



**QINGDAO AMERASIA INTERNATIONAL SCHOOL**  
*Inspiring a lifelong love of learning*

**STUDENT AND PARENT ESSENTIAL  
AGREEMENT  
2018-2019**

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## **1. Code of Conduct/Behavior Policy**

We expect all students to carry themselves as compassionate, respectful, internationally-minded scholars, with grace and courtesy, and in a way that represents our core tenets as an IB and Montessori school. The IB Learner Profile, Positive Discipline, and Restorative approaches form the foundation of our general behavioral policy. In the event that disruptive, disrespectful, destructive, obscene, or hurtful behavior is demonstrated, students will face logical consequences for their actions and work to restore harmony in the QAIS community through verbal and written reflection, peace meetings with other students, and community and service activities that transform negative energy into positive. Suspensions from school will be used sparingly, as a last resort, and when all other interventions have failed, OR when student health and safety is at immediate risk.

## **2. Birthday Celebrations Policy**

**We do not have “birthday parties” at school. Please do not send any foods or snacks including cupcakes, cookies, or soft drinks. Balloons, party favors, candy, etc. are not permitted.**

### **Montessori Program**

The school will keep a record of each child’s birthday and celebrate each in a special manner called a Celebration of Life. Pictures of students from birth to present are an excellent lesson in history that is personal and fun. Your child will share these at circle time. Please consult with the lead teacher to send in pictures for your child to create his/her timeline and set a time when you can come and participate in the celebration.

### **Non-School Party Invitations**

Parties outside of school are a great way for children to meet and celebrate with classmates and other parents.

Please do not send invitations to be handed out in school. Also, talk to your child about limiting his/her birthday conversations to home and not school. Your cooperation with this rule will save other children from having their feelings hurt. Thank you.

## **3. Communication Policy**

### **Open Door Policy**

As a school community, we strive to resolve issues directly between the individuals concerned wherever possible, modeling respect for each other. As a means of support to QAIS families, the door of all administrators is always open to assist in the process of resolving issues or to talk over questions or concerns you may have about the school and its policies. The Administration welcomes comments, complaints or compliments.

As information filtered through multiple sources is likely less precise or reliable, we encourage parents to seek direct communication with those best informed about or able to address a situation.

## **Phone Calls**

During school hours, teachers and students are unable to receive calls. If you would like to communicate with your child or his/her teacher, call the office to leave a message. If it is an emergency, please contact the office, and staff will deliver a message immediately.

## **Confidentiality**

All QAIS employees are exposed to information related to students, parents, and co-workers. To protect the interests of these individuals, all employees will keep such information confidential.

## **Newsletters**

QAIS sends a Weekly Messenger by email every week during the academic year, to include upcoming event information, important school notices, and information about recent happenings in the school. You can subscribe to our newsletter on this link:

<http://qingdaoamerasia.org/sign-up-newsletter/>.

Please add: [Info@QingdaoAmerasia.org](mailto:Info@QingdaoAmerasia.org) to your address book to ensure that you receive this important communication.

## **Parent Hub**

For the convenience of our community, and in order to reduce our environmental impact, QAIS has moved our administrative forms and documents online. Whether you wish to notify us of your child's absence, order new uniform articles, change your child's dismissal arrangements, or give permission for your child to participate in exciting school trips, you can now do it online. You can access Parent Hub by visiting [QingdaoAmerasia.org](http://QingdaoAmerasia.org), and clicking the "Parent Hub" link in the top-left navigation bar.

## **School Directory**

A school directory will be issued each year with a list of student and parent names and phone numbers pending parent permission and signed authorization. This directory is intended solely for the convenience of the parents and school staff in arranging school and social affairs. It is not to be distributed to non-QAIS families, nor is it to be used for any solicitation or commercial purposes of any kind.

## **WeChat Notices**

QAIS has created a WeChat account to support communication between home and school. It is intended for informational purposes only as communications will be sent home from time to time regarding upcoming events, policy reminders, or a change in schedule. Whenever your child brings a notice home, QAIS will send an electronic notification also. Please make sure the office

has the current phone number of each parent.

Parents are requested to read the homework notebook (Primary), Monday Messenger, classroom newsletters, and other parent notices in order to keep abreast of school policies, educational issues, school programs, special events, and other pertinent matters regarding their family's involvement at QAIS.

### **School Website**

Please also visit the school website for additional information and updates on school policies and events, throughout the year: <http://qingdaoamerasia.org>

### **Managebac**

QAIS uses the web-based ManageBac system to support its organization of the school's program. Additionally, this system is utilized to support communication between home and school. Information related to your child's performance in school as well as end-of-term reports will be shared through this system. All parents and families have access to the ManageBac system and each account is personal and password protected. At the onset of the school year, access can be gained using your email address and password.

You can access ManageBac on this link: <https://qais.managebac.com/login>

If you have forgotten your password please indicate that during login or call the school to send you a reset link.

If you have forgotten your password please indicate that during login or call the school to send you a reset link.

For further information or trouble with ManageBac, please contact:  
[adminteam@qingdaoamerasia.org](mailto:adminteam@qingdaoamerasia.org)

## **4. Electronics Use Policy**

At QAIS, we are committed to our students' intellectual growth as well as their social- emotional growth. Many students benefit from using digital devices in class when permitted, however, we feel that students will benefit from face-to-face conversation during social time than with their electronics. We feel strongly that both social development and language development will flourish given more opportunities to experience the joys of human interaction and togetherness.

### **Agreement**

While electronic devices will be used regularly in classrooms for research and projects, electronic devices will not be permitted on campus between the hours of 8:00 and 3:40 Monday through Friday. Students should turn off their electronic devices as soon as they arrive at QAIS in the morning and keep them in pockets, backpacks, or lockers for the remainder of the day, unless a teacher inside a classroom permits their use for an assignment, or writes a note permitting their use to make up work during lunch.

**First Offense:** Staff warning and student must place electronic device in backpack or locker.

**Second Offense:** Staff will confiscate the electronic device and will keep the device safe

until 3:40 when it is returned directly to the student.

**Third Offense:** Staff will confiscate the electronic device and will keep the device safe until a parent can come to pick it up.

## **Laptops**

Our Bring-Your-Own-Device Program begins at Grade 5 as laptops will be used daily. Students are responsible for care of their own laptops. The purpose of the laptop is to engage students in interactive, multimedia platforms, deepen familiarity with technology, and boost comprehension. Laptops will be used for these purposes at school and at home.

Downloading of additional software or files by students is neither allowed nor acceptable. Often, downloaded music or game files obtained from online sources will contain viruses or malware. Downloading these to the laptop can cause serious problems for the laptop and other computers on the school's network. If a download is necessary, see J.D. Holtrop, the IT Director, and Mr. Jim for assistance.

Additional information related to the use of electronics at QAIS can be found in the Computers, Technology, & the Internet Use Policy attainable by school personnel. Use of laptops during class must be related to what is being taught. Personal web-surfing, emailing, chatting, or playing games during school time is unacceptable.

## **Cell Phones**

Students are permitted to bring cell phones to school; however, they may not be used during the school day. Cell phones may be used on the bus only to communicate with parents, and only after school hours - no cell phone use is permitted during field trips or other excursions during school hours. All student cell phones must be turned off once a student arrives on campus and cannot be turned on again until the student leaves the premises. If cell phones are turned on and used by students during the school day, teachers will take the phones and turn them in to the department head's office. Repeated offenses will require parents to come to school in order to pick up a child's phone.

## **5. Homework Policy**

### **Philosophy**

In the QAIS Lower School homework is seen as providing students with opportunities for meaningful and engaging continuations of learning from the classroom into the home when appropriate. Homework will support the development of five transdisciplinary skills (research, thinking, self-management, social and communication) as well as develop or deepen student understanding of concepts currently explored in the units of inquiry and /or subject areas.

### **Lower School**

Homework at QAIS will be given every night Monday through Thursday. No more than a maximum of 60 minutes of effective time should be spent on homework on any given night. The

following guidelines provide an overview of the kinds of homework given at each grade level.

### **Daily Reading**

In language, reading skills are developed through establishing a love of literature in a range of genres and forms. Therefore, students are keeping weekly reading logs with help from parents and teachers to celebrate and acknowledge the daily reading outside the school. In order to support overall language development, every student is expected to read and/or be read to by his or her parents every day. Reading homework for students with English as an additional language should also include regular reading in the child's first/mother tongue language as the research shows that proficiency in the child's first language determines the development of the proficiency in any additional languages learned.

### **The Development of Procedural Fluency in Mathematics**

In order to support the overall understanding of mathematical concepts it is important that attention is paid to developing confidence and fluency in a wide range of strategies as well as the developmental connections between the strategies and the sign and symbol system of mathematics.

#### **Grade 1**

- Reading log for 5 days a week (parents read to their child for minimum of 10 minutes each night)
- Daily word study assignment
- Daily exploration of math concepts
- Occasionally students may be given projects designed to be done at home in support of the current unit of inquiry, other learning in the classroom or other tasks that are connected to students' interest outside the school

#### **Grades 2 – 3**

- Reading log for 5 days a week (minimum of 15 minutes of reading every day)
- Daily word study assignment
- Daily exploration of math concepts
- Additional Language (EAL & Chinese) homework 5 – 10 minutes every day.
- Specific weekly reading assignments (assigned by the teacher)
- Occasionally students may be given projects designed to be done at home in support of the current unit of inquiry, other learning in the classroom or other tasks that are connected to students' interest outside the school. Generally these tasks will involve research and / or reflection and may, at times, be assigned over a period of weeks.
- Any additional homework given is based on goals identified in student portfolios, parent conferences, and report cards.

#### **Grades 4 – 5**

- Reading log for 5 days a week (minimum of 30 minutes of reading every day)
- Daily word study assignments
- Daily exploration of math concepts
- Additional Language (EAL & Chinese) homework 15 – 20 minutes every day.
- Specific weekly reading assignments (assigned by the teacher)
- Occasionally students may be given projects designed to be continued or completed at home in support of the current unit of inquiry, other learning in the classroom or other tasks that are connected to students' interest outside the school. Generally these tasks will involve research and/or reflection and may, at times, be assigned over a period of weeks. Any additional homework given is based on goals identified in student portfolios, parent conferences and report cards.

## 6. Illness Guidelines and Medical Exclusion Policy

Children frequently experience seasonal health effects due to changes in weather. In some cases, they may experience fever that can be regulated with medication. In other instances, children need to take medication for non-contagious illnesses. Please be aware that if your child experiences either of these issues, you must adhere to the following rules for their own health and safety as well as the health and safety of others.

If your child has a fever, you may not medicate him/her in order to send him/her to school.

*See below for further details.*

If it is necessary that your child take medication while at school, the medication should be delivered to school in its original packaging by you or via your child's bus monitor. A Medical Disbursement Form must be completed so that the nurse is clear and fully understands the directions as prescribed by your child's doctor. Following these easy procedures will ensure that all children are safe.

The Medical Disbursement Form can be found on the Parent Hub at [www.qingdaoamerasia.org/parent-hub/](http://www.qingdaoamerasia.org/parent-hub/).

Educating yourself about communicable diseases and other necessary policies of QAIS is important too. By doing so, you can help us to ensure that your child and everyone else in the entire school community is safe.

### Is My Child Too Ill to Come to School?

We cannot admit your child to school if one or more of the following conditions exist: The illness prevents the child from participating comfortably in normal school activities in the classroom.

The illness/injury requires more care than teachers can provide without compromising the health, safety, and supervision of the other children in the class.

A health-care professional has diagnosed the child with a communicable disease, and the child



does not have medical documentation to indicate that s/he is no longer contagious.

*See the chart below for more details*

The child has one of the following, unless medical evaluation by a physician indicates that the child is well enough to attend school:

**a.** A temperature of 37.2° Celsius or greater, accompanied by behavior changes or other signs or symptoms of illness.

**b.** Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavioral changes, or other signs that the child may be severely ill. *See the chart below for more details.*

Illness Guidelines and Medical Exclusion Policy Reference Chart	
Symptom	Condition for Return
Temperature of 37.2° C	Free of fever for 24 hours
Temp of 37.2 C plus one of the following: <ul style="list-style-type: none"> <li>• Severe cold with yellow-green nasal discharge</li> <li>• Cough</li> </ul>	Free of fever for 24 hours and note from clinic or physician stating child is not communicable
Ringworm of the body	After treatment and lesions are covered
Ringworm of the head	After treatment, lesions are covered, and note from the clinic or the physician stating that your child is not communicable
Skin lesions, impetigo, and scabies	Skin sores are healed or note from clinic or physician stating child is not communicable
Vomiting	Free of upset stomach and vomiting for 24 hours

Diarrhea (two or more loose watery stools per day)	Diarrhea free for 24 hours
Fainting or seizures or general signs of a communicable disease to which the child has been exposed	Free of symptoms or note from clinic or physician stating that your child is not communicable

**Medical Emergency Information**

**Communicable Diseases** During the year, it is sometimes necessary to contact parents and have them take their child home because he/she is ill or is suspected of having a communicable disease. If your child complains of feeling ill before school, we request that he/she stay home.

**Exclusion** QAIS has the authority to exclude students who are suffering or are suspected of suffering from a communicable disease. The periods of exclusion that we adhere to are as follows:

Type of Illness	Period of Exclusion
Chicken Pox (Varicella)	Incubation period is 12 - 14 days. Symptoms include fever, headache, and lethargy. Additionally, a red rash, with little blisters filled with liquid can be found on the body, arms, legs, face, genital area and scalp. It's common that the rash is itchy, with clear liquid present once rash is opened. Children may not return to school before 7-10 days and only after they are symptom free and any blisters are dry and scabbed.

Hand, Foot, Mouth Disease	Blisters may occur for 7 to 10 days on palms, fingers and soles of feet. Hand washing is important – once diagnosed by physician, the child must stay out for at least one week after the on-set of blisters or fever. No child will be permitted to return to school without physician consent in a written note.
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Head and Body Lice	Children are excluded until treated and nits are removed from hair and clothing.
Influenza (flu)	Contagious for 3 to 5 days from onset of symptoms, up to 7 days in young children.
German Measles (Rubella)	Contagious for about 1 week before and at least 4 days after onset of rash – exclude child and readmit on 8 <sup>th</sup> day fro onset of rash.
Measles (Rubeola)	Exclude child and re-admit on the 5 <sup>th</sup> day after the appearance of rash. No child will be permitted to return to school without
Mumps	Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter timeframe.
Pink Eye (Conjunctivitis)	Exclude child if there is pus-like discharge from eye(s) until at least 24 hours <i>after</i> the first dose of antibiotics.
Strep Throat/Scarlet Fever	May return after 24 hours of antibiotic therapy and if well enough to participate. No child will be permitted to return to school without physician consent in a written note.
Whooping Cough (Pertussis)	Re-admit 5 days after starting antibiotic treatment or after 3 weeks have passed since onset of cough (no antibiotic treatment)

If a child has any of the above communicable diseases, a doctor's letter is required to give permission for a student to return; the letter must state that the condition is no longer communicable to others.

### **Student Illness Reporting and Exclusion Policy**

Students, who are ill and not able to participate in the entire program/daily class activities, including outdoor recess, are expected to stay home until able to do so. If a student is going to be absent please call the office and report the absence and provide the reason with as much detail as possible. If a student is at school and begins vomiting, experiencing diarrhea or develops a temperature, parents will be notified and asked to pick up their child immediately.

**If your child has contracted an infectious disease, please inform the school immediately!**

Students should be excluded from school if they have a condition, which may be communicable to others (e.g. rash, sore throat or any *suspected* communicable disease). A student will be allowed to return to class when exclusion requirements of reportable communicable diseases are met or when the condition of minor communicable disease has cleared and when a doctor has given permission for the student to return; a letter stating that the condition is no longer communicable to others will be required. Any costs incurred to obtain a doctor's note will be the responsibility of the parents. If exclusion regulations have been met, but the student is still not participating/benefiting from the school program, parents will be notified of the school's concerns.

***\*Please note: If one of your children has a contagious disease such as the ones listed in the above chart, there is a high risk of transmission to a sibling. Therefore, in order to protect the larger community, the School reserves the right to exclude siblings from attending school, as well, to prevent possible spread of disease to others in the school.***

### **7. Nut-Sensitive Campus Policy**

In order to protect members of our community with nut allergies, QAIS strives to maintain a nut-sensitive campus, understanding fully that the school's ability to maintain absolute control over what children may or may not eat prior to entering campus is limited. However, parents are asked to please pay attention to the contents of any foods that children eat prior to or bring to school, doing whatever necessary to avoid exposing classmates to hazardous allergens. Nuts and ground nuts (including peanuts) are not permitted on QAIS campus in any form (including as oils, in cakes or as other foods)

All foods provided by the school such as snacks and lunch will be nut-free. In instances where outside vendors are participating in school events that take place outside of the regular school day (e.g. Family Fun Run, International Day, etc.), the school does not guarantee that all foods will be nut-free.

### **Background**

Peanut allergy requires stringent avoidance and management plans, as it is one of the most common food allergies in children, adolescents and adults.

Reactions to peanuts are often more severe than to other foods.

Peanut has been a leading cause of severe, life threatening, and even fatal allergic reactions.

Very minute quantities of peanut, when ingested, can result in life threatening reaction. Cross contamination is more likely to occur with peanut butter due to the adhesive nature of the peanut protein to other foods/surfaces.

### **Emergency treatment**

In the event of an emergency, the following guidelines will be met for emergency treatment: For any of the signs and/or symptoms observed with an anaphylactic child the first response is to follow the Anaphylaxis Emergency Treatment Plan: A.C.T.

- Administer the epinephrine auto-injector
- Call the hospital, stating you have an individual with anaphylaxis
- Transport immediately to hospital

### **Identifying nut free items for QAIS community members**

It is NOT practical to provide a list of 'safe' peanut/tree nut-free snacks. The contents of products and the lines on which they are produced change often and cannot always guarantee that their product is peanut/tree nut free. We encourage everyone to read the contents of the packages and **if** it says 'may contain' nut products – please do **not** send these items to school even for your child's personal consumption.

## **8. Off-Campus Activities Policies**

### **Neighborhood Walks Policy**

A great deal of learning at QAIS is not confined solely to the classroom, instruction sometimes takes place outside or is enhanced by neighborhood walking trips. We ask your permission for your child to participate in neighborhood walks for learning activities, not to exceed 1km from school.

### **Field Trip Permission/Policy**

Throughout the year, QAIS students participate in activities which take them beyond the walls of the school, to enhance their opportunities for academic growth, and to strengthen the bonds of our student community. As we continue to engage students through these meaningful activities, we are revising our notification process for this academic year.

QAIS excursions have consistently maintained high standards of planning and interest. A few of the trips taken by our students include:

- Exploring the Qingdao International Animation and Gaming Industrial Park
- Reviewing a 3D art presentation at the sports stadium
- Participating in athletic events such as basketball or football
- Participating in paintball or bowling as part of the QAIS Youth Club.

All excursions taken by QAIS students will adhere to the following standards:

- Notification will be sent home at least one week in advance.
- There will be one teacher or adult chaperone for every ten secondary students.
- Transportation that is not close enough to walk (the local neighborhood), will be in a large coach or school van, supported by current maintenance records and insurance.
- Destinations will be within 70 minutes drive from the QAIS campus, unless additional parental permissions are requested.
- If the students will be away during snack and/or lunch, those who are enrolled in the school nutrition plan will have their food provided by QAIS.
- Activities will comply with local laws and safety regulations.
- Adult chaperones will investigate the route and the site in advance, to be reasonably certain that there are no risks to student safety at any time.
- Adult chaperones will coordinate before the trip to share responsibilities for managing students and communicating with the school.
- The same behavioral standards apply to trips as to on-campus activities.
- Unless otherwise specified, physical activity will be limited to walking.
- Activities will be cancelled or postponed in cases where students' safe participation or objectives may be compromised. These cases may include (but are not limited to): Heavy rainfall or snow; air quality index beyond acceptable levels for outside activity; local or regional emergency situation; sudden closure of the activity.

## 9. Transportation Guidelines

### Bus Behavior

The following behavior is expected on the QAIS school bus both in the morning and in the afternoon:

- Sitting in seat with seatbelt on. **No switching seats!**
- Arms, legs, head etc. must remain inside the bus at all times.
- No objects of any kind will be thrown on the bus or out the window.
- Language and behavior are to be respectful and kind to drivers, bus monitors, and fellow students.
- Students are to help keep the bus clean and orderly.
- Students should keep their voices at a reasonable volume so as not to shout or disturb others.
- Students must follow bus monitor/chaperone requests
- Use clean speech and gestures that demonstrate cultural awareness and sensitivity to all students at all times.
  
- No food is to be eaten on the bus.
- Drinks are allowed on the bus. When students get off the bus, they must throw out their juice box or bottle in the plastic bag at the front of the bus.

## **Bus Stop and Pick-Up Guidelines**

To ensure the safety of our students, QAIS personnel, including Reception, bus drivers, and bus monitors will adhere to the following guidelines with regard to picking up your child from school or from the bus stop.

### **Meeting Children at Campus and Bus Stop**

QAIS requires that all parents designate an adult to pick their child up from school, or to meet their child when exiting the school bus. If the designated adult cannot come on a particular day, or if there is any other change to the child's pick-up, the parent should notify Reception of the new designee's name and contact number at least two hours in advance, either by email to [admin@QingdaoAmerasia.org](mailto:admin@QingdaoAmerasia.org) or by WeChat to the school's official account (QAIS\_INFO).

**Please Note:** Previous arrangements (Photo ID and name) of any new designee must be provided prior to any child being dismissed. Proof of identity will also need to be provided to the school office by any designee prior to the students' dismissal.

If a parent or other designee is not at the bus stop when the bus arrives, the bus monitor will attempt to contact the designee at the phone number provided. The bus will wait up to one minute before continuing along the scheduled route; if necessary, the bus monitor will arrange for the parent or designee to meet the child at a later stop on the route.

Parents may give permission for a child age 10 or older to walk home by himself/herself, by indicating this preference on the Essential Agreement Signatures form. In these cases, the parent acknowledges that QAIS cannot accept liability for incidents occurring outside of the bus or after leaving QAIS campus.

### **Contacting Bus Monitors**

The bus monitor's attention is to be on the safety of students. Please note that bus monitors are to use mobile phones only to notify parents of delays; in case of emergencies; or to receive notifications from school Reception. Unless there is some emergency, please do not contact the bus monitor while en route. Should the bus be later than usual on any day, the bus monitor will notify you.

## **10. Uniform Policy**

### **Philosophy**

At QAIS, we believe that a student's appearance has an impact on his/her attitudes and behaviors. The uniform policy helps maintain a sense of modesty and equality while educating students about appropriate dress for a particular time and place. QAIS expects every student to conform to consistent and acceptable dress standards and to observe the spirit represented by the uniform policy.

QAIS students are expected to appear clean and well-groomed. The QAIS school uniforms are intended to achieve a similarity of appearance, clearly identifying the students as part of QAIS, while minimizing competition and distractions among its students. Parental cooperation in the enforcement of QAIS uniform regulations is very important.



## General Guidelines

**Appropriate Dress** All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students are expected to adhere to the Uniform Policy/Dress Code developed for their particular level. Students and their parents have the primary responsibility for acceptable student dress and appearance.

- A student's dress, grooming and appearance, including hair style/color, jewelry, make up and nails, shall:
- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. Not include the wearing of hats on campus except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The Director or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of school and when necessary during the year and any revisions to the dress code made during the school year.

An individual student's failure to comply with the uniform/dress code regulations will be called to that students' attention. After repeated dress code violations, the parents will be notified.

## Division Guidelines

### Grades 1-5 Summer:

**PSPE Days** Polo shirt or Family Fun Run tee shirt; navy blue shorts or skirt.

**Non-PSPE Days** Girls: Short-sleeve blouse; blue dress, plaid skirt, or navy blue shorts; Polo shirt.

Boys: Short-sleeve button-down shirt; navy blue shorts; polo shirt.

### Winter:

**PSPE Days** PSPE track uniform or fleece uniform; tee shirt or long-sleeve polo shirt

**Non-PSPE Days** Boys Long-sleeve shirt; trousers; sweater or vest

Girls Long-sleeve blouse; plaid skirt, navy dress, or trousers; sweater or vest; leggings

## Special Events

Girls: either blue sun dress, white short-sleeve blouse, and bow tie; or plaid skirt or trousers, long-sleeve blouse, sweater/vest, and bow tie.

Boys: Same as non-PSPE day, plus tie.

**Grades 1-12 students who choose not to arrive at school with appropriate dress will be given a uniform to wear for the school day. The student will be charged a rental and dry-cleaning fee of 50 RMB for the day.**

## 11. Non-Bus Dismissal

QAIS is committed to doing everything we can to provide a safe environment for our entire community, from the moment each child is entrusted to our care in the morning to the time that he meets a guardian in the afternoon.

Children in Grade 7 and above are permitted to leave QAIS campus after dismissal, without waiting for pick-up by a parent or guardian. However, QAIS cannot accept responsibility for the safety or actions of our students once they have left the school's area of supervision. In order for parents to arrange for a child to leave campus without school bus or guardian, QAIS requires that parents sign the waiver below, releasing the school from liability for occurrences after your child leaves campus.

## 12. Smog Policy

QAIS is committed to the health and safety of its students and staff, and as such, has taken deliberate measures to reduce the deleterious effects of air pollution on our school community by placing air purification systems in all classrooms and common areas throughout the building.

This year, school will remain open **NO MATTER WHAT THE OUTDOOR AQI LEVEL IS**. On days when outdoor pollution is elevated, recess and PE classes will be held indoors. In our ongoing efforts to mitigate the harmful effects of pollution, we maintain a policy of Activity Guidelines by Air Quality Index:

**0-150 (Green):** No restrictions to outdoor activities including morning arrival, recess, P.E., afternoon dismissal, and out- door field trips for all students.

**151-200 (Orange):** PM 2.5 Masks are recommended for all students participating in outdoor activities including morning arrival, recess, P.E., afternoon dismissal, and outdoor field trips.

**200+ (Red):** All outdoor activities and field trips will be moved indoors or rescheduled.

Please be advised that the new *QAIS Activity Guidelines by Air Quality Index* is in effect throughout the school year. We ask that you please remind your students to keep a PM 2.5 mask in their backpack at all times so that it is easily accessible on high pollution days.

## 13. Gifts to QAIS Staff

QAIS staff are always grateful for the appreciation of their students and parents! When this appreciation is shown in the form of gifts, however, it is not something our staff can reciprocate with gifts or favours of any kind while they are still employees of the school. To avoid the possibility that any gift could ever cause feelings of obligation on the part of a staff member towards the family who gives it, the school limits teacher

to accepting only non-monetary gifts of a modest value or less and requires them to politely refuse gifts of a monetary nature, such as cash or gift cards. This policy is not meant to be rude; it is meant to avoid conflict of interest. Our staff's sole interest should be in the welfare of every child, with heartfelt fairness and justice.

#### **14. Parent Code of Conduct Agreement**

As a member of the QAIS community, I agree to use my thoughts, speech, and actions to promote harmony while I am on campus. I will strive to be positive and supportive in my speech and writing about QAIS, its students and faculty both in school, around Qingdao, in my online/digital presence, and on WeChat, and I will do my best to make a profound and lasting positive contribution to the community of students, parents, teachers, and staff there.

When I have questions about aspects of the school such as IB/Montessori philosophy, child-centered pedagogical approaches, inquiry-based, holistic instruction, or school policies and procedures, I will contact school administration directly to seek clarification before engaging in digital group chat about such matters, which I understand will reduce confusion and eliminate mixed messages about QAIS values.

I will approach and embrace all members of the QAIS family without judgment and will maintain a rapport with them that is always one of patience, kindness, openness, and optimism. I will remain flexible in my relationships with other parents in the community, as well as with QAIS staff, and will be respectful and appreciative of the cultural differences between the various ethnicities represented by the QAIS community as I strive to reach new levels of understanding through my daily interactions. I will cherish the opportunity to learn about and embrace new cultures and will promote empathy and unconditional acceptance of all ethnicities in my own family and with my own children to foster the development of international mindedness and global citizenship in them.

I believe in the QAIS vision of creating an IB/Montessori school for the sake of lifelong learning and growth and I understand that any negative energy caused by gossip, judgments against others, or harboring resentment may have deep and enduring negative effects on the community, which will prevent the QAIS family from achieving its highest potential. I will hold myself to the highest professional standards while I am a member of the QAIS community, and will be an ambassador for the school both in and around Qingdao.

When conflicts arise, I will strive to resolve them swiftly and directly without rancor or judgment, and will encourage my children and other parents in the QAIS community to do the same. I understand and believe that familial conflicts of a private nature should remain private, and I will work to resolve my private affairs without involving other QAIS parents, students, or school staff in such matters to garner support for my cause.

If conflict should arise between my child and other children at the school, I understand that the School has policies and procedures in place to resolve such matters peacefully, and therefore, I will not interfere in the School's method of handling such matters. If my assistance is requested, I will work peacefully and cooperatively with administration, heed the advice given to me, and work with my child to resolve such conflicts so that both parties walk away with a greater appreciation for one another, greater empathy, and greater acceptance. I trust that the "restorative" practices used by

QAIS to resolve student conflicts are in my child's best interest and teach children to become courageous, communicative, compassionate peacemakers. Therefore, I will not try to take matters into my own hands and impose on or interfere in the administrative processes and procedures that have been put in place for conflict resolution. I understand that I am not a QAIS staff member, and therefore, I will not speak directly with any children at QAIS who might be in conflict with my child, and instead, will work patiently with QAIS staff until student conflicts are resolved.

Most importantly, I will not allow conflicts between my child and others to create disharmony among other students, or their parents in the larger QAIS community.

I will support and participate willingly in school events and activities when my presence is requested, and when my schedule allows, such as unit celebrations, parent education events, concerts, plays, student conferences, observations, presentations, mother-tongue events, International Day, Family Fun Run, graduation, etc.

I understand that enrolling in QAIS is a choice I have made because I believe in the school mission and vision. Therefore, I will make a conscious effort to align my values with those of the school in my speech, in my actions, and when raising my children, and understand that if I find over time that my values are incongruous with those of the school, there are several other educational options in Qingdao to explore that might better serve me. I will take full ownership of my speech and actions in the QAIS community, and understand that if QAIS finds my values to be grossly incongruous with those of the School, the School reserves the right to withdraw admission for my child/children, since such incongruity will have an enduring negative effect on the School mission and vision.

I acknowledge and embrace the nobility of an IB/Montessori school, and will treat the experience of being part of the QAIS family as an opportunity to make human connections, to deepen my understanding of child-centered, inquiry-based, holistic approaches to learning, to experience the richness of life in an international school community, and to work with the school to enhance the skills of my child/children while promoting all ten attributes of the IB Learner Profile in them, as well as grace, courtesy, and respect.

I will strive to remain appreciative of the opportunity to contribute to life at QAIS and to bring a sense of calm, peace, order, warmth, and humor to the community so that QAIS remains a place of true joy, inspiration, and lifelong learning.