rental

rates). The school maintains the right to assign faculty members to ensure school-owned housing occupied.

b. Pets
Please note that pets are not allowed in school housing, and many Hangzhou landlords prohibit or avoid tenants with pets. In the event that a teacher acquires a pet and a landlord who allows them, the teacher should understand that he or she would be responsible for any damage caused to the apartment, any damage or grievance filed by anyone who is bitten or disturbed by the pet, and for all of the registration and licensing regulations in Hangzhou.

c. Furnishings in school housing: The school will provide basic furnishings. All houses will be equipped by the school or landlord with beds, a dining room table and chairs, seating for a living room area, air conditioners/heating units, a clothing cupboard for each teacher, a refrigerator and cook top, and a water heater. Teachers are responsible for the school and landlord-owned items in school provided housing. The school will not pay for cable TV, ADSL or other such services.

d. Repairs

Teachers in school-owned housing can make repair or maintenance requests in writing at the school office or, in the case of apartment buildings, can make these requests on site. Any such additions, paint jobs, or other modifications (including satellite dish and ADSL or other cable connection) will be at the teacher's own expense and will not be reimbursed in the case of a move of houses. Teachers are expected to return houses at termination of their contracts in the same (or approved) paint color and condition as the houses were at arrival.

e. Housing allowance
After the initial year of the two-year contract period is over, a returning teacher will be expected to switch from "school-provided" housing to an annual housing allowance that will enable the teacher to pick his or her own house and live more independently unless the teacher is in housing owned or leased by the school which we need to keep occupied. The business office must hold a photocopy of the lease agreement each year that reimbursements are made for housing.

- Rent period: Lease agreements should start no earlier than 1 July. The housing allowance for any school year cannot be applied to rent paid prior to 1 July. (So, if a teacher starts a rent agreement in June, the teacher will have to pay June rent on his own.)
- Selection of apartment: It is the teacher's responsibility to identify the apartment. The school reserves the right to deny a teacher's apartment selection on the basis of condition, cost, or location if any of these are potentially problematical to the school.
- Loan from school for security deposit (one time): HIS will lend a teacher the money needed to pay the landlord a security deposit (in an amount up to a maximum of two months' rent) on submission to the business office of the relevant fapiao and a copy of the lease agreement. The teacher will pay this loan back to HIS in two payments, one from the 12th "completion payment" in August, and the second half from the September salary payment. Once the loan is repaid in September, it will be the teacher's responsibility to collect the security deposit from the landlord at such time as the lease ends and is not extended. The school provides this security deposit loan

only once. Teachers moving to a new apartment thereafter should use their refund from the first landlord as security deposit for their next landlord.

- Reimbursement of monthly rent payments: The housing allowance will be divided by 12 and paid out monthly. HIS will not reimburse more than this amount for any one month. *Fapiaos* for July, August and September rent can be reimbursed with the September salary, leaving nine monthly allotments for the remaining nine pay periods.
- Reimbursements for rent will be made on a monthly basis, in ten payments from September to June, contingent upon submission of the *fapiao* from a landlord to the business office. July and August *fapiaos* may be submitted in September for reimbursement for those months. If a *fapiao* is lower than or equal to the monthly limit, we will reimburse the exact amount on the *fapiao*. If the *fapiao* is for more than the relevant above monthly limit, then reimbursement will be only that limit amount– not more. Teachers whose rent is higher than the annual allowance will still be entitled to collect that complete annual amount during the course of the school year, but no monthly reimbursement will be for more than the monthly limit listed above.
- Maintenance and furnishings: The landlord, not the school, is responsible for maintenance and furnishings.
- If a single or couple faculty who have taken the housing allowance option leaves HIS employment before the end of the school year, the faculty member is liable to reimburse the school for any remaining rental liability that may apply. (This responsibility to reimburse would not apply in the event that the school year ends before June due to civil disturbance or emergency.)
- The school reserves the right to assign housing to a person wishing the housing allowance option if school-leased or owned properties are vacant, and it is advantageous to the school to do so.
- A new teacher who wishes to find or maintain his or her own apartment prior to the initial contract year may request permission to do so from the HR and Admin Manager, but with the understanding that his or her allowance will only be as much as the rent the school was paying in the "school-provided" housing. In this teacher's second and subsequent years, the full housing allowance will be paid. In all cases, the school reserves the right to keep teachers in school-leased housing when it would otherwise go vacant.
- Moving: HIS will assist teachers moving from school provided housing to the housing allowance. A minimum of two weeks' notice is required, and the move must be scheduled as one, one-way trip. HIS will not store teacher belongings over the summer due to insurance restrictions.
- Relinquishing housing: In a teacher's final school year, or when a teacher is leaving school housing and switching to the housing allowance, the teacher's house will revert to the school within one week of the last day of school. The HR and Admin Manager must approve guest use of school housing in writing. Teachers are not allowed to rent or sub-lease the houses that they have been assigned for any period. Teachers are liable for any damage assessed by the landlord, including HIS in the case of school-provided housing.

f. Bill Payment: Teachers will be expected to pay their bills on their own. The school accepts no liability for problems encountered due to late payments. The tenants of school-rented houses are ultimately responsible for any charges levied by utilities companies. School secretaries or aides should not be asked to serve as an intermediary or to handle payments for bills, including airline tickets or other items which teachers may have delivered to the school.

IMMIGRATION

a. Visa and renewal

All expat faculty must hold a current residence visa and work permit. All dependents, including children, must have a residence visa. Teachers are responsible for initial visa arrangements and costs in their home countries. After arrival, the school will arrange for and provide the required residence visas and permits and their renewal, provided the school's instructions are followed. The school will be responsible only for standard and customary charges related to visa renewal.

b. Visa Cancellation

By law the school must cancel residence and work visas for teachers leaving our employment. Teachers planning to stay on in China should consult the secretary to the Director of Schools to see how this may affect their travel plans.

KEYS AND CLASSROOM SECURITY

Unless a teacher is present, classrooms and workspaces should be kept locked. The school will not be liable for any personal items lost or stolen in a teacher's classroom. In addition to personal items, school employees, including teachers, will be held financially responsible for the loss of any school-owned books, electronic equipment (laptops, camera etc.) or other resources that are lost or stolen while signed out by the school employee. If a teacher believes that for some reason they should not be held financially liable or that they should not be held fully liable, they may put in writing a full explanation of the circumstances of the situation and present it to the Director, who will make a determination of the financial liability to be assumed by any and all parties involved.

LEAVE

a. Compassionate Leave (Overseas-Hire only): HIS will grant the teacher five paid school days' leave in the event of the death of a member of the teacher's immediate family (mother, father, brother, sister, son, or daughter) during the school year. This benefit does not extend to the spouse of the bereaved. In some cases, the health insurance policy may provide further benefits.

b. Maternity Leave: Up to twelve calendar weeks maternity leave will be granted to female teachers giving birth. Of these, up to eight weeks will be paid leave if the teacher is in her third or more year of full-time employment with HIS (A teacher transferring from one ISF school to another continuously can count their years at the previous ISF school). A teacher who has left an ISF school for a year or more and then is re-hired at the same or another ISF school will be in the same category as any other newly-hired teacher. However, such a teacher would still be limited to a maximum of one paid maternity leave (single contract) and two paid maternity leaves (teaching couple) within the ISF network of schools, as explained below.)

The period during which such leave may be taken can start no earlier than six weeks before the due date and can start no later than the actual date of birth, the total not to exceed twelve consecutive calendar weeks.

The leave must be taken in one continuous period, including holiday periods. The eight week paid leave period can begin no sooner than four weeks before the expected birth, and no later than the date of birth. Teachers in their first or second year can take up to twelve weeks unpaid maternity leave. Unpaid leave salary deductions are based on pro rata salary

calculation, based on working days per school year as specified on the adopted school calendar for the school year in which the leave takes place.

In the case where a teacher wants more than twelve weeks maternity leave should make a formal written request to the Director of Schools and meet as soon as possible (no later than three months before the due date). If leave is approved, the teacher must submit her resignation effective the first day of the maternity leave on the understanding that employment will resume the following school year, or at such time as is agreed upon by the school and the teacher (and depending on open positions). In this case, no part of the leave will be paid and general benefits will be discontinued until employment is resumed. Unpaid leave salary deductions are based on pro-rata salary calculation, based on approximately 195 working days per school year.

c. Adoption Leave: HIS does not provide paid leave for adoptions. However, unpaid adoption leave may be requested for up to 2 continuous weeks per parent (but may be requested as simultaneous or contiguous with adopting parents), beginning no later than the homecoming of the adopted child. Other benefits accruing to faculty children will be the same as for natural births. In both cases, benefits provided (health insurance, air fare, immigration costs and tuition waivers) will be limited to one child* per full-time, overseas hired teacher, or two children for a teaching couple. Children in excess of this would not be entitled to benefits and teaching couples will be limited to two paid maternity leaves during their employment history within the ISF network of schools (one paid maternity leave for single contract employees).
*Note: once benefits are requested and approved for a child, all or part of these benefits may not be reassigned to another child or dependent at a future date.

Faculty members planning to adopt and obtain benefits must inform the Director of Schools of their intentions when they begin the adoption process. Requests for adoption leave must have the same "lead time" the school would have in the case of a natural birth—a minimum four months' advance notice so that the administration can plan for substitute arrangements.

d. Paternity Leave: To attend the births of their children, and/or to attend to tasks associated with the birth, male teachers may use their one Personal Day. To extend the Paternity Leave, an additional three days of unpaid leave may be requested.

e. Sick and Personal Leave: Teachers are eligible for the first five days of paid leave due to illness and may take one paid "personal day" per school year. After that, a maximum of five additional days of paid sick leave may be approved where a teacher submits written proof of inpatient treatment or doctor's certification requiring the teacher to stay home for recovery due to illness or medical treatment. Absences from contractual duty days must be reported as leave regardless of whether students were present on the day leave was taken. Sick leave is applicable to the employee only and cannot be requested in order to stay home and take care of dependents in need. In these situations, staff should request a personal day or unpaid leave. It is the employee's responsibility to ensure a leave form is completed in a timely manner for all leave types.

All requests for personal leave must be made in writing, and teachers must receive written approval from the Director. Teachers are responsible to arrange for an approved substitute teacher and provide her or him with lesson plans. Personal and sick leave days may not be used to extend a vacation or long weekend. Requests for any additional leave time (i.e.

unpaid leave) to take care of responsibilities and obligations that require the teacher to absent himself or herself from the classroom should be made in writing as far in advance as possible. If such a responsibility can be handled after school hours or on the weekend, of course, it should be so scheduled.

The Director may approve unpaid leave requests of up to five days. Requests for more than five unpaid leave days require full support from the Director of Schools and the approval of the Board of Directors. All requests must be made in writing. Intentional misuse or deceit within leave procedures is considered a serious violation of school policy and grounds for immediate dismissal.

f. Recruiting Leave: An overseas-hire faculty member in his or her third or more year of HIS service, and also in the final year of contract, may request up to four days' paid recruitment leave to attend an overseas recruiting conference while school is in session. Faculty members needing additional days may use their one personal day or request unpaid leave. Leave requests of this type should cover no more than one day before or after the end of the recruitment fair. The request is subject to the approval of the Director of Schools. If a faculty member takes time off for recruitment purposes and then ends up returning to HIS for the following school year, then he or she will have permanently "used up" the paid leave time allotted for recruitment. If in subsequent years that faculty member requests additional recruitment leave, permission for the leave will be at the discretion of the Director of Schools and if approved, the leave will be unpaid.

g. Professional Leave: The school may grant leave time for a teacher or administrator to attend a professional conference, professional meeting, or HIS athletic competition with direct relation to his or her job description. Teachers may be assigned a professional leave day to observe another teacher at HIS or elsewhere if it would be in the school's interest; however, teachers and administrators should make every reasonable effort to minimize loss of instructional time by assigned teachers. Professional leave is not extended to teachers who need time to 'catch up" with responsibilities due to looming deadlines. The Director of Schools must approve any professional leave request of more than one day.

h. Cessation of stipend pay during leaves: When a teacher is receiving a stipend for some duty being performed at school, the stipend is not paid when that teacher is on leave.

LETTERS OF REFERENCE, EMPLOYMENT VERIFICATION AND OPEN LETTERS OF PROFESSIONAL RECOMMENDATION

Faculty may request confidential letters of reference and letters of employment verification, which should be completed no more than 10 work days after written request. Faculty may also request that a faculty member serve as an identified 'referee' to support a CV or letter of interest.

HIS believes that the practice of open letters of recommendation perpetuates the sharing of unhelpful documentation which does not contribute positively to effective recruitment. We believe that our profession needs to move away from the veiled comments and coded allusions of open letters and move towards well-written, evidenced, precise and comprehensive confidential reference letters that genuinely assist schools in the process of teacher selection.

HIS will not provide open letters of professional recommendation nor will they be considered in the recruitment process if provided by candidates.

Should an employee find that they are potentially disadvantaged by this due to the requirements of a school to which they are submitting an application then this should be brought to the attention of the Director. The Head will contact the school in question to ensure that a confidential reference can be accepted so as not to disadvantage the candidate.

Should any HIS employee wish to provide a *personal testimonial* on behalf of a colleague then they are perfectly within their rights so to do. However, this must be written so as to make clear that it is a personal rather than professional letter and no use may be made of their institutional position, HIS letterhead, or weight borrowed from institutional support in what they write.

LIBRARY LOST MATERIAL.
Teachers are liable to reimburse costs of any book borrowed under their name, including those intended for "classroom libraries".

PROFESSIONAL CONDUCT
Teachers, staff, and administrators are expected to conduct themselves in a civilized and professional manner in front of students, parents, and colleagues and in a way that is consistent with the spirit of the school's polices and regulations at all times.

The administration will generate and publish channels to address the administration with suggestions or complaints, but neither teachers nor administrators should say anything disparaging about colleagues, policies, or programs to parents or other members of the community. Any complaint regarding professional conduct should be reported to a senior administrator, preferably in writing.

HIS will not tolerate any acts of harassment or related retaliation against or by any employee or student. It is intended that individuals who violate this policy be disciplined or subjected to corrective action, up to and including termination or expulsion.

It is expected that all faculty will honor the laws of our host country, the PRC. The school and its administration can be held liable for the actions of its employees, and are required to cooperate with the authorities in any investigation. The school will not provide legal counsel, financial assistance, or logistical support for any employee who violates the laws of the PRC. Faculty who are held by the authorities for breaking the PRC laws may have their employment terminated immediately.

PROFESSIONAL DEVELOPMENT
The school will financially support a range of professional development opportunities each year on the premise that most Professional Development will be an expense shared by the school and teacher. The administration will publish guidelines on an annual basis to explain how teachers may access those opportunities equitably. All requests for professional development must be submitted in writing to the administration using an approved format. The school administration may identify priority support to meet specific school needs.

It is expected that priority support will always be given to development activity that addresses an employee's present work assignment. IB and AP teachers who require training for classes that they will teach the following semester may receive additional subsidies.

HIS places a high value on having the school's carefully recruited teaching professionals working directly with students as often as possible without interruption. Whenever possible, the school encourages teachers to pursue elective professional growth opportunities during the annual 175 non-contact days. While the school may find it necessary to approve professional leave that requires a teacher to be absent from their primary responsibilities with their students (such as IB/AP training), individual requests for professional development leave will be limited to one (1) day paid leave, but may be extended with personal leave or unpaid leave (requiring supervisor's approval). Campus administrators may also extend this "paid" 1-day rule only where applicable professional leave coincides with an HIS scheduled professional in-service day (i.e. to attend EARCOS Teacher's Conference which coincides with one HIS professional in-service day). All other policies with regard to leave apply.

Only staff members contracted for the following school year will receive support for second semester or summer professional development, including the EARCOS teachers' conference. Departing teachers may only seek reimbursement for PD approved and completed prior to the end of the first semester

The amount of support available any given year may vary. Teachers who accept support for professional development and then cancel will reimburse the school for any non-refundable costs.

Returning teachers pursuing professional development that fall entirely during summer vacation are eligible and may apply to combine the current year and the following year's maximum professional development funding. For the current school year, the teacher must submit the request form and appropriate receipts before the last teacher work day in June. This will be reimbursed from the current year's fund. Upon return in August, the teacher may submit additional receipts not previously covered, along with proof the professional development was completed. If the summer professional development was not completed, funds previously awarded will be deducted from the August retirement bonus.

PROPERTY CHECK-OUT

Every teacher must complete a checkout list before leaving in June. A teacher's June salary payment will not be transferred until the teacher has completed the checkout list and confirmed by the appropriate Principal.

ROOM (CLASS) USE

Teachers are free to use their classrooms and relevant school facilities on a daily basis from 6:00a.m. to 6:00 p.m. for school (HIS) work related purposes only. All staff will lock their work spaces and turn off power and AC/Heat at the end of each work day.

SMOKING AND PETS

Neither smoking nor pets are allowed on campus. Teachers sharing school owned housing with other teachers should not smoke or have a pet or pets in the shared facility unless a mutually agreed arrangement is made with the roommate and the landlord. Pets are not allowed outside onsite HIS housing during the open hours of 6am-6pm.

SUBSTITUTE TEACHERS
When a substitute teacher is not needed for a full day of teaching, available teachers will be asked to cover classes during their release period. The Director and/or Principal will arrange this. A "teacher-on-call" list will be compiled and will be used when a substitute teacher is not available. The school will spread these calls out for coverage when necessary. Administrators will occasionally serve as substitute teachers. When a teacher takes unpaid leave, the cost of the substitute must be covered by the teacher's pro rata salary.

SUPERVISION AND EVALUATION
Teacher supervision and evaluation are the responsibility of the Director. Guidelines and procedures for classroom observation and evaluation procedures differ, and will be detailed at the campus at the beginning of the school year. All disciplinary action and significant correspondence related to teacher performance will be placed in the teacher personnel folder that is kept with the Director of School's secretary.

TELEPHONE / FAX
Teachers should limit their use of school phones and faxes to important business only.

TRANSFERS AND REASSIGNMENT
The school reserves the right to reassign a teacher's grade level or position at any time when such action is deemed in the school's best interest. This includes changes in the grade level, subject area, or campus. Teachers may request consideration for employment at another ISF school by speaking with the Director of Schools. HIS teachers can request consideration for re-assignment to another of the four HIS or SCIS campuses in the following school year by speaking with the Director.

Teachers requesting transfer must be fully qualified for any new position they may request. Teacher requests for re-assignment should be made at or before the time of signing contracts for the coming year.

TRANSPORTATION
Teachers are responsible for their own transportation to and from school. School buses will not be used for social functions held by the school, such as Thanksgiving and Christmas parties held off campus, except when it is paid for from an approved budget, or by an individual or group.

TUITION FOR TEACHING STAFF CHILDREN:
Annual tuition and capital charges for children of overseas-hired (OH) teachers are waived, up to a maximum of one child per teacher and may not be transferred to additional children at a later date. Parents are responsible for all other school-related fees, which can include uniforms, field trip costs, activity fees, transportation, and lunches. Teachers whose marital status changes after a contract period is underway, or who adopt or assume guardianship of children after they begin a contract period, are not entitled to added benefits, including air fares, tuition, insurance, or changes of housing.

Local hire (LH) teachers who have completed at least three complete years of fulltime employment at HIS may request a tuition reduction or waiver. Such requests will be reviewed by the Director of Schools and decided on by the Board of Directors. The general condition of one tuition reduction or waiver per local hire employee will apply, regardless of the position held, and requests will be subject to availability of "empty seats" at each

respective grade level. In all applications for tuition waivers, no duplication of spousal benefits and the demonstration of financial need must be established.

WORK YEAR

The beginning date of teacher employment is generally two weeks before the first day of classes for teachers new to HIS, and one week prior to the first day of classes for returning teachers. All teachers are required to attend a planning and orientation week immediately preceding the beginning of the school teaching year. (New overseas-hire teachers are required to participate in two weeks of orientation prior to the beginning of the school teaching year; the first week of orientation is optional for new local-hire teachers.)

The ending date of the period of employment is usually no more than two days after the last day of classes in June. However, due to unforeseen holidays and circumstances during the school year, teachers may be required to be "on duty" as much as one week (seven days) following their stated contractual ending dates.

This School Policy Manual was last revised on 01 August 2017 and has 43 pages. Any member of the HIS community may make a policy proposal for additions or modifications to current policy. Policy proposal templates may be requested of any HIS administrator. Subsequent changes or clarifications to school policy can be made by the Board of Directors during the course of the school year, in which case the change will be communicated to you via memo from the Director of Schools. In the event that there is any contradiction between this policy manual and another school publication, this manual shall take precedence over the other publication.