

**Qingdao Amerasia International School**  
**STUDENT/PARENT ESSENTIAL AGREEMENTS**  
**2016 - 2017**



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# 1. Birthday Celebrations Policy- Montessori and Lower School Programs

## 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.

## Montessori & Lower School Programs

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.

### *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.

## 2. 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 Monday 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, Qingdao Amerasia International School 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. Please also visit the school website for additional information: [www.qingdaoamerasia.org](http://www.qingdaoamerasia.org)

### Managebac

QAIS utilizes 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.  
For further information or trouble with Managebac, please contact [administration@qingdaoamerasia.org](mailto:administration@qingdaoamerasia.org)

### **3. Electronics Use Policy**

At QAIS, we are committed to our students' intellectual growth as well as their social-emotional growth. While students can enjoy the entertainment and ease of communication provided by devices like cell phones, iPods, iPads, and laptops in this technological age, we feel there are periods during the school day when students can benefit from more face-to-face conversation with one another rather than plugging directly into 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, Mr. Jim, or Mr. Lee 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 class 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.

## 4. Illness Guidelines and 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, as well as others, health and safety.

- 1) 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.
- 2) 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 should 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. (Please note: a Medical Disbursement Form can be found on the Parent Hub at [www.qingdaoamerasia.org/parenthub](http://www.qingdaoamerasia.org/parenthub).)

Educating yourself about communicable disease 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;
- 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, behavior changes, or other signs that the child may be severely ill; See chart below for more details:*
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. See chart below for more details:

Illness Policy Reference Chart	
Symptom	Condition for Return
Temp 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> <li>• Sore throat</li> <li>• Sneezing</li> <li>• Swollen glands</li> <li>• Skin rash</li> </ul>	Free of fever for 24 hours and note from clinic or physician stating child is not communicable
Ringworm of body	After treatment and lesions are covered
Ringworm of head	After treatment, lesions are covered, and note from clinic or physician stating child is not communicable

Illness Policy Reference Chart	
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 child is not communicable

## Medical / Emergency Information

Communicable Disease - 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.

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.
Head and Body Lice	Children are excluded until treated and nits are removed from hair and clothing.
Influenza	Contagious for 3 to 5 days from onset of symptoms, up to 7 days in young children
German Measles	Contagious for about 1 week before and at least 4 days after onset of rash - exclude child and readmit on 8th day from onset of rash. No child will be permitted to return to school without physician consent in a written note.
Measles	Exclude child and re-admit on the 5th day after the appearance of rash, No child will be permitted to return to school without physician consent in a written note.
Mumps	Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter time frame.



Pink Eye	Exclude child if there is pus-like discharge from eye(s) until at least 24 hours after the first dose of antibiotic treatment
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	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 the 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 a 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.

# 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.

### Pre-Primary (Toddler - Kindergarten)

We highly recommend that parents read to their children in their mother tongue every night, play with them, talk to them about their day, share their library books and visit the city of Qingdao with them as often as possible.

### 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 - 6



- 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 done at home in support of the current 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.

## Upper School- MYP & DP

### Philosophy

In the QAIS Upper 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.

Teachers are expected to assign reasonable amounts of homework to support this philosophy and to further extend the students' learning in valuable ways.

### Agreement

As is indicated in the QAIS Parent/Student Essential Agreement Contract, students are expected to put forth their best effort at completing and successfully accomplishing academic growth and development. Each student is expected to work hard at meeting all academic challenges, assigned tasks, and assessments. This expectation includes homework. Additionally, when students meet the demands and deadlines of all academic challenges, assigned tasks, and assessments they are entitled to quality feedback.

If students do not complete homework on time, students will be required to stay after school to complete the work with the teacher present. There are specific days that teachers may request students to stay at school for homework/assignment completion:

- Tuesday after school until 5:00
- Thursday after school until 5:00
- Friday after school until 4:00

If a teacher requests a child to stay, that teacher will notify the parent the day before the after school work session so that the parent can make arrangements for pick up. The school is not responsible for transporting students home who remain after school for homework assistance.

In the MYP, tardy submission of work by students will be recognized in the student's attitude grades and narratives (report comments) as appropriate.

Specific to the DP, students who repeatedly miss deadlines related to academic challenges, assigned tasks, and assessments, may incur in the following penalties, at the discretion of the teacher.

- Tasks late for 1 day will be penalized 5%
- Tasks late for 2 days will be penalized 15%

- Any task late for more than 2 days will not be accepted, and the teacher will automatically submit the grade of the task as zero.

Such penalties will be recognized in the student's attitude grades and narratives (report comments) as appropriate.

For further details regarding the QAIS assessment policies, see the QAIS Curriculum Handbooks.

## 6. 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, ground nuts, and peanuts are not permitted on QAIS campus in any form.

Additionally, it must be noted that all foods provided by the school (ie, snacks, lunch) will be nut-free. In instances where outside vendors are participating in school events that take place outside of the regular school day (ie, 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.

In the event of an emergency, the following guidelines will be met.

### 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

\*Note on listing 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.

## 7. 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 the 2016-2017 academic year.

Over the past two years, QAIS excursions have 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.
- 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.

## 8. Transportation Guidelines

### Bus Behavior

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

- 1) Sitting in seat with seatbelt on. **NO SWITCHING SEATS!**
- 2) Arms, legs, head etc. must remain inside the bus at all times.
- 3) No objects of any kind will be thrown on the bus or out the window.
- 4) Language and behavior are to be respectful and kind to drivers, bus monitors, and fellow students.
- 5) Students are to help keep the bus clean and orderly.
- 6) Students should keep their voices at a reasonable volume so as not to shout or disturb others
- 7) Following bus monitor/chaperone requests
- 8) Using clean speech and gestures that demonstrate cultural awareness and sensitivity to all students at all times.
- 9) No food is to be eaten on the bus.
- 10) Drinks are allowed on the bus. When you get off the bus, please throw out your juice box or bottle in the plastic bag at the front of the bus.

### Bus Stop and Pick-Up Guidelines

In order 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 (QingdaoAmerasia). 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, please expect the bus monitor to notify you.

# 9. 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:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. 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.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats on campus except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. 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 FOR 2016-2017

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## TODDLERS + EARLY CHILDHOOD

Toddler: Not Applicable. Students are free to wear the clothing of their choice.

Early Childhood: Children are expected to dress in uniform in accordance to the schedule below in Section II.

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## GRADES 1-6

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

Non-PSPE Days Girls Long-sleeve blouse; plaid skirt, navy dress, or trousers; sweater or vest; leggings  
Boys Long-sleeve shirt; trousers; sweater or vest

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

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## GRADES 7-12

Monday-Thursday *Students will wear their choice of QAIS buttoned shirt or Polo shirts with pants (boys & girls) or skirt (girls) every day. On P.E. days, students will bring their P.E. clothes to school and change in the locker rooms for P.E. and then change back into their more formal uniform for the rest of the day.  
\*Students are not allowed to wear P.E. clothes in class.*

Fridays *Students will enjoy a casual day and are free to wear their choice of appropriate clothing (See Guidelines for Appropriate Dress above).*

Special Events *Buttoned shirt tucked in and tie with pants (boys) or skirt (girls) and formal shoes.*

PSPE *Students are required to change clothes for Physical Education class.*

Special Events Girls *Blouse and skirt, dress, blouse and slacks, appropriate shoes, appropriate accessories*  
Boys *Slacks, button down shirt, tie, sweater or jacket (optional)*

\* 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.

## 10. Youth Club - Secondary

Secondary students are invited to attend Youth Club when it is offered some Friday nights from 3:45 - 5:55pm. Students meet at school to socialize and interact in a responsible and fun manner. Parents are responsible for providing transportation home from school. Parents may pick up their child(ren) from Youth Club earlier by notifying the Youth Club Coordinator. Youth Club activities are typically held on the first floor of the QAIS building. Parents should take the elevator down to the first floor and pick up their children from there. Parents will be notified when Youth Club will be held off campus for special activities (i.e. swimming, bowling, paintball etc.).

At 5:55pm students will be dismissed from Youth Club and asked to leave the QAIS premises. **THERE WILL BE NO SUPERVISION OF QAIS STUDENTS AFTER 6:00pm.** Please be sure to arrange transportation home for your child.

If a student chooses to leave Youth Club for any reason before 5:55pm, QAIS is not responsible for his/her supervision and will not be held liable for any accidents or incidents that may occur once the student leaves the QAIS premises.

Before signing this form, please discuss with your child the It is important that all students maintain clear communication about transportation home from Youth Club. QAIS will not assist students or parents in finding transportation home from Youth Club.

Dates for Youth Club events during the 2016-2017 school year are forthcoming.