

Parent Student Handbook

2010-2011



ACADEMICS CHARACTER TRUTH

Quick Directory

School Office 8608-1162

Please report any student absences with the reasons for absence to:

Vicky Wang Attendance issues vwang@cdischina.com

Jim Belcher Head Principal jbelcher@cdischina.com

Steven Dorgelo Elementary Principal sdorgelo@cdischina.com

Daniel Choe Secondary Principal dchoe@cdischina.com

Bill Gandy Guidance Counselor bgandy@cdischina.com

Karen Jiang Director of Chinese kjiang@cdischina.com

Linda Yang Busing issues lyang@cdischina.com

Steve Chen Financial issues finance@cdischina.com

Gina Yonkyung Cha Volunteering ykchoi@cdischina.com

Adelle Schanely Admissions aschanely@cdischina.com

HISTORY

Chengdu International School (CDIS) was founded in 1997 to provide an American educational program for the children of expatriates living in the Chengdu area. Classes began in the fall of 1997 on the campus of Jia Hao School.

Initially there were 18 students at CDIS and four full-time teachers. Classes were held on the third floor of the original building. In the fall of 1998, the school grew to 38 students and expanded to the second floor of the original building. In 2000 the school grew to 72 students and expanded the secondary program from seventh to tenth grade. Because of continued school growth, CDIS moved to the fifth floor of Jinguan Xincheng School in 2002. Construction of the current school building began in May of 2005 and on December 24, 2005, CDIS moved to its current campus.

CDIS has enrolled students from over 15 countries on five continents. In the 2009-10 school year enrollment grew to 240 students in pre-kindergarten through 12th grade.

CDIS belongs to International Schools of China (ISC), which is an association of six international schools in China: Tianjin, Qingdao, Shenyang, Wuhan, Wuxi and Chengdu.

CDIS is the oldest and largest international school in Chengdu. It is the only international school in Sichuan Province that is licensed by the Ministry of Education. It is accredited by the Western Association of Schools and Colleges (WASC) and by the Chinese National Center for School Curriculum and Textbook Development (NCCT) of the Ministry of Education of China.

PURPOSE

The purpose of ISC and Chengdu International School is to provide quality education, which prepares students for the challenges of the 21st century by allowing them to realize their full potential academically, physically, socially, and spiritually. This education is provided within a framework of Christian ethics and values, with the commitment to treat all cultures, customs, and religions with respect.

PHILOSOPHY

The educational philosophy of ISC and Chengdu International School is based on a God-centered view that all truth is God's truth and that the Bible is the inspired, authoritative word of God. Because God is the creator and sustainer of all things, the universe and man are dynamically related to God. Thus, all learning is accomplished in light of God's truth.

The International Schools of China school system is a private non-profit entity, established to primarily serve the students and parent community. Its aim is to provide a quality education in the tradition of classic, Christian ethics and values, which are in agreement with the purposes of the sponsoring organization, Leadership Development International (LDi). It is to be understood, however, that all cultures, customs and religions will be treated with respect. The school will commit itself to minister to the whole person. Therefore, its program is directed toward individual development and enrichment in the following areas: intellectual, physical, moral, spiritual, and social, incorporated into the areas of citizenship training, character development, personal values, and ethics.

Emphasis will be placed on instilling respect for all people and nations, but especially for the people and country of China, as the host nation.

Since learning is an unbroken activity continued throughout an individual's life, CDIS will provide education that fosters independent thinking, exploration and healthy experimentation as a life-long process.

Because change is a constant factor in life, education should encourage students to develop personal values and thinking processes, which will facilitate their intelligent adaptability to a changing society and world.

The ISC school system believes that each student is created as a unique individual and is of supreme worth. Consequently, the dignity and worth of the individual should be highly respected.

ISC believes that students vary as to inherent and acquired capabilities and that these differences must be taken into consideration in the educational process.

SCHOOL-WIDE GOALS

Chengdu International School students will become balanced individuals who realize their full potential:

Intellectually—as students who are...

- Prepared to achieve at a high level in any setting
- Creative, innovative problem solvers
- Proficient in English
- Self-motivated life-long learners

Physically—as students who...

- Develop and maintain healthy lifestyles through exercise and nutrition
- Make wise choices to care for themselves and others

Socially—as students who...

- Communicate effectively
- Conduct themselves appropriately and accept responsibility for their behavior
- Respectfully engage with others of differing personalities, ages, talents, cultures, and faiths
- Understand and appreciate Chinese language and culture
- Contribute positively to society

Spiritually—as students who...

- Recognize that God is the source of all authority
- Integrate faith with their daily lives
- Understand that all people have worth because they are made in God's image
- Serve others with humility

GENERAL INFORMATION

Non-Discrimination

Chengdu International School and International Schools of China do not discriminate on the basis of race, color, or creed. Enrollment and participation in all educational programs, including extra- and co-curricular, are open to students irrespective of race, color, or creed.

Office Hours

Office hours are from 8:00 a.m. to 4:00 p.m.

School Day

Typically, the school day begins at 8:00 a.m. and ends at 2:45 p.m. For our Foundation Class (and optional for Pre-Kindergarten), the school day ends at 12:00 p.m. Parents are responsible to get students to the bus stop or to school safely and on time. After paying a busing fee, students may ride the school bus. Students will be allowed to enter the school grounds beginning at 7:45 a.m.

Family Night

This year Family Night will be Tuesday evenings. We recognize that it is stressful for families to live in a foreign culture. We therefore encourage all CDIS families to spend at least one evening together in some type of activity that builds and strengthens the family. To support this goal, CDIS has a policy of having one “no homework” night. We strongly encourage parents to plan activities on Tuesday evenings to enjoy and strengthen your families.

Student Pick-up

Students may not stay after school unless they are involved in a school activity, meeting with a teacher, or using the library. CDIS does not provide child-care services. Students should be careful of traffic and only cross the street at intersections and in crosswalks.

School Year

The school year generally starts the third week of August and ends in the beginning of June. It is divided into two semesters of two quarters each. Each year, there are about 175 student school days on the school calendar. The school board may add at the end of the school year any days missed due to emergencies or unforeseen circumstances. A calendar is provided at the beginning of each new school year and it can be found on the school website.

Visitors

Visitors to the school must check in and out at the first floor reception room and receive a visitor's badge before walking around the school.

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

Change of Address Information

The school needs to know when families and emergency contacts change address or phone numbers. Please notify the registrar of any changes (registrar@cdischina.com). It is very important that the office has a current phone number and address for every student enrolled. Please keep the registrar updated with a current email address at which you can receive school communications.

Telephones

A telephone for student use is located in the main school office. Students must ask for permission before using the phone. The phone is only to be used in case of urgent communication or emergency. Student cell phones are not allowed to be turned on during school hours without permission. Students in grades 6–12 must keep their cell phones put away during school. Important messages to students can be given to the office staff who can then pass them along to students.

Open House

An Open House is held early in the school year to allow parents and teachers a chance to get to know each other. This time is used to introduce parents to their child's teacher and the course content. It is not a time for individual parent-teacher conferences.

Grading – Report Cards

The school year is divided into four academic quarters, which are 8 to 9 weeks in length. Each child will be graded in academic areas, and elementary students will also be given marks in work habits and social development. Report cards are distributed to students shortly after the close of each quarter. Parents will receive codes allowing online access to their students' PowerSchool grades and attendance.

Parent-Teacher Conferences

One week after the end of the first and third academic quarters, conference times will be scheduled. Parents will be encouraged to meet

with their child's teachers. This conference provides valuable information regarding the student's progress during the school year and allows the parent to share information with the teacher and to ask questions about their child's education. Communication between the teacher and the parent is *not* limited to this meeting—anytime you have a question about your child, please contact your child's teacher.

Standardized Testing

Each spring all students Grade K – Grade 10 take standardized tests. The *Stanford Achievement Test* (SAT-10), one of the most frequently used standardized tests, is given. Parents receive a copy of the test results and the school will use these scores to help evaluate your child's educational needs for the following year.

High School Testing

CDIS pays for all 10th and 11th grade students to take the PSAT in October. Students can register and pay for the ACT or SAT college admissions tests, which are offered several times throughout the year. Students may also register and pay for AP (Advanced Placement) Exams offered in May, whether or not they have taken an AP course.

English Speaking Policy

Students are required to only speak English in classes, assemblies, and at school events unless a teacher grants a temporary exception. Of course we want Chinese to be spoken in Chinese language classes. Outside of class time, students may speak English or Chinese, and will be allowed to greet a Korean adult in Korean. Students are encouraged to integrate and make friends with those who don't speak their native language.

Library

Library hours are from 7:50 a.m. - 4:00 p.m. Monday, Tuesday and Thursday; and 7:50 a.m.-2:50 p.m. Wednesday and Friday. All students need to bring their school ID card with them **every time** they come to the library. A student's ID card is also his library card for checking out books.

Library Rules

1. Respect others and the library facilities.
2. No playing or loud voices.
3. **No food or drink, including water.**
4. Computers are for research and homework only. No games, blogs, FaceBook, etc. If the librarian sees a student misusing a computer, he will be asked to immediately sign-off and will lose computer privileges for the rest of the day.

Please remember that visiting the library is a privilege that can be taken away if the rules are not followed.

Library Procedures

Checking Out Books

1. A student's ID card will also be his library card. No ID = No Checkout.
2. A maximum of 2 books at a time can be checked out for two weeks unless special permission has been given by the teacher or librarian. Students may renew a book one time.
3. If a student has an overdue book or an unpaid fine, he will not be able to check out another book until the overdue book is returned or the fine is paid.
4. For each day a book is overdue the fine is 1 RMB. If the book is overdue more than 30 days, it is considered lost and the student must pay for the book.
5. Overdue book notices will be given to students as reminders when books are overdue. Please return

your overdue books as soon as possible after receiving a notice.

6. Reference books (encyclopedias, dictionaries, etc.) may not be removed from the library. If you need to use a reference book, please make time in your schedule to come to the library to use these books.

Returning Books

Please return books before the due date to the box by the door that says “Book Return” during library hours.

Textbook Check-out

At the beginning of the school year, secondary school students will check out textbooks from the library with their respective classes. As soon as a student has checked out a textbook, he needs to *immediately* write his name on the inside cover of the textbook under the spot “Issued To”. This is important as it helps both teachers and students keep track of textbooks and their owners.

Important Note

Each student is responsible for the books and textbooks checked out under his name. It is very important for each student to keep track of books, especially textbooks that he has checked out. If a book or textbook becomes lost or damaged, it is the responsibility of the student who originally checked it out to replace it. Report cards, transcripts, and diplomas will be withheld until all the books are returned or all the damage or replacement fees are paid.

Textbooks

The school will provide student textbooks. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. Textbooks that are checked out to students for the school year should be *covered* with an additional paper cover to help protect against wear and tear. Students will be assessed fines, which are set by the textbook manager, if books are damaged or missing. Secondary textbooks that are found not stored inside a book bag or locker will be collected. They may be reclaimed in the school office for a 10 RMB charge. The money collected will go toward student benefits.

Physical Education (PE)

All elementary students have a Physical Education class once or twice each week. It is important for you to find out what day of the week your children have PE so they can wear the proper shoes for sport activities. If your child has any medical or physical limitations (i.e. asthma) please notify the classroom teacher and the school nurse. If you do not want your child participating on a particular day, such as your child is getting over a sickness, please write a note stating your wishes.

Middle school students (grades 6-8) are required to take PE and are required to have appropriate shoes at school. High school students (grades 9–12) may choose PE electives throughout their high school career. The minimum requirement for PE credits is 2.0 (4 semesters) and must be met to graduate.

Required Theology/Chapel Attendance

Chapel assemblies and theology classes are an integral part of CDIS. Attendance and participation is required for all students. No exceptions may be made to this rule. Chapel assemblies are held once a week. Theology classes are held daily or every other day on the block schedule and students receive an academic grade in these classes. For high school students, Theology grades are calculated into the cumulative grade point average (GPA).

The school will maintain an atmosphere of mutual respect and ensure the right of all students to make their own faith decisions, free of pressure or fear of disadvantage.

Student Activities

CDIS strives to provide opportunities outside of the traditional classroom environment to enrich your child's education. These activities include traditional Chinese holiday celebrations, field day, field trips and school-wide activities.

Holiday Productions

The school typically presents two programs per year. One is in celebration of Christmas and the other is in celebration of Easter. We believe that the exercise of children performing in front of an audience is an important aspect of a well-rounded education.

Class Size

The maximum class sizes at CDIS are set as follows:

Foundation class	10
JK/Kindergarten	16
Grades 1 – 5	24
Grades 6 - 12	24

Prior to accepting students beyond class caps, the school administration may request that the School Board adjust these figures where circumstances warrant.

Computers

CDIS is equipped with computers that are located in classrooms and at other locations in the school building so that students have a high degree of access to them for instruction, research and other educational projects. All school computers are part of a local network, and all have internet access as well. To help protect our students, safeguards are in place. These are not perfect, but will considerably reduce the possibility of students accessing inappropriate sites.

Software filters will block the ability to access most inappropriate Internet sites. Through monitoring software, teachers will be able to determine who accessed which sites, which computer was used and what software was used. Teachers will also supervise all students while computers are in use. In the elementary grades, students will be closely monitored while on the Internet. Secondary students will have less direct supervision, but their activity will be monitored through the monitoring software.

In order for your child to be allowed to use any computer at CDIS, the *Acceptable Computer Use Policy* must be signed by parents of kindergarten through grade five parents. By signing it you are acknowledging you have read it and discussed it with your child. All secondary school students (grades 6–12) must also sign the use policy before using any computer.

Identification Tags (Name badges)

All students will be issued a CDIS identification card at the beginning of the school year. This must be presented at the gate for morning entrance into the school campus. Students without ID will sign a sheet at the guard's station. A student who arrives a 3rd day to school without an ID card will be charged 20 yuan for a new card.

Lunch

The CDIS cafeteria serves a variety of western and Asian hot lunches daily. Please communicate with your child and the school so that we can get accurate lunch orders. Students may pay in advance for as many lunches as they wish. ID cards will be scanned when students eat lunch and money will be deducted from their prepaid lunch accounts. Please help us by keeping money in your child's lunch account. The other option is for your child to bring his/her lunch from home. Microwaves are available for student use with staff oversight. Please be sure that the lunch box or bag is labeled with your child's name.

Cups

Each student is encouraged to have a cup with some sort of lid, labeled with his or her name. These cups will be used for drinking water throughout the day, during lunch, and during physical education.

Lost & Found

Anything found unattended around school or on the bus is put into a "lost and found" box. If your child loses an item, he or she may come to the school office and check to see if it has been found. Please label any items that are brought to school such as lunch boxes, cups, coats, jackets, and shoes. Periodically, the lost and found box will be cleaned out by donating items to a needy cause.

Photocopies

Students may use the school photocopy machine for personal use. The cost for one B/W A4 copy is 0.50 yuan RMB and payment must be made at the time of service. All student copies must be paid for, even if they are school related.

Insurance

Students are not covered by any insurance policy for accidents/death that occur during school hours. Parents are encouraged to provide their own insurance in case of an emergency.

Fire Drills and Emergency Building Evacuations

Every quarter, the school will conduct at least one fire drill or emergency evacuation. Students are expected to follow all directions of their teacher. In an emergency, students should evacuate the building using the nearest stairways. They should leave the building in a quiet and orderly manner.

National Emergencies

CDIS is in communication with the American Consulate in Chengdu. You are encouraged to contact your own embassy in case there is a need for an evacuation.

ATTENDANCE POLICIES

General policies

Parents should notify the office by 9:00 a.m. on the day in which a student is absent. The reason for the absence should also be given at this time. Absences are considered excused when children are ill, have medical appointments, or there is a death in the immediate family. Students who are absent for more than three days in a row must bring a doctor's excuse to school; otherwise, the absence will be considered unexcused. Even though a student may have parental consent to be absent from school, the principal, or his designee, reserves the right to decide the validity of the absence. For excused absences, students have two school days to make up each missed day's work.

Students who arrive at school late must check in at the 2nd floor office before they will be admitted to class.

Please notify the school office for planned absences stating clearly the reason for the request. In order for students to receive credit for classes missed during a family vacation or business trip, prior notification must be given and administrator approval must have been received. Teachers may require any work to be done in advance that they deem necessary. Teachers will also work with parents to give them a reasonable idea of the work that will be missed. Teachers may choose to tell students what to make up after the student's return.

Early Release

If a student needs to leave school before the end of the school day, he/she must have a note from a parent. Students will not be released early without a note from a parent.

Withdrawal

Withdrawal is the early removal of a student from the school roster. If possible, parents must notify the office at least two weeks prior to the date that the student plans to leave. As a rule, a student may not withdraw more than two weeks prior to the end of the quarter and still receive credit for the course.

Secondary Policies

Unexcused absences

For unexcused absences, a student will receive a zero for every assignment or test falling on that day. **A high school student will not receive credit for a course if the total number of absences (excused or unexcused) exceeds 10 for any semester, unless special permission is granted by the administration.** Note: high school students have been denied credit in recent years because of excessive absences—no refund of tuition is given.

Tardiness

Students are expected to be in class on time. After a third tardy in a quarter, the student will receive a detention. After a fourth tardy, a student will receive a longer detention as well as a conference with an administrator and his/her parents. The tardy count will start at the beginning of each new quarter.

ILLNESS AND INJURY

Policy

As a small educational institution, Chengdu International School is not equipped to care for medical emergencies or provide attention beyond basic first-aid. Basic first-aid care that is provided includes applying a cold pack, assisting a child in washing, applying antiseptic and putting a Band-Aid on the wound, taking a student's temperature, and making a student comfortable while waiting for parents to arrive. The responsibility of the school is to notify parents so they can arrange any medical treatment they deem appropriate.

Registered nurses are on campus three to four days per week and available on-call as necessary. Their services include basic health consultation for staff and students, referrals to local healthcare providers, classroom health instruction, maintenance of health records and first-aid care for illness and injury during the school day when they are on campus. They are available to parents by phone via the CDIS office or by e-mail at <nurse@cdischina.com>.

Parents are responsible to care for sick children—not school personnel. If a child is sent to school sick or becomes sick at school, the parent will be contacted and must make arrangements to take the child home.

Procedure for illness or injury at school

1. Parents or guardians will be immediately contacted if students have the following injuries or symptoms of illness: vomiting, fever, suspected contagious illness, burn, immobilizing pain, swelling or discoloration, unconsciousness, or a wound requiring more than a Band-Aid.
2. If a student is sent to the office, the office staff will do the following:
 - a. Provide basic first aid or refer to the school nurse as needed.
 - b. Contact a parent or guardian and provide all relevant information.
 - c. If the student remains at school, staff will provide the parent or guardian with a second evaluation 30 minutes later.

- d. If after 30 minutes the student's condition has not improved, CDIS may require that the student be taken home.
 - e. If a child is not feeling well, but has no symptoms that require parent contact, the student will be observed for 30 minutes. If the symptoms persist, a parent will be notified and CDIS may require that the student be taken home.
3. If a student requires immediate medical care, he or she will be taken immediately by a foreign school representative accompanied by a native speaker to a local hospital. Parents will be contacted immediately by using the "emergency contacts" that were provided by the parents at the beginning of the year.

Sickness

Students should not be sent to school if they have bad colds, a fever (above 99.0°F/37.5°C), nausea, or lice. Do not medicate in the morning to reduce fever and then send your child to school. Germs spread quickly in a classroom of children. Keeping a sick child home shows care for the child as well as for other school families and helps keep the school a much healthier place for all children.

Students who are ill will be sent home after parents or emergency contacts have been notified. If a student has been sent home, he/she may not return to school that day.

ACADEMIC INFORMATION

Elementary

The Foundation Class and the Pre-Kindergarten parallel the Kindergarten in scope, but it is less academic, focusing more on structured play, free play, and other activities designed to facilitate learning while having fun.

The kindergarten program provides initial learning experiences in language development, number concepts, creative skills, and social and physical development. Using concrete experiences, pupils are given the building blocks for perceiving, thinking, and problem solving. Educational experiences provide balance and variety among physical, mental, spiritual, and social activities as the child's world of awareness is extended from the home to the classroom.

The curriculum of the elementary division uses traditional teacher-directed study/learning activities in Bible, language arts, science, social studies, Chinese, math, physical education, art, and music. The curriculum seeks to provide a continuum in each core content area as the basis for the development of perceiving, thinking, and problem-solving skills. The child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area are built upon previous learning and measurable performance objectives.

Since students come from a variety of educational backgrounds, an effort is made to identify the instructional level of each student in relation to the subject continuum. This may include recommending and/or requiring alternative instruction, if necessary, which will assist the pupil to achieve at an optimum level.

General Academic Information

Elementary Homework

CDIS has set reasonable homework time guidelines, using the 10-minute rule, which recommends the maximum amount of nightly homework should not exceed 10 minutes multiplied by the child's grade level per night, all subjects combined except for reading. In addition to homework, a student is expected to read between 20-30 minutes per night.

Grading Scale

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

A+	97 - 100		C+	77 - 79
A	93 - 96		C	73 - 76
A -	90 - 92		C -	70 - 72
B+	87 - 89		D+	67 - 69
B	83 - 86		D	63 - 66
B -	80 - 82		D -	60 - 62
			F	59 or below
			Inc	0

Student Support Services grades will be given with a “star” (*) if the student is not working at grade level, or no grade if the student does not attend a subject.

Student Support Services (SS)

Student support services are available for students in grades 1-8. These services include but are not limited to assisting non-native English speakers and those needing additional academic assistance. Students will receive special instruction in the SS classroom at the level needed based on their language, and receive extra help during regular classroom time. SS will also serve students needing additional academic assistance. The SS team will set up the times for this. This time allows the student to be given individual instruction or small group instruction in a manner that specifically addresses their needs and abilities while still having opportunities to develop relationships with classmates. CDIS has limited capacity to diagnose and address special needs.

Promotion

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

Retention

In certain cases, especially that of academic difficulty, retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. While it is recognized that this is a serious action with potentially a long-range impact on children and their families, retention will be recommended in certain cases.

Secondary School (6-12) Academic Information

The fundamental emphasis of the secondary school curriculum is on English language arts, mathematics, Theology, social studies, science, and Chinese language.

Course Requirements

Theology—All students are enrolled in a Theology class every semester. Course study may include Old and New Testament literature and culture, the history of the Jewish nation and the Christian church, worldview studies, and Biblical ethics applied to contemporary issues. All courses are taught on an academic basis and receive academic credit.

English—All students will take an English course that includes the study of both grammar and literature. Other areas of study include speech, composition, spelling, and vocabulary.

Foreign Language—High School students may elect to study a different foreign language if available once they have completed two years of Chinese language study.

Mathematics—Beginning in ninth grade and to a lesser extent in sixth grade, a multi-track approach is used to accommodate the needs of more students. The typical track begins with Algebra II in ninth grade, and the other with Algebra I in ninth grade. Students in both tracks must earn three math credits in grades 9-12.

Physical Education/Health—Middle school students (grades 6 - 8) are required to take PE and are required to have appropriate shoes at school. High school students (grades 9–11) may choose PE electives throughout their high school career. Minimum requirement for credits must be met to graduate. Physical

education courses focus on fitness, health, and conditioning of the individual student.

Science—Middle school students will take a combination of life science, earth science, and physical science. The core curriculum in the high school is comprised of biology, chemistry, and physics, with a choice of AP Physics and/or AP Biology.

Social Studies—The middle school social studies curriculum includes the study of world history and geography, as well as a more in-depth look at western and eastern cultures. High school students study world cultures and geography, world history, international politics, and psychology.

PowerSchool online access to grades and attendance

Secondary students and parents will be given passwords allowing them to check grades and attendance online.

Semester Exams

Cumulative exams are given at the end of each semester. These exams are designed to be a meaningful culmination of the semester’s course work. All students are expected to sit for these exams. In the middle school, the exam will be weighted 10% of the semester grade, while each quarter counts for 45%. In the high school, the exams will be weighted 20% of the semester grade, while each quarter counts for 40%.

While high school students take all exams, middle school students take an increasing number as they get older.

Grade	Fall Exams	Spring Exams
6th	No exams	Math, English
7th	Math, English	Math, English, Science
8th	Math, English, Science	All classes
9-12th	All classes	All classes

Taking Semester Exams at a Different Time

Students may only take semester exams early with permission from the principal. If, for an approved reason, a student cannot take the test at the assigned time, he/she must contact the principal immediately and take the exam within two weeks of its scheduled time. Failure to do so will result in the student receiving a failing grade for the exam. An early exam fee of 100 RMB/exam will be required.

Incomplete Grades

A student may be awarded an “I” (Incomplete) if work for a specific course has not been completed. A student must make up the work within a time period set by the teacher, up to two (2) weeks. Otherwise, the missing work will receive an “F.” No incomplete grades may be given for the fourth quarter.

Honor Roll

Every semester, middle and high school students who achieve excellent grades will be placed on the High Honor Roll and Honor Roll. To be placed on the High Honor Roll, a student must receive only “A”s on their report card. To be placed on the Honor Roll, a student must receive only “A”s and “B”s on the report card.

High School (9-12) Academic Information

Grade Point Average

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

A+	4.3		C+	2.3
A	4.0		C	2.0
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3.0		D	1.0
B-	2.7		D-	0.7
			F	0.0

Students enrolled in honors courses will receive 0.33 points more for their letter grade of C- or above and advanced placement (AP) courses will receive 0.66 additional points.

Promotion

Students will be promoted to the next grade level if the requirements for advancement are met, upon the approval of the classroom teacher or teaching team. In the high school, students are classified according to the following scale.

Grade 9	less than 6 total credits
Grade 10	less than 12 total credits
Grade 11	less than 18 total credits
Grade 12	18 total credits or more

Graduation Requirements

Twenty-four (24) units of high school credit are required for graduation. One-half credit is given for each full semester of a course successfully completed in grades 9 through 12. **A failing grade does not earn any credit.**

The following credits must be earned towards graduation:

1/2 credit	Theological Studies per semester enrolled at CDIS
4 credits	English
3 credits	Social studies
3 credits	Science
3 credits	Mathematics
2 credits	Foreign language
2 credits	Physical education/health
1 credit	Fine Arts

Electives as required or desired

CDIS recommends a total of 4 credits in both math and science for all college bound students.

Early Graduation

Students requesting early graduation must have a minimum cumulative GPA of 2.5 (calculated through the middle of their junior year) and completed a minimum of 2 full years of high school study at CDIS. They must be able to complete the necessary graduation credit by the end of the 1st semester of the following school year.

Students must write a proposal for the high school principal stating the reasons they are requesting early graduation. This proposal must be received by the administration a full year in advance (no later than December 18th). The head principal will submit a final proposal to the school board for approval if he deems the request to have merit.

Independent Studies

High school students are eligible for independent studies if they have completed all the coursework offered by the school in that subject area. Independent studies must be approved by the administration.

Repeating a Course

Students may choose to repeat a course in which they have received an unsatisfactory score. Only the second score will be counted towards the GPA. A student's record will show all courses a student has taken.

Transferring Grades and Credits

High school students may transfer grades from other recognized schools. Any number of courses may be transferred as long as the student received a “C” or higher. Grades below a “C” will not be transferred. Courses that are transferred but do not satisfy particular requirements at CDIS will be transferred in as electives. A student’s GPA will be calculated only from courses taken at CDIS. CDIS transcripts will only include courses taken at CDIS.

Students must secure written permission from the Principal before enrolling in summer courses at another school or in correspondence courses if they wish to receive credit. CDIS may recognize one full credit for outside work in any given school year.

Summer and online courses should be taken to make up failed classes or to earn additional elective credits. They may not be taken as a means of accelerating through basic, required courses unless the student is at least one year older than the norm for his/her class.

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

Transcripts

Juniors (11th grade) and seniors (12th grade) may request that official transcripts be sent to specific universities, colleges, or government institutions. Such transcripts will only be sent after CDIS receives a request from the institution on official letterhead. Unofficial transcripts may be requested and picked up by students or parents. Ten transcripts will be processed free of charge. Additional transcripts will be processed for a fee of 50 RMB each. Request forms are available in the office.

Academic Standards

Students are expected to maintain a status of good academic standing. The CDIS administration reviews student records throughout the academic year to identify those students who may be falling below the academic standards set by CDIS. The administration may conference with students and their families with unsatisfactory records to discuss their deficiencies and to determine whether, and under what circumstances, they should continue in the school.

Good Academic Standing

Students are considered to be in good academic standing when their current and cumulative grade point averages are above 2.0 (C average) and if they have not accumulated an excessive number of incomplete grades. Students should also maintain satisfactory progress toward their program by completing, with satisfactory grades, more than half of the courses and credits for which they take in any semester. Newly admitted students are presumed to be in good academic standing, unless they were admitted on a probationary status.

Students whose grade point average or accumulation of incomplete grades suggests potential problems may receive an informal letter cautioning them about their situation and advising them to speak with their homeroom adviser; this notification does not appear on the students' academic record.

Academic Warning (1st level)

Students may receive a formal warning letter from CDIS under the following circumstances: if the current grade point average falls below 2.0, if the cumulative grade point average falls below 2.3, if the student accumulates 2 or more credits of incomplete; if the student has one or more failing grades (one or more F's); or if a student has two or more "Below Average" grades (two or more D's).

If a student is placed on formal academic warning, a letter will be sent to the student and their parent/guardian, the student's homeroom adviser, and the School Registrar for inclusion in the student's records folder. This letter will specify the period of time the student has been given to improve his or her academic standing. The designation "Academic Warning" will appear on the student's transcript (or reports requested by other institutions) until the student has been taken off academic warning. In addition, if a student placed on formal academic warning does not satisfy the conditions specified in the letter of academic warning, he or she may be placed on probation. Students on Academic Warning may be restricted from participating in Student Government and clubs/sports.

Academic Probation (2nd level)

Students with unsatisfactory academic records may be placed on probation under the following circumstances: if the current grade point average falls below 1.5, if the cumulative grade point average falls below 2.0, if the student accumulates 3 or more credits of incomplete; or if the student was on Academic Warning and did not improve the

designation during the time given (usually by the next grading period).

New students who are admitted on probation are expected to maintain a grade point average of 2.0 or above for the first two semesters with no grade below a C.

If a student is placed on academic probation, a letter will be sent to the student and their parent/guardian, the student's homeroom adviser, and the School Registrar for inclusion in the student's permanent folder. This letter will specify the period of time the student has been given to improve his or her academic standing, the minimum grade point average the student must earn in the subsequent semester, and any other conditions CDIS determines to be appropriate. The designation "Academic Probation" will appear on the student's transcript (or reports requested by other institutions).

The student may be required to submit a statement to the administration and teaching staff for their courses, explaining his or her poor academic performance and stating his or her plans to reverse the decline in grades. In some cases, the administration may require the student to appear in person to present the statement.

While on academic probation, certain conditions and restrictions may be placed on the student's academic program. For example, the student may be prohibited from taking a course outside of CDIS; or registering for independent study or internship.

Students on probation may be restricted from participating in extracurricular activities if listed as part of their academic probation letter.

Final Academic Probation (3rd level)

If a student fails to meet the terms and conditions of academic probation, has been on warning and probation for more than two semesters, or has not completed half or more of any incomplete grades, he or she will be placed on final academic probation. A student who has been admitted on probation and has not met the terms and conditions of admittance will be placed on final academic probation. **In addition, a student in severe academic difficulty may be placed on final academic probation without having previously been placed on warning or probation.**

If a student is placed on final academic probation, a letter will be sent to the student and their parent/guardian, the student's homeroom adviser, and the School Registrar for inclusion in the student's permanent folder. This letter will specify the conditions the student must meet in order to

remain at CDIS. Final academic probation will appear on the student's transcript (or reports requested by other institutions).

All conditions and restrictions of academic probation apply to final academic probation. Failure to meet the terms and conditions of final academic probation may result in dismissal. Students on probation may not participate in extracurricular activities, hold office in any school club or organization, or represent CDIS in any athletic or nonathletic event.

Academic Dismissal

If a student fails to meet the terms and conditions of final academic probation, he or she may be dismissed from CDIS. Students who are dismissed from the school for poor academic performance will be informed in writing. Students who have paid tuition for the next term at the time of their dismissal will receive a 100 percent refund of tuition. If a student chooses to appeal the decision of academic dismissal to the school board, he or she must do so within 15 days from the date of the dismissal decision.

Readmission

When a student has been dismissed due to poor academic performance, CDIS will inform the student and their parents in the letter of dismissal if, or under what conditions, the student may apply for readmission. A student who is accepted for readmission will enter the school on a probationary status.

Appeal

A student may appeal the decision of academic dismissal if the student believes his or her dismissal was the result of an administrative error or if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the date of the dismissal decision. This request must include a personal statement explaining the student's poor academic performance and showing the school board a good reason why the student should not be dismissed.

The CDIS School Board will review the student's statement and academic record. If the board decides that the student should not be dismissed, it will rescind its action of dismissal. If the board decides it should uphold the dismissal, then it may, as a final effort to bring the student to a good academic standing, summon the student to discuss his or her situation. Any decision reached by the committee after this meeting will be binding.

BEHAVIOR AND CONDUCT

Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions. The following are behavioral guidelines; some of which are simply necessary to promote good community living at our school. Our purpose in enforcing these rules and in disciplining those who break them is to help students change and grow into responsible, mature adults.

Walking at School

For safety reasons, students are not allowed to run in any of the school buildings, stairways, and hallways.

Chewing Gum

Because discarded chewing gum causes serious maintenance problems, students are not permitted to chew gum during school hours or on school property.

Cheating

Students caught cheating will receive an automatic zero on that assignment or test and their parents will be notified. Academic cheating includes lying, stealing or copying another student's work, and plagiarism. Copying part of or all of another student's homework is considered cheating. Cooperative efforts on homework are permitted only with a teacher's direct permission. A student who assists another to cheat will also receive a zero. Secondary students who cheat on a final exam will receive a one-day suspension and loss of exam credit.

Closed Campus Policy

Students are expected to stay on campus for the entire school day. Students must ask for special permission from the administration before leaving. If permission is granted, students must sign out in the main school office. Any parents coming to pick up students early should sign them out at the 2nd floor office.

An exception will be made for grade 12 students, who may leave the campus during lunchtime any day, and for grade 11 students, who may leave the campus during lunchtime on Fridays only.

Dress Code

Clothing should be modest, clean, and neat. Clothing should not be revealing, bizarre, or bear offensive slogans. Torn or ripped clothing or cut-off shorts are not allowed. For Secondary School students: No tank tops, spaghetti strap, or midriff tops may be worn. Pants must not sag or bag. Underwear must not show at any time. Shorts must reach to fingertip length or longer. Skirts must be no shorter than knee length. Girls' shirts should cover the top of their pants/shorts and be able to be tucked in. If sleeveless shirts are worn, straps should be wider than three fingers.

Hats (including beanies) are allowed. Hats should be taken off when entering any classroom, the library, the auditorium, or when asked by any adult staff member. During cold weather hats may be allowed indoors at the discretion of the teacher. Shoes must be appropriate for activities such as recess and physical education. Hair should be worn neatly and kept clean. Extreme hairstyles will not be permitted—if unsure, first discuss with parents and with the principal. Excessive jewelry and make-up are not allowed. Jewelry, studs, rings, etc., that are associated with body piercing, other than the ears, are not allowed during school hours or school activities.

Lockers

All students in grades 6-12 will be assigned a locker. The lockers remain the property of the school and may be inspected at any time. No permanent decorations may be put on the inside or outside of the lockers. Decorations inside the lockers must conform to the philosophy of the school. The school is not responsible for any items lost or stolen from a student's locker. Any damage, except for ordinary wear, may be charged to the student. Lost locks will be charged to the student (US\$15). Students may not examine the contents of another student's locker without that student's permission.

Electronic Devices

The use of electronic devices such as iPods, mp3 players, hand-held game devices, cellular phones, and the like are not permitted during school hours. They may be used on buses before and after school. If misused, these items will be confiscated. Parents will be asked to retrieve them from the school office.

Food

Food may only be eaten during lunch, morning break/homeroom, or other snack times.

Respect for Authority

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

Private Property/School Property

Students are expected to respect the property of others, including school property. Students will be required to fully reimburse the replacement cost of damaged property whether it was damaged intentionally or not.

Vandalism

Vandalism is the destruction or defacing of other's property. All students are expected to treat the property of the school and others with respect. Students damaging either of these will face serious consequences. In addition, students must pay for replacement or repair of damages caused.

Public Display of Affection

Because many cultures co-exist at CDIS, it is important for students to demonstrate behavior regarding interpersonal relationships that is acceptable to people of various ethnic and religious backgrounds and beliefs. Although genuine feelings of affection may exist between students, public displays of affection on campus, on school transportation, and at school sponsored activities are not accepted. Examples of unacceptable displays of affection include but are not limited to holding hands, hugging, and kissing.

Detention

The detention policy is designed to help students understand the importance of following directions and school guidelines. Detention is a consequence for an inappropriate action. If a student is assigned a detention, they will be given an assignment of some sort to complete while in detention. Afterschool detention may last up to one hour. Detention is not the only consequence to help correct inappropriate behavior. Appropriate corrective actions will be taken. Students are expected to be present for all detentions/work details they are assigned.

These take priority over all other activities.

Suspension and Expulsion

In some cases suspension may be appropriate. If a student is suspended, administration will notify the parents. Expulsion from the school requires School Board action. One purpose of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in this process of repentance and restoration. Students who show a significant change in behavior will be given the opportunity at a later time to return to the school.

Swearing/Inappropriate Gestures/Fighting

Students are expected to address each other and faculty/staff in a respectful way. Any form of swearing or inappropriate gestures is not acceptable. Disorderly conduct, assault, and fighting are not acceptable.

Tobacco, Alcohol, Drugs, and Weapons

Use, abuse, or possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind is considered a serious offense, whether on or off campus. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administration will be required as a condition for re-admission. Subsequent offenses may result in expulsion. Use, possession, and/or concealment of a firearm/destructive device or other weapon (including knives) is not permitted.

Bus Rules—Students are expected to

- Wait for the bus to come to you and don't run after the bus.
- Allow others in front of you to get off of the bus first.
- Keep your hands and feet to yourself and keep all body parts inside the bus.
- Put backpacks and school bags on your lap or on the floor between your feet.
- Keep the bus clean and not damage any part of the bus.
- Not eat or drink in the bus.
- Load buses immediately after school without going to the Hu Hui store across from the school or to McDonald's.
- Talk quietly and kindly only to the people near you. Don't yell across the bus.
- Stay seated until you are ready to get off. Wear seatbelts.
- Exit the bus quickly without running.
- Be respectful and obey the bus monitor.

If any of the rules are broken, then:

First occurrence: Child is warned.

Second occurrence: Parent is contacted.

Third occurrence: Parent contact and student is suspended from riding the bus for one day.

Fourth occurrence: Parent conference is held with administrator within 3 days of occurrence or student is not allowed to ride bus until conference is held.

Fifth occurrence: Discipline policy per school policy is followed, with discretion of Principal.

If your child is not going to ride the same bus or is getting off at a location different than usual (such as going home with a friend), please write a note or call the office notifying us of the change.

RELATIONSHIPS

The following is an outline for dealing with problems that arise between students, parents, faculty, and administration. It is based on the Bible in Matthew 18:15-17, which reads as follows:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

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

If the offender is unwilling to come to terms with his brother, the two parties should take the matter to the school administration, the level of "one or more." Both parties should recognize that God works his will through the authority that he has appointed, which in this case is the school administration. Most problems that make it past the individual level are solved at this level.

If the two parties are still unable to come to terms, the problem should be brought before the school board. The principal should communicate the problem to the chairman of the board, who is responsible for the method of presentation to the rest of the board. Once the problem has been heard, the school board will make a decision, which is final. It should be accepted as the will of God for that matter. Those who cannot reconcile themselves to the decision need to consider moving on to another school where they feel their concerns can be better addressed.

**Based on *The Matthew 18 Principle For Solving School Problems*, by Paul Kienel.*



**Please sign and return this slip to
homeroom teachers**

By signing below I acknowledge that I have read the Parent Student Handbook and discussed it with my child.

Parent signature

Date

Print child's name

Grade

All secondary school students (grades 6–12) must also sign below to indicate that they have read the Handbook.

Child's signature (if grade 6-12)

Date