QINGDAO AMERASIA INTERNATIONAL SCHOOL

Inspiring a lifelong love of learning

Student & Parent Essential Agreement
2020-2021

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1.0 Code of Conduct and Behavior

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.

2.0 Birthday Celebrations

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.

2.1 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.

3.0 Communications

3.1 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/suggestions, or compliments.

3.2 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.

3.3 Confidentiality

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

3.4 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 to your address book to ensure that you receive this important communication.

3.5 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 and clicking the "Parent Hub" link in the top- left navigation bar. The password for the school year 2020-2021 is: *children2021*

3.5 School Directory

A school directory will be issued each year by Parent Connect (PTA) 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.

3.7 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 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.

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

3.9 ManageBac
QAIS uses ManageBac system to support its organization of our school's IB program and to inform you of our curriculum and student performance (through scores, grades and comments) throughout the year. All parents and students have access to ManageBac and each account is personal and password protected.

ManageBac is available as a web page at this address: qais.managebac.cn/login
It is also available as well as free android and iPhone apps (please set the server to China).
For parents, it is possible to change the interface language of ManageBac to English, Spanish, Arabic, French, Chinese (simplified), Chinese (traditional) or Japanese.
Please contact mbrierley@qingdaoamerasia.org for setup, lost passwords or language changes with ManageBac.

4.0 Electronics Use in School
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 more 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.

4.1 Agreement
Electronic and digital devices should be used for academic use during school hours. When not needed, electronic devices should be switched off or in sleep mode.

4.2 Laptops
Our Bring-Your-Own-Device Program runs throughout the Upper School. Students are responsible for the 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.

4.3 Upper School electronic use expectations and sanctions
Using phones or devices in the halls between classes is discouraged. Playing games or inappropriate use at any time during class hours or moving between classes will lead to an escalating response as follows:

- Reprimand and/or discussion
- Confiscation of the device which will returned directly to the student at the end of school.
- Confiscation of the device which will be passed to a senior administrator who will release the device only to a parent.

Additional information related to the use of electronics at QAIS can be found in the QAIS Electronics Use Policy.

5.0 Homework 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.

5.1 Daily Reading
In language, reading skills are developed through establishing a love of literature in a range of genres and forms. Therefore, students are encouraged to read a variety of books as often as possible. If no homework is received on any day, then reading should be substituted instead.

5.2 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.

5.3 Upper School Homework Practices

Homework must only be assigned to students if it is both differentiated and meaningful.

Homework is given will be directly related to the work done in class or the unit of work being studied. It will only be provided when it will benefit the student with their studies at school and will not be provided at parental request to keep a student 'busy' at home.

We consider homework meaningful if it meets the following two criteria:

a. The work is directly related to the work done in class or the unit of work being studied. Homework is a continuation of work done in class and should not introduce new concepts. Additionally, is not work where assessment for learning or assessment of learning would normally take place. Work that meets this criterion includes reading, observing/watching, listening, reflecting, synthesizing, reviewing or finalizing work already conceptually understood.
b. The maximum total amount of homework that should be given each day is the equivalent of 10 minutes per grade level. This can be maximized by ensuring that the whole of class time is used for effective, high quality teaching and learning. Please be mindful that homework does not simply come from the subject disciplines, but also from the program core.

IB Class	Grade level	Maximum Time/evening (min)
MYP 1	6	60
MYP 2	7	70
MYP 3	8	80
MYP 4	9	90
MYP 5	10	100
DP 1	11	110
DP 2	12	120

The teachers, mentors and advisors of each grade level have joint responsibility to ensure that homework is given equitably and that the homework is recorded on ManageBac and also thoroughly explained to students.

All homework will be recorded on ManageBac.

5.4 QAIS Upper School Homework
At QAIS, we define homework as: "Work done outside of normal school hours, but not necessarily done at home."

We expect homework that is assigned by teachers to be stimulating, appropriately challenging and as rewarding as school-based work. We encourage students to develop their own interests for study (which may include work related to that learned within school) as part of our philosophy of developing life-long learners (see our QAIS Mission Statement).
We recognize that academic studies about the benefits and detriments of homework are inconclusive, and mostly determined by correlation rather than by an established causation. Therefore, we assume that homework, when assigned by teachers in moderation in the Upper School and when it is achievable independently by a student, is a positive force for learning.
At QAIS we believe that homework is valuable in developing an understanding and awareness in students that learning takes place away from the direct supervision of teachers in-line with our mission of "aiming to inspire life-

long learners."

John Hattie's analysis of 161 meta-analyses on the effectiveness of homework indicated that a small amount of homework is as effective as a large amount of homework, and that the most effective homework used skills based on work already learned in class and was least effective when project work.

In the upper school, homework should translate directly into work that promotes a deeper expertise of ATL (Approaches to Learning) clusters and individual skills.

There is evidence by correlation that burdensome homework is detrimental to a student's well-being. Therefore, as nurturing and encouraging a joy of learning are part of our core values we have adopted the advice from the Centre for Public Education that, "homework should be assigned judiciously and moderately," and we believe that homework must be purposeful with the reasons for the homework understood clearly by both teachers and students.

6.0 Illness Guidelines and Medical Exclusion Policy

Educating yourself about communicable diseases and other necessary policies of QAIS is important. By doing so, you can help us to ensure that your child and everyone else in the entire school community is safe. 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 you must adhere to the following rules for their own health and safety as well as the health and safety of others.

6.1 Medication in School

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/.

6.2 Is My Child Too Ill to Come to School?

We cannot admit your child to school if any 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.

The following are indicators that your child should stay at home:

- If your child complains of feeling ill before school.
- 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.
- A temperature of 37.3 °C Celsius or greater, accompanied by behavior changes or other signs or symptoms of illness.
- 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.*

Symptom	**Condition for Return**
Temperature of 37.3 °C	Free of fever for 24 hours without the help of medication
Temp of 37.3 °C plus one of the following: • Severe cold with yellow-green nasal discharge • Cough	Free of fever for 24 hours and note from clinic or physician stating child does not have a communicable illness

Ringworm on 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 does not have a communicable illness
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 does not have a communicable disease

6.3 Communicable Diseases

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). 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 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!

6.4 Medical Exclusion

QAIS has the authority to exclude students who are suffering or are suspected of suffering from communicable diseases. For all the illnesses listed below a written medical clearance must be presented to the school before a child is allowed back on campus; the letter must state that the condition is no longer communicable to others. 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 can return to school after 7-14 days only after they are symptom free and any blisters are dry and scabbed. They must get a medical clearance before returning to school.
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 will not be excluded from school but will be expected to begin lice treatment immediately upon diagnosis with lice shampoo and removal of nits.
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 re-admit on Day 8 from onset of rash. They must get a medical clearance before returning to school
Mumps	Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter timeframe. They must get a medical clearance before returning to school.
Pink Eye (Conjunctivitis)	Exclude child if there is pus-like discharge from eye(s) until at least 24 hours after the first dose of antibiotics
Strep Throat/Scarlet Fever	May return after 24 hours of antibiotic therapy and if well enough to participate. They must get a medical clearance before returning to school.
Whooping Cough (Pertussis)	Re-admit 5 days after starting antibiotic treatment or after 3 weeks have passed since onset of cough (no antibiotic treatment)
Norovirus	Symptoms include fever, vomiting, abdominal pain, diarrhea; Drinking rehydration

Incubation period 2 – 3 days.	salts will help with recovery. Child can return to school after having no episodes of diarrhea or vomiting without help of medication for 24 hours.
Rotavirus Incubation period is 6-7 days.	Symptoms include: Nausea, vomiting, abdominal pain and diarrhea. Drinking rehydration salts may help with recovery. Child can return to school after having no episodes of diarrhea for 24 hours. Children should bring a medical clearance before returning to school
Novel Corona Virus Disease （COVID-19）	Symptoms include: fever（≥37.3 °C） cough and fatigue, shortness of breath, sore throat. Student needs to go to a grade A designated hospital for treatment (isolation at home for 14 days) and return to school with the doctor's written medical clearance before returning to school.

*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 the possible spread of the disease.

6.5 Reporting Medical Absence

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. Then, complete the student absence form on the parent hub
https://qingdaoamerasia.org/student-absence-notice/

6.6 Returning to school after illness

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.

7.0 Nut-Sensitive Campus Information

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 bring to school or eat prior to coming 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 (e.g. International Day, Chinese New Year, Family Fun Day, etc.), the school does not guarantee that all foods will be nut-free. Parents are responsible for monitoring their children's eating activities during such events.

7.1 Peanut allergies

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.
Allergic responses to peanuts has been a leading cause of severe, life threatening, and even fatal allergic reactions. 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.

7.2 Emergency treatment of allergies

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.

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

7.3 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.

8.0 Off-Campus Activities and Neighborhood Walks information

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. By signing this form, you give your permission for your child to participate in neighborhood walks for learning activities and for field trips within Qingdao city and neighboring districts.

8.1 Field Trip Permission
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.

8.2 Excursion standards
QAIS excursions have consistently maintained high standards of planning and interest and 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 or every five lower school students.
- Destinations that are not within walking distance will require a bus or van with updated maintenance records and insurance.
- Destinations will be within a 70-minute drive from the QAIS campus. Journeys that are further afield will involve additional parental permissions.
- 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.
- A written health and safety assessment will be made for all activities
- 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.

9.0 Transportation Guidelines

9.1 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 to 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. Students may only drink water on the bus.
When getting off the bus, students must take their trash and deposit it in the trash bag at the front of the bus.

9.2 Transportation Guidelines: 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.

9.3 Transportation Guidelines: 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 or by WeChat to the school's official account (QAIS_INFO).

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. *Please Note: Previous arrangements (Photo ID and name) of any new designated adult 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.*

Parents may give permission for a child age 10 or older to walk home from a bus drop 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.

9.4 Transportation Guidelines: Meeting Children at Campus and Bus Stop
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 bus monitors while they are *en route*. Should the bus be later than usual on any day, the bus monitor will notify you.

10.0 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/she meets a guardian in the afternoon.

Children in MYP 1 (Grade 6) 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 a waiver releasing the school from liability for occurrences after your child leaves campus.

11.0 School Dress Code and Uniform

At QAIS, we believe that a student's appearance has an impact on his/her attitudes and behaviors. A uniform 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 engage in school spirit represented by our dress code.

11.1 Good grooming
QAIS students are expected to be 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 education of good-grooming and appropriate dress sense is very important.

11.2 Appropriate attire
All students are expected to dress in school uniform for official school functions including school photo days. Students are expected to adhere to the Uniform Policy/Dress Code developed for their particular grade level while students and their parents have primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance, including hair style/color, jewelry, make up and nails, must:

- 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 stable, closed-toe footwear at all times for Design and Science labs, PHE and in cases of emergency that require swift evacuation and/or the assistance of young students. Footwear, such as flip-flops or high heels, that are a safety hazard is not acceptable.
- Not include hats and head coverings worn in class except for a medical or religious purpose.
- Contain vulgar, obscene, offensive, libelous language/graphics or language/ graphics that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourages other illegal or violent activities.
- Not be torn or ripped even if designed to be worn in this way.

11.3 Consequences of inappropriate dress code
Administrators will inform 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.
Individual students with inappropriate clothing will be addressed directly. Repeated dress code violations will result in parents being notified. In some cases, students may be removed from classes until appropriate clothing is worn.

11.4 Dress code
For all students, Physical Education uniform may be worn on days when students have PHE.
MYP students must wear the appropriate summer or winter uniform for boys or girls although the polo shirt or dress shirt can be substituted for any shirt or T-shirt that has been issued for QAIS student activities (for example Robotics competitions, Theater performances, Family Fun days etc.).
DP students may wear school uniform or opt for smart business-like clothing.

12.0 Smog and fogs

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. Qingdao, as a coastal city, is particularly prone to sea fogs in early and late summer months. These coastal fogs are harmless although they may restrict visibility. In order to differentiate between healthy and harmful days, QAIS uses published Air Quality Indices (AQI) and our local and in-house air quality measuring instruments. In addition, QAIS has a rigorously tested and maintained air purification system within our main school building.

This year, school will remain open no matter what the outdoor AQI is. On days when outdoor pollution is elevated, recess and PHE 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 throughout the school year.

- **0-150 (Green):** No restrictions to outdoor activities including morning arrival, recess, P.E., afternoon dismissal, and outdoor 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 ensure each child keeps a PM 2.5 mask in their backpack at all times so that it is easily accessible on high pollution days.

13.0 Gifts to QAIS Staff

QAIS staff are always grateful for the appreciation of their students and parents. Sometimes students and parents want to give teachers or support staff gifts. While we really appreciate *thank you* cards we also need 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 the gift, and the school limits teachers to accepting only non-monetary gifts of a modest value. Any money or expensive gifts will be politely refused by staff members. This policy is not meant to be rude; it is meant to avoid conflict of interest.

14.0 Parent Code of Conduct Agreement

14.1 Creating a harmonious community
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.

14.2 Asking questions and resolving problems
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. I understand that this approach reduces confusion and eliminates mixed messages about QAIS values.

14.3 Working with our community
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.

14.4 Working collaboratively and cooperatively in our community
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.

14.5 Resolving conflicts
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 discord 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.

14.6 Aligning our values together
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 the IB and Montessori programs, 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.

14.7 Making ourselves and our community the best that it can be
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.

15.0 Celebrating Diversity Pledge

We, the QAIS community believe in embracing and celebrating diversity as a core value of who we are. Every student, staff member, and parent deserves to be treated with dignity and respect at all times. Our school was founded on the principles of honoring differences, developing global citizenship and promoting respect for all life. As a community, it is imperative that we show solidarity and constant vigilance to protect one another from speech, gestures, actions, and attitudes that could be interpreted as hurtful or disrespectful toward anyone due to their race, color, national origin, religion, sex, gender identity, sexual orientation, physical attributes, disability, age, or socio-economic status. We aim to love and respect one another so that we can bring our vision of a peaceful world one step closer to fruition.

16.0 Secondary Extended Learning (Period 10)

Students who are struggling to achieve the best that they are capable of will be given extra direct support by teachers during the school day, as mutual schedules allow, and/or during period 10 (extended learning time). Students may also be removed from study halls or electives in order to facilitate this.
These are mandatory sessions and will take place within 48 hours of any problems being identified.
When students are required to remain period 10, they will be responsible for obtaining transport back home on their own or with parental support. Parents are expected to sign Extended Learning Essential agreements to facilitate this process.

17.0 Force Majeure

An event beyond the reasonable control of the parties is referred to as a “Force Majeure Event” and shall include such events as an act of God or nature, accident, fire, flood, war, riot, civil unrest, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), failure of utility service or transportation; it shall not include an ability to pay Fees. Subject to express written agreement to the contrary, the Parent’s continuing obligations in respect of Fees shall not be affected by a Force Majeure Event, as the School shall use its best endeavors during the Force Majeure Event to provide education services. Please Note: In the case of campus closure, Distance Learning days will count as full school days. The school will not provide refunds of tuition fees for any period of campus closure as the full academic program will continue through online platforms. Refunds for transportation and nutrition will be prorated and issued to parents once campus re-opens.