

Parent-Student Handbook

2023-2024



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GENERAL INFORMATION

MISSION

Wuhan Yangtze International School (WYIS) is committed to providing a transformative, holistic, K12 education to develop globally minded individuals who learn, love, and lead.

THE LIFEPLUS 9 QUALITIES FOR LIFE

To transform from the inside out, we make 3 commitments to the students, families, and the communities that surround us:

<p>We LEARN</p>	 <p>We are purposeful, truth-seekers, and truth-speakers.</p>
<p>We LOVE</p>	 <p>We are connected, courageous, and compassionate in relationship to ourselves and each other.</p>
<p>We LEAD</p>	 <p>We are engaged in humble, persistent service to the community and the world.</p>

In practice,

Every student LEARNS with...

Every student LOVES with...

Every student LEADS with...the LifePlus 9.

Below are the nine traits of the LifePlus 9, which are integrated across all grade levels and content areas.



PURPOSE

- I treat myself and every person with intrinsic value and purpose.
- I strategically use the gifts and talents that I have to accomplish bigger purposes.
- I look for deeper meaning and explanations and I am not content with appearances or easy answers



CURIOSITY

- I investigate and explore by asking questions and critically thinking about the answers.
- I am eager for authentic knowledge, wisdom, and understanding.
- I refuse to let others do my thinking for me or cheat myself out of learning opportunities.



DISCERNMENT

- I can see and understand people, things, or situations clearly.
- I use knowledge to make wise choices and judgments, speak the truth, and live with integrity.



CONNECTION

- I value people, and so I invest in communication, language learning, and understanding the cultures in which I live.
- I collaborate effectively and respectfully with people from any culture.
- I build and maintain healthy relationships with others in my lives.



COMPASSION

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



COURAGE

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



HUMILITY

- I have an accurate picture of my abilities, thinking neither too highly or too lowly of myself.
- I acknowledge my limitations and my need for help, as well as accept criticism and demonstrate a teachable spirit.
- I demonstrate good sportsmanship.



SERVICE

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



PERSISTENCE

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

NON-DISCRIMINATORY POLICY

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

ENROLLMENT PRIORITY POLICY

WYIS adheres to the following enrollment priority policy:

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

SCHOOL DAY

School day hours are from 7:55 AM to 3:20 PM. Homerooms for Grades 6-12 students begin at 7:55 AM. Students may not enter the hallways or classrooms before 7:45 AM and should leave the building by 3:45 PM unless they are staying for an after-school study assistance session, meeting, club, sport, or other supervised activity. The academic building closes at 4:30 PM. Campus closes at 5 PM.

NOTE: Students may stay on the playgrounds with parent supervision, but all students and families must leave campus by 5 PM. Students are not permitted on school campus without staff or parent supervision. Parents are responsible for student behavior and safety when using the school playgrounds or facilities after dismissal.

STAYING AFTER SCHOOL

Students may remain after school only if they are working in the library or participating in an after-school club, sport, or tutoring program. They may not wander the halls or be in classrooms unsupervised by a teacher or parent. Students must leave campus after the completion of after-school activities and may be on campus no later than 5 PM. Parents are responsible for student behavior and safety when using the school playgrounds or facilities after dismissal.

SCHOOL YEAR

The school year is divided into two semesters of two quarters each. There are approximately 180 school days on the school calendar. The school board may replace any days missed due to emergencies or unforeseen circumstances by reducing planned vacation holidays or by extending the school year. Several half-days are included to allow for conferences or teacher professional development.

TRANSPORTATION

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

ADMISSION POLICIES

ADMISSION REQUIREMENTS

- 1. The school considers the following as essential to admission:**
 - a. A basic level of educational aptitudes and skills as determined by interview, examination/assessment, and educational records.
 - b. Adequate proficiency in the English language based on grade level and ability to meet the academic rigor. Those applying without adequate proficiency will be assessed for aptitude and may be enrolled if there is vacancy.
- 2. For initial entrance into the school:**
 - a. Parents are requested to present proof of the child's age (e.g. birth certificate, passport, or other appropriate official government document).
 - b. All students above grade 2 are required to submit academic records of their previous 2 school years.
 - c. All non-English speaking students in grades 1 and above are required to take an English assessment.
 - d. Students must present a recent physical examination report. This may either be performed in the student's home country or at a school-approved medical facility in China. Applicants are required to use an official school Medical Examination Form completed in English (English information enables us to make use of the form in case of an emergency), which will then be reviewed by the school nurse. Medical Examination Forms are available for download from the school's website.
 - e. Immunizations must be completed in accordance with WYIS requirements as stated in the Medical Examination Form.
- 3. For entrance into Early Childhood:** Children must demonstrate readiness and must reach the age of three by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready.
 - a. The three-year-old program has two options for attendance: (1) M/W/F full days or (2) M/W/F half days (leave before lunch).
 - b. The four-year-old program also has two options for attendance: (1) Every day full days or (2) Every day half day (leave before lunch).
 - c. This should be selected before the semester begins and the only time this can be altered is at the conclusion of the first semester.
- 4. For entrance into EC5:** students must demonstrate readiness and reach the age of five by September 30 of the enrollment year. Regardless of age, a child may be refused admittance if evaluated as not ready.
- 5. For entrance into Grade 1:** students must meet one of the following requirements:
 - a. Has been promoted from this school's program or an equivalent program elsewhere.
 - b. Has attained the age of six on or before September 30 of the enrollment year, has passed an assessment given by the school, and has received approval from the principal.
- 6.** In accordance with Chinese law, the School does not admit students who are citizens of the People's Republic of China.

PARENTS' PRESENCE IN WUHAN

WYIS believes that parents are ultimately responsible for the education of their children. Cooperation between the School and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, WYIS has established the following requirements regarding residency of parents.

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

GRADE PLACEMENT

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

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

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

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

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

Due to the intensive academic program, for admission into high school, an English assessment will be used for admission into Secondary.

WAITING LISTS

If a student has passed the necessary admissions requirements but there are no vacancies in the class, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment criteria and then on a first-come, first-served basis. Students will not be assigned to a new grade level based on a waiting list in the appropriate grade level. This waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. The School encourages parents to look for other educational options while their child is on the waiting list.

ENGLISH LANGUAGE REQUIREMENTS & SUPPORT

Students from non-English speaking families who want to enroll are required to take a diagnostic test to determine their level of proficiency in the English language. We strongly recommended English language learners study English prior to enrollment and continue with a tutor until deemed proficient.

Students will be assigned language support according to their level of English proficiency. Language specialists provide support throughout the day through small group instruction and individual guidance within the classroom. A comprehensive program description, policy, and fees will be provided to families in the program.

PARTIAL ENROLLMENT

A partial-enrollment option is available for children in Early Childhood 3 and 4.

TUITION AND FEES

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

All tuition and fees are based on the RMB unit of currency. In the event of a change in the exchange rate, all unpaid tuition and fees that are paid in USD must be paid at the adjusted rate. The RMB fees will not change. If a change in the exchange rate occurs, you will be notified of the revised USD amount due.

TUITION PAYMENTS AND REFUND POLICY

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

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

OVERDUE ACCOUNTS

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

GENERAL POLICIES

STARTING TIME

Parents should notify the office by 8:15 AM on the day in which a student is absent. Send a notice to attendance@wysischina.com including the reason for the absence. The office administration staff will then contact the student's teachers to inform them of their absence. Students arriving late should sign in with the receptionist.

- **Elementary students** are expected to arrive to their homeroom by 8 AM every school day. Students arriving to homeroom after the 8 AM bell will be recorded as tardy unless the tardy is excused.
- **Secondary students** are expected to arrive at the Secondary Door at 7:45 AM every school day. Students need to be in their classroom by 7:55 AM, at which time the morning bell will ring. Students arriving to class after the bell will be recorded as tardy and will receive a discipline log entry unless the tardy is excused.

ATTENDANCE POLICIES

Consistent attendance is important for every student. Excessive absences from school hinder academic progress and may jeopardize the acquisition of academic credit. Attendance records will be kept by the school office and become part of a student's permanent record at the end of each semester. If an unplanned absence occurs, parents should email attendance@wysischina.com by 8:30 AM.

Planned Absences

Parents of students who wish to take a planned absence from school must submit a request for approval in writing to the divisional principal at least seven days in advance.

If the request is approved by the divisional principal, the absence will be considered excused. If not approved, the absence is considered unexcused.

No activity that could be taken care of during non-school hours will be considered an acceptable reason for an excused absence.

Other Excused Absences

- Planned absences that have been approved by the divisional principal will be excused.
- The first five instances of the following may be excused with communication from the parent (phone call or email):
 - Illness
 - Medical appointments
 - Visa/Passport appointments
- After five instances, the following documentation will be required to excuse the absence:
 - Illness/Medical appointments – signed note from a medical professional
 - Visa/Passport appointments – proof of appointment

Attendance Record and Credits

Too many absences make it difficult for students to complete assigned work.

In Elementary, if a student misses more than 10 days/classes in one semester, it may not be possible to receive a grade, credit, and/or progress in that course.

In Secondary, a student will not receive semester credit for a course if the total number of **unexcused absences** exceeds:

- 90-minute classes (5 per semester)
- 50-minute classes (10 per semester)

The administration may make exceptions to this policy for family emergencies, extended illnesses or documented special needs.

A student is marked absent if they miss 50% or more of a class.

Attendance and Makeup Work

- Students are responsible for communicating with their teachers about assignments missed due to absences.
- Students with excused absences will be allowed one day for each day absent to make up missed assignments.
- Any work not made up within the allotted time will result in an incomplete for that assignment.
- Students who miss a test because of an absence should be prepared to take the test on the day they return to school.
- Major assignments that were announced prior to an absence are still due on the scheduled due date.
- For excused planned absences and school-related absences, assignments given prior to the absence will be due on the day of return to school.

Tardiness

WYIS believes that being punctual to classes is important in achieving success in school. This is an integral part of self-discipline for life and shows respect for teachers and fellow students. Students are expected to be in class on time.

For Elementary students, every sixth tardy per semester will be counted as one day absent.

For Secondary students, tardiness to class will result in a discipline log in PowerSchool. Three discipline logs will result in detention. Please reference the Secondary discipline policy for more information.

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 is considered a serious safety issue, which will result in disciplinary action as determined by the divisional principal.

Closed Campus Policy/Early Release

Students are expected to stay on campus for the entire school day. If a student becomes ill during the school day, they must see the school nurse, who will determine whether they should be sent home. The school will contact parents/guardians to collect the child from school. If a parent or guardian cannot collect the child in person, permission to release the child must be received through a signed note or phone call.

To leave before dismissal for any reason, students must receive special permission from school staff and sign out at the lobby desk before leaving campus.

Participation in Extra-curricular Activities

WYIS believes in educating the whole child, which includes both academic and extra-curricular activities and events, such as athletics, music, drama, clubs, and trips.

- To participate in any school event, activity or trip outside of normal school hours, students must arrive at school no later than 11:00 AM on the date of the event, activity or trip.
- An unexcused absence on Friday will result in the student not being eligible for weekend events, activities or trips.

The administration may make exceptions to this policy for documented special needs.

WITHDRAWAL

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

STUDENT SAFETY AND WELL-BEING

CHILD SAFETY AND PROTECTION

We follow our Child Safety and Protection policies, which can be found on the school website [here](#).

Student Changing Room Expectations:

Updated by the Director of Child Safety and Director of Safety & Security, February 2021.

1. Food, gum, beverages, and glass items are prohibited in the changing room.
2. Mobile phones, cameras, and other electronic tablets/devices are not allowed in the changing or bathroom facilities.
3. Students are to get changed as quickly and privately as possible and move out of the room as soon as they are ready.
4. Students must respect each other's privacy.
5. Running or messing around or throwing objects in the changing room is prohibited.
6. Clothing must be stored inside your personal bag and put neatly on the hanger or bench.
7. Do not talk or hang out in the changing room.
8. Pick up any trash or litter.
9. Maximum time allowed in the changing room is 5 minutes.

SELF-HARM AND SUICIDE AWARENESS AND PREVENTION

Students are encouraged to contact a trusted adult to receive support if personally struggling or have knowledge of a classmate struggling with ideas of suicide. The school will support students and their families based upon child safety best practice and resources available when aware of students struggling with suicide.

ANTI-BULLYING POLICY

Introduction

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

What is Bullying?

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

Bullying Can Be Any of the Following:

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

- Sexual (unwanted physical contact or sexually-abusive comments)

Why is it important to respond to bullying?

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

School

- If bullying is suspected or reported, staff will ask students to record the situation’s facts and details.
- A clear account of the incident will be recorded on an incident report form and given to the elementary or secondary lead teacher or principal.
- The principal or lead teacher will interview all concerned and will record the incident.
- The school staff will meet with the students and families involved to inform them of the situation and to discuss a management and support plan.
- Class and advisory teachers and parents will be kept informed.
- The involved students will be monitored closely.
- Discipline measures will be used as appropriate and in consultation with all parties.

Students

Students involved in the situation will be supported by:

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

The following disciplinary steps may be taken:

- Official warnings to cease offending
- Detention or restricting recess time
- Exclusion from certain areas of the School or activities
- Various levels of suspension
- Permanent exclusion (expulsion)

Monitoring, Evaluation, and Review

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

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

STANDARDS OF CONDUCT

CODE OF CONDUCT

Students are expected to demonstrate exemplary conduct at school, on the way to and from school, and at all school-related functions. Students and parents are asked to sign the Code of Conduct found at the end of this handbook to show they agree with these principles.

DISCIPLINE POLICY

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

POSITIVE BEHAVIOR EXPECTATIONS

WYIS strives to teach students how to exhibit positive behavior and great character in all aspects of life, both at school and in the community. WYIS has adopted nine Qualities for Life (the iSC 9) that exhibit positive behavior and promote great character: connection, courage, curiosity, humility, purpose, discernment, service, persistence, and compassion. Each month students, teachers, and staff focus on the characteristics of the iSC 9. Exhibiting values and great character is reiterated in weekly assemblies, through interactions among peers and staff at school, in the classroom, and more.

Students are expected to be:

1. Responsible
2. Respectful
3. Punctual
4. Dressed according to uniform policy

All students from EC3 to Grade 12 are helped toward being responsible, respectful, honest, and to try their best in everything they do.

1. RESPONSIBILITY

Students have the responsibility to:

- Listen to teachers with their ears and eyes and follow the teachers' directions.
- Show respect and not disturb the learning of others. This includes staying seated until the teacher gives permission to leave their seat, raising a hand and waiting turns to speak without calling out, not talking when the teacher or another student is speaking, and not being excessively noisy or running in the hallways.
- Behave sensibly and safely in the classroom, hallways, playground, and when travelling to and from school. This includes not throwing objects that may cause injury, standing on furniture, or running in hallways or on stairs.
- Keep their hands and bodies to themselves. This includes not hitting, punching, pulling, pushing, pinching, spitting, scratching, or unwanted touching of another student or their belongings. A verbal threat of violence is also an offense.
- Care for the school environment by keeping it clean, tidy, and undamaged. This includes not littering, not leaving personal items lying around in an untidy manner, and not intentionally doing something that may cause damage to school equipment or

surroundings--tipping back on chairs, slamming doors, sitting on tables, writing graffiti on furniture or walls, etc.

- Stay within the WYIS campus during school hours. If permission is granted, the student must sign out in the school office.

Students may receive a behavior notice in PowerSchool if they do not carry out their responsibilities as listed above.

2. RESPECT

WYIS believes that respect is the willingness to consider the feelings and rights of others and to hold others in esteem and honor. Students are expected to treat all staff and students with respect, politeness, tolerance, and understanding.

Private Property/School Property:

Students are expected to respect the property of others, including school property. Students who damage the property of others will be required to fully reimburse the replacement cost of damaged property, whether or not it was damaged intentionally. Locker decorations may not be permanent and must adhere to the school's philosophy. Students may not examine the contents of another student's locker without that student's permission.

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

3. PUNCTUALITY

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

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

4. DRESS CODE/UNIFORM

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

Violation can include dressing in any way that does not meet the Dress Code/Uniform Policy guidelines noted in this handbook. Please ensure you have read and understand the Dress Code/Uniform Policy in this handbook.

Classroom Management of Discipline

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

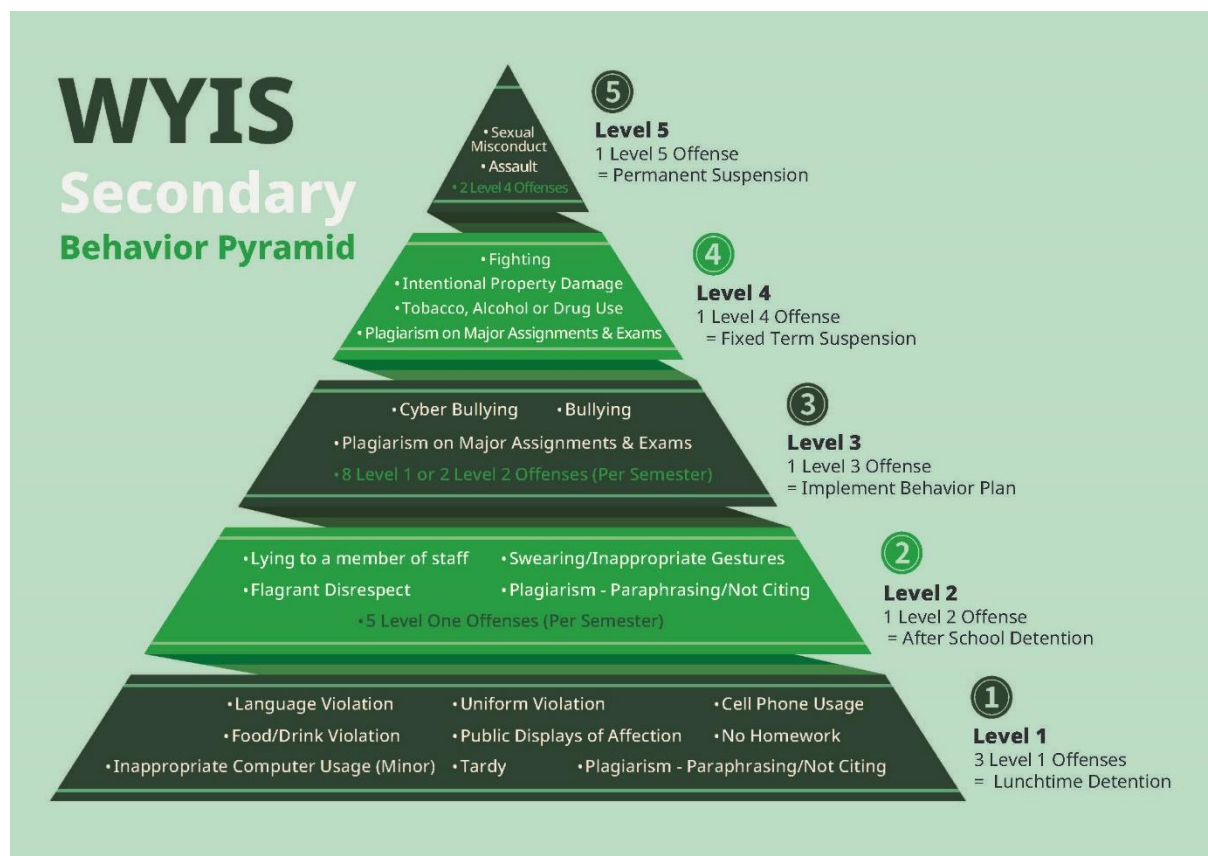
After talking with the student about the issue, teachers will record a behavior notice in PowerSchool detailing the area in which the student needs to improve or change.

Disciplinary Probation

Disciplinary problems of any form may result in the student being placed on probation. Probation measures aim to support healthy choices, habits, and success at WYIS. Failure to correct the disciplinary or academic problem as prescribed by the School may result in expulsion.

Secondary Detention

Detention will be assigned by the principal as needed. Students are expected to be present for all assigned detentions. These take priority over all other activities. Students will be given a discipline letter at least a day before the detention is to be served stating the date of the detention and the reason for it. The letter must be signed by the student's parent and returned to the principal the next school day. Telephone or e-mail responses by parents are accepted. If a student misses detention without prior arrangement, he or she will serve a one-day, internal suspension.



SERIOUS DISCIPLINE ISSUES

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

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

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

Academic Integrity, Plagiarism, and Cheating

Academic cheating includes lying, stealing, or copying another's work, possession of tests or teacher materials prior to the assignment or test, doing work for someone else, and plagiarism. Copying or doing part or all of another student's homework is considered cheating. Cooperative efforts on assignments are allowed only with a teacher's direct permission. Cheating has serious consequences in a college or university setting. Students caught cheating at university can be expelled on the first offence. Additionally, when students cheat, they are not learning the material for themselves. iSC schools will investigate all occurrences of cheating and consequences will reflect the level of cheating and the student's history with cheating. A student who helps another to cheat will also be investigated and, where appropriate, receive consequences.

All forms of cheating are taken seriously at WYIS. Students are expected to maintain academic honesty on all assignments.

Plagiarism is the presentation of someone else's words, ideas, or products as if they are one's own. Copying and pasting words, images, or video from the internet or words from printed sources without proper citation is plagiarism, but so is researching and referencing someone else's ideas without proper citation.

Cheating includes copying other students' work, allowing parents, peers, or tutors to complete work for the student, and collaborating with others without the knowledge and permission of the teacher.

Teachers will instruct students as to what constitutes plagiarism/cheating and what the consequences are. If students are unsure, it is his or her responsibility to seek clarification before submitting an assignment.

When plagiarism and/or cheating are discovered, the following measures will be taken:

- For the first violation:
 - The student's parents will be called in for a meeting with the teacher and/or principal.
 - The student will receive lower scores in the non-academic portion of the grade report.
 - The student will be required to redo the assignment or will complete a reassessment, as applicable.
 - The student will be subject to detentions and/or other disciplinary action as determined by the Secondary Principal.
- For subsequent violations:
 - The student's parents will be notified.
 - The student will receive lower scores on the non-academic portion of the grade report.
 - The student will receive a No Credit (NC) for the grading period.

* If the assignment in question was a semester/year-end exam or a culminating project, paper, or portfolio, the student will receive an Incomplete (INC) for the assignment, and will receive No Credit (NC) for the grading period.

Fighting

Students who participate in a fight either on school grounds or at a school function will be subject to disciplinary actions. Involved parties will be questioned, and upon review of the incident, appropriate consequences will be implemented. Any student who aggressively hits or slaps another student will be removed from classes for one day. The administration reserves the right to determine the final consequences for all parties involved.

Bullying

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

Purposeful Damage or Graffiti to School or Another's Property

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

Stealing

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

Swearing and Inappropriate Gestures

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

Flagrant Disrespect

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

Use of Tobacco, Alcohol, or Drugs

Use and abuse or possession of unauthorized drugs, narcotics, tobacco, vaping devices, alcohol, or other dangerous substances of any kind is considered a serious offense, whether on campus or at a school-sponsored event. Students who violate this regulation 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.

Public Displays of Affection

Public displays of romantic affection on campus, on school transportation, and at school-sponsored activities are not tolerated. Examples of unacceptable displays of romantic affection include but are not limited to holding hands, hugging, and kissing.

Sexual Misconduct

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

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

SUSPENSION AND EXPULSION

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

TECHNOLOGY GUIDELINES

Introduction

Students are expected to exercise their privilege to use digital resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, and all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive or mischievous is inappropriate. The student is ultimately responsible for his/her conduct and will be held accountable for his/her actions while using any facet of the technological system at school.

It is the goal that students become people of integrity, wisdom, stewardship, and accountability in their use of technology.

- Integrity: Doing what is right even when no one else is watching.
- Wisdom: Applying truth in daily decision-making.
- Stewardship: Making the best use of our time, our minds, our education, and our computers.
- Accountability: Giving and receiving help in order to become people of integrity, wisdom, and stewardship.

OBJECTIONABLE MATERIALS

The school provides computer resources to enhance the educational experiences of students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies, and the policies of our internet service providers, as well as all national and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate. The student is ultimately responsible for their conduct on the system and will be held accountable for their actions while using any facet of the computer system at school.

EQUIPMENT AND FACILITIES

School devices should remain on WYIS campus unless authorized by the technology department.

All computers, devices, local hard drives, network drives, user accounts, personal drive space and their contents, whether personal or school provided, are considered school property when used on the WYIS campus. As such, this property will be checked by authorized personnel without notice, in order to maintain compliance with this Student Safety and Well-being policy. Privacy of information created or stored by students on devices used on campus should not be expected.

SECURITY

Students will receive a classroom username and password by teachers at the time computers will be used. Secondary students will receive personal usernames and passwords. These codes are confidential information and should not be shared with classmates.

For collaboration on school-related matters, students should use the school-provided email account and messaging system. This ensures the highest degree of transparency and accountability.

PROHIBITIONS

Students are prohibited from doing the following while using any device at WYIS:

- Using the internet or e-mail to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial or discriminatory statements, otherwise known as Cyber Bullying.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene, or pornographic material in any form.
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing or attempting to circumvent the security measures on any school computer.

Students are prohibited from doing the following on school-owned devices:

- Using a VPN other than the school provided "always-on tunnel"
- Using a virtual machine or an alternate operating system
- Introducing any form of computer virus to any school computer
- Using the computer system or the internet for commercial gain, political purpose, or to advocate violence or discrimination
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, others, or the school's computer system.
- Damaging, changing, or tampering with any part of the school's computer system, hardware or software.
- Copying copyrighted software.
- Using, altering, creating or distributing a password not specifically issued to the class by the teacher
- Adding, deleting, or altering files or installing programs without the Technology Department's permission
- Using the computers or computer-related equipment in the vicinity of food or drink

Violations

Students or faculty members who have discovered a possible violation of the technology policy should report it promptly to the office of the principal. The alleged violator will be referred to the proper authority for investigation. Disciplinary actions will include but are not limited to:

- Use of school network only under direct supervision
- Suspension of the network privileges
- Revocation of the network privileges
- Suspension of the device/computer privileges
- Revocation of the device/computer privileges
- Suspension from school

Violations involving pornography:

- First offense: One-day suspension, parent meeting, installation of additional filtering and monitoring software, restriction of computer use, six-session mentoring program
- Second offense: Three-day suspension, parent meeting, restriction of computer use
- Third offense: Five-day suspension, recommendation for expulsion

LIMITATIONS OF SCHOOL LIABILITY

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

Families are responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps caused by the student.

SCHOOL-OWNED DEVICES

- School-owned devices should be handled with care. Do not drop it, get it wet, leave it unattended, or leave it outdoors.
- If a school-owned device is lost or damaged, the student and/or parent is responsible for paying for repairs or the balance owed on the lost/damaged computer and furnishing a replacement device as soon as possible either by purchasing a new device through the School or providing their own in accordance with school specifications.
- Students who check out Microsoft Surfaces should bring them to school fully charged every day.
- Laptops must be returned to the checkout area at the end of each period for charging.
- Surfaces must be carried in protective computer bags whenever they are moved and should be locked in a locker when not needed.
- Report any device network problems promptly by sending an e-mail to the IT helpdesk at helpdesk@wyischina.com or coming to the IT helpdesk.
- Students are strongly encouraged to make backups of all important files at least weekly, using flash drives or by storing on the server.

GENERAL ACADEMIC INFORMATION

LEARNING STANDARDS

The WYIS academic program is based on United States AERO standards. Learning standards describe what students will know and do. Students progress toward mastery of essential standards in a course/subject. Students practice applying these concepts in multiple ways and across subject areas. The model focuses on growth. Teachers work with students to identify what they know and can do, set goals, track growth, and identify learning support needs so each student is working at an appropriate level of challenge. Instruction is modified based on how students are progressing toward the learning outcomes for each course or grade level.

Learning is a process. It takes time, practice, and meaningful feedback along the way. Multiple assessments are built into the teacher's instructional plan, and reassessments and opportunities to redo certain assignments may be offered. Active participation from students, parents, teachers, and community members all support continued motivation and growth.

DETERMINING GRADES

Grades are reported at the end of each academic quarter based on the most recent, consistent, and accurate data possible. Some learning standards are especially challenging or important to master and will be taught for a full semester or year. Students have the opportunity to practice these standards throughout the year as they develop their skills. The final course grade will be based on the highest achievement at the end of each academic year. The quarter and semester reports provide a snapshot of what the student knows and can do at this point in the year. Narrative comments on the reports and parent-teacher conferences offer opportunities to describe student ability and next steps for growth. Student academic proficiency is reported separately from habits of learning such as behavior, participation, and effort (see Mastery Scale in appendices).

GRADING SCALE

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

A	90-100	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
C+	75-79	F	0-59

HOMEWORK POLICY

Homework is given in order for students to practice, reinforce, and extend what they already know, or it may be given as preparation for the learning that will occur in class. Homework may or may not be graded. It is designed as a low-risk way to try new things, to make mistakes, and continue growing.

Age Group	Average Homework Per School Night
Lower Elementary	30 minutes
Upper Elementary	45 minutes
Middle School	1 hour
High School	1-2 hours

The chart above lists general guidelines for homework. We understand that every student learns differently. If you feel your child is either not spending enough or is spending too much time on homework, we encourage you to talk with his or her teacher. English language learners and students in Advanced Placement® (AP®) classes can expect to spend more time on homework and the possibility of an after-school time commitment.

POWERSCHOOL

Student attendance, grades, graduation progress, behavior and academic progress can be tracked through PowerSchool. The PowerSchool website can be accessed by clicking on the link on the school website with a username and password. Please contact the school office if you are having difficulty viewing or understanding your child’s progress.

CANVAS

Student learning materials and assignments can be found on Canvas. Canvas is a learning management system that helps link in-classroom and online learning so students can access resources and teacher feedback anywhere they may be located.

REPORT CARDS/PARENT CONFERENCES

WYIS operates on a quarter-system. Report cards are distributed via email shortly after the end of each quarter. Parent-Teacher Conferences follow the distribution of the first and third quarter report cards. (See academic calendar for quarter start/end dates.) Parents may initiate a teacher meeting at any time during the school year. Hard copies of the quarter 4 report cards can be picked up from the School or can also be mailed to the student’s last known address. Parents should keep an updated record of their address with the school office.

REQUIRED CHARACTER EDUCATION CLASSES

Character Education classes and student assembly are an integral part of WYIS. These classes explore philosophy and ethics, current events, popular culture, world religions, and worldviews. Students learn how to demonstrate value-led character in the world around them. Character education classes are held daily and receive an academic grade. Attendance and participation is required.

INCOMPLETE WORK

Some teachers may choose not to accept late work because the intended practice time has passed. Major assignments, such as projects, presentations, and papers will be accepted late, within certain limits of the academic quarter. If a student foresees extra time will be needed on an assignment, the student should discuss this with the teacher before the due date.

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

ACADEMIC STANDARDS AND INTERVENTION

We believe that all students can become globally minded individuals who learn at high standards, which is why we set high academic standards and expectations for all students' learning. Students are considered to be in good academic standing when all current and cumulative GPAs are above a 2.00 average. Newly admitted students are presumed to be in good academic standing unless admitted on probationary status. When students are found to be falling short of good academic standing, they and their parents/guardians will be notified along with how students can return to good academic standing as well as support measures that will be put in place.

Academic Ineligibility

Academic ineligibility is meant to provide students with an opportunity for restorative practices. It occurs when students have academic deficiencies (an "F" or more than one "D" in a class) at mid-quarter or the end of a quarter, resulting in interventions determined by the school. Students unable to resolve academic deficiencies resulting in academic ineligibility for more than a semester may be placed on academic probation.

Academic Promotion/Retention

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

The purpose of promotion and retention is to ensure the success of the student. The decision to retain a student will usually only be considered when academic probation terms are not met.

In Elementary, students will be promoted to the next grade level if the requirements for advancement are met and upon the approval of the classroom teacher or teaching team.

In Middle School, administration will be responsible for the decision to promote or retain a student, taking into consideration academic and other relevant educational aspects (social, emotional, and physical maturity) of the student's development and will be responsible for ensuring that parents are adequately apprised of their child's progress and options.

In High School, requirements for promotion are typically as follows:

- Grades 9 to 10: earning at least 5 credits
- Grades 10 to 11: earning at least cumulative 11 credits
- Grades 11 to 12: earning at least cumulative 16 credits

Students are typically expected to join students their grade level in grade-specific activities and trips.

Guidelines for Repeating a Grade

- *Grades 1 and 2:* Unsatisfactory progress in reading and failure to complete the necessary levels of reading may result in the necessity of repeating the grade.
- *Grades 3-5:* Failure of two core subjects (math, English, reading, social studies, and science) may result in the necessity of repeating the grade.
- *Grades 6-8:* Failure of two or more core subjects (e.g., math, English, social studies, science) in one semester may result in the necessity of repeating the grade.
- *Grades 9-12:* Failure of two or more core subjects (e.g., math, English, social studies, science, Philosophy, Chinese) in one semester may result in the necessity of repeating the grade and/or will require credit recovery in order to graduate. All mandatory graduation

requirements must be fulfilled before a diploma will be issued. Students will not receive credit for any failed semester classes.

The school divisional principal will make the final decision regarding student retention.

Academic Probation

Academic probation may occur when students are deemed academically ineligible for more than a semester. Students on academic probation need to resolve academic deficiencies and any other conditions determined to be appropriate. While on academic probation, certain conditions and restrictions may be placed on students as determined by the school. Academic probation will be reported when requested on academic forms issued by prospective universities and schools.

Academic Dismissal

Academic dismissal from the School may occur when students fail to meet the terms and conditions of academic probation. When a student has been dismissed due to poor academic performance, the student and his/her parents/guardians will be notified of conditions for readmission; acceptance for readmission requires students to enroll on a probationary status.

Right of Appeal

A student or his/her parents/guardians may appeal a decision of academic dismissal if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the date of the notification of dismissal. The request must include a written personal statement explaining the student's poor academic performance and demonstrating why the student should not be dismissed. School leadership will review the student's statement and academic record to determine if the dismissal will stand. If the dismissal stands, school leadership will attempt to provide a better explanation for the reasons of dismissal and the potential terms and conditions for future reenrollment.

SCHOOL COUNSELOR SERVICES

The school offers school counselor services as needs pertain to the academic setting. WYIS counselors work together with classroom teachers to provide programs addressing the academic, career, and social/emotional growth and development of all students. WYIS follows the standards of the American School Counselor Association (ASCA).

LEARNING SUPPORT

The school offers limited special education services based on the level of need and availability of support. To receive services, a student must have documentation of need through certified educational testing. These documents must be provided to the School at enrollment so that an educational learning plan can be implemented and followed. Students already enrolled who are unable to meet the grade level standard after assistive strategies have failed will be recommended for educational testing. A refusal of recommended educational testing limits our ability to serve the student.

STUDENT FILES

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

STANDARDIZED TESTING

- Measures of Academic Progress® (MAP®) tests are administered three times a year in grades EC5-5 and two times a year in grades 6-10.
- College preparatory exams, ACT (American College Testing) and SAT® (Scholastic Aptitude Test®), are offered three times a year for grades 9-12.
- PSAT® (Practice SAT Test®) test may be completed in grades 9-11 in preparation for the SAT college preparation exam. PSAT testing is arranged through the College and Career Counseling office.
- Advanced Placement® (AP®) exams are offered for students in grades 9-12. Please see the College and Career Counselor for more information.

SECONDARY (GRADES 6-12)

ACADEMIC INFORMATION

The Secondary Course Catalog provides a comprehensive list of courses and requirements.

PASS/FAIL COURSES

Some secondary elective classes are graded on a Pass/Fail basis. Students in these courses will be given a list of requirements at the beginning of the quarter. Students who meet these requirements will receive a passing mark, and those failing to fulfill the requirements will receive a failing mark.

COURSE ASSESSMENTS AND EXAMS

Students can be expected to be tested on their mastery of course standards through a combination of assessments. For example (but not limited to):

- Written Exam (i.e. Quiz, Unit Test, End-of-Semester Cumulative Test)
- Essay
- Project
- Presentation
- Performance

Through class syllabi, teachers will share specific course expectations for assessments and requirements for exams at the start of the course.

Cumulative exams are given at the end of each semester in most secondary classes. These assessments are designed to evidence students' master of standards covered during the semester. Some classes may give projects in place of written exams and/or may administer exams at different times than the scheduled exam periods. All exams will be reviewed by the divisional principal or an appointed representative to ensure connection to the academic program, evidence of assessment of standards, and academic relevance. Seniors in their second semester may be exempt from exams in courses when they have a grade of A- or above.

Grade	Fall Exams	Spring Exams
6th	No cumulative exams	No cumulative exams
7th	Math and English	Math, English, and Science
8th	Math, English, and Science	All exams cumulative
Middle School Grading	Exams Count as 2 Test Grades	Exams Count as 2 Test Grades
9th - 12th	All exams cumulative	All exams cumulative
High School Grading	Exam 1 = 20% of Semester 1	Exam 2 = 20% of Semester 2

Final exam week offers high school students (Grades 9-12) an open campus. Students may choose to come to school only during exam blocks, or if they choose to study. Study hall blocks are not required exams. Middle school students who do not have a written final exam only need to be present for their scheduled final exam.

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

STUDENT RECOGNITION - HONOR ROLL

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

To be placed on the High Honor Roll, a student must obtain an "A" in all courses. To be placed on the Honor Roll, a student must obtain "A" or "B" grades in all their courses. Once final grades are verified, awarded Honor Roll certificates will be sent out with the final report.

HIGH SCHOOL (GRADES 9-12)

ACADEMIC INFORMATION

GRADE POINT AVERAGE

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

90-100	85-89	80-84	75-79	70-74	65-69	60-64	0-59
A	B+	B	C+	C	D+	D	F
4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0

SECONDARY LEARNING PROFICIENCY SCALE

Performance Indicator	Descriptor	Mastery Score/GPA	Percentage Score	Letter Grade
EXCEEDING: ADVANCED LEARNER	<i>I thoroughly understand the content in this class. I am a creative and critical thinker who can apply and transfer what I have learned to other contexts.</i>	4	90-100 %	A/A-
	In addition to level 3, partial success at level 4 <i>I can demonstrate advanced understanding and skills, but not consistently.</i>	3.5	85-89%	B+
MASTERY: PROFICIENT LEARNER	Success at target <i>I understand the content in this class and I have the skills to do what is required of me.</i>	3	80-84%	B
	<i>I am starting to understand some of the harder skills.</i>	2.5	75-79%	C+
APPROACHING: DEVELOPING LEARNER	Simpler content necessary for proficiency <i>I understand the simple stuff, but I'm still learning how to do the harder, more complicated parts.</i>	2	70-74%	C
	<i>I am starting to understand some of the simpler concepts.</i>	1.5	65-69%	D+
GETTING STARTED: BEGINNING LEARNER	With help, partial success <i>I struggle with the simple stuff as well as the harder parts.</i>	1	60-64%	D
FAR BELOW EXPECTATIONS	With help, no success <i>Even with a lot of help, I struggle to understand simple concepts and I demonstrate a skill level that is far below my grade level.</i>	0	0-59%	F
INCOMPLETE: NO CREDIT	<i>I didn't do my work.</i>	Incomplete (INC)	--	--

GRADUATION REQUIREMENTS

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

Course	Number of Credits required
English	4
Social Studies	3
Science	3
Math	3
Foreign Language	2
Physical Education/Health	2
Fine Arts	1
Philosophy	0.5 per semester
Electives	2

For further information and descriptions of graduation requirements and course listings, please see the Secondary Course Catalog.

EARLY GRADUATION

Although early graduation is typically discouraged, Juniors may apply for early graduation if they have a minimum of 3.0 (calculated through S1 of their junior year) and have completed a minimum of two full years of high school study at iSC schools. They must be able to complete required graduation credits before the S1 graduation date. To apply for early graduation, students must submit an early graduation application to the divisional principal by the end of Quarter 3 of their junior year.

INDEPENDENT STUDIES

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

The costs of independent study are not part of the tuition and fees but are over and above WYIS graduation requirements. Parents should understand that any costs incurred from independent study are separate from the School and that the School will in no way be responsible for the management of the course.

ONLINE COURSES

At WYIS we believe developing the ability to study classes independently online is a vital skill for our graduates to possess. iSC Academy is an online school in our network that offers online courses including AP Courses. Additionally, WYIS has partnered with NorthStar Academy to provide further AP options for students to study online. Students in Grade 11 or 12 can pick from their offerings with approval from the college counselor or principal.

Online learning is available in the following ways:

- A Grade 11 or 12 student may select ONE online course that will be funded by the school. Students will be scheduled online learning support times. These courses will count toward GPA and transcript credit. No pre-test required.

- High school students can choose to pay independently for an online course via an accredited education provider. Successful completion of the course will result in transfer credit being rewarded. Students may be required to pre-test before their AP® Exam.

ADDING/DROPPING A COURSE

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.

Students may drop a course only within the first four weeks of a semester without the semester grade resulting in an "F," unless the divisional principal grants permission.

WITHDRAWING FROM A COURSE

Withdrawal is the early removal of a student from the School or a course roster. Regarding school withdrawal, parents are requested to notify the Registrar at least two weeks prior to the date that the student plans to leave. Students may not withdraw more than two weeks prior to the end of the quarter and still receive credit for that quarter.

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 pending administrator approval.

Students may be administratively withdrawn from a course by the divisional principal 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 student's ability to meet graduation requirements. Courses from which a student is administratively withdrawn may still appear on the student's transcript.

REPEATING A COURSE

With approval from the divisional principal, students may choose to repeat a course in which they have received an unsatisfactory score. Credit will be given only once for the course. Students who are repeating a course who have already passed the course once will not be given priority if enrollment limits for the class are reached. Only the second score will be counted toward GPA. Transcripts and report cards will show all courses a student has taken.

ACADEMIC LOAD REQUIREMENT

Students in grades 9-12 are required to take at least six courses per semester. If students wish to pursue other options, this must be done in consultation with the College and Career Counselor. This is then subject to approval by the divisional principal.

TRANSFERRING GRADES

High school students may transfer grades from other accredited schools. Subject to the approval of the divisional principal, courses may be transferred as long as the student received a grade of "C" (70%) or better. Grades below a "C" will not be transferred. Courses that are transferred but do not satisfy particular requirements at the School may be transferred in as electives. A student's GPA will be calculated only from courses taken at WYIS.

TRANSFER OF CREDIT

High school students may transfer credits from other accredited/recognized schools. Any number of courses may be transferred as long as the student received a "C" or higher. Transferred courses that do not satisfy iSC credit requirements will be transferred as electives. GPA is only calculated from courses taken at iSC schools. Transcripts will only include grades earned in iSC schools, including those courses completed through iSC Academy and pre-approved GCU dual enrollment and other school-arranged online/distance courses.

Students must secure written permission from administration before enrolling in another school or in correspondence/online courses if they wish to receive transfer credits. iSC schools may recognize one full credit for outside work in any given school year. Transfer credits may also be earned in the summer so that students can receive credit for failed courses. However, transfer credits are not typically approved if being used as a means of accelerating through required iSC courses unless the student is at least a year older than the norm for his/her class.

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

TRANSCRIPTS AND CERTIFICATES OF ENROLLMENT

Students in 11th and 12th grade may request that transcripts be sent directly to specific universities, colleges, or government institutions. Up to five of these transcripts will be processed without additional charges.

Students who are leaving WYIS will receive one original transcript for personal reference, without any charge. For any student in Kindergarten through Grade 8, this transcript will take the form of the school's official report card. For grades 9-12 this transcript will be in the school's official college preparatory format. Secondary students may request written course descriptions to accompany the transcripts. There will be a per-copy fee (set annually) for any additional original transcripts that the student wishes to receive personally.

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

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

SENIOR EARLY DISMISSAL

Seniors (Grade 12) may petition the Secondary Principal as a class for permission to be dismissed from school before the end of the school day after their last class if the following conditions have been met:

- Parental permission is given on the early dismissal form
- A student does not have a "D" or "F" quarter average in any course for the previous grading period

Seniors who leave the school early must do the following:

- Sign out in the secondary office
- Leave the school campus immediately after signing out

The school is not responsible for any behavior or action that occurs off campus after the student has signed out. Under no condition is the student allowed to leave school without signing out in the office. If a student leaves the school grounds without signing out, the first offense will result in a detention. A second offense will result in a loss of early dismissal privileges for the rest of the quarter or eight weeks, whichever is longer. Seniors should also note that attendance will still be taken at 7:55 in the morning, and they are to be present in class for morning advisory.

ELEMENTARY (GRADES 1-5)

ACADEMIC INFORMATION

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

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

EARLY CHILDHOOD CENTER (ECC) INFORMATION

OUR PROGRAMS

- **EC3:** Through a focus on sensory learning skills, students begin learning their letters, nature, and numbers. Students in this class are taught how to share, care, and interact with other students.
- **EC4:** Focused on letter sounds, legible handwriting, words that sound out phonetically, numbers to 50, addition and subtraction to sums of 10. This class also uses a variety of crafts to increase small motor skills.
- **EC5:** Designed for mastery of foundational phonics and reading, math solutions of numbers to 100, writing sentences, and strengthening critical thinking skills. The combination of these three classes leads to future success in our elementary school.

REST TIME

WYIS recognizes young children need a proper amount of rest to be better educated. Each day, they will have a required rest period. During this time, students can sleep or work on a quiet activity.

ASSESSMENTS AND GRADING

The WYIS ECC holds that many paper tests are not appropriate for this age level. What we find to be most effective are Quarterly Assessments. Each quarter your child will be asked to answer a series of questions to demonstrate what they have learned. It is during this time that their reading, writing, math, and listening will be reviewed. Next to each skill will be one of the following letters: **E**, **S**, or **N**. An **"E"** indicates that your child can complete that skill excellently and on level. **"S"** indicates that your child can sometimes complete the skill but still needs more practice. **"N"** indicates this is an area where your child needs significant improvement in order to be ready for the next grade.

TOYS AND PERSONAL BELONGINGS

We encourage students to share and be kind; however, conflict often happens when students bring in toys or other items from home. These items may get broken and distract from learning. Do not send your child to school with personal toys from home unless the teacher asks for a specific item as part of a learning activity.

SICKNESS AND INJURY POLICY

EPIDEMIC PREVENTION AND CONTROL

The school completes daily campus disinfection and completes health and temperature checks for all persons entering campus in accordance with local regulations for epidemic prevention and control. A regular supply of prevention supplies such as masks, soap and hand sanitizer, and disposable protective clothing is available. Training is provided to staff and students regarding physical distancing, mask wearing, and response to illness. Health status will be monitored two times each day.

Should the nurse identify anyone on campus with flu-related symptoms, he or she will be moved to a temporary isolation and monitoring area to receive care. Parents or emergency contacts will be notified immediately, and the person will be assisted to the local hospital designated by authorities for follow-up care. In order to return to school, the person should show a negative COVID test and temperature below 37.3°C for 14 days.

More information and protocols about campus safety procedures can be found on the school website.

GENERAL

Medical attention is the responsibility of the parent. Students should not be sent to school if they have cough or running nose they cannot independently control inside a classroom, fever (at or above 100°F/37.7°C), rash related to illness (chicken pox, measles, roseola, etc.), or have vomited or had diarrhea in the past 24 hours. Illness spreads quickly in the school setting. Keeping a sick child at home shows care for other school families and helps keep the school environment a much healthier and safer place for your child.

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent with the child to the child's teacher.

If a student needs to take medication at school, the medicine must be given directly to the teacher or to the receptionist and must have a signed and dated Medical Administration Form clearly stating the details of the medicine—its dosage and at what time it needs to be given. The medicine and the signed form will be given to the school nurse. Only the school nurse is authorized to administer any medication.

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

MEDICAL EMERGENCIES

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. Under no circumstances will the student be allowed to return home unless there is proof that there is an adult present in the home at the time. If the family cannot be contacted and immediate treatment is required, the student will be taken to the appropriate medical facilities.

DRESS CODE/UNIFORM POLICY

WYIS has a mandatory school uniform. All students (EC3-Grade 12) are expected to be well-groomed and wearing the required uniform daily, including during arrival to and departure from school. Families are expected to have enough uniforms for their children to wear throughout the week.

Rationale

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

Goals

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

Enforcement

If students fail to come to school in the appropriate uniform, the School will take the following actions:

1. The student will receive a warning for the first offense (The offense will be logged in PowerSchool, sent to the principal for a meeting, and the elementary students' parents will be notified.)
2. The second offense will result in the child changing into uniforms provided at school. The cost of the uniforms will be billed to families.
3. The third or subsequent offenses will result in the student sitting in an alternative location until the uniform issue has been resolved, the parent has been contacted, and a meeting with the parent and principal has been scheduled.

REGULAR UNIFORM

The following items constitute the WYIS regular uniform:

- Tops
 - WYIS logo'd short-sleeved polo shirt, either green or white (sold at WYIS)
 - WYIS logo'd long-sleeved polo shirt, either green or white (sold at WYIS)
- Bottoms
 - Solid-colored tan or navy/dark blue pants, shorts, skirts, or skorts (not sold at WYIS)
 - Additional guidelines about uniform bottoms are listed below

PHYSICAL EDUCATION (P.E.) UNIFORM

The following items constitute the WYIS P.E. uniform:

- Tops
 - WYIS logo'd short-sleeved, green P.E. shirt (sold at WYIS)
 - WYIS logo'd long-sleeved, green P.E. shirt (sold at WYIS)
- Bottoms

- WYIS logo'd P.E. shorts (sold at WYIS)
- Solid navy/dark blue pants (not sold at WYIS)*
- Additional guidelines about uniform bottoms are listed below

**The only acceptable bottoms on P.E. days are the WYIS P.E. shorts or solid navy/dark blue pants. Tan regular uniform pants are not acceptable on P.E. days. Black pants, which were part of our former P.E. uniform, are no longer part of any WYIS uniform.*

P.E. Uniform Additional Info

- ECC & Elementary
 - ECC and Elementary students are required to wear P.E. uniforms to school and all day on their P.E. days.
- Secondary
 - Secondary students are not allowed to freely wear P.E. uniforms to and from school on P.E. days. Rather, they must change into and out of their P.E. uniforms, depending on when their P.E. class occurs.
 - If the P.E. class is before lunch, students may wear their P.E. uniform to school. After P.E. class, students will be given time to change into their regular uniforms to wear for the rest of the day.
 - If the P.E. class is after lunch, students are required to wear their regular uniforms to school. They will be given time to change into their P.E. uniform before P.E. class but may wear the P.E. uniform through the end of the day.
- Footwear: Athletic shoes are required for P.E. class. Students not wearing athletic shoes for P.E. class will not be allowed to participate in P.E., which will affect their P.E. grade.

FOOTWEAR

All students must wear shoes that have a fully enclosed toe and back and that fit well. Sandals, slippers, clog style shoes such as Crocs™, or shoes with high heels are not allowed. Athletic shoes are acceptable and preferred on any school day.

HEADWEAR

Hats, caps, or beanies are not to be worn inside the building. If a student wears a WYIS hoodie, the hood has to be down and not covering the head or face as he or she enters and exits the building. Students wearing hoods in the classroom is up to each individual teacher's discretion.

LAYERS UNDER UNIFORM CLOTHING

Students may choose to wear layers under their uniforms (both regular and P.E.) for warmth or for other reasons. If a student chooses to wear layers under his or her uniform that are visible outside the uniform (leggings under shorts, for example), the layers must adhere to the following guidelines:

- Layers must be solid colored and either navy, grey, black, or white.
- Any logo, words, or other motifs must collectively be the same size or smaller than a student ID card (8.5cm x 5.5 cm).

OUTERWEAR

Students may wear their choice of outerwear to school to protect from cold temperatures. Inside the school building, however, students may only layer over their uniforms with official WYIS outerwear. Any visible outer layers (vests, jackets, etc.) must be the WYIS uniform or outerwear.

SPIRIT WEAR

On Fridays or other designated Spirit Wear Days, students may choose to wear WYIS Spirit Wear instead of their uniform top. Instead of uniform bottoms, students may choose to wear jeans on Spirit Wear Days.

WYIS Spirit Wear is defined as any clothing (primarily t-shirts and hoodies) designed by WYIS that contains the official WYIS logo. Any clothing that was not created by the WYIS marketing department and that does not have the WYIS school logo is not Spirit Wear and may not be worn on Spirit Wear Days.

If a student chooses not to wear spirit wear, he or she must wear the appropriate school uniform. All Dress Code/Uniform Policy rules apply to Spirit Wear Days the same as any other day.

UNIFORMS – ADDITIONAL GUIDELINES & INFORMATION

Following are additional guidelines that apply to all uniform items for all students:

- Types of material: Uniform bottoms must not be made of light-weight, spandex/lycra® type materials that are clingy. Denim or jeans of any color are not acceptable except on Spirit Wear Days. Athletic pants (in cotton knit or fleece, for instance) are most appropriate for the active styles of ECC and elementary students, but sloppy and slouchy sweat pants or athletic pants are not appropriate for students in any grades.
- Length/Modesty:
 - Shorts and skorts must be no shorter than mid-thigh length.
 - Skirts must be no shorter above the knee than 5.5 cm. (This is the length of the short side of a student ID card, which may be used to measure if needed.)
 - For modesty reasons and comfort when sitting or playing on the floor, we request students wear shorts or tights underneath skirts.
- Logos & motifs: Any visible logos, words, or other motifs must collectively be the same size or smaller than a student ID card (8.5cm x 5.5 cm).
- Condition: All visible uniform items should be in good condition and not faded, ripped, or frayed.
- Grooming: Students should be neatly dressed, not slovenly in dress or personal grooming, nor should they wear excessive jewelry or makeup.

To reduce the probability of losing uniform items, please write your child's name on the tag of any item that might be removed during the day (hoodies, for example). If a uniform item without a name is lost inside the school, it will be put in the "Lost and Found" cabinet in the cafeteria.

The WYIS Office staff is in charge of student uniform ordering services, and order forms are available at the reception desk during regular school hours. If you have questions, please contact the main office at 8423-8713 or wysisoffice@wysischina.com.

OTHER INFORMATION

USING ENGLISH AND OTHER LANGUAGES

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

CHANGE OF ADDRESS INFORMATION

WYIS needs to know when families relocate within the Wuhan area. For safety reasons, it is important that the School has a current phone number, address, and updated passport and visa information for every student enrolled. Any changes should be updated with the school office in writing.

NEW PARENT ORIENTATION

New Parent Orientation is required of all new parents before their children begin classes. At this time, new families are provided details on school policies—uniforms, lunches, busing, and other school matters—as well as customized information every new family needs to know for the success of their child at WYIS.

PARENTAL SUPPORT

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

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

CONFLICT RESOLUTION

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

First of all, the offended party is to go only to the party that offended him or her. If the person is a younger child, a parent may accompany him or her. It is not appropriate to discuss the matter with others who are not part of the problem or the solution. Most of the time, a candid and personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue at hand, it must be forgiven and forgotten.

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

If the two parties are still unable to come to terms on the administrative level, the problem should be brought before the school board. The Head of School should communicate the problem to the Chairman of the Board, who is responsible for presenting it to the rest of the board. Once the problem has been heard, the school board will make a decision that is final. Those who cannot

reconcile themselves to the decision need to consider moving on to another school where they feel their concerns can better be addressed.

AFTER-SCHOOL ACTIVITIES

The School offers after-school activities throughout the year to provide students opportunities to engage their minds and bodies outside the regular classroom. Activities typically run one quarter at a time and are taught by teachers, parents, and community members.

Students involved in after-school activities are expected to be responsible, respectful, and punctual, just as they would be in the regular classroom. In order to participate in after-school activities, students must agree to and follow guidelines provided by our after-school activities coordinator.

BUS POLICY

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

COMMUNITY SERVICE

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

EMERGENCY DRILLS

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

FOOD/DRINKS

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

INSURANCE

Parents are strongly encouraged to make provision for their child's own emergency insurance, as the School only provides a very basic emergency coverage for local injuries and may not cover the full extent of care.

LIBRARY

An outstanding balance in the library will result in report cards, transcripts, and diplomas being withheld until the balance is paid. Please review the library section of the school website for more information, or contact our library staff directly (library@wyischina.com).

LOCKERS

All secondary students are assigned lockers. Elementary students may be assigned lockers based on need and grade. Lockers should be kept locked at all times. The School is not responsible for any valuables missing from lockers. Lockers are school property, and as such are subject to periodic inspections.

LOST AND FOUND

A lost-and-found area is located in the cafeteria; however, please note that the School is not responsible for any lost property. The lost and found area will be cleared by donating items to a worthy cause on an annual basis.

PETS

Students may not bring pets to school without permission.

PHOTOCOPIES AND PRINTING

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

TECHNOLOGY USE

The School is equipped with a variety of tools to support learning. Students can participate in a 1:1 device program in grades 6-12, and a 2:1 ratio of students to computers in grades 1-5. Classrooms are equipped with iPads in Elementary. Students must sign and agree to the Technology Agreement in order to use the devices.

TELEPHONES

A telephone for student use is located at the reception desk. Students must ask for permission before using the phone. Students may bring their own mobile phones, though they may do so at their own risk and should use the phone only at specified times. Unauthorized phone use will lead to confiscation until the end of the school day. Loss or theft of personal devices is not the responsibility of WYIS.

TEXTBOOKS AND MATERIALS

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

ARRIVING ON CAMPUS

If you wish to drop your child off from a vehicle and leave immediately, you may do so in front of the WYIS main lobby or auditorium only. Please be brief in order to keep traffic moving. Please do not stop in the bus pull-out areas where students will enter or exit buses.

Please use the parking lot by the soccer field near the auditorium for all parking (no parking on the road), and from there you may walk your child to the school.

Elementary and secondary parents are encouraged to let students travel to their class on their own. Understandably, ECC parents may need to assist their child(ren) in getting to class.

Student Entrances

At the beginning of the school day, secondary students enter the Academic Building through the west doors, which open at 7:45 and close at 7:55. ECC enters through their classroom back door. Elementary enters through the east doors. These doors open at 7:50 and close for students at 8:00.

LATE ARRIVAL TO SCHOOL

Students who are late for school must enter through the main lobby where he or she (or a parent

and child) will sign in for school at the reception desk.

DISMISSAL AT END OF DAY (ECC & ELEMENTARY)

The following describes the ECC and Elementary end-of-day dismissal process.

Parent/Guardian Pickup Procedures

- Each parent is assigned a card for each of their children in grades EC3 through Grade 5.
- If you don't have the card for your child, you must go to the reception desk for approval.
- If you are picking up someone else's child, you must have that child's card or go to the reception desk for approval.
- If you have more than one child to pick up, you must go to each door where the students are being released.
- If one parent is picking up another parent's child, the parent of the child who will be picked up must inform the child's teacher before 12 noon on the day of pickup. If the teacher is not informed before 12 noon that day, the parent of the child to be picked up must contact the reception desk.

Where to Pick up Your Child

- EC3-EC5 will be checked out at their classroom's back door.
- Grades 1-5 will be checked out from the Performing Arts Building lobby. Each grade has a designated exit door.

Bus Rider Procedures

- Teachers will escort all students to their assigned bus.
- A WYIS bus monitor will be on every bus ride to and from campus.
- Students are not allowed on the bus without a WYIS staff member on board, and they cannot get off the bus without teacher or bus monitor permission.
- Students must be dropped off at their assigned afternoon location, unless the teacher is otherwise notified by the parent.
- Students must follow all school and bus policies on their daily commutes to and from campus.

DRIVING ON CAMPUS

All drivers on campus must adhere by the following rules:

- Drive slowly! There are many on campus, and driving slowly is critically important.
- Drive only on the perimeter road.
- Please do not make a U-Turn in the middle of the perimeter road; rather, use the parking lots.
- Inappropriate driving or parking on campus may lead to the loss of a campus driving permit.

Where to enter and exit campus (for non-bus riders)

Before school, the south gate nearest the French school is open for one-way traffic. Drive past the French school, around the back of campus, and exit at the north gate, nearest the WYIS office. Security staff are available to direct traffic.

VISITING CAMPUS

Visitors to the School must sign in with the receptionist and receive a visitor's tag as soon as they arrive inside the school. This is to ensure visitors' whereabouts are known in case of emergency or if they need to be contacted. If you have an appointment, the receptionist will direct you to the

meeting with the appropriate person. If you do not have an appointment, please make one with the receptionist 24 hours in advance.

Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. Visitors may only attend classes for one day. Visitors must comply with all behavioral regulations of the school.

This document was originally drafted in English and later translated to Chinese. In the case of any discrepancies between the two languages, the English language version shall prevail.

SIGNATURE PAGE

ABOUT US

At WYIS, our values-based philosophy is reflected in our teaching and lifestyle. All of our students attend daily Character Education or Character Development classes and weekly student assemblies where they learn positive character traits.

We desire for all students to become people who choose to act honorably in thought, word, and action. We therefore expect that students will not present others' work as their own, including, but not limited to, research papers, tests, and homework. Cheating is not tolerated. Students who present others' work as their own will be dealt with firmly.

We are committed to helping students become fluent English speakers. One language creates school unity and the ability to communicate and include all students. As a result, we insist students use only English during the school day. We also expect and need the support of parents in this endeavor.

By signing below, you agree that you have read the above paragraphs and understand their meaning.

STANDARDS OF CONDUCT

By signing below, you agree that you have read and will comply with the Standards of Conduct policies, including technology, presented in the Parent-Student Handbook.

PARENT-STUDENT HANDBOOK

By signing below, you agree that a) you have read the Parent-Student Handbook in its entirety; b) you have discussed the information in the handbook with your child(ren); and c) both your child(ren) and you agree to abide by the rules and regulations of the School as referred to in the Parent-Student Handbook.

Parent/legal guardian name *printed*

Parent/legal guardian *signature*

Date

Student name *printed*

Student *signature*

Date

