



# ECC/Elementary Parent & Student Handbook

# ISQ ECC/Elementary Parent & Student Handbook

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# INTRODUCTION

## 1.01 HISTORY

International School of Qingdao, or “ISQ” (formerly known as Qingdao MTI International School, or “QMIS”) was founded in 1996 to provide an American educational program for the children of MTI (now, LDi) employees and the children of expatriates living and working in Qingdao and its surrounding communities. Classes began in the fall of 1996 in three classrooms at the #1 Middle School of High Tech Park. Initially, there were eight students in the school with five more enrolling during the school year. The first faculty consisted of two full-time teachers and three Chinese teaching assistants. The following year the school grew, with 35 students, 5 full-time teachers and an on-site administrator. From August of 1998 until June of 2007, ISQ was located in the Children’s Club at the Qingdao Children’s Activity Center. In 2007, ISQ moved to the Baishan Campus, and in 2011 a new early childhood education center was opened in the YaMai area to serve students aged three to six. In the fall of 2017, the two campuses were combined into the current site in Licang District.

## 1.02 PURPOSE STATEMENT

International Schools Consortium is committed to providing transformative, holistic K12 education to develop globally-minded individuals who learn, love, and lead.

## 1.03 PHILOSOPHY

- **We believe** in providing an education based on historic Western Judeo-Christian principles, open to all students irrespective of race, sex, color or creed. Our curriculum is intended to prepare students for active involvement in our contemporary, multicultural society and to equip them with tools for shaping the future.
- **We believe** that parents are ultimately responsible for the education of their children while enlisting the expertise of the school to assist in their children’s development. We believe that the school should assist families in helping their children develop a sense of their own intrinsic worth and their identity as human beings created for a purpose.
- **We believe** that education is the continuing process through which this awareness develops in an individual as he/she grows in all areas of his/her life toward his/her fullest potential.
- **We believe** that lifelong learning occurs when students’ hearts, minds, and bodies are actively engaged. For this reason, we provide academically challenging learning opportunities within a college preparatory course of study replete with exploratory activities.

We are committed to supporting students with special learning needs, but unfortunately ISQ cannot meet the educational needs of every student.

## 1.04 ACADEMIC INFORMATION

The curriculum at ISQ uses a teacher directed learning approach and seeks to provide a continuum in each core content area as the basis for the development of perceiving, thinking, and problem-solving skills. The child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area are built upon previous learning and measurable performance objectives.

## 1.05 CHARACTER EDUCATION

### Purpose

- I will see myself and others as created with value and importance.
- I will use my talents for more than just myself.

### Curiosity

- I will ask questions.
- I seek understanding.
- I will think for myself.

### Discernment

- I will use knowledge to make wise choices.
- I will recognize truth in the world around me.

### Humility

- I will not put myself down or brag about my abilities.
- I will learn to ask for and accept help.
- I will be a good winner and a good loser.

#### Compassion

- I will show love and kindness to others.
- I will listen to others before I speak.

#### Connection

- I will respond to and engage others respectfully.
- I will care for people no matter where they are from.
- I will work and play well with others.
- I will respect different ideas, opinions, and ways of doing things.

#### Courage

- I will take risks and do what's right even if others do not.
- I will keep trying even when I am afraid
- I will make mistakes and learn from them.

#### Service

- I will use my energy, time, resources and talents to help those around me.
- I will take care of the world around me.

#### Persistence

- I will keep trying even when things are difficult.
- I will communicate until I am understood and I understand.
- I will take time to think and look for creative ways to solve a problem.

*Each grade is given an Overview Sheet that indicates the main character traits covered that year for that grade.*

## 2. SCHOOL DEMOGRAPHICS

### 2.01 FACULTY AND STAFF

ISQ only hires qualified faculty and staff members from diverse cultural and educational backgrounds. ECC/Elementary classrooms have teachers, co-teachers, and/or teacher interns who work together to provide students with a quality education and a positive school experience.

### 2.02 STUDENT BODY AND CLASS SIZE

One of the distinct joys and benefits of an international school is the diversity of its student body. A variety of countries and cultures from North and South America, Europe, Asia, Africa, and Australia create an interesting community of learning at ISQ.

The ECC class sizes are set as follows:

Foundations	1:6 teacher/student ratio (up to 16 students)
Junior Kindergarten	1:8 teacher/student ratio (up to 16 students)
Kindergarten	1:9 teacher/student ratio (up to 18 students)

The ES class sizes are set as follows:

First through Fifth Grade	1:11 teacher/student ratio (normally up to 26 students)
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### 2.03 SCHOOL DAY

School begins each day with the first learning experience at 8:00 am and finishes at 3:00 pm (half-days finish at 11:30 am). Students arriving on the school bus generally arrive by 7:45 am. Non-bus riders are expected to arrive by 7:45 am as well. To ensure the safety of our students while on campus, students may arrive no earlier than 7:30 am, and leave no later than 3:10 pm unless supervised by a parent or enrolled in after school activities. Due to COVID regulations, the playground is not available for parents to use.

## **2.04 SCHOOL YEAR**

The school year traditionally begins in the middle of August and ends at the beginning of June. It is divided into two semesters of two quarters each. There are 180 student contact days in the school year. The school administration may add school days that have been missed due to emergencies or unforeseen circumstances to the end of the school year, if necessary. Half-days count as student contact days.

## **3. DRESS CODE**

Studies have shown that adopting a school uniform can go a long way to improving individual students' pride and behavior, improving interactions between peers and teachers, increasing inclusion amongst the student body, increasing safety, and improving student learning. We also believe in the importance of modest dress and good grooming, and that parents should see that their children are sent to school appropriately dressed each day.

To achieve this end, we have introduced a dress code from Foundations through Grade 12. The dress code is comprised of an ISQ polo, approved bottoms, and additional base layers or ISQ jacket for the colder season. Accompanying the ISQ polo shirts and ISQ jacket are guidelines to bottoms (pants, skirts, etc.), and warm layers for colder months.

### **ISQ Polos**

ISQ polos come in either our primary blue or white and have short and long-sleeved options. These can be purchased through the K12Org website and will usually be delivered to school within 3-7 working days.

### **Bottoms**

Bottoms need to be a solid color ranging from gray tones through blue or black without additional markings, designs, or stylized logos. Pants must be in a styling that has a trouser look and is straight legged. Torn or ripped clothing or cut-off shorts or skirts are not allowed. No athletic pants, shorts, or sweat pants may be worn, except during PE classes.

Shorts and skirts must be loose fitting and modest. Skirts and shorts must be not higher than two inches or five centimeters above the knee when standing. Skirts are only appropriate dress for girls. Leggings can only be worn with approved length skirts or shorts.

### **Base Layers**

In colder weather, students have the option to wear a base layer of a solid gray, blue, black, or white. Base layers are fitted long sleeve shirts, leggings, tights, or thermals worn underneath polo shirts, pants, shirts, shorts, and skirts to stay warm.

### **Outerwear**

Students may wear their ISQ jacket or alternative outerwear from the Cove over their polo when coming to campus and while on campus. Students may also wear additional, warm outerwear like coats and jackets when traveling to and from school.

### **Cove Clothing**

Currently or previously sold items at the Cove school store will not serve as a suitable replacement for the ISQ polo. Cove clothing is suitable as an alternative to outerwear.

## PE Clothes

### *ECC/Elementary*

ECC and Elementary students will wear their ISQ uniforms for PE class. Shoes should be appropriate for physical education.

### Other Considerations

- No beach sandals or slippers may be worn. Shoes must be appropriate for physical education and science classes
- Hair should be worn neatly and kept clean. Extreme hairstyles will not be permitted. Boys in Grades 11 and 12 may have facial hair if it is kept trimmed and neat
- Aside from earrings, students may not wear any other body piercing ornaments in school or at school activities
- Clothing should not be revealing, bear offensive writing or images, or be excessively tight or loose
- Students are not allowed to alter their clothes, such as draw, paint, cut or add accessories
- Cleanliness, neatness, good grooming, and respect for local customs are standards ISQ desires to uphold

If a student arrives at ISQ out of dress code, ISQ will loan a pair of clothes for the child to use for that day. The student will need to take the clothes home, wash them, and return them to school. Students out of dress code may receive a detention.

## 4. ATTENDANCE

### 4.01 ABSENCES

To help establish better communication, **parents must notify the Principals' Assistant at 8881-5668 or by email [june.sun@isqchina.com](mailto:june.sun@isqchina.com) to explain the reason for the absence by 7:45 AM** on the day in which a student will be absent. Excused absences include: illness, death in the family, and pre-approved family vacations. All other absences are discouraged and treated differently.

Planned absences should be requested at least one week in advance in writing by the parents, stating clearly the reason for the request. Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. If a planned absence is permitted, it is considered an excused absence. All other absences are unexcused. For more details on Elementary attendance, please see the Appendix in Section 15.

### 4.02 TARDINESS

Students are expected to be in class on time. If a child will be arriving at school late, **parents must notify the Principals' Assistant 8881-5668 or email [june.sun@isqchina.com](mailto:june.sun@isqchina.com) by 7:45 am** to inform them of the tardiness and the reason the student will be tardy. Students who arrive at school late must check in at the main reception desk before they will be admitted to class so that the Principals' Assistant can be informed of their arrival at school. Any student arriving after 12:00 pm will be counted one day absent.

### 4.03 EARLY RELEASE

If a student needs to leave school before the end of the school day, **parents must notify the Principals' Assistant 8881-5668 or by email [june.sun@isqchina.com](mailto:june.sun@isqchina.com) by 1:00 pm** in order for an early release form to be given to the student for exit from the school gate. In order to leave campus, students must be accompanied by a parent or designated guardian (with name and phone number given in writing to the Principals' Assistant).

### 4.04 ATTENDANCE AT SCHOOL PERFORMANCES

Students performing in school programs are required to attend, unless they have permission from the principal and the performance director due to illness or family emergencies. If a student is unable to attend, parents should notify their student's homeroom teacher and the performance director as soon as possible. If a student fails to attend a school program for a reason other than the exceptions mentioned above, his or her final grade for the quarter will

automatically be reduced. Generally, school performances are exclusively for students enrolled at ISQ. Exceptions must be approved by the principal.

## **5. LANGUAGE DEVELOPMENT**

### **5.01 SCHOOL COMMUNITY LANGUAGE**

Students of many national and ethnic backgrounds attend ISQ. In order to function in this type of international environment, it is important that a common language be used. To help create an inclusive environment, students are expected to include everyone in their conversations, play time, and learning experiences by using English throughout the school day. This includes the time before and after school when students are still on school grounds. Exceptions include language classes and communication with others who cannot speak English. Students are encouraged to practice using Mandarin with our national staff during Chinese classes. (ISC 4.023)

### **5.02 ENGLISH LANGUAGE SUPPORT (ELS)**

The ELS program at ISQ follows the International Schools Consortium English Language Support Standards and provides opportunity for students to develop the four English language skills of listening, speaking, reading, and writing in both academic and social settings within the school and community. Students attend ELS classes during the period set for additional languages (currently Chinese language study). For further details on Elementary ELS classes, please see the Appendix in Section 15 at the end of this handbook.

### **5.03 LEARNING SUPPORT**

Since students come from a variety of educational backgrounds, effort is made to identify the instructional level of each student within each subject. At times, this will include recommending and/or modifying instruction to assist the child to achieve at an optimum level. ISQ is committed to supporting students with learning differences, however ISQ is not able to meet all of the needs of students with severe learning disabilities. Parents are expected to inform the school prior to enrollment if their child has known learning needs so that the school can work to best assist each student's learning style.

### **5.04 LIBRARY**

- ECC students have a unique classroom library system that allows for daily check-out. (See the Appendix in Section 14 for details.)
- Students from grades 1 to 5 may check-out up to **five books at a time** for two weeks, and may request two additional weeks.
- Due to COVID, parents are not allowed on campus to checkout books from both the Elementary or Secondary library. When COVID restrictions are lifted, parents can check out five books at a time and will follow the same policies as students for renewal, late fees, or replacement costs.
- Current magazines may be read in the library; back issues may be checked out for one week.
- All library electronics used by students must be supervised.
- Drinks must be in a closed container. No eating is allowed in the library.

Please see the Appendix in Section 15 for details on Elementary fees for books returned or not renewed by the due date.

### **5.05 ELECTRONIC DEVICES**

In an effort to provide a proper academic environment, the use of electronic devices such as mp3 players, iPads, hand-held game devices, cellular phones, smart phone watches, and similar items are not permitted to be used on campus at school unless authorized by an ISQ staff member. Personal music devices may be used on the school bus to and from school. If misused, these items will be confiscated and students will be asked to retrieve them at a later time. For a full description of the computer use policy, please see appendix.

## **6. SCHOOL/HOME COMMUNICATION**

For optimal communication, it is important that any changes to parent email addresses or other contact information be updated with the school in a timely manner.



## 6.01 PROGRESS REPORTS

International School of Qingdao operates on the quarter system. Parents may check mid-quarter progress through PowerSchool (our web-based student information system). However, if a student is receiving a grade below 73% by mid-quarter teachers will send a note to parents.

## 6.02 REPORT CARDS

Quarter grades are available to parents on PowerSchool shortly after the close of each quarter. Parents can access the digital version of their child's report card on PowerSchool in the DocBox. Hard copy report cards will be available at the end of the school year by request with registrar@isqchina.com or at the time of withdrawal from school. Report cards and other documentation will not be released if there are outstanding payments or school items have not been returned.

## 6.03 PARENT TEACHER CONFERENCES (PTC)

Parent Teacher Conferences take place just after the first and third quarters, although parents may request a conference at another time if they wish. These conferences are an opportunity for parents and teachers to meet and talk about how their children are doing. PTCs are confidential and private. Parents who would like to meet with teachers are given the opportunity to sign up online for a time to meet with the classroom teacher and co-teacher or teacher intern.

If a translator is necessary, the parent should bring his or her own translator. Please consider carefully how the chosen translator is related/connected to the student being discussed. A sibling is not usually a good choice to translate for such a PTC. ISQ has a minimal number of people who can translate into Korean, but they must be booked in advance. For Chinese translation, national co-teachers and teaching interns are available.

## 6.04 THE LIGHTHOUSE NEWS

The Lighthouse News is our weekly communication publication between ISQ teachers and staff, and the parents in the ISQ community. It will contain general school-wide news and information about ISQ activities and events, as well as important announcements to parents. The Lighthouse News is usually published to our school website on Friday afternoons. You can view it by visiting our school website at [www.isqchina.com/community/news](http://www.isqchina.com/community/news). All parents of registered students will receive the Lighthouse News link weekly via email. The email address that was provided on your child's enrollment forms will be used for this communication.

# 7. GRADE PLACEMENT

## 7.01 AGE-OF-ENTRY REQUIREMENTS

ISQ has an age range for each class to appropriately place a child in a class. There are very few exceptions and any special considerations must receive the principals' approval before acceptance.

### **ECC Students:**

ISQ maintains age-of-entry requirements based on the following:

Foundations: 3 years old by September 30<sup>th</sup> of the school year in which they are enrolling.

Junior Kindergarten: 4 years old by September 30<sup>th</sup> of the school year in which they are enrolling.

Kindergarten: 5 years old by September 30<sup>th</sup> of the school year in which they are enrolling.

### **Elementary Students:**

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered:

- School records
- Chronological age
- Evidence of maturity
- Results of entrance or standardized tests

At the principal's discretion, a student not at grade level in English ability may be placed at a grade level below what is normal for his or her age. Placing students lower than this hinders their social development.

Students will not be placed in a certain grade or level based on the parent's preference for a certain teacher (ISC 5.014). If a student is required to participate in the ELS program or is placed at a lower grade level, then that student

will be monitored to determine when he or she is ready to leave the ELS program. Students placed below grade level may be advanced to the next grade at the Elementary teacher and principal's discretion. The school does not usually practice acceleration of students (skipping a grade) in cases of high achievement. (ISC 5.014)

## 7.02 PROMOTION

Students will be promoted to the next grade level if the requirements for advancement are met, at the discretion of the classroom teacher or teaching team.

## 7.03 RETENTION

We believe that in certain cases retention is a necessary and appropriate tool in the development of the student. In most retention-related circumstances, lack of readiness (language delays, social/emotional, physical skills, learning disabilities) is the primary consideration. While retention is most recommended in the earliest years, to ensure a strong foundation before entering Kindergarten or 1<sup>st</sup> grade, it becomes increasingly difficult to retain students later due to social, emotional, or behavioral factors.

## 7.04 SKIPPING A GRADE

A sincere and conscientious effort is made, at the time of admission, to place students at the proper grade/age level. On occasion, because of a student's accelerated academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not a practice that is generally considered by the school administration. The nature of the curriculum is such that a student could miss critical concepts and skills by skipping a grade.

When grade acceleration is considered a potential benefit to the student, school administrators will rely on: an assessment from a qualified school-approved psychologist and IQ scores (both obtained at the parent's expense), results from the Iowa Acceleration Scale, current academic performance, maturation factors, and social development.

# 8. NUTRITION

## 8.01 SNACKS

ISQ has a healthy snacks policy.

We **discourage** the drinking of soda during the class day, as well as eating a lot of sweet foods during lunch and snack. We discourage the sharing of food due to possible allergies and spread of germs.

We **strongly encourage** students to eat breakfast so they are not overly hungry while at school.

Food may only be eaten during morning break, lunch, or snack time, unless the child has a medical condition that requires more frequent food consumption. Exceptions must be approved by a medical practitioner and cleared with the ISQ Health Office.

Please send snacks with your child that fall into our healthy choices lists below:

- Cut vegetables, cut fruit, dehydrated fruit, unsweetened applesauce, natural fruit leather, veggie chips...
- Nuts, seeds, hummus, trail mix...
- Whole grain bread, muffins, unsweetened crackers, goldfish crackers, granola, rice cakes, pretzels, popcorn...
- Yogurt (avoid sweetened yogurts), cheese chunks...
- Dinner leftovers, protein snacks, hard boiled eggs...

Students who bring snacks that fall into the category of candy or junk food will be asked not to eat those snacks at school or on the bus. Parents will be notified of this. If you have any questions about snacks, please communicate with your child's classroom staff. In the event that a student enrolls in ISQ who has a severe nut/food allergy, the ISQ community will be notified and asked to refrain from sending those food items.

## 8.02 LUNCHES

You may sign up for lunch on PowerSchool or send a lunch from home. The ISQ lunch policy is published for the school year. If you have any questions, please contact our Lunch Coordinator [rose.xu@isqchina.com](mailto:rose.xu@isqchina.com)

### **8.03 CAFETERIA RULES**

Students are asked to follow the guidelines below.

#### **TALKING:**

- Enter and leave the cafeteria quietly in lines
- Talk only to the people at your table using a quiet voice

#### **SEATING:**

- Sit at your assigned seat
- Raise your hand for permission to leave the table
- Keep books, balls, and toys away from the lunch tables

#### **EATING:**

- Eat only YOUR food. No trading/sharing food or drinks.
- Chew your food well and then talk – without food in your mouth
- When finished eating – clean your area (floor, table, chair)
- Place food and trash in the proper places

## **9. HEALTH**

### **9.01 ILLNESS**

Germs spread quickly in a classroom of children. Our COVID training educates students on health care for the prevention of COVID transmission. We encourage regular handwashing, covering coughs and sneezes, physical distancing, and temperature checks three times daily at school.

Students Medical attention is the responsibility of each parent.

Keeping a sick child home shows care for other school families and helps keep the school a much healthier place. Parents are asked to keep children home when they have a fever (above 99.4° F/37.3° C), severe cold, undetermined rash or spots, vomiting, diarrhea, or other symptoms of illness.

Normally, any sickness or condition deemed contagious by the school will require the student to return home until normal health is restored or the child brings an admit slip from their doctor. Parents or emergency contacts will be notified before a child is sent home, and this student may not return to school the same day. At the time of incident, current COVID protocols to be followed that will be explained by ISQ Health Office personnel .

Following COVID regulations, students with a fever or other contagious symptoms should not return to school until the fever or medical treatment is approved by ISQ Health Office nurses, which may involve consultation with your child's doctor.

Students having chicken pox should remain at home until they have no fever and scabs form on the sores.

Students having lice will be sent home and should remain home until their hair has been treated with medical shampoo. Please keep in mind that all clothing and bed linens should also be treated. The child's hair should have a second treatment three days after the initial treatment. A third treatment should be given one week later to kill all eggs. The ISQ Health Office will periodically check students and staff for lice.

If a child is recovering from an illness, they need to be able to participate in all school activities before returning to school. For those students with an injury that requires them to stay indoors during recess or physical education, please communicate your child's needs directly with the classroom staff in the child's planner.

### **9.02 IMMUNIZATIONS**

ISQ complies with the World Health Organization's (WHO) minimum requirements for childhood immunizations. This immunization listing may be found on the Student Medical Report (SMR) form which can be obtained on the school website, Admissions, or the Health Office. Please provide the school with a copy of the student's shot records from your country. Students are required to have all immunizations that are listed in the initial registration form before they may attend classes.

### **9.03 MEDICATION**

All medication to be taken by students during school hours must be sent from home and secured in the Health Office. Our school nurse can only administer medication sent from home AND be accompanied by written instructions on the Medical Administration Form (found on the ISQ website or obtained from the Health Office). This form includes complete information concerning dosage and times, as well as phone numbers where parents can be reached. Medication must be given to the school nurse in the Health Office upon arrival at school. Please limit the amount of medication transported by young students. Only 10 days of medication should be sent to school and kept in the Health Office.

### **9.04 MEDICAL EMERGENCY PROCEDURE**

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

## **10. SECURITY**

### **10.01 IDENTIFICATION TAGS**

Students are issued school ID and backpack tags. The ID badge identifies ISQ students as well as school lunch and library check out. Each student receives a tag that attached to their backpack that contains transportation and emergency contact information.

### **10.02 CHANGE OF INFORMATION**

It is parental responsibility to maintain updated passport, residency papers, and valid visa information with the School Registrar each year. For all changes to address and contact information, please immediately notify the Transportation Manager [transportation@isqchina.com](mailto:transportation@isqchina.com) AND School Registrar [registrar@isqchina.com](mailto:registrar@isqchina.com). For a smooth transition on the bus, please give advance notice one-week ahead of any change in address that will impact student pick-up. When switching bus routes, bus space cannot be guaranteed.

### **10.03 PARENTS' PRESENCE IN QINGDAO**

Parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, ISQ has established the following guidelines concerning residency of parents. At least one parent or legal guardian must maintain full-time residency in Qingdao. When a child does not live full-time with at least one of the parents, the parents must arrange for a suitable guardian and the school be notified. A guardian, by definition, is a responsible adult who lives with the student. (ISC 4.021)

### **10.04 ACCEPTANCE OF RISK**

Parents who wish their child(ren) to leave the campus or bus stop unaccompanied by an adult must sign an Acceptance of Risk form. By signing the Acceptance of Risk document the parent or guardian assumes the risks of injury or losses associated with allowing children to leave their bus stop or school gate to walk home without adult supervision, and gives ISQ the directive to release the named children at the named location without an adult present.

### **10.05 PERSONAL POSSESSIONS/SCHOOL PROPERTY**

Please put your child's name on EVERYTHING your child brings to school. This includes, but is not limited to: lunch boxes, drinking cups/bottles, back packs, nap things, clothing.

Students are expected to respect the possessions of others, including school property. Students will be required to fully reimburse the replacement cost of damaged property, whether damaged intentionally or not. Students may not examine the contents of another student's private property (i.e. school bag, desk, or cubbies) without that student's permission. Students should not bring toys, sports equipment, or money to school unless cleared by the teacher. Students who require comfort toys during the school day need pre-authorization from the teacher.

## **10.06 VOLUNTEERS AND HELPERS**

Parents and volunteers shall be approved in advance and assigned to classrooms by the principal. Anyone working with our students will be caring, dependable, and effective with children. They will be selected for their willingness to work cooperatively under a teacher's supervision. All volunteers and helpers must complete child safety training given by the ISQ Child Safety Representative.

## **10.07 STUDENT VISITORS**

Normally, students may bring friends to visit ISQ, with the approval of the teacher and principal. Permission must be received prior to attendance. Visitors must meet ISQ behavioral and dress code regulations. Upon arrival, guests must check-in with the Principal Assistant's office. Due to COVID regulations, this may not be possible at this time.

## **10.08 PETS**

Students may not bring pets to school without special permission from teacher and divisional principal.

# **11. DISCIPLINE**

## **11.01 EXPECTED BEHAVIOR AND CONDUCT**

ISQ is committed to instilling values that consider the wellbeing of others in relationships. Students are expected to recognize the authority of the entire ISQ staff and to show proper respect to both foreign and national school personnel. Students are expected to represent the school well in the community by showing exemplary conduct at school, on the way to and from school, and at all school-related functions.

Each classroom, and ISQ bus, has a basic set of rules and procedures that is age appropriate and encourages a healthy learning and transportation environment. Student infractions will be first dealt with by the classroom teacher, co-teacher, teacher intern, or bus TA. Administrators will be involved in any violation, when necessary.

## **11.02 STUDENT CODE OF CONDUCT**

At ISQ, our mission is to provide an education that integrates faith and learning. Our goal is to prepare you to realize your full potential academically, physically, socially, and spiritually to meet the challenges of an ever-increasingly complex, multicultural world.

In order to do this, we believe that our conduct should be consistent with our basic philosophy of life and the values to learn, love, and lead. Respect is essential to accomplish these outcomes. By enrolling in ISQ students and parents are agreeing to the following Code of Conduct. By living in a manner consistent with the ideals below a sense of belonging to a community can be built. Please read the principles carefully with your child. As an ISQ student:

I will show respect for school staff by:

- listening and following all instructions from both foreign and national school personnel
- not speaking negatively of people or activities
- coming to class on time, fully prepared, and with all necessary materials

I will show respect for other students by:

- behaving in a manner that helps others to learn and feel accepted
- including everyone in activities and friendly conversation
- listening to understand other cultures and worldviews

I will show respect for school property by:

- treating school property with care
- returning borrowed school items on time and in good condition
- cleaning up after myself

I will show respect for myself and my parents by:

- doing my best to learn all the subjects; practicing my English skills

- following ISQ and classroom specific rules
- knowing my strengths and weaknesses and asking for help when I need it

### 11.03 BEHAVIOR MANAGEMENT

ISQ teachers are trained to use a variety of classroom management methods to ensure a suitable environment for learning. The guiding principles are to establish caring relationships with students, model healthy relationships, exemplify self-discipline, and treat parents as partners. Teachers are also attentive to establishing classroom routines, ensuring a comfortable physical environment, being well organized and prepared in advance, expressing behavioral standards and expectations, and offering praise. Our teaching staff commits to regularly affirm positive student conduct.

Each student is given opportunity to understand the ISQ Code of Conduct at the beginning of each school year. When that code is not honored, teachers recognize the opportunity to correct errant behavior by:

- **VERBAL WARNING** One warning will be given, if needed.
- **CLASSROOM MANAGEMENT SYSTEM** (i.e. Class Dojo, the color chart, removal of free play at recess, etc.)
- **BEHAVIOR DISCUSSION WITH THE CHILD** and apply a logical consequence or restorative measure
- **PARENTS CONTACTED** to inform them of the incident(s) of the day
- **PARENT TEACHER CONFERENCE** when unwanted behavior persists
- **AFTER-SCHOOL DETENTION** for a major or repeated offence detention time is: Mondays after school 3:00 to 4:00. The student will not be able to participate in after-school activities or any other school event that day. A student serving a detention will sit in a classroom supervised by a teacher. This time is to think and reflect on the behavior and therefore students will not be allowed to sleep, talk with other students, or do homework.
- **CLASSROOM OBSERVATION** by the school counselor and/or principal to observe the student.
- **CONFERENCE WITH THE PRINCIPAL** when negative behavior becomes a repeated pattern. A conference will be scheduled with the Principal of Student Wellbeing, and a behavior contract or continued enrollment agreement may be drawn. The student and parent's signature will be on the documentation.
- **SUSPENSION** may be served by a student being removed from the classroom to do classwork in another area of the school under the supervision of support staff. For an out-of-school suspension the child will not be allowed to come to school for the day(s) of the suspension. Completing classwork is the responsibility of the student, and any missed work will result in a zero grade. Assessments on the day of the suspension will receive only 70% of the grade. Suspensions can be given immediately at the discretion of the principal dependent upon the situation. Suspensions are accompanied with a meeting with the parent/guardian.
- **EXPULSION:** The school reserves the right to not continue the enrollment of students who have more than two suspensions in a school year, does not show remorse for actions, repeat serious offences, or pose a threat to other students.

The intention of all discipline at ISQ is to see students repair damaged relationships and make better decisions in the future.

### 11.04 FIGHTING

Students are not allowed to have physical fights while on school grounds, on a school bus, or during any school activity. Fighting includes: punching, kicking, hitting, hair pulling, scratching, biting, or any other activity that could result in one student being hurt by another. Fighting during school hours will result in immediate disciplinary action by school personnel. Students are also not allowed to have "pretend" or "play" fights. Repeated fighting may lead to suspension or expulsion.

### 11.05 BULLYING

ISQ takes the emotional and physical safety of its students very seriously. All students have the right to be treated fairly and respectfully.

Bullying is generally defined as violent and/or nonviolent, verbal and/or nonverbal, actions that cause distress, fear, or harm committed by an individual and/or group towards a less powerful individual or group. These acts of bullying may be defined as, but are not limited to, the following:

- Pushed, hit, or kicked and/or the threat of physical actions
- Shunned or left out of groups in an intentional manner

- Called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities... (or the lack thereof)
- Forced to commit any act against their will through intimidation, threats, coercion, physical assaults, such as: handing over money, lunch cards, academic work..., causing intentional exclusion of another student
- Spreading lies and rumors, cruel jokes, laughter, put-downs, verbally or in writing through any medium
- Taking or damaging another's personal property, such as: food, clothing, lockers, possessions, textbooks...

Classroom teachers will determine the difference between bullying and childish behavior and bullying will be addressed immediately. ISQ will help anyone involved in bullying to understand that it hurts others and that it will not be tolerated in any form. If a bully attitude is found to be repeated, the parents will be called for a meeting to discuss an action plan, which may include expulsion. The principal and other administrative staff will provide additional support.

Bullying outside the ISQ school grounds has the potential to be a problem at school. ISQ reserves the right to take disciplinary action for off-campus bullying related behavior in order to maintain a safe learning environment at school. (ISC 4.012)

#### **11.06 SWEARING/INAPPROPRIATE GESTURES**

Students are expected to address each other and faculty/staff in a respectful way. Any form of swearing or inappropriate gestures is not acceptable and will be followed with disciplinary action.

#### **11.07 INAPPROPRIATE TOUCH**

All ECC and Elementary students learn about appropriate and inappropriate touch in our Second Step curriculum. Students are encouraged to understand that some touch is healthy and other touch is not. ISQ equips students to voice their concerns to responsible adults regarding unwanted touch.

#### **11.08 BUS BEHAVIOR**

ISQ has made the following rules for student behavior in order to create a pleasant environment and assure the safety of the students who take the buses.

Students should remember to:

- **Respect and obey the Bus TA on duty**
- **Respect the bus driver**
- **Respect others and property**

In the morning:

- Students should come to the bus spots at least one minute in advance.
- The Bus TA will help students get on the bus in an orderly manner.
- Buses will leave promptly at the times indicated on the schedule.
- The bus will not wait for students who are late. Parents will need to make other transportation arrangements for those students who did not catch the bus on time.

On the bus:

- Sit in assigned seat with seat belt on.
- Keep hands and feet to oneself.
- Speak softly at all times in the school bus.
- No eating, drinking, chewing gum, playing with toys, or any activities that could endanger safety of students.
- Bus windows are to be kept closed, unless they are opened by the Bus TA on duty.
- Before leaving the bus, students should check their seat for forgotten items.

In the afternoon:

ISQ staff/Bus TA's will escort students to their proper bus at the school gate.

Consequences for Breaking Bus Rules:

1. The Bus TA will issue a warning slip (in Chinese) when students misbehave on the bus.
2. The Bus TA will deliver the warning slip to the Transportation Manager who will give the translated slip to the Principals' Assistant.

3. The Principal of Student Wellbeing will include the appropriate teacher in order for discipline guidelines for the class to be followed. If necessary, the student will be called out for a brief meeting with the principal.
4. The warning slip will be sent home the same day to the parents and a copy kept in the student's file.
5. When a student receives a warning slip, the same-day consequence will be to lose free-play time. Definition of free-play: the student will go to the playground with his/her class at recess and walk around with a teacher for the amount of lost free playtime during recess. 5 minutes for Foundations, 10 minutes for JK, and 5 minutes for Kindergarten, and 20 minutes for Elementary students.
6. If a student gets six warning slips in a quarter, his/her parents will be called in to have a meeting with the Principal of Student Wellbeing to discuss whether the student may continue to ride the bus.

### **11.09 SERIOUS OFFENCES**

Offenses in this category will result in an immediate parent/principal conference in addition to any of the following: a behavior contract, after-school detention and/or suspension. These include, but are not limited to, the following:

- Any form of physical violence (i.e. fighting, etc.)
- Falsifying parents' signatures on school documents
- Truancy
- Use of tobacco, alcohol, or drugs
- Intentional vandalism
- Bullying
- Patterns of misbehavior (multiple behavior offences)
- Repeated inappropriate touch

***Note:** Every quarter the student's slate will be wiped clean and given the chance to start again, with no strikes against them. However, the students' behavior will be monitored for improvement and patterns of misbehavior.*

### **11.10 SUSPENSION**

During an **in-school suspension**, the student has to sit in a designated room for the duration of the school day and class work will be given to him/her. For an **out-of-school suspension**, the student is not allowed to come to school for the day and must complete missed work on their own. Suspensions can be given immediately at the discretion of the principal dependent upon the situation. Suspensions are accompanied with a meeting with the parent/guardian.

### **11.11 EXPULSION**

The school reserves the right to expel any student who has received more than two suspensions in a school year or anyone who poses any threat to other students. If a student does not show remorse for what he or she has done and repeats the serious offense, then he or she may be expelled from school.

## **12. PARENT CODE OF CONDUCT v.1.2**

The ISQ community is built on core values that develop individuals to learn, love, and lead. We value the participation of all parents and guardians in the day to day life of our school, and so this Code commits each enrolled family to support a welcoming and safe environment that will promote positive and productive relationships as we love, learn, and lead together.

### **12.01 EXPECTED BEHAVIOR**

- Treat all members of the ISQ community with respect and consideration
- Use courteous written and spoken language when communication
- Give encouraging and constructive feedback rather than negative criticism
- Sign in at the guard shed and obtain a visitor badge when entering the campus
- Use the adult bathroom on the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors
- Abide by the no pets on campus policy
- Wear appropriate clothing for a school setting

### **12.02 INTERACTIONS WITH STAFF**

ISQ conducts regular meetings between staff and parents in our Parent Teacher Conferences at which time the student's progress can be discussed. There may be other times when a parent or staff member request a meeting, through a divisional office, to discuss a particular issue.



- Parents should first raise any concerns or complaints with the relevant staff members, then with the relevant Principal before escalating a matter to the Head of School, and when doing so they should observe the rules of conduct set out in this Code.
- It is important that parents show respect for staff and not publicly criticize them or seek to undermine their authority.
- Parents are to allow staff a reasonable amount of time to investigate, gather evidence, and consider the perspectives of other parties before a decision is made.
- The school has a duty of care towards all staff. For this reason, aggressive or abusive behavior will not be tolerated. This behavior can make it harder to resolve concerns.
- Social media should not be used to criticize or belittle others.
- The school reserves the right to request that any material posted publicly about students, staff, parents, or ISQ that is inaccurate, confrontational, critical, offensive, or disrespectful be taken down.
- Each staff member has an email address for school communications and commits to check it regularly. Parents should not contact a staff member at their home, on their personal mobile phone, or a personal social media account on matters relating to school.
- A contact phone number is provided on all event/trip permission forms to ensure that chaperones focus their attention, without distraction, on the students in their care. Parents should not contact any event chaperone.
- Communication with staff should be respectful of their time restraints and competing responsibilities to allow staff to focus on providing students with the best education possible.

**Parents Should Not:**

- Use intemperate or confrontational language; speak negatively of staff or school policy
- Make repeated phone calls or emails to the same staff member
- Pressure staff to immediately respond to communication
- Show up at school without an appointment and insist to meet with a member of staff
- Forward the contact information of other ISQ parents. Instead allow them to choose who contacts them.
- Upload to social media or distribute in print any photos or videos of children (who are not your own) that you have taken or copied. This respects the privacy of other ISQ families.

**12.03 INTERACTION WITH STUDENTS**

Concerns about other students should always be raised with relevant staff. Parents can provoke significant negative consequences through inappropriate intervention. Under no circumstances are parents to:

- Interact with an unrelated child, while unsupervised, whether in person or online
- Initiate online communication with students who are not their child
- Indirectly accuse a child (whom they do not have responsibility for) of an offense
- Post critical comments or speak negatively about students publicly
- Encourage a child to exclude, criticize, or become physical with other students

**12.04 CONDUCT ON CAMPUS**

Normally, parents are to follow the reasonable directions of staff while on campus and to respect the learning activities in place. Under no circumstances are parents to:

- Enter a classroom without teacher invitation (late arrivals/early departures - at the front reception desk)
- Become a visual and noise distraction, or disrupt lessons
- Use public acts of aggression, manipulation, foul language, and arguing
- Allow children in their care to be left unsupervised or playing in a dangerous manner

Due to current COVID regulations, admittance to campus may not be possible at this time.

**12.05 SCHOOL DISCIPLINE**

- ISQ expects students to comply with its rules and expectations and not engage in behavior which is harmful to others or is contrary to the ethos and philosophy of the school. And so, parents are expected to support the ISQ discipline policy and not undermine its authority.
- Parents should reserve judgment of matters reported by their children until they have heard the full context, from an adult perspective, from a member of staff who has investigated and weighed the evidence. (It becomes problematic to understand situations and educate children about appropriate social strategies if

they have contacted a parent and their parent has become emotionally involved, before a staff member has had opportunity to investigate.)

- In the case of disciplinary matters, ISQ will be the arbiter of what is a just response, and will not engage in debate about the appropriateness of consequences. ISQ will inform parents of escalated disciplinary matters which may result in suspension or expulsion, and will deal with these in accordance with our disciplinary policy. While parents will be consulted, the final decision will be ISQ's.

### **12.06 FAILURE TO OBSERVE THIS CODE**

If a parent fails to observe this Code after being warned about a breach, ISQ leadership may:

- Limit access to a teacher or teachers
- Limit access to ISQ premises or events
- Terminate the enrollment of the student

Our school community is strengthened and unity fostered when all members work together to adhere to these guidelines. We are grateful for the supportive ISQ parent community. It is our honor to serve you.

## **13. RE-ENROLLMENT / WITHDRAWAL**

### **13.01 RE-ENROLLMENT PROCEDURES**

1. Follow the Re-enrollment procedures on PowerSchool. Instructions in the re-enrollment packet sent to each family.
2. Submit a copy of new residence permit/passport/visa.
3. Submit a Student Medical Report (SMR) for any student entering Grade 1, 6, or 9.
4. Pay re-enrollment fee, tuition, and other fees by the date specified in the Tuition and Fees Policy.

### **13.02 WITHDRAWAL FROM ISQ**

The process of withdrawal from ISQ begins with the Notice of Departure form completed online. Please contact the Principals' Assistant for details. This online form is the only way to initiate the departure process and impacts the timing of the release of documents.

ISQ personnel intentionally work with each leaving student to ensure a clear understanding of transition they are about to encounter. During this time, students learn how to have healthy closure with their school and with their friends. Parents should begin the departure process as soon as they know they will be leaving ISQ so that our staff can be most effective in helping each student in transition. Both leaving and staying students are impacted by a move, and so it is the best interest of everyone to give ample time and awareness of the upcoming changes in the classroom.

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## **14. APPENDIX - EARLY CHILDHOOD CENTER**

*Listed Alphabetically*

The following appendices more fully inform the information in this handbook. Please read the following sections that relate to your child's specific division.

### **14.01 BIRTHDAYS**

Each child is important and valued. Families are encouraged to celebrate their child's special day outside of school hours. Children's birthdays will be recognized at school with a song, card, and sticker. During this school year, birthday parties will not be able to happen on campus. Please do not send presents to school.

### **14.02 CLASSROOM LIBRARY**

A selection of books is maintained within each ECC classroom, and can be checked out daily, **one book at a time**. Students are taught to self-check books by removing the card inside the book and putting it in their own classroom library card pocket. When a student returns a book, they replace the card and the teacher puts the book back on the shelf. Once returned, students may check out another book.

### **14.03 ENGLISH LANGUAGE SUPPORT (ELS) PROGRAM**

JK and Kindergarten students may be included in the English Language Support program for non-native English speakers through pullout classes. Language support is infused into the curricula to support students with their English language acquisition.

### **14.04 FIELD TRIPS**

ISQ values exploring places outside of the classroom. Field trips are planned to places in Qingdao by classroom teachers to supplement what is taught in class. A description of each field trip itinerary is part of the ISQ Permission Form that will be sent home close to the time of the trip. These must be signed by a parent. Students will not be permitted to go on a field trip without this signed consent form.

ECC Students should wear their ISQ orange T-shirt on every field trip.

Due to current COVID regulations, field trips may not be possible at this time.

### **14.05 REST TIME**

Rest time provides the brain a quiet time to process learning and emotions from the day. It is a purposeful time in the child's day. It is very important that young children get enough rest to function at their best for a full day of school. Children will rest on cots in the afternoon.

Each class will have their specific length of time to rest depending on the needs of the students. In Kindergarten, a rest time is 45 minutes until the second semester. This will be incrementally scaled back in order to prepare the children for 1<sup>st</sup> grade where they will have a full day of classes.

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## **15. APPENDIX - ELEMENTARY SCHOOL**

*Listed Alphabetically*

### **15.01 BIRTHDAYS**

ISQ believes that children benefit from being recognized and treated specially, and so our classroom teachers celebrate student birthdays one day per month. The date will be determined by the teachers to best utilize the time in class for celebrating and learning. Due to COVID restrictions at this time, no birthday gifts, food, or invitations to parties may be distributed at school. Families are encouraged to find ways at home to create the feelings of being cherished and valued for their child(ren).

### **15.02 CHEATING**

Cheating can occur anywhere at any time. Cheating is the act of copying someone else's work or allowing another person (i.e. another student, parent, tutor) to do the work for you. The difference between helping and cheating is that helping provides needed guidance, whereas cheating involves doing another's work. Cheating hurts learning because the student loses the chance to learn the concept being taught. Cheating is not allowed, and a student caught cheating will be disciplined and receive no credit for the work involved.

### **15.03 COMPUTER USE POLICY**

#### **INTRODUCTION**

ISQ provides computer resources to enhance the educational experience. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies, and the policies of our internet service providers, as well as all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate. Each student is ultimately responsible for their conduct on the system, and will be held accountable for all actions while using any facet of the computer system at ISQ.

Before using the computers at ISQ, users must sign a statement as evidence that the student has read, understands, and intends to comply with all related policies.

#### **EQUIPMENT AND FACILITIES**

The computers, local hard drives, network drives, user accounts, personal drive space and contents are all property of ISQ. As such, this property can be checked by a member of the Technology Department in the company of a school Administrator, without notice, in order to maintain compliance with this Computer Use Policy. Information stored on school property should not be expected to be private.

#### **PROHIBITIONS**

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing, or tampering with any part of the ISQ computer system, hardware or software
- Having food or drink in the vicinity of the computers or computer related equipment
- Engaging in non-academic uses of the computer system, such as game playing and chatting
- Using, altering, creating, or distributing a password not specifically issued to the student
- Adding, deleting, or altering files or installing programs without the Tech Department's permission
- Accessing or storing illegal or explicit material or material that is potentially harmful
- Using the internet or e-mail for non-school related activities
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system
- Accessing, storing, transmitting, or distributing offensive, indecent, or pornographic materials
- Storing, transmitting/distributing protected material without the written consent of the owner
- Copying copyrighted software or other materials
- Circumventing, or attempting to circumvent, the security measures on any school computer
- Introducing any form of computer virus to any school computer

## **PROCEDURES FOR ALLEGED VIOLATIONS**

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

- Use of school network only under direct supervision
- Suspension or revocation of network or computer privileges
- Suspension from school

## **15.04 ENGLISH LANGUAGE SUPPORT (ELS) PROGRAM**

The English Language Support program helps non-native English speakers through pullout classes from Grade 1 to Grade 5. Language support is infused into all areas of learning so that students can gain proficiency and achieve full participation in the curricula.

### **SURVIVAL ENGLISH**

The Survival English Small Groups are for students with little or no English. These students attend small group lessons during the school day that are specifically designed to give additional language support to help students cope with daily routines at school. The small classes (usually 2-4 students) are specifically designed to enable the beginning student to master basics and build language confidence.

### **ELS CLASS**

ELS classes are a pullout program for Grade 1 – Grade 5. The program follows the International Schools Consortium English Support Standards and provides opportunity for students to develop the four English language skills (listening, speaking, reading and writing) needed in both academic and social settings within the school and community. The students attend the ELS classes during the period set for additional languages (currently Chinese language study).

### **IN-CLASS SUPPORT**

In-Class Language Support is designed to assist teachers with differentiation of mainstream classroom curricula, as well as support ELS students in Grade 1 – Grade 5 with various tasks. The ELS teacher and classroom teacher confer regularly to discuss student needs.

### **CELL (Content English Language Learner) ELA (English Language Arts) Class**

CELL ELA classes use content-based ELA curriculum while incorporating additional English language skills instruction. ELS teachers collaborate and work together with classroom teachers to meet the needs of the learner, as well as consult International School Consortium English Language Arts Standards. Students attend CELL ELA classes during the time set for English Language Arts.

### **ELS ASSESSMENT**

Once enrolled in ELS, students will be regularly monitored by ELS teaching staff, as well as classroom teachers, to ensure that they are making adequate progress in English language acquisition. Formal English language assessments are used each semester to measure student growth in English language proficiency in listening, speaking, reading, and writing. The results of this assessment, along with teacher in-class observations and informal assessments, help to determine the timing of continued enrollment in the language program or graduation from support classes. Students who have graduated from ELS will continue to be monitored for language acquisition by classroom teachers.

## **15.05 FIELD TRIPS**

ISQ values exploring places outside of the classroom. Field trips are planned to places in Qingdao by classroom teachers to supplement what is taught in class. A description of each field trip itinerary is part of the ISQ Permission Form that will be sent home close to the time of the trip. These must be signed by a parent. Students will not be permitted to go on a field trip without this signed consent form.

Elementary students must wear clothing that conforms to the school dress code on every field trip.

## 15.06 HOMEWORK - GUIDING PRINCIPLES

**We believe** that play is a child's work and that they learn from interacting with their environment.

**We believe** that English language learners should be encouraged at home in speaking, reading, and writing in their first language (mother tongue). Research demonstrates that students with strong mother tongue maintenance and understanding are able to make connections more quickly in additional languages. (Carder, Maurice. "Bilingualism in International Schools: A Model for Enriching Language Education." *Journal of Research in International Education* December 2007: 375-377.)

**We believe** that ISQ's role is to assist families to develop their child's unique potential. Homework is one way for parents to connect with their child's learning.

**We believe** that homework and practice provide opportunities for students to refine their knowledge and extend their learning. Teachers will assign homework that reviews concepts that students should already be familiar with from class. When asked, teachers will clearly communicate the purpose and expected outcome of each homework assignment.

### ASSIGNING HOMEWORK

- Students should begin to take ownership and responsibility for their learning at home and complete their assignments as independently as possible under the guidance of a parent or tutor facilitator.
- Teachers give homework based on 10 minutes per grade level (i.e. 1<sup>st</sup> grade 10 minutes, 2<sup>nd</sup> grade 20 minutes, 3<sup>rd</sup> grade 30 minutes...)
- Parents should communicate via note / email to teacher that work was not able to be completed in the appropriate time frame. Students may struggle to finish homework due to motor skills development, lack of fluency in English writing, or concentration issues, and parent communication can assist in understanding each student more fully.
- Appropriate amounts of sleep should take precedence over homework so that students are prepared for learning during the school day. Therefore, when bedtime comes, please stop your child, even if all the work is not complete, and notify the teacher through the student planner.

## 15.07 INCOMPLETE WORK AND ABSENCES

### INCOMPLETE WORK

Teachers will assist students to be aware of the classwork / homework which needs to be completed. It is the students' responsibility to complete the assigned work.

- Students are not permitted to miss regularly scheduled classes to complete unfinished work.
- Work never turned in will receive a zero grade. Partial completion will receive partial credit.
- Pre-announced assignments are due on the date announced or immediately upon return to school.

### ABSENCES

- For each excused day away from school, students will be given two days to complete missed assignments, with additional days given at the teacher's discretion. Those students missing several days in a row, or too ill to complete the assigned work, will be given appropriate consideration.
- It is parental and student responsibility to find out what work has been missed and ensure that it is completed in a timely manner.
- For unexcused absences, students will be expected to complete work on the same schedule as if they had been in school.

### TESTS

- Teachers are not expected to delay **tests** or give extra time because of an absence prior to a test. Those students missing several days in a row, or too ill to prepare for a test will be given appropriate consideration. When a student was in school the day before a test, and absent the day of the test, he/she will take the test the day he/she returns.

## 15.08 LIBRARY LATE FEES

A book not returned or renewed by the due date will be considered overdue and will be charged a fine of 5 mao per school day that it is late.

**BOOK CARE:** All library books **must be** transported in the student's bag.

**LOST BOOKS:** Lost books will be paid by the student at the present value + 40% for shipping and customs.

**DAMAGED BOOKS:** Books that are returned damaged will incur a fine based on a Damage Assessment:

- Minor damage that can be repaired - ¥10 (i.e. a torn page, pencil marks, a dirty page or edges...)
- Major damage that can be repaired - ¥25 (i.e. split binding, torn cover, bite marks, water damage...)
- Permanent damage that cannot be repaired - full replacement price + 40% (i.e. major water damage, mold, drink spills, bite marks that tear pages, crayon marks, etc.) When a patron pays for an item in full, the item becomes the property of the patron.

Note: If library books are still not returned at the end of the school year, Report Cards and other documents will not be issued from the Registrar's office.

### **15.09 TOBACCO, ALCOHOL, AND DRUGS**

Use of or being in possession of unauthorized drugs, narcotics, tobacco, alcohol, or dangerous substances of any kind is considered a serious offense, whether on or off campus.

Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administrator will be required as a condition for re-admission. Subsequent offenses may result in expulsion. (ISC 4.022)

### **15.10 WEAPONS**

Students may not bring knives, including pocketknives or other items that could constitute a weapon, onto the school grounds, nor have weapons in their possession at any school activity.

Students bringing weapons to school may result in immediate suspension. ISQ reserves the right to forbid any student to carry the above-mentioned devices. (ISC 4.022)

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## **16. GLOSSARY - TERMS/EVENTS at ISQ**

*Listed Alphabetically*

### **16.01 AFTER-SCHOOL ACTIVITIES (ASA)**

A variety of after-school activities are offered to ISQ students once they are in 1<sup>st</sup> to 5<sup>th</sup> grade, with Kindergarten students joining in the second semester. The activities offered are dependent on the season, age, and interest of the children. ASA's include all interested students through a sign-up process that will be announced at the beginning of each semester. A small fee is charged to pay for materials.

### **16.02 ASSEMBLIES**

Weekly assemblies are an integral part of ISQ; attendance and participation is required for all students. Student life assemblies focus on development and growth in the ISC Learning Outcomes. These include songs, an age appropriate character lesson, book reading, or holiday highlights. New and leaving students as well as birthdays are recognized and celebrated.

### **16.03 CHINA WEEK**

Every year we have an all-school activity day celebrating living in China. These activities may be extended for additional days. Students spend time learning about China's history, customs, what makes it unique and more. Students also attend a special assembly about China and have the opportunity to eat Chinese food for lunch.

### **16.04 CHRISTMAS FAIR**

Each year on the first Saturday in December, the Parent-Teacher Organization (PTO) sponsors a Christmas Fair at school. The Christmas Fair includes opportunities to buy Christmas gifts, take pictures with Santa and Mrs. Claus, eat ethnic food, buy tasty treats, and more. The PTO also organizes a raffle for gift certificates and various prizes. The money raised by PTO goes to aid the school in funding events and projects and buying new materials, as well as, PTO sponsored community outreach and charities.

### **16.05 COMMUNITY SERVICE**

ISQ Elementary is focused on service. We are constantly looking for ways to serve each other and our community. Each classroom is strongly encouraged to participate in a service activity each year. These activities may include helping out at another school, working to improve our school, raising money for those in need, and more.

### **16.06 DADS TO LUNCH**

Dads to Lunch is a fun day in which fathers are invited to come have lunch at school with their children. After lunch, everyone heads outside to do fun activities like fly kites, play soccer, and eat cotton candy. It's a wonderful time for fathers to spend time playing with their children and also to have an opportunity to see a little more of the school. All of the students love to have their fathers come for lunch and to spend the afternoon with them.

### **16.07 FIELD TRIPS**

Each classroom works to include experiential learning into their program. Two school-wide trips occur each year, as well as individual class trips. Each fall K-5<sup>th</sup> grade go on a local farm trip to encourage cultural appreciation, get to know our area, as well as experience the language and aspects of farming. In the spring, two different walking/hiking adventures for ECC and Elementary students. These trips are a special time for students and teachers to build relationships, have fun outside of the classroom, learn endurance, as well as explore this beautiful city.

### **16.08 FIFTH GRADE CELEBRATION (5-2-6)**

5-2-6 is a 5th grade celebration that happens at the end of the school year. 5-2-6 is an opportunity for the 5th graders to celebrate moving from Elementary to Middle School. It is a time to have fun with their classmates as well as to reflect on this milestone in their lives. This event is held every year on May 26th.

### **16.09 FINE ARTS GALAS**

All of our students have an opportunity, twice a year, to showcase what they have been learning in their fine arts classes at our Fine Arts Galas. Parents are invited to attend and applaud your children.

### **16.10 HEALTH FAIR**



The Elementary Annual Health Fair encourages and educates students to make healthy choices for their bodies in a hands-on, interactive event hosted by Student Wellbeing. Each year the fair focuses on a theme that is communicated through five stations: Nutrition, Exercise, Healthy Habits, Emotions, and First Aid.

#### **16.11 HOUSE**

The concept of ISQ House is based on the British system of dividing the student body into different, smaller groups. It began as a way for our students to mingle between grade levels, the older ones getting to know and help the young ones and the younger ones learning and having an opportunity to foster a sense of community and unity throughout our school. Several House Days will be announced each year in which students can show school spirit by dressing up and participating in various activities. Siblings are put into the same House.

We currently have four houses based on foreigners that have made a great impact in the history of China: Eric Liddell (blue), Jonathan Goforth (yellow), Hudson Taylor (red), and Robert Morrison (green). Each house is represented by a specific color. Each student should purchase a T-shirt in the color of their House.

#### **16.12 KINDERGARTEN GRADUATION**

Each spring we celebrate the hard work - and cuteness - of our students with a graduation event for our Kindergarten students. Parents and families are invited to come and see the students perform, receive a certificate, and toss of their hats.

#### **16.13 MAP TESTING**

The NWEA MAP test is administered each fall/winter/spring to all students (K – 10) as a basis for comparison with international national norms for achievement. These tests are not given to Foundations or JK students.

#### **16.14 MEET THE TEACHER DAY**

Meet the Teacher Day is an opportunity for parents to come to the school and speak with the teacher to hear what they are planning for that school year. Meet the Teacher Day is held within the first month of school. During the time at the school, parents are welcome to come to a short introduction of the teachers and other staff before spending time looking through the classrooms and speaking to the teachers.

#### **16.15 PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences take place just after the first quarter and third quarter though parents may request a conference at another time if they wish. These conferences are an opportunity for parents and teachers to meet and talk about how their children are doing. Parent-teacher conferences are confidential and private. Parents who would like to meet with teachers are given the opportunity to sign up for a time to meet with the classroom teacher and teaching assistant alone. If a translator is necessary for these times then the parent should bring his or her own translator. There are a few people at school who are available to translate into Korean, but they must be booked in advance. The teaching assistants are also available for Chinese translation if needed.

#### **16.16 SCHOLASTIC BOOK ORDERS**

Twice each year, once in the fall and once in the spring, the school helps the students to purchase books from Scholastic. Scholastic is a well-known children's book publisher in America. Students are generally given one week to view the order forms and send money to school if they choose to order books. It generally takes about three months for the books to arrive from America once the order is placed. It's always a very exciting day when our books show up at school!

#### **16.17 SCHOOL PERFORMANCES**

To celebrate student learning in the fine arts, students participate in one performance towards the end of each semester. First semester's performance is typically a Christmas concert which may involve theatrical components related to the nativity. The spring concert is combined with an art display in a large event called the Elementary Fine Arts Gala. Before and after the concert, parents and students are encouraged to visit the art gallery of student work.

#### **16.18 SCIPMYLO**

Scipmylo is the last event of the year. It is a chance for students to get out of their classrooms and have a morning of playing games and building relationships with other students and the teachers. During this time the students are broken up into lower and upper Elementary within their houses and rotated among three to four different games. All the games require physical activity and are meant to be fun.

**16.19 SPELLING BEE**

Each year ISQ Elementary holds a spelling bee. This spelling bee is open to any student, but no one is required to participate. The spelling bee takes place in three stages. First, all students who wish to participate are given a list of words to study for a class spelling bee. The top three winners from this spelling bee go on to the second stage in which the students are given more words to study in addition to the first list. For the second spelling bee, elementary is split into two groups (2nd-3rd; 4th-5th) to compete.

**16.20 STEP UP DAY**

Step Up Day is an opportunity for parents to come to school, meet with the Principals and teachers, ask questions, and discuss the overview of their child's next grade.

**16.21 TALENT SHOW**

Each year the Elementary School holds a talent show in which the students can showcase their talents. The talent show is usually held in the fall. Before they can perform in the talent show, students must audition before several teachers who will make sure that their act is well prepared and appropriate for a school performance. It is always fun and wonderful to see the talents of the students in our Elementary School.