

PARENT & STUDENT HANDBOOK 2018-2019



Yantai Huasheng International School
100 Jinshajiang Lu, Development Zone Yantai, Shandong, China 264000

烟台华圣国际学校
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GENERAL INFORMATION

Vision

World-class servant leaders raised up in every vocation.

Mission

Yantai Huasheng International School (YHIS) provides a transformative holistic education with a global mindset to develop dynamic individuals of truth, integrity, and excellence who positively influence society.

Our Learning Outcomes

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.



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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 or 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, International Schools Consortium (iSC) has served the multinational community in China and is among the oldest in China today. iSC has schools in Qingdao, Chengdu, Tianjin, Wuhan, Wuxi, and Yantai as well a school in the UAE. iSC is a division of the LDi family of companies, an organization committed to leadership development, training, and transformation.

Yantai Huasheng International Education Development Co., Ltd. (YHIED) and iSC partnered in 2015 to build and develop iSC'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 August 9, 2016. YHIS provides expatriate children a Western-style education taught in the English language. It currently serves children age 3 through 12th grade and is preparing for accreditation through AdvancED, the world's largest accrediting agency.

The school is governed by a Board of Directors, which consists of seven individuals from iSC 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 Board has also appointed a Quality Assurance Director to serve in the school to support the Head of School in ensuring that the school is moving towards set goals.

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 iSC.



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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.

School Day

The school day begins at 8:00 a.m. and ends at 3:10 p.m. Students may not enter the hallways or classrooms until 7:55 a.m. Students have the option of riding the school bus. However, parents are responsible to send 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 in the beginning of June. It is divided into two semesters of two quarters each. There are approximately 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.



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ADMISSIONS POLICIES

Admission Requirements

1. The school considers the following as essential to admission:
 - a. In accordance with Chinese law, YHIS can only admit students who hold a foreign passport.
 - b. Adequate proficiency in the English language or a parent-signed agreement for an ELS option.
 - c. A basic level of educational aptitudes and skills as determined by educational records.

2. **Requirements for entrance to Bright Start 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. 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. **Grade1**: 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. All students above grade 2 are required to submit academic records of their previous 2 school years.
 - d. All non-English speaking students in grades 1 and above are required to take an English assessment.
 - e. Students must present a recent physical examination report. This may either be performed in the student's home country or at a school-approved medical facility in China. Applicants are required to use an official school Medical Examination Form completed in English (English information enables us to make use of the form in case

- of an emergency), which will then be reviewed by the school nurse. Medical Examination Forms are available for download from the school's website.
- f. Immunizations must be completed in accordance with YHIS requirements as stated in the Medical Examination 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 5th 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 6 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 all re-registration and tuition deposit fees by the date specified in the re-enrollment packet.

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 residency of parents:

1. At least one parent or guardian must have full-time residency in Yantai.
2. Guardians are only permitted to function in lieu of parents in unusual circumstances with the permission of school administration.
3. An "ayí" (Domestic Helper) does not qualify as an appropriate guardian for a child.
4. 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. New students who are non-native English speakers may be placed at a lower grade level at the discretion of the Principal. Students will not be placed in a certain grade or 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: 16 for Foundations and Junior Kindergarten, 20 for Kindergarten, and 25 for Elementary and Secondary.

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 to their individual needs.

ELS Services are offered at these levels:

Elementary School

Program A

- Daily support in small group English Language Centers
- Additional support during core subject classes
- Intensive English support during Chinese language class (as needed)
- Quarterly progress monitoring

Program B

- Daily support in small group English Language Centers
- Intensive English small-group classes to supplement or replace core subject classes
- Additional intensive English support during Chinese language class
- After-school support with individual coaching (as needed)
- Quarterly progress monitoring

Middle School

Program A

- Daily support in small group English Language Centers
- Additional support during core subject classes
- Intensive English support during Chinese language class (as needed)
- Quarterly progress monitoring

Program B

- Daily support in small group English Language Centers
- Intensive English small-group classes to supplement or replace core subject classes
- Additional intensive English support during Chinese language class
- After-school support with individual coaching (as needed)
- Quarterly progress monitoring

High School

Program A

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

Program B

- Support in small groups for mainstream subject reinforcement (Writing Lab)
- Intensive English small-group classes to supplement or replace core subject classes
- Additional intensive English support during Chinese language class
- After-school support with individual coaching (as needed)
- Quarterly progress monitoring

Learning Support

YHIS 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

Parents are responsible for the payment of all school fees.

1. Report cards, diplomas, and transcripts will not be released if there are outstanding payments.
2. Tuition refunds for students that withdraw will only be given for full quarters not attended. Once a student has started a quarter, regardless of the number of days attended, the full tuition for that quarter will be charged.
3. Tuition and fees are non-transferable to another student.
4. No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.
5. Company paid tuition will only be refunded to the company, not to the parent.

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 notify the office by 8:00 a.m. on the day in which a student is absent. Parents should send an email to attendance@yhischina.com by 8:00 a.m. every morning should your student be unable to attend school for the day. The 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.
 - **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. bell will be recorded as tardy unless the tardy is excused.
 - **Secondary students** are expected to arrive at their advisory by 8:00 a.m. every school day. Students arriving at advisory after 8:00 a.m. bell will be recorded as tardy and will receive a discipline log entry unless the tardy is excused.
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 absent 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. 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. *In order 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 special permission is granted by the Administration. 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 special permission is granted by the Administration.

Early Release

Students are expected to stay on campus for the entire school day. In the event that you need to pick up your child early from school (illness, government or doctor's appointment, etc.) before 3:10 p.m., please see the Lobby Receptionist and 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. Drivers or secondary students need to come with written parent permission, which will suffice. In any situation, the parent/driver/student should first talk with the receptionist who will contact the classroom teacher to ensure the safe release of the student(s).

Staying After School

Elementary students are not permitted to stay in the building after school unless they are involved in an afterschool 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 3:20 p.m. each afternoon unless they are part of a supervised school program or in the case of a special school event. Parents are responsible to make the necessary arrangements to have their children picked up from school on time.

Tardy Procedures

Students are expected to be in class on time. The first two tardies to any class will result in warnings. After a third tardy in a quarter, the student will meet with the member of the school administration team. 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 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.



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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.

Bright Start children will not be assigned homework. Students in grades 1-5 should expect homework of their grade level x 10 to 15 minutes. Secondary students can expect to receive homework amounts as follows:

Grade 6	30 minutes per subject
Grades 7-8	45 minutes per subject
Grades 9-12	60 minutes per subject*

* Student taking AP classes can receive up to 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.

Report Cards/Parent Conferences

YHIS operates on a quarter system. Report cards will be uploaded to PowerSchool shortly after the close of each quarter. Parent conferences follow the distribution of report cards 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.

Standardized Testing

The Admissions Department and Registrar oversee all student admissions, grade recording, and transcripts. These departments offer support to all students to enhance and maximize their learning experience at YHIS.

YHIS administers the Measures of Academic Progress™ (MAP) Test twice each year to all students from Kindergarten to G10 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.

The school offers the AP® Examinations on a yearly basis. Students who are currently pursuing an AP Course offered by the school are strongly encouraged to take the AP Examination for that course. Students who wish to pursue an AP course and examination not offered by the school is



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required to obtain permission from the Principal before signing up for the examination. Students are also responsible for the examination fees.

PowerSchool

All students' grades are progressively recorded on 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 the 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, Bible, or Chinese) in one semester may be cause for placement in the same grade and/or will require credit recovery in order to graduate. All mandatory graduation requirements must be fulfilled before a diploma will be 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 school students are to be walked to the bus. Bus monitors will direct the children onto the appropriate buses, and elementary teachers should stay to help as needed. Students may remain after school until 3:20 p.m. only if they are working in the library, participating in an after-school club, sport, or tutoring program. They may not wander the halls or be in classrooms unsupervised by a teacher.



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Academic Information

Bright Start

Bright Start 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** is designed to build on all the experiences that a child has had in the foundation 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 developed 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, if necessary, which will assist the pupil to achieve at an optimal level, based on the standards set for each grade level.



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Bright Start & Elementary Grading Scales

The grading scale for academic work in the Bright Start 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 (GRADE 6-12) 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, religious studies, 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 Secondary Course Catalog.

Secondary Course Requirements

Religious and Ethical Studies

All students are enrolled in a religious studies class each semester. Courses include study in Old and New Testament Literature and ethics applied to contemporary issues. Students are challenged to think critically and to develop a well thought out worldview. All courses are taught on an academic basis and receive academic credit.

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, Drama and/or Art.

Foreign Language

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

Mathematics

Math courses include General Math, Pre-algebra, Algebra I, Geometry, Algebra II, Pre-calculus, and AP 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



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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 the high school is comprised of biology, chemistry and physics and AP® 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, and Students also have the option of AP® Comparative Government and Politics or AP® World History.

Grading Scale

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

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A	93-96	B	83-86	C	73-76	D	63-66		
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 0.5 points more for their letter grade of C- or above.

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 obtain only an "A" or an "A-." To be placed on the Honor Roll, a student must obtain only "A" or "B" grades in all their courses.

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

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

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 on a regular basis.

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, Religious Studies and Ethics, Science, Social Studies and Chinese. Additional subjects will have a summative assessment, but it may take the form of a skills assessment, project or portfolio. These assessments will be averaged into the 2nd or 4th quarter grade. As students progress in middle school, more exams will be cumulative to prepare the students for high school (see table below).

High school students are given cumulative semester exams at the end of each semester during final exam week for Math, English, Religious Studies & Ethics, Science, Social Studies, Chinese, and Health and Wellness. All students are expected to sit for these exams. Additional subjects will have a summative assessment, but it may take the form of a skill assessment, project or portfolio. All of these assessments (written or other) will be weighted 20% of the semester grade, while each quarter counts for 40%.

Grade	Fall Exams	Spring Exams
6 th	No cumulative exams	Math, English
7 th	Math, English	Math, English, Science, and Chinese
8 th	Math, English, Science and Chinese	All exams cumulative
9 – 12 th	All exams cumulative	All exams cumulative
High School Grading	Quarter 1 = 40% Quarter 2 = 40% Exam 1 = 20% Semester 1 = 100%	Quarter 3 = 40% Quarter 4 = 40% Exam 2 = 20% Semester 2 = 100%

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

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 2.0 (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.

The ineligible period begins as soon as a disqualifying report card is issued. Students who are ineligible will have their eligibility reinstated if they have raised their grades to the proper level by the time of the next mid-quarter report.

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. A letter will also be filed by the registrar 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 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 (9-12) 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
Religious Studies	0.5 per semester enrolled
Electives	As desired

For further information, please see the Secondary Course Catalog 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 1st 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 approval is granted by the Principal, the student will be required to complete outstanding credits during the summer. Summer classes must be approved by the Principal in order 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.

AP® (Advanced Placement) Classes

Advanced Placement Program (AP®)

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

Advanced Placement courses have been designed to provide an additional challenge for students wishing to learn more about a specific subject area. Courses are taught at the level of a university freshman course. Students will receive a weighted GPA of an additional 0.5 credits for grades of C- or higher. Students in AP classes will receive more homework than they would receive in an honors course. Students who are enrolled in an AP course are strongly encouraged to sit for the exam in May. Charges for this test will be paid by the school. However, if a student chooses to take an AP test but is not in that AP course, he/she must pay the exam fee.

Independent Studies

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

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 permission is granted by the Principal.

Load Requirement

Students in grades 9-11 must take at least three credits per semester. Students who are taking two AP courses may take 4 credits. Seniors must take at least three credits 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.



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Transferring Grades

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. A student's GPA will be calculated only from courses taken at YHIS.

Transfer of Credit

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.

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

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 employer of governmental purposes. There will be a per-copy fee of 50 RMB for any additional certificates.

YHIS POLICY ON GENERAL CONDUCT

Community Language

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

Appearance

Students are reflections of YHIS and should be sensitive to the Chinese community but also, and primarily, they are a direct reflection of their parents and family. We believe that parents are primarily responsible to see that their children are sent to school properly dressed each day.

Dress Code

1. Students are expected to dress modestly. Clothing should not be revealing or bear offensive slogans. Cleanliness, neatness, good grooming, and respect for local customs are standards YHIS desires to uphold.
2. Torn or ripped clothing or cut-off shorts or skirt are not allowed.
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. Excessive jewelry or make-up is not allowed.
6. 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 Student Services.

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, it is important for students 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



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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 at the Elementary level.

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 Bright Start-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, 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.



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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.

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

The Bright Start Program uses a system of "sitting out" as a consequence for wrong behavior after a warning has been given. Students are assigned with clips which indicate their behavior for their day. Depending on their behavior for the day, students will know that they are "Ready to Learn" or have been assigned to the "Thinking Chair".

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

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

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

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

Secondary Detention

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

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

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

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

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

Serious Discipline Issues

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

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

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 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. having other students (not necessarily just friends of the victim) turn away;
4. being called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities (or the lack thereof);
5. being forced to commit any act against their will through intimidation, threats, extortion, coercion, physical assaults, such as:
6. handing over money, lunch cards, academic work or personal property;
7. "hazing" to join with, or remain within, a group;
8. causing someone to shun another student.
9. suffering from lies and rumors, spread verbally or through written letters, e-mail, text messages, blogs, social and other websites, diaries, etc.;
10. being the victim of cruel jokes, laughter, comments, put-downs;
11. 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 in order to maintain a safe learning environment. (ISC 4.012)

Cheating

Students caught cheating will receive an automatic zero on that assignment or test, their parents will be notified, and they may receive in-school suspension. A student caught cheating 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 a suspension of up to three days.

Stealing

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

Swearing and Inappropriate Gestures

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

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.

Expulsion from the school requires school board approval. 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, fever (above 100°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 100°F (37.7°C) or above;
- Emesis (throw up);
- Discolored nasal discharge;
- If the student is too ill or uncomfortable to adequately function in a classroom setting.

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. Students are not permitted to take a taxi home alone. Students must be accompanied by an adult from the school. Your child may return to school when they have been fever-free for 24 hours, nasal drainage is clear, and are no longer contagious. If a student has been sent home, he/she may not return to school that day.

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.

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. It is imperative that the parent/guardian 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 problems 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



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will notify the parent/guardian of their student's accident or illness so that they can arrange medical treatment as deemed appropriate.

Medication

Students are not allowed to carry any type of medication on school property. A parent needs to fill out the Medication Authorization Form and send this with the medicine to the school nurse so she can administer medications. This includes pain/fever relievers such as Tylenol. Authorized medications must be clearly labeled with the student's name and will be stored in the school clinic. Inhalant medications may be self-administered by students with a physician's prescription and written parent/guardian consent on file.

Medication authorization forms are available in the nurse's office. Completed authorization forms will be kept with the student's permanent health record.

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.



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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.

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

Change of Address Information

The school must be notified when families relocate in the Yantai area. It is very important that the office has a current phone number and address for every student enrolled.

ID Badges & Visitor Passes

Students will use ID badges for payment for lunches. 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 ride on the elevator unless they are given specific permission by school staff.

Lockers

All students will be assigned a locker. The lockers for Bright Start and Elementary grades are in the classrooms. In grades 6-12, students are assigned a locker in the Secondary hallway and are given a key. 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. The school is not responsible for any items lost or stolen from a student's locker. Any damage, except for ordinary wear, may be charged to the student.

Lost and Found

A lost and found area is located in the Bright Start 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.



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Textbooks

The school will provide students with textbooks. Textbooks are checked out for the year through our Textbook Manager software. Students should cover their hardcover textbooks to provide protection and take measures to ensure that books are not damaged beyond ordinary wear. Writing in textbooks, water, or other excessive damage will be fined and lost textbooks will be paid for according to their cost + up to 40% for shipping and import costs.



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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

1. Loan policies

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

- Bright Start – 1 book
- Elementary – 3 books
- Secondary – 5 books
- Parents – 5 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 plus 40% (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.
- Library log-ins: All students are encouraged to create a log-in to the online library catalog in order to manage due dates and renewals of their items and make use of many other features for research.
- Holds: Students are able to place holds on materials that are currently unavailable.
- 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 better understand the material selection process.
- b. If the concern remains, the concerned individual may request and submit the form: *Request for Reconsideration of a Work*.

Facilities Utilization

Students may use facilities at the discretion of the specific departments. All other events, scheduling of team and club usage will be made through the Athletic Director. Permission may be given on an individual case basis.

Bright Start students and elementary students must have adult supervision to utilize school playgrounds and fields after school.

Those seeking to hold events at the school on evenings and weekends should complete a *Facility Use Request Form* in order to obtain prior approval from the school administration.

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 of a school Administrator without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected.

User Name and Password

All students are issued a user name and a password. Network activity is tracked by user name; therefore, this information must be kept private and confidential. Any violation of this Acceptable Computer Use Policy attributed to a student's user name 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 e-mail 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.

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.