

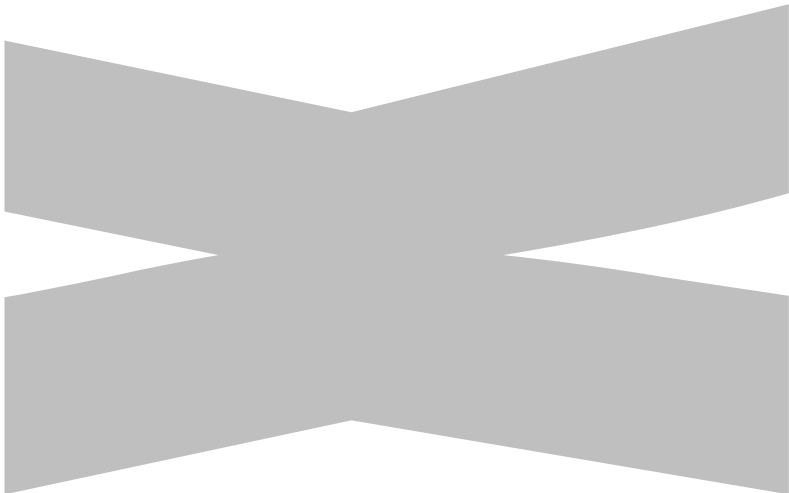
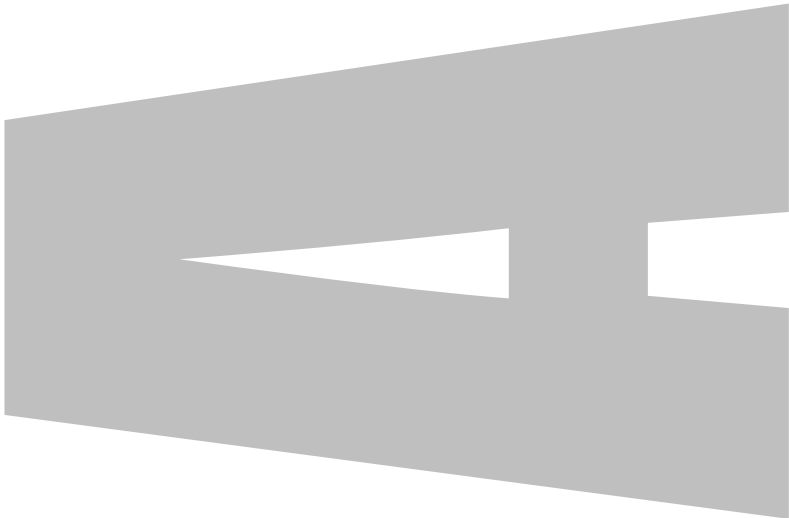
XINING INTERNATIONAL ACADEMY

2023-2024



STUDENT AND PARENT

HANDBOOK



Accredited by:
*Western Association of Schools
and Colleges (WASC)*

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A Message from the Principal



Welcome to Xining International Academy

Xining International Academy (XIA) was established to meet the needs of international workers in China. We have been providing quality education for students for over 20 years. XIA is an American, college-prep, Christian school for children preschool through grade twelve. Core subjects include: English, Science, Math and Social Studies, with variety of electives available.

Students come from all over the world. When students come to XIA, they have a loving, supportive environment that provides an education that goes beyond pure academics, preparing them to be people of good character who will make a positive impact on the world.

Our staff have answered our Father's calling on their lives to live cross-culturally and be effective for Him in this unique and dynamic environment.

We work to build a strong sense of team and community for our students and staff. I would strongly encourage you to take a few minutes to read through this book and familiarize yourself with all that is involved in being a part of XIA. It's my privilege to welcome all of you to the XIA family.

Chris Patterson
Principal, XIA

School Administration and Management

Head Principal - Christine Patterson

School Board:

The School Board governs Xining International Academy and is considered the highest level of authority. The School Board is comprised of a chairperson, a parent representative, and 3 -4 other members. The board usually consists of the different nationalities represented in the XIA community.

School Board Role:

- The Board will appoint the Principal.
- The Board will provide accountability for the Principal.
- The Board will lead the school by setting policy and casting vision.
- The Board will pray for the work of XIA and its future direction.
- The Board will support the Principal in decisions made concerning the running of the school.
- The Board will provide practical support and praise for the Principal and Staff.
- Regular board meetings happen 5 times a year.

Principal Role

- The Principal will hold strongly to a Christian Biblical values system.
- The Principal reports directly to the School Board.
- The Principal oversees the day-to-day operations of the school.
- The Principal will work in conjunction with the Board to implement school policy.

- The Principal will work with the Staff to ensure that XIA maintains a high quality of instruction and character development for all students.
- The Principal is responsible for the hiring and firing of teachers.
- The Principal will submit the new annual budget to the Board for review and approval at the end of each school year.

Teacher Role

- XIA strives for high academic standards and character development in its students. Accordingly, XIA makes every effort to hire:
 - Teachers who are well-qualified professionals in their home country.
 - Teachers who are highly recommended on the basis of character, skill, and experience.
 - Teachers who hold strongly to a Christian Biblical values system.
 - Teachers committed to the XIA community.
 - Teachers whose primary purpose for being in Xining is to work at XIA.

National Staff

- XIA has a national staff consisting of school accountants, administrative assistant, cashier, government relations person, classroom teachers, and classroom assistants. Some of the national staff also teach Chinese.

History



Xining International Academy (XIA) was founded in 1998. The families involved in the process thought it was important for third-culture children to receive a quality education from professional teachers and to socialize with other children in a classroom setting.

Classes began in the fall of 1998 with four students, all boys and one teacher. In the fall of 2003 XIA expanded operations to include a kindergarten and a study hall for grades 3 through 6 students. The first Chinese employee was also hired at that time, enabling the school to integrate the Chinese language into the curriculum. In 2007, course offerings were expanded to include junior high and high school programs. At that time, total student enrollment was 28.

XIA received approval to begin the registration process in 2008. The Qinghai Education Commission was extremely helpful as XIA worked to obtain all registration requirements. All of the registration requirements were completed in 2009. Registration was granted in 2009.

XIA continued to grow and expand as more expatriate families moved to Xining, but school growth is still dependent on the number of expatriate families that come to Qinghai. In 2012 XIA began the process towards accreditation with WASC (Western Association of School and Colleges). In the spring of 2013, there were just under 84 full-time and part-time students and 11 full-time teachers. In the spring of 2015, XIA was granted full accreditation for 4 years. After a completed self-study in 2019, XIA was granted an additional 6 years of accreditation until 2025.

We thank the Lord for His blessing as we focus on the future role that XIA shares within the Xining community. We trust that XIA will meet the needs of your family. A warm welcome from the Principal, Staff and the School Board!

School's MISSION

Mission Statement

XIA exists to support international families in China by providing quality, value-based education; and to provide educational services to the local community.

School's Core Values

Core Values

We believe in:

- Personal and Professional Integrity
- Academic quality through a standardized curriculum and qualified teachers.
- A supportive environment that celebrates cultural diversity and enables each person to develop his or her full potential.
- Stewardship by wise management of all resources

WASC Accreditation:

WASC Organization

The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. The Commission provides assistance to schools located in California, Hawaii, Guam, the Commonwealth of the Northern Marianas, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and East Asia and the Pacific.

Accreditation helps XIA to reach and maintain high standards of education. This accreditation is accepted worldwide and gives K-12 schools the confidence to accept XIA credits for transfer and gives colleges/ universities confidence to accept XIA graduates for admission.

1.5 Expected School-wide Learning Results (ESLRs)

Xining International Academy students, with the help of their teachers and their parents, will seek to become:

Academic Achievers who...

- Demonstrate knowledge of English, Mathematics, Science, Social Science, Chinese, and Biblical Studies

Critical Thinkers and Problem Solvers who...

- Independently and collaboratively apply cognitive skills in the areas of reasoning, analyzing, and evaluating information

Effective Communicators who...

- Communicate clearly in order to engage socially in a diverse world

Global Citizens who...

- Act responsibly and ethically, contributing positively to society

Independent Learners who...

- Develop habits to take initiative necessary for lifelong learning

Truth Seekers who...

- Apply Biblical principles while encountering life issues

A Note about Beliefs

XIA teaches from a Christian philosophy of education. We recognize that some students may not necessarily agree with everything that is taught. We place no demands as to belief, but Christian beliefs and values are integrated into all aspects of academic and social life at XIA.

Contact Details

Telephone: (+86) 971-630-7721

Email: xia-admin@xiningxia.org

Mailing address:

Xining International Academy
JingKang Street 98# GreenLand,
Xining, Qinghai 810000
People's Republic of China

XIA Website: www.xiningxia.org

-School Location in English:

GreenLand
Jingkanglu 98#
Xining, Qinghai
P.R. China

-School Location in Chinese:

中国
青海省西宁市
静康路98号格林兰郡

Office Hours:

Monday – Thursday: 8am to 4pm
Lunch Break: 12:20 to 1pm
Friday: 8am to 1pm

Who do I see ...



...when I have questions about arranging bus service?

Admin Assistant

...with questions about school fees?

School Accountant

... about my child's report card?

Teacher/Principal

...to change my telephone number, address, or email on the records?

Admin Assistant

... for planned absence form?

Admin Assistant

... when I have an issue with a teacher?

See the teacher first

... to find out about after-school activities?

You may check with the teacher, Sycamore, school calendar on the website

... if I am moving away from Xining?

Teacher/Principal

... if my child is having difficulty adjusting to school?

Teacher/Principal

Enrollment and Attendance

Admissions

Every student applicant needs to present transcripts and report cards along with placement testing and a personal interview before acceptance. ELL (English Language Learner) students will be tested for English language proficiency.

Entrance Procedures

XIA is open to foreign passport holders irrespective of race, sex, color or creed whose parent(s)/guardian(s) live in China. The student must have both a valid foreign passport and visa/residence permit.

The parent(s)/guardian(s) must provide required documentation: an application form, medical information/permission forms and a copy of the student's passport and visa/residence permit. By enrolling their children at XIA, parents are also agreeing to abide by the conditions set out in the XIA Parent/Student Handbook. All required forms are available on the school website or from the school office.

XIA is an American Standard school and English is the medium of instruction. It is our desire to see that our students succeed in their studies. For this reason, students must have a sufficient level of English to participate adequately in classroom activities and complete the required work. This will be determined through an ELL test. All students (grades 3 and above) whose first language is not English will be required to take an ELL test. (See the ELL guidelines)

XIA retains the right to accept and refuse entrance to students at the discretion of the Principal. A student will not be enrolled if resources are not available to meet their individual's needs.

Enrollment of new and returning students at XIA must be confirmed by either December 1st or June 1st of the semester preceding entry. 10% of the semester fee deposit is required to confirm and reserve a place for their student. Applications after these dates will be dealt with at the Principal's discretion. All slots for new students will be allocated on a first come first served basis, according to receipt of applications prior to the enrollment deadlines.

Age Requirements by Grade Level by September 1st.

- Pre-Kindergarten: 31/2 years old -- 4 years old
- Kindergarten: 5 years old
- Grade 1: 6 years old

Visa Requirements

It is a legal requirement for all expatriate parents to obtain an appropriate visa for their child studying at our school. Failure to do so may affect their enrollment at the school. Proof of a student visa (age 18 and above) or dependent visa is to be submitted upon application to the school.

The school reserves the right to terminate enrollment if a student is found to be without a correct visa.

Immunization Requirements

XIA requires the following vaccinations:

- Hepatitis B: three shot series
- Varicella (chickenpox): two shot series
- Polio series
- DTaP: Diphtheria, Tetanus, Pertussis: three shot series with boosters at appropriate ages
- MMR: Mumps, Measles and Rubella: two shot series

Temporary Guardianship

Parents or guardians who plan to be out of town must make guardianship arrangements for their child and communicate the guardianship information to the school office before leaving.

Students should not be home alone overnight for extended periods of time. Students in elementary and middle school should have direct adult supervision for overnights; exceptions may be made on a case-by-case basis.

Attendance

Attendance is required for our students to succeed in their studies. We ask that families refrain from taking their students out of school during the academic year. If a family finds that they need to leave for an extended period of time, they need to fill out the Request for Planned Absence form no later than two weeks in advance. This is to give the teacher time to plan assignments for the student during his/her absence.

When a student becomes ill, please call the office no later than 8:15am so that the office can inform the teacher of the student's absence. When the student returns to school, a note from a parent is needed to explain the reason for the absence.

Student Attendance and Absence Policy

A student who arrives to school more than 15 minutes late should check in at the school office before going to class.

If a student is sick he or she should stay home. Parents are expected to phone the school office (0971-630-7721) or email to xia-admin@xingxia.org by 8:15am on each day the student is absent. The school does not excuse absences. The purpose of the phone call or email is to let the teacher know that the student was in his or her parents' care. If a student is reported absent and no call or email is received, the school will try to contact parents and substantiate the reason for the absence. The student may be asked to complete assignments missed during the absence. For more than 3 consecutive days of absence, a doctor's note is required.

A student missing more than 120 minutes of school will be considered as having a full-day absence.

Students cannot compensate for missed participation and interaction with teachers and classmates that is caused by lost class time. Active participation and interaction with peers are vital components in academic achievement and are a part of each student's grade. We expect students to be in school and to be on time for classes or special events held during regularly scheduled classes. Absences may result in academic consequences.

Elementary

If a child needs to be taken out of school for an extended absence (more than 3 consecutive days), the parents should talk with the principal before finalizing plans. It is expected that parents understand the impact the absence will have on their child's learning. If an elementary student misses more than 20 days in a school year, he or she may be required to repeat the grade year. The principal and teacher will review the grades of any student who misses more than 20 days. If satisfactory progress has not been made, the student will be required to repeat the grade year.

Grades 7-12

To receive full credit for a class, a student must be in attendance for at least 80% of the sessions of that class each semester.

All Grades

Make-up Work

Work missed can be made-up if permission has been given by the school upon the request of the parent/guardian. Make-up work must be completed within the allotted time given with a minimum of one-day make-up per day of absence (e.g. If a student misses 3 days of classes he/she has 3 days to complete the work missed).

10% absence per semester (approx.9 days)

The student's final semester grade will be dropped one full letter grade. This will be noted on the student's report card.

20% absence per semester (approx. 18 days)

For grades 9-12, no credit will be earned for classes taken. For grades 7-8, the student may be required to repeat the grade.

In extraordinary situations that require extended absence (family emergency, hospitalization), the family should apply to the principal for a waiver.

Planned Absences

Parents planning to take a student out of school must have their child complete a Planned Absence Form (available in the school office or on-line), and upon completion submit this to the principal at least two weeks before the absence takes place. The form will be returned to the parents once the assignments have been recorded. Parents are strongly urged to avoid non-illness and extended absences because such absences create an extra burden for students upon their return. Extended absences undermine the value of a consistent work ethic, which the school seeks to instill in its students.

Medical appointments and out-of-school commitments should be scheduled for after-school hours.

Make-Up Work for Planned Absences

Make-up work is the responsibility of the student. Make-up assignments will be provided to the students for at least five (5) of the days missed. Other work may be provided via email in communication with the class teacher. Prior to or upon the student's return to school, full credit can be earned for missed work if completed according to the due dates assigned on the planned absence form. A teacher may refuse to accept or give full credit for work received after the allotted time. Students are responsible for determining what was missed during an absence by communicating with their teachers.

Distance Education

XIA is not equipped to provide distance education at this time.

Tardiness (Late Arrival to Class/School)

If a student is tardy, they must first go to the school office for a tardy slip and then bring it to the classroom teacher.

It is the parent's duty to see that their children are not tardy.

After 5 tardies there will be detention.

After 8 tardies a parent conference will be scheduled with the teacher.

After 10 tardies there will be a one day in-school suspension, work may be made up.

After 12 tardies there will be a 2-day in-school suspension and no credit for work missed.

After 12 tardies the problem will be brought before the administration.

Skipping Class

Skipping class is considered a major offense, and the student will receive detention and/or suspension. An absence from any class for the purpose of make-up or preparation for another class is not permitted. A student who misses 20 minutes or more of a class will be considered absent for that class period. When a student is late, he or she is still expected to attend the class or it will be considered truancy.

Leaving Campus During the School Day

No student will be allowed to leave campus during the school day without permission from the principal. A student must have parental permission provided through a note or phone call to the school office in order for permission to be granted.

Illness During the School Day

A child who has a fever, is vomiting, or has a severe cough and runny nose must be kept at home. A student who becomes ill or injured during the school day should go to the school office. If the student is too ill to continue attending classes, parents will be contacted to pick up the student.

The student may not leave the school campus until he or she has been dismissed

by the principal. For minor ailments such as stomachaches and headaches, the student may be asked to rest in the learning center and may be given pain reliever, if prior permission has been given by the parent.

A child cannot attend school if he or she has a communicable disease such as conjunctivitis (pink eye), chicken pox, impetigo, measles, mumps, H1N1, Covid-19, Lice, etc. The school may need to inform parents of other students if students have been exposed to a communicable disease. The school office must be informed immediately if a child has a communicable disease.

Withdrawal Procedures

Parents may withdraw their child from XIA at any time. In these cases, fees already expensed or budgeted during the semester in question will not be refunded. Each case will be assessed individually by the principal.

The 10% deposit is non-refundable.

XIA may require a student to withdraw under the following conditions:

- Non-payment of school fees.
- Repeated absences without excuse as stated in the

Excessive Absence Policy.

- Unacceptable student behavior that disrupts the learning environment and does not improve after following discipline policies and procedures.
- XIA has the right to require a student to withdraw at the discretion of the Principal.

Transcripts and Recommendations

When a student returns to their home country for re-entry into the school system, XIA is willing, upon request from a parent, to send a letter of recommendation to the student's new school along with any records of the student's work. All requests for recommendations, transcripts or other documentation require a two-week lead time and will be processed within a minimum of 10 days.

Temporary Guardianship

Parents or guardians who plan to be out of town must make guardianship arrangements for their child and communicate the guardianship information to the school office before leaving.

Students should not be home alone overnight for extended periods of time. Students in elementary and middle school should have direct adult supervision for overnights; exceptions may be made on a case-by-case basis.



School schedule

Calendar and Holidays

The XIA school year has approximately two 19-week semesters calendar beginning late August and finishing the end of June. The main holiday periods are scheduled around the Chinese Spring Festival (January-February) and the summer months (July-August).

Daily Schedule

Elementary

Monday - Thursday	Classes
8:20	1 st period
10:30	<i>Recess</i>
10:50	4 th period
12:10	<i>Lunch</i>
12:30	<i>Recess</i>
12:50	Afternoon classes begin
3:10	Classes end

Friday's classes end at 12:25

Monday-Thursday

Extra-Curricular Hours- 3:30-4:30

High School After School Hours-3:30-4:15

High School

Monday - Thursday	Classes
8:20-8:45	Homeroom/Character Curriculum 1 st period
8:45 – 9:30	2 nd period
9:35– 10:20	3 rd period
10:20-10:30	Break
10:35 – 11:20	4 th period
11:25-12:10	5 th period
12:10-12:45	<i>Lunch</i>
12:45-1:30	6 th period
1:35 – 2:20	7 th period
2:25 – 3:10	8 th period
Friday schedule	Classes end at 12:25

There are 2 supervised, 20-minute recesses and 1 snack time every day for elementary students. Students are to bring their own snacks and drinks. Water is available at school, but students should bring their own water bottles to use.

Elementary students staying for afternoon classes (or arriving to attend afternoon classes) must bring their own lunches to school (they will not be permitted to leave the school site to purchase food outside). Lunches can be ordered at the beginning of the day through the classroom teachers.

Campus Hours

Elementary and High School: 7:50 AM – 3:10 PM

High School After-School Hours: 3:10 PM – 4:15 PM

Extra Curricular Hours 3:30-4:30

The students are required to get permission from the principal if want to stay at school beyond after-school hours.

Class Size

Class size and arrangements at XIA will vary from year to year due to the rapid changes often experienced in the community. Classes will be arranged by the Principal in consultation with the staff to best suit the educational needs of the students.

New Student/ Parent Orientation

For Pre-k and Kindergarten, potential students are welcome to visit the classroom. Please inform the school office one week ahead of time to plan a visit. Once enrolled, classroom teachers will inform parents of classroom requirements.

For Elementary and High school, potential students are welcome to visit the classroom. Please inform the school office one week ahead of time. Once enrolled, please make appointment with the principal for classroom orientation.

Medical Information

Parents are required to fill out a medical form upon enrollment at XIA. Please update your address and phone number when there are changes.

Lunch Program

For Pre-k and Kindergarten, hot lunches can be ordered through the classroom teacher.

For Elementary and High school, lunches may be ordered through the homeroom teacher.

Payment is made daily.

Snack cards are available for purchase for 50RMB per card

Parent Involvement and School Visitors

Parents are encouraged to volunteer as classroom helpers. Parents can participate in areas of their strengths/skills and areas of need throughout the school.

If parents want to show a classroom to friends or parents of potential students, they should do so by a pre-arranged appointment. XIA is proud to show visitors around the school.

Assemblies

Elementary students come together each Friday, 8:30 for an assembly. Each assembly will be led by different individuals or by one of the classes.

High School assemblies meet once a quarter.

Parents' Rights and Responsibilities

XIA expects that all adults engage in safe, supportive, and respectful interactions with children at all times. The school believes that parents are valuable contributors and participants in the life of the school. The following Code of Conduct outlines the way in which our community expects all parents to conduct themselves when visiting our school, participating in school activities, and communicating with members of our school community. (This code applies to all adults, including parents, guardians, step-parents, grandparents, extended family, and babysitters. For convenience, the term "parents" will be used.)

Parent Rights

- To participate in their children's learning by being informed and being listened to.
- To be treated with courtesy and without discrimination.
- To expect confidentiality and privacy.
- To expect an environment that offers safety.
- To expect that access to available support services

Parent Responsibilities

- To take an active interest in their children's academic lives; to convey concerns and inform staff of any circumstances that could affect their child during the school day.
- To treat with respect and courtesy all members of the school community; to promote such attitudes in their children.
- To express their ideas to the appropriate personnel; to respond to communications and publications from the school; to accept decisions made by the school administration.
- To maintain confidentiality and privacy.
- To encourage their children to maintain personal safety and be safe towards others.
- To inform the school of their child's particular needs and assist with necessary documentation and consult with teachers and the principal creating an appropriate academic plan.
- To inform teachers (or teacher assistants) when observing student misbehavior at school. A parent should not correct another person's child except in instances when there is a request to supervise that child at school or if there is immediate danger and not intervening would harm the child.
- To respect and abide by child safety guidelines established by the school. At no time should a parent meet with another person's child in a secluded location or in a classroom without another adult present.
- To comply with all safety and emergency procedures in

place at school and in the event of an emergency while on campus, and to follow instructions given by any staff member.

- To listen respectfully, in the same manner required of students, and to refrain from creating unnecessary noise or disturbance during school performances.
- To accept the authority of the classroom teacher when visiting classrooms or participating in a class outing, field trip, activity, or event.
- To be mindful of classroom hours and teachers' time, taking care not to expect immediate phone, email response, text messaging or we chat messages especially outside normal working hours or during school holidays

Expectations for Communication

- To use courteous and acceptable written and spoken language in all communications with students, staff, and other parents and members of the school community. No profane, insulting, harassing, aggressive, or otherwise offensive language may be used.
- To act in the best interests of students, their families, and staff members and to refrain from malicious or judgmental gossip, ensuring that anything said about others is fair and truthful.
- To abstain from actions and behavior that constitutes harassment, discrimination including abusive or threatening emails, text/voicemail/phone messages, or other written communication.
- To respect the privacy of other parents' email addresses and not send or forward unsolicited emails, phone numbers and we chat contact information or "spam" to school parents. Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the school in order to receive communications from the school about school-related matters and their child. The school will not give out the email address of parents to other parents without permission.
- To abide by the school's communication expectations by sending email or other communication that is void of solicitation and inflammatory or politically/religiously offensive content.
- To avoid any defamatory, humiliating, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other social sites. Any concerns about the school must be made through the appropriate channels by speaking to the classroom teacher or principal, or so that such matters can be dealt with fairly, appropriately, and effectively for all concerned.
- To communicate with a student during school hours call the school office and not the student. The office will relay the message to the student.

Academic Expectations

Curriculum and Instruction

Elementary School

In Pre-K through Grade 6, an emphasis is placed on language arts in English (reading, handwriting, vocabulary, grammar, composition, and spelling), mathematics, social studies/history, science, and Character curriculum. Elementary students also participate in weekly classes taught by specialists in the areas of music, art, computer, library, physical education, and a foreign language.

High School

XIA offers an American-style, university preparatory curriculum. All classes, except modern languages, are taught in English. Grades 7 to 12 students are expected to enroll in at least seven classes. To progress to the next grade level, a student must earn a minimum number of credits (see High School Academics for further explanation).

Classes

Students are to arrive on time and be prepared for daily classes. Proper respect for the teacher, classmates, and the school is expected at all times, and students are expected to obey individual teachers' classroom rules. Students who are disrespectful to teachers or fellow students will be subject to disciplinary action. Students who do not follow the instructions of their teachers may be sent to the principal's office.

XIA believes that the time spent in class is crucial to a student's learning and development. For that reason, we encourage students to get enough sleep at night in order to be fully alert during class. If a student does fall asleep during class, the teacher will wake him or her and warn the student to stay awake and may ask him or her to stand.

Field Trips and School-Sponsored Activities

Teachers may plan field trips to enhance and expand the learning that takes place in the classroom. Requests for field trips are approved by the principal, and the teacher will send home notifications to parents. Parents should inform the teacher if they do not want their student to attend any trip. In elementary and high school hold harmless forms will be sent home for each trip.

High school field trips will not be planned for the last two weeks of the semester. While on field trips and school-sponsored trips and activities, students are expected to adhere to XIA policies. Guidelines for overnight school-sponsored activities include the following:

- A signed parent hold harmless form with emergency contact information and basic medical information will be required for each student. The supervising staff member will provide students with a packing list.
- If the activity involves boys and girls, supervision will be required by both a male and a female chaperone/adult (in some cases, three or more adults may be asked to help).
- For overnight activities, girls and boys must sleep in separate rooms and use separate bathrooms/changing rooms.

- Students who need to leave the activity early must have a parent inform a supervising staff member and subsequently pick the student up directly from a supervising staff member.
- Students will be expected to adhere to a curfew, and at no time should boys be in the girls' room(s) and vice versa.
- Violations of the guidelines will result in the student being sent home at the parents' expense.

English Language Learning (ELL) Guidelines

XIA has a desire to help in educating the students of the expatriate community. English is the academic language used at XIA. We want our students to succeed in their studies. With an increasing ELL student population combined with our vision to provide high quality education for the foreign students, we are implementing the following policies regarding ELL.

Students grades 1 and up, whose first language is not English, will be required to take an ELL test. Entrance to XIA as a registered student will be based on the result of the ELL test.

- Students under 3rd grade whose first language is not English will be given an ELL assessment to determine if they would be required participation in the ELL program. If it is determined that the student will need to participate in the ELL program, additional fees will be charged for ELL sessions and the student will not participate in other language classes. The student will be a fully registered student.
- If an elementary student above 3rd grade tests more than two years below their grade level, they cannot be accepted as a registered student at XIA. They may be accepted as an audit student for a total of 9 weeks or one quarter.
- Once the student has audited for 9 weeks, a decision will be made by the ELL teacher and Principal as to whether or not the student may continue at XIA as an audit student. This decision will be based on the progress made in English competency and classroom work completed over the 9-week period.
- If the student continues as an audit student, at the end of one semester, the student will be tested again to determine whether the student has progressed enough to pass the entrance requirements to enter XIA as a registered student.

New applicants who are grade 7 and above must test at grade level English proficiency to enter XIA as a registered student. They may be accepted as an audit student and follow the guidelines for auditing students, if they test no more than 2 years below grade level.

- Once a student had been assessed as meeting grade-level English, they can resume their Chinese or other language studies and are not required to continue participation in ELL classes.
- A former XIA ELL student who has been absent for two semesters or more will need to take the ELL test upon return to XIA. The same entrance requirements will be placed on these students as in on first time ESL applicants according to the policies above.

Homework

Homework is part of the learning process that XIA uses to help students. It is expected and required of all students. The amount of homework assigned is based on the student's grade level.

Homework is given regularly:

- To support planned areas of study in class.
- To encourage development in all academic areas.
- To help students in specific areas of need.

There is no homework given to children in Pre-school. Homework is usually given to all students from Kindergarten through High School. Kindergarten students may be given 15-minute reading homework per day. Grade 1 to grade 8 students may be given both reading and written homework. Kindergarten to grade 6 students may have RAZ Kids and/or IXL (online reading and math programs) work 15-30 minutes per day.

The homework guidelines, however, do not include Chinese homework. If the Chinese teachers opt to give homework, it should not be more than 20-25 minutes a day.

For a detailed information on the approximate amount of homework given per grade level, please refer to the table below.

Homework Guidelines

Grade	Reading	Written	Total Minutes
K	15		15
First	15	15	30
Second	20	15	35
Third	20	20-25	40-45
Fourth	20-30	25-35	45-60
Fifth	25-30	35-40	60-70
Sixth	35-40	40-45	75-85

Grade	Reading	Written	Total Minutes
7/8	45-50	45-50	90-100
9/10	60	60	120
11/12	60-65	60-65	120-130

*These guidelines do not include Chinese homework. Chinese homework should not be more than 20-25 minutes per day.

Grading Practices

Elementary

XIA uses a grading system that shows the progress a student is making both in his/her academic work and behavioral development in the class. From grade 1 to grade 3, students are graded according to their daily work, class participation, test scores, class projects and teacher observation in core subjects as well as in their elective subjects.

Elementary Pre-K through Grade 3 report cards are based on a number grade and an attribute grade. Pre-K and Kindergarten receive an additional narrative report.

Grading (Pre-K to Grade 3)	
Number Value	Explanation
4	Outstanding
3	Managing well
2	Experiencing some difficulty
1	Experiencing significant difficulty

Attribute Grading (Pre-K to Grade 3)	
E	Every time
M	Mostly
S	Sometimes
R	Rarely

Grade 4 to Grade 8 and High School Grading System

XIA follows a grading system that measures a student's learning and ability to meet the required academic standards of the school. In every subject, a student earns a percentage score and the score is then converted to a grade point. A 60% percent score is required to pass a subject. A score of 98% and above earns the highest grade point of a 4.0. The grade point average (GPA) is the mean of these grade point score across all courses. They are weighted accordingly. Some non-core courses are offered Pass/Fail. Honors courses are based on a 4-5 GPA. AP courses are based on a 5.0 GPA.

The table shows in detail the grading system. Note that in the upper grade levels, any mark below a D- is considered failing.

Grading		
Letter Grade	Percent	Grade Point Average (GPA)
A+	98-100	4.0
A	92-97	3.9
A-	90-91	3.7
B+	88-89	3.3
B	82-87	3.0
B-	80-81	2.7
C+	78-79	2.3
C	72-77	2.0
C-	70-71	1.7
D+	68-69	1.3
D	62-67	1.0
D-	60-61	0.7
F	<60	0.0

In high school, some elective courses are offered Pass/Fail. These course are awarded credit but is not counted towards the GPA.

Honors courses are graded on a 4.5 grading scale AP courses are graded on a 5.0 grading scale

Social Promotion

Social promotion is a possibility in the case of students whose ability is low. This is done when parents, teachers, and school administration feel that it would be advantageous to the student's future and will not excessively hinder the balance of the class. It is carried through only when there is indicated effort on the part of the student to be cooperative and where he or she is striving to do his or her best. This may also be applicable in situations where the student has a documented learning disability and retention is counterproductive.

If a student has not achieved adequate academic achievement due to maturation, fundamental skills, and/or work ethic, an evaluation will take place. The teacher, principal, and/or parents may make a request for an evaluation by an outside specialist. The evaluation will be reviewed by the principal in consultation with the teacher.

Acceleration

After a student has been admitted and school personnel find that acceleration may be beneficial and/or parents request a higher grade level placement, the following guidelines should be followed.

To be eligible for acceleration, the student should meet the following conditions: evidence of social and emotional maturity excellent grades in mainstream classes in middle and high school and superior performance in elementary school standardized test scores with grade equivalency of two (2) years above grade level or more exemplary attendance The procedure for acceleration should be as follows:

- The classroom teacher should approach the principal with the suggestion for grade-level assessment. The parent may also make a direct appeal to the principal for celebration or contest the original grade placement. The principal will solicit input from all of the student's teachers regarding academic achievement and maturity.
- The principal will evaluate the student's grades, standardized test results, and attendance. With the assistance of the teachers the principal will evaluate whether acceleration would benefit the student academically, socially, and emotionally.
- The principal will meet with the parents to finalize the student's grade placement.
- If there is a dispute about grade placement, the final decision rests with the Principal

Retention

If it seems advantageous to the student's future, retention will be recommended to parents. The notification of low academic achievement should be indicated to the parent well in advance of a recommendation for retention, preferably in a face-to-face meeting such as parent-teacher conferences.

The recommendation should only be done after careful consideration and consultation with the teacher, other relevant staff personnel, and the principal. The final determination for grade placement will be made by the principal.

School Supplies and Care of Textbooks

Students are provided with all required amounts of paper, notebooks, pencils, erasers, crayons, ruler, and glue. Teachers may require students to purchase additional supplies for specific classes. High school students may be requested to purchase computers or iPads.

Students are supplied with an agenda and are expected to use their agenda to write down all homework assignments and should carry it to school every class.

Scientific calculators are required of students in Grades 9 –12.

A student will be assessed a fine if the calculator or textbook they are assigned is damaged or lost. The amount of the fine will be determined by the teacher and/or principal based on the cost of replacement.

If students wish to borrow a textbook during the school break, they must pay a deposit fee for the textbook.

After School Help

If a student has questions or difficulties with a subject, afterschool help with the teacher may be available until 4 p.m. by appointment.

If a student remains after school for additional help, the parent must provide transportation home for the student.

To maximize study time, students can do the following:

- Have a study area with sufficient space that is comfortable, well lit, and with minimal distractions.
- Be sure to have all the resource materials needed.
- Start assignments with a positive attitude.

- Keep track of dates for projects and research papers using an agenda.
- Determine when is the best time to study — before or after dinner, right after school, or later after resting.
- Reserve weekends for working on long-range projects. Plan ahead, don't cram one huge project into the weekend (or night!) before it's due.

How can parents get involved?

- Understand that homework is part of the course and provides an enrichment opportunity for your child to stimulate creative, logical, and critical thought.
- Share any concerns you may have regarding the amount or type of homework assigned with your child's teacher.
- Encourage your child to take notes concerning homework assignments in case questions arise later at home.
- Provide a suitable study area and the necessary tools to complete the homework assignments.
- Limit after-school activities to allow time for both homework and family activities.
- Set television viewing, computer games, and homework time with your child. Allow for free time when assignments are completed.
- If questions arise about the assignment, and your child asks for help, ask him or her questions or work through an example rather than simply providing the answer or doing the work for them.
- Younger children need more parental assistance with homework than older children. Go over homework assignments with your child, but do not do the work for them. Do several problems or questions together, and then observe your child doing the next few.
- Ask to look at homework once it has been marked and returned.
- Ask your child's teacher about his/her homework policy.

Sycamore

XIA has a SIS (Student Information System) called Sycamore. Once a student is enrolled at XIA, the school will send an invitation to the parent/guardian's email. To enter the Sycamore system, the parent/guardian needs to accept the invitation and follow the prompts to log-in to the system. Once logged in, the parent/guardian may view relevant information such as: student schedule, grades, classroom events and school calendar.

Standardized Testing

The school uses standardized testing to evaluate and improve curriculum. Standardized testing may also be used to help colleges and universities evaluate a student's college readiness.

Measures of Academic Progress (MAP) are administered to all students in Grades K–12 two to three times during the school year. Assessment measures academic growth in mathematics, reading, language usage, and science. The

results help teachers determine individual and class needs as well as improve instruction.

More than 3,400 school districts and educational partners use MAP mathematics, reading, language usage, and science tests to help all students learn. These assessments are unique in that they adapt to each student's ability, accurately measuring what a child knows and needs to learn. In addition, MAP tests measure academic growth over time, independent of grade level or age.

Most importantly, the results educators receive have practical application to teaching and learning. MAP test results provide educators with timely information that guides instructional planning and school improvement.

For more information, go to :

www.nwea.org/assessments/map.asp

The following standardized tests are recommended for students to take in preparation for college/university entrance. These tests are not administered at XIA but XIA can recommend where these tests may be taken.

Preliminary Scholastic Aptitude Test (PSAT) is The PSAT measures mathematics, reading, and language usage, and serves as a practice test for the SAT.

Students in Grade 11 who are U.S. citizens may be eligible for scholarships through the National Merit Scholarship program (NMSQT). For more information, visit the web page at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>. Students are responsible for the cost of the test.

Scholastic Aptitude Test (SAT and SAT Subject Tests) is a widely recognized entrance exam for college and university admission in the U.S. and around the world. The SAT measures mathematics, reading, language usage, with an optional writing portion. The SAT Subject Tests measure a student's competency in various subject areas. Students must register and pay for the exam online. For more information, consult the web page at: <https://collegereadiness.collegeboard.org/>.

American College Test (ACT) is a standardized test and college readiness assessment for high school achievement and college admissions which measures mathematics, reading, language usage, science, with an optional writing portion. Students must register and pay for the exam online.

The exam (computer-based only) is taken by students in Grades 11–12. For more information, consult the web page at <http://www.act.org>.

The College-Level Examination Program (CLEP) allows students to receive college credit for courses done in high school. Developed by the College Board, CLEP is the most widely accepted credit-by-examination program available at more than 2,900 colleges and universities. Most colleges and universities in the U.S. will have information related to CLEP on their websites including a list of accepted exams and required scores.

Students should make sure in advance that the college or university to which they are applying will accept a particular CLEP for credit.

Academic Honesty

All students need to be aware of the importance of academic honesty. Questions regarding academic honesty, what is acceptable/permissible, should be directed to the teacher. Ignorance is not an acceptable excuse. Common forms of plagiarism and academic dishonesty:

Plagiarism — the use of another person’s ideas, expressions, or writing as if they are your own.

Copying verbatim — words, expressions, or ideas copied directly from another source (e.g., book, article, lab report) should be in quotation marks and cited. Quotations should be precise.

Paraphrasing — using ideas from a source and rewriting them in your own words without citing the source. Incomplete or partial paraphrasing is also plagiarism as it uses the author’s words dishonestly.

Use of an idea — the adaptation of an idea from another source without giving proper credit. (e.g., when asked to write a short story, you borrow an idea from a TV program, video, article, classmate).

Sharing ideas in test situations — such as take-home exams, asking/telling students what is on a test/quiz via verbal, written, and/or electronic means.

Cheating on tests and quizzes — for example, bringing answers into the test room, copying from another student, and unauthorized use of notes or technology.

Copying homework — this includes allowing a student to copy from your work or doing the work for them or telling answers verbatim.

Taking credit for work you didn’t do — not acknowledging assistance from a parent, friend, tutor (plagiarism). Students should not submit any of their own work from a previous assignment without permission.

Working with others on an assignment that is expected to be done individually. When in doubt, a student should assume work should be done individually unless the

teacher indicates otherwise.

Documentation of Sources

All high school students are expected to document the sources they use with MLA parenthetical references (within the body of the text) and a “works cited” list at the end of research papers. In an effort to teach XIA students about the dangers of plagiarism, teachers may request that students submit papers through Grammarly.com to produce a Grammarly Report. This details matches between the paper and sources to indicate possible plagiarism, allowing educators to spend time addressing plagiarism’s causes rather than searching for it. Plagiarism is considered academic dishonesty and will be treated as such.

Discipline for Academic Dishonesty

All cases of academic dishonesty should be reported to the principal.

First Offense-Parents are contacted and apprised of the incident. Students will be required to redo the assignment for a grade. Students will also serve a detention as a consequence.

Second Offense-Students are tasked with completing the Academic Honesty coursework online and may not attend other classes until this is completed. Students are assigned an in-school suspension, and no credit for the work is given. This will be counted as an in-school suspension for attendance purposes. The work in question will be resubmitted by the student after the Academic Honesty course is completed.

Third Offense-Student is brought before the principal; for the possibility of general probation, class withdrawal (with a failing grade), or expulsion.

Honors and Awards

The awards system has been designed to give due recognition to those students who achieve a measure of success at XIA in a variety of areas. Award ceremonies are held once each school year.



High School Academics

Advanced Placement (AP) Courses

XIA is an approved AP exam site. Students may take the AP exam through XIA.

Students who wish to earn university credit must register and successfully pass the AP exam administered in May. Registration for AP exams is done in consultation with the subject teacher and through the principal.

Course Credit

The American system of education uses Carnegie units. A Carnegie unit is a measure of time in which a student studies a subject during the course of a school year. A set number of credits are required in specific subject areas in Grades 9 through 12 to fulfill requirements for graduation and the American high school diploma. Students transferring from non-English speaking schools, or systems that do not use the credit system, will receive credit accordingly. One unit of credit is given for successful completion of a course that is normally scheduled for a 45-minute class period which meets five times a week for the duration of a 36-week school year.

Credit is awarded for the satisfactory completion of courses on the following basis:

- Full-year courses that meet 5 periods per week receive 1.0 credit.
- Full-year course that meet 2-3 times a week receive 0.5 credit.
- A course must be taken in its entirety and passed for credit to be awarded.

Transfer Credits

Students transferring into XIA from other public and private institutions will have their transcripts reviewed by the principal.

Those credits obtained at institutions accredited by recognized North American institutions, such as Western Association of Schools and Colleges (WASC) will be included in the grade-point average (GPA). Any other coursework, including homeschooling and transfer credits with different grade scales, will be reviewed and considered toward XIA graduation requirements with a pass/fail, but those credits will not be included in the GPA.

As an international school, we receive students from a variety of international settings and schooling systems. A student enrolling at XIA will not be given full acceptance until all official transcripts have been received. We reserve the right to interpret and integrate the programs/grades of transfer students into a form that is appropriate and compatible to the curriculum offered at XIA. Using this format as a guideline ensures that a student transferring from another educational system will receive a fair standing within his or her designated grade level at the time of admission.

XIA accepts the following transfer credit:

- 7 credits per year maximum.
- 2 credits maximum ELL credits substitute for regular English credits (unless documented otherwise, English from a non- English medium school counts as ELL).

XIA will not grant credit for vocational courses, driver's education, private music instruction, career exploration, or other courses that do not fall within the core subject and elective areas offered at XIA. Quarter credits are not used for transfer credit or for calculation of GPA for a full semester course.

Dropping or Adding a Course

Only necessary changes may be made during the first week at the beginning of the school year. Changes for new semester long classes may be made during the first week of the second semester. After meeting with the principal, students will need to complete course change request forms and obtain parent signatures. Principal and/or teacher signatures may also be required.

Students may not drop full-year courses after the first week of the school year. A student dropping a full-year course for extenuating circumstances will need the principal's approval. No credit will be received for course withdrawal during the semester.

When a student withdraws with an F in a class, the grade will be recorded in his or her GPA.

If, because of extenuating circumstances, the student must drop a full-year course at the beginning of second semester, he or she will receive a WP on the transcript and credit for the first semester. If a student fails a course in the first semester, the student has the option of continuing the course with teacher's permission. If a student fails a course in the first semester and chooses not to continue, the course will not be recorded on the transcript for second semester (it will still appear as a failing mark first semester).

A student's schedule may be adjusted depending on need, feasibility, availability, and class size.

Credits to Graduate

Students need 24 credits to graduate from high school.

North American Terms for High School Grade Levels

Freshman = Grade 9,

Sophomore = Grade 10,

Junior = Grade 11,

Senior = Grade 12,

To complete graduation requirements and accrue the necessary credits to graduate, a student is expected to be enrolled at XIA for two semesters prior to graduation.

When a student is transferring from an educational system that is not recognized as compatible with the American curriculum and grade placement cannot be readily assessed, the student may be asked to take entrance testing. At the conclusion of a battery of English, reading, and subject tests, the student's grade level placement will be determined. A non-refundable entrance testing fee will be charged for this service.

GRADUATION REQUIREMENTS	
English	4
Math	3
Science	3
Social Studies	3
PE	2
Foreign Language	2
Health	0.5
Electives	6.5
Total Credits	24

A student must attend their senior year at XIA in order to graduate from XIA.

Math Transfer

Students who were enrolled in and passed Algebra 1 or a higher math class at XIA will have that course reflected on their high school transcript but excluded from their GPA (for a maximum of 3 credits). Both the credit and the grade will be reported unless parent's request otherwise at the conclusion of Grade 8. Transfer students who have taken a high school math class in grade 8 and are able to test into the next math level may also have this course reflected on their high school transcript.

Modern Language Courses

Monolingual (proficiency in one language) students planning to attend college/university in the United States are required to take at least two years of the same foreign language during their high school years.

All students are encouraged to look at the foreign language requirements of the universities/colleges they are planning to attend at the completion of their high school years.

Cumulative Grade-Point Average (GPA)

Cumulative grade-point average is computed for all high school students at the end of each semester. Any high school student transferring from a non-American grading system will have his or her GPA figured after he or she has been at XIA for one full semester, and cumulative GPA will be figured only for his or her years while attending XIA. The one exception to this may be for a student enrolling for only his or her senior year. Overall GPA may not be immediately accurate for students enrolled in online courses as online course providers may report grades at times that do not match the XIA reporting calendar. Corrected information will be recorded as the information is made available to XIA.

Courses Failed

The following policies apply for students who fail courses that are required for graduation:

A student in Grades 9–11 who fails a required course must either repeat the course at XIA during the following school year or enroll in an accredited North American high school summer school program, correspondence, or online courses, and earn the appropriate passing credit. The course must be pre-approved by the principal.

The additional course grade and credit will then be recorded on the student's transcript. The final grade of the course with the failing mark will not be used in calculating cumulative grade-point average.

Courses Repeated

A student may be advised to repeat a course due to a poor, but not failing, final mark or lack of success in mastering the material taught in that course. If the student repeats the course, both courses will be recorded on the student's transcript. Credit will not be awarded for the first attempt (for the course enrollment in which the final grade is lower). The final grade of the course with the lower mark will not be used in calculating cumulative grade-point average.

A student who transfers from another school and is advised or required to repeat a course will be allowed to count the course for credit. The school reserves the right to require the student to be tested for appropriate course placement.

Students will only receive high school credit for the semesters they have successfully completed and passed in one of the languages currently taught in high school at XIA (or through approved online providers).

Students do have the possibility to test for proficiency of one or more years of a language level in the high school; however, students must understand the following:

- Students will not receive high school credit for the classes that are skipped.
- Prior to high school class registration, students must arrange a time with the appropriate foreign language teacher and request to be given a proficiency exam. If successfully completed, the teacher will let the student and high school counselor know about the possibility of registering for a higher language level.

Elective Classes

The availability of electives is based on student enrollment, interest, and scheduling feasibility. Some courses may not be available every semester or every year.

Study Hall

Study halls are provided to give students time in the school day to do school work.

Honors Courses

Honors courses are offered for students who demonstrate a high level of achievement in both reading comprehension and written English, including style, vocabulary, and grammar. The teacher recommends students to Honors based on class grades and MAP test scores. Students with a pattern of A grades in English who achieve high percentile scores on the MAP test are eligible. Honors English courses follow the regular English curriculum but with significant enrichment so that students are well prepared to take AP courses in the future.

Class Rank

XIA does not calculate class rank.

Transcripts/School Records

School transcripts are normally requested for transfer to another school or for admissions to colleges and universities. In the event that a student is transferring to another school, the parents should complete a transcript request form from the main office and allow one week for processing. The first set of records will be free of charge once your account is settled. If parents request mailing records to a school, then parents will incur the postage fees. Any additional records (either in hard-copy or electronic form) will be charged to the parents.

Seniors are allowed to apply to and request transcripts. Seniors who need a transcript sent to a college or university should submit an XIA Transcript Request Form from the school office.

The form needs to be filled out thoroughly, indicating the format of document delivery (e.g., online/email submission, hard copy for student to mail), with the correct address and at least two weeks before the deadline date to allow time for processing. XIA does not modify transcripts to leave out courses, school years, or other items, and does not add additional items to transcripts. Transcripts are a standardized report that are accepted at universities around the world and are designed to accurately reflect a student's progress during his or her time at XIA

XIA's policy for online transcript submissions is as follows:

- A Transcript Request Form must be filled out, regardless of whether the transcript will be submitted online or mailed.
- If the transcript needs to be submitted electronically (online application), the student needs to indicate so on the form by checking the appropriate box.
- The form must then be submitted to the principal for processing the transcript.
- Alumni who need a transcript after graduation (not including the three provided by the school) will be charged 20RMB per copy plus any additional fees. An additional 10RMB will be charged for any other school records and letters requested in addition to the transcript.
- The school may withhold any student transcript until outstanding accounts are fully settled.

- Disclaimer – Due to the possibility of a university misfiling student records, the student needs to make sure to use the same name (e.g., passport name) in all university preparation and correspondence (standardized tests, applications, transcripts, etc).

Letter of Recommendation

In requesting letters of recommendation, students need to follow a standard procedure to ensure that all requests are accounted for and to avoid miscommunication between students and teachers. Students must complete the Student Information Form.

“Students need to allow four weeks for teachers to complete forms or write letters. Keep in mind that a teacher may receive multiple requests from students. Teachers reserve the right to decline an LOR request, so it is important to start the LOR request process in the second semester of the junior year or early in the first semester of the senior year. For North American colleges, it is recommended that the student try to solicit one letter from an English/social studies teacher and one from a math/science teacher if possible from 11th and 12th grade teachers. It is important to choose teachers who can speak to the student's character and studentship. A poor LOR can be detrimental to an application's success. If applying through UCAS in the UK, students will need three teachers from the content area closest to the type of course they wish to pursue in university.

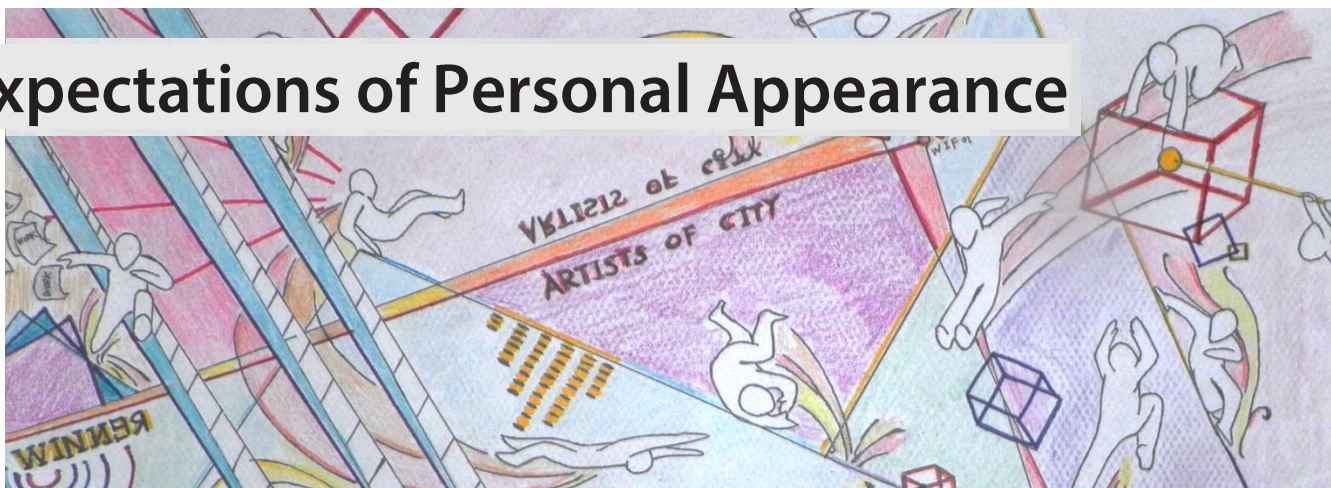
In the high school, students' grades are collected and recorded quarterly (four times a year). Student progress and achievement are measured by daily work, tests, long-range projects, class participation, and teacher observation. Parents may access student grades on Sycamore

Report Cards & Parent Meetings

Grades are reported quarterly to students and parents. This is an opportunity to see how a student is progressing in his/her studies. For this reason, we strongly encourage parents to meet with the teacher to discuss the student's academic and social progress during Parent /Teacher conferences. Report cards and students' progress can also be viewed through Sycamore, the online school management system and student information database. Report cards are in PDF format on Sycamore and can be viewed after the report cards are released.



Expectations of Personal Appearance



Guidelines for Modesty, Neatness, and Cleanliness

XIA students are encouraged to send the best possible message with their dress and grooming standards. The following school definitions of modesty, neatness, and cleanliness should be used as a guide for students and parents when they are determining the appropriateness of school dress and the appropriateness of footwear.

XIA students are expected to dress modestly and decently.

Students should dress so as to call attention to the total personality and inner beauty or strength rather than to any one part of the body.

Cleanliness is important for good health and appearance.

Students are expected to keep themselves neat and well groomed.

Students show positive attitudes toward themselves and the school by looking good. Worn-out, stained, and frayed clothing or clothing with holes may not be worn to school.

Boys are expected to wear their shorts and pants appropriately, and pants must be hemmed. Undergarments, midriff, and back should remain covered at all times.

Girls shorts may not be shorter than the bottom of her outstretched fingertips and must have tights or leggings worn underneath. Undergarments should be covered at all times.

During the school day, visible body piercing is not allowed with the exception of pierced ears for boys or girls. High school girls may have a small nose stud. Outside of the school day, boys may not wear earrings to school functions such as sports games and tournaments, concerts, field trips, graduation services, and other school-sponsored activities.

Tattoos are not to be visible during school activities. Boys are not to wear makeup.

Athletic Shorts may be worn to school at school and parent's discretion during summer months.

No shirts with rock groups, beer advertisement or inappropriate logos or sayings.

Students are not allowed to chew gum during the school day

Jackets, Sweaters, Hoodies, and Cover-ups

XIA hoodie sweatshirts may be worn during the school day

but the hoodie may not be worn over the head during the school day. Jackets and sweaters are required during the winter months.

Violations of Personal Appearance

These regulations apply to every student every day of the school year except when otherwise approved by the principal. If it is not listed as permissible, students should assume it is not permitted.

Students who violate the personal appearance code will be given a dress code violation and/or sent to the principal's office for discipline

Footwear

Elementary students are required to wear shoes/sandals with a back strap or covered heel for playground safety. All other footwear is deemed acceptable as long as it meets the school's codes of appropriateness, neatness, and cleanliness. Footwear must be worn at all times during the school day

Formal Dress

Banquets are exceptions to normal dress code. The basic principles of modesty, neatness, and cleanliness are always applicable, but what is appropriate at a banquet might be different from what is appropriate at other times. Jeans, shorts, polo shirts, T-shirts, or other casual attire is not acceptable at banquets. Students who do not follow these expectations will be asked to change or to leave the event. For boys, the key issue is appropriateness. This is a "dress-up" occasion which warrants shirt, tie, dress pants, and dress shoes or, possibly, culturally appropriate options.

For girls, appropriateness and modesty are the key issues.

Although modesty doesn't change, appropriateness does change depending on the banquet. Please follow these guidelines when choosing what to wear:

- Gowns must have backs that come to at least the middle of the back.
- Gowns must not be see-through or expose the abdomen (no undergarments should be seen).
- Slits on long dresses should not extend beyond the knee. Necklines should not expose cleavage.
- The length of the gown must be floor length to fingertip length.

Expectations of Personal Conduct

General Behavior Expectations

All students have the right to a safe, positive and orderly environment. All students are expected to show respect for staff, classmates and school property. Each classroom teacher develops his or her own policy in discipline that is consistent with school standards and expectations. The classroom teacher is the primary disciplinarian. If undesirable behavior persists after warnings from a teacher, the student may be sent to the principal.

All students are expected to follow the school behavioral expectations:

Respect

Acceptable personal conduct involves showing proper respect toward others. This is especially true in an international school with a mixture of races, languages, ages, and genders.

As a school founded on biblical principles, we believe God created people as unique individuals. In respect for our diverse cultural and religious environment, out of sensitivity for issues related to child safety, and in deference to our host country's culture, we do not allow a student of one gender to dress like a student of the opposite gender during school hours or for school activities. This includes the, use of bathrooms and locker rooms, and gender-specific activities such as PE and athletic teams.

Use of Language

Swearing or vulgar expressions in English or any language will not be permitted.

Gender Respect

It is the school's expectation that biological gender will be respected in the wearing of clothing, in participation in gender-specific sports and activities, and in the use of toilet.

Any disrespectful behavior towards another person's or one's own gender will be addressed by school administration.

Alcohol and Tobacco

The possession and/or consumption of any beverage containing alcohol is prohibited for all XIA students. Students are to refrain from any use of tobacco or smoking of any kind (chewing, electronic cigarette, etc.) while under the direct jurisdiction of Xining International Academy. Any student in possession of or who consumes an alcoholic or tobacco product while on campus or under the direct jurisdiction of the school will be suspended or expelled from Xining International Academy

Drugs

Drugs are illegal in China. Parents and students should be aware that drug laws in China are much stricter than in other places in the world, and the school is expected to report drug use to the local police. Suspicion and rumors of drug use will be brought to the attention of the student's parents. Any evidence of a student in possession of a drug deemed illegal in China will result in the student being expelled from Xining International Academy. XIA reserves the right to use hair sample testing services from the United States in situations of suspected or rumored drug use by an XIA student.

Weapons

Offensive weapons (weapons used or designed to attack, harm, or kill) are illegal in China. Any student using an object in a threatening manner while on the XIA campus or at a school function may be suspended from XIA for the remainder of that semester. This does not exempt the possibility of expulsion. A repeat offense will lead to expulsion.

Any student found to be in possession of any weapon considered an offensive weapon deemed illegal in China will be expelled from Xining International Academy

Firearms

Firearms (defined as any "barreled weapon of any description from which a shot, bullet, or other missile can be discharged") are illegal in China. This includes air rifles, air guns, and air pistols. Even the possession of a non-working gun that "looks" real is illegal.

Any student found to be in possession of any weapon considered a firearm deemed illegal in China will be expelled from Xining International Academy

Physical Violence/Fighting

Students are expected to treat one another with respect. Physical violence of any kind will not be tolerated, and appropriate discipline will be prescribed. Students and teachers are encouraged to report cases of physical violence to the principal.

Gangs

Gang involvement of any form will not be tolerated. A student who becomes an active member of a local gang will be subject to expulsion from Xining International Academy. Making reference to participation in gang activity, making threats, involving others in threats whether verbal, written, or physical, harassment, or extortion will result in disciplinary action. Students should not have the appearance of being in a gang and should not wear bandanas, gang paraphernalia, or clothing associated with gang activity.

Vandalism

All forms of vandalism are destructive to the XIA community. For that reason, XIA categorizes vandalism as a serious offense and will discipline students accordingly.

Any student involved in vandalism will be brought before the school administration for discipline. Depending on the severity of the vandalism, the student and his/her parents will be financially responsible to repair or replace the damaged property

Sexual Disrespect

Any sexually disrespectful behavior such as inappropriate touching of the opposite sex or of children will be handled as a violation of the Child Protection Policy.

Staff Authority

All staff including teachers and national staff should be treated with respect by students.

Dating

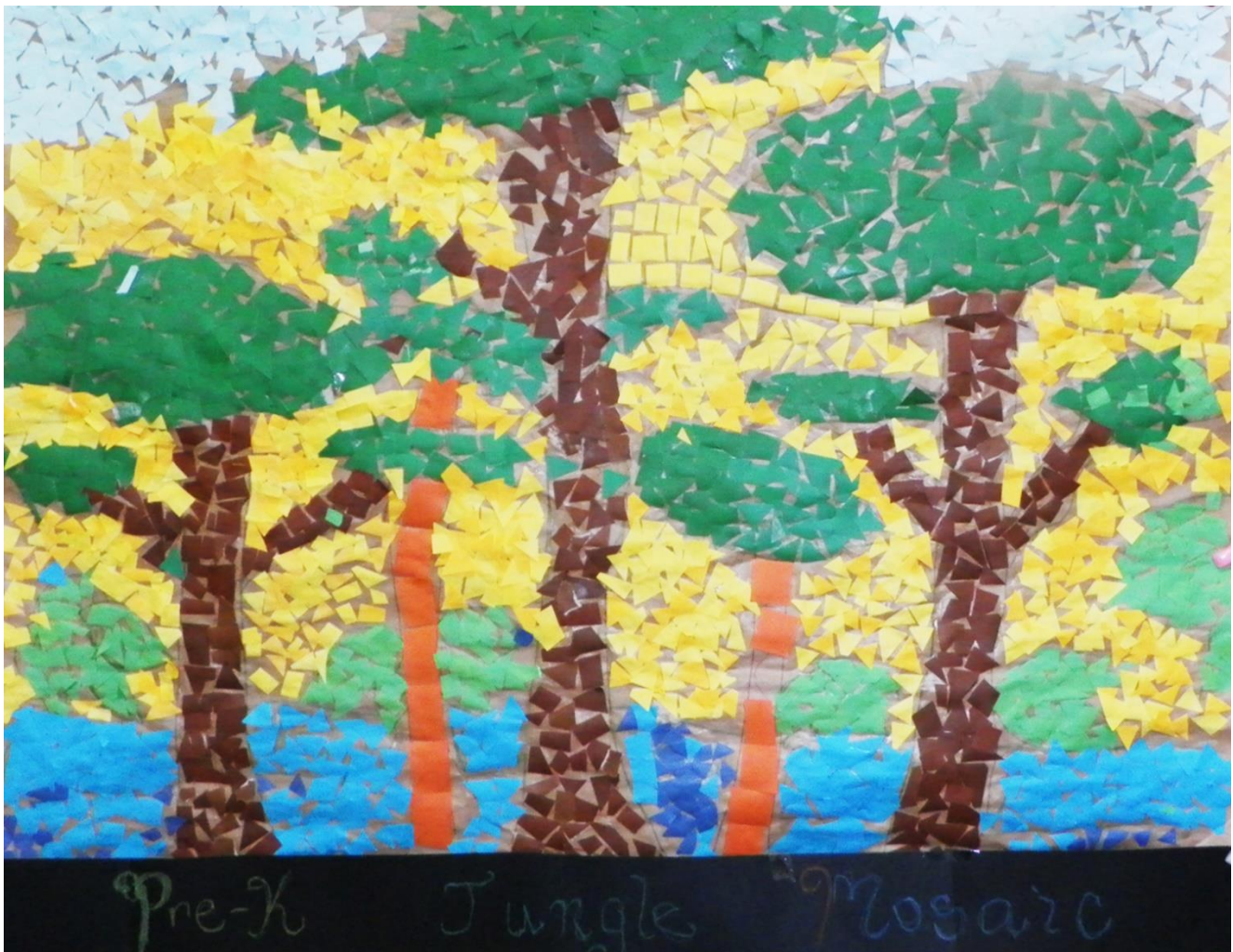
XIA encourages wholesome relationships between boys and girls. XIA believes in a traditional biblical worldview of relationships and encourages sexual purity. Students who publicly flaunt, promote, or encourage inappropriate relationships or lifestyle will be asked to consider the sensitivity of conservative views of the school community.

Relationships deemed inappropriate will be dealt with on a case by- case basis, including the possibility of disciplinary action. If the school becomes aware of students engaging in sexual activity, or illegal sexual behavior parents will be informed.

Students are expected to follow these guidelines when dating:

Only high school students are permitted to be involved in dating relationships. Eighth graders and younger students are not to be, or appear to be, couples.

- Public displays of affection during school hours are not allowed. This includes sitting/laying on other students' laps.
- Couples may not be alone together. They may socialize on campus only in public and supervised areas.
- Couples may not go off campus together without a group during lunch or during any school-sponsored activity.
- The only appropriate physical expression in dating relationships is hand-holding outside of school hours.



Digital Citizenship Policy

Technology Vision Statement

By maximizing our available technology, XIA enables productivity and collaboration, encouraging creativity and innovation, with the goal of producing ethical and adaptable digital citizens.

Students at XIA are expected to be good stewards of the school's technology resources and to use them in productive ways that honor God. With this goal in mind, each high school student is required to purchase a school-approved computer for use during the school day and at home for research, presentations, collaboration, communication, and a host of other applications.

Although the primary aim of the Ed Tech program is to enhance learning, we recognize that resources may also be used for non-educational purposes. This privilege is granted outside of class time with the understanding that use is appropriate and consistent with the Digital Citizenship Policy.

The policies and guidelines in this document are meant to direct students' choices as they face ethical decisions that are inherent with the use of technology. This policy is not meant to give a comprehensive list of acceptable and unacceptable uses but to establish common sense guidelines. If there is doubt about what is acceptable, students should err on the side of caution until they have a chance to ask a staff member. This is a policy guide that administration may change as needed to support the school goals and mission. XIA faculty is expected to provide guidance to students about appropriate use of technology.

Outside of school, families bear responsibility for such guidance. To demonstrate proper care and stewardship of technology resources, as an XIA student you are expected to:

- Acknowledge that the use of school technology is a privilege, and it is to be used primarily for educational purposes.
- Know that the use of technology during academic class time is exclusively for school-related work.
- Understand that computers are an extension of the classroom and are monitored by teachers and administrators. You should not assume that anything you do on a computer is done in secret. As acting guardians, XIA staff have an obligation to monitor your activity on the school networks and computers and may view computer files, as deemed appropriate by administration.
- Be aware that there will be different expectations for use at different times during the day. Appropriate activities on a computer will be different after school than during a study hall, lunchtime, or in an online class. You need to be aware of what the expectations are in each of these situations.
- Take care of the technology in a way that prevents damage by handling items carefully and keeping food and drink out of the learning center and away from computers.

- Understand that care for technology implies not only the physical care of equipment, but also the technological care that is needed to keep our network safe. Among other things, you must be careful to avoid spreading viruses, forwarding chain letters, or inappropriately downloading and installing programs or apps.
- Show appropriate conduct when interacting with others online. Remember that you represent XIA and its values at all times. Use only appropriate language, pictures, music, videos, etc. Our behavior expectations online are no different from what they are in a classroom. Using technology to bully or harass others will not be tolerated.
- Remember that everything done online is permanent. Don't put anything online that you don't want your mom or a future employer to see.
- Honor the copyright of materials, and always give credit to sources of information including software, images, music, and video, being careful also to avoid plagiarism.
- Realize that as a community we are responsible for the safety of others. Observing another user breaking school policy and not reporting it is wrong.
- Use wisely the limited resources available. This applies to bandwidth, file storage, printing, and computer usage.
- Know that access to a website or online activity that becomes a distraction from learning may be blocked temporarily or permanently.
- Be aware that the use of XIA's technology resources is governed by both China law as well as the school's standards. By breaking an XIA policy, you may also be breaking the laws of our host country.
- Manage your computer free time, and find a balance between school work, family life, social life, and exercise.

Consequences of Misuse of the Digital Citizenship Policy

Students who are gaming or inappropriately using social media/instant messaging during the school day or misuse the camera may be assigned a detention.

In order to safeguard other users and our Ed Tech resources, students who willfully choose not to abide by the expectations listed above will face any or a combination of the following consequences:

- Warning
- Letter to parents
- Detention
- Suspension of technology privileges
- General probation
- Financial restitution to the school
- Suspension from school
- Review of school enrollment

Discipline Procedures

All students have the right to a safe, positive, and orderly environment. All students are expected to show respect for staff, classmates, and school property. Each classroom teacher develops his or her own policy on discipline that is consistent with school standards and expectations. The classroom teacher is the primary disciplinarian. If undesirable behavior persists after warnings from a teacher, the student is sent to the principal. If students do not adhere to their responsibilities, one or more of the following consequences may occur:

Warning

Verbal or written communication to the student(s) and parents regarding responsibilities not met. Teachers may also initiate their own punishment such as after-school detention, in-class discipline, and/or sending the student to the principal's office.

Detention

Elementary School

Elementary teachers have the authority to initiate their own discipline plan (i.e., loss of privileges) in the event of student misconduct. If the misconduct occurs again, parents will be emailed and the student will face further disciplinary action by their respective teacher. On the third offense, the teacher will schedule a conference with the student's parents. On the fourth offense, the student will be referred to the principal for discipline which may include loss of privileges or in/out of school suspension.

High School

In high school, a detention for misbehavior or accumulated tardies will be served after school. During detention the student may be assigned work-related activities around the school campus. If the student does not attend the chosen or assigned date, they will receive a second detention. A parent may request to have an assigned detention rescheduled if the detention to be served conflicts with an important family activity. The request to the principal should be done early enough so arrangements can be made.

In-school Suspension

(assigned by the principal)

The student will be assigned class work throughout the school day. Any student who has been suspended may not participate in extracurricular activities on the same day as the suspension.

Out-of-School Suspension

(assigned by principal):

The student is not to attend classes or come on the XIA campus for a specified amount of time. Make-up work may or may not be allowed. This should be clearly stated at the time discipline is administered.

Any student who has been suspended may not participate in extracurricular activities on the days of the suspension.

Conditions for reinstatement and continuance should be clearly stated at the time the discipline is administered.

School Recommended Withdrawal

The principal may allow a student to withdraw from school rather than being expelled if circumstances so justify.

Expulsion

When a student is expelled, the student is not allowed to continue at Xining International Academy. XIA reserves the right to indicate disciplinary action on a student's transcript. When appropriate, the XIA administration will communicate student suspensions, probation, or expulsion to staff and students.

Bullying

Bullying and Verbal Abuse is not allowed. If this occurs, parents will be informed of the student's behavior. Again, XIA is to be a safe place for our students. Persistent abuse of this kind may result in a suspension or expulsion of the student.

Anti-Harassment / Anti-Bullying Policy

Statement Policy

- School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
- School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
- School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

Definition

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:

- Based on any actual or perceived trait or characteristic of the student, and
- Creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the student in reasonable fear of harm to the student's person or property.
 - Has a substantially detrimental effect on the student's physical or mental health.
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Reporting

Suspected incidents of harassment and bullying should be reported to the principal within 24 hours. The principal is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy be implemented.

Investigation

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the principal or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators

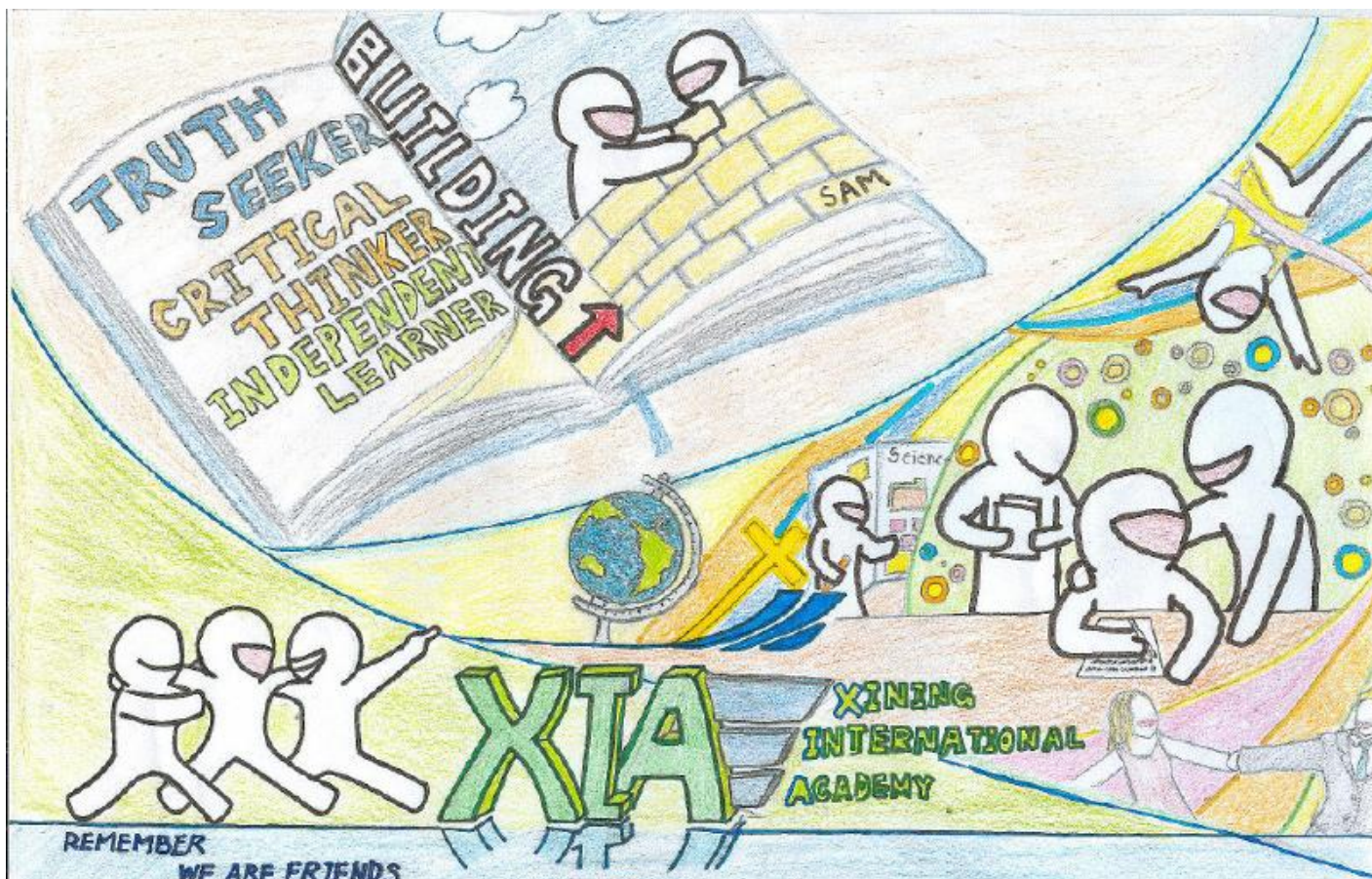
Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action.

Anti-bullying Discipline Procedures:

- Incident Report from a teacher
- Meeting with the student and teacher
- Meeting with the parents

Actions if not resolved by the above steps:

- There will be a probationary period for a minimum of three weeks. If there are any incidences during this time, a next step will be taken.
- This step is called Level 1 in-school suspension. This means that the student will be allowed to attend class but will not be allowed to participate in anything outside of class time including P.E., lunch, recess, art, music and any other extra-curricular activities. During these times he will be in the principal's office. This will be in effect for 3 weeks' time. If after this time the behavior does not improve and there are further incidents, the next step will take effect.
- This step is Level 2 in-school suspension but with class only occurring in the principal's office. The student will spend the day doing his classwork in the principal's office without interaction with the other children. This will be in effect for up to 3 weeks' time. If after this time the behavior does not improve or there are further incidents, the next step will be taken.
- The student will be suspended from school for 3 weeks. After he/she returns, if there are any further incidents, the student will not be allowed to return to XIA.



Communication

One of the single most important factors in the success of our school is the communication between our parents and the school. The following are ways you can keep posted on your child's classroom activities and our school program

Elementary Class Newsletters

Every week, parents will receive a newsletter. These letters keep you informed about present topics of study, upcoming events, and important announcements.

Elementary Student Work Folders

The student Friday folders will be sent home weekly according to teacher discretion. These folders should be reviewed and signed by you. This communication will allow you to regularly see your child's efforts and performance from week to week.

High School Portfolios

Mid-semester portfolios will be sent home to the parents. The portfolio includes student work in each class subject. The parent is asked to sign the subject sheet and return it with the student as designated by the teacher.

Parent-Teacher Conferences

A date is set aside for elementary and high school parents to meet with teachers after the distribution of report cards twice a year.

Parents may request a conference with a teacher at any time. Please contact the teacher via email, in writing, or by calling the school office to request and arrange a meeting time

Parent Volunteers

We believe that parents in our community have a great deal to offer in complementing the work that we do with students.

Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Each department has specific expectations for volunteers, which may include an application, references, and child safety training.

Communication between Parents, Teachers and Principal

Key people in the life of each child are parents and teachers. To help each student grow and develop, cooperation and open communication between parents and teachers is vital.

Students are expected to maintain a spirit and behavior that honors God, demonstrates respect to those in authority and treat other students with respect. This will require that parents, students, and teachers work closely together to develop open lines of communication.

The following guidelines will enable such communication to occur:

- All classroom questions, problems, or complaints should be brought to the teacher first to try to resolve.
- If the situation is not cleared up at this level through direct contact, the parent may contact the principal.
- If this does not resolve the issue, the principal may arrange for a parent/teacher/principal meeting to be held with or without the student involved.

If the situation continues, it may be referred to the School

Board through the Principal.

Student Grievance Procedure

A student who has a grievance shall first attempt to resolve the problem with the teacher. If the problem cannot be resolved, the parties may proceed level by level as necessary:

- Level 1 – Teacher
- Level 2 – Principal
- Level 3 – School Board (through the principal)

Complaints and Grievances

Complaints and grievances that are related to teaching and the classroom should be handled first by speaking directly to the classroom teacher. Once communication has been established and resolution is not satisfactorily reached, the parent may contact the principal. Questions related to fees and payment of fees should be directed to personnel in the school office.

In the case of a complaint or grievance that is not resolved by talking with the principal depending on the nature of the issue, the parent may contact the school board chairman.

The chairman will decide whether the issue should be brought before the board for discussion or to leave the final decision with the principal.

Student Safety

Drop-Off and Pick-Up Procedures

Parents may drop-off/pick-up their student outside the main gate of the school. Grades Pre-K through 6 must have a parent, designated person, or high school sibling with an ID card pick-up the student. A designated teacher will accompany grades Pre-K through 6 to the pick-up site.

High School students are allowed to leave the school campus on their own at the end of the school day.

Xining International Academy Child Protection/Sexual Harassment Policy Procedures

Reporting

Individuals may make an oral or written complaint of sexual harassment, or retaliation if they:

- believe they are the subject of sexual harassment, or retaliation;
- have knowledge of sexual harassment conduct, or retaliation; or
- believe that they have been retaliated against for making a good faith complaint or report of sexual harassment, or for participating or aiding in an investigation of such complaints.

Sexual Harassment:

Definition- Sexual Harassment means any un-welcomed sexual advance or conduct of a sexual nature.

Conduct Prohibited- There is a broad range of conduct which can, in certain circumstances, be considered a violation of this policy. This may include, but is not limited to sexually suggestive or offensive remarks; sexually suggestive pictures; sexually suggestive gesturing; verbal harassment or abuse of a sexual nature; harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium; touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group whether of the opposite sex or the same sex.

We recognize that there are different standards of sexual related conduct among different cultures. Where there are differing standards, the most conservative standard will be the standard that is followed.

Reporting procedures

Timely Reporting: Complaints of sexual harassment, retaliation or other violations of this policy should be made preferably within 15 calendar days of the sexual harassment complaint. Nothing in this policy prevents anyone from submitting a report of sexual harassment, retaliation or non-compliance with this policy of which they have witnessed or have knowledge of at any time.

- Complaints by Students:

General- A student, or a parent/guardian on the student's behalf, may make a complaint of sexual harassment or retaliation to the school principal or teacher. The principal or teacher shall investigate the matter and, if the complaint is substantiated, commence appropriate disciplinary action against the offending student.

If a student, parent or guardian making the complaint to the school principal or teacher feels that the intervention rendered by the school principal or teacher is insufficient he or she may appeal the matter within 15 calendar days to the School Board.

- Principal/teacher responses to complaints:

Complaint- When an individual seeks resolution of a sexual harassment or retaliation complaint, the principal or teacher will begin an investigation within fifteen calendar days after receiving notice of the complaint.

Investigation- After receipt of the complaint, the principal and child safety response team will begin an investigation into the complaint. At the conclusion of the investigation, the principal will prepare and issue a summary report containing a synopsis of the evidence and findings. Both the complainant and respondent will receive notification of the investigation outcome and determination.

Disciplinary Determination- Appropriate disciplinary action may be taken according to the investigation findings at the discretion of the principal. The disciplinary action will be within the following range: Education and Admonition; Warning; Suspension; Expulsion; or criminal proceedings.

Child Safety Response Team

The Child Safety Team is a group of school staff who are designated to assist the principal in investigation in the case of reports of inappropriate behavior, harassment, and abuse.

Medical Treatment

Parents are required to fill out a medical form upon application to XIA. Parents should notify the office of any changes of address, phone numbers or doctor. In case of accident or sudden illness, the school has responsibility for:

- Notifying parents or guardians
- Giving immediate care
- Arranging for the child to go home
- Guiding parents, if necessary, to sources of treatment

An Emergency Medical Kit is kept in the school office. If a student needs a bandage the teacher or office staff may proceed as needed.

If deemed necessary, the teacher will contact the parents by phone to let them know an incident has occurred and how the student was treated.

If a student is injured and it appears that the injury may need medical treatment the teacher must immediately contact the school office, then the student's parents will be notified or alternate contact person. If neither are available, the teacher will contact the current medical advisor. These and other emergency numbers will be posted on the inside of the medical kit in the school office.

Whenever a student is treated, an incident report will be made. The medical kit will be re-stocked by the person over-seeing school medical supplies.

The principal will excuse a child who becomes ill at school. Sick or injured children will not be sent home unless accompanied by a responsible adult and there is a responsible adult at home to care for the child.

Temperatures may be taken by teacher or office staff. Simple first aid may be applied such as ice packs.

Prescription Medications

If a student is required to take medication during the school day, medication shall be administered by authorized school personnel only, unless parents wish to come to school to administer medication to their child during break times.

All medication should be sent to the school in a container labeled with the child's name, the name of the medication, dosage, and frequency of usage. Along with this medication should be a written note from the parent for the teacher giving permission and direction for this medication. No prescription medication will be administered without written authorization from the parent. A written record of the administration procedure must be kept for each child receiving medication.

Prior to the dispensing of prescription medication, parent authorization must be given on the Student Medical Form.

Non-Prescription Medication

In the case of non-prescription medication (i.e. Tylenol, aspirin, cough medicine) administration permission must be granted on the Student Medical Form

All medication on school premises must be kept in a limited access storage space. NO medication is to be kept in the student's desk, school bag, or locker. No medication should be administered by the student.

Incident Reports

In order to protect students and staff at XIA, an incident report will be filed given the following circumstances:

- A medical incident occurs. An explanation of how the injury occurred and what steps were taken to remedy the situation should be included. This will be as specific as possible.
- A confrontation takes place between a teacher and a student, or between two students. In this case the report should include all events before, during and after the incident that are considered relevant.
- A meeting may be arranged with a parent, if the teacher and principal deem necessary.
- Incident reports will be kept in the principal's office.

EMERGENCY PROCEDURES

FIRE/ EVACUATION DRILL

Fire Drill Signal: 5 short whistle blows in a continuous cycle



Classroom Procedures:

- Students line up in the classroom immediately. Do not stop to put on coats.
- Teachers:
 - Take emergency folder
 - Check that all students are present.
 - Teacher turns off lights.
 - Last student out of the classroom closes the door.
- Students exit the classroom and walk in orderly lines down the hallway to the back staircase. Exit down the back staircase.
- No talking is permitted.
- Students line up on the sports field (south field near the flagpole).
- Teachers report the status of the class by holding up the following signs:
 - All students present (green)
 - Students missing (red)
 - Extra Students (yellow)
 - First Aid Red cross card
- Students with classes other than their own are to remain with that class until given permission by the teacher to join their own class.
- Students remain in orderly and silent lines until the all clear signal is given.

Before School, Lunch, Recess, and PE Procedures

- Before school, students remain outside and go to the designated place to line up (south field near the

flagpole. Students line up with their class.

- During Lunch- students remain in cafeteria and join their class as they exit the building.
- During Recess- students remain outside and go to the designated place to line up (south field near the flagpole). Students line up with their class.
- During P.E. - students remain outside and go to the designated place to line up (south field near the flagpole)
- Students wait in line until they receive further instructions from a supervising adult or teacher.

Students in a Classroom other than their own Procedure

- If a student is in a restroom, the student will follow the designated teacher from the restroom and exit the building with that teacher. Once outside, the student will then join their regular class line.

All teachers, staff, parents, guests and visitors must participate in the fire drill.

Earthquake Emergency Procedures



Classroom Procedures:

- When intense shaking occurs.
- Teachers give the command to "Drop" and "Hold" (drop to knees under a desk or table; assume a crash position with head down and hands clasped to the back of the neck).
- Wait for the shaking to stop (if time and circumstances allow). Wait for further instructions.
- Teachers check for injuries and/or trapped individuals. Move all students who can be moved, assure trapped individuals that help will be coming, and prepare to exit the building.
- Teachers take emergency folders and cell phones and lead students to exit the building.
- Teachers lead students to the designated emergency zone (south field near the flag pole). Students line up with their class.



Students not in Classrooms Procedures

- A student not in a classroom should move to an interior wall and assume the "drop/hold" position.
- Wait for further instructions from a teacher or adult.

Administration Procedures

- Principal- check for blocked exits and alternative exits
- Principal- check classrooms to see that all teachers and students have exited the building (if possible).

- Principal- text teachers to confirm that they have exited the building
- Office Manager- Call for emergency help
- Cashier- Bring First Aid Kits to the designated emergency zone (south field near the flag pole).
- Teachers and staff administer first aid as needed
- Office Staff call parents by We Chat to report student status.

All teachers, staff, guests, and visitors must wait for further instructions and all clear from the Principal or acting supervisor before leaving the school grounds.

All teachers, staff, parents, guests and visitors must participate in the earthquake drill.

Intruder Drill Procedures



Intruder Drill Signal:

1 Continuous Whistle Blow



Classroom Procedures:

- Students and teachers remain in the classroom.
- Teachers check to make sure all students are present. Have all students move to the corner of the classroom near, but out of sight of, the classroom door.
- Teachers take the key from the folder and lock the door. Once the door is locked, do not open the door for any reason.

- Teachers take your cell phone, as well.
- Teachers close the curtains, turn off lights.
- Absolutely no talking is permitted.
- Teachers should text the principal first (or the designated person in the chain) to give information about their students' status.

Students in a Class other than their own Procedures

- The student should remain with the class and follow the above procedures.
- Teachers should text the principal to report any additional students in their classroom.
- Any student in a hallway or any other area of the building should move immediately to the closest classroom.
- Students in the bathrooms should wait in the bathroom stall and follow the directions of the designated teacher.
- Students during lunch should follow the directions of the lunch monitor.

Students Outside of the Building during Recess or P.E.

- If the danger is inside the building, students remain outside, follow the teacher, and exit the school grounds to the designated hotel across from Si Zhong campus.
- If the danger is on the outside school grounds, students should follow the teacher and go immediately to the closest Si Zhong building, enter the closest classroom, close the door and go to the corner of the classroom not in site of the door or windows (as possible). Wait for further instructions from the teacher.

All teachers, staff, guests, and visitors must participate in the intruder drill.



Student Services

LIBRARY

XIA operates a lending library primarily for the use of enrolled students. Books are not to be taken from the library without first being checked out. Books may be checked out for 3 weeks at a time. These may be renewed for an additional 3 weeks. Books that are not returned after the 3- week period will be fined 3RMB per day until the book is returned.

Any textbook or library book loaned out remains the property of XIA. Borrowers are fully responsible for the books taken. They must pay full replacement costs for lost or damaged books.

Parents are welcome to help in the administration of the library. This will involve cataloguing and labeling new books and re-shelving borrowed books. If a parent would like to help with this, please contact the school office.

There are some books in the fiction and non-fiction sections of the library that may not be suitable for younger children to read. To address this problem, the parent is requested to take the responsibility to see that what their children are reading is appropriate given the standard their family desires. If you find questionable content in a book, the parent is requested to notify a school staff.

Guidance and Counseling

Educational counseling is primarily done by the principal. Students/families may be referred to qualified counselors through the school for other types of counseling needs.

Tutoring

High school students may tutor elementary students after

school by permission of the parent of the student being tutored. Tutoring details are arranged by the parent of the student being tutored and the high school student tutor.

Full time XIA teachers do not do formal tutoring.

Student ID Cards

All elementary, and high school students will receive a student ID card. The card is the property of the school. Students in middle and high school must carry the card at all times.

The only person allowed to use a student's ID card is the student identified on the front. Any student who attempts to use another student's ID card will receive appropriate discipline. 20RMB is the cost of replacing a lost ID card.

Elementary Playground

Students are encouraged to show respect for themselves, others, and school property. They should stay within the recess area. Students are expected to refrain from fighting, rough play, and dangerous activity

School Bus

There is limited seating on the XIA school bus. A request for seating on the school bus must be made to the administrative assistant in the school office. Seating is allocated on a first-come, first-served basis. All school bus rules must be followed. If a student does not follow the rules, that student may be suspended or expelled from riding the bus.



Special Events

Special events are planned by the XIA faculty and staff. Below are some of the regular special events planned throughout the school year:

- Sports Day
- Harvest Party
- Christmas Performance
- Reading Challenge
- Spring Fair Event
- High School Trip

General Guidelines

Visitors

Visitors must sign in and receive a visitor's badge upon arrival at XIA. If a person wishes to visit a classroom, they must first make arrangements ahead of time with the administrative assistant in the school office.

Elementary Parties

Classroom parties are up to the discretion of the classroom teacher.

Lockers

Each XIA student is given a designated locker for personal

items. Students are expected to keep lockers and personal belongings neat and tidy.

Personal Property

It is important to keep track of all items brought to school each day. Labeling all clothing, belongings, and band instruments with the student's name helps ensure the return of the item. A lost and found shelf is located near the wash rooms.

National Staff

The national staff of XIA are a vital and important part of our community and should be shown proper respect and courtesy by all students and/or parents.



Finances

General

XIA is a non-profit organization. Accordingly, the tuition fees will be calculated each year to cover operating expenses, salaries for teachers, staff and administration, depreciation of equipment and on-going development needs.

Tuition Fees

Parents will be notified of the next semester's tuition fees at least one month (except for late applications) before the end of the preceding semester. A deposit of 10% of the tuition bill is due on January 5th to the 15th (for the spring semester) and June 15th to the 26th (for the fall semester). There is an increase of 5% in the tuition fee every year.

The first student of each family for Pre-K, K, Elementary and Secondary Tuition: ¥ 42,000(1 year)

General tuition for the Second student of a family:

Tuition Fees 2023-2024	
Application Fee: 1,500 RMB	Non-refundable fee for all new students
Pre-Kindergarten & Kindergarten	34,814 RMB
Elementary (Grade 1-6)	35,494RMB
Secondary (Grade 7-12)	37,202RMB
Afternoon Only	5,834RMB
English as a Second Language Fee	2,787 RMB
ELL Testing Fee	309 RMB
New Student Application Fee:	1,500 RMB(one time)
Late Fee	294 RMB
MAP Testing fee	331 RMB
Re-enrollment Deposit (10%)	Non-refundable
Participation Fee (once a year)	622 RMB

Payment Options	
Option #1	Payment in Full on or before June 15.
Option #2	Semester Payment Plan (Due date first day of each semester)
Option #3	Monthly Payment Plan – Must apply for the monthly payment plan.
Payment per month is determined by fee amount.	
Payments may be made in cash at the school office.	
Payments may also be made by bank transfer. Please contact the XIA school office for bank transfer information.	

Late Payments

A family must choose one of the above mentioned payment options before the payment due date of the first semester.

A late fee of 231RMB will be assessed if the payment is not received on the payment due date. A 50 RMB per month late fee will be charged on the account in arrears past 30 days.

Partial Year Tuition and Fees

If a student applies and is accepted into the school after the beginning of the school year, tuition will be charged in full for the quarter or entry and all subsequent quarters.

The 10% deposit is nonrefundable.

Partial Fees are as follows:

Partial Fees	
Early Withdrawal	To be refunded
In school 18 class days or fewer	75%
In school 19-36 class days	50%
In school 37-54 class days	25%
In school 55 days or more	0%

Important Fee Information

Any application or admittance to the school will be considered incomplete until the necessary fees have been received.

All tuition and fees are based on an RMB amount.

In case of any early withdrawal with unpaid tuition or fees still outstanding, school records will not be released or transferred, nor will academic credit be granted until the account is paid in full.

Payments will be applied in the following order: outstanding balance (if applicable), current year's nonrefundable registration fee, current year's nonrefundable fees, 10% tuition deposit, and the current year's tuition.

Possible social insurance surcharge: If the local government requires XIA to pay social insurance for foreign staff then XIA will need to add an additional maximum charge of ___ for each and every student.

Any exceptions to the above policies must be approved by the Principal.

Bus Fee

Bus Fees 2020-2021	
All-day Students (5x week)	2,093 RMB per semester
Afternoon Only Students (4x week)	1,046 RMB per semester

Some notes on the school bus

The school bus fee is due the first day of each semester and is not refundable. The bus can accommodate 27 students.

Donations

XIA does accept financial donations and donations of goods. Interested parties should contact the Principal or a Board member.

