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# PARENT & STUDENT HANDBOOK 2023-2024

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## General Information

### Purpose Statement

As a part of LifePlus, Yantai Huasheng International School (YHIS) is committed to providing transformative, holistic PK-12 education to develop globally-minded individuals who learn, love, and lead.

### Vision

World-class servant leaders raised up in every vocation.

### Learning Outcomes

We are dedicated to providing an educational experience that transforms students from the inside out. We make three commitments to students, families, and the communities that surround us.



#### *Purpose –*

I treat myself and every person with intrinsic value and purpose.

I strategically use the gifts and talents that I have to accomplish bigger purposes.

I look for deeper meaning and explanations, and I am not content with appearances or easy answers.

#### *Curiosity –*

I investigate and explore by asking questions and critically thinking about the answers.

I am eager for authentic knowledge, wisdom, and understanding.

I refuse to let others do my thinking for me or cheat myself out of learning opportunities.

#### *Discernment –*

I can see and understand people, things, or situations clearly.

I use knowledge to make wise choices and judgments, speak the truth, and live with integrity.

#### *Connection –*

I value people, and so I invest in communication, language learning, and understanding the cultures in which I live.

I collaborate effectively and respectfully with people from any culture.

I build and maintain healthy relationships with others in my lives.

*Compassion –*

I show empathy for others and look for ways to make a difference.  
I listen carefully and think deeply to determine the best response or action.  
I know how to speak perceptively about what I believe.

*Courage –*

I take risks and boldly do what is best.  
I am willing to ask questions and make mistakes.  
I persist in thinking, inquiring, and discussing even in the presence of threat or fear.

*Humility –*

I have an accurate picture of my abilities, thinking neither too highly nor too lowly of myself.  
I acknowledge my limitations and my need for help, as well as accept criticism and demonstrate a teachable spirit.  
I demonstrate good sportsmanship.

*Service –*

I make available my gifts, talents, time, energy, and enthusiasm to serve the needs of those around me.  
I show love towards the world around me by being a responsible caretaker of our resources.

*Persistence –*

I strive for excellence and practice diligence to get things right; I don't give up.  
I respectfully communicate until I am understood and question until I understand.  
I approach challenges with tenacity, creativity, and thinking.

### **School History & Governance**

Since 1986, LifePlus has served the multinational community in China and is among the oldest in China today. LifePlus has schools in Qingdao, Chengdu, Tianjin, Wuhan, Wuxi, and Yantai as well a school in the UAE. LifePlus is an organization committed to leadership development, training, and transformation.

Yantai Huasheng International Education Development Co., Ltd. (YHIED) and LifePlus partnered in 2015 to build and develop LifePlus's seventh international school. In April 2015, YHIS became Yantai's first English language international school licensed by the Shandong Provincial Government. The school opened its doors on August 9, 2016. YHIS provides expatriate children with a Western-style education taught in the English language. It currently serves children from the age of 3 through 12th grade and has achieved accreditation through Cognia, the world's largest accrediting agency.

The school is governed by a Board of Directors, which consists of seven individuals from LifePlus and YHIED. The board meets on a quarterly basis to set strategic direction, approve administrative policies, hiring decisions as well as grant financial approvals.

The school administration is led by the Head of School and deals with all parent concerns directly. Depending on the nature of the concern, the concern may be brought to the attention of the school board. The Head of School directly reports to a Superintendent appointed by LifePlus.

### **Non-discrimination Policy**

Yantai Huasheng International School does not discriminate on the basis of race or ethnic origin in its admissions, in any school programs, or in the hiring or treatment of its staff members.

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### **School Day**

The school day begins at 8:00 a.m. and ends at 3:20 p.m. Students may not enter the hallways or classrooms until 7:50 a.m. Students have the option of riding the school bus. However, parents are responsible for sending students to school safely and on time. The school is not responsible for accidents that occur on the way to or from school.

### **School Year**

The school year generally starts in the middle of August and ends at the beginning of June. It is divided into two semesters of two quarters each. There are no less than 180 school days on the school calendar. The administration may add any days missed due to emergencies or unforeseen circumstances to the end of the school year.

## Admissions Policies

### Admission Requirements

1. The school considers the following as essential to admission:
  - a. By law, students enrolling into YHIS must have a foreign passport. YHIS does not discriminate on the basis of race/ethnic origin or gender in its admissions or in any school programs.
  - b. A basic level of educational aptitudes and skills as determined by educational records.
2. **Requirements for entrance to ECC and Elementary**
  - a. **Foundations Class**- students must demonstrate readiness and must reach the age of three by September 30 of the year they wish to enter and be fully toilet-trained. Regardless of age, a child may be refused admittance if evaluated as not ready.
  - b. **Junior Kindergarten**- students must demonstrate readiness and must reach the age of four by September 30 of the year they wish to enter and be fully toilet-trained. Regardless of age, a child may be refused admittance if evaluated as not ready.
  - c. **Kindergarten**- students must demonstrate readiness and reach the age of five by September 30 of the year they wish to enter. Regardless of age, a child may be refused admittance if evaluated to be not YHIS-ready.
  - d. **Grade 1:** Students must meet one of the following requirements:
    - Has been promoted from this school's program or an equivalent program elsewhere.
    - Has attained the age of six on or before September 30 of the enrollment year, has passed an assessment given by the school and has received approval from the principal.
3. **For initial entrance into YHIS:**
  - a. Submit a completed application form.
  - b. Parents are requested to present proof of the child's age (YHIS will only accept a birth certificate, passport, visa or other appropriate official government documents) as well as a copy of both parents' passport and visa.
  - c. Students are to provide learning support documents (as required) and standardized assessment scores (e.g., IOWA, MAP), if available.
  - d. All students entering grade 3 and above are required to submit academic records of their previous two school years and provide take the MAP Screening Tests.
  - e. All non-English speaking students in grades 1 and above are required to take an English assessment.
  - f. Students are required to use the iSC Student Medical Form completed in English (English information enables us to make use of the form in case of an emergency), which will then be reviewed by the school nurse. Medical Examination Forms are available for download from the school's website.
  - g. Immunizations must be completed in accordance with YHIS requirements, as stated in the iSC Student Report Form.
4. **Admission procedures for returning students:**
  - a. Submit a completed re-enrollment form and complete the yearly online *health update* and *consent to medicate* in PowerSchool.
  - b. **All new students and returning students entering 6th and 9th grades** must submit a completed YHIS Student Medical Report which contains a recent physician-completed medical exam and a record of immunizations. The medical exams must be completed within six months of the start of the current academic year. A YHIS Medical Report Form is available on the YHIS

- website under the Admissions tab along with information regarding where this medical examination can be completed.
- c. Pay tuition down payment fees by the date specified in the invoice.

### Parent's Presence in Yantai

YHIS believes that parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. In the best interest of the student, YHIS has established the following guidelines concerning the residency of parents:

- i. At least one parent or guardian must have full-time residency in Yantai.
- ii. Guardians are only permitted to function in lieu of parents in unusual circumstances with the permission of school administration.
- iii. An "ayi" (Domestic Helper) does not qualify as an appropriate guardian for a child.
- iv. In any case, where both parents will be out of town for a short period of time, the school must be notified and a guardianship form filed with the school.

### Grade Placement

Students are ordinarily placed in the appropriate grade indicated by their previous schooling and completed grade level. If a question regarding placement arises, the following factors are considered in parent/school discussions:

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

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

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

Grade	Considerations for placement
9	Student has obtained less than 6 credits
10	Student has obtained more than 6 credits, but less than 12 credits
11	Student has obtained more than 12 credits, but less than 18 credits
12	Student has obtained more than 18 credits

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

### Class Size Capacity

YHIS believes that class sizes should be optimal to allow for sufficient student-teacher interaction as well as peer interaction. Class size capacity is dependent on grade level. The class size is capped as follows: 14 for Foundations, 16 for Junior Kindergarten, 18 for Kindergarten and 25 for Elementary and Secondary.

### Class Placement for Double Streams

Parents will be notified before the start of school about homeroom placements. Please see below for the guidelines YHIS uses for placing children in a particular class.

When dividing a class into groups, to be placed in separate classes, there are certain criteria to be taken into consideration:

- Classes will be split openly by listing all students alphabetically according to the first letter of their family name, beginning with A.
- Balance in the different nationalities in each class
- Gender balance
- Parents of twins and siblings will be given the option of splitting their children or keeping them in the same

### **Waiting List**

If a student has passed the necessary admissions requirements but the class has reached capacity, the student may be placed on a waiting list. Students will be added to this list according to the enrollment criteria. This waiting list is dissolved at the end of the school year, and parents need to re-apply if they wish to be considered for enrollment for the following school year. YHIS encourages parents to look for other educational options while their child is on the waiting list.

### **English Language Support Services**

Upon entry to YHIS, students who are non-native English speakers will be assessed on the WIDA English Test. This test assesses the student's current ability in the areas of reading, writing, listening and speaking, and generates a composite score. The school recognizes that students come to YHIS from a variety of academic, cultural, and linguistic backgrounds. As such, our English Language Support (ELS) Department offers language support based on individual student's needs.

Our goal is to provide comprehensive help for students to gain the language skills required to thrive at YHIS. YHIS offers a rigorous academic curriculum designed to equip individuals with the skills and knowledge required to succeed in a university where English is the primary language. Because students come to YHIS from a variety of academic, cultural, and linguistic backgrounds, our English Language Support (ELS) Department offers language support that is based on individual needs for students to gain the language skills required to thrive at YHIS. Throughout the year, ELS teachers monitor students' progress through observations and assessments, so adjustments can be made to meet their individual needs.

ELS Services are offered at these levels:

#### Program A (Bridge, G3-5)

- Intensive English small-group classes to supplement or replace core subject classes
- Additional intensive English support during Chinese language class
- Quarterly progress monitoring

#### Program B (Pull-out, G1-5)

- Intensive English support during Chinese language class
- Additional support during core subject classes (Reading/Writing or Science/Social Study)
- Quarterly progress monitoring

#### Program C (Push-In, G1-5)

- Daily support during core subject classes (Reading/Writing or Science/Social Study)
- Quarterly progress monitoring

### Middle School

- Intensive English support during Chinese language class (as needed)
- Additional support during core subject classes
- Quarterly progress monitoring

### High School

- Intensive English support during Chinese language class (as needed)
- Quarterly progress monitoring

### **Learning Support**

YHIS can support students with mild to moderate learning needs. However, the school is not able to meet the needs of students with severe learning disabilities. Parents are expected to inform the school if their child has a known learning disability. YHIS will make every effort to meet the needs of each child it admits.

### **Tuition and Fees**

Tuition will be determined annually and assessed at the time of registration. It is payable in accordance with a pre-approved payment plan. Late fees will be assessed where appropriate. In addition to tuition fees, students also have a daily lunch fee depending on the meal option they choose.

All tuition and fees are based on the RMB amount. In the event of a change in the exchange rate, all unpaid tuition and fees that are paid in USD must be paid at the adjusted rate. The RMB fees are fixed for the school year.

### **Tuition Payments and Refund Policy**

All tuition and fees are based on the RMB amount. USD payments will only be accepted by telegraphic transfer (TT) to our USD bank account. The payment will be based on the exchange rate of the first day of the month of the transfer. (Any transfers in August will be based on the exchange rate of August 1.)

1. If a student withdraws early, tuition will only be refunded for full quarters not attended.
2. No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.
3. Tuition and fees are not transferable to another student.
4. Company-paid tuition will only be refunded to the company, not to the parent.
5. The Tuition Down Payment is payable annually upon enrollment and is non-refundable.
6. \*In light of the COVID-19 situation, the Tuition Down Payment is refundable for students who are unable to return to Yantai or other reasons related to COVID-19.

### **Overdue Accounts**

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

## Attendance Policies

### Absence Procedures & Policies

1. Parents should send an email to [attendance@yhischina.com](mailto:attendance@yhischina.com) by 8:00 *am* on the day their child will be unable to attend school. The specific reason for the absence should also be given at this time. Students who arrive at school after 8:00 a.m. must check in with the Lobby Receptionist before they will be admitted to class. If a student arrives after 10:00 a.m., he/she will be counted a 1/2 day absent. Those who arrive after 12:30 p.m. will be counted absent for a full day.

If students have a temperature of 37.7°C or higher,

- Please keep your child at home and consult a doctor and inform the school through [attendance@yhischina.com](mailto:attendance@yhischina.com) stating your child's temperature, symptom(s), and treatment plan.
- The student must remain at home until he or she is fever-free without medication for **24 hours**.

**Elementary students** are expected to arrive at their homeroom by 8:00 a.m. every school day. Students arriving at homeroom after the 8:00 a.m. will be recorded as tardy unless the tardy is excused.

**Secondary students** are expected to arrive at their first class by 8:00 a.m. every school day. Students arriving at their first class after 8:00 a.m. will be recorded as tardy and will receive an infraction if the tardy is unexcused.

2. Students who are unable to attend school due to illness will not be permitted to take part in athletic activities on that day.
3. Excused absences include illness, death in the family, and pre-approved family events. Upon their return to school, students will have two school days to make up each missed day's work. Secondary students who are sick for more than three days in a quarter must bring a doctor's note to school; otherwise, the absence will be considered unexcused.
4. For unexcused absences, a student will receive a zero for every assignment or test falling on that day and will also be ineligible for after-school activities that day. An unexcused absence on Friday will result in the student not being eligible for weekend activities.
5. Planned absence approval by the Principal must be requested at least *one week in advance* in writing by the parents, stating clearly the reason for the request. Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. *For students to receive credit for classes missed during a family vacation, prior notification must be received.* Teachers may require work to be done in advance or set dates for work to be turned in at a later date. These details should be worked out with the student's teacher(s).
6. School attendance must be made a priority. Elementary and middle school students will not have the opportunity to make up work missed if they are absent more than ten days in a semester unless the Administration grants special permission. A high school student will not receive credit for a course if the total number of absences (excused or unexcused) exceeds 10 for any semester unless the Administration grants special permission.

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### **Early Release**

Students are expected to stay on campus for the entire school day. If you need to pick up your child early from school (illness, government or doctor's appointment, etc.) before 3:20 p.m., please contact the Lobby Receptionist at [attendance@yhischina.com](mailto:attendance@yhischina.com), and she will help sign your child out of school. Your child will be called out of class and released into your custody. The school cannot release students to individuals not listed on file or allow students to meet their parent/guardian in the parking lot. This procedure ensures that all students are carefully supervised, accounted for, and released only to their parent or guardian.

### **Tardy Procedures**

Students are expected to be in class on time. The first two tardies to any class will result in warnings. After the third tardy in a quarter, the student will be assigned a lunch time detention. Should a student get more tardies during a particular quarter, the cycle will repeat itself. The Principal may meet with the parents of students who are repeatedly tardy. The tardy count will restart at the beginning of each new quarter.

### **Truancy**

Students who skip class on their own initiative will receive no credit for any work missed. They will also serve the school for a period of time equal to that which was missed, up to eight hours.

### **Withdrawal**

Withdrawal is the early removal of a student from the school roster. Parents must notify the office a minimum of two weeks prior to the end date. Student grades and other documentation will be released by the Registrar's Office two weeks after an official notice of withdrawal is given. As a rule, a student may not withdraw more than two weeks prior to the end of the quarter and still receive credit for that quarter.

## General Academic Information

### Homework Amounts

The following guidelines are used by YHIS teachers when assigning homework. They represent the amount of homework an average YHIS student who plans ahead for their workload can expect to have. If parents have concerns about the amount of homework their child is receiving, they should communicate their concerns with the student's teacher.

ECC students will not be assigned homework. Students in grades 1-5 should expect homework of their grade level x 10 minutes (ex. 5<sup>th</sup> grade = 50 minutes/night). Secondary students can expect to receive homework amounts as follows:

Grades 6-9	60-90 minutes per night
Grades 9-12	90-120 minutes per night*

\* Student taking AP classes can receive up to 5-6 hours of homework per week.

These homework expectations are guidelines, and students who are developing English Language skills may require more time to complete their homework. As a general rule in Secondary classes, 10% may be taken off each day that an assignment is late. After 5 days (not including weekends), the assignment may result in a "0" in the gradebook.

### Quarter Reports/Parent Conferences

Quarter Reports will be uploaded to PowerSchool shortly after the close of each quarter. Parent conferences follow the distribution of quarter reports for the first and third quarters. Such conferences are highly encouraged for the parents of all students.

Parent-Teacher conferences can also be initiated by parents or teachers, depending on the nature of the situation.

### Measures of Academic Progress (MAP) Testing

YHIS administers the Measures of Academic Progress™ (MAP) Test twice each year to all students from Kindergarten to Gio as a basis for comparison with U.S. national norms and international norms for achievement. Students will be tested in English Reading, English Language Use, Math, and Science. Students will receive a MAP test report after each testing. The MAP scores will allow us as a school to have a baseline of where our students are placing internationally.

### PowerSchool

All students' grades are progressively recorded in the online grading program called PowerSchool. Parents are given usernames and passwords to view their child's progress. The PowerSchool website can be accessed by clicking on the link through the YHIS website. Please contact the school office if you are having difficulty viewing your child's progress.

### Promotion

Students will be promoted to the next grade level if the requirements for advancement are met, upon the approval of the classroom teacher or teaching team. Students may be moved from elementary ELS into the mainstream classroom at the end of a semester if the ELS teacher and the grade-level teacher deem it to be in the student's best interest.

In High School, students are promoted to the next grade level according to the following scale:

- Grade 9 – obtain more than 6 total credits
- Grade 10 – obtain more than 12 total credits
- Grade 11 – obtain more than 18 total credits

### **Retention**

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

#### **Criteria for Repeating a Grade:**

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

The Head Principal will make the final decision regarding student retention.

### **Student Files**

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

### **Staying After School**

Elementary students are not permitted to stay in the building after school unless they are involved in an after-school activity. Elementary students are not allowed to play on the playground after school without adult supervision. All students are expected to leave the school building by 3:35 pm. each afternoon unless they are part of a supervised school program or in the case of a special school event. Students may remain in school after 3:35 p.m. only if they are participating in an after-school club, sport, or tutoring program. They may not wander the halls or be in classrooms unsupervised by a teacher. All students should leave campus within 10 minutes after the completion of after-school activities.

## Academic Information

### Early Childhood Center (ECC)

ECC provides early learners from the ages of 3 to 5 with initial learning experiences in language development, number concepts, creative skills, and social, emotional, and physical development. Using practical experiences, pupils are given the building blocks for creative thinking, problem-solving, and future learning. Educational experiences provide balance and variety between physical, mental, spiritual, and social activities as the child's world of awareness is extended from the home to the classroom. Children are taught to care and share in a safe, nurturing environment.

- **The Foundations class** is designed for our youngest learners. Parents have the option of five half-days (mornings) or five full days per week. In this class, students begin learning their letters and numbers. Students are taught to share, care, and interact with other students.
- **The Junior Kindergarten** program is designed to build on all the experiences that a child has acquired in the Foundations class. Junior Kindergarten is a full-day program five days a week. In this class, students are focused on letter sounds, legible handwriting, using phonics, numbers to 50, and simple addition and subtraction. This class also uses a variety of crafts to increase motor skills.
- **The Kindergarten program** builds on previous experiences while preparing the child for entry into first grade. Kindergarten is a full-day program five days a week. This class is designed to develop mastery in foundational phonics and reading, math solution of up to 100, writing sentences, and strengthening critical thinking skills. The combination of these three leads to future success at the elementary school level.

### Elementary

At YHIS, Elementary school runs from Grade 1 to 5. The curriculum of the elementary division consists of learning activities in language arts, science, social studies, Chinese, math, physical education, art, and music. The curriculum 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 complex levels of abstraction in critical thinking. Skills related to each area are built upon previous learning and measurable performance objectives.

Since students come from a variety of educational backgrounds, an effort is made to identify the instructional level of each student in relation to the subject continuum, including recommending and/or requiring alternative instruction, which will assist the pupil in achieving at an optimal level, based on the standards set for each grade level.

### ECC & Elementary Grading Scales

The grading scale for academic work in the ECC program and Elementary division is as follows:

A 93-100 (excellent)	C+ 78-79
A- 90-92	C 73-77 (acceptable/average)
B+ 88-89	C- 70-72
B 83-87 (good)	D+ 68-69
B- 80-82	D 60-67 (marginal/below average)
	F 59 and below (hardly attempted, or failing)

Our recording of grades on report cards, however, is different. We use report cards to report a student's progress of learning. Therefore, the students' skills level is assessed. The grading scale for these reports is as follows:

**Skills Level**

GS = Getting Started

Dev = Developing

P = Proficient

E = Excels

**Toys and Personal Belongings**

We encourage students to share and be kind. However, when bringing toys or other items from home (e.g. stickers), many arguments and fights can ensue. The item may also be damaged. As such, we request that parents do not send your student to school with items from home. Exceptions can be made if the classroom teacher requests for a specific item.

## Secondary Academic Information

The fundamental emphasis of the secondary curriculum is the well-rounded, holistic development of the student. As such, students are required to take courses in the English Language, mathematics, character development and philosophy, social studies, and science. Elective courses include art, music, visual communications, physical education, and foreign language. Detailed information about secondary courses is available through the MS/HS Planning Guides.

### **Secondary Course Requirements**

#### **Character Development and Philosophy**

All students in Middle School are enrolled in a Character Development class. The Character Development class is based on the learning outcomes of Learn, Love, and Lead. At the High School level, students must complete three credits of Philosophy in each of their years of High School, including the 12<sup>th</sup> Grade Worldviews Survey and Development class.

#### **English**

All students will take an English course that includes the study of both grammar and literature. Other areas of study include speech, composition, spelling, and vocabulary. Other areas of study include reading for meaning, language proficiency, and vocabulary as dictated by the needs of the student.

#### **Fine Arts**

To fulfill the fine arts requirement, students may choose courses from performing arts or visual arts. These courses include Music, Band, Drama, and/or Art.

#### **Foreign Language**

All students are required to study a foreign language except where ELS classes are deemed more necessary.

#### **Mathematics**

Math courses include General Math, Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, and AP<sup>®</sup> Math courses.

#### **Physical Education/Health**

All students in grades 6-8 are required to take Physical Education. High school students are required to complete two credits of Health and Wellness (P.E.) The classes focus on making positive choices in health and teach students a variety of activities in which they can pursue during and beyond High School.

#### **Science**

Middle school students take a combination of life science, earth science, and physical science. The core curriculum in high school is comprised of Biology, Chemistry, Physics, and AP<sup>®</sup> Science courses.

#### **Social Studies**

The middle school social studies curriculum includes the study of world history and geography, as well as a more in-depth look at western and eastern cultures. High school students study world cultures, world history, international politics and economics.

#### **Grading Scale**

The standard grading scale for academic work in grades 6-12 is as follows:

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	Below 60
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

### Grade Point Average & Grading Scales

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

A+	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.00
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

Students enrolled in AP courses will receive a weighted GPA of 0.66 points more each semester.

### Student Recognition - Honor Roll

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

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

For High School students: to be placed on the High Honor Roll, a student must receive a GPA of 3.8 or higher. To be placed on the Honor Roll, a student must obtain a GPA of between 3.4 to 3.79.

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

### Progress Reports

Parents of secondary students may access student progress reports online at any time via PowerSchool throughout the academic year. Teachers update student progress regularly.

### Incomplete Grades

A student may be awarded an "incomplete" if work for a specific course has not been completed. A student must make up the work within a time period set by the teacher, up to two (2) weeks. Otherwise, the missing work will receive an "F." No incomplete grades may be given for the fourth quarter.

### Semester Exams

In secondary, students are taught how to take large tests and cumulative exams. Students in middle school take written exams during the final exam week for Math, English, Character Development and Philosophy, Science, Social Studies, and Chinese. Additional subjects will have a summative assessment, but it may take the form of a skills assessment, project, or portfolio. As student's progress in middle school, more exams will be cumulative to prepare the students for high school (see table below).

High school students are given cumulative semester exams at the end of each semester during final exam week for Math, English, Character Development and Philosophy, Science, Social Studies, Chinese, and Health and Wellness. All students are expected to sit for these exams. Additional subjects will have a summative assessment, but it may take the form of a skill assessment, project, or portfolio. All summative assessments (written or other) will be weighted at no more than 20% of the semester grade.

Grade	Fall Exams	Spring Exams
6 <sup>th</sup>	None	Math, English
7 <sup>th</sup>	Math, English	Math, English, Science, and Chinese
8 <sup>th</sup>	Math, English, Science, and Chinese	All exams cumulative
9 – 12 <sup>th</sup>	All exams cumulative	All exams cumulative

\*High School Credit is awarded based on semester grades

### **Taking Semester Exams at a Different Time**

Students may only take semester exams early with permission from the Principal. If, for an approved reason, a student cannot take the exam at the assigned time, he/she must contact the office immediately and take the exam within two weeks of its scheduled time. Failure to do so will result in the student receiving a failing grade for the exam. Students who wish to take exams early for a reason deemed nonessential by the administration (e.g. extending vacation time) will be assessed a fee of 300 RMB per early exam.

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

After-school study assistance is a service provided as needed by the teachers to help students achieve high academic standards. Students who are receiving less than a "C-" in a subject may, at the discretion of the teacher, be required to stay after school (3:20-4:45 pm) with their teacher once or twice a week for study assistance until their grade improves above this standard. Parents will be notified the week prior by phone or email about the situation and the assigned day. The student(s) will have an opportunity to ask questions and seek guidance in their studies. Mandated after-school study assistance takes priority over after-school activities. Students who are placed on academic probation, at the discretion of the principal, may be required to stay for after-school study assistance once or twice a week for the following quarter.

### **Academic Standards and Intervention**

Students are expected to maintain a status of good academic standing. The YHIS administration reviews student records throughout the academic year to identify those students who may be falling below the academic standards set by YHIS. When students are found to be falling short of the standards, the school will put into place an appropriate support structure to help the student meet them. In cases where the student continues to fall short of the standards, other processes will be implemented as well. These are detailed below:

- **Good Academic Standing**  
Students are considered to be in good academic standing when their current and cumulative grade point averages are above a 2.0 GPA (C average). Students should also maintain satisfactory progress toward their program by completing, with satisfactory grades, those courses which are graded as Pass/Fail. Newly admitted students are presumed to be in good academic standing unless they were admitted on probationary status.
- **Academic Ineligibility**  
Students with academic deficiencies (an "F" or more than one "D" on a quarter or semester report card) may be deemed ineligible for extracurricular activities. Students who are on athletic teams when they become ineligible may still be permitted to practice with the team (this decision is made by the Principal), but they may not play in games until their grades fall within the correct range.

Ineligible students will have their eligibility reinstated if they have raised their grades to the proper level by the time of the next mid-quarter report. Academic ineligibility will be reviewed two weeks before each game.

Parents/guardians of students who are academically ineligible or whose grade point average or accumulation of unsatisfactory grades suggests potential difficulties will receive a letter of

academic warning from the principal, alerting them to their child's academic struggles. In the letter, parents will be informed of their child's ineligibility or unsatisfactory academic standing and will be directed to meet with the child's teachers. The registrar will also file a letter in the child's academic file.

The letter of academic warning will specify the period of time the student has been given to improve his or her academic standing. If a student receives a letter of academic warning and does not satisfy the conditions specified in the letter, he or she may be placed on academic probation.

- **Academic Probation**

Students with unsatisfactory academic achievement may be placed on academic probation if they did not improve their situation during the time given (by the next grading period). New students who are admitted on probation are expected to maintain a grade point average of 2.0 or above for the first two semesters with no grade below a C.

If a student is placed on academic probation, the Principal will send a letter to the student, their parent/guardian, and the Registrar office (for inclusion in the student's academic file). This letter will specify the period of time the student has been given to improve his or her academic standing, the grades the student must earn in the subsequent semester, and any other conditions YHIS determines to be appropriate. Academic probation will be reported when requested on academic forms issued by prospective universities and schools.

The student may be required to submit a statement to the administration and teaching staff for their course(s) of study, explaining his or her poor academic performance and stating his or her plans to reverse the decline in grades. In some cases, the administration may require the student to appear in person to present the statement.

While on academic probation, certain conditions and restrictions may be placed on the student's academic program. For example, the student may be prohibited from taking a course outside of YHIS or registering for independent study or internship.

Students on academic probation may not participate in extracurricular activities, hold office in any school club or organization, or represent YHIS in any extracurricular event or performance. Students who are placed on academic probation while involved in a co-curricular activity that earns Pass/Fail credit (MUN, drama, sports) will be able to complete the current season.

- **Academic Dismissal**

If a student fails to meet the terms and conditions of academic probation, he or she may be dismissed from YHIS, upon approval of the YHIS school board. Students who are dismissed from the school for poor academic performance will be informed in writing. Tuition will be refunded by half-quarter. If a student chooses to appeal the decision of academic dismissal, he or she must do so within 15 days from the date of the dismissal decision.

When a student has been dismissed due to poor academic performance, YHIS will inform the student and their parents in the letter of dismissal if, or under what condition, the student may apply for re-admission. A student who is accepted for re-admission will enter the school on a probationary status.

- **Right of Appeal**

A student may appeal the decision of academic dismissal if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the date of the dismissal decision. This request must include a personal statement explaining the

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student's poor academic performance and showing the school board a good reason why the student should not be dismissed. It may be made in person to an appeals panel or in writing.

The YHIS school board will review the student's statement and academic record. If the board decides that the student should not be dismissed, it will rescind its action of dismissal. If the board decides it should uphold the dismissal, then it will attempt to bring the student and their parent/guardian to a better understanding of the reasons for dismissal and the potential terms and conditions for future re-enrollment.

## High School (G9 - 12) Academic Information

### Graduation Requirements

24 units of high school credit are required for graduation. One-half credit is given for each full semester of a course successfully completed in grades 9 through 12. A failing grade does not earn any credit. Courses that meet twice per week (for 45 minutes per week) receive 0.25 credit per semester. The following credits must be earned towards graduation:

Course	Number of Credits Required
English	4
Social Studies	3
Science	3
Math	3
Foreign Language	2
Physical Education/Health	2
Fine Arts	1
Philosophy	3
Electives	As desired (usually 3)

For further information, please see the MS/HS Planning Guides for further descriptions of graduation requirements and course listings.

### Early Graduation

Students requesting early graduation must have a minimum cumulative GPA of 3.0 and completed a minimum of 2 full years of high school study at YHIS. They must be able to complete the necessary graduation credit by the end of the 1<sup>st</sup> semester of the following school year.

Students must write a proposal to the Principal stating the reasons they are requesting early graduation. This proposal must be received by the administration a full year in advance (no later than December 18).

Before approval can be granted, the administration will meet with both parents and student to inform them of the exact plan the student will need to adhere to. The meeting will also be a time for the Administration and parents to share any concerns they have and the possible detrimental effect this could have in applying to universities. This plan will need to be signed by the parent, student, and Administration.

If the Principal grants approval, the student will be required to complete outstanding credits during the summer. The Principal must approve summer classes to receive credit. Students will be responsible for all processes and fees involved in taking the independent online courses.

If a student desires to participate in the graduation ceremony in June following their early graduation, they must confirm that they will be attending prior to their departure from YHIS.

### Independent Studies

High school students are eligible for independent studies if they have completed all the coursework offered by the school in that subject area. The Administration must approve independent studies. Independent study courses must include a minimum of 100 hours of documented work per semester.

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

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

### **Load Requirement**

Students in grades 9 and 10 must take a minimum of 8 credits per school year (4 per semester). Students in grades 11 and 12 must take a minimum of 6 credits for the school year (3 per semester).

(Note: The number of credits refers to the number of class hours per day that a student attends class.)

### **Repeating a Course**

Students may choose to repeat a course in which they have received an unsatisfactory score. Only the second score will be counted towards the GPA. A student's report card and transcript will show all courses a student has taken.

### **Credit Recovery**

Credit Recovery is an opportunity for a student that, when meeting minimum grade threshold and attendance requirements in a recently failed course for credit, and can complete outcomes for the course to obtain a passing grade. It also refers to the situation where a student has not completed a course due to valid reason, and is provided an opportunity to complete the course without starting over from the beginning. Credit recovery requirements varies from student to student and individual plans are put together by the Divisional Principal.

### **Transferring Grades and Credit**

High school students may transfer grades from other recognized schools. Any number of courses may be transferred as long as the student received a "C" or higher. Grades below a "C" will not be transferred. Courses that are transferred but do not satisfy particular requirements at YHIS may be transferred in as an elective and show up on the transcript as "TC" (Transfer Credit. A student's GPA will be calculated only from courses taken at YHIS. Students must secure written permission from the administration before enrolling in summer courses at another school or in correspondence courses if they wish to receive credit. YHIS may recognize one full credit for outside work in any given school year.

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

Juniors and seniors may request that official transcripts be sent to specific universities, colleges, or government institutions. Such transcripts will only be sent after YHIS receives a request from the institution on official letterhead. Unofficial transcripts may be requested and picked up by students or parents. Six transcripts will be processed free of charge. Additional transcripts will be processed for a fee of 50 RMB each. Request forms are available from the registrar.

The registrar office requires two weeks from the time of notification by parents until grades or transcripts will be released. Please allow 4 – 6 weeks for delivery of any mailed transcripts to arrive at the destination.

Upon written request, up to two official Certificates of Enrollment will be provided during each year for the employer or governmental purposes. There will be a per-copy fee of 50 RMB for any additional certificates.

### **Selection of Valedictorian and Salutatorian**

Recognizing the academic accomplishments of our seniors throughout their high school career at YHIS is extremely important. The Valedictorian and Salutatorian titles are given to the students who have the highest (Valedictorian) and second highest (Salutatorian) GPA throughout their high school career at YHIS. GPAs are weighted so that AP classes can be taken into account. A student can only qualify for these titles if they have been at YHIS a minimum of two semesters. The Valedictorian will give a speech at graduation. These titles will go on your record and look extremely impressive to universities.

## YHIS Policy on General Conduct

### Community Language Policy

At YHIS, we are sensitive towards students from all cultural and language backgrounds. English serves as the common link between staff and students at YHIS and, except for Foreign Language lessons, it is the only acceptable language used in school. It is important that we have a language policy that allows students to feel at ease in interacting with one another. Students in Grade 3 and above who violate the community language policy may be subject to disciplinary measures such as serving an English Corner or an After-School detention.

At YHIS, our policy is to:

- Encourage all students to use English as much as possible as it is with constant use that we improve our language skills.
- Respect that some of our students need to use their first language in some circumstances.
- Expect students using their first language to consider when it may be inappropriate to use it as it may exclude others.
- Expect students who are fluent in English to be sensitive to the need of other students to speak their first language in some circumstances.
- Encourage students who are more fluent in English to support other students in developing their English skills, both in the classroom and outside.

### Appearance

We believe that parents are primarily responsible for seeing that their children are sent to school appropriately dressed in school uniform each day.

### School Dress Code (School Designated Non-uniform Days)

1. Students are expected to dress modestly. Clothing should not be revealing or bear offensive slogans. Torn or ripped clothing or cut-off shorts or skirt are not allowed. Bottoms may not be faded, ripped, or frayed on them. If skirts are worn, it is recommended girls wear shorts or tights underneath for modesty when playing and sitting on the floor. Skirts, skorts, or shorts should be of modest-length. No part of the student's abdomen or back should be exposed.
2. Cleanliness, neatness, good grooming, and respect for local customs are standards YHIS desires to uphold.
3. No beach sandals or slippers may be worn. Shoes must be appropriate for activities such as recess and physical education.
4. Hair should be worn neatly and kept clean. This is more the responsibility of the parents of students in the lower grades than of the students themselves.
5. Hair color must be of a natural color and style without excessive gel, highlights or extensions. Make-up should not be worn to excess.
6. Students should not come to school with facial piercings.
7. Excessive jewelry or make-up is not allowed.
8. Violators of the dress code will be required to change their clothing before going to class. On the first offense, a student will be sent home to change clothes, and the parents will be notified. On the second offense, a student will be sent home, and a meeting will be scheduled with the Principal.

### Conduct for Events

The YHIS school community will engage in respectful relationships with one another, creating a learning and teaching environment based on compassion and empathy for others, thus providing a safe and secure school. Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions.

### **Public Display of Affection**

Because many cultures coexist at YHIS, students need to demonstrate appropriate behavior regarding interpersonal relationships acceptable to people of various ethnic and religious backgrounds and beliefs. Even though genuine feelings of affection may exist between students, public displays of affection on campus, on school transportation, and at school-sponsored activities are not accepted. Such displays serve to undermine the academic environment YHIS seek to maintain. Examples of unacceptable displays of affection include, but are not limited to, holding hands, hugging, and kissing.

### **Staff/Student Interaction Guidelines**

YHIS encourages staff/student interaction, mentoring, and building meaningful relationships. We place an equally high priority on remaining above reproach by practicing healthy and appropriate patterns of interaction. Therefore, adults are encouraged to meet with students in a group, or if they are meeting individually with a student, to do so in a public place. Informal meetings between adults and students should be done with parental knowledge and permission. YHIS is committed to building strong, positive relationships between student, faculty, staff, administration, and coaches in a safe and healthy environment.

### **Technology Use & Electronic Devices**

The use of electronic devices during class can be educationally valuable. If personal devices cause any distraction to student learning or are misused, the teacher will confiscate and hand them to the principal. The principal will keep them until the parents come to retrieve them. If a student chooses to bring any electronic devices to school, the school takes no responsibility if they are lost or stolen. Cell phone usage on school grounds is not permitted, unless expressed permission is granted.

YHIS provides computer resources to enhance the educational experiences of its students. 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. The student is ultimately responsible for his conduct on the system and will be held accountable for his actions while using any facet of the computer systems at YHIS.

All school computers are part of a local network (both wire-based and wireless) and are equipped with Internet access as well. As with textbooks, iPads are signed out at the beginning of the school year. Secondary students have an individual Windows device while students in grades 4-5 have individual iPads which are intended for educational purposes. Students in ECC-3rd grade are part of a shared iPad program.

\*see Acceptable Computer Use Policy at the end of the Handbook

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

Use or possession of tobacco, electronic cigarettes, alcohol, drugs, narcotics, or other dangerous substances of any kind is considered a serious offense, whether on campus or at a school-sponsored event. Students who violate this regulation may be suspended from school. A conference between parents and Administrator will be required as a condition for re-admission.

### **Weapons & Dangerous Items**

Students are not allowed to bring on campus items such as knives, swords, or guns. Look-alike weapons such as toy guns are also not allowed on campus.

## YHIS Uniform Policy

### Uniform Rationale

School Uniforms contribute to positive learning environments that promote school spirit and a sense of belonging to the school community. Uniforms also increase student safety, promote equality, and reduce social tensions related to clothing styles, brands, and trends.

### Goals

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

### Enforcement

The main responsibility for enforcement of the dress code standard is the home. Parental support and cooperation is greatly appreciated in helping our students abide by the uniform policy. All students should maintain a modest, neat and clean appearance. Parents are urged to monitor the condition of their children's uniform pieces. Faded and/or torn items should be repaired or replaced.

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

1. Receive a reminder of the first time (lower elementary students parents notified)
2. The second offense will result in a reminder being sent home.
3. From the third offense onwards, students will be required to purchase items from the school store and parents will be billed directly on PowerSchool.
4. From the third offense onwards, secondary students will also be required to serve an after-school detention.

### Uniform Dress Code Items

- Purple or white short- or long-sleeved polo shirt with school logo
- School zip-front jacket; Other jackets are also acceptable to be worn to and from the student's home.
- Navy blue, black, or khaki-colored long pants, modest-length skirt, skort, or shorts
- Navy blue, black, gray, or white leggings or tights underneath skirts or skorts
- Navy blue, black, gray, or white base shirts
- Only closed-toe (including athletic) shoes are permissible.
- Hats and hoodies cannot be worn in the school building.

### Uniform Tops

All students are expected to wear either a purple or white short- or long-sleeved polo shirt with school logo. The school approved zip-front jacket is the only outerwear allowed to be worn in the school building. A heavier winter jacket may be worn to and from the student's home.

### Uniform Bottoms

Students may wear solid colored navy blue, black, or khaki long pants or shorts that come no higher than the student's fingertips as they stand straight with hands by their side. Females may also wear skirts or skorts (no higher than 6 cm above the knee). Bottoms must not be made of light-weight, spandex/lycra® type materials that are clingy. They cannot be ripped, frayed or have words, stripes, patterns or mottos on them. Jeans are not acceptable. No part of the student's abdomen or back should be exposed.

### Legwear and Footwear

Tights and leggings can be black, navy blue, gray, or white and must not have motifs. Shoes can be closed-toed, with a back, and be well fitting. (No slippers, clog style shoes such as Crocs™, or shoes with high heels.).

Gym shoes - Please ensure that your child has appropriate, supportive athletic shoes for PE class. A separate pair of athletic shoes must be worn if PE class takes place in the gymnasium. Children not wearing athletic shoes will not be allowed to participate in PE, which will affect their PE grade. These shoes may be of any color.

### Additional Notes

- All students are expected to be well-groomed and wear the required uniform daily, including during arrival to and departure from school.
- It is expected that families have sufficient uniforms for their students to wear throughout the week.
- Additional polo shirts, and zip-front jackets can be purchased at the school.
- To reduce the probability of losing uniform items, please write your child's name on the tag of any item that might be removed during the day. If a uniform item without a name is lost inside the school, it will be put in the "Lost and Found" bin outside the ECC zone.
- Please remember that during school hours, any layers of your child's clothing that are visible must be in accordance with the standards outlined in the above policy.

### Ordering Uniforms

The YHIS office staff is in charge of student uniform ordering services. Order forms are available from the reception desk. Parents can send an order to [thesharkshop@yhischina.com](mailto:thesharkshop@yhischina.com).

### Uniform Exchange Policy

Only 1 exchange is allowed per sales order and rolling exchanges are not allowed. Exchange must be done within 5 working days from the invoice date. To be eligible, uniforms need to be (1) unworn, (2) unwashed, (3) in its original packaging. Only the same kind of item bought can be exchanged for a different size.

### Dress Code

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

Violation includes but is not limited to:

- Wearing a garment other than school uniform as a top layer or visible from under a top layer (except for a coat in the winter)
- Not wearing athletic shoes to PE class
- Wearing shorts, skorts, dress, or skirt that are too short in length (defined above)
- Wearing footwear other than closed-toe shoes
- Being messy/sloppy in dress or personal grooming

## Student Discipline

With the YHIS mission in mind, the school has set guidelines for what is expected of students so that they can develop into dynamic individuals of truth and excellence. All students from the Foundations class to Grade 12 are helped towards being responsible, respectful, people of integrity and individuals who try their best in everything they do.

### 1. RESPONSIBILITY

Students have the responsibility to:

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

### 2. RESPECT

YHIS believes that respect is the willingness to show due regard for the feelings and rights of others and to hold others in esteem and honor. Students are expected to treat all staff and students with respect, politeness, tolerance, and understanding. Students who are disrespectful of will also receive disciplinary consequences.

#### **Private Property/School Property:**

Students are expected to respect the property of others, including school property. Purposely damaging property in any way or writing, drawing or carving on a property is considered a serious offense. Students who damage the property of others will be required to fully reimburse the replacement cost of damaged property, whether it was damaged intentionally or not. Locker decorations may not be permanent and must adhere to the school's philosophy. Students may not examine the contents of another student's locker without that student's permission.

The language of respect includes tone of voice, body language, choice of words, and movement.

### 3. PUNCTUALITY

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

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

Secondary students are responsible to know the behavior expectations contained in the handbook. Classroom teachers will also explain classroom procedures, responsibilities, expectations, and consequences for inappropriate behavior.

## Secondary Discipline Procedures

### English Language Policy Violations

Students who speak another language other than English without permission of a teacher (or in a Foreign Language class) will be assigned an English Corner.

*Only students who have assigned English Corner may attend. No homework or leisure activities may be done during English Corner.*

#### Middle School:

- For Middle School, English Corner will run on Mondays and Wednesday during lunch (12:15-12:40), in the 3rd floor collaboration space. Students need to report to English Corner before getting their food. The teacher on duty should be prepared to engage the students in conversation and will dismiss students to get their lunch at 12:40.
- Middle School students will be updated by their Advisor on Mondays and Wednesdays if they need to attend English Corner.
- If the English Corner is assigned after lunch on a given day, students should report to English Corner on the next day it is offered. The Secondary Principal Assistant will provide a list to the English Corner supervisors to track attendance.
- Failure to attend English Corner will result in needing to attend the next English Corner and an Infraction.

#### High School:

- For High School, English Corner will take place on Mondays after school from 3:25 to 4:40. High School students will not be exempted from English Corner because of sports practice, rehearsals, or other after school activities. If a make-up test was scheduled before the English Corner was given, students may come another English Corner Day if they arrange it with the secondary assistant.
- High School students will complete speaking and listening exercises and turn in worksheets that accompany the exercises.
- Students who receive five or more English Corners in a semester will be ineligible for any subject excellence awards.
- Failure to attend English Corner will result in needing to attend the next English Corner and an Infraction.

### Secondary Detention

#### Minor Discipline Issues

Secondary students will receive an Infraction for minor discipline offenses. Once a student has received three infractions within a quarter, s/he will receive an after-school detention. At the beginning of Quarters 2, 3, and 4, student infractions from the previous quarter will be forgiven and reset to zero.

Secondary Detention (both MS & HS) will take place after school on Wednesday from 3:25-4:40. Secondary students will report to the detention room (Rm. 305) at the start of detention.

Parents will be notified by the Secondary Assistant on Tuesday afternoon of students serving a detention on Wednesday. Students in Detention will not be allowed to participate in sports/clubs that day.

### **Serious Discipline Issues**

In secondary, these are more serious discipline situations for which infraction slips are not used (bullying, flagrant disrespect, fighting, assault, etc.). For both elementary and secondary, in these serious situations, an incident report is used, and parents are required to meet with the principal and teachers involved. In each situation, appropriate action will be taken based on the violation and the student's discipline history.

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

### **Bullying**

YHIS takes the emotional and physical safety of its students very seriously. Any instances of bullying, violence, intentional exclusion, harassment, and threatening of students will be treated with serious consequences, possibly including expulsion. All students of all ages have the right to be treated fairly and respectfully. YHIS will not tolerate bullying in any form. Bullying is generally defined as repeated violent and/or nonviolent, verbal and/or nonverbal, actions that cause distress, fear or harm and is committed by an individual and/or group towards a less powerful individual or group. Specifically, these acts of bullying may be defined (but are not limited to) the following:

1. being pushed, hit or kicked and/or the mere threat of such like physical actions;
2. being shunned or left out of groups in an intentional manner;
3. being called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities (or the lack thereof);
4. being forced to commit any act against their will through intimidation, threats, extortion, coercion, physical assaults, such as handing over money, lunch cards, academic work or personal property;
5. "hazing" to join with, or remain within, a group;
6. causing someone to shun another student;
7. suffering from lies and rumors, spread verbally or through written letters, e-mail, text messages, blogs, social and other websites, diaries, etc.;
8. being the victim of cruel jokes, laughter, comments, put-downs;
9. having one's personal property (including food, clothing, lockers, possessions, textbooks, etc.) taken, damaged, or removed.

Bullying outside the YHIS school grounds has the potential to be a problem at school. YHIS reserves the right to take disciplinary action for off-campus bullying-related behavior to maintain a safe learning environment.

### **Cheating/Plagiarism**

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

### **Fighting**

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

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### **Stealing**

Stealing is taking the property of another student or the school without right or permission, and may result in an out of school of up to three days.

### **Inappropriate Language/Gestures**

Students are expected to address each other and faculty/staff respectfully. Any form of swearing or inappropriate gestures is unacceptable and will result in an infraction, or in more serious cases, an automatic after-school detention.

### **Sexual Misconduct**

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

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

### **Suspension and Expulsion**

In some cases, suspension may be appropriate administrative discipline. In the case of a suspension, the Administrator will notify the parents.

For in-school or off-campus suspension, students will receive 50% credit for all work due on that day, unless another arrangement has been made by the teacher and principal. The student will be held responsible for all information missed during their absence. For in-school suspension, students will remain on campus in a supervised area away from their class.

The school board will be notified when a student has been expelled. One purpose of expulsion is to help students make necessary changes in their lives. YHIS is willing to assist students in this process of repentance and restoration. Students who show a significant change in behavior will be given the opportunity at a later time to return to the school.

## Medical Policy & Emergency Procedures

### Sickness

The medical attention of a student is the responsibility of the parent. Students should not be sent to school if they have bad colds, bad cough, fever (above 99°F/37.7°C), nausea, or have vomited in the past 24 hours. Keeping a sick child at home keeps the school a healthier place to learn.

Your child will be sent home from school for any of the following reasons:

- Temperature of 99°F (37.7°C) or above
- Vomiting (throwing up)
- Discolored nasal discharge
- If the student is too ill or uncomfortable to adequately function in a classroom setting
- Frequent diarrhea
- Suspected contagious illness, rash, spots or blisters
- Potential concussion

Sick students will be sent home after parents or emergency contacts have been notified. Parents will be asked to pick up their sick child as soon as they can, preferably within an hour after the phone call. Sick students will not be sent home on a regular school bus. All ECC and ES students must be picked up by a parent or guardian. A child will not be sent home without first contacting a parent. MS and HS students may go home in a taxi or other transportation with permission by parent. If parents are not reachable, the emergency contact needs to be notified. If a student is sent home due to illness, they may not return to school the same day.

Students may return to school:

- Nasal discharge or phlegm is clear
- No fever for 24 hours (no medication to reduce fever for 24 hours)
- Has not vomited or had diarrhea for 24 hours (if sent home with fever, diarrhea, or vomiting the student may not return to school the next day)
- In the case of a contagious disease, return to school will be determined on a case-by-case basis

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent with the child to the child's teacher. The school nurse will also receive a copy of this note.

### Health Records

An individual cumulative health record is maintained for each child. The information consists of the Student Medical Report completed by the parent/guardian. An online health update in PowerSchool must be completed each year during re-enrollment.

The records will be periodically reviewed by school personnel to maintain compliance. The parent/guardian must notify the school regarding all updated immunizations, health concerns, or changes in physical conditions. This cooperative effort is imperative in ensuring a healthy community for all our students.

Health conditions may restrict students from participation in some school activities, such as physical education. This must be indicated on the Student Medical Report and must be renewed annually via a written description from the student's physician stating the type and length of restriction.

### **School Health Program Services**

YHIS has a full-time registered nurse who is responsible for carrying out activities of the school health program. This includes basic first aid in accidents and illness. The nurse or school personnel will notify the parent/guardian of their student's accident or illness so that they can arrange medical treatment as deemed appropriate.

### **Medication**

The Nurse Office does not provide OTC medications. Student should not carry their own medicines unless they are for emergency conditions such as diabetes or severe allergic reactions, in which case, parents must also complete the Medication Administration Permission Form. If parents would like their child to have these OTC medications at school, they can send a small amount, which will be stored in the Nurse Office for their child to use, parents must also complete the Medication Administration Permission Form.

Students may carry cough drops, but the parent must send a note explaining why the student needs to use them in class. Any daily or prescription medication to be taken by students during school hours must be clearly labeled with the child's name and be brought to the Nurse Office upon arrival at school. It should be in the original package and be labeled with the name of the medicine and instructions in English. It must also be accompanied by the Medication Administration Permission Form.

It is the responsibility of the student to be aware of the times the medication is to be taken and to go to the Nurse Office at the proper time. The Nurse Office staff will administer medications to students only according to the parent's instruction.

### **Emergency Medical Policy**

Health care provided in schools is restricted to first aid in accidents and illness. If a student requires immediate medical care, he or she will be taken by school personnel to the nearest hospital. Parents will be notified using the emergency contact information they provided during re-enrollment. They can meet school personnel at the medical facility. If the student does not need immediate attention, parents will be contacted and can transport their child to the hospital/medical facility of their choice.

YHIS, its faculty, staff, and volunteer workers are waived from all liability, expenses, and claims arising from the provision of emergency medical care or illness treatment from the participation of the student in school field trips or other school-sponsored activities either on or off-campus.

### **Exclusion**

A student may be excluded from school due to illness or injury with the permission of the principal or applicable teacher. Exclusions may be made for communicable illness or conditions. A written physician's clearance will be required for return to class in cases of exclusion.

### **Emergency Drills**

Every quarter, the school will conduct a minimum of one fire drill or emergency drill. Students are expected to follow all directions of their teachers. Procedures and evacuation routes are posted in every classroom.

### **Air Quality Policy**

The receptionist reports the air quality index for the air inside and outside our school twice daily. Based on the findings, the administration and teachers are notified if action needs to be taken to modify student activities. The best air quality levels allow all students to engage in strenuous activities outside. Moderate air quality levels allow students with respiratory illness to refrain from participation in strenuous activities. Poor air quality may require that outdoor activities be modified or canceled. The YHIS Air Quality Implication Chart may be found on the school website.

## Other Information

### Transportation

Students will be respectful of the driver, supervisors, other students, and the bus itself. Safety is our goal. Elementary students will receive a warning slip for misbehavior. A second warning slip will result in losing recess. A third slip will result in loss of bus service for the remainder of the quarter. Bus fees paid for the respective quarter will not be refunded.

YHIS will cover the transportation costs of students traveling for Sporting Events, Fall Trip, or Field Trips. For Secondary Trips, transportation costs will also be covered by the school.

### In-Person Classes

The school does not provide a video connection for in-person classes. For prolonged or uncontrolled absences, students may keep up with their classwork through Canvas, MS Teams, Class Dojo, or through email communication with their teachers.

### Change of Address Information

The school must be notified when families relocate in the Yantai area. The office must have a current phone number and address for every student enrolled.

### ID Badges & Visitor Passes

Students will use ID badges for lunches payments. Accounts can be updated through the Finance Office.

Parents must wear parent badges when at the school so they can be identified. If you come to school and have forgotten yours, please get a visitor pass from the Lobby Receptionist for that day. All other visitors to the school must check in with the Lobby Receptionist and receive a badge before entering the school.

### Elevator

Students are not permitted to use the elevator unless they are given specific permission by staff.

### Lockers

All students will be assigned a locker. The lockers for ECC and Elementary grades are in the classrooms. In grades 6-12, students are assigned a locker in the Secondary hallway and are given a 3-digit combination. This combination should not be shared with any other student. If a student forgets their locker combination, they can email or speak with the Director of Student Services. The lockers remain the property of the school and may be inspected at any time. No permanent decorations may be put on the inside or outside of the lockers. Any damage, except for ordinary wear, may be charged to the student. The school is not responsible for any items lost or stolen from a student's locker. All personal items go in the locker, not on the floor or in the hallway.

### Lost and Found

A lost and found area is located in the ECC lobby. Students may reclaim items there. Periodically, the lost and found box will be cleared. Before this takes place, lost and found items will be displayed on a pre-announced day so that their owners can reclaim them.

### Textbooks

The school will provide students with textbooks. Textbooks are checked out for the year through our Textbook Manager software. It is the student's responsibility to take care of their textbooks and ensure that books are not damaged beyond ordinary wear. Writing in textbooks, water, or other excessive damage will be fined. Lost textbooks will be paid for according to their replacement cost plus an additional 40%.

## Appendix I – Library Use Policy

The YHIS Library seeks to serve primarily its staff and students and secondarily to serve the families of students. As an international school, YHIS encompasses students from several countries. Due to lack of English libraries in the city, the YHIS library plays a big part in furnishing educational as well as recreational materials for both the school and the school families.

YHIS Library seeks to provide the following materials:

- Books
- E-books / Audiobooks
- Reference aids
- Databases
- Special collections of:
  - Books on TCKs (Third Culture Kids)
  - Materials on the home countries of our students
  - Books written in the first languages of our students
  - Books on different AR levels

### 1. Loan Policies

An individual student is allowed the following number of books checked out from the library at one time:

- ECC – 1 book
- Elementary – 3 books
- Secondary – 3 books
- Parents – 3 books

Permission for additional books for specific assignments may be requested. During holidays, students will be allowed an additional number of books. Students may keep their books for two weeks at a time and may renew them for two additional two-week periods for a total of 6 weeks. 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 it is late. Lost books will be paid by the student at the present value plus 40% for shipping and customs to replace them.

Patrons who return damaged books shall pay a fine based on the following Damage

Assessments:

- Minor damage that can be repaired- 10 RMB (examples: minor damaged to book wrapper (dustcover)- including cutting the tape off, a torn page, minor pencil marks, a dirty page, dirty edges, etc.).
- Damage to books that can be repaired- 25 RMB (examples: split binding, torn cover, slight bite marks, or slight water damage).
- Material that is no longer usable is full replacement price (examples: major water damage, mold, drink spills, bite marks that tear pages, crayon marks, etc.). If a patron pays for an item in full, the item becomes the property of the patron.

### 2. General Policies

- There should be no eating in the library. Drinks are allowed in closed containers.
- All users are encouraged to use shelf markers to mark where books need to be placed when putting them back on the shelf.
- Silent reading must be maintained in the library.
- All users must check out books with their ID cards.
- Library log-ins: All students are encouraged to create a log-in to the online library catalog to manage due dates and renewals of their items and make use of many other features for research.
- Holds: Students can place holds on materials that are currently unavailable.

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- Parents are encouraged to utilize the YHIS Library. If you have not yet set up an account, please bring your parent ID to the library, and a librarian will help you get started. We ask that you use the library when there are no library classes in session.
3. Recommendations and Reconsideration of Materials Although the library makes every effort to collect materials that promote the needs and pursuits of YHIS students and staff, differences of opinion may occur concerning particular library materials. If an objection to a library material is raised, the following procedure should be followed:
- a. The concerned party should first talk to the library staff to share their concerns. The library staff will help the concerned party to understand the material selection process better.
  - b. If the concern remains, the concerned individual may request and submit the form: *Request for Reconsideration of a Work*.

## Appendix II – Acceptable Computer Use Policy

### Introduction

YHIS provides computer resources to enhance the educational experiences of its students. 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. The student is ultimately responsible for his conduct on the system and will be held accountable for his actions while using any facet of the computer system at YHIS.

### Equipment and Facilities

The computers, local hard drives, network drives, user accounts, personal drive space, and their contents are all property of YHIS. As such, this property may be checked by a member of the Technology Department in the company or a school Administrator without notice, to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected.

### Username and Password

All students are issued a username and a password. Network activity is tracked by username; therefore, this information must be kept private and confidential. Any violation of this Acceptable Computer Use Policy attributed to a student's username will result in disciplinary action being taken against that student.

### Prohibitions

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

- Damaging, changing, or tampering with any part of the school's computer system, hardware, or software.
- Copying copyrighted software.
- Using, altering, creating, or distributing a password not specifically issued to the student.
- Adding, deleting, or altering files or installing programs without the Technology Department's permission.
- Engaging in non-academic uses of the computer system, such as game playing and chatting.
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system, or others.
- Using the Internet or email to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial, or discriminatory statements over the computer system.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene or pornographic materials in any form.
- Storing, transmitting, or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing or attempting to circumvent the security measures on any school computer.
- Introducing any form of computer virus to any school computer.
- Using the computer system or the Internet for commercial gain, political purpose, or to advocate violence or discrimination.
- The presence of food or drink in the vicinity of the computers or computer-related equipment is forbidden.
- Using social media sites without first seeking permission from a teacher.

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### **Procedures for Alleged Violations**

Students or faculty members who have discovered a possible violation of the Acceptable 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 of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Revocation of computer privileges
- Suspension from school

### **Limitation of School Liability**

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