CHANGCHUN AMERICAN INTERNATIONAL SCHOOL
长春美国国际学校

Secondary School Handbook 2022-23
2022-23中学部手册
MYP1- DP2

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TABLE OF CONTENTS

I. CONTACTS
II. MISSION, VISION AND VALUES
III. SECONDARY SCHOOL TIMETABLE
IV. CALENDAR
V. SCHOOL ORGANIZATION
VI. THE INTERNATIONAL BACCALAUREATE ORGANISATION AND MISSION STATEMENT
VII. ATTENDANCE
VIII. STUDENT CODE OF CONDUCT
IX. ACADEMIC POLICIES AND ASSESSMENT POLICIES
X. UNIFORM POLICY
XI. STUDENT SERVICES
XII. STUDENT LIFE
XIII. CHILD PROTECTION POLICY

APPENDIX A – THE CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

I CONTACTS

SCHOOL OFFICE: Tel: 84581234-802/803
For all academic queries including messages regarding tardiness and absences, requests for report card reprinting and translation during meetings for teacher meetings, bus information.

FINANCE OFFICE: Tel: 84581234-240
For all financial related queries such as School fees/payments

RECEPTION DESK Tel: 84581234-240
General inquiry and lost and found.

Head of Student Services: Ciela O'Leary Tel: 84581234
ciela.oleary@caisschool.com
Issues regarding the social and emotional development of students.

Head of Student Life: Kristian Dumicic Tel: 84581234
kristian.dumicic@caisschool.com
Issues regarding student behaviour and Extra Curricular Activities (ECA).

University Counselor: Yvette Dauster Tel: 84581234
yvette.dauster@caisschool.com
All matters relating to university applications and future pathways beyond CAIS.

Middle Years Program (MYP) Coordinator: John Salgado Tel: 84581234
john.salgado@caisschool.com
Questions about the academic program
Advice on MYP subject selection and academic progress.
School Office MYP Contact: Demi Cui Tel: 84581234
demi.cui@caisschool.com

Diploma Program (DP) Coordinator: Santo Tel: 84581234
santo@caisschool.com
Questions about the academic program
Advice on DP subject selection and academic progress.
School Office DP Contact: Hyacinta Li Tel: 84581234
hyacinta.li@caisschool.com

Secondary Principal: Mark Andrews Tel: 84581234
mark.andrews@caisschool.com
Issues not resolved in discussions with either the subject teachers, home room teachers, Heads of Department or the IB Coordinators, or serious behavior issues.

II MISSION, VISION AND VALUES

Changchun American International School

MISSION
宗 旨

With passion, we:
Challenge. Connect. Create.

我们满怀热情地面对挑战、拓展联结、创造美好未来。

VISION
愿 景

Changchun American International School inspires its community to become passionate and responsible global citizens who will meet the challenges of the future by creating opportunities through a holistic education.

长春美国国际学校通过全人教育培育学生，启发社区成员成为有担当并能应对未来挑战的世界公民。

VALUES
价值观

We are PASSIONATE
We bring passion to our learning, our work, and our lives. We embrace diversity and strive to excel in our individual and collective passions.

我们充满热情
我们激发每一个人的热情，融入学习、工作及生活之中，成就自我、激励他人、共同成长。

We CHALLENGE
We challenge ourselves, others, and the broader community to continually grow and improve academically, socially, and emotionally.

我们勇于挑战
我们勇于向自我、他人及社区挑战，为在学术、社交和情感面不断进步。

We CONNECT
We make personal, local, and global connections that inspire us to be responsible global citizens.

我们彼此联结
我们通过建构个人、地区及国家之间的联接来激发自己成为富有责任感的世界公民。

We CREATE
We utilize our learning and knowledge to actively create a better today and tomorrow through meaningful action.

我们共同创造
我们学以致用，通过有意义的行动，积极创造美好的未来。

III SECONDARY SCHOOL TIMETABLE

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:50	Home Room	Home Room	Home Room	Home Room	Home Room	Home Room	Home Room	Home Room
7:55	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
8:00 to 8:55	A	G	E	C	H	B	D	F
9:00 to 9:55	B	H	F	D	G	A	C	E
9:55 to 10:10	Nutritional Break							
10:10 to 11:05	C	A	G	E	F	H	B	D
11:10 to 12:05	D	B	H	F	E	G	A	C
12:05 to 13:00	Lunch							
13:05 to 14:00	E	C	A	G	D	F	H	B
14:05 to 15:00	F	D	B	H	C	E	G	A
15:00	Dismissal – Bus Time #1							
15:00 to 15:10	Nutritional Break (for students who stay for ECAs and Extended Care)							
15:15 to 16:25	*Monday to Friday Rotation* Wednesdays – Staff Meeting and Compulsory Education Classes Extra-Curricular Activities (Monday, Tuesday, Thursday, Friday)							
16:30	Dismissal – Bus Time #2							

Changchun American International School
长春美国国际学校

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Changchun, Jilin, China, 130000
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CAIS SCHOOL CALENDAR FOR 2022-2023

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Aug.	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	W1
	29	30	31					W2

7.3-8.12 Summer Break
15-19 New Teacher Orientation
18-19 Teacher Prep Days
19 Return to School Day
22 First Day of School

8

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Sept.				1	2	3	4	
	5	6	7	8	9	10	11	W3
	12	13	14	15	16	17	18	W4
	19	20	21	22	23	24	25	W5
	26	27	28	29	30			W6

10-12 Mid-autumn Holiday
21 Early Release
29 Primary Sports Day
30 Secondary Sports Day

21

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Oct.						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	W7
	17	18	19	20	21	22	23	W8
	24	25	26	27	28	29	30	W9
	31							W10

1-7 Golden week Holiday
8-9 Professional Development Days (No lessons)
15-21 CIS/WASC Visit
26 PTC/DP Interim Reports

16

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Nov.		1	2	3	4	5	6	
	7	8	9	10	11	12	13	W11
	14	15	16	17	18	19	20	W12
	21	22	23	24	25	26	27	W13
	28	29	30					W14

12 IB Parent Workshop
23 MYP1 and MYP4 Assessment
25 Thanksgiving Day Half day

21.5

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Dec.				1	2	3	4	
	5	6	7	8	9	10	11	W15
	12	13	14	15	16	17	18	W16
	19	20	21	22	23	24	25	W17
	26	27	28	29	30	31		

3 Christmas Market
7 Early Release
21 End of Term 1
12-16 DP Exams
22-30 Christmas Holiday

15

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Jan.							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

1-3 New Year's Day Holiday
1.4-2.3 Winter Break

0

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Feb.			1	2	3	4	5	
	6	7	8	9	10	11	12	W18
	13	14	15	16	17	18	19	W19
	20	21	22	23	24	25	26	W20
	27	28						W21

1.4-2.3 Winter Break
6 Start Term 2

17

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Mar.			1	2	3	4	5	
	6	7	8	9	10	11	12	W22
	13	14	15	16	17	18	19	W23
	20	21	22	23	24	25	26	W24
	27	28	29	30	31			W25

11 IB Parent Workshop
22 Early Release
29 PTC/Interim Reports MYP/DP/SLC-PYP

23

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Apr.						1	2	
	3	4	5	6	7	8	9	W26
	10	11	12	13	14	15	16	W27
	17	18	19	20	21	22	23	W28
	24	25	26	27	28	29	30	W29

5 Tomb-Sweeping Day Holiday
9-10 MYP4 ZhongKao Art Mock Exam/English Listening Mock Exam
13 MYP3 Geography/ Biology Mock Exam
15 International Day
17-21 DP2 Final Exams
19 Early Release
23-24 MYP4 ZhongKao Art Exam/English Listening Exam
29 MYP4 ZhongKao PHE Mock Exam (Make-up Day)
27-30 DP2 World Exams

20

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
May	1	2	3	4	5	6	7	W30
	8	9	10	11	12	13	14	W31
	15	16	17	18	19	20	21	W32
	22	23	24	25	26	27	28	W33
	29	30	31					W34

1-5 May Day Holiday
1-19 DP2 Exams
7 MYP4 ZhongKao PHE Exam (Make-up Day)
8-19 MYP5 e-assessment
24 Early Release
27 DP Graduation Ceremony

19

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
June				1	2	3	4	
	5	6	7	8	9	10	11	W35
	12	13	14	15	16	17	18	W36
	19	20	21	22	23	24	25	W37
	26	27	28	29	30			W38

1-2 MYP4and MYP3 ZhongKao/HuiKao Mock Exam
12-16 MYP4-DP1 Final Exams
19-21 19 K2 Moving-up Ceremony; 20 PYP5 Moving-up Ceremony; 21 MYP5 Moving-up Ceremony
22-23 Dragon Boat Festival
25 Make-up Day
27-29 MYP4ZhongKao
28 Annual General Meeting
30 MYP3HuiKao
30 Last Day of School/Final Report Cards

21

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
July						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

5 MYP1 (Grade6) National Curriculum Graduation Exam
7.3-8.12 Summer Break

0

Remark: Dates are subject to change according to national holiday announcements.

Workshop/Training
School Events
Weekends
Holidays
IB External Exam
Exam Days for Chinese Students
CIS/WASC Visit

Total: 181.5 school days (1 snow day included)

V SCHOOL ORGANIZATION

CAIS is divided into two sections, the Primary & Early Years and Secondary which have three academic programs authorized by the IBO: The Primary Years Program (PYP, 5-11yrs), and two programs in Secondary, the Middle Years Program (MYP, 11-16 years old) and the Diploma Program (DP, 16-18 years old).

The Secondary Teaching Staff is composed of well-qualified and experienced teaching staff representing over a dozen countries. All teachers receive ongoing professional development from the IBO. Any teachers who join CAIS without prior IB experience are provided with IB training on their first year of teaching.

The secondary teaching staff meets regularly to share information and discuss the following:

Vertical and Horizontal Curriculum Alignment
Student academic and social progress
Student Health and Well-Being program
MYP teaching-related topics
DP teaching-related topics

The Whole School Academic Leadership Team (WSALT)

The Whole School Academic Leadership Team is comprised of the Head of School, the Primary Principal, the Secondary Principal, the Head of Early Years, the PYP Coordinator, the MYP Coordinator and the DP Coordinator. They are responsible for the organization, operation, physical facilities, and educational programs across the school, and all matters relating to staffing. The WSALT meets weekly to discuss whole school matters.

The Secondary Academic Leadership Team

The Secondary Leadership Team meets on a regular basis to discuss matters pertaining to general matters for Secondary students and programs in the MYP and DP. The Secondary Leadership team is comprised of the Secondary Principal, MYP & DP Coordinators, the Head of Student Services, and the Head of Student Life.

The Middle Years Program (MYP)

The MYP Coordinator is responsible for coordinating all aspects of the program. There is a separate handbook for students and parents covering the IB MYP at CAIS. The MYP coordination team meets when necessary to discuss matters pertaining to students and programs in the MYP. The MYP coordination team is comprised of the MYP Coordinator, the CP Coordinator, and the PP Coordinators.

The Diploma Program (DP)

The Diploma Program Coordinator is responsible for coordinating all aspects of the program. There is a separate handbook for students and parents covering the IBDP at CAIS. The DP coordination team meets to discuss matters pertaining to students and academic issues in the Diploma Program. The DP team is comprised of the DP Coordinator, the CAS Coordinator, the Extended Essay Coordinator, and the University Counselor.

The Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) exists to support and encourage parents, students, teachers, and administration to work together to provide the best possible educational and social environment for the school community. Parents automatically become members when their child enrolls in the school. Officers are elected at the start of the school year. Regular meetings are held as per the PTA Charter. PTA Charter.

The Student Council

The Student Council provides a forum for students to express their ideas and views on issues related to their school experience. It also allows students to contribute to school improvement. The Student Council is made up of officers who are elected by the students at the start of the year, as well as representatives from each class. The Student Council serves as the “voice of the students” and organizes activities such as spirit days, dances, and community service events throughout the year. All events and activities organized by the Student Council require the Principal’s and Head of School’s approval.

VI THE INTERNATIONAL BACCALAUREATE ORGANISATION AND MISSION STATEMENT

The International Baccalaureate Organization (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect**.**

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB offers students three programs: the Primary Years Program (PYP) for ISD students in kindergarten to grade five; the Middle Years Program (MYP) for ISD students in grades six to ten; and the Diploma Program (DP) for ISD students in grades eleven and twelve.

Through the *IB Learner Profile* and the commitment to *International Education*, ISD seeks to prepare its students to meet the complex needs of the 21st Century. The IB Learner profile seeks to develop students that are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

The concept of international education is defined according to the following criteria:

- Developing citizens of the world in relation to culture, language and learning to live together
- Building and reinforcing students' sense of identity and cultural awareness
- Fostering students' recognition and development of universal human values
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Providing international content while responding to local requirements and interests
- Encouraging diversity and flexibility in teaching methods
- Providing appropriate forms of assessment and international benchmarking.

Together, ISD and the IB are preparing students for success. For more information about the school or the programs please visit the school website and the International Baccalaureate Organization www.ibo.org

The Middle Years Program

The Middle Years Program (MYP) is designed for students in grades six through ten. It provides a holistic learning framework of learning that develops both academic and social emotional growth. Assessment of student achievement is measured using a criterion-related approach.

The Diploma Program

The International Baccalaureate (IB) Diploma Program (DP) is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities.

Students learn more than a collection of facts. The Diploma Program prepares students for university and encourages them to:

- Ask challenging questions
- Learn how to learn
- Develop a strong sense of their own identity and culture
- Develop the ability to communicate with and understand people from other countries and cultures.

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VII ATTENDANCE

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the student and parents. **90% attendance is required to attain credit for a course (maximum 20 absences).** This is for both excused and unexcused absences combined. Both excused and unexcused absences count toward the expectation of 90% attendance rate. The difference between the two types of absences is explained below.

Excused absences are:

- Illness. Any illness-related absence requires a signed doctor's note after the third consecutive day of absence. Doctor's notes must be submitted within 7 days of the student's return to school. Lengthy medical absences (exceeding 10 school days) must be cleared with the school within a week of diagnosis.
- Death of a family member.
- Embassy appointment or unavoidable doctor's appointments.
- Being sent home from school after being seen and treated by the school nurse and deemed unfit to remain for the rest of the school day.
- External competitions or assessments not sponsored by the school.

A student with an excused absence can make up the work missed and receive help from the teacher to understand the concepts taught. Parents need to contact the Secondary Office by 8:00AM the latest on the day of the absence to alert the school to their child's absence.

Unexcused absences include, but are not limited to:

- Absences on the first or last day of school.
- Days immediately before or after a school vacation or holiday.
- Absences for which a doctor's note or parent excuse are not submitted to the Secondary School Office.
- Leaving school sick without being seen and treated by the school nurse and deemed unfit to remain at school.
- Traveling for anything other than immediate student health concerns or death in the immediate family.
- The number of days missed will count towards the 90% attendance rate (20 days of absences) specified in the promotion/retention policy which could result in the student's retention in the current grade.

Expectations of the Parents

- Parents will support their children with responsible attendance at school.
- When it is impossible to have the student attend school because of a pre-arranged appointment that cannot be made outside the school day, or if the child is too ill to attend, parents must – **prior to, or on the day of the absence** – account for their child by making a phone call or sending a note apprising the school that the student is under the supervision of the parent.

Expectations of the Student:

- Students will only be absent when it is impossible for them to be in attendance.
- Students are to remind their parents that contact with the school must occur **prior to, or on the day of the student absence from school.**

Attendance Intervention Protocol

- Where deemed necessary by the subject teacher, a discussion will take place with the student regarding an attendance concern.
- If the attendance concern persists, a phone call will go home from the subject teacher indicating an attendance concern.

Hall Passes

- A student's first responsibility is to arrive to class on time. Should students need to be out of class, they will get permission from the teacher after arriving to the class on time. Hall passes are a privilege and not a right.
- Students may leave class with the permission of the teacher, but must carry an official hall pass to do so.
- Students are to go directly to and from the agreed destination in the shortest possible time. Students are not permitted to go to the cafeteria or the cafe while on leave from class.
- Students are not to socialize while on leave from class.
- A student must not enter any empty classroom or office at any time.
- When a student is requested to report to the office, an official note will come from Administration. However, students will be excused from class at teacher discretion.

Arrival at School

Students should not arrive at school earlier than 7:30 am when the school buses arrive, as there is no scheduled supervision prior to this time. Students are not permitted to play e-games while waiting for class to start. Homeroom starts promptly at 7:50 am. Students are expected to deposit their belongings in their locker and be present in their Homeroom before this time.

Students who arrive late

Students are expected to arrive on time at school, and at all their classes. Learning the responsibility of getting to class on time is an integral part of the MYP Approaches to Learning Skills, which prepares students for success. Instructional time is viewed as a precious resource. Teachers check attendance and record late arrivals for every class. Three times tardy equates to one absence. Those who are absent or late to school for any reason need to bring in a parent note or parents must contact the School Office.

Between *7:50-7:55am*

Secondary students are entered into the Managebac online registration system in their Homerooms, between 7:50 and 7:55am. Students who arrive in homeroom between 7:50 and 7:55 will be entered as late by the Homeroom teacher.

After 7:55am

Students who arrive after 7:55am need to go immediately to the School Office and inform the staff that they have arrived. They should not go directly to their first lesson. The School Office staff will then enter the student into the Managebac online registration system. The time of their arrival will be recorded. Students will then receive a note they can take to their teacher in their lesson.

Sign out policy

If a student needs to be signed out of school, a parent must come into the Secondary School Office and sign them out. Siblings, nannies, drivers, etc. may not sign out a student.

Permission to Leave School

- Any student needing to leave during school hours due to illness, or pre-arranged appointment, must receive permission from the office and their parents. Parents must come to the Secondary School Office to sign out the student.
- Appointments including for the doctor, dentist, orthodontist, etc. should be made for outside of school hours. Missing classes disrupts and inhibits learning and adversely affects student achievement.

Departure from School

All students must leave the school building immediately after classes end at 4:25. Students should not be in the corridors, at their lockers, or in the school building after 10 minutes of the dismissal unless accompanied by a staff member. They are not permitted to wander the school campus unsupervised. Students can only stay after dismissal if a member of the teaching staff provides direct supervision.
There is a waiting area beside the security guard room for the students who are waiting for their parents. Students should follow all the school rules in the waiting area.
Teachers will inform parents and the principal in advance if any activity is to be held after school, as well as provide a list of students involved in the activity. PARENTS MUST GIVE THEIR WRITTEN CONSENT.

Early departure of students from School

CAIS is concerned about student safety and well-being. If a parent wishes to request permission to take a student out of school for urgent reasons or if a student has a health condition that will necessitate an extended time away from school, please contact the School Office and make the appropriate arrangements.

In all instances of early dismissal requests, the following precautions will be taken to insure student's safety.

- Students who need to leave school for an urgent reason during the day must first go to the SCHOOL OFFICE and complete an Early Dismissal Request Form. A member of the School Office staff will contact the parents to verify the details before the form is submitted to the Principal/Coordinator for their approval. Please note that early dismissal for non-urgent reasons will not be approved.
- The student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- Only DP students may be released "on his/her own" with verified parental permission.

Attendance Related to Outside School Activities

- Students on field trips or other school activities such as a sports tournament or a school sponsored activity (such as MUN) will be recorded as present at school.
- Students attending such events are responsible for all work missed in their regular classes.
- Attendance on the days before and after a school sponsored activity is mandatory.

Work Missed During Absences

- It is the responsibility of the student to find out what work will be missed, and when possible, to complete it before or during his/her absence. All remaining work must be

completed by the student upon his/her return to school. Students can access ManageBac for all missed classes.
- Students absent for more than one day should ensure they are checking ManageBac and emailing their class teachers.
- Students arriving to school part way through the day as a result of an excused late/absence must contact those teachers whose classes they missed for assignments and/**or to make-up tests or quizzes given earlier on the same day.** Arriving late does not change a due date or assessment date.
- If students are in school for any period of time on test days or days when major assignments are due, they are responsible for taking the test and/or turning in the assignments.

Field Trips and Class Trips Attendance

- Field trips are a requirement of many subjects in the MYP and DP. Field trips will be arranged to maximize learning and to minimize disruption to other school functions.
- At least one week prior to the event, the trip organizer informs teachers of all students participating in an event that necessitates students' absence from school. Any students of concern with regards to academic performance will not be eligible to participate in any out-of-town trips.
- Participation in class trips is dependent on whether a student's good behavior throughout the year.
- Parent's permission is required for all school-organized trips.

VIII STUDENT CODE OF CONDUCT

Student Code of Conduct Overview

- The Student Code of Conduct flows from the Mission and Philosophy of Changchun American International School (CAIS), the IB Learner Profile and the Charter of Student Rights and Responsibilities (Appendix A) and assures that there are consequences for all behavior.
- The Student Code of Conduct applies to all school activities including evening and weekend events as well as school sanctioned trips, local as well as international.
- Students are under the authority of all of the teachers at all times in the classroom and anywhere on campus or while attending or traveling to and from school activities.
- Infractions of the Student Code of Conduct are divided into two categories: misbehavior and grave (extremely serious) misconduct.
- CAIS uses a progressive discipline approach when dealing with instances of student misbehavior and student misconduct – wherever necessary a differentiated approach is applied.

Examples of Misbehavior

- Disruptive or inappropriate behavior in class, or in the school generally.
- Disruptive or inappropriate behavior while traveling on school buses and/or failing to follow instructions from the bus driver.
- Littering, failing to put away garbage, making or leaving a mess in the classroom, the cafeteria or the hallways.
- Roughhousing, bothering other students, boisterous behavior.
- Failing to obey established classroom rules.
- Use of telephones or portable audio devices or other electronic equipment without the permission of a teacher.

- Continuous use of a language other than the language used in instruction.
- Other behaviors, which in the judgment of the school, disrupt the learning environment.

Consequences & Support for Misbehavior

- Teacher-student discussion to reinforce/remind expectations for behavior.
- Behavior reflection form.
- ECA time mandatory Behavior Support.
- Based on nature and frequency of behavior, counselors have the discretion to contact parents.
- In the case of inappropriate use of devices, confiscation of item.

Examples of Grave Misconduct

- Persistent misbehavior.
- Noncompliance or defiant, argumentative, or oppositional behavior toward teachers or administrators.
- Possession or use of tobacco products.
- Possession or use of illicit drugs or alcohol.
- Possession or distribution of pornographic material.
- Stealing or being in possession of stolen goods.
- Fighting, inciting violence, bullying, harassing, intimidating, or issuing threats.
- Making verbal or written statements that are bigoted, racist, sexist, or defamatory toward a person or group.
- Using foul or profane language.
- Violating the privacy of others or subjecting them to ridicule in any way including the use of electronic means such as email, photography, or audio recording.
- All forms of vandalism including graffiti (in any form, including liquid paper).
- Possession of a weapon or any behavior that could jeopardize the health and safety of others.
- Any form of plagiarism or cheating on an internal or external assignment or exam.
- Multiple suspensions.
- Other behaviors which in the opinion of the school constitute grave misconduct.

Consequence & Support for Grave Misconduct

Consequences may include:

- Referral to the Secondary Principal and contact with parents made where any of the following actions will be taken based on nature of incident:
    - Parental meeting, cautionary letter to file, mandatory counseling.
    - Compensation for damages or restitution of property
    - Student placed on behavior probation.
    - Loss of privileges (such as participation in school events, graduation)
    - In-school suspension
    - Recommendation for out-of-school suspension made to the Head of School
    - Recommendation for expulsion
    - Other consequences as determined by the Administration.

Drugs and Alcohol Policy

Changchun American International School will provide a drug and alcohol-free campus for all students. All students are required in school to avoid the use of alcohol, tobacco, non-prescribed medication, and other illegal drugs. This includes any product or substance that can be misused for mood enhancing purposes, such as huffing aerosol products.

- Drugs, alcohol, tobacco (including vapes/electronic cigarettes, and other products not used for intended purpose) are not permitted on the school grounds.
- Tobacco, including vapes and electronic cigarettes, is not permitted on campus.
- Prescription drugs (prescribed) must be kept with the school nurse and taken as per guidelines. Any prescription drugs found on a student that are not prescribed or kept with the nurse, will be deemed as a violation of this policy.
- This policy extends to any school-sponsored trip or afterschool activity. This includes transit to and from our School on school- provided transportation and in the immediate surrounding area of the school.
- Possession or use at our School or School-related functions will include being under the influence of alcohol or drugs, even if the actual consumption took place elsewhere.

In order to ensure our campus remains drug and alcohol free, CAIS will:

- Randomly search students' bags upon entry to school. Students will be responsible for the contents of their bags.
- Search a student's bag/person if there is a credible suspicion that drugs/alcohol or other substances may be present.
- All students' bags will be thoroughly checked by CAIS staff prior to any field trip.
- Students should not carry items for other students and will be held to the same consequence level if any items are found in their possession.
- If a suspicion is present that a student is under the influence of a substance, the parent will be called and asked to do a voluntary drug test with the student at a medical facility.

Violation of the Drugs and Alcohol Policy shall be handled as follows:

- A student who uses alcohol, non-prescribed medication, or other illegal drugs, including any product that can be misused for mood enhancing purposes, will be suspended, out-of-school, for 5 days on the first offense, 10 days on the second offense and will be considered for expulsion on the third offense.
- A student who is giving or selling any substance to another student will immediately be expelled from CAIS.
- Please note that students who are using drugs, alcohol and other illegal substances outside of School, and who seek help from the school counselor, will not be disciplined for admitting their drug use. They will receive counseling and confidential planning that respects the student's needs.
- Use of any tobacco related products or storing them will result in a 3-day out-of-school suspension. Continued violations will lead to dismissal from CAIS.

A student's record related to drug/alcohol use and consequences will be separate and non-cumulative between MYP 1, 2, 3 and MYP 4, 5, DP 1, 2 (Middle School and High School).

IX ACADEMIC AND ASSESSMENT POLICIES

Academic Support Procedures

- Teachers may detain students in their classroom for misbehavior or completion of work
- Teachers will contact parents when students are required to serve Academic Support.
- Academic Support may be assigned by the Administration at a central location in addition to the above.
- An effort will be made to notify parents of all school Academic Support and a parent meeting may be scheduled for repeat offenders.

Academic Concern

- Academic concern is one failure and/or MYP Total of 30 or below for 8 subjects for Grades 6 to 10 and one failure and/or a GPA of 1.8 or below for Grades 11 and 12. Parents will be informed of Academic Concern via a formal letter outlining support strategies.

Failing Conditions in DP

From the May 2015 session the following failing conditions to get Diploma Award are as follow:

1. CAS requirements have not been met.

2. Candidate's total points are fewer than 24.

3. An N has been given for theory of knowledge, extended essay or for a contributing subject. An "N" means there is no grade has been awarded for one or more of the following reasons:

- Withdrawal from the examination session

- Failure to complete one or more component of assessment

- A breach of regulations

4. A grade E has been awarded for one or both of theory of knowledge and the extended essay.

5. There is a grade 1 awarded in a subject/level.

6. Grade 2 has been awarded three or more times (HL or SL).

7. Grade 3 or below has been awarded four or more times (HL or SL).

8. Candidate has gained fewer than 12 points on HL subjects

9. Candidate has gained fewer than 9 points on SL subjects

Probation

- Students will be placed on probation when there is a serious concern related to attendance (including lates), behavior, or academic achievement. There will be a differentiation made between academic and behavioral probation.
- Students on probation will not be allowed to participate in any extra-curricular activities (school-related) however any student on probation may be allowed to use a contract for team/activity play/participation.
- The student's parents will be notified, and a plan of action will be developed.
- Academic probation is defined as any Grade 6 to 10 student with two failures, and any Grades 11 and 12 with a GPA of 1.5 or less.
- Repeated failure to submit assignments or to be present for class summatives may also result in a student being placed on academic probation.
- Probation will continue until the next official grade reports are issued.

Out-of-School Suspension and Recommendation for Expulsion

- Out-of-school suspension will be utilized after other disciplinary methods have been used, except when, in the opinion of the school, an immediate suspension is warranted.
- Suspended students are responsible for all schoolwork missed during the suspension. Students must make prior arrangements with School Administration to come to the school.
- When, in the judgment of the Director and the School's Administration, it is in the best interest of the school and the other students, a suspended student may be recommended for expulsion.
- Expulsion is a very serious disciplinary procedure. The student is removed from school for the duration of a term, a school year or permanently. The expelled student will not be allowed on campus after he/she is expelled.
- When a recommendation for expulsion is pending, a student will be suspended while a written recommendation for expulsion is prepared and presented to the School's Administration.

Appealing the Ruling of a Teacher

- Any disagreement or concern with a teacher should first be addressed with the teacher through an appointment arranged with the teacher.
- The concern must be voiced privately and courteously, and it should never be addressed during class time.
- Expressing concern with a teacher's ruling or judgment on matters publicly and/or during class time is an infraction of the Student Code of Conduct.

Acceptable Use of Information and Communication Technology

Students are to use IT equipment and access the internet in a responsible manner that is in keeping with the Students Charter of Rights and Responsibilities (Appendix A).

- Electronic communication from any location, including the student's home, regardless of time, including weekends and holidays, is within the purview of the school if, in the opinion of the school, it impacts its smooth operation or the well-being of any of its students or teachers.
- Students who do not use technology responsibly will be subject to consequences ranging from temporary loss of use, to suspension, or recommendation for expulsion.

- Students bring electronic devices to school entirely at their own risk. The school assumes no responsibility for student owned devices that are damaged, lost or stolen while they are at school or at school events.
- Taking photographs, audio recordings or videos is prohibited on campus without the approval of a teacher or administrator.
- Taking photographs of other persons, even after teacher permission has been given, is not allowed without the express consent of the person or persons being photographed.
- Violating the privacy or dignity of any individual using electronic means (photographing, recording, eavesdropping, or broadcasting electronically) shall be considered grave misconduct and subject to suspension and confiscation of the equipment involved. Depending on the gravity of the situation the violation could result in the loss of privileges (such as participation in graduation) or a recommendation of expulsion from school.

Supervised Study

- Diploma Program students are registered in Supervised Study. As with any class, students are expected to arrive on time and with appropriate materials to be engaged for the duration of the instructional block.

  This period is for:
  - Doing homework.
  - Checking in with DP teachers for extra help, after making an appointment.
  - Updating CAS.
  - Working on/completing the Extended Essay.
  - Meeting with Extended Essay supervisors.
  - Meeting with DP Coordinator regarding any/all DP issues.
  - Meeting with College Counselors regarding any college entrance and SAT.
  - Meeting with Counselors regarding personal and/or academic issues.

Student Evaluation: Assessment and Reporting

The purpose of assessment is to promote student learning, provide feedback and provide a criterion-referenced level of achievement.

Assessment in the IB

The aim of IB assessment is to support and encourage student learning. The IB places an emphasis on assessment processes that involve the gathering and analysis of information about student performance and that provide timely feedback to students on their performance. IB assessment plays a significant role in the development of ATL skills, especially skills that are closely related to subject-group objectives. The IB approach to assessment recognizes the importance of assessing not only the products, but also the process, of learning.

Summative Assessment (Assessment of Learning)

Summative assessments are defined as the culminating assessment for a unit, term, or course of study. A summative is designed to provide information on the student's achievement level against required subject-specific objectives. Summatives should happen for the most part in class.

Examples include:

Projects, presentations, performances, reports, persuasive writing, responses to problems or scenarios, tests, examinations

Formative Assessment (Assessment as and for Learning)

Formative assessment can take place before, during and after the content of a unit is taught. Teachers will develop ways of ascertaining students' prior learning so that they can plan appropriate learning experiences and teaching strategies.

Formative assessment (assessment for learning) provides teachers and students with insights into the ongoing development of knowledge, understanding, skills and attitudes of the students.

Formative assessment can also provide important opportunities for students to rehearse or refine performances of understanding as they prepare to complete summative assessment tasks.

Examples include:

Feedback for students as a result of conversations, observations, anecdotal records, checklists, continuums, rubrics, written feedback, oral feedback, peer and self-assessments, or practice versions of the summative

Report Cards and Parent Conferences

- Students are evaluated on a daily and ongoing basis. Students are encouraged to regularly discuss assignments, tests and homework with their parents.
- Students should encourage parents to address concerns directly with the teacher as they arise. There is no need for them to wait for the scheduled school wide parent conference. They should contact the teacher to arrange a meeting or a telephone interview.
- Teachers may send progress report emails throughout the school year.
- A final culminating assessment is administered in June.
- Students receive a progress report card at the end of January and the final report card in June.
- There are two sets of Parent-Student-Teacher conferences scheduled – one in the fall and one in the spring. Students are encouraged to accompany parents to the conferences.

Incompletes and No Grade at Reporting

- A student who, for a valid reason, has not completed any of the required work for a course at the end of the progress report or term, will be given an "INC" for inconclusive.
- In the event that a student has missed assessments in some criteria due to absence, it is the student's responsibility to ensure that work is submitted. Teachers will offer an academic support opportunity to catch up on missed work. If this opportunity is missed and no data is available to teachers, report card grades will be impacted.
- Under special circumstances, students may receive and NA (Not Assessed) in a subject report. This will be determined on a case-by-case basis in situations such as new student entrance or urgent medical care.

Homework

Purpose

Homework is an opportunity for students to consolidate their learning, receive feedback from a teacher, extend learning experiences beyond the classroom, and become an independent learner.

General Guidelines

- Homework is an integral part of the learning process.

- The amount of homework time required will vary, but it is essential that students spend quality time in independent study daily. Effective time management (ATL skill) and the ability to focus on the work at hand are more important than the length of time spent.
- Students can reduce the amount of time required for homework by using class time productively.
- Students should work in a quiet area free from interruption or distraction. The school library is available for student use before and after regular school hours.
- In addition to assignments, successful students read for recreation and relaxation and stay informed by reading newspapers daily.

Student Responsibilities

- Students are required to regularly check and use their CAIS email account and ManageBac.
- Record homework information accurately.
- Monitor all current electronic communication platform posts for all classes dail
- Complete all work to the best of their ability.
- Hand in the homework on time.
- Inform the teacher of any factor that has prevented the homework from being done.
- Take advantage of help outside of class time being offered by the teachers in order to be able to complete all assignments.

Teacher Responsibilities

The homework set by the teacher should be:

- *For the completion* of class work or *preparation* for new concepts.
- For the *reinforcement* of previously taught concepts.
- *For the Practice* of skills that have already been taught.
- As an *extension* of skills and concepts taught in class.

<u>Assessment of Homework</u>

- To promote good work habits and learning skills, teachers will check that students have completed homework assignments on a regular basis. However, students will not receive grades for simply completing homework.
- Teachers may assess homework by marking homework assignments, using homework questions in quizzes, or including homework assignments in the process marks for larger assessments.
- Assessed homework will be categorized under formative assessments and will not exceed 5% of the students' mark in Grades 11 and 12.
- Teachers will advise parents of chronic non-completion of homework by emailing the parents.

ManageBac Expectations

- All students must be enrolled for the electronic roster in each class.
- ManageBac is to be checked by students at least once per day.

Parent Responsibilities

Parents are asked to:

- Allow the student time to do his or her homework.
- Set up a quiet space at home that is conducive to doing homework.
- Encourage the child to complete homework.
- Support the child in providing resources, advice, and assistance with interpretation of information and instructions.
- Parents are strongly encouraged to check ManageBac regularly.

Late Assignments

Failing to complete assignments on time will negatively affect a student's grade. Our Secondary School policy is as follows:

MYP Grade 6-10

- All assignments are due on the date and time given by the teacher.
- The subject teacher will communicate to parents via email on the same day that the student has not turned in a summative assignment. Academic Support session date and time is communicated to the parents and the student. Academic Support will be supervised by the assigning subject teacher.
- The assignment is submitted at the end of the Academic Support. That submission will be graded and not available for a retake.
- If a student does not attend the assigned Academic Support session, the subject teacher enters NA (Not Assessed) on ManageBac and the following comment: "Assignment not submitted. Academic support provided and missed. Parents informed."
- It is the subject teacher's responsibility to ensure that all students submit summative assessments in order for grades to be available for reporting.
- If students are handing in assessments late more than twice in a subject class, the student will be assigned to mandatory lunch-time Behavior Support with counselors to discuss organizational and time management strategies. The above steps continue to be followed to obtain grades.

DP Grade 11-12

All assignments are due on the date given by the teacher.

WHEN A SUMMATIVE ASSIGNMENT IS LATE (GRADE 11 and 12):

- The teacher will e-mail the DP Coordinator and the Athletic Director immediately when an assignment is not handed in.
- The student is immediately suspended from all extra-curricular activities (i.e., CCPs, athletics).
- The DP Coordinator will contact the Athletic Director so that this is enforced and informs parents of the concern.
- The student has until the following day to complete the work.
- If the assignment is completed and handed in to the classroom teacher the next day, suspension from CCPs is over and the teacher informs the DP Coordinator and extra-curricular leader that the student can return to the activity.

THE DAY AFTER A SUMMATIVE ASSIGNMENT IS LATE (GRADE 11 and 12):

- If the work is still not completed, the DP Coordinator will contact the parents that the student will be in Mandatory Academic Support during the next supervised study block.
- If the student completes the work during this time and turns it in, then the student can return to CCPs.
- If the student does not complete the work by 4:00pm on the day one day after the due date, the student hands the completed portion to the subject teacher. The teacher will assess the completed work.
- If the student does not hand in any work, the student will be given a grade of zero. Parents will then be requested to attend a meeting with the DP Coordinator.
- If a student has more than two late assignments in the subject, the Head of Secondary and the high school counselor will provide additional support.

DP Grade 11-12: Missed Tests/Quizzes

- Students who miss an in-class assessment (test or quiz) should be prepared to write the assessment immediately upon their return to school. Students may be required to write a missed assessment during lunch, after school, or during supervised study (based on teacher's availability). This could be on the day of return (example: missed assessment in the morning is written at lunch or after school).
- If a student leaves during the school day prior to an assessment, s/he may risk receiving a zero on the assessment or the opportunity to complete that assessment (test or quiz).

DP Grade 11-12: Retake Procedure

- Retakes are granted on an individual basis and at the discretion of the teacher. A maximum of two assessments per subject per year can be retaken.
- Parents must be notified of the need for a retake of an assessment through email.
- Students must have demonstrated effort during the unit, completion of class assignments, and preparedness for the assessment in order for the retake to be granted.
- Students are required to participate in a minimum of two Academic Support sessions before a retake is granted.
- The mark earned on the retake is final. The previous grade is eliminated.
- Retakes will not be granted for midterm and final examinations.

Coordination of Major Tests

- Major tests are coordinated using the calendar on ManageBac to assist students in preparing properly for their assessments. An effort will be made to have no more than two summative assessments on a given day.
- This does not include retake tests that students are writing, nor does it include tests that have been postponed.
- Routine quizzes, daily assignments or long-standing major projects are not included.

School-wide Exams

- Examinations are to be written at the prescribed time or a mark of zero will be assigned. Students will not be exempted from examinations for personal or family reasons or, in particular, to travel. The only exceptions will be for hospitalization or bereavement due to death in the immediate family.
- Students will adhere to school dress code requirements. Students should not be wearing hats, hoodies or sunglasses. Students wearing a head covering may be subject to a check.

- When instructed to enter the examination room, students must do so in a quiet and orderly manner.
- The teacher makes the ultimate decision as to where a student may sit to take an examination.
- No food or refreshment other than bottled drinking water is permitted in the examination room.
- Students may take to their desk the following items:
  - Pens, pencils, eraser, geometry set, and ruler.
  - Plastic, see-through pencil cases are permitted.
  - Other materials may be permitted only if specifically stated in the proctor instructions for a specific examination.
- If a student realizes that they have accidentally taken unauthorized materials into an examination room, that student must notify a proctor immediately. Failure to do so may lead to an allegation of academic misconduct.
- Information technology items such as mobile phones, digital watches (iWatches), personal stereos~~,~~ cameras and any other electronic devices are not permitted in the examination room.
- Notwithstanding the above, students must produce and keep in a visible place, suitable to the proctor, any electronic item inadvertently brought into the examination room. Failure to disclose possession of such an item prior to the examination will be deemed to be academic misconduct.
- Calculators:
  - Students may use only approved calculators during the examination. Calculators can be brought to examinations only when specified by the instructor in the directions to the examination.
  - Students may not use or store data, programs or other applications in their calculator that may assist them to recall facts or formulae.
  - If required by the proctor, students must provide a list of information and programs stored on the calculator.
- The instructions given by a teacher/proctor must be obeyed. The teacher has the right to immediately expel from the examination room any candidate whose behavior is interfering with the proper conduct of the examinations.
- Summative assessment at the end of term is done in such a way that ensures each student works independently. It is used to:
  - determine eligibility for promotion
  - determine academic standing and awards
  - diagnose deficiencies for remediation
- It is, therefore, imperative that each student's work be his or her own. To use the work of another or to allow someone else to benefit from your work is academic misconduct.
- The onus is on the student to be above suspicion in the examination setting. Proctors will consider any suspicious behavior as evidence of academic misconduct. Students will not be given the benefit of the doubt in such situations.
- During the examination session, a student must not communicate in any way with another student. Failure to observe this constitutes academic misconduct.
- In the case of emergency, a student may be allowed to leave the examination room. Such leave is granted at the discretion of the teacher in coordination with the head proctor.
- Students will be supervised during a temporary absence. No communication will be permitted with any person other than the supervising teacher.
- No material may be taken from or returned to the examination room during an absence.
- Students who arrive late to the midterm or final examination, will only be permitted to enter the exam room at 2 alternative times:

        - 15 minutes after start time.
        - 30 minutes after start time.
- Any student arriving more than 30 minutes late will not be permitted to write the exam and will be awarded a zero.
- All work completed during an examination and submitted for assessment must be the student's own work.
- Students must hand in all examination papers, answer sheets, data booklets and scrap paper at the end of the examination.
- CAIS final exams for IB Diploma Program courses are conducted in accordance with IB examination regulations.

Academic Misconduct

- Students must do their own work in order to be assessed properly by teachers. Student behavior that obscures or invalidates fair evaluation of individual progress or achievement is academic misconduct.
- The onus is on the student to be above reproach. Suspicious behavior will be considered as evidence of academic misconduct.
- Students will be asked to turn in assignments via the plagiarism-checking website **turnitin.com**. Individual departments will determine cases of academic misconduct informed by the results of this website.
- Misconduct is defined as behavior that results in, or may result in, a student or any other student gaining an unfair advantage in one or more assessment components.
- Misconduct includes:
  - Plagiarism is defined as the representation of the ideas or work of another person as the candidate's own.
  - Collusion is defined as supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.
  - Duplication of work is defined as the presentation of the same work for different assessment components.
  - Any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, or misconduct during any assessment).

Consequences for Academic Misconduct

- All incidents of Academic Misconduct will be recorded with the behavioral counselor and placed in the student's file. Teachers will email the behavioral counselor and the IB coordinator (Grade 6-10: MYP, Grade 11 and 12: DP) the student's name, with title and date of assignment.
- Consequences for Academic Misconduct will include:

Grades 6-8:

  - Parent email sent.
  - Subject teacher conducts Academic Support session to redo the assignment. For collusion, both students attend Academic Support.
  - Students redo the work and new marks will be awarded.

Grades 9-12:

  - The student will receive a zero for the material in question.
  - Parents will be contacted.
  - Students redo the assignment to an acceptable level to ensure the material has been learned but no marks will be awarded.
  - Academic misconduct on a final exam or IB World Exam may result in loss of course credit, graduation privileges, in addition to other consequences stipulated by the IB.

Academic Distinction

International School Dhaka is proud to recognize individual student achievement as academic distinction.

There are two levels of academic distinction: *The Honor Roll* and *High Honors*.

Honor Roll

Minimum GPA 3.5 – Grades 11 and 12

Minimum MYP Grade – Grades 6-10

8 subjects: 42 total points (out of 56) and no score less than 4*

High Honors

Minimum GPA 3.8 – Grades 11 and 12

Minimum MYP Grade – Grades 6-10

8 subjects: 50 total points (out of 56) and no score less than 4*

*Note: In Grades 6-8 only ONE Arts subject counts. The highest achievement grade will be factored in.

*Note: Grade 10 students need a minimum score of 5 on their Personal Project to be eligible for Honor Roll and a minimum score of 6 on their Personal Project for High Honors.

Graduating with Honors

Graduating seniors will be presented with an Honor Sash to wear with their cap and gown. This sash signifies that the graduating senior obtained a minimum grade point average of 3.6 in grades 11 and 12 and completed 4 years of English, Mathematics, Individuals & Societies, and Science. Such a student must have been in attendance at ISD for at least grades 11 and 12.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian respectively occupy the first and second position for highest academic achievement based on the two-year cumulative grade point average for grades 11 and 12. Each year the valedictorian speaks at graduation on behalf of the graduating class. For students who are enrolled in the full Diploma Program, weighted GPA will be considered for a maximum of six courses.

X UNIFORM POLICY

The uniform promotes an atmosphere of respect and equality in a multicultural setting. The uniform assures that students dress with modesty and in good taste reflecting sensitivity to local culture. The uniform encourages students to appear tidy, comfortable, and well-groomed. Students must be in school uniform when coming to or leaving the campus. Students must wear the uniform when representing the school on field trips. Students must adhere to school dress policy on all regular school days unless specific non-uniform days are announced school wide.

By joining CAIS students and parents are agreeing to abide by the dress code and cooperate with school staff in its implementation. The CAIS dress code plays an important role in contributing to the ethos of the classroom and the wider school. An independent and mature approach to learning is one of the key aims at CAIS. As communicators, students must learn that appropriate dress is one of the first messages we send when greeted by and working with others. A CAIS education is only a short step to university and the world of work - a responsible dress code will prepare students for both worlds. We rely on common sense and the support of students, parents' and/or guardians' in helping maintain this dress code.

Uniform Days

Formal Mondays: MYP 1 - DP 2

- Students are expected to wear the "formal uniform" consisting of the short/long sleeve white shirt (tucked in), trousers/skirt, knitted vest and/or jacket. A matching necktie or bow tie may be worn.
- All black leather shoes or all black sports shoes must be worn. Socks are either black or white, without any prints. Tights should be solid black without prints or patterns.

Tuesdays - Thursdays: All students

- Students must wear a CAIS top and pants/skirts/shorts/trousers issued by the school. This may include any shirt, sweater or jacket issued by the school. This includes official CAIS club T-Shirts and sweatshirts. Students may wear clothing from teams or clubs from the current school year only.

Fridays and Make-up Days – DRESS DOWN DAYS: All students

- Students may wear any outfit which follows the general Dress Code.

Physical Education Classes: PYP 2 - DP 2

The school PE uniform consists of the following items:

CAIS physical education t-shirt
CAIS gym shorts or sweatpants
sports shoes

Swimming Days: All students

- On allocated swim days, each student needs to bring a towel, swim goggles, a swim cap, slippers, and sunscreen. Girls are expected to wear one-piece bathing suits for active swimming.

General Dress Code

Trousers

- All trousers should be worn around the waist - i.e. no underwear visible at any time.
- Leggings worn as trousers are only allowed if the top meets the skirt length requirement (see requirement below).
- Jeans or trousers should not have rips or tears

Skirts and Shorts

- Minimum length must be below the fingertips with arms straight by side and hand stretched out.
- Fishnet tights are not to be worn.

Tops

- Midriff and cleavage may not be exposed.
- No cut-outs in shirts/blouses allowed.
- Tank-top straps must be at least two fingers wide on all occasions.
- Singlets and sleeveless vests are not to be worn.
- No blouses to be worn off the shoulder.
- An under layer must be worn if a top is transparent.
- Shirts or tops must touch the waist of pants or skirts at all times.
- No inappropriate t-shirt prints (profanities, drugs, nudity, etc.)

Footwear

- Students are expected to wear closed shoes.
- All shoes should have backs or secure straps on back of shoe for safety and always remain tied.
- Flip-flops are not to be worn in school.
- The heel on shoes and boots should not be higher than 5 centimeters.

Hats

- Hats may be worn indoors on Free Dress days.
- Hats are to be worn in ways which do not obscure the face of the student.

Piercings

- Piercings are not permitted on the face or in the mouth
- Students can wear up to two discreet earrings on each ear. Large earrings are not allowed as these can get tangled up in clothing on stairways and lead to accidents.

General Student Appearance

CAIS students are expected to be well-groomed. Teachers who have concerns about appearance and hygiene can bring this to the attention of the homeroom advisor who will inform the student and/or parents.

- Facial hair should be neat, clean, and closely trimmed.
- Hair should be neat and tidy.

Tattoos

Any student tattoos should not be visible during school. They can find whatever way is most comfortable to cover the tattoo. Students will not be permitted to have visible tattoos on the face or neck or hands.

At all times

- No clothing is permitted with inappropriate language or symbols on campus (swear words, drugs, nudity, etc.)
- Jeans or trousers should not have rips or tears above the fingers when arm straight by side and hand stretched out.
- An under layer must be worn if a top is transparent.
- Shirts or tops must touch the waist of pants or skirts at all times.

Field Trips All Students

Students will be advised of appropriate clothing for field trips, days out and other out-of- school events.

Uniform Shop

All sizes are available for purchase in the school shop except for 200-cm pants. The few students who need this size can have the option of asking the school to contact a tailor from Bei Fang or have their own pants made provided that these are exact copy of the school-issued pants.

XI STUDENT SERVICES

Health

- The School Clinic is run by a qualified nurse.
- Each student must have a health history form completed by a parent on file in the School Clinic. This form includes health and immunization information as well as parental permission to administer first aid and non-prescriptive medication.
- Students are not to carry medication on their person. All medicines are to be dropped off at the School Clinic. The student must have a note from the parents stating when and why they are taking the medication. Prescription medications brought to school by the students must be left in the School Clinic with instructions on dosages and times to be administered.
- Students who feel unwell during the school day must alert their classroom teacher and the nurse will be called to minister to the student. Teachers will not send students to the clinic; however, the nurse will remove a student from the class if necessary. After arriving at school, a student may not leave campus for health reasons unless the school nurse or Secondary Principal has granted permission.

University Guidance/ Counseling

- From MYP 3 through DP2, the University Counselor works with students analyzing and evaluating their abilities, interests, skills, and achievement to develop immediate and long-range plans by advising students about what needs to be done to enter college that will help acquire their eventual career. Students in MYP3 and 4 are given tools to help them find those interests and abilities through assessments and research. For MYP 5 the University Counselor department works in tandem within the classrooms including instruction on more intense career exploration as well as attending college mini and worldwide fairs. Even, the IB curriculum provides opportunities to help in their discovery of different fields of interests. Our students are also encouraged to take the PSAT to learn where they are academically and take advantage of the tools offered on College Board website. In addition, each student has an interview with the University Counselor checking on his/her plans for the next year of their journey.
- Concerning DP1 and DP2 students, our main concern at first is to ensure they are on track to graduate and discuss post-secondary options. They will also be in attendance at our college and career fairs in the Fall and Spring. Since the majority of our students attend college after graduating, most of our large group activities related to post-secondary planning are focused on college planning. In tandem, we discuss the SAT/PSAT with this group while also administering the PSAT. Moreover, the University Counselor processes college applications, forms, and writing of letters of recommendation for seniors. Also, large group instruction is available targeting the college search process, admission requirements and the application do's and don'ts for not only the students but also the parents.

Library

- Library hours are 8:00am to 4.30pm.
- Students may access the school library web page for news, databases, the Destiny catalogue, and other resources via. This site is accessible from home and school. CAIS Library.
- Students in Grades 6 to 10 may borrow up to 10 books. Students in Grades 11 and 12 may borrow up to 15 books. When a student's library books become

overdue their borrowing privileges are suspended until the overdue book(s) is renewed or returned.

- Students will be reminded of overdue books on a weekly basis via emails sent to them and their parents. On a monthly basis Homeroom/English teachers will be sent overdue reminders for students in their classes. Report cards will be withheld until all library books, textbooks, and other resources have been returned or payment is received to replace lost items.
- Lost or damaged books and school materials will be charged at the rate of the cost of the replacement plus 50% for shipping and processing.

ICT Support

- Students can receive Information and Communication Technology (ICT) Support for computer problems by contacting ICT. The ICT Support office is located near the 3F Cafeteria.

Basic Minimum Requirements for the Bring Your Own Device (BYOD) Program

Due to the requirements of the academic programs in the PYP (PYP4-5), MYP, and DP, students are **required** to bring a charged electronic device to school each day. Our BYOD program is platform-independent, and our IT Team can provide support for both Mac OS and MS Windows. A CAIS student should be able to do the following with their electronic device:

- Connect to the school's WiFi network to access web pages, email and other Cloud platforms
- Download/install required software
- Connect to classroom projectors using tablet/laptop adaptors provided by the school
- Connect to speakers or headphones using a 3.5-mm stereo jack or via Bluetooth
- Backup all files to Cloud service
- Protect against malware, spyware, and other viruses by keeping the anti-virus software up to date on the computer
- Create documents (MS Word and/or Pages), spreadsheets (MS Excel and/or Numbers), and presentations (MS PowerPoint and/or Keynote)
- Create, read, and edit PDF files
- View, edit, and submit course related images (JPEG, PNG, and GIF)
- View course related videos via internet services (YouTube or Vimeo), or in common formats (AVI and MP4)
- Play or produce course-related audio (podcasts and MP3)
- Utilize webcam and microphone with proper software for recording video and audio

Laptops/tablets purchased within the last two years should meet the criteria above. If not, families should purchase laptops that meet the following specifications:

- Microsoft Windows 10 or latest or Mac OSX 10.12 as the operating system or latest
- RAM: 8GB
- CPU: 64-bit processor
- Storage: 256 GB SSD or higher
- Processor: Intel Core i5 (Dual core minimum or higher for Windows), M1 or M2 (MacOS)

Accessories:

- Charger with plug adapter for Chinese power outlet
- Headphones with microphone
- Adapter for VGA/HDMI/USB Type C
- Flash drive for back-up
- Tablet keyboard if applicable

In the Diploma Program, devices must run required course-specific software to master programming skills, such as JDK 15 or higher (latest release, March 2020); Eclipse IDE or NetBeans IDE for Java development. Support for students to install software on their personal MacBooks is available, which gives them the possibility to practice programming skills at home as well.

XII STUDENT LIFE

Deliveries for Students

- Items delivered to school during the day from home such as clothing, homework and class projects must be properly labeled with the student's name and grade.
- No outside deliveries are permitted. Students may bring lunch from home or participate in the school meal plan.
- Delivered items can be given to the guard who will forward them to the office. Students are not to go to security to retrieve delivered items.
- Students must pick up the item between classes. Items will not be delivered directly to the classroom.

Cafeteria Services

Students have a choice of bringing their own lunch or having a hot lunch supplied by the school (if ordered in advance for the whole semester or year). Information about the cafeteria lunch will be shared on a regular basis.
We encourage our students to eat healthy and balanced lunches that should include fruit and vegetables. Please provide your child with healthy snacks for mid-morning.
Please note that CAIS students are not allowed to order food or drinks from outside the campus and have them delivered during lunch.
Students should not be sent to school with chocolates, sweets or candies.
Students should carry a refillable water bottle at all times. Water is available from the water dispensers around the school.

During the lunch period, students are expected to display good manners and courtesy. Lunch should be consumed in the cafeteria. They are expected to clear their place and dispose of all trash appropriately.

Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Cafeteria Student Code of Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the Principal is not allowed.

XIII CHILD PROTECTION POLICY

Information for Parents and Students
Every student has the right to feel safe and free from harm while at Changchun American International School. We expect students to treat others with respect and that they will receive the same respect in return. Students should never allow themselves to feel unsafe without reporting it to someone they trust. Our students' well-being and safety is at the forefront of our mission. We believe that child abuse prevention and education is the key to keeping our students safe. Please look at the information contained in this leaflet to learn about the definitions of child abuse and neglect, and what to do if a student does not feel safe.

Neglect	**Physical Abuse**	**Psychological Abuse**	**Sexual Abuse**
Failure to provide for a child's basic needs.	Causing non-accidental physical injury to a child.	Non-physical abuse that may diminish a child's sense of identity, dignity, and self-worth.	Any act where an adult includes a child in a sexual activity.

We are committed, as a school, in the following areas to prevent child abuse and help children thrive in our environment:

- Background checks and screening for all CAIS staff
- School-wide curriculum on abuse prevention and healthy relationships
- Workshops for parents on topics of nurturing parenting, child development, and child abuse prevention
- Mandatory training for all CAIS staff in child protection and child abuse prevention
- A mandated Child Protection Coordinator for the school, as well as Designated Person for Child Protection (DPCP) for the school.
- A complete Child Protection Policy in which all stakeholders at CAIS agree to and follow
- An Internet usage policy agreed upon by our staff and students
- Full-time social-emotional counselor in the school

By enrolling your child at CAIS, parents agree to partner with the school in keeping children safe. This includes the following expectations for parents:

- Read and agree to the entire CAIS Child Protection Policy and follow behavior guidelines as set out in the respective divisional student handbooks and planners
- Bring any child safeguarding concerns directly to the attention of the DPCP at the school division of your child.
- Adhere to the Guardianship policy as outlined in the CAIS Child Protection Policy
- Agree to support CAIS by creating a safe and nurturing environment for your child at home

Students at CAIS should also be aware of the Child Protection Policy and go over it with their parents. If a student wants to report any safety concerns, they should be aware of the following:
Who should I tell if I am not feeling safe at school or at home?

Anyone on staff, including the Counselor. If you do not feel comfortable talking to a member of staff you may like to write him or her an email.

What will happen if I report what is happening to a member of staff?

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you the ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Head of School, Counselor, or Designated Person for Child Protection (DPCP).

What if I don't want the member of staff to tell the Head of School, Counselor or DPCP?

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the school then school policy states that the matter must be reported to the Head of School. If the staff member has no choice about reporting what you have told to someone else, he or she will explain to you exactly what will happen next. Remember, the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

APPENDIX A – THE CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

I have the right to learn. It is my responsibility to appreciate learning for its own sake, to be responsible for my own learning, and to do nothing that would impede the learning of others.

I have the right to a school environment that is conducive to learning. It is my responsibility to treat school property with care, to dress and act appropriately, and to assist in making the school a clean, healthy and orderly place.

I have the right to be treated fairly and to be evaluated fairly by my teachers. It is my responsibility to do my own work, to avoid all forms of plagiarism, and to do nothing that would give me unfair advantage on a quiz, test, examination, or assignment.

I have the right to personal dignity and privacy. It is my responsibility to respect the privacy of others and to treat them in a dignified manner.

I have the right to feel that I belong to the school community. It is my responsibility to be accepting of others, to share knowledge by learning collaboratively when it is appropriate, and to do my fair share in group work situations.

I have the right to my personal possessions. It is my responsibility to treat the personal belongings of others with respect.

I have the right to be respected as an individual and to be treated courteously by everyone. It is my responsibility to be courteous and to treat everyone else respectfully regardless of age, gender, rank, or the job that they do.

I have the right to feel secure at school and to feel good about myself. It is my responsibility to behave in ways that enhance the self-esteem of others.

I have the right to be heard and to express my point of view. It is my responsibility to listen to others, to hear their opinions courteously, to express my opinions in a civil manner, and to inform my own point of view through learning.

I have the right to be proud of my cultural heritage regardless of my ethnicity, language, religion, or nationality. It is my responsibility to be respectful of, and to learn about, the cultural heritage of others.