

International School of Qingdao

Secondary Handbook 2021-2022

IMPORTANT NOTICE

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

Table of Contents

<u>GENERAL INFORMATION</u>	6
• Purpose	6
• Vision	6
• Values	6
• Belief Statements	7
• Accreditation/Associations	7
<u>SECONDARY PROGRAMS</u>	8
• Organization	8
• School Year	8
• Daily Schedule	8
• High School Course Catalog	8
• High School Add / Drop Policy	8
• High School Dual Enrollments	8
• Placement Testing	8
• Graduation Requirements	9
• Early Graduation	9
• Standardized Testing: SAT, ACT, MAP	10
• English Language Support (ELS)	10
• Advanced Placement (AP) Courses	10
• Honors Courses	11
• Course Load Requirements	11
• Independent Studies	12
• Semester Exams	12
• School Performances	12
• Student Life Assemblies	12
• Middle School Spring Trips	12
• High School Spring Trips	13
<u>ACADEMIC RECORDS</u>	13
• Grading Scale and Grade Point Average (GPA)	13
• Withdrawing from a Course	13
• High School Involvement List	14
• High School Transcripts	14
• PowerSchool	14
• Recommendation Letters	14
• Report Cards	14
• Transfer Credits	14
<u>ACADEMIC INFORMATION AND POLICIES</u>	14
• Inclusive Education	14
• Promotion	15
• Retention	15
• Skipping a Grade	15
• Academic Probation and Eligibility	15
• Repeating a Course	15
• Student Permission Notes	15

• Homework Policy	15
• Make-up Work	16
• Requesting a Retest Due to Inadequate Communication	17
• Plagiarism Policy	17
• Library Policy	18
• Technology Requirements / Recommendations	18
<u>STUDENT RECOGNITION</u>	19
• Semester Honor Roll Awards	19
• Middle School Awards	19
○ Kris Crum Citizenship Award	19
○ Subject Achievement Award(s)	19
• High School Awards	20
○ Valedictorian Award	20
○ Salutatorian Award	20
○ Cindy Fox Award	20
○ Christina Tsai Award	20
○ Eric Liddell Award	20
○ MVP Award	20
○ Most Improved Player Award	20
○ Subject Achievement Award(s)	20
○ Learn. Love. Lead Award(s)	21
<u>STUDENT WELLBEING</u>	21
• General Information	21
○ Health Policy	21
○ Medical Emergency Procedure	22
○ Medication Policy for Prescribed Medication	22
<u>STUDENT CONDUCT</u>	22
• Attendance	22
• On Campus Policy	23
• Early Release	23
• Tardiness	23
• Truancy	23
• Missed Days	24
• Withdrawal	24
• Locker Policy	24
• Behavioral Expectations	24
• Disciplinary Consequences	25
• Community Language	25
• Dress Code	25
○ Fantastic Friday	26
○ House Days	26
○ Spirit Days	27
• Public Display of Affection	27
• Respect for Authority	27
• Serious Offenses	27
• Cheating	27
• Forgery	27

• Physical Violence	27
• Prohibited Sexual Conduct	27
• Swearing/Inappropriate Gestures	28
• Tobacco, Alcohol, and Drugs	28
• Vandalism	28
• Weapons	28
• Electronic Devices	28
• Media Policy	28
<u>STUDENT ACTIVITIES</u>	29
• Student Council	29
• Participation in Activities	30
• Athletics	30
• School Events and Field Trips	30
• Student Expectations on School Trips and Events	30
• Secondary Fun Day	31
<u>OTHER GENERAL INFORMATION AND POLICIES</u>	31
• Cafeteria	31
• Campus Access	32
• Student Visitors on Campus	32
• Parent Volunteers and Student Helpers	32
• Delinquent Accounts	32
• Emergency Procedures: Fire, Earthquake	32
• ID Cards	32
• Lost and Found	32
• Married Students	33
• Parent’s Presence in Qingdao	33
• Transportation	33
• Miscellaneous Policies	33
○ Food	33
○ Pets	33
○ Bathroom and Change Room Usage	33
<u>APPENDIX 1: ISQ SECONDARY BELL SCHEDULE</u>	34
• Bell Schedule Comparison	34
<u>APPENDIX 2: ISQ SECONDARY CODE OF CONDUCT</u>	35
• Consequences for Violations	35
• Verbal Warning(s)	35
• Afterschool Detentions	36
• Behavior Sheet	36
• Suspension	36
• Expulsion	36
• Minor Offenses	36
• Major Offenses	36
• Serious Offenses	37
• ISQ Secondary Code of Conduct	38
<u>APPENDIX 3: CHILD SAFETY AND PROTECTION POLICY</u>	39
• Student Rights and Responsibilities	39
• Parent Rights and Responsibilities	39

• Staff Rights and Responsibilities	39
• Child Safety and Protection Training	40
• Child Safety and Protection Policy	40
<u>APPENDIX 4: ACCEPTABLE USE POLICY FOR TECHNOLOGY IN ISC SCHOOLS</u>	41
• Purpose	41
• Equipment and Facilities	41
• Commitment	41
• Consequences for Violations	42
• Important Additional Notes for ISQ Secondary Students	42
○ ISQ Administrative Control	42
○ ISQ Device Policy	42
○ Important Reminders	43

ISQ SECONDARY HANDBOOK

2021 – 2022

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...



Belief Statements

We believe that our educational program and curriculum—based on Western 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 PROGRAMS

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. 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 3:20 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 3:30 p.m. unless a student is enrolled in afterschool activities. **Any student on campus after 3:30 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 3:30 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 by following the Add/Drop procedures. Dropped courses do not show on transcripts. This policy is subject to change at the divisional principal's discretion based on exceptional circumstances.

High School Dual Enrollments

High School students who 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
- 3 credits of Philosophies
- 2 credits of Foreign Languages (suggested two credits of one language)*
- 1 credit of Fine Arts
- 2 credits of Physical Education and Health (now referred to as Health & Wellness)**
 - 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 2021-2022 school year, integrated Health & Wellness are courses required

* Students who earn a five on the AP Chinese test may receive 1 foreign language credits.

**Students graduating in 2021-22 will be placed in a Health & Wellness class at the beginning of the Spring semester if they do not have 1.5 credits. Students who participate in the two varsity sports offered at ISQ (Volleyball and Ping Pong) in the fall may receive a ½ credit towards PE.

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. 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 arises.

In high school, ELS is usually provided only for Grade 9-10 students. Students in Grades 11 and 12 should have sufficient English skills to sustain upper High School coursework.

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~~ Many 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 0.67 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. WIDA level 5 scores are necessary.

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. Online dual enrollment classes will be considered to have the coursework requirement similar to an AP class and will count toward the three AP cap.

Exceptions to these criteria are considered on a student-by-student basis by the Secondary Principal of Teaching and Learning.

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 0.33 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). Students are also encouraged to speak with the guidance counselor when considering a yearly course load. The guidance counselor can provide a fuller picture of how graduation requirements can be completed in the remaining time in high school.

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.

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.

Student Life Assemblies

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

Middle School Spring Trips

In the spring, ISQ middle school students in Grade 7 and 8 will embark on a four-day trip in China. Grade 6 students will take day trips throughout Qingdao. The purpose of these trips is to expose students to China while also developing fundamental team-building skills essential for success both in and out of the classroom. All students are expected to participate on the trips. Students may be expected to pay for a part of the trip.

High School Spring Trips

Every spring, ISQ takes the high school students on a four-day 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 may be recorded in the high school transcript as "*China Excursion*."

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+	4.00
93-97	A	4.00
90-92	A-	3.66
88-89	B+	3.33
83-87	B	3.00
80-82	B-	2.66
78-79	C+	2.33
73-77	C	2.00
70-72	C-	1.66
68-69	D+	1.33
63-67	D	1.00
60-62	D-	0.66
Below 60	F	0.00

Withdrawing from a Course

Typically, classes dropped after the add/drop period will still appear on transcripts as either Withdraw Pass (WP) if the student is passing the course or Withdraw Fail (WF) if the student is failing at the point of withdrawal. Students may withdraw up to two weeks before a semester ends.

Students may be administratively withdrawn from a course by the Principal of Teaching & Learning under circumstances impacting the student's ability to succeed in a course deemed outside of the student's control. If administrative withdrawal is recommended or required, the divisional principal will contact the student and his/her parents to discuss how the circumstances and/or the administrative withdrawal could affect the student's ability to meet graduation requirements. Courses from which a student is administratively withdrawn may still appear on the student's transcript.

High School Involvement List

The high school involvement list contains the activities, awards, and service experiences gained throughout the ISQ program. Activities, awards, and service experiences that fall outside of this should not be included on the high school involvement list. 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. Students in Grades 11 and 12 may request a transcript to be sent to specific universities, colleges, or government institutions.

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.

ACADEMIC INFORMATION AND POLICIES

Inclusive Education

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

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, the ISQ administration does 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 semester) 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, with administrative approval. Only the higher score will be counted toward the GPA. A student's record will show all courses a student has taken.

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.

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.

Requesting a Retest Due to Inadequate Communication

In the case of a lack of clear communication from the teacher regarding the timing, the content, or the basis for grading a test, students may request a retest and the request will be considered. Students will have a maximum of 2 weeks to request a retest from the date of initial results. After this timeframe, all retest requests will be declined.

This policy does not pertain to requests solely on the basis of the student not liking his or her grade. Furthermore, retest requests which challenge the academic judgement of the teacher are not permitted. Student retests related to scoring performance remain at the discretion of the teacher.

The following guidelines will be followed for all permitted retests:

- a) There will only be one retest opportunity.
- b) Students take the risk that they may receive a lower grade than the original test (see note above.)
- c) The arrangements and timing of when the retest is conducted is the sole decision of the teacher.

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.

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 the IT Department for specifics.

Please note, ISQ will become an all Apple school by 2021. To ensure support from the IT department 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.

STUDENT RECOGNITION

Semester Honor Roll Awards

Each semester, high school and middle school students who receive a GPA of 4.00 or higher will receive the Principal's Honor Roll Award. Students who receive a GPA of 3.60 – 3.99 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, most of which are 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 the highest GPA. To be eligible for consideration as Valedictorian, a student must have completed no fewer than four semesters at ISQ. In the event that more than one student has the same GPA, then there will be Co-valedictorians.

Salutatorian Award

An award will be presented to a graduating Grade 12 student with the second highest GPA. To be eligible for consideration as Salutatorian, a student must have completed no fewer than four semesters at ISQ. In the event that more than one student has the same GPA, then there will be Co-salutatorians. In the event that there are Co-valedictorians, the school will not present a Salutatorian Award.

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 Christiana 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.

Learn.Love.Lead Award(s)

Awarded throughout and at the end of the year to students who demonstrate words and actions which embody ISQ's commitment to Learn, Love, and Lead in all that we do.

STUDENT WELLBEING

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 ISQ Health 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 note 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 48 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. After vomiting or diarrhea, students may not return to school for 72 hours. Our school nurse will give final approval for all staff and students to return to school as guided by the Education Bureau policy for 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 at 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 Medication Administration Form (found on the ISQ website) describing medicine, dosage instructions, reasons for having medications, and parent contact information from their parents to the Health Office. Medication must be kept in the ISQ Health Office and be administered by our school nurse. No medicine will be dispensed by

school or office personnel without parental authorization through the Medication Administration Form.

STUDENT CONDUCT

Attendance

Parents should notify the office by 8:30 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 with the Principals' Assistant 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 later than 10:20 a.m.

On 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 Principals' Assistant's Office.

Early Release

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

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 advisory period 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 (ie. library, printing, Health Office) 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.

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.

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 later than two weeks prior to the end of the semester.

Locker Policy

Hallways, benches, floor space, bookshelves, and classrooms are to be kept neat and tidy. All secondary students will be assigned lockers which are expected to be used for storage of items. Middle School students will be assigned a lock and are expected to use it. High school students may choose to have a lock and may request this from the Principals' Assistant.

Students demonstrate responsible locker use by observing the following rules:

- Keeping the locker door 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 these guidelines may result in a detention, especially for repeat offenses. For maximum security, it is the responsibility of each student to safeguard their locker by requesting a lock, keeping it locked, and not sharing the combination. In addition, students who lose their locks will be charged a fee of 60 yuan. Furthermore, ISQ and its representatives are 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](#)).

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.

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.

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, or when appropriate speaking Chinese to foreign teachers who are learning Chinese. As well, for academic learning a teacher may ask peers to discuss a concept in their first language or may speak or display vocabulary in the first language to enhance learning.

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.

Studies have shown that adopting a school uniform can improve individual students' pride and behavior, improve interactions between peers and teachers, increase inclusion amongst the student body, increase safety, and improve student learning.

The dress code at ISQ from Foundations to Grade 12 is comprised of an ISQ polo, approved bottoms, and additional base layers or ISQ jacket for the colder season. Accompanying the ISQ polo shirts and ISQ jacket are guidelines to bottoms (pants, skirts, etc.), and warm layers for colder months.

ISQ Polo's

ISQ polo's come in either our ISQ blue or in white and have short and long-sleeved options. These can be purchased through the K12 website and will usually be delivered to school within three working days.

Bottoms

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

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

Base Layers

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

Outerwear

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

Cove Clothing

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

PE Clothes

Students need to change into PE attire for PE class. Acceptable PE clothing includes running/gym shoes, athletic pants/shorts or sweat pants, and a t-shirt/sweater.

Other Considerations

- No beach sandals or slippers may be worn. Shoes must be appropriate for physical education and science classes.
- Hair should be worn neatly and kept clean. Extreme hairstyles will not be permitted. Boys in Grades 11 and 12 may have facial hair if it is kept trimmed and neat.

- Aside from earrings, students may not wear any other body piercing ornaments in school or at school activities.
- Clothing should not be revealing, bear writing or images, or be excessively tight or loose.
- Cleanliness, neatness, good grooming, and respect for local customs are standards ISQ desires to uphold.

Students who are out of dress code will receive a detention and may be required to change their clothing before going to class. If the student does not have suitable clothing to change into, the student may 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

On the last Friday of every month students can wear Cove items in place of the standardized polo shirt.

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 or student council, students do not have to wear collars as long as they are dressed appropriately to participate in the Spirit Day. Rules of modesty still apply.

Public Display of Affection

Because many cultures co-exist 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 acceptable 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 that 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 after thorough investigation on a case-by-case basis.

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. Language should be intended to build up and encourage others, not tear them down.

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.

Electronic Devices

In an effort to provide a proper academic environment, the use of electronic devices such as mp3 players, iPods, media players, 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. Subsequent offenses will result in suspension or individualized restrictions to use and a behavior contract.

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 violence, 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 contains 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 media. 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.

STUDENT ACTIVITIES

Student Council

Student Council (StuCo) is a group of students, approved by the secondary staff and elected by the student body, who are interested in developing as leaders within the school. These students work together with an adult advisor and within established boundaries to provide a means for the student body to express their voices and experiences, to assist in leading community-building affairs and activities, and to provide opportunities for student experience in leadership.

The purpose of Student Council is three-fold:

1. To be a voice for student ideas and concerns.
2. To build community and student / faculty relations.
3. To help interested students develop their leadership skills.

...all for the purpose of encouraging a healthy, supportive learning environment based on the values and learning outcomes of the school.

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 will be placed on athletic academic probation. For details on athlete academic probation, please see the athlete academic probation document.

All ISC athletic 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, trains, or 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.
- Follow any trip specific rules established by the trip leader(s) that may or not have been communicated before the trip.

Students not respecting these expectations and not complying with the preceding rules and regulations, or who fail 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.

OTHER GENERAL INFORMATION AND POLICIES

Cafeteria

ISQ will serve lunch each day to students who choose to purchase the meal set. Student ID Card is also the swipe card for payment at the checkout window. Students are expected to bring their card to the cafeteria each lunch time. Cafeteria policies are subject to change.

Campus Access

Primarily for the purpose of student safety, ISQ is a closed campus. Students are only allowed on campus with pre-arranged 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 pre-arranged agenda. At times the campus will be closed to visitors due to COVID-19 regulations. 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 follow all school visitor requirements while on campus.

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 (60) 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 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 (ie. 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 and cafeteria charge card as well.

Lost and Found

Lost and found locations will be with the Elementary and Secondary Principals' Assistants. If a student has lost an item, s/he may need to check both locations. 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 the 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.

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 child(ren) 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 bus policy. It is the responsibility of the students and parents to read through and adhere to these policies.

Miscellaneous Policies

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 Changing Room Usage

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

APPENDIX 1: ISQ Secondary Bell Schedules

Bell Schedule Comparison

High school courses will meet on a hybrid block schedule. Classes 1/2, 3/4, and 6/7 meet every other day. Class 5 and Class 8 meet every day (Monday – Friday). Every day will follow the same time schedule for the start and end of classes. A (Mondays and Wednesdays) and B days (Tuesdays and Thursdays) will alternate. Fridays will alternate each week between A and B. (For example, Physics meets in A2. This class will meet on Mondays and Wednesdays and 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. For example, Grade 6 Science. Students enrolled in Grade 6 Science will attend five classes each week.

Middle School	
8:00-8:43	Class 1
8:47-9:30	Class 2
9:34-10:17	Class 3
10:21-11:04	Class 4
11:08-11:51	Class 5
11:55-12:25	Lunch
12:29-12:59	Advisory
1:03-1:46	Class 6
1:50-2:33	Class 7
2:37-3:20	Class 8

High School	
8:00-8:43	Class 1/2
8:47-9:30	
9:34-10:17	Class 3/4
10:21-11:04	
11:08-11:51	Class 5
11:55-12:25	Advisory
12:29-12:59	Lunch
1:03-1:46	Class 6/7
1:50-2:33	
2:37-3:20	Class 8

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, the school, teachers, staff, students, and one's 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. Chris Peek
Secondary Principal – Teaching and Learning

Mrs. Carol Franck
Principal of 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 any religious faith.

I will show respect for the school by:

- following the guidelines as set out in the student handbook.
- enhancing the reputation of the school through my words and my deeds.

I will show respect for the teachers by:

- being on time for activities, fully prepared, and with all the necessary equipment.
- actively supports 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 helps 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 Principals' 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.

Behavior Sheet

- A behavior sheet is a written notification that communicates student infractions and encourages change and improvement in 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 media 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, media players, and other electronic devices without explicit permission
 - Three unexcused tardies (and every one 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
 - Teasing
 - 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, such as fighting.
- Cheating
- Falsifying parents' signatures or school documents
- Lying
- Truancy
- Use or possession of tobacco, alcohol, or drugs
- Stealing
- Bullying
- 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 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, as well as 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

Just as our staff and volunteers coming into contact with students receive annual CSP training, similarly CSP 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 incidents of child harm, harassment, and abuse do not occur, especially incidents involving ISQ stakeholders. Through CSP training, if they were to occur, we can then 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 include 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 (ie. Secondary Principal, Head of School, IT Director) may, when deemed necessary, search the data on any account (ie. files, browsers, applications) on devices owned or in the possession of students as well as on ISQ systems (ie. 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 on track and field days, fieldtrips, and/or unless otherwise directed. ISQ will become an all-Apple school by the 2021-2022 school year. Having the updated technology ensures that the IT department can support students with their technology needs. 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 10.2-inch iPad 8th Gen (released March 2019) or later. 128 GB minimum storage.

- iPad Pro 11-inch or 12.9-inch (Released March 2021) 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:
 - 2020 model A2179 (released March 2020) or later.
 - Minimum 8GB RAM/128GB storage.
 - Can be Core i5 or Core i7 or M1.
 - **OR** a **MacBook Pro** meeting or exceeding the following criteria:
 - Mid 2020 model (released May 2020) 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 (ie. 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 the Microsoft Suite 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.
- 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

Parent/Guardian Name

Parent/Guardian Signature

Date