



Early Childhood Centre

Parent/Student Handbook

Wuxi, China

www.iswuxi.com

July 2019-2020

JUST PLAYING

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm Learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

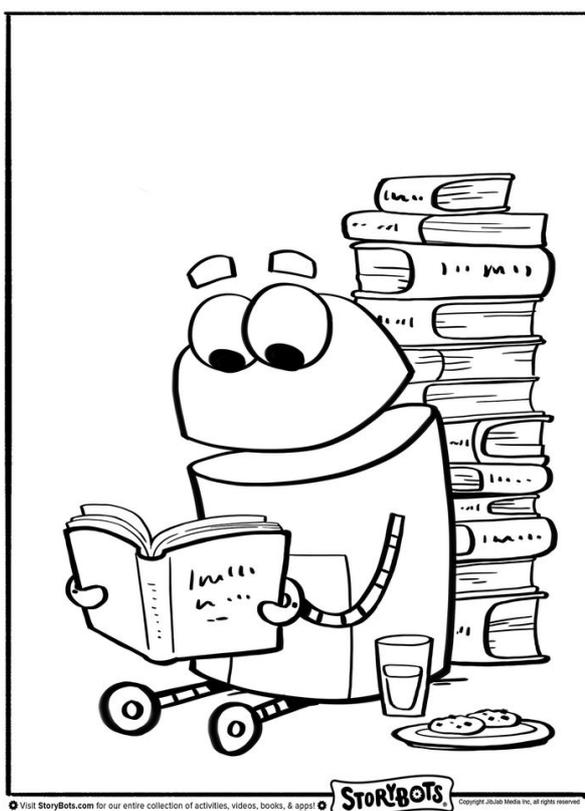
When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

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General Information

ISW Purpose Statement

The International School of Wuxi is committed to providing transformative, holistic K12 education to develop globally-minded individuals who learn, love, and lead.

ISW Vision statement

World-class servant leaders raised up in every vocation.

ISW Core Values

Seeking God's Direction - We know that prayer is foundational to all we do - we pray as we plan, seeking God's guidance. We respond in faith to God, both individually and as a company, as He reveals Himself by the work of the Spirit, through his Word, and through the faith community.

Serving One Another - We lead through serving. We intentionally love and care for one another, in order to grow as disciples in every aspect of life. We engage with, learn from, and bless those we personally interact with in our local communities. We invest in language learning and understanding the cultures in which we live.

Seeing Lives Transformed – We combine mission and our professional skills, with the gospel at the center. We are obedient to the Great Commission and we rejoice when lives are transformed by God. We are passionate about educating, equipping and sending out new generations of disciples.

Focusing on the Finish Line – We are in it for the long haul, but equally urgent in how we are serving where God's kingdom is advancing. We seek to be ready for Jesus Christ's soon return. We value partnering with others of like purpose, serving as catalysts, not doing it all on our own.

ISW Student Outcomes

LOVE – We are connected, courageous, and compassionate in relationship to ourselves and each other.

LEARN – We are purposeful, truth-seekers, and truth-speakers

LEAD – We are engaged in humble, persistent service to the community and the world.

ISW Student Outcome Characteristics

Purpose	Compassion	Courage	Service	Discernment
Connection	Persistent	Humility	Curiosity	

School Profile

The International School of Wuxi (ISW) is part of the International Schools of China (ISC) school system, managed by Leadership Development International (LDi). LDi is a United States registered non-profit corporation committed to educational work in China, including the establishment of international schools for expatriate children, and to the promotion of cultural understanding and educational exchanges.

School Location

The International School of Wuxi is located at No. 300 Xing Chuang Si Lu (Xi Shi Lu), New District, Wuxi. Wuxi's New District is a high tech development zone that covers an area of 83 km².

Membership/Accreditation

ISW is a fully registered international school and holds an international school license from the National Education Bureau as well as from the Jiangsu and Wuxi Municipal Education Bureaus. Due to its rigorous educational and organizational standards, the International School of Wuxi has been awarded the highest possible accreditation through the Western Association of Colleges and Schools (WASC).

Class Size

Class size limits are as follows:

CLASS	LIMIT
Foundation class	1: 7 teacher to student ratio with a maximum class size of 14 students
Junior-Kindergarten Class	1:8 teacher to student ratio with a maximum class size of 16 students

The Foundation Class and Junior-Kindergarten Class will be taught by one foreign staff teacher and one national staff co-teacher.

School Day

The normal school day for ECC students begins at 8:30 am with homeroom and ends at 3:30 pm. Students may enter the school building at 8:15am, but on very harsh weather days may be allowed into the lobby earlier. From 8:15 - 8:30 am, the ECC Courtyard will be open for playtime on fair weather days and on inclement weather days the students will play in the indoor open areas.

½ Half Days - About once a month there will be an early release day for the entire ISW school, which usually occurs on either the 3rd or 4th Tuesday of the month. These 1/2 days have been created to provide teachers with professional development and collaboration opportunities. Students will be dismissed at 11:30am. There will be no school lunch provided. Please keep in mind that the pick-up and bus delivery times will be altered for these days in order to provide transportation at the earlier release time. Please see the school calendar for a list of dates for these 1/2 days.

School Year

The school year generally starts in the middle of August, ends in early June and is divided into two semesters of two quarters each. There are approximately 178 school days on this year's school calendar. The school board may add days to this calendar if days are missed due to emergencies or unforeseen circumstances. Several half-days are included to allow for a variety of school activities, conferences, and/or teacher in-service days.

ADMISSION POLICIES

Admission Requirements:

1. The International School of Wuxi does not admit children who are citizens of the People's Republic of China, as per Chinese law. At least one parent and the student must have a foreign passport which must be presented at the time of application.
2. The school considers the following as essential for admission:
 - i) Adequacy in the English language as determined by interview, examination, and/or educational records.
 - ii) An age-appropriate level of educational aptitude and skills as determined by interview, examination, and educational records.
3. For entrance into E1, E2, and E3 (Kindergarten), students must be three, four, or five years old, respectively, by August 31st of the year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready. If a child wishes to be enrolled in the second semester of the school year, the child must be five years old by August 31st of the first semester year.

4. Exception to this age requirement (applies to E1-G12) is as follows: if a child's birthdate is after August 31st but before September 30th of the year they wish to enroll, the child may be admitted if school readiness is demonstrated.
5. Before entrance into the school, all forms and paperwork must be completed. The registration fee must be paid before students are placed on the class roster.

Parental Presence in Wuxi

We believe that parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, ISW has established the following guidelines concerning residency of parents:

1. Wuxi must be the primary domicile of at least one parent or guardian of the child.
2. If both parents need to leave the country and a student enrolled at ISW is placed in the care of an individual who is not a parent, then the parent must:
 - a. Notify the school with as much advance notice as possible.
 - b. Appoint an adult caregiver or guardian.
 - c. Provide the school with contact information for parents and the caregiver or guardian.
 - d. Set a date with the principal when the parents will return to Wuxi or the child will leave ISW to join their family.

Grade Placement

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered in parent/school discussions:

1. School records
2. Chronological age
3. Evidence of maturity
4. Results of entrance test or standardized tests

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are non-native English speakers may be placed at a lower grade level at the principal's discretion.

Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain teacher.

Waiting Lists

If a student has passed the necessary admissions requirements but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment priority policy. The waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year.

Admittance

To qualify for admittance, all students are required to take a diagnostic test to determine if they can thrive in an English language-learning environment. A trained teacher will administer this test and an appointment can be made through the Admissions personnel for the incoming student.

Admissions Procedures

New students

1. Submit a signed, completed application form
2. Complete all necessary testing
3. Submit a completed health information form
4. Submit a transcript or copy of school report cards for the previous two school years
5. Submit a copy of the student's passport and green card
6. Complete an admissions interview with the principal or designated school official
7. Pay registration and tuition fees

Continuing students

1. Submit a completed re-enrollment form and ISW health form (if required)
2. Pay all re-registration and fees by the date specified in the re-enrollment packet

Change of Personal Information

Please contact the school office as soon as possible regarding any changes in contact information, passport and visa details, or emergency numbers.

TUITION & FEES

Tuition Philosophy

ISW policy requires the establishment of a tuition rate sufficient to cover all operating expenses for the year. The objective is not to maximize profits, but to ensure the fiscal health of ISW, including planned future development of the school, while providing high quality Christian education for expatriate children in Wuxi.

Tuition Schedules

Tuition fees shall be determined annually. Applicants shall be notified of tuition charges at the time of registration. Tuition payment plans are indicated in the published tuition and fees schedule and can be obtained by at the admissions office.

Registration Fee

All new students are subject to a registration fee. Fees may be paid by cash or wire transfer at the time of registration. New students who desire to enroll into the school should pay the registration fee at the time of application.

Other Fees

Tuition does not cover all expenses associated with student attendance at ISW that may be incurred by the family. Examples of additional expenses include transportation to and from school, lunches, school supplies, athletic and technical or artistic opt-in elective activities that not every student enrolls or participates in.

Tuition Payments and Refund Policy

For the most current banking information and refund policies, please contact our Finance Office or refer to our tuition and fees policy form available from the admissions office.

Delinquent Accounts

Tuition payments are due at the beginning of the school year, at the beginning of each semester, or when you enroll, depending on how you have set up payment with the finance office. Payments more than 5 days past due are subject to a 500 RMB late fee. If payments are more than 30 days past due, students may be excluded from classes until payment is made.

No child who has an outstanding tuition balance shall be permitted to graduate from ISW or be promoted to the next grade level without consent of the School Board. No transcripts or report cards will be issued for students with outstanding balances.

ACADEMIC INFORMATION

Curriculum Descriptions

Foundations Class

The Foundations program provides students with an experiential learning environment, with a focus on social and physical development, free exploratory play, as well as language acquisition. Children learn best through play and are allowed to explore many different options in different ways. At ISW we want our students to be mentally and socially active and engaged, building meaningful connections with their environment and community. Teaching is done according to an integrated and theme based approach.

Junior Kindergarten Class

The Junior-K program expounds on the Foundations program. The language arts program focuses on foundational reading and writing skills that include being able to identify and name letters and letter sounds, phonetics and sight words. The math program introduces all basic math concepts at a foundational level, such as numbers & algebra, measurement & geometry and statistics through guided play & exploration. Students are also introduced to foundational concepts of social studies and science through experimentation and student directed inquiry. Subjects are taught through an integrated thematic approach. Themes and subjects we teach are related to the everyday world in which they live.

Our Focus Learning Areas:

Language Acquisition
Early Mathematical skills
Science/Social Science
Large motor skills development
Fine motor skills development
Social skills development
Thinking/cognitive skills development
Develop independence

General Academic Information

Homework Policy

The ECC does not give any homework for foundations and Junior kindergarten students.

Report Cards and Parent Conferences

Report cards are distributed to students shortly after the close of each quarter. Parent conferences follow the distribution of report cards for the first quarter. Non-mandatory conferences will be scheduled during the 3rd quarter.

Retention

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

The school principal with teacher consultation is responsible for final decisions regarding student retention.

Student Files

ISW maintains records of each student showing personal data and progress throughout his/her career at the school, including academic achievement, health information, and discipline and test results. These files will be kept confidential. Only the student's parents as well as ISW's teachers, guidance counselor, and principal will be permitted to review a student's records.

ATTENDANCE POLICIES

Student Attendance – ISW takes the accurate recording of student attendance very seriously, as it can affect student safety. The following attendance marks will be taken every school day:

- Present (P) – students who are at school
- Absent (A) – students who are not at school due to illness or family vacations.
- School-Related Absence (SA) – students who are not at school, because they are attending a school sponsored activity or are fulfilling visa/passport requirements. (*this will be categorized as present on the report card.*)

Absence Report - After 8:45 am, each teacher is to record those students who are absent in powerschool by 9:00am. The Registrar will run an absentee report and send a list of the absences to the Language Liaisons to communicate with the parents of the students. (*The Registrar needs to communicate to the Divisional Principals about any Teachers regularly not taking attendance.*) Also, at that time the Registrar will mark any remaining classes throughout the day for those students who are absent.

Students who come after 8:00am need to check in at the front desk in order to be sent to their class. The Language Liaison at the front desk needs, to message the Registrar immediate to adjust the attendance of the students.

School Boundaries - Students are to stay on the school property at all times during the school day.

Individual Student Early Release - A verified request from the parent/guardian is necessary before a student will be allowed to leave the campus early. (*contact the Head Principal or divisional principal immediately in cases of emergencies of students leaving early*). The following steps should occur PRIOR to any students being released early from campus:

1. A parent' s call or note initiates the request for a student' s early release from ISW.
2. When the call/note is first transmitted to an ISW staff member, that person communicates personally with the parent to verify their identity and the request's validity.
3. The ISW staff member provides to the student an ISW Student Early Release Pass (see attached form) to be used for hall transit to the front desk staff/lobby area at the designated release/student pick-up time.
* *NOTE: an adult must escort ECC/Elementary students to the lobby area.*
4. The front desk staff verifies the validity of the ISW Student Early Release Pass through personal contact with the releasing teacher/staff.
5. When the parent/guardian arrives to pick up the student, the front desk staff and a second ISW teacher/staff member must verify their identity

Drop-off / Pick-up and School Parking

Student Drop-off and Pick-up - Parents are responsible for making arrangements to have their children dropped off and picked up from school on time (8:00 a.m. for Elementary and 8:30 a.m. for ECC; and 3:30 p.m.). Parent vehicles are not allowed to enter the campus during drop-off and pick-up times. Students will be dropped off outside the gate and picked up inside the gate at the designated pick-up area.

Only students of staff members are allowed to enter the building prior to 7:45am, but they **MUST** be with their parent or within the provided child supervision.

Students who do not have a staff member as a parent are not allowed to enter the building until 7:45am each morning. If a student comes before 7:45am, he/she can enter the gate, but must sit in the covered area just inside the gate, so our security guards can supervise them. At 7:45am, or the when the first bus arrives, all students are allowed to enter the building.

For afternoon pick-up, teachers will take students to the designated pick-up area inside the school gate where they will check off student names once a student has been handed over to a parent/ guardian. Students who have not been picked up after 3:45 p.m. will be brought back to the reception and a liaison will call the parent to let them know that the student is

waiting. If a parent is late, they must park their car outside the school campus and proceed to the reception to pick-up their child.

Important Details to Note:

- If a parent arranges for someone other than themselves or an approved guardian to pick up their child, they must inform a school liaison before 12a.m. that day and provide identification information for the person who will be picking-up their child.
- A student wishing to stay after school must obtain staff permission and remain in the area designated by that staff member.
- If siblings are enrolled in the school and one child is staying after school for an activity, it is the responsibility of the parent to arrange for the other child to be picked up at the end of the school day. School staff will not be responsible for taking care of students not involved in after-school activities.
- If a parent wishes to have their child play on the playground after school, they may do so after they have picked up their child from the pick-up area. They must accompany their child and supervise them at all times. **Students are not allowed back into the building once they have been handed over to parents and their names are checked off the student list.** It is important that students have all their belongings with them when they leave school.

School Parking - Staff, parents and visitors may park inside the school in the designated school parking lot except during drop-off and pick-up times. All cars entering the school must display a staff or parent identity card in the front window. Identity cards may be obtained from the admissions office.

In the morning:

- cars may enter the school before 7:45 a.m. and after 8:15 a.m.
- cars may not enter or leave the school during the time between 7:45 a.m. and 8:30 a.m.

In the afternoon:

- Provided there are parking places available in the school parking lot, cars may enter the gate and park on the left-hand side of the security gate before 3:15 p.m. and after 3:45 p.m.
- Cars may leave the school parking lot at any time after taking care not to obstruct busses that are leaving the school.

Frequently asked Questions:

Q: When my child has a school activity, can I park my car in the school parking lot? A: You are welcome to park your car in the school parking lot if:

- you don't park your car during the drop-off and pick-up times

- there is available parking on the left-hand side of the school gate.

Q: If my car is parked in the school parking lot during the pick-up time, do I have to wait until 3:50 before I can drive out the school gate?

A: You may leave at any time as long as you don't block the school bus as you leave. Cars are not allowed to enter the school between 3:15 p.m. and 3:50 p.m.; however, cars may leave the school at any time in the afternoon as this does not pose a risk to student safety.

Q: Am I allowed to park my car outside the school in the street?

A: During pick-up and drop-off times, you may park your car on the South side of the gate. We ask that you park as far away from the gate as possible to allow other parents to drop off and pick up students near the gate. It is not legal to stop or park on the North side of the gate.

Q: Are my children at risk of injury from a scooter?

A: There is always this risk if a child is left unattended to cross the scooter path on their own. The best way to prevent this risk is:

- For young children, parents should step outside the car and open the car door for their child and then assist their child in crossing the scooter path.

- The school has administrators and security guards facilitate safe crossing but it is the parents' responsibility to ensure that they are assisting their children and enforcing safe traffic behavior.

Q: Does the school have a plan for rainy or hot weather for parents who are standing outside waiting to pick-up their children?

A: The school is purchasing a second awning for parents to shade parents from the heat and rain. A parent who is at school early may wait inside; however, in order to manage this process consistently and to maintain safety, parents must pick up their children from the designated pick-up area, and not from the reception area, where the students will be marked off the class list.

Student Health Policies

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, preschoolers do not have the same kinds of self-care skills for a cold or infection as school-age children. Also, young children can be in very close contact with each other while they play. This information will assist you in making decisions about when to send your child to school if they are not feeling well.

- A Fresh Cold - Continuous nasal discharge, cough, watery eyes which has developed within the past 24-48 hours is considered contagious

- Fever (above 98.6°F/37.5°C) - Must be fever free, without the aid of medication, for **24 hours** before returning to school
- Vomiting/Diarrhea - Keep at home for **24 hours after symptoms have resolved** and the child can keep food and fluids down
- Strep Throat - Must wait **24 hours after antibiotics have begun**
- Conjunctivitis - If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should **not return to school for 24 hours**
- Head Lice - **Until treated** and has been checked by our school nurse

In addition, if your child is only mildly ill but is irritable and cannot fully participate in the day's program, they should remain at home. If a child appears ill at school, the school nurse or staff will call you to come pick up your child as soon as possible. We can't prevent all illness, but if we work together we can minimize the spread of illnesses. It is very important to keep the school nurse and/or classroom teacher aware and up to date on any medical conditions, and/or medications your child is taking. Please contact the school nurse with any questions or concerns regarding your child's health at school.

Medical attention is the responsibility of the parent. Students should not be sent to school if they have bad colds, fever (above 98.6°F/37.5°C), or nausea. Illnesses spread quickly in a classroom of children. Keeping a sick child home shows concern for other school families and helps keep the school a much healthier place for all.

Students who are ill will be sent home after parents or emergency contacts have been notified by office staff. A student who has been sent home may not return to school that day. Students must be fever free, without the aid of medication, for 24 hours before returning to school. If a student comes to school with a fever, or get one while at school, the parent/guardian will be contacted to take the student home. If a student has been sent home due to a fever and they return to school the next day and they have not been fever free for 24 hours without the aid of medication, parent/guardian will be contacted to pick up the student.

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent with the child to the child's teacher. Also, if the student is on any medication or is taking medication at school, the parent must notify the teacher in writing.

Withdrawal

Withdrawal is the early removal of a student from the school roster. Parents must notify the teacher and the school office at least two weeks prior to the date that the student plans to leave. Students withdrawing more than two weeks prior to the end of the quarter will not receive credit for the quarter.

STUDENT ACTIVITIES

Field Day

Once a year, an athletic activity day is held for all students. Parents are encouraged to assist teachers in making this day a success. Emphasis is placed on participation, sportsmanship, school spirit, and fun.

Field Trips

Occasionally field trips are planned by teachers to supplement classroom teaching. Permission slips will be sent home and must be signed by a parent. No student will be permitted to go on a field trip before submitting a signed slip. Clothing worn on field trips must conform to the school dress code.

EARLY CHILDHOOD CENTER (ECC) POLICIES

Enrollment Age & Early Acceptance Policies

Foundations: For entrance into our Foundations Program, students must be three years old by August 31st of the year they wish to enroll and demonstrate readiness to begin school (as evaluated by the entrance assessment). Regardless of age, a child may be refused admittance if evaluated as not ready. If a child wishes to be enrolled in the second semester of the school year, the child must be three years old by August 31st of the first semester year.

Exceptions to this rule are as follows: if a child's birthdate is after August 31st but before September 30th of the year they wish to enroll, the child may be admitted if school readiness is demonstrated. These students' re-enrollment for the following school year into Junior-Kindergarten class will be dependent on the Junior-K enrollment aptitude test and displayed behavior. If they do not pass the test with acceptable aptitude or have not shown readiness in social/behavioral interaction (as observed by the Foundations Class teachers) the students will be required to repeat the Foundations class.

J-K: For entrance into our Junior K program, students must be four years old by August 31st of the year they wish to enroll and demonstrate readiness to begin school (as evaluated by the entrance assessment). Regardless of age, a child may be refused admittance if evaluated as not ready. If a child wishes to be enrolled in the second semester of the school year, the child must be four years old by August 31st of the first semester year.

Kindergarten: For entrance into Kindergarten, students must be five years old by August 31st of the year they wish to enroll and demonstrate readiness to begin school (as evaluated by the entrance assessment). Regardless of age, a child may be refused admittance if evaluated

as not ready. If a child wishes to be enrolled in the second semester of the school year, the child must be five years old by August 31st of the first semester year.

Parent Input

The ECC staff recognizes the important role of parents in the learning process. We welcome and encourage you to take an active role in your child's program. We also hope that you will enjoy new friendships with other families as a result of your child's experience.

Naptime/Quiet Rest Period

In the interest of the students' physical and mental well-being, ECC students are required to participate in an afternoon naptime/quiet rest period. A teacher is always watching over the children and making sure the students are remaining quiet. The children are encouraged to sleep during this time, but if a child is unable to sleep, the child may lay quietly on their cot. A child may also sit on their cot to look at books and do quiet activities by themselves. At the end of naptime, the children are refreshed and have more energy to complete the rest of the school day and afterschool activities with good attitudes and minds ready to learn.

Snack

A morning and afternoon snack is provided by the school for all ECC students Monday through Thursday. It is the parent's responsibility to send a healthy and low sugar level snack (fruit, vegetables, crackers, etc.). If a snack is provided from home which does not meet this criteria, the child will be allowed to eat the snack but the teacher will send home a reminder note about sending an appropriate snack.

Learning Centers/Activity Time

Periodically new learning centers are introduced. Each center is usually directly related to the present curriculum theme and/or specific skill that the children are trying to master. With each new theme, we try to integrate all areas of the curriculum, language arts, math, art, science and social studies.

Children have a chance to work independently at their own pace, as well as cooperatively with others. Center time also allows the teachers to move around freely to observe and work with the children individually, as well as in small groups.

Each center is designed with the student's various developmental levels in mind. All children develop along the same continuum, but not all children develop at the same pace. This is taken into careful consideration when planning each leaning center.

Choice Time

Choice time is a time for children to explore and learn through numerous activities. Play practices and enhances concentration, imagination, cooperation, and creation. It allows a child to practice grown-up behavior and develop a sense of control over ones own world. Choices during this time of day will include some combination of the following: block area, dramatic play, math manipulatives, writing center, reading area, listening center, puzzles, puppets, sand and water, table, science exploration table, painting/drawing, computer, legos, etc. Each area allows for children to work on a variety of skills and concepts. For instance, the block area is a place where children develop and use math skills such as measuring, estimating, classifying, predicting, counting, etc. Choice time activities may also tie into a various theme or skill that is being covered.

Choice time also allows the teacher to move about freely in order to facilitate and observe a child's learning. We often refer to this type of assessment as "kid watching", where the teacher can gain important information regarding a child's social, emotional, physical and cognitive development.

Communication Policies

Communication plays a key role in creating and fostering strong, positive relationships between the school and the home. Communication is a two-way street; our schools share information with our families and community, and our families share information with our schools.

The purpose of this section is to guide, manage, and improve school-home communication by offering a standard format, structure, and sequence for regular, ongoing communication.

Communication Channels - Communication can take place in a variety of formats. The message and the purpose of the communication can help determine which format is most appropriate. Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.

Communication channels include:

1. Face-to-face communication - one-on-one meetings, School Council meetings, Parent-Student-Teacher interviews

2. Telephone conversations - When the communication requires a dialogue, such as bringing forward a question or concern, an emergency or incidence, or when a discussion is required on a particular topic, the preferred channels of communication are ones that allow for an immediate and ongoing interaction between the people involved. The best formats for this kind of communication are face-to-face conversations or telephone conversations. In addition, to ensure the discussions go smoothly, please make sure to use Admission's language liaisons for translation (verbal or written). If you have an English-speaking parent,

teachers can generally handle the situation without a liaison, but if you'd like a third person present to balance the conversation, please include the Western Liaison as well.

Schools and families are encouraged to use these direct channels of communication when a topic is complex or requires a dialogue. These more direct forms of communication also help us establish a personal connection, which helps build relationships that we don't get in other forms of communication.

3. Hard copy, written communication –

1. Letters sent home from the school, newsletters, field trip forms, special event forms

4. Electronic Communication – email, electronic newsletters, websites, social media. When it comes to communication from the school to our families, very rarely do we use only one communication channel. Often, we use multiple communication formats together with one another to help ensure the message reaches everyone it needs to.

From the school as a whole, we are utilizing email and WeChat in order to communicate with parents. This will help ensure consistency throughout the school, so parents have a consistent place to go for information. Some staff may then choose to also use other communication tools to supplement the main communication channel, if they wish.

a. The Use of WeChat - WeChat is a communication tool used by ISW and various teachers in order to provide information to families via smartphone. Make sure to scan the school's QR code in order to be a part of the WeChat subscription. WeChat is used to share information about:

- Upcoming school and division events and activities
 - Community engagement opportunities
 - Classroom activities and information
 - Emergency preparedness and crisis response
 - Sports events, athletic photos, band concerts, etc.
 - Content that enriches the subscribers knowledge or experience

Important additional Notes about Wechat Communication:

WeChat/Skype/Social Media is only to be used for positive communication to home; i.e.: pictures of student activity, interacting with others, other positive reports

If a WeChat group is set up for the class, the divisional principal is to be a part of this group.

Understanding that this is a tool to be used for communication between the parents and the school, a few guidelines need to be established. Specific questions or concerns about a student's grade, academic progress, behavior, or other such concerns are best handled in person. A teacher and their co-teacher, where applicable, are to be teaching during the day and not to be concerning themselves with conversations on WeChat.

b. The Role of Social Media - Social media is quickly becoming a common communication tool used throughout education and the world. The speed at which we can share information using social media and how easily accessible that information becomes, makes

it a valuable tool in our communications toolbox. However, social media has its limitations, and therefore it is just that – one tool in the toolbox.

Some social media channels, such as WeChat, only allow the sharing of very short messages. Therefore, it is difficult to share a complex message via WeChat. Instead we sometimes see WeChat being used to share a link to another communication channel (e.g., a website) where the audience can find the detailed information.

Social media platforms may work well for:

1. Sharing snippets of good news stories and celebrations
2. Sending reminders of key dates
3. Communicating important information during a crisis (however, keep in mind the information can change quickly in these situations and our first priority is always responding to the situation to ensure students and staff safety)
4. Providing links to more detailed information or sharing resources
5. Asking basic questions of clarification (however, more complex questions may be better asked using email or a telephone conversation when more detail is required in the answer)

In order to respect the teacher and co-teacher's privacy and time away from school, phone calls or messages may not be answered after 5:00pm. In the event that a student forgets something at school, i.e.: backpack, homework, toy, etc., this is an instance where this matter can wait until the next school day during school hours.

Contacting parents/guardians during the school day

Contact with parents/guardians during the school day will be reserved for special occasions as they are deemed appropriate and necessary. Anytime a student falls and receives a blow to the head, any blood is drawn, a bruise occurs, or a major collision occurs either between student to student or student to object, parents/guardians will be contacted immediately. If the teacher cannot contact the first point of contact, the second point of contact may be notified.

Process for when a child is worked up and is having difficulty calming down:

1. Remove the child from the presence of other children if appropriate, ie: they are crying during nap time
2. Try to calm the child by involving staff that the child is comfortable with, ie: liaisons, librarian (read a book)
3. If the teacher cannot calm the child themselves or with the help of another (ie: co-teacher), and they deem it necessary, they may contact the parent or guardian who is the first point of contact
4. If the teacher cannot contact the first point of contact, the second point of contact may be notified.

5. If necessary, a brief explanation of what happened may be given followed up by contact with the teacher via email or other digital means to fully explain what warranted the contact with the parent

6. Inform the principal of the situation and have them step in only if it is deemed appropriate

* Contact with parent may be through the liaison appropriate for the language of the student and parent.

A staff member may send photos of the day's school work and activities throughout when he/she is not the primary supervisor. Good times for this can be when students are in specials classes, nap times, plan time, lunch time and/or. This will give staff members the opportunity to preview all the photos prior to being sent for appropriateness.

Furthermore, each ECC classroom will be have a tablet with WeChat accessibility for the use of school pictures and messages to be sent to parents throughout the school day. These tablets are to stay at school at all times and should be used to replace the use of a personal cell phone during supervision times.

Expectations

Addressing Concerns Directly

If parents/guardians have a concern about something at the school or in the classroom, they are encouraged to bring the concern forward in a timely manner directly to the appropriate person. These discussions should take place in the following order:

Discuss the concern with the classroom teacher to determine if the issue can be resolved at the classroom level. If this issue cannot be resolved at the classroom level, bring it forward for discussion with the divisional principal. Most concerns can be addressed at the school level when school staff and administration as well as parents/guardians engage in open and collaborative discussion. If the issue cannot be resolved at the divisional level, bring it forward for discussion with the Head principal working with their assistant to schedule a time for a meeting. You should expect a response from the parties involved within 1 to 2 business days.

Any level of the above discussions may be initiated by telephone or email, but may evolve into a face-to- face meeting, which allows for the best and most collaborative discussion to take place.

Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should be respectful to all parties involved. Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email.

STUDENT BEHAVIOR & 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 behavioral guidelines include some that are moral in nature while others are simply necessary to promote good community living at our school.

Chewing Gum, Food, and Drink

Discarded chewing gum causes serious maintenance problems. Students are not permitted to chew gum during school hours or on school property. Students are not to have food or drinks in the classroom without teacher permission.

Electronic Devices & games

Use of electronic devices such as portable stereos and disc players, hand-held game devices & card games (trading & game cards), cellular phones, beepers, iPods, and the like is not permitted during school hours. If used, such items will be confiscated and the student may retrieve it at a later time. Exceptions may be requested from the principal. This policy is not meant to prevent use of electronic devices in the case of a genuine emergency.

Language

Students of many national and ethnic backgrounds attend ISW. English is the school's common language. Students are expected to use only English throughout the school day (during class at teachers discretion, between classes, and during breaks) and at all school activities. Exceptions include language/Korean culture classes, spring trips, and speaking with Chinese nationals. It is vitally important that your student speak as much English as possible; this is the only way they will get better with the language.

Pets and Animals

Students may not bring pets or any animal to school without special permission.

Bullying and Violence

ISW takes the emotional and physical safety of its students very seriously. Any instances of bullying, violence, intentional exclusion, harassment and threatening of students will be treated with serious consequences, possibly including expulsion. All students of all ages have the right to be treated fairly and respectfully. ISW will not tolerate bullying in any form and dealt with by an administrator immediately.

Bullying outside the ISW school grounds (sporting events, spring trips, social media etc.) has the potential to be a problem at school. ISW reserves the right to take disciplinary

action for off-campus bullying related behavior in order to maintain a safe learning environment.

Policy Statement

ISW prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definition

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function, over the phone or internet or on a school bus, and that:

1. Is motivated by any actual or perceived characteristic, such as but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school, or by the victim's participation in school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Expected Behavior

ISW expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

ISW believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

ISW believes the best discipline is self-imposed, and it is the responsibility of the ISW staff to use disciplinary situations as opportunities to help pupils learn to assume and accept

responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

ISW prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Executive Director or his/her designee will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of ISW's comprehensive rules, procedures and standards of conduct for our school, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved
2. The levels of harm
3. The surrounding circumstances
4. The nature of the behavior(s)
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved
7. The context in which the alleged incidents occurred

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with ISW policies and regulations.

Reporting Procedures

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. Submission of an Incident Report Form to the Principal or his/her designee is required. The Incident Report Form is available from the Principal or available at the school office. Oral reports will also be considered official reports. Oral Reports must be followed in writing using the appropriate form filled out by the individual receiving the oral report. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the factors of this policy. ISW's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. ISW's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Reprisal or Retaliation Prohibited

ISW prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with ISW procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with ISW policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining that the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

Private Property and School Property

Students are expected to respect the property of others, including that belonging to the school. Full reimbursement will be required to replace or repair damaged property, whether or not the damage was intentional. Students may not examine the contents of another student's cubby without that student's permission.

Respect for Authority

Students will take responsibility for their actions while at school. Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel, foreign and Chinese. Students showing flagrant disrespect to any of the school staff may result in parents will be notified. Subsequent offenses may result in suspension or expulsion.

Sexual Harassment

Students who sexually harass other students or staff will be expelled. The administration will meet with parents before and after the investigation of the offense to determine a further course of action.

Swearing and Inappropriate Gestures

Students are expected to address each other and faculty/staff in a respectful way. Students engaging in any form of swearing or inappropriate gestures will be subject to the ISW discipline policy.

STUDENT DISCIPLINE POLICY

Every student and teacher has a right to:

- Learn and teach free from disruption.
- Be treated courteously.
- Be free from any form of discrimination including verbal or physical abuse.
- Work in a clean, safe and healthy environment.

The result of discipline is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

Three systems of behavior management exist at International School of Wuxi, one for inside the classroom, another for outside the classroom and the third is an infringement system.

Inside the classroom

Any seen or perceived disruptive behavior will be dealt with systematically, consistently, and quickly. Teachers will implement their individual student management methods within the classroom.

When a student does not respond to classroom discipline he or she will be sent to the Principal's office.

Automatic Send-Outs

A student may be sent out of class without warning for the following offenses:

- Breach of Safety
- Physical Abuse
- Verbal Abuse
- Misuse of Computers or Other Equipment
- Cheating

Outside the classroom

General rule: The offending student is sent to the school office. They remain at the office until otherwise informed.

Light offense	Dealt with by the teacher.
Moderate offense	Student sent to the Principal.
Severe offense	Student sent to the Principal.

Suspension and Expulsion

Suspension is defined as a temporary exclusion from ISW. In-school suspension takes place on the school site. Students are excluded from classes and will take separate lunch and recess breaks from their classmates. Out-of- school suspension takes place off the school grounds.

Expulsion is defined as permanent exclusion from ISW. Expulsion from school requires School Board action

Change of Personal Information

The registrar maintains current phone number and address information for every student enrolled. This information is of critical importance during regular operations as well as in case of emergency. Please inform the school office of any changes as soon as possible.

Computers

ISW is equipped with a computer lab. All school computers are part of a local network, and all of them have firewall protected internet access. There are computers in classrooms and at other locations in the school building to provide a high degree of computer access for instruction, research, and projects. ISW is also equipped with a limited number of iPads for teachers and students. Student use of any computer equipment at ISW requires a parent/student signature on the Acceptable Computer Use Policy.

Fire Drills and Emergency Building Evacuations

Each quarter the school will conduct at least one fire drill or emergency evacuation. Students are expected to follow all directions during these practice sessions. Procedures and evacuation routes are posted in each classroom.

Other Useful Information

Library

The library is open Monday to Friday from 8:30 am until 3:30 pm.

Students may keep checked-out books for up to two weeks. A book not returned after two weeks will be charged an overdue fine of 2RMB per school day late. Lost books will be paid for by the student at the current replacement value (book purchase price plus 40% for shipping and handling).

Report cards, transcripts, and diplomas will not be issued until payment in full of any outstanding library balance.

Lost and Found

Lost and found is available upon request at the front desk. Parents, students, and visitors may reclaim items there. Periodically, the lost and found box will be cleared. All unclaimed money should be given to the receptionist.

Medical Emergency Procedures

In case of serious illness or accident, the family will be contacted by phone and the parents will be requested to come to the school to pick-up the ill or injured child. The student will not be allowed to return home unless there is proof that there is an adult present in the home at the time. If the family cannot be contacted and immediate treatment is required, the student will be taken to an appropriate medical facility.

Office Hours

Normal ISW office hours are 8:00 am to 4:30 pm, Monday through Friday. Please be aware that the school office will also be closed during official school holidays at various times throughout the school year.

Open House

All open houses will be held on occasions during the school year to allow parents and teachers a chance to become acquainted with each other and to introduce parents to course content.

Parental Expectations

The administration welcomes constructive suggestions from parents that are aimed at school improvement. Parents may be interested in joining the PAL (Parent And Liaison) or our PTO (Parent Teacher Organization) that have meetings throughout the year to serve families.

Telephones

A telephone for student use is located in the main school office. Students must obtain permission before using the phone. The phone is for emergency use only, with staff permission and under staff supervision.

After Hours and Weekend Campus Use

Gymnasium

School days, after hours

Supervision provided every day until 3:45 p.m.; after that time ISW personnel supervision is necessary on school grounds.

Weekends

ISW personnel (adults) must be present for students or parents to use gymnasium on weekends. For weekend usage of facilities for events, please sign up by Friday with Operations Manager and sign in and sign out at the gate. For the protection of the floor, no wheeled equipment in the gym; also appropriate footwear is necessary (non-marking soles). No lights, heat, or AC is to be used except for official school events. Non-school events in the gymnasium requiring use of lights/heat/AC will require payment and will need to reserve the gymnasium in advance. Please contact the Operations Manager to arrange for these events.

Outdoor Playgrounds

School days, after hours

All students can use the outdoor playground with parental/adult supervision. Please be very careful of children crossing the campus road in the time between 3:30 - 4:00 pm on regular week days as well as 4:30-:45 on afterschool activity days due to school bus traffic.

Weekends

For weekend usage of facilities for events, you will need to communicate with the Operations Manager by Friday and sign-in and sign-out at the gate. All students must have adult supervision. If you use the restrooms inside the gym, please help keep them clean. Immediately report any emergencies, accidents, broken equipment, or damages facilities to the guards and/or contact the Operations Manager.

Approvals

For planned events on weekdays after 3:45 p.m. or weekends, contact Operations Manager for approvals and logistics

ISW Air Quality Policy

One of the health concerns of living in Wuxi (China) is the air quality. Air quality can become unhealthy due to pollutants such as ground-level ozone and particle pollution. Ozone is especially damaging to the lungs of children and those who work and play outside and is mainly a problem during hot summers. Particle pollution - especially fine particles such as those found in smoke, haze, or dust - contains microscopic solids or liquid droplets that are so small that they can get deep into the lungs and can cause serious health problems.

Each classroom at ISW contains an air purifier. Filters are changed every 3 months or earlier if needed. Parents may send their students to school with a mask if they wish for them to have one when they go outside.

If students are known to have asthma or other respiratory problems, parents can request to discuss with the school and decide if their student can follow the ISW policy or if their student may need stricter guidelines. A list of those students who might need special attention will be distributed to the teachers.

Questions?

Feel free to contact our admission liaisons.

References:

www.epa.gov

www.airnow.gov

<http://www.cnemc.cn/> (website only in Chinese)

<http://www.myhealthbeijing.com/>

There are several websites and apps for checking the air quality, but make sure to check how reliable they are. It is important to look at data for Wuxi and if possible for the area you live in. We recommend these two websites:

<http://aqicn.org/city/wuxi/> (below in screen is a link to a map which you can zoom to the different areas in Wuxi. This is the website we use to monitor the air quality at ISW.

For iPhone users: To get the widget on your iPhone home screen, go to your iPhone browser and type in <http://ios.aqicn.org/?1451>. Navigate to Wuxi. Use the share button to put it on your home screen.

For Android users: There is an Android app available in the Google store (or downloadable through the website).

Air Quality Implications Chart ISW

AQI	Color	Measure to be Taken
0 – 50	Green	Daily activities not affected
51 – 100	Yellow	Daily activities not affected
101 – 150	Orange	Daily activities not affected.
151 – 200	Red	Daily activities not affected. Students with respiratory problems can, with parent and nurse permission, be 'excluded' from active participation in PE and/or to remain indoors during break. Teachers report any signs of respiratory unwellness in children to the nurse immediately.
201 – 300	Dark Purple	<ol style="list-style-type: none"> 1. All PE lessons will be modified and carried out indoors. 2. Students will remain indoors during breaks. 3. Any school outdoor community event will be modified. 4. Teachers report any signs of respiratory unwellness in children to the nurse immediately. 5. Outdoor school based activities held in Wuxi will be modified or cancelled. Outdoor school based activities held out of Wuxi go ahead as planned (based on conditions in that city).
> 300	Maroon	<ol style="list-style-type: none"> 1. All PE lessons will be modified and carried out indoors. 2. Students will remain indoors during break time. 3. All field trips that involve any sort of physical activity will be postponed. 4. Any outdoor community event will be cancelled. 5. Teachers report any signs of respiratory unwellness in children to the nurse immediately. 6. Outdoor school based activities held in Wuxi will be cancelled. Outdoor school based activities held out of Wuxi to be decided upon on an individual basis.