

International School of Qingdao

Secondary Handbook 2019-2020

IMPORTANT NOTICE

Not reading this handbook does not exempt students or parents from the policies and procedures contained within the handbook.

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General Information

Purpose


As a part of International Schools Consortium (ISC), the International School of Qingdao (ISQ) is committed to providing transformative, holistic Pk-12 education to develop globally-minded individuals who learn, love, and lead.


Vision


World-class servant leaders raised up in every vocation.

Values

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

We LEARN  **We are purposeful, truth-seekers, and truth-speakers.**

We LOVE  **We are connected, courageous, and compassionate in relationship to ourselves and each other.**

We LEAD  **We are engaged in humble, persistent service to the community and the world.**

In practice, every student learns, loves, and leads with...



ISQ History

International School of Qingdao (ISQ) was founded in 1996 as Qingdao MTI International School to provide an American educational program for the children of MTI (now, LDI) employees and the children of expatriates living and working in Qingdao and its surrounding communities. Classes began in the fall of 1996 in three classrooms at the #1 Middle School of High Tech Park. Initially, there were eight students in the school with five more enrolling during the school year. The first faculty consisted of two full-time teachers and three Chinese teaching assistants. The school grew the following year to 35 students, 5 full-time

teachers, and an on-site administrator. From August 1998 to June 2007, ISQ was located in the Children’s Club at the Qingdao Children’s Activity Center.

In 2007, ISQ moved to the Baishan Campus, and in 2011 and opened a new early childhood education center, Bright Start ECC, in the Ya Mai area to serve students aged two to six in 2011.

In 2017, ISQ moved all school operations to a new campus in the Licang district, effectively offering preschool through Grade 12 schooling opportunities on one campus.

Altogether, ISQ has over 360 students served by more than 50 expatriate teachers, several Chinese teachers, and Chinese teaching assistants, and an administrative and support staff of more than 60. Classes are offered from Foundations (age 3) through Grade 12.

Belief Statements

We believe that our educational program and curriculum—based on historic Western Judeo-Christian principles and open to all students irrespective of race, gender, color, and creed—is intended to prepare students for active involvement in a contemporary, multicultural society and to equip them with tools for shaping the future.

We believe that parents are ultimately responsible for the education of their children while enlisting the expertise of the school to assist in their children’s development. We believe that the school should assist families in helping their children develop a sense of their own intrinsic worth and their identity as human beings created for a purpose. We believe that education is the continuing process through which this awareness develops in an individual as s/he grows in all areas of his/her life toward his/her fullest potential.

We believe that lifelong learning occurs when students’ hearts, minds, and bodies are actively engaged. For this reason, we provide academically challenging learning opportunities within a university-preparatory course of study replete with exploratory activities. We attempt to meet the needs of all of our students, but in some cases we cannot due to the mismatch of the student’s needs with the staff and curriculum.

Accreditations/Associations

ISQ was granted a full six-year accreditation from the Western Association of Schools and Colleges (WASC) and the National Center for Curriculum Study and Textbook Development (NCCT) in 2017.

ISQ is a member of the International Schools Consortium (ISC), the Association of China and Mongolia International Schools (ACAMIS), the Qingdao International Schools Network (QISN), and the East Asia Regional Council of Schools (EARCOS).



Secondary Program

Organization

ISQ Secondary consists of Grades 6 through 8 (referred to as middle school) and Grades 9 through 12 (referred to as high school) and uses a predominantly American-based curriculum and structure while attempting to use best practices from around the world. There are six core subjects that students take each year: English, Chinese, Mathematics, Sciences, Social Studies, and Philosophies. physical education. Also, students are also required to take courses in Physical Education and Fine Arts as well as a variety of electives from which to choose.

School Year

The school year generally begins in the middle of August and ends at the beginning of June, and consists of between 170 and 180 days. It is divided into two semesters.

Daily Schedule

School begins each day at 8:00 a.m. and finishes at 3:00 p.m. (half days finish at 11:30 a.m.). To ensure the safety of our students while on campus, students may arrive no earlier than 7:30 a.m. and leave no later than 3:10 p.m. unless a student is enrolled in afterschool activities. **Any student on campus after 3:10 p.m. must have teacher permission and supervision.** Bus transportation is provided for students who are participating in school-sponsored afterschool activities and have signed up for bus transportation ahead of time. Transportation after 3:20 p.m. is only provided for students whose names are on the transportation student list. Students who get teacher permission on a day with no other *student transportation* have to organize their own transportation home.

The middle school and high school run on different bell schedules adapted to the age level of the students (See [Appendix 1](#)).

High School Course Catalog

The ISQ High School Course Catalog contains course descriptions and is available on the [ISQ website](#).

High School Add/Drop Policy

Students may add or drop courses during the first two weeks of a semester. After the two-week add/drop period, students can drop classes if they still meet minimum class load requirements (Grades 9, 10, and 11 must be enrolled in seven classes and Grade 12 in six classes). Classes dropped after the add/drop period will still appear on the transcript as either a Withdraw Passing (WP) or Withdraw Failing (WF). To receive a WP, the student must be passing the class and drop before November 1st (1st semester) or April 1st (2nd semester). A WP does not negatively impact Grade Point Average (GPA). Students may not add AP courses after the first week of school; exceptions may be made for new students.

High School Dual Enrollments

Some high school students may wish to enroll in multiple classes in the same department (e.g. two maths, two sciences) in the same school year must seek permission from the appropriate Heads of Department(s) who may seek recommendations from former teachers.

Placement Testing

All new secondary students will be required to take math and Chinese, and in some cases ELS, placement tests, which will determine the courses in which they will be eligible to enroll. In rare circumstances, middle school students may be administered a placement test to adjust their courses (maths, Chinese, and ELS only) at the recommendation of their teacher(s) during the school year.

Graduation Requirements

24 high school credits 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 (below 60%) does not earn any credit.

Of the 24 units required for graduation, students must complete at least the following number of designated units:

4 credits of English Language Arts

3 credits of Social Studies (Economics required)

3 credits of Sciences

3 credits of Mathematics

- credits of Philosophies

- For those graduating in or before the 2021-2022 school year, .5 credit per semester (including Understanding the Times for senior students)
- For those graduating after 2021-2022 school year, credit requirements being determined though Grade 9-level Philosophy course required for all freshmen in 2019-2020 school year

2 credits of Foreign Languages (suggested two credits of one language)*

1 credit of Fine Arts

2 credits of Physical Education and Health**

- For students graduating in or before the 2021-2022 school year:
 - 1.5 credits of Physical Education
 - .5 credit of Health
- For students graduating after 2021-2020 school year, integrated PE/Health required

* Students who earn a five on the AP Chinese test or passes HSK 5 or HSK 6 may receive 2 foreign language credits. A passing score on the HSK 4 will earn the student 1 foreign language credit. A maximum of 2 foreign language credits can be earned this way.

**A student who participates in two varsity sports in one year may receive a ½ credit towards PE. If the student participates in three varsity sports in one year, s/he may receive 1 credit towards PE. A maximum of 1 PE credit can be obtained from participating in sports. Students who participate in three junior-varsity sports in one year may receive ½ credit towards PE. All students who receive PE credit through sports must still take a ½ credit of PE class. Students who wish to earn a PE credit from sports participation must gain permission from the guidance counselor and Athletics Director at the beginning of the year. Please note, the practice of earning PE credits through athletics is under review by iSC leadership.

Early Graduation

Students must complete and submit early graduation forms to the counseling office by 28th of February to be eligible to graduate early the following year. Also to be eligible, students

requesting early graduation must have a minimum GPA of 3.0 and be able to complete the necessary graduation credits by the end of the 1st semester of the following school year.

Standardized Testing: SAT, ACT, MAP

Since August 2007, ISQ has been approved from Educational Testing Service to administer College Board's SAT and PSAT. Grade 9 through 11 students will take the PSAT every year in October, and will have multiple opportunities to take the SAT tests. Parents will cover all expenses for their student's participation in SAT tests.

Since 2015, ISQ has been approved to administer the ACT College Readiness Test. Parents will cover all expenses for their student's participation in the ACT testing.

Twice a year, in September and April, Grade 6 through Grade 10 students will take the MAP test. Middle school students will take reading, math, language, and science tests, while Grades 9 and 10 students will take reading, math, and language tests. Scores may be used, with other relevant information, to analyze individual student and class strengths and weaknesses, to study a student's progress in mathematics and English through school, to plan instruction, to select remedial and enrichment activities, and to revise courses and instructional activities.

English Language Support (ELS)

If it is determined that a student needs language support to succeed in an English learning environment, s/he will be placed in ELL support classes in which his/her progress as an English language learner will be assessed throughout the year. These classes include the following:

- Pull-out classes, which take place during the traditional Chinese language period and focus on supplemental English language practice.
- Content ELL (CELL) Classes which incorporate a specific ELS instructional approach for content. The content objectives of these classes are the same as those for mainstream classes.
- Push-in classes, which are in the mainstream classrooms and are co-taught by mainstream teachers and ELS teachers.
- Intensive English classes, which incorporate all four language skills of listening, speaking, reading and writing. These classes are only offered as the need arise.

In high school, minimal ELS is provided only to Grade 9 students.

Advanced Placement (AP) Courses

AP courses are designed to prepare students to take the College Board AP exams in May. These national curricula are developed by both high school and college teachers in order to teach College Board AP standards. AP courses are designed to provide an additional challenge for students wishing to learn more about a specific subject area. Furthermore, they are taught at the rigor level and expectations of a first-year university course. Most colleges and universities in the United States will even grant college credit for qualifying AP scores. AP is not appropriate for everyone, and students enrolled in them should expect a

much heavier workload and more stringent grading. More information about the official AP program can be found on the College Board [website](#).

Students will receive 0.667 additional grade points for grades of C- or higher in AP courses. Students enrolled in AP courses are eligible (and highly encouraged) to take the corresponding College Board AP exams in May and for whom test fees will be paid by the school. However, if a student chooses to take an AP test for a class in which s/he is not enrolled, s/he must pay for related exam and administration fees. The practice of self-studying and taking exams for AP courses that ISQ offers is highly discouraged.

Students wishing to take AP courses should meet the following criteria:

- Demonstrate academic promise in the subject area by having earned at least a B- in the prior class taken in the subject area
- Receive a recommendation from a teacher in the corresponding subject area
- Have an overall GPA of 2.667
- Typically, have demonstrated a high competency in spoken and written English as well as reading comprehension

Due to the rigorous requirements of AP courses, students are to take no more than three AP courses simultaneously. If students are heavily involved in athletics or other extracurricular activities, fewer than three AP courses may be appropriate.

Exceptions to these criteria are considered on a student-by-student basis by the Secondary Principal of Teaching and Learning. Students most likely to receive an exception to take four APs are those who have earned a 93 in all their classes and will not be enrolled in an academy during the school year. Students most likely to receive an exception to take five APs are those who have earned a 97 in all their classes and will not be enrolled in an academy during the school year.

Honors Courses

Honors classes parallel the curriculum offered in the corresponding regular classes but may cover additional topics of study, move at a faster pace, and/or cover topics in greater depth. Students will receive 0.333 additional grade points for grades of C- or higher in honors courses. Students may only take honors classes as they are available and if they have met prerequisite requirements, including having received a teacher recommendation from a teacher in the subject area.

Course Load Requirement

No student may be enrolled in more than eight credits simultaneously at ISQ. Grades 9 through 11 students must take at least seven credits per semester. Grade 12 students must take at least six credits per semester. Students will be assigned to specific areas during periods in which they are not enrolled in a course; this time is referred to as Study Hall. Students with heavy course loads that include honors and AP courses are encouraged to schedule Study Hall(s) in order to have dedicated time to work on homework assignments and school projects. No credit is given for study hall; however, attendance and regular school requirements apply.

Students wishing to enroll in multiple courses in the same department (e.g. two maths or two sciences) in the same school year must seek permission from the appropriate Heads of Department(s).

Independent Studies

Students are only 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 Secondary Principal of Teaching and Learning with consultation from the appropriate departmental HOD.

Semester Exams

Cumulative exams are given at the end of each semester for Grades 8 through 12. All students are expected to take these exams. In Grade 8, exams count as a regular test and will be averaged into the semester grade as a double-test score. High school exam grades will be calculated as twenty percent of a semester grade. Some classes may give projects instead of written exams and/or may administer exams at different times than the scheduled exam periods.

Students may only take semester exams early with permission. If a student fails to attend a scheduled exam without having notified the office of a legitimate reason for being absent before the exam, then the student will receive a score of zero. If absent for a legitimate reason, students are responsible for working with their teachers to arrange to take the exam at an agreed-upon time.

Student Life Assemblies

Student Life Assemblies are an integral part of the ISQ program; attendance and participation is required of all students. Unexcused absences, tardiness, and disruptions to Student Life Assemblies will result in disciplinary consequences (See [Appendix 2](#)).

ACADEMIC RECORDS

Grading Scale and Grade Point Average (GPA)

Most courses assign numerical grades. Numerical grades are then converted to GPA points, which are averaged together to determine overall high school GPA. See following table to see numerical grade to GPA point determinations.

Numerical Grade	Letter Grade	GPA points
98-100	A+	4.000
92-97	A	4.000
90-91	A-	3.667
88-89	B+	3.333
82-87	B	3.000
80-81	B-	2.667
78-79	C+	2.333
72-77	C	2.000
70-71	C-	1.667
68-69	D+	1.333
62-67	D	1.000
60-61	D-	0.667
Below 60	F	0.000

High School Involvement List

The high school involvement list contains the activities, awards, and service experiences gained throughout the ISQ program. Students begin to update involvement lists in Grade 10 by responding to emails sent out by the registrars' office. Involvement lists are then updated on a yearly basis.

High School Transcripts

Transcripts record all coursework, semester grades, credits, and yearly as well as cumulative GPA earned by students in high school. They also include students' successful participation in the annual China Excursion trips (See [High School Spring Trips](#)). Students in Grades 11 and 12 may request a transcript to be sent to specific universities, colleges, or government institutions. 10 transcripts will be processed free of charge. Request forms may be picked up in the school office. Additional transcripts will be processed for a 50 RMB fee.

PowerSchool

All secondary students and parents will be assigned PowerSchool accounts. PowerSchool is an online grade book, and the school's primary means of communicating grades to students and parents. Teachers are expected to update grades in a timely matter, no more than two weeks from the collection of the assignment/assessment. At the end of every quarter, teachers will update PowerSchool with comments for every student, and will comment on students with a 75 or below every mid-quarter. Because we share PowerSchool with the Elementary and ECC divisions, quarter grades do appear on PowerSchool; however, quarter grades have no bearing on the calculation of semester grades.

Recommendation Letters

Students leaving ISQ may request recommendation letters from their teachers by filling out a request document available from the university counselor. Students should make these requests at least a month in advance and are encouraged to remind their teachers frequently. Students leaving before Grade 11 may not ask for college recommendation letters.

Report Cards

Report cards will be printed every semester and will be available on the last day of each semester.

Transfer Credits

High school students may transfer credits from other recognized schools. Any number of courses in which the student earned a minimum of a C may be transferred; grades below a C will not be transferred. A student's GPA will be calculated only from courses taken at ISQ.

STUDENT RECOGNITION

Semester Honor Roll Awards

Each semester, high school and middle school students who receive a GPA of 4.000 or higher (average of 92% or above) will receive the Principal's Honor Roll Award. Students who receive a GPA of 3.600 – 3.999 (average of 90 – 91%) will receive the Honor Roll Award.

Middle School Awards

Middle school students have the opportunity to attain the following awards, which are all determined through nomination and voting processes conducted by ISQ Secondary admin and teachers.

Kris Crum Citizenship Award

This award is the highest acknowledgment in the middle school student body and is awarded to a Grade 8 student. The award recipient has demonstrated outstanding contribution to building a better middle school community by consistently demonstrating good character.

Subject Achievement Award(s)

In middle school, high achievement awards are given at the end of the school year for each subject (except ELS) based on the student's grade, participation, effort, and progress throughout the school year.

High School Awards

High school students have the opportunity to attain the following awards, which are all determined through nomination and voting processes conducted by ISQ Secondary admin and teachers:

Valedictorian Award

An award will be presented to a graduating Grade 12 student with a GPA over 4.1. To be eligible for consideration as Valedictorian, a student must have completed no fewer than four semesters at ISQ. The student presented with this award has not only demonstrated their academic excellence, but has also shown excellence in all areas.

Salutatorian Award

An award will be presented to a graduating Grade 12 student with a GPA over 4.1. To be eligible for consideration as Salutatorian, a student must have completed no fewer than four semesters at ISQ. The student presented with this award has not only demonstrated their academic excellence, but has also shown excellence in all areas.

Cindy Fox Award

The Cindy Fox Award is named in honor of Cindy Fox, ISQ's first principal. Miss Fox has spent most of her working life overseas working with people of different cultures. This award will be presented to the graduating senior who shows exceptional efforts to cross cultural barriers and encourages others to do the same.

Christina Tsai Award

The Christina Tsai Award is presented to a graduating senior who has displayed excellent leadership. This award is for a student leader who has modeled Christian-like leadership by serving the student body with dedication and a servant attitude.

Eric Liddell Award

The Eric Liddell Award is presented to one graduating male and one graduating female who best represented ISQ in the realm of athletics. This award is for a student who has demonstrated athleticism, leadership, sportsmanship, and participation in ISQ's sports program.

MVP Award

For each sports team at ISQ the coaches choose an offensive and defensive Most Valuable Player.

Most Improved Player Award

Awarded to the player who showed the greatest level of personal improvement over the season.

Subject Achievement Award(s)

Many classes/subjects give an award to the one student who has one of the highest averages in the class (usually the highest); if the scores are close, the teacher may give the award to the student who has contributed most to making the class a learning community for all students. Some classes/subjects also award additional awards such as most improved or best paper. Some electives may use criteria other than GPA for their award. Only students who are enrolled for the full class are eligible for the Class/Subject award. Award recipients will be determined before final exams.

Student Services

General Information

ISQ supports the development of the whole student. Supervised by the Secondary Principal of Student Wellbeing, students have access to counselors, and medical professionals. These professionals help address the emotional, social, and physical concerns of our students to help them be best prepared to learn. Students are able to meet with these professionals during breaks or with teacher permission.

Health Policy

Students who are ill and considered not well enough to stay at school must be picked up by a parent or designated adult. Ill students may not leave the school campus by themselves at any time. Students will rest in the nurse's office until the parent/guardian arrives or until the end of the school day. If students have been sent home, they may not return to school that day or be involved in afterschool activities.

Students who are absent for more than three days consecutively in a quarter must bring a doctor's excuse to school; otherwise, additional consecutive absences will be considered unexcused.

Students recovering from illness or injury and who are required to stay indoors during recess or PE must bring a written note from home to their teachers.

ISQ complies with the World Health Organization's (WHO) minimum requirements for childhood immunizations. Parents are required to provide the school with a copy of students' shot records. Students are required to have all immunizations that are listed in the initial registration form before they may attend classes.

Any sickness or condition deemed contagious by the school will require students to return home until normal health is restored or an admit slip from an attending physician is provided. Students with a fever will be sent home and must remain at home until they are fever-free for 24 hours without medication to reduce the fever. Parents are also asked to keep children home if they have a severe cold, undetermined rash or spots, vomiting, diarrhea, or other symptoms of illness.

Students who have been diagnosed with conjunctivitis ("pink-eye") should remain at home until 24 hours after medical treatment.

Students who have chicken pox should remain at home until they have no fever and have scabs that have formed on the sores.

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

Medical Emergency Procedure

In case of a serious illness or accident, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill or injured child. If the family cannot be contacted and immediate treatment is required, the student will be taken to the appropriate medical facilities.

Medication Policy for Prescribed Medicines

Students who have prescription medications that they need to have and/or take at school must submit a form describing medicine, dosage instructions, reasons for having medications, and parent contact information from their parents to the Health Office. High school students are to keep approved medications with them and are responsible for taking them at prescribed times. Students may not share medications with other students or they will lose the privilege of self-administration of medication.

No medicine will be dispensed by school or office personnel without parental authorization.

Academic Information

Inclusive Education

Parents are expected to inform the school if their child has a known learning disability. ISQ does, however, wish to promote inclusive education opportunities as possible. Additional support may be provided as possible to students with differentiated learning needs.

Unfortunately, ISQ is not equipped to meet the needs of students with severe learning disabilities. However, the school is willing to assist parents of children with severe learning disabilities in finding a school that would meet the needs of their child.

Promotion

In middle school, students will progress to the next grade level if the requirements for advancement are met at the discretion of the classroom teacher, teaching team, and administration. In high school, students are promoted according to the following scale:

Grade 9 to Grade 10: a student must have earned at least 6 credits

Grade 10 to Grade 11: a student must have earned at least 12 credits

Grade 11 to Grade 12: a student must have earned at least 18 credits

Retention

We believe that in certain cases, retention is a necessary and appropriate tool in the educational strategies for the development of children. In rare cases, retention is necessary because of academic failure, which is more likely to occur in an upper grade. However, in most instances, especially in Grades K-8, retention is not recommended because of social, emotional, and behavioral factors. While it is recognized that this is a serious action with a potentially lifelong impact on children and their families, retention may still be recommended in certain circumstances.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's exemplary academic performance, parents will request that a student advance a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice by the ISQ administration. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. Beyond curriculum, ISQ administration do not support skipping a grade due to maturation, social development, and other important factors.

Academic Probation and Eligibility

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 extracurricular activities and/or participation at school-sponsored events (See [Athletics](#)).

Repeating a Course

Students may choose to repeat a course in which they have received an unsatisfactory score. Only the higher score will be counted toward the GPA. A student's record will show all courses a student has taken.

Student Conduct

Attendance

Parents should notify the office by 9:00 a.m. on the day when a student is absent with the reason for the absence. A written note expressing the reason and further explanation must accompany the student when s/he returns to classes or may be faxed or emailed to the school office. Examples of excused absences include illness, death in the family, and pre-approved family vacations.

Students who arrive late at school must sign in at the school reception desk to present a late note before they will be admitted to class. Any student arriving late without a note will be credited with an unexcused tardy. Students arriving after 11:30 a.m. will receive a half-day absence.

Planned absences must be requested by parents at least one week in advance in writing, clearly stating 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 approved, it is considered an excused absence. All class work that can be completed before the planned absence must be completed before the absence, not after.

In the event of an unexcused absence, a student will receive zeroes for every assignment or assessment, and will be ineligible for after-school activities occurring on that day. An absence on Friday may result in the student not being eligible for weekend activities. A student will not receive credit for a course if the total number of excused and/or unexcused absences exceeds ten for a whole school year, unless special permission is granted by the administration. In middle school, if it is decided that a student has missed a significant amount of days throughout the school year, the school may recommend that the student repeat that grade.

Missing regular school days due to involvement in school activities is not considered an absence. Students are allowed a total of twelve absences per year for school activities.

Students who participate in school activities are expected to attend classes the following day. If students arrive home before 12:00 midnight, they are expected to be at school on time. If they arrive home after 12:00 midnight, students may arrive at school at a reasonable time determined by the Secondary Principal of Student Wellbeing, usually not exceeding 10:20 a.m.

Behavioral Expectations

ISQ is committed to using Biblical principles in determining the kinds of relationships and behaviors expected from staff and students. These expectations include goals of obedience, reverence, courtesy, friendliness, promptness, cleanliness, respect for authority, wholesome speech, purity, and discretion.

Students are expected to give the school a good name in the community by showing exemplary conduct at school, on the way to and from school, and at all school-related functions. In order to do this, we believe that our conduct should be consistent with our basic philosophy of life—to love God above all and to love our neighbors as ourselves.

Closed Campus Policy

Students are expected to stay on campus for the entire school day. Students must ask for special permission from administration before leaving. If permission is granted, students must sign out in the principal's assistant's office.

Community Language

Since students of many national and ethnic backgrounds attend ISQ, students are expected to use a common language of English during the school day or at school activities. Exceptions include language classes and speaking with Chinese nationals.

Disciplinary Consequences

Please read the ISQ Secondary Code of Conduct (See [Appendix 2](#)), which must be read and signed by parents and students and then returned to school at the beginning of each school year.

Dress Code

We believe in the importance of modest dress and good grooming. We also believe that parents are primarily responsible to teach proper grooming and dress habits and to see that their children are sent to school properly dressed each day. Students are not only a reflection of ISQ and should be sensitive to the Chinese community, but also, and primarily, they are a direct reflection of their parents and family.

Therefore, students are expected to dress modestly and professionally at all times they are at school or involved in a school activity. Clothing should not be revealing or bear offensive writing. Cleanliness, neatness, good grooming, and respect for local customs are standards ISQ desires to uphold.

- A. Torn or ripped clothing or cut-off shorts or skirts are not allowed. No athletic pants, shorts, or sweat pants may be worn, except during PE classes.
- B. Shorts and skirts must be loose fitting and modest. Skirts and shorts must be no higher than two inches or five centimeters from the ground when kneeling. Skirts are only appropriate dress for girls. Leggings can only be worn with approved length dress or skirts/short.
- C. Shirts with collars must be worn. This can include polo shirts, mandarin collars, turtleneck tops, blouses with flat collars that frame the neck, and button-up shirts. Tight fitting or see-through clothing is not permitted. Girls may wear sleeveless tops and blouses if they cover the total width of the shoulder. T-shirts, low-cut tops, or midriff tops may not be worn. To check the appropriateness of a shirt, simply raise both hands as high as possible above the head. If skin is showing, the shirt is inappropriate.
- D. Throughout the year, shirts or sweatshirts (sweatshirts do not include anything with a zipper all the way down the front) sold by *The Cove* meet the dress code standards at all times, but must be visible.
- E. For quarters 2 and 3, collared shirts do not have to be worn under a hoodie, sweatshirt, sweater, or jumper. This does not include jackets, long-sleeved shirts, cardigans or outerwear. Outerwear is defined as anything with a zipper all the way down the front.
- F. Shirts with buttons need to be buttoned at least halfway and an undershirt must be worn.
- G. No beach sandals or slippers may be worn. Shoes must be appropriate for physical education and science classes.

- H. Hair should be worn neatly and kept clean. Extreme hairstyles will not be permitted. Boys in Grades 11 and 12 may have facial hair if it is kept trimmed and neat.
- I. Aside from earrings, students may not wear any other body piercing ornaments in school or at school activities.

Violators of the dress code will receive a detention and be required to change their clothing before going to class. If the student does not have suitable clothing to change into, the student will be sent home to change clothes and the parents will be notified. Any work missed due to dress code violations may result in a zero.

Fantastic Friday

The last Friday of every month is a dress-down day. Basic standards of modesty are still adhered to; however, items C, D, and F in the dress code are relaxed, and students may wear sweat or athletic pants or shorts. Violations of modesty will result in loss of privileges.

House Days

During House Day events, students do not have to wear collars as long as they are dressed in their house colors. Rules of modesty still apply.

Spirit Days

During Spirit Days planned by administration and/or divisional student councils, students do not have to wear collars as long as they are dressed to participate in the appropriate spirit day. Rules of modesty still apply.

Early Release

If a student needs to leave school before the end of the day, s/he must have a parental note. They must sign out at the principal's assistant's office. Students who leave early and do not have a note will be credited with an unexcused absence.

Public Display of Affection

Because many cultures coexist at ISQ, it is important for students to demonstrate 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 romantic affection are not accepted on campus, on school transportation, and at school-sponsored activities. Examples of unacceptable displays of romantic affection include, but are not limited to, holding hands, hugging, and kissing.

Respect for Authority

Students are expected to recognize the authority of the entire staff and show proper respect to both foreign and national 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.

Serious Offenses

The following is a list of offenses that are considered serious by ISQ and have severe disciplinary consequences. Please note, this list is non-exhaustive.

Cheating

Students caught cheating will receive an automatic zero on that assignment or test, their parents will be notified, and they may receive a suspension. A student caught cheating twice within the same academic year may face suspension or expulsion. 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. Plagiarism is also considered cheating though varying levels of plagiarism are recognized (See [Plagiarism Policy](#)).

Forgery

Students who falsify a parent or teacher signature or alter grades or school documents will be suspended on the first offense.

Physical Violence

In order to provide a safe learning environment, any form of physical violence is not tolerated at ISQ. Students caught involved in using or threatening physical violence will receive an immediate suspension or expulsion. This includes, but is not limited to, fighting, shoving, punching, kicking, or committing any other act that physically hurts or is intended to hurt another person.

Prohibited Sexual Conduct

Sexual misconduct is considered a serious offense and may result in suspension or expulsion from school. Current students who become pregnant will only be allowed to continue in school in very limited circumstances, and then only after thorough investigation on a case-by-case basis. ISQ does not accept married or pregnant students for enrollment. ISQ holds to the Biblical view that marriage is between one man and one woman.

ISQ is not in favor of induced abortion under any circumstances. Any student found to have had an abortion will be immediately expelled. It is only because of this policy that we consider retaining pregnant students.

Swearing/Inappropriate Gestures

Students are expected to address each other and faculty/staff in a respectful way. Swearing or using inappropriate gestures is typically not acceptable, especially when used to offend others.

Tobacco, Alcohol, and Drugs

Use, abuse, or possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind is considered a serious offense at school functions. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administration will be required as a condition for re-admission. Subsequent offenses may result in expulsion. The school's administration reserves the right to check the possession of any student suspected of violating this rule.

Vandalism

Vandalism is the destruction or defacing of other's property. All students are expected to treat the property of the school and others with respect. Any damage that is done to either will be followed by severe disciplinary action. In addition, students must pay for

replacement or repair of damages caused. Locker decorations may not be permanent and must adhere to the school's values; students may not examine the contents of another student's locker without that student's permission (see [Secondary Locker Policy](#)).

Weapons

Weapons of any sort are not allowed at ISQ, this includes anything with a blade such as box cutters, x-acto knives, and/or eyebrow shapers. Possessing such may result in immediate suspension. Students may carry a pepper spray device for personal safety if they have a signed note from a parent stating the parent's desire for the student to carry such a device. Any misuse or inappropriate handling of these devices may also result in suspension.

Tardiness

Students are expected to be in class and at other activities on time and prepared with all their necessary materials. A student who is tardy will receive a warning. After a third unexcused tardy per class or repeating activity (such as Student Life Assemblies) in a semester, the student will receive a detention. Any unexcused tardies thereafter will also result in an immediate detention.

Students may receive unexcused tardies if they do not report to an assigned area even if they are utilizing school services (e.g. library, printing, Health Office services) without having informed the appropriate teacher or administrator.

After two detentions for being tardy in a semester, further discipline will be administered, including a conference with the Secondary Principal of Student Wellbeing and the student's parents.

Truancy

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day and staying out of scheduled classes or activities without permission. Truancy will normally result in suspension and students will receive no credit for any work missed.

Withdrawal

Withdrawal is the early removal of a student from the school roster. If possible, parents must notify the office at least two weeks prior to the date that the student plans to leave. To receive full credit for a course, a student may not withdraw more than two weeks prior to the end of the semester.

Miscellaneous Policies

Electronic Devices

In an effort to provide a proper academic environment, the use of electronic devices such as mp3 players, iPods, hand-held game devices, cellular phones, and the like is not permitted during school hours without direct and specific teacher permission. Personal music devices may be used in the library and during study halls unless instructed otherwise. Phones should be switched off and out of sight at all times except with permission. If technology is misused, detentions will be issued, the item(s) will be confiscated, and students will be asked to retrieve them at a later time.

Food

Food may only be eaten during lunch, morning break, or snack time.

Pets

Students may not bring pets to school without special permission.

Bathroom and Locker/Changing Room Usage

Students will be required to use the facilities that correspond with their biological sex.

Academic Policies and Information

Student Permission Notes

All students require permission notes from teachers for such things as computer services, library, nurse's office, visiting other classrooms, locker, and lunch order issues, when traversing the campus during class hours.

Secondary Homework Policy

ISQ recognizes the educational value and importance of appropriate homework for students. We believe that meaningful home study is a necessary part of each pupil's academic development and that it should be related to the educational philosophy and goals of the school, especially when homework assignments are given for preparation, practice, or projects and other lengthy assignments.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress.

Courses are to be presented with a reasonable schedule of homework, quizzes, and tests. An average of approximately fifteen minutes for Grade 6 and 7 courses, twenty minutes for Grade 8 courses, and thirty minutes for regular high school courses of homework per night per course is considered reasonable. An average of approximately six hours for an AP course of homework per week is considered reasonable.

Written homework should not be given by regular classes during Christmas or Spring Festival break though reading assignments may be considered appropriate. AP and ELS teachers may use their discretion for giving homework over these breaks.

Students who fail to submit homework or submit incomplete or tardy homework on a somewhat regular basis (which may be approximately three to five assignments per semester) will be asked to attend a conference that may include the student's teachers, administrators, counselors, and/or parents that will likely result in the development of an academic plan with the goal of helping the student from falling behind in his/her studies.

Make-Up Work

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and ensure that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the

student in making up the work, and a grade of a zero may be given. Students are not permitted to miss regularly scheduled classes to make up work.

In regular courses, late work will receive a 5% deduction per school day up to a maximum of 40% off. In AP courses, late work may receive a 10% deduction per school day up to a maximum of 50% off. Students may still turn in the work until one week before the end of the semester when course grades are officially due. Any work not turned in by that time will receive a zero. -Teachers may choose to modify this policy with support from administration under special circumstances.

If students are absent, pre-announced assignments are due on the date announced or immediately upon return to school. Students in AP classes may be expected to digitally submit assignments on the due date even if they are absent according to the teacher's policy.

Students who have missed school before scheduled tests and projects should not expect teachers to delay those tests or projects or allow them extra time. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. If a student is absent the day of a test, s/he is expected to take the test the day he returns. If a student is absent the day that a scheduled assignment in which the student's absence causes a critical inconvenience (such as a group presentation) is due, s/he may receive a predetermined reduction on the assignment.

Any work not made up will result in a zero for that assignment.

Plagiarism Policy

Plagiarism is considered a serious offense, especially amongst academic institutions. ISQ recognizes three levels of plagiarism that apply to all content areas with varying levels of consequences:

LEVEL 1: Mostly original work, but a few ideas, phrases, or sentences are used without proper citation.

- *1st Offense in middle school or high school:* Conference with teacher, parents informed, and likely grade reduction of 10% off the total assignment grade
- *Additional Offenses:* Conference with teacher, parents informed, zero on assignment, and possible behavior sheet or suspension

LEVEL 2: A large portion of the paper is not the student's work and/or is not properly cited.

- *1st Offense in middle or high school:* Conference with teacher, parents informed, and grade reduction of 25% off the total assignment grade
- *Additional Offenses:* Conference with teacher, parents informed, zero on assignment, and possible suspension

LEVEL 3: Very little of the paper is the student's work. Most of the paper is either directly copied or includes slightly modified words or ideas created by another person.

- *1st Offense in middle school:* Conference with teacher and parents, and, depending upon severity, a significant grade reduction on the re-writing of paper or a zero on the assignment

- *Any Offense in high school or additional offenses in middle school: zero on assignment and possible suspension*

When a student is caught plagiarizing, s/he may be given permission to revise and resubmit the assignment with a late grade reduction (See [Make-Up Work](#)) as opposed to the reduction for plagiarism for first offenses of Level 1 and 2 plagiarism at the beginning of each academic year; however, the offense will still be logged as plagiarism.

Library Policy

A secondary student is allowed to check out five books at one time from the library. Permission for additional books for specific assignments may be requested. Students may keep their books for two weeks at a time and may renew them for two additional two-week periods. Students may also read current magazine issues in the library, though these cannot be checked out; back issues may be checked out for up to a week.

The library will charge the following fees for the corresponding infractions:

- 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 + 40% for shipping and customs to replace them.
- Minor damage to books that can be repaired will be charged ¥10 (examples: minor damaged to book wrapper (dustcover) –including cutting the tape off, a torn page, minor pencil marks, a dirty page, dirty edges, etc.).
- More significant damage to books that can be repaired - ¥25 (examples: split binding, torn cover, slight bite marks or slight water damage).
- Material that is no longer usable will be charged full replacement price + 40% (examples: major water damage, mold, drink spills, bite marks that tear pages, crayon marks, etc.). In this case, if a patron pays for an item in full, the item becomes the property of the patron.

The library also offers the following services:

- Students may use the computers in the library with teacher/staff supervision
- Secondary students may use the photocopier/printer in the library at a cost of 5 mao per copy and the color printer at a cost of 3 yuan per copy.

Please note, students are not allowed to eat in the library and drinks should be in a closed container.

Secondary Locker Policy

Secondary students will be assigned lockers though high school students can choose not to have a locker.

Students demonstrate responsible locker use by observing the following rules:

- Keeping lockers locked and closed except when in use
- Maintaining the cleanliness and order of their lockers
 - Insides of lockers may be decorated

- All decorations MUST be removed at the end of the school year
- Removing any food items from lockers over the weekend
- Remembering his/her locker combination

Not observing may result in a detention, especially for repeat offenses. In addition, students who lose their locks will be charged a fee of 60 yuan. Furthermore, ISQ and its representatives is not responsible for missing items (regardless of value) from lockers. However, any student found vandalizing, opening, or having property from another student's locker will be dealt with sternly (See [Appendix 2](#)).

School Performances

Students performing in school programs are required to attend practices and performances unless they have prior permission from a Secondary Principal and the performance director. Students will only be excused for illness or family emergencies. If a student is unable to attend, parents should notify the school and the performance director as soon as possible.

If a student fails to attend a school program for a reason other than the aforementioned exceptions, his/her final grade for the semester will automatically be reduced by a full letter grade.

General Information and Policies

Cafeteria

ISQ will use a caterer to bring lunches to the campus. Students must either order or opt out of lunches a month at a time.

Campus Access

Primarily for the purpose of student safety, ISQ is a closed campus. Students are only allowed on campus with prearranged teacher supervision (See [Appendix 3](#)), parental permission, and arranged transportation (See [Transportation](#)). Of course, visitors, especially parents, alumni, and organizational and former employees, are welcome to visit the campus by appointment and with a prearranged agenda. All visitors must sign in at the front entrance and wear a red lanyard throughout the duration of their campus visit.

Student Visitors on Campus

Students may bring friends with prior approval from appropriate principal(s) and teacher(s) to ISQ. Visitors must meet all behavioral and dress code regulations of ISQ. They must sign in at the front entrance and wear a red lanyard throughout the duration of their campus visit.

Parent Volunteers and Student Helpers

Before working with or in the possible vicinity of children, all adult volunteers must receive Child Safety and Protection training from a representative of the school's Child Safety and Protection Team (See [Appendix 3](#)). Volunteers and helpers shall be approved in advance and assigned to classrooms or other areas by the supervising principal. These volunteers will be caring, dependable, and effective with children. They should be willing to work cooperatively with a teacher and under a specific teacher's supervision.

Delinquent Accounts

A tuition account must be current to within sixty days by the end of the semester in order for a child to continue in school the second semester. All tuition accounts must be paid in full before a child can re-enter the school. In the event that payment was not received in full by the school within sixty (60) days after the due date, the child(ren) may be removed from the school unless parents make other arrangements in writing with the Head of School. The terms and conditions for payment must be fully and promptly met.

Emergency Procedures: Fire, Earthquake

Students learn emergency procedures and trained for evacuation in case of fire or earthquake or other emergencies requiring evacuation. Staff members are trained and equipped to safely care for students in the event of an emergency.

ID Cards

Students and staff are issued school photo ID badges that should be carried and accessible at all times. If the ID card is lost, then a replacement will cost 10 RMB. The cost of each additional replacement will increase by 10 RMB (e.g. the second replacement will be 20 RMB, the third will be 30 RMB, etc.). To replace the entire ID, including the lanyard, the cost is 50 RMB. ID badges help enhance school security and student safety and serve as library card as well.

Technology Requirements/Recommendations

Students are expected and encouraged to use various technology resources and information systems as tools to enhance learning. The use of technology, both at school and at home, can be a positive and productive part of the learning experience. Students are expected to exercise their privilege, not their right, to use all technology resources in a responsible and ethical manner consistent with the purpose of the school, school policies, the school's internet service provider, and appropriate national and local laws. As such, students are ultimately responsible for their conduct and will be held accountable for inappropriate use.

Secondary students are required to bring a personal computing device to school each day except for on track and field days, fieldtrips, and/or unless otherwise directed. As such, students will need to purchase an approved device meeting at least these minimum requirements. Please note, students interested in video production are recommended to have a laptop exceeding the minimum requirements; please talk to Grant Cummings or the IT Department for specifics.

- Processor: Intel i3 Dual Core, AMD E2/A4 Dual Core (equivalent or better)
- RAM: Minimum 4GB
- Screen: 11" or bigger
- Battery: Recommended Minimum of 5 hours
- Operating System: Windows 10/ OS X 10.9 (or better)
- Hard Drive: 128GB (or bigger) SSD recommended
- HDMI port or adapter/dongle
- Microsoft Office (minimum Word, Excel, and PowerPoint)

Please note, ISQ will become an all Apple school by 2021. All new laptops purchased should be a MacBook model. Please see [Appendix 4](#) for more information about acceptable use of

technology and Apple devices approved for use in the transition to becoming an all Apple school.

Lost and Found

Lost and found is located in the lobby. At the end of every semester, lost and found items will be displayed in the lobby and an email will be sent out to inform students. Any item not claimed by the specified date will be donated to and likely sold or repurposed by PTO.

Married Students

Married students may not attend school at ISQ. Students who are married are classified by law as adults and no longer answer to their parents or guardians. ISQ as an institution chooses to only work with students who are still responsible to parents or guardians.

Missed Days

The school administration may add school days to the calendar throughout the school year or at the end of the school year for school days that may have been missed due to emergencies or unforeseen circumstances such as inclement weather.

Media Policy

ISQ strives to demonstrate leadership both morally and ethically. Therefore, media used on campus must comply with intellectual property rights.

In order to promote ISQ's values, media used in classroom settings must have educational value. Students will not be exposed to media containing or having the following:

- Promotion of drug use or inappropriate alcohol use
- Excessive blood or gore
- Explicit sex
- An MPAA (Motion Pictures of America) rating higher than PG-13

In certain classes, teachers may wish to expose students to media that they feel are educational, yet contain some questionable material. In these instances, the teacher, after obtaining administration approval, will send a permission slip home with students explaining the questionable content and asking parents/guardians to give permission for their child to watch the film. Students who do not have permission to participate in any activity involving the media will receive an alternative assignment.

Many of our student events feature media, especially music. ISQ understands that music is an important part of life and is an important component of many of our students' lives. However, because music influences our thoughts and ideas, we require that music played at school and school-sponsored events should ideally reflect the school's beliefs and values.

Therefore, we encourage music that:

- Contains positive messages
- Represents many styles and cultures
- Encourages unity

And we avoid playing music that:

- Is an edited version of an explicit song (simply dubbing out a few words does not make a song appropriate)

- Contains swear words or other explicit content
- Is sexually suggestive
- Is demeaning to a race, religion, or gender
- Promotes values that does not reflect the school's beliefs and values

Please note, students responsible for playing music or showing media not following these guidelines may receive disciplinary consequences, especially for repeat offenses.

Parent's Presence in Qingdao

Since parents are ultimately responsible for the education of their children, cooperation and ongoing interaction between the school and the parents is vital to ensure that students grow to their fullest potential.

In the best interest of our students, ISQ has established the following guidelines concerning residency of parents, at least one parent or legal guardian must have full-time residency in Qingdao. If both parents must leave Qingdao during the school year, but would like to leave their children in the school until the end of the semester, an appropriate guardian must be appointed and the school notified as soon as possible. An *ayi* (local, hired cleaner/maid) does not qualify as an appropriate guardian for a child. Exceptions to this policy may be made for Grade 11 and 12 students on a case-by-case basis; however, in all cases parents need to communicate with the school when their child will be left alone.

Transportation

At the beginning of every school year, the transportation department sends home a detailed description of our policy. It is the responsibility of the students and parents to read through and adhere to these policies.

Student Activities

Participation in Activities

Generally, school activities are exclusively for students enrolled at ISQ. Exceptions must be approved by the Secondary Principal of Student Wellbeing. Activities tend to be held during lunch break or after school hours and include athletics, clubs, or other co- and extracurricular activities.

Athletics

Secondary students are encouraged to participate in extracurricular and/or intramural athletics. The school offers organized programs for volleyball, soccer, ping pong, and basketball in which students may have the opportunity to compete against other schools.

Attending a sports-related school trip is always a privilege. Any student that has one F or more than one D at mid-quarter or end-of-quarter reports will be placed on athletic academic probation. For details on athlete academic probation, please see the athlete academic probation document.

All ISC tournament and travel expenses will be covered by ISQ.

School Events and Field Trips

Occasionally, events and field trips are used for purposes such as supplementing class instruction and cultivate in students the desire to Learn, Love, and Lead. Permission slips will be sent home, and must be returned with a parent signature in order for the student to participate in all events off-campus as well as on-campus events that are scheduled outside of normal school hours.

Attending a school trip and school events is considered a privilege. Any student that is in danger of failing (below 60%) one or more classes or has not met behavioral expectations may be prohibited from missing school days for school-sponsored trips and events.

Student Expectations on School Trips and Events

Students attending school trips and events are expected to do the following:

- Follow all trip/event rules prescribed by event leader(s)
- Participate to the best of their ability in all aspects of the trip/event
- Closely follow all school rules outlined in this Handbook and the Code of Conduct (See [Appendix 2](#)); students who break event rules are subject to disciplinary action
- Follow the school dress code (See [Dress Code](#)) unless otherwise specified by trip/event leader(s)
- Refrain from ever entering the room of a student of the opposite gender; infractions will be treated as a major or serious offence and appropriate disciplinary consequences will be given, including likely immediate dismissal from the trip/event and loss of trip/event future privileges
- Refrain from public display of affection, such as holding hands, hugging, and kissing; when possible, students of opposite gender should not sit together on the buses or the planes
- Stay within all boundaries set by the trip/event leader(s)
- Only use approved transportation
- Stay in groups of at least three when not directly with a chaperone
- Inform chaperone(s) of any intentions to go anywhere outside of prescribed boundaries
- Follow communication rules set by event leader(s)
- Report to all prearranged meeting locations at prearranged times
- Ask permission to access media, such as music and movies, and avoid accessing explicit media, especially movies rated "R" or anything containing vulgar, violent, and/or sexually explicit content
- Act in a polite and appropriate manner at all event locations avoiding inappropriate actions such as making loud noises and running
- Respect curfews and "lights out" times; on overnight trips, students are not to leave their rooms after curfew except in evacuation situations; students may call a chaperone to his/her room in the case of a non-evacuation emergency

Students not respect these expectations and complying with the preceding rules and regulations or who fails to cooperate with trip/event chaperones may face disciplinary consequences such as the following:

- Dismissal from the trip/event
- Suspension from all school-sponsored activities for the remainder of the school year.
- Assigned detention(s)
- Suspension

Please note, parents of students who are sent home because of rule violations or failure to arrive at a departure point on time will be financially responsible for all costs incurred.

If a student withdraws from a trip/event after the school purchases transportation, such as plane tickets, the parent of the student may be asked to reimburse the school for the full price of transportation costs. If the cancellation is due to an illness, the student must provide a note from a doctor from one of the three big county approved hospitals in Qingdao and a fapiao (official receipt) from the hospital visit. These documents are necessary to get a full refund specifically for plane tickets.

Secondary Fun Day Outing

The purpose of Fun Day outings is to establish a healthy school identity during the school year, and to encourage student unity and a sense of belonging. All secondary students are expected to participate in this activity.

High School Spring Trips

Every spring, ISQ takes the high school students on a weeklong trip in China. The purpose of these trips is to expose students to the land, culture, history, and people of China. Some of the spring trips may be service oriented. All high school students must participate in this activity. Students may be expected to pay for a part of the trip. Spring trip activity will be recorded in the high school transcript as "*China Excursion*".

Middle School Fall Trips

In the fall, ISQ middle school students and faculty will embark on a weeklong trip in China. The purpose of these trips is to expose students to China while also developing fundamental team-building skills essential for success both and out of the classroom. All students are expected to participate on the trips.

APPENDIX 1: ISQ Secondary Bell Schedules

Bell Schedule Comparison

High school courses will meet on a block schedule. Every day will follow the same time schedule, though A (Mondays and Wednesdays) and B days (Tuesdays and Thursdays) will alternate. Furthermore, Fridays will be rotating block days. Consider Physics, which meets in A2, as an example. This class will meet on Mondays and Wednesdays as well as on alternating Fridays. Over the course of two weeks, students enrolled in Physics will attend five sessions of Physics.

Middle school courses will meet daily (Monday through Friday) at the same time each day. Consider Grade 6 Philosophy. Students enrolled in Grade 6 Philosophy will attend five meetings each week.

Middle School

Time	PERIOD
8:00 – 8:35	Flex
8:40 – 9:25	Period 2
9:30 – 10:15	Period 3
10:15 – 10:30	Break
10:30 – 11:15	Period 4
11:20 – 12:05	Period 5
12:05 – 12:35	Lunch
12:35 – 1:20	Period 6
1:25 – 2:10	Period 7
2:15 – 3:00	Period 8

High School

Time	A Day	B Day
8:00 – 8:35	Flex	Flex
8:40 – 10:00	A1	B1
10:00 – 10:20	Break	Break
10:20 – 11:40	A2	B2
11:45 – 1:05	A3	B3
1:05 – 1:40	Lunch	Lunch
1:40 – 3:00	A4	B4

APPENDIX 2: ISQ Secondary Code of Conduct

Dear Student and Parent/Guardian:

At ISQ, our code of conduct is built on two principles: *respect* and *protect*. Respect for God and the beliefs of others, for the school, the teachers and staff, the students and one self. It exists to protect all those who are part of the ISQ community.

Please read the following principles carefully. As you sign this code of conduct, you agree to conduct yourself in a manner consistent with the principles outlined. This code of conduct will build our sense of belonging to a community.

Mr. Randy Attaway
Secondary Principal – Teaching and Learning

Mr. Chris Peek
Secondary Principal – Student Wellbeing

As a student of ISQ, I agree to abide by the following principles.

I will show respect for God and the Christian faith by:

- respectfully participating or quietly listening during prayer
- not speaking disrespectfully about God, Christians, or other religious faiths

I will show respect for the school by:

- following the dress code and other guidelines as set out in the student handbook
- enhancing the reputation of the school through word and deed

I will show respect for the teachers by:

- being on time for activities, fully prepared, and with all the necessary equipment
- actively assisting the teacher to teach (e.g. remain focused on the task, and speak and behave in a way that does not distract others during class)

I will show respect for other students by:

- speaking and behaving in a way that actively assists fellow students to learn and feel accepted
- including others in friendly conversation and activities
- demonstrating respect for other cultures and worldviews

I will show respect for myself and my parents by:

- doing my best to learn all the subjects in which I am enrolled
- completing all assigned tasks by the due dates
- delivering all notes between parents and the school

Consequences for Violations

Any infringement of the code of conduct will result in one of the following disciplinary actions:

Verbal warning(s)

Afterschool Detention

- A notification email will be sent out by the Secondary Principal Assistant confirming the detention date and students must sit the detention on the day it has been set regardless of any involvement in any afterschool activity.

- A student serving detention will sit in a detention room supervised by a teacher.
- Any missed detentions may result in another detention. Parents/guardians will be charged 20 RMB per detention for the administrative fee. Detention bills will be sent home at the end of each semester.

Behavior Sheet

- This is when the student is given a probation or grace period in which they are encouraged to improve and change their behavior.
- This may be given immediately or if a student has accumulated three detentions within a school year and parents are notified.

Suspension

- During an **in-school suspension**, the student must sit in a designated room for the duration of the school day and work will be given to him/her. Any assessments on the day of the suspension will receive only 70% of the grade. Any other work missed must be made up and is the responsibility of the student. Students may lose access to electronic devices such as phones or mp3 players for part or all of an in-school suspension.
- For an **out-of-school suspension**, the student is not allowed to come to school for the day and will receive a zero for any missed work.
- Suspensions can be given immediately or if a student has accumulated three behavior sheets. Suspensions are accompanied with a contract involving a meeting with the parent/guardian.

Expulsion

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

Infringements may result in students being disqualified from serving in certain co- and extracurricular programs as well as attending off-site, school-sponsored events. The student may also not be eligible for the Principal's Honor Roll.

All infringements of the code of conduct will be placed in one of three categories:

1. **Minor offenses** - Offenses in this category will result in an immediate detention. These include, but are not limited to the following:
 - Disrespect
 - Dress code violations
 - Speaking in a language other than the community language (English)
 - Use of cell phones, MP3 players, and other electronic devices without explicit permission
 - Three unexcused tardies (and any thereafter) accumulated per class in a semester
2. **Major offenses** - Offenses in this category will result in a behavior sheet and other appropriate consequences. These include, but are not limited to the following:
 - Major or repetitive disrespect
 - Bullying
 - Breaking school IT rules
 - Inappropriate demonstration of affection
3. **Serious offenses** - Offenses in this category may result in an immediate suspension and a contract or expulsion in extreme circumstances. These include, but

are not limited to the following:

- Any form of physical violence (ex: fighting, etc.)
- Cheating
- Falsifying parents' signatures or school documents
- Truancy
- Use or possession of tobacco, alcohol, or drugs
- Stealing
- Vandalism
- Use or possession of weapons
- Sexual misconduct

Please return the following portion of Appendix 2 as directed.

Appendix 2: ISQ Secondary Code of Conduct

Signatures

As a student at ISQ, I have read and understand the Secondary Handbook and the Secondary Code of Conduct and the consequences of not following the principles outlined in these documents. I agree to follow the policies set forth by these documents.

Student Name

Student Signature

Date

As a parent of a student at ISQ, I have read and understand the Secondary Handbook and the Secondary Code of Conduct and the consequences of not following the principles outlined in these documents. I agree to follow and help my student to follow the policies set forth by these documents.

Parent/Guardian Name

Parent/Guardian Signature

Date

Appendix 3: Child Safety and Protection Policy

ISQ is committed to ensuring the safety and protection of every child and adult that is a part of our community. Therefore, policies and procedures exist to create an environment that protects students and staff from harassment and abuse.

We encourage any concerns to be directed to divisional principals, counselors or any other staff member.

Student Rights and Responsibilities

Every ISQ student should conduct themselves and be treated in a *respectful, empathetic, and safe* manner at all times. These should be seen in their physical interactions, verbal and digital communications, reporting and all general behavior and conduct. They should also respect and take care of all ISQ property and resources.

Student Rights

- To be treated fairly; not to be discriminated against; to be treated respectfully.
- To feel safe from harm; to know personal property is safe; to have privacy.
- To have satisfactory amounts of physical activity, healthy food, recreation, and sleep.
- To have opinions valued; to express ideas; to be involved in decision-making.
- To enjoy school community life; to feel secure and supported.
- To have a pleasant, clean, comfortable, physically safe learning environment.

Student Responsibilities

- Not to discriminate against others; to respect others; to earn respect; to be a good representative of the school; to be courteous.
- To be responsible for my own actions; to report unsafe behavior; to leave other people's property alone; to comply with school rules; to not take unnecessary risks.
- To practice safe online and digital interactions
- To participate in activities; to look after myself; to be responsible for getting sufficient sleep; to eat appropriately healthy food.
- To listen when others are speaking; to express my opinion; to take turns.
- To cooperate with others; to be involved in school activities; to express the need for support when needed.
- To take care of school property and resources; to report damage; to use equipment correctly; to keep the school campus clean

Parent Rights and Responsibilities

ISQ believes and values the contribution and participation of our parents and encourage parents to also conduct themselves and be treated in a *respectful, empathetic and safe* manner at all times including visiting our school campus, participating in trips and activities, communicating with members of our school community. This also includes extended family members or family guests. They should also respect and take care of all ISQ property and resources.

Staff Rights and Responsibilities

Every ISQ staff member and volunteer is required to conduct himself or herself in a *respectful, empathetic and safe* manner at all times especially when it involves students. This includes their physical interactions, verbal and digital communications, reporting and all general behavior and conduct. ISQ believes that all students are uniquely created and therefore are valuable and should be treated impartially.

All ISQ staff members and volunteers that come in contact with students go through yearly Child Safety Protection (CSP) training and agree to commit to a comprehensive code of conduct in which they agree to prevent risk to children by decreasing isolation, increasing accountability, and balancing power and control in situations in which they work with children. For this reason, efforts are made in making sure parents are aware of any school-sponsored activity in which their child is involved, TA's or staff members accompany students on bus rides home, and appropriate gender staff accompany students on trips. These are just some ways to ensure the safety and protection of our students.

Child Safety and Protection Training

CSP Training is required annually of all staff and volunteers coming into contact with students. Furthermore, similar training is available to parents and students. The ISQ CSP training educates participants on what procedures they should follow if they become aware of situations in which students are harmed, suspect situations in which students are being harmed, and suspect situations in which students are at risk of harm. Procedures involve notifying representatives of ISQ's Child Safety Protection Team, which consists of members who receive ongoing comprehensive training and are prepared to respond to reports of suspected child harm or risk of child harm expediently, professionally, and privately. It is our desire that incidences of child harm, harassment, and abuse do not occur, especially incidences involving ISQ stakeholders, and that if they were to occur then we can respond appropriately.

Please return the following portion of Appendix 3 as directed.

Appendix 3: Child Safety and Protection Policy

Signatures

As a student/parent at ISQ I have read and understood the above statements and agree to comply with it to the best of my ability at all times. I understand that should I disregard or fail to report any violations of this that there will be consequences. I also understand that ISQ has the right to respond to any allegations and involve any other appropriate peoples or organizations.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

Appendix 4: Acceptable Use Policy for Technology in iSC Schools

Purpose

iSC students are expected and encouraged to use various technology resources and information systems as tools to enhance learning. iSC seeks to partner with parents and students in all aspects of school, including the acceptable use of technology. The use of technology, both at school and at home, can be a positive and productive part of the learning experience. iSC students are expected to exercise their privilege, not their right, to use all technology resources in a responsible and ethical manner consistent with the mission of the school, school policies, the school's internet service provider, and appropriate national and local laws. As such, students are ultimately responsible for their conduct and will be held accountable for inappropriate use.

Equipment and Facilities

Technology resources and information systems covered under this document includes but is not limited to all hardware (computers, mobile devices, cameras, TVs, projectors, microphones, sound systems, local hard drives, networking devices, physical infrastructure, etc.) and all software (user accounts, programs, applications, cloud-based systems, files, data, etc.) used at iSC schools or sponsored events regardless of whether such technology resources are personal or iSC-owned. As such, technology resources and information systems are subject to confiscation and investigation by authorized personnel without notice or permission in order to maintain compliance with this acceptable computer use policy. All students are issued a username and password for access to and use of the school network. This information must be kept private, managed, and kept confidential. Usernames and passwords are not to be shared with anyone except authorized personnel, school representatives and parents.

Commitment

Members of the iSC community commit to LEARN, LOVE, and LEAD, even through their use of technology.

LEARN

- I will learn through the use of technology by using equipment and facilities for academic purposes that are beneficial.
- I will learn through the use of technology by protecting my time and attention, specifically by avoiding games, messaging platforms, and social media without express permission from teachers and administrators.
- I will learn through the use of technology by seeking beneficial material as opposed to accessing, storing, transmitting, or distributing objectionable, inappropriate, offensive, indecent, obscene, and pornographic material.

LOVE

- I will love through the use of technology by taking care of equipment and facilities belonging to me and others
- I will love through the use of technology by respecting others' physical and intellectual property, specifically by obeying Fair Use and Copyright laws and policies in order to respect others
- I will love through the use of technology by being respectful, encouraging, helpful, and lawful to others.

LEAD

- I will lead through the use of technology by exercising good judgment regarding the protection of my own and others' data, security, privacy, and access.
- I will lead through the use of technology by complying with and promoting security measures.

- I will lead through the use of technology by forbidding the presence of food and drink in the vicinity of equipment and facilities.

Consequences for Violations

Students who have discovered a possible violation of this document shall promptly report it promptly to a principal or teacher. The alleged violator will be referred to the proper authority for investigation. Violations can result in appropriate consequences that may include but are not limited to

- apology to injured parties
- monetary payment to repair/replace lost/damaged equipment/systems/data/facilities
- deletion or reimaging of devices
- supervised privileges
- suspended privileges
- loss of privileges
- counseling/mentoring
- conference with parent(s)/guardian(s)
- suspension or recommendation for expulsion from school (for severe violations)

In any specific instance, the school administration makes the final determination as to what is and is not a violation of this document and also decides appropriate consequences based on the school's disciplinary consequences outlined in the handbook.

Important Additional Notes for ISQ Secondary Students

ISQ Administrative Control

ISQ students must submit to ISQ Administrative Control., which means that ISQ Administrators (e.g. Secondary Principal, Head of School, IT Director) may, when deemed necessary, search the data on any account (e.g. files, browsers, applications) on devices owned or in the possession of students as well as on ISQ systems (e.g. email, photo/video galleries and servers, school and class websites). ISQ Administrators may also temporarily impound devices owned or in the possession of students pending an in-person discussion with parents. Administrative Control is in effect on campus and is extended to trip chaperones on school-related trips.

ISQ Device Policy

ISQ Secondary students are required to bring a personal computing device to school each day except for on track and field days, fieldtrips, and/or unless otherwise directed. ISQ will become an all Apple school by the 2021-2022 school year. As such, students will need to purchase an approved device as outlined below.

- Students in **Grades 6 – 8** should have the following devices:
 - An **iPad** meeting or exceeding the following criteria:
 - iPad 9.7-inch Pro Model A1674 (released March 2016) or later. 128 GB minimum storage.
 - iPad 9.7-inch 6th Gen Model A1893 (Released March 2018) or later. 128 GB minimum storage.
 - iPad air 2019 (Released March 2019) or Later. 128 GB minimum storage.
 - **AND** a **wireless keyboard** that can be paired with an iPad
- Students in **Grades 9 – 12** should have
 - A **MacBook Air** meeting or exceeding the following criteria:
 - 2017 model A1466 Order MQD32LL/A (released June 5, 2017) or later
 - Minimum 8GB RAM/128GB storage
 - Can be Core i5 or Core i7
 - **OR** a **MacBook** meeting or exceeding the following criteria:
 - Mid 2017 model (released June 5, 2017) or later
 - Minimum 8GB RAM/256GB storage

- Can be Core m3, m5, m7
- **OR** a **MacBook Pro** meeting or exceeding the following criteria:
 - Mid 2017 model (released June 5, 2017) or later
 - Minimum 8GB RAM/256GB storage
 - Can be i5 or i7
 - Touch Bar optional

Important Reminders

All questions regarding IT policies can be discussed with the IT Department or Secondary Principal.

If students forget their device or any accessory (e.g. a charger) at home, IT will NOT provide loaner devices. If a student is having a device repaired, IT may be able to provide a loaner device, provided that one is available. Students are ultimately responsible for their devices, and ISQ bears no responsibility for lost, stolen, or damaged technology.

ISQ offers Office 2016 through Office365 subscriptions. Students may install any other programs onto their devices, provided that they do not violate the Student Handbook. IT provides on-site service for any school-related issue. Students are responsible for paying for any replacement parts on their computers.

Please return the following portion of Appendix 4 as directed.

Appendix 4: Acceptable Use Policy for Technology in iSC Schools

Summary

This policy can be summarized in the following points:

- I will think before I act and accept responsibility for my actions,
- I will positively interact amongst the iSC community and digital society,
- And I commit to using technology to LEARN, LOVE, and LEAD.

Signatures

Before using technology resources and information systems at iSC schools, users must sign a statement indicating that they have read, understand, and intend to comply with these policies and all other related policies. Should users fear that the privacy and/or security of their devices have been compromised, they should make an appointment with a representative of the IT department.

I have read and understood the iSC Acceptable Use of Technology and Information and the consequences of not following the principles outlined in it.

Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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