



**“Building a Solid Foundation”**

# **Parent-Student Handbook**

**2011 – 2012**

## TABLE OF CONTENTS

	<u>Page</u>
<b><u>General information</u></b>	<b><u>4</u></b>
Mission	4
Philosophy/core values	5
Non-discriminatory Policy	5
Enrollment Priority	5
School Day	5
School year	5
Transportation	5
<b><u>Admission Policies</u></b>	<b><u>6</u></b>
Admission Requirements	6
Parent’s Presence in Wuhan	6
Grade Placement	7
Waiting Lists	7
English as a second Language (ESOL) Requirements & Support	7
Partial Enrollment	8
Tuition and Fees	8
Tuition Payments and Refund Policy	8
Overdue Accounts	8
<b><u>Academic Information</u></b>	<b><u>8</u></b>
Grading Scale	8
Homework Policy	9
Power school	9
Report Cards/Parent Conferences	9
Promotion	9
Required Bible Classes	9
Academic Probation and Eligibility	10
Incomplete Grades	10
Disciplinary Probation	10
Retention (Repeating a Grade)	10
Student Files	10
Standardized Testing	11
<b><u>Secondary Academic Information</u></b>	<b><u>11</u></b>
Advanced Placement Program	11
English	11
Fine Arts	11
Foreign Language	11
Mathematics	12
Science	12

Social Studies	12
Physical Education/Health (P.E.)	12
Religious and Ethical Studies	12
Yearbook and Design	12
After-School Study Assistance	12
Semester Exams	13
Taking Semester Exams at a Different Time	13
Honor Rolls	14

### **High School (9-12) Academic Information** **14**

Grade Point Average	14
Graduation Requirements	14
Independent Studies	14
Add/Drop Policy	15
Load Requirement	15
Repeating a course	15
Transferring Grades	15
Transfer of Credit	15
Transcripts and Certificates of Enrollment	15

### **Elementary School Academic Information** **16**

<b><u>Attendance Policies</u></b>	<b><u>16</u></b>
General Policies	16
Early Release	17
Tardiness	17
Truancy	17
Withdrawal	17

### **Sickness and Injury Policies** **17**

General	17
Medical Emergencies	18

### **Dress Code** **18**

### **Other Information** **18**

Using English and other languages	18
Office hours	19
Change of Address Information	19
Orientation and Open House night	19
Parental support	19
Conflict resolution	19
Insurance	20
Emergency Drills	20
Community service	20
Photocopies and Printing	20

Telephones	20
Lost and Found box	20
Computers	20
Textbooks and Materials	21
Library	21
Secondary lockers	21
Electronic devices	21
Food/drinks	22
Pets	22
Bus Policy	22
Student pick-up	22
Visitors	22
<b><u>Appendix I - Discipline Policies</u></b>	<b><u>23</u></b>
<b><u>Appendix II - Anti-Bullying Policy</u></b>	<b><u>29</u></b>
<b><u>Appendix III - Uniform policy</u></b>	<b><u>31</u></b>

## GENERAL INFORMATION

### **Mission**

Wuhan Yangtze International School (WYIS) educates the whole child socially, spiritually, intellectually, physically, and emotionally to become a dynamic individual of truth and excellence who positively contributes to society.

*WYIS students will become:*

- Dynamic individuals who are well-educated men and women who influence and lead society regardless of position.
- Individuals of truth whose entire worldview and lifestyle is characterized by a deep understanding of the nature of truth and who are known as men and women of integrity.
- Individuals of excellence who have received a well-rounded, high-quality education, who have high personal standards of character and conduct, and who apply this truth in all facets of their lives.
- Individuals who positively contribute to society, promoting the well-being of the minds and hearts of people, as well as the well-being of the world at large.

### **Philosophy/Core Values**

*The following statements are a summary of the values that are considered important at our school. They show through in all aspects of the school.*

**We at WYIS are committed to . . .**

- 1. Excellence. We believe that every aspect of our school should be characterized by a commitment to excellence.**
  - Strong academics.
  - Professional development for teachers focused on best classroom practices.
  - Administration focused on learning.
  - High personal and professional standards for recruitment of faculty.
  - Clear communication with stakeholders.
  - A focus on meeting the needs of all students admitted to the school.
  - Acquiring and maintaining external accreditation.
- 2. Truth. We believe in the existence, accessibility, and applicability of transcendent truth.** Students should be able to articulate and defend an appropriate view of truth.
- 3. Character/Integrity. We desire for all students to become people who consistently do right in thought, word, and action.** Therefore, we emphasize service, character development, a strong work ethic, perpetual growth, loving interaction with others, and an appropriate level of independence.
- 4. Relationships. We desire to be a community where all are nurtured and appreciated.** All cultures are respected, all people are valued, and students are encouraged and supported individually.

- 5. International impact. We desire for our students and faculty to make a positive, lasting impact in any context in which they find themselves.** Students are trained to be good citizens and contributing members of their communities both now and in the future, regardless of the culture they find themselves in.
- 6. Education. We believe that education is most effective in the context of a clearly defined curricular approach, strong parental support, and international emphasis.** Therefore we value the following:
- A partnership between the school and parents.
  - An emphasis on developing the whole child.
  - Preparation of students for university studies.
  - A United States-based curriculum with an international emphasis.
  - A focus on mastery of a core body of knowledge and on the discovery of additional knowledge, seeing both within the framework of transcendent truth.

#### **Non-discriminatory Policy**

WYIS does not discriminate on the basis of race, color, or ethnic origin in the hiring or treatment of its staff members, or in the admission and treatment of students.

#### **Enrollment Priority Policy**

WYIS adheres to the following enrollment priority policy:

- First Priority* - Children of school staff and associates
- Second Priority* - Brothers and sisters of students already enrolled
- Third Priority* - Children who speak English fluently
- Fourth Priority* - Children who do not speak English fluently

#### **School Day**

School day hours are from 8:00 AM to 3:00 PM. Students may not enter the hallways or classrooms before 7:50 AM and should leave the building by 3:30 PM unless they are staying for an after-school study assistance session, meeting, club, sport, or other supervised activity.

#### **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 176 school days on the school calendar. The school board may replace any days missed due to emergencies or unforeseen circumstances by reducing planned vacation holidays or by extending the school year. Several half-days are included to allow for conferences or teacher in-services.

#### **Transportation**

Parents are responsible for their children's safe and timely travel to and from school. WYIS will assist parents in scheduling bus transportation; however, the school does not pay for these buses, nor is it liable for any accidents involving the buses.

## ADMISSION POLICIES

### Admission Requirements

- 1. The school considers the following as essential to admission:**
  - a. A basic level of educational aptitudes and skills as determined by interview, examination/assessment, and educational records.
  - b. Adequate proficiency in the English language or a parent-signed agreement for an ESOL option.
  
- 2. For initial entrance into the school:**
  - a. Parents are requested to present proof of the child's age (e.g. birth certificate, passport, or other appropriate official government document).
  - b. All students above grade 2 are required to submit academic records of their previous 2 school years.
  - c. All non-English speaking students in grades 1 and above are required to take an English assessment.
  - d. 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.
  - e. Immunizations must be completed in accordance with WYIS requirements as stated in the Medical Examination Form. Returning students are required to submit a Medical Examination Form every 2 years.
  
- 3. For entrance into Pre-Kindergarten:** students must demonstrate readiness and must reach the age of three by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready. Three year olds attend Monday/Wednesday/Friday until lunch.
  
- 4. For entrance into Kindergarten:** students must demonstrate readiness, and reach the age of five by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready.
  
- 5. For entrance into Grade 1:** students must meet one of the following requirements:
  - a. Has been promoted from this school's program or an equivalent program elsewhere.
  - b. 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.
  
- 6.** The school, per Chinese law, does not admit children who are citizens of the People's Republic of China.

### Parent's Presence in Wuhan

WYIS 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. As a result, and in the best interest of the student, WYIS has established the following requirements regarding residency of parents.

1. At least one parent or guardian must have full-time residency in Wuhan.
2. If both parents of a 9-12<sup>th</sup> grade student must leave Wuhan during the school year, but would like to leave their child in the school until the end of the semester, an appropriate guardian must be appointed and the school must be notified immediately. The parents must provide contact information.
3. In the event that a guardian is the primary caregiver of a student while enrolled, a legal document indicating such must be presented to the school.

### **Grade Placement**

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. The following factors are considered in placement decisions:

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 certain grade, class, or level based on the parent's preference for a certain teacher.

In the high school, students are classified according to the following scale:

- Grade 9 less than 6 total credits
- Grade 10 more than 6, but less than 12 credits
- Grade 11 more than 12, but less than 18 credits
- Grade 12 more than 18 total credits

### **Waiting Lists**

If a student has passed the necessary admissions requirements, but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment criteria and then on a first-come, first-served basis. 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. The School encourages parents to look for other educational options while their child is on the waiting list.

### **English as a Second or Other Language (ESOL) Requirements & Support**

Students from non-English speaking families who want to enroll are required to take a diagnostic test to determine their level of proficiency in the English language. It is strongly recommended that ESOL students study English during the summer prior to enrollment, and continue with a tutor until deemed proficient.

Language acquisition classes are available, and students will be assigned according to School Policy. A comprehensive ESOL program description and policy will be provided to families utilizing the program.

**Partial Enrollment**

A partial-enrollment option is available for pre-kindergarten aged children. Generally, students not enrolled may not participate in any school activities but the principal may grant exceptions to this rule.

**Tuition and Fees**

Tuition shall be determined annually and assessed at the time of registration. It is payable in accordance with an approved payment plan. Late fees will be assessed where appropriate.

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 will not change. If a change in the exchange rate occurs you will be notified of the revised USD amount due.

**Tuition Payments and Refund Policy**

Parents are responsible for the payment of all school fees. Report cards, diplomas, and transcripts will not be released if payments are not complete.

1. Tuition will be refunded only for full quarters not attended. If a student applies and is accepted into the school some time after the commencement of the school year, tuition will be charged for the full quarter of entry and all subsequent quarters.
2. Registration fees are non-refundable.
3. No portion of tuition shall be refunded for a student dismissed by expulsion or disciplinary reasons.
4. No tuition payments can be transferred from one student to another.

**Overdue accounts**

Tuition payments are due to the school in a timely manner after receipt of a school invoice. Payments more than 5 days past due are subject to a late fee. If payments are more than 30 days past due, students may be excluded from classes until payment is made.

**ACADEMIC INFORMATION****Grading Scale**

The standard grading scale for academic work in grades 1-12 is as follows:

A	93 - 100	C+	78 - 79
A -	90 - 92	C	73 - 77
B+	88 - 89	C -	70 - 72
B	83 - 87	D+	68 - 69
B -	80 - 82	D	60 - 67
		F	59 & Below

**Homework Policy**

The School recognizes the educational value of homework to students. We believe that meaningful homework is a necessary part of each pupil's educational program and that it is related to the educational philosophy and goals of the school.

The assignment of homework should be regular and reasonable. For the lower elementary (grades 1-2), ½ hour per night can be expected. The upper elementary can expect 1 hour of homework per night. Middle school students can expect 1½ hours of homework per night (about 20 minutes per subject area). High school students can expect 2-3 hours of homework per night (about 30 minutes per subject area).

Students participating in Advanced Placement (AP) classes can expect more homework per night and the possibility of an after school time commitment.

The above are recommended averages and from time to time may not be reached or may be exceeded. ESOL students should anticipate spending more time on their homework than their native English speaking peers.

**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 on our school website. Please contact the school office if you are having difficulty viewing your child's progress.

**Report Cards/Parent Conferences**

WYIS operates on a quarter-system. Report cards are distributed via email shortly after the end of each quarter. Parent conferences follow the distribution of the first and third quarter report cards (see academic calendar). Parents may initiate a teacher meeting at any time during the school year. Hard copies of the fourth quarter report cards will be mailed to the student's last known address. Alternatively, parents may pick up this report in mid-June.

**Promotion**

In the elementary and middle school, students will be promoted to the next grade level if the requirements for advancement are met, and upon the approval of the classroom teacher or teaching team (see Grade Placement Policy on page 6).

**Required Bible Classes**

Bible classes are an integral part of the WYIS. Attendance and participation is required for all students. No exceptions may be made to this rule. Bible classes are held daily and receive an academic grade. A weekly assembly is a part of this program and attendance is also required. The secondary school refers to these classes as "Religious and Ethical Studies." This accurately portrays the analysis of the Bible, other world religions, various ethical issues, and helps students understand different worldviews. Assembly in secondary integrates these themes with how students can successfully demonstrate good character in the world around them.

### **Academic Probation and Eligibility**

Secondary students with academic deficiencies (an “F” or more than one “D” in a quarter) will be placed on academic probation. A student on academic probation may be deemed ineligible for extra-curricular activities and may need to repeat a course or grade. Note deletions

### **Incomplete Grades**

A student may be awarded an “I” 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 not receive credit. No incomplete grades may be given for the fourth quarter.

### **Disciplinary Probation**

If a secondary student has repeated disciplinary problems of any form note deletion may result in the student being placed on probation. Failure to correct the disciplinary or academic problem as prescribed by the School may result in the student’s expulsion.

### **Retention (Repeating a Grade)**

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

#### *Criteria for Repeating a Grade*

- *Grades one and two:* Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.
- *Grades three and four:* 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 as failure of a major subject.
- *Grades six through eight:* 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 nine through twelve:* 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 issued. Students will not receive credit for any failed semester classes.

The school 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, and principal will be permitted to review a student’s records.

**Standardized Testing**

- ISA (International School Assessment) test is administered to grades 3-9.
- ACT (American College Testing) is offered each autumn and spring for grades 9-12.
- PSAT (Pre Stanford Achievement Test) test may be completed in grades 9-11 in preparation for the SAT college preparation exams.
- A second standardized test is administered to all students in grades 1-10 and will be used as a basis for comparison with U.S. national norms for achievement.

## **SECONDARY ACADEMIC INFORMATION**

**Advanced Placement Program (AP®)**

The AP Program gives students a chance to try 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. WYIS offers a broad range of certified AP® courses.

With the exception of AP 2-D Studio Design, all AP courses have required culminating examinations in May of the academic year. Each exam includes an exam fee. Families are responsible to pay this fee. The AP® teacher will explain all fees in the student syllabus for each specific course.

The Advanced Placement International Diploma (APID©) is a globally recognized certificate for students with an international outlook. The APID challenges a student to display exceptional achievement on Advanced Placement Program AP Exams across several disciplines. Universities worldwide utilize the APID in admissions. All WYIS high school students have the option of pursuing the APID.

Students in AP courses will receive a semester final exam in the fall during the regularly scheduled exam time and a spring semester exam one week prior to the AP exam. The remaining time in the semester will be used to complete a final project determined by the teacher that will summarize the course.

**English**

All students are enrolled in an English class every semester. Courses include the study of grammar, literature, speech, and composition. Other areas of study include reading for meaning, language proficiency, spelling, and vocabulary as dictated by the needs of the student, and AP® language and composition.

**Fine Arts**

To satisfy the Fine Arts requirement, students may take courses in Music, Drama, and/or Art. AP® Art courses are offered. Additional fees may be assessed for AP® Art supplies.

**Foreign Language**

All Grade 6-8 students are required to study the Chinese language except where English language support classes are deemed more necessary. In the high school, 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, AP® Calculus AB, and AP® Statistics.

**Science**

Middle school students take Life Science, Earth Science, and Physical Science, while high school students are offered Biology, Chemistry, AP® Chemistry, Physics, and AP® Physics B.

**Social Studies**

The middle school social studies curriculum includes the study of World History, United States History and World Geography, as well as a more in-depth look at western and eastern cultures. High school students study World Cultures, World History, International Politics, Economics, and Students also have the option of AP® Comparative Government and Politics.

**Physical Education/Health (P.E.)**

All middle school students are required to take Physical Education/Health. High school students are required to complete two years 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.

**Religious and Ethical Studies**

All students are enrolled in a Religious and Ethical Studies class every semester. Courses include study in Old and New Testament literature and culture, the history of the Jewish nation and the Christian fellowship, 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.

**Yearbook and Design**

Each year the yearbook students and staff produce a record of the activities and events which occurred during the school year. Secondary students may enroll in this class afterschool. High school students will receive 0.5 credits per year.

**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) 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 receive a "D" or an "F" on their quarterly report card will, at the discretion of the principal, be required to stay for after-school study assistance once or twice a week for the following quarter. These students will also be suspended from after school activities during that 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 and Chinese. 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%.

Students in middle and high school who do not have a written final will still need to be present during final exam week for a summary of the final project or portfolio.

### Cumulative Final Exams:

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

\*Credit is awarded based off the semester grades

### Taking Semester Exams at a Different Time

Students may only take semester exams early or late with permission of the high school principal. If, for an approved reason, a student cannot take the test 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 or late for a reason deemed nonessential by the administration (e.g. extending vacation time) will be assessed an exam administration fee.

**Honor Rolls**

Each semester, middle and high school students who achieve excellent grades will be placed on the High Honor or Honor Roll. To be placed on the High Honor Roll, a student must receive only "A's" on their report card with 3.8 and GPA of 95% or better. To be placed on the Honor Roll, a student must receive only "A's" and "B's" and must have at least a 3.4 GPA (90% or better).

**HIGH SCHOOL (9-12) ACADEMIC INFORMATION****Grade Point Average**

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	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D+	1.3
B-	2.7	D	1.0
		F	0.0

**Graduation Requirements**

To graduate, 24 high school credits are required. Courses that are taught on a daily basis are valued at  $\frac{1}{2}$  credit per semester, while courses that are taught on alternate days are valued at  $\frac{1}{4}$  credit per semester (equivalent of 45 minutes per day). The following credits must be earned towards graduation:

- 4 credits of English
- 3 credits of social studies
- 3 credits of science
- 3 credits of mathematics
- 2 credits of foreign language
- 2 credits of physical education/health
- 1 credit of fine arts
- $\frac{1}{2}$  credit of Religious Studies and Ethics per semester in high school
- Electives as required or desired\*

\* Includes service learning (0.5) for 11/12th grade

Please see the secondary course catalog for further descriptions of graduation requirements and course listings.

**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 and must include a minimum of 50 hours of documented work per quarter.

Independent study costs are not covered by the tuition and fees.

**Add/ Drop Policy**

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 9-11 must take at least six courses per semester. Seniors (grade 12) must take at least four courses per semester.

**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 record will show all courses a student has taken.

**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 grade of "C" (70%) or better. Grades below a "C" will not be transferred. Courses that are transferred but do not satisfy particular requirements at the School will be transferred in as electives. A student's GPA will be calculated only from courses taken at this School.

**Transfer of Credit**

If student desire credits from outside institutions while enrolled at WYIS, students must secure written permission from the administration before enrolling.

Summer and correspondence courses may 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.

In order to earn one credit for a course from another school, that course must have been offered for 45 minutes every day for the entire school year (170).

**Transcripts & Certificates of Enrollment**

Students in 11<sup>th</sup> and 12<sup>th</sup> grade may request that transcripts be sent directly to specific universities, colleges, or government institutions. Up to five (5) of these transcripts will be processed free of charge.

Students who are leaving WYIS will receive one original transcript for personal use. For any student in grades Kindergarten through 8, this transcript will take the form of the school's official report card. For grades 9-12 this transcript will be in the school's official college preparatory format. Secondary students may request written course descriptions to accompany the transcripts. There will be a per copy fee (set annually) for any additional original transcripts that the student wishes to receive personally.

Transcript request forms may be picked up in the main office. Allow two (2) weeks from the time of request for the office to process the paperwork. Allow 4-6 weeks for delivery of any mailed transcripts to arrive at the destination. At the end of the school year, official transcripts will be made available at the end of June.

Upon written request, up to two (2) official Certificates of Enrolment will be provided during each semester for employer or governmental purposes. There will be a per copy fee (set annually) for any additional certificates.

## ELEMENTARY SCHOOL ACADEMIC INFORMATION

At the beginning of the school year or when a student enrolls, parents are given a copy of the grade curriculum. The classroom teachers also send a newsletter home weekly outlining the topics or units being taught that week.

Subjects taught in the elementary grades are: reading, phonics/spelling, science, social studies, mathematics, Bible, art, P.E. (physical education), music and Chinese language. Chinese history and culture are also studied during the year – especially during Chinese festivals such as Chinese New Year.

Extra-curricular activities, taught by parents and teachers, are offered to grades 3 to 5 after school. These may include dance, art and/or drama. An in-school, special activity time is held weekly for K–2.

For each social studies unit studied in the elementary grades, either a field trip is taken or students participate in a special class activity. Parents are often invited to attend field trips and special activities.

## ATTENDANCE POLICIES

### General policies

#### **Attendance**

Parents should notify the office **by 8:15 a.m. on the day in which a student is absent**. The reason for the absence should also be given at this time. The office administration staff will then contact the student's teachers to inform them of their absence.

Students who arrive at school late must check in at the school office before they will be admitted to class.

Attendance records will be kept by the classroom teacher and will be entered onto a student's permanent record at the end of every quarter

**Planned absences 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 have been received. If a planned absence is permitted, it is considered an excused absence. Teachers may require any work to be done in advance that they deem necessary. Teachers will also work with parents to give them a reasonable idea of the work that will be missed. For excused absences, students have one day to make up each missed day's work.

In order to receive credit for work, students may not be absent for more than 7 days per quarter. The administration may make exceptions to this policy if there is a family emergency or a special need.

Too many absences make it difficult for students to complete assigned work. If a high school student misses more than 10 classes in one semester, it may not be possible to receive a credit for those classes.

#### **Early Release**

If a student needs to leave school before 3:00 PM, he/she must have a note from a parent. Students who do not have a note will not be allowed to leave.

#### **Tardiness**

Students are considered to be tardy if they are not in their designated classroom when the period-commencement bell rings. The number of tardies will be recorded and marked on the permanent record.

#### **Truancy**

Students who skip class will receive no credit for missed work. They may also need to serve a detention at the discretion of the administration.

#### **Withdrawal**

Withdrawal is the early removal of a student from the school roster. Parents should notify the office at least two weeks prior to the date that the student plans to leave. As a rule, an elementary student who withdraws more than two weeks prior to the end of a quarter or a secondary student who withdraws more than one week prior to the end of a quarter, will not receive credit for that quarter.

## **SICKNESS AND INJURY POLICIES**

#### **General**

Medical attention is the responsibility of the parent. Students should not be sent to school if they have bad colds, fever (37.5°C /99.6°F or above), any contagious condition, diarrhea, vomiting or nausea. Germs spread quickly in a classroom of children. Keeping a sick child home shows care for other school families and helps keep the school a much healthier place for your child.

Students who are ill will be sent home after parents or emergency contacts have been notified. Students who have vomiting, diarrhea, a temperature of 37.5°C or above or who are obviously unwell in appearance, will automatically be sent home. **If a student has been sent home, he/she may not return to school that day.**

A child who has had a fever should be kept at home for at least one full day after there is no longer a fever. This helps avoid a recurrence of the illness and ensures the child is fully recovered.

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.

If a student needs to take medication at school, the medicine must be given directly to the teacher and **must** have a **signed and dated note** from the parent clearly stating the details of the medicine - its dosage and at what time it needs to be given.

Students who are unable to attend school due to illness will not be permitted to take part in extra-curricular school activities falling on that day. Students must arrive in school before 11:00 a.m. in order to be eligible for participation on any particular day.

#### **Medical Emergency Procedures**

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

### **DRESS CODE**

WYIS has a mandatory school uniform; all students must wear the uniform daily including during arrival and departure from school. Please read the WYIS Uniform Policy in the appendix.

### **OTHER INFORMATION**

#### **Using English and other languages**

At WYIS, we are sensitive towards students from all cultural and language backgrounds. English is the common link between staff and students at WYIS and, except for Chinese lessons, it is the language used in classes. It is important that we have a language policy that allows students to feel at ease interacting with one another.

At WYIS, 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.

### **Office Hours**

WYIS Office hours during the school year are Monday through Friday, 8:00 AM – 4:00 PM. Summer vacation hours are Monday through Friday, 9:00 AM – 3:00 PM.

### **Change of Address Information**

WYIS needs to know when students' families relocate within the Wuhan area. It is extremely important that the office has a current phone number and address for every student enrolled. As such, it is expected that the school office be notified in writing of any and all changes or updates immediately.

### **Orientation and Open House**

New family parent orientation is held annually before classes begin. At this time new families are provided details on school policies, uniforms, lunches, busing, and the like.

Parent Open House, which is held concurrently with new parent orientation, allows parents and teachers a chance to get to know each other. This time is used to introduce parents to the teachers and to course content. It is not a time for individual parent-teacher conferences.

### **Parental Support**

WYIS has many opportunities for parents to become involved in supporting their children's school including through the Parent Teacher Organization (PTO), volunteer jobs and with extra-curricular activities.

Enrollment into WYIS is voluntary; as such, the School expects parents to be supportive in all areas of operation. Students may be denied re-admission if the administration believes parents are not supportive of the school or are spreading discontent and rumors in the community.

### **Conflict Resolution**

The following is an outline for dealing with problems that arise between students, parents, faculty, and administration.

First of all, the offended party is to go only to the party that offended him/her. If the person is a younger child, a parent may accompany him/her. It is not appropriate to discuss the matter with others who are not part of the problem or the solution. Most of the time, a

frank, personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue at hand, it must be forgiven and forgotten.

If the offender is unwilling to come to terms, the two parties should take the matter to the school administration. Most problems that make it past the individual level are solved at this level.

If the two parties are still unable to come to terms on the administrative level, the problem should be brought before the school board. The principal should communicate the problem to the chairman of the board, who is responsible for the method of presentation to the rest to the board. Once the problem has been heard, the school board will make a decision that is final. Those who cannot reconcile themselves to the decision need to consider moving on to another school where they feel their concerns can be better addressed.

### **Insurance**

Though the school provides a minimal insurance policy for accidents/injuries which occur during school hours, parents are strongly encouraged to make provision for their child's own emergency insurance.

### **Emergency Drills**

Every quarter, the school will conduct at least one emergency drill. Students are expected to follow all the directions of their teacher. Procedures and evacuation routes are posted in every classroom.

### **Community Service**

The School places a strong value on serving its community. All students are expected to participate in various service projects throughout the school year. The school and the students will plan these activities jointly.

### **Photocopies and Printing**

It is expected that students do their personal and class printing outside of school.

### **Telephones**

A telephone for student use is located in the main school office. Students must ask for permission before using the phone. The phone is for emergency use only.

### **Lost and Found**

A lost and found box is located outside the main school office. Students may reclaim items there. Periodically, the lost and found box will be cleared by donating items to a worthy cause.

### **Computers**

The School is equipped with a number of laptop computers. All school laptop computers are part of a local network, and have wireless Internet access. Students have a high degree of access to them for instruction, research, and projects.

Students must agree to the following before using school computers:

1. Care will be taken during use; including proper set-up, log-in, close-down, storage etc.
2. Food/drinks will not be used or stored by computers.
3. Website searching will be conducted as directed by teacher. Student's visiting websites of questionable nature will forfeit privileges of using computers. Additional discipline actions may take place.
4. Computers will be used by the direction of teachers only.

Signing the parent student handbook indicates you have read this policy and agree to follow it on all circumstances.

### **Textbooks and Materials**

The school will provide student textbooks and some fee-based stationery materials. Students must take all measures to ensure that textbooks are not damaged beyond ordinary wear. If books are damaged or lost, students will be assessed the replacement cost of the book plus 30% for international shipping and handling. Generally students are expected to supply their own stationery materials; however, the school will supply some specialty items for a fee.

### **Library**

Library hours are Monday through Friday from 8:00 AM until 4:00 PM. Students may check out a total of two books at a time. Students may keep their books for up to two weeks. A book not returned after two weeks will be considered overdue and the student will be charged a daily fine (amount to be set annually). Lost books will be paid for by the student at the current replacement value plus 30% for shipping and handling. An outstanding balance will result in report cards, transcripts, and diplomas being withheld until it is paid. Students may not check out videos.

### **Secondary Lockers**

All secondary students will be assigned lockers. An annual security deposit is charged to secondary students before a locker is assigned. The deposit will be refunded if the locker is returned clean and undamaged. There is a charge for lost keys.

Lockers should be kept locked at all times. The School is not responsible for any valuables missing from lockers. Any student found opening another student's locker will be dealt with sternly.

Lockers are school property, and as such are subject to periodic inspections.

### **Electronic Devices**

The use of electronic devices such as portable music players, hand held game devices, cellular phones, beepers, and the like are not permitted to be used during school hours. These items must be turned off and left in the locker during the school day. If used, these items will be confiscated. Parents will be asked to retrieve them at a later time. Calculators and electronic dictionaries are permitted with permission. In case of emergency, students should make calls from the office phone.

**Food/Drinks**

Food may only be eaten during lunch or designated snack times. Students should bring a water bottle with a secure top to school which they can drink from during class, recess, and Physical Education classes. To protect the carpets from stains, drinks other than water and food are not allowed in the classrooms.

**Pets**

Students may not bring pets to school without permission.

**Bus Policy**

An official and updated bus policy is provided for WYIS families each year. This policy covers routes, fees, and discipline matters, and it provides key contact information. It is important that all busing families be familiar with this policy.

**Student Pick-up**

Parents are responsible to make the necessary arrangements to have their children picked up from school on time if they are not catching the school bus home.

**Visitors**

Visitors to the school must sign in with the receptionist as soon as they arrive and receive a visitor's tag before entering the school. This is to ensure their whereabouts are known in case of emergency or if they need to be contacted. Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. Visitors must comply with all behavioral regulations of the School. Visitors may only attend classes for one day.

## APPENDIX I - WYIS SCHOOL DISCIPLINE POLICY

With the WYIS mission in mind, our school has some guidelines for what is expected of students so they can develop into dynamic, respectful, truthful individuals who are excellent in character and conduct and who positively contribute to society. These guidelines have also been developed to promote good community living at our school.

### EXPECTATIONS

**Students are expected to be:**

1. Responsible
2. Respectful
3. Punctual
4. Dressed according to Uniform Policy

All students from Pre-Kindergarten to Grade 12 are helped towards being responsible, respectful, honest, and to try their best in everything they do.

#### **1. RESPONSIBILITY**

**Students have the responsibility to:**

- **Listen** to teachers with their ears and eyes and follow 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 travelling 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 offence.
- **Care for the school environment by keeping it clean, tidy, and undamaged.** This includes not littering, leaving personal items about in an untidy manner, intentionally doing something which 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 WYIS campus during school hours.** This includes not entering any part of San Jiao Hu School without permission or leaving the school without special permission from the principal. If permission is granted, the student must sign out in the school office.

Secondary students may receive a Discipline Form if they do not carry out their responsibilities as listed above.

## 2. **RESPECT**

**WYIS 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. Secondary students may receive a Discipline form to any student who is disrespectful of others.

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

Students are expected to respect the property of others, including school property. 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.

### **Acting respectfully checklist:**

#### **Tone of Voice**

- Am I using an honest, polite voice, or am I being sarcastic, rude or critical?
- Am I shouting, or am I using the appropriate loudness for the situation?

#### **Body Language**

- Am I using eye contact that is correct for the person and his/her culture?
- Is my body posture angry or welcoming?
- Is my facial expression welcoming and respectful?

#### **Choice of Words:**

- Am I using polite words?
- Am I avoiding criticism and accusations?
- Am I using words to be positive and to seek a solution?

#### **Attention:**

- Am I giving others my attention?
- Am I honoring their feelings as well as my own?

#### **Respectful Behaviors:**

- Am I saying "please" and "thank you"?
- Am I saying "excuse me" and "pardon me"?
- Do I introduce new-comers to a group?
- Do I greet people when I meet them?
- Do I say "I'm sorry" when a mistake has been made?
- Am I respectful to older people and authority figures?

**Respect is shown in the following ways:**

- Politeness, Cooperation, Calmness, Willingness to work out differences, Acceptance, Ability to say “I made a mistake,” Open and honest communication, Looking for positive qualities in others.

**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.**

WYIS believes that being punctual to classes is important in achieving success in school. This is 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 may receive a Discipline Form to any student who has unexplained lateness for class.

**4. DRESS CODE**

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

**Violation can include:** Wearing a garment other than school uniform as a top layer or visible from under a top layer (except for a coat on very cold days), not wearing P.E. uniform and athletic shoes to P.E., wearing shoes, visible undergarments, socks or tights of a non-uniform color, wearing shorts, skirt or dress or skirt shorter than on or just above the knee, wearing footwear other than closed shoes (no sandals or slippers), being slovenly in dress or personal grooming, wearing excessive jewelry or makeup.

It is the responsibility of elementary parents to ensure that their elementary children are dressed in accordance with WYIS Uniform Policy every day. A reminder note will be sent home to parents of any child not dressed according to policy.

If a secondary student is not dressed in the correct uniform and does not have a valid reason (such as that the uniform item is temporarily not available for sale), the student may receive a Discipline Form, sent home and/or provided with a uniform by the school (parents billed). Please read the WYIS Uniform Policy in the pages following.

## **CLASSROOM MANAGEMENT OF DISCIPLINE**

At the beginning of the school year each student is given a welcome pack which contains a list of behavior expectations and responsibilities and classroom procedures. The classroom teachers also explain, at the beginning of the year, classroom procedures, responsibilities, expectations and consequences for wrong behavior.

Pre-school and kindergarten use a system of “sitting out” as a consequence for wrong behavior after a warning has been given.

Lower elementary teachers use a system of children losing (pulling) a stick, card or point for wrong behavior if the behavior continued or was repeated 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 to record 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 a one hour detention or work detail as determined by the secondary principal. A fourth form will result in a 90-minute detention or work detail. A fifth form will result in a parent conference with the secondary principal to discuss further action and could result in a suspension of the student. Other possible consequences are 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/Work Detail**

Detentions and/or work details are sometimes assigned as disciplinary measures for secondary students. Students are expected to be present for all detentions/work 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 WYIS's 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 principal 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.

**Examples of serious discipline issues are:** Cheating, fighting, bullying, purposeful damage or graffiti to property, stealing, swearing or inappropriate gestures, flagrant disrespect towards school staff, use of tobacco, alcohol or drugs, or sexual misconduct.

### **CHEATING:**

Students caught cheating will receive an automatic zero on that assignment or test and their parents will be notified. Academic cheating includes lying, stealing or copying another's work, intentional absenteeism, and plagiarism. Copying part of or all of another student's homework is considered cheating. 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.** 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 towards another student or staff member is considered a serious offense and may face a suspension of up to three days.

### **BULLYING:**

No form of bullying is tolerated at WYIS. Bullying is deliberately hurtful behavior repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying results in pain and distress for the victim. Bullying may be physical, verbal, emotional, cyber, or sexual.

Please read our school's Anti-Bullying Policy in the pages following.

### **PURPOSEFUL DAMAGE OR GRAFFITI TO SCHOOL OR ANOTHER'S PROPERTY:**

Purposely damaging property in any way or writing, drawing or carving on property is considered a serious offense.

**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.

**FLAGRANT DISRESPECT:**

Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will receive a detention and parents will be notified. Subsequent offenses may result in a suspension from school or expulsion.

**USE OF TOBACCO, ALCOHOL or DRUGS:**

Use and abuse, or possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind is considered a serious offense. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administrator will be required as a condition for re-admission. Subsequent offenses may result in expulsion.

**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 and/or expulsion may be a necessary disciplinary measure. In such cases, parents will be notified. Suspension is a temporary measure, while expulsion is more permanent in nature. One purpose of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in the process of repentance, correction, or restoration. Students who show a significant change in behavior will be given the opportunity to reply for enrollment.

## **APPENDIX II - WUHAN YANGTZE INTERNATIONAL SCHOOL**

### **ANTI-BULLYING POLICY**

#### **Statement of Intent:**

WYIS is committed to providing for our students a respectful, caring, friendly, and safe learning environment based on empathy and compassion and without fear of being bullied. Bullying of any kind is unacceptable in our school. If bullying does occur, all students should be able to tell a staff member and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a teacher.

#### **What is bullying?**

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend his or her self. Bullying results in pain and distress for the victim.

#### **Bullying can be:**

- Physical (hitting, kicking, pushing, punching, theft)
- Verbal (name-calling, racist remarks, sarcasm, spreading rumors, ridiculing, teasing)
- Emotional (excluding, being unfriendly, tormenting e.g. hiding books or threatening gestures)
- Cyber (use of all areas of internet, cell phones or cameras for the purpose of causing hurt)
- Sexual (unwanted physical contact or sexually abusive comments)

#### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Our school has a responsibility to respond promptly and effectively to issues of bullying.

#### **Implementation**

The following steps will be taken when dealing with incidents of bullying.

#### **School:**

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who observed it or was told about it.
- A clear account of the incident will be recorded on an incident report form and given to the elementary or secondary head teacher or principal.
- The principal or head teacher will interview all concerned and will record the incident.
- The school staff will meet with the offending student's parents and the victim's parents to inform them of the situation and discuss a management plan.
- Class and advisory teachers and parents will be kept informed.

- The offending students will be monitored closely.
- Discipline measures will be used as appropriate and with consultation with all parties.

**Students:**

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a teacher or member of staff of their choice.
- Reassuring the student
- Offering continuous support
- Restoring self-esteem and confidence

Students who have bullied (and **key bystanders**) will be helped by:

- Discussing what happened
- Discovering why the student became involved
- Establishing the wrong doing and the need to change
- Informing parents or guardians to help change the attitude of the student.

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Detention or restricting recess time
- Exclusion from certain areas of the school
- Minor fixed-term suspension
- Major fixed-term suspension
- Permanent exclusion (expulsion)

**Monitoring, evaluation, and review**

Within the curriculum, WYIS will raise awareness of the nature of bullying through inclusion of the topic in advisory time and assemblies. Each semester, class teachers will clarify with students the school-wide approach to bullying and remind students to report incidents of bullying.

Parents are encouraged to contact the school if they become aware of a bullying problem. WYIS will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

## APPENDIX III - WUHAN YANGTZE INTERNATIONAL SCHOOL

### UNIFORM POLICY

#### RATIONALE:

- A uniform dress code reinforces in students a sense of pride in their own appearance, instills recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and school safety and expense are all factors that contribute to the establishment of our school's dress code.

#### AIMS:

- To promote equality amongst 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.

#### SCHOOL UNIFORM:

Students are expected to wear the appropriate school uniform **every day** and to be well groomed.

#### Tops:

All students are expected to wear either, a green, or white, short, or long-sleeved polo shirt with school logo, and the school green and black fleece, zip-front jacket or P.E. jacket when needed.

#### Bottoms:

- **Elementary** – Elementary students may wear any navy blue (very dark blue) long pants, jeans or knee-length skirt, skort, or shorts.
- Bottoms may not be faded, ripped, frayed or have words or motifs on them. If skirts are worn, it is recommended girls wear “bike-shorts” or tights underneath for modesty for when playing and sitting on the floor.
- **Secondary** – Secondary students may wear any beige/light tan long pants, knee-length skirt, knee-length shorts or Capri (three-quarter length) pants.
- Bottoms must not be made of light-weight, spandex/lycra® type materials which are clingy. They can not be ripped, frayed or have words or motifs on them. No part of the student's abdomen or back should be exposed.

#### P.E. (Physical Education) Uniforms:

- Secondary students must change into and out of P.E. uniform for each physical education class.
- **Summer P.E. Uniform** - Green and white short-sleeved top and shorts set. Shorts should be knee-length.
- **Winter P.E. Uniform** - The summer P.E. shirt is to be worn over any long sleeved white, black or dark green top. Either the green and black P.E. jacket or fleece jacket

may be worn for extra warmth. It is still expected that students change their clothes each class period.

- Uniform, (long, black with green stripe) P.E. pants are to be worn as bottoms.
- Elementary students **K-4** may wear P.E. uniforms to school on their P.E. days.
- **Grade 5 and** secondary students are required to either wear their regular WYIS uniforms to school and change into P.E. uniform or, if P.E. is in the morning, wear P.E. uniform to school and change into school uniform after P.E.. They will be given an opportunity to **change** into/out of their P.E. uniform before and/or after P.E. depending on the time of their P.E. class.
- **P.E. shoes:** Please ensure that your child has appropriate, supportive athletic shoes for P.E. Children not wearing athletic shoes will not be allowed to participate in P.E., which will affect their P.E. grade. P.E. shoes may be of any color.

#### **Leg and Footwear:**

Socks, tights, and leggings can be navy blue, black or plain white and must not have motifs. Shoes must be closed-toed, with a back and be well fitting. (No sandals, slippers, clog style shoes such as Crocs™ or shoes with high heels.) Athletic shoes may be worn on non-P.E. days.

#### **Hats:**

Elementary students are required to wear a sun hat or cap for outside P.E. and recess during the months of April through September. WYIS caps and winter beanies are available for purchase but students may wear any hat or cap which gives adequate sun protection. **Hats are not to be worn in the school building.**

#### **OTHER NOTES:**

- Polo shirts, zip-front jackets and P.E. uniforms are to be purchased at the school.
- Pants, jeans (elementary only), skirts, skorts, and shorts are **not** sold at WYIS so must be purchased elsewhere.
- **Skirts and shorts are to be no shorter than at or just above the knee in order to maintain modesty.**
- 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 of the main office.
- A Discipline Form will be issued to any secondary student who is not dressed according to this uniform policy, and the student may be sent home to change into the correct uniform.
- Elementary students who are not dressed according to policy will have their class teacher contact the child's parents to address the issue.
- Anyone wishing to order pre-worn uniforms for a reduced price may ask the office if these items are available in the desired size.
- If a student has uniform items that do not fit, that are in GOOD CONDITION, we will accept their return and apply a 15% discount toward a new replacement item. Pre-worn and old-styled clothing will not be additionally discounted.

***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. (No non-uniform colors)***

**Ordering Uniforms:**

The WYIS office staff is in charge of student uniform ordering services. Order forms are available at any time from the main office or may be downloaded directly from the WYIS website.

When families are placing uniform orders, please fill out one form for each individual student. Completed order forms may be handed directly the office staff at any time during the business day. With the exception of advance appointments by incoming students, **all orders will be filled and sent home with your child on Fridays only.** Uniforms can be ordered on any day, but orders will only be filled on **Fridays.**

Please feel free to call the main office at 8423-8713 or via email to any office staff member if you have any questions.

I, \_\_\_\_\_, have read this handbook  
(Name of Parent)

and discussed it with my child/children. We hereby agree to abide by the rules and regulations of the school as referred to in this handbook.

*Parent Signature:*

*Date:*

\_\_\_\_\_

\_\_\_\_\_

*Student Signature:*

*Date:*

\_\_\_\_\_

\_\_\_\_\_