



**PARENT/STUDENT HANDBOOK
2008-2009 School Year**

www.syischina.com

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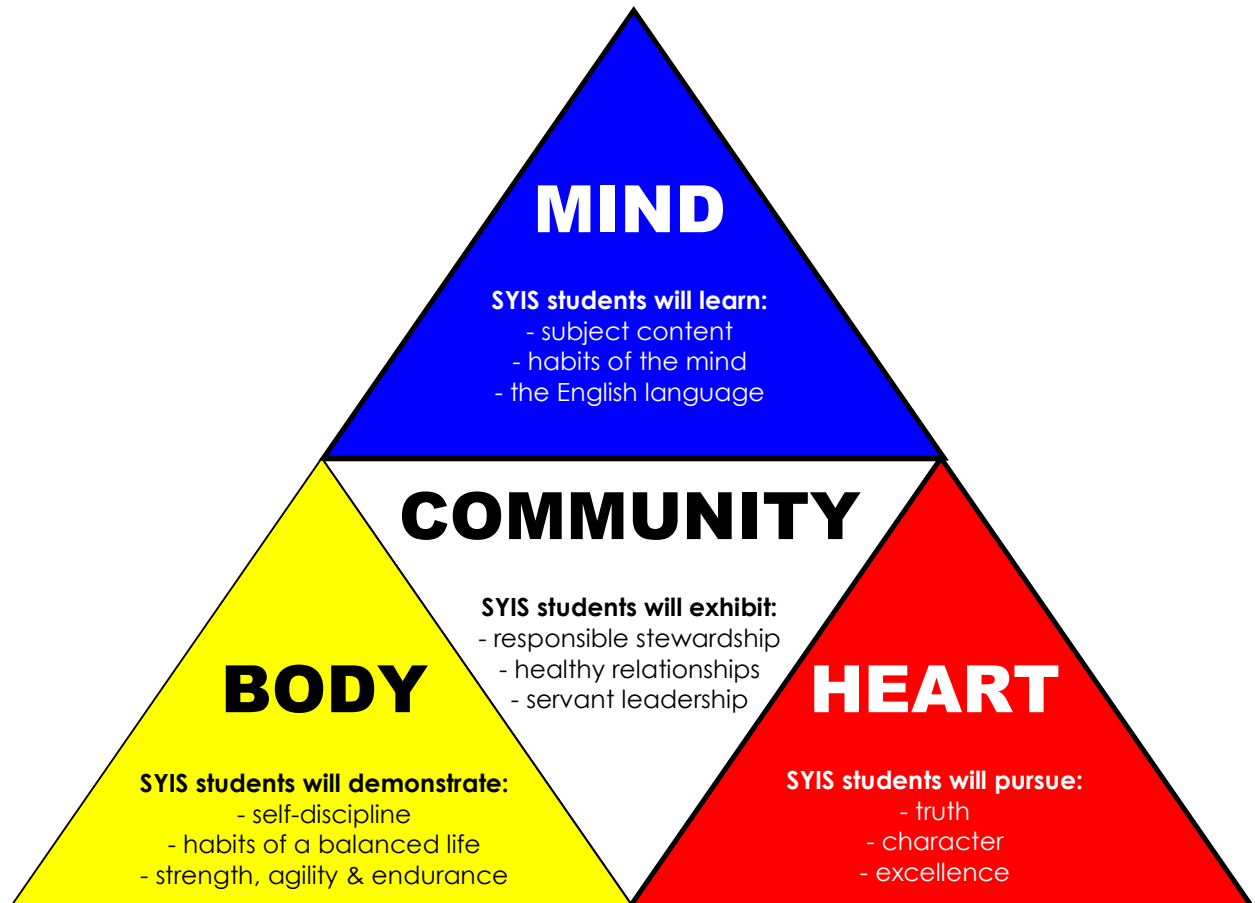
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STUDENT OUTCOMES



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GENERAL INFORMATION

School Purpose

The school exists to provide a United States college preparatory education, including educational learning opportunities integrating faith and learning, for students in grades JK-12 who are the children of expatriates working in the Shenyang area.

SYIS Core Values

- *Pursuing Excellence*
SYIS prizes excellence in its academic program and in all its supporting operations.

- *Preserving Family Life*
SYIS affirms the essential role of families in all human societies and the responsibility of the parents as the primary educators of their children.

- *Conforming to God's Word*
SYIS operates an educational program based on biblical principles.

- *Providing a Loving Environment*
SYIS faculty and staff foster an environment which is characterized by love, grace, respect, and servanthood.

- *Promoting Social Responsibility*
SYIS will actively benefit the citizens and government of Shenyang through educational programs and community service.

School History

Shenyang International School (SYIS) is part of the International Schools of China (ISC) school system is a United States registered non-profit corporation committed to educational work in China, including the establishment of international schools for expatriate children and promoting cultural understanding and educational exchanges.

SYIS first opened its doors in the fall of 1998 at which time there were 18 students enrolled in grades one through six. By the end of that school year, enrollment had grown to 29 students, supported by three foreign teachers. In August of 2000, the school moved to a location in Dongling District to accommodate the 70 students enrolled in SYIS.

In the fall of 2005, the school moved to a larger facility in Sujiatun. The new building allowed for increased enrollment. The student enrollment for the 2006-2007 school year totaled 155 students.

In the fall of 2008, SYIS moved to its current location in the Minzu Economic Development Zone.

SYIS is the largest international school in Shenyang. It is also the only international school to offer an American curriculum with junior kindergarten through grade twelve, taught solely in English.

School Location

Shenyang International School is located at 55 Zusheng Road, Minzu Economic Development Zone, Dongling District, Shenyang.

The new campus in Dongling is larger, more secure and more suitable for a school site than the previous location in Sujiatun. Renovations have been completed on the first building, and will take place on the second building over the course of the 2008-09 school year.

Membership/Accreditation

SYIS has a temporary education license from the Shenyang City Education Bureau, and is currently in the process of applying for an international school license from the Ministry of Education in Beijing. SYIS is a member of the Association of Chinese and Mongolian International Schools (ACAMIS) and the Association of Christian Schools International (ACSI).

In 2006, SYIS received its six-year accreditation from the Western Association of Schools and Colleges (WASC), an accrediting organization based in Burlingame, California, USA.

Required Bible/Chapel Attendance

Chapel services, Bible classes and devotions are an integral part of SYIS community life. Attendance and participation are required for all students. Chapel services are held each week for elementary students. Middle school and high school students have devotions twice a week, plus a time for singing once a week. High school students have devotions every morning before school starts, during homeroom. Bible classes are held regularly and students receive an academic grade. For high school students, Bible grades are factored into the cumulative Grade Point Average (GPA).

Class Size

Class size limits are outlined on the table opposite.

Prior to accepting students beyond class enrollment limits, the school administration must request School Board approval where circumstances warrant.

CLASS	LIMIT
Junior kindergarten	10 students
Kindergarten	16 students
Grades 1-5	20 students
Grades 6-12	24 students
Language support	12 students

School Day

Typically, the school day begins at 8:30 a.m. and ends at 3:35 p.m. Students may not enter the hallways or classrooms until 8:15 a.m. Parents are responsible to make arrangements to get students to school safely and on time. The school is not responsible for accidents that occur on the way to or from school.

Bus Service

SYIS does not provide busing for students but facilitates an optional busing service for parents with a local bus charter. In 2008-09, the bus fee is 4,000 RMB/year.

School Year

SYIS belongs to the International Schools of China and would normally adhere to the ISC calendar. However, in 2008-09, with the renovations to the new building taking place over the summer of 2008, SYIS requested and was granted the authority to delay the start of school until the 1st September. The school year will finish in the second week of June.

The school year is divided into two semesters of two quarters each. There are approximately 172-180 school days in the ISC calendar. The school board may add days to this calendar if days are missed due to emergencies or unforeseen circumstances. Several half-days are included to allow for a variety of school activities, conferences, and/or teacher in-service days.

ADMISSION POLICIES

Admission Requirements

1. The school considers the following as essential for admission:
 - a. Adequacy in the English language as determined by interview, examination, and/or educational records.
 - b. An age-appropriate level of educational aptitude and skills as determined by interview, examination, and educational records
2. For entrance into Junior Kindergarten, students must be four years old by September 30th of the year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
3. For entrance into Kindergarten, students must be five years old by September 30th of the year they wish to enroll and demonstrate readiness. Regardless of age, a child may be refused admittance if evaluated as not ready.
4. For entrance into grade one, students must meet one of the following requirements:
 - a. Student must be six years old by September 30th of the enrollment year and be promoted from kindergarten in the Shenyang International School, or
 - b. Student must be six years old by September 30th of the enrollment year, demonstrate readiness and receive approval from the principal.
5. Before entrance into the school, all forms and paperwork must be completed. The registration fee and capital fee must be paid before students are placed on the class roster.
6. The Shenyang International School does not admit children who are citizens of the People's Republic of China, as per Chinese law. At least one parent and the student must have a foreign passport which must be presented at the time of application.

Parental Presence in Shenyang

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

1. Shenyang must be the primary domicile of at least one parent or guardian of the child.
2. If both parents of a student in grade nine through grade twelve must leave Shenyang during the school year but would like to leave their child(ren) in the school until the end of the semester, an appropriate guardian must be appointed and school approval must be obtained as early as possible.
3. If both parents need to leave the country and a student enrolled at SYIS is placed in the care of an individual who is not a parent, then the parent must:
 - a. Notify the school.
 - b. Appoint an adult caregiver or guardian.
 - c. Provide the school with contact information for parents and the caregiver or guardian.
 - d. Set a date with the principal when the child will leave SYIS to join their family.

Grade Placement

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

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

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

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

In the high school, students are classified according to the table opposite:

Grade	No. of Credits Completed
9	less than 6 total credits
10	more than 6 but less than 12 total credits
11	more than 12 but less than 18 total credits
12	more than 18 total credits

Enrollment Priority Policy

The Shenyang International School adheres to the following enrollment priority policy:

Priority	Enrollment Description
1 st priority	Children of SYIS staff and associates
2 nd priority	Brothers and sisters of students already attending SYIS
3 rd priority	Children who speak English fluently
4 th priority	Children who do not speak English fluently

Waiting Lists

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

Language Support Student Requirements

To qualify for admission, students who are English Language Learners are required to undergo diagnostic testing of their English skills and proficiency to determine if they can function in an English language learning environment.

We highly recommend individual study in English during the summer prior to attending SYIS.

The school will not enroll non-English-speaking students above the third grade. A language acquisition class is available for a limited number of children.

Students may be moved from ESL classes into a regular classroom at the end of a quarter given approval by the ESL teacher, the regular classroom teacher, and the principal. Some students may be required to take supplementary classes to satisfy English requirements.

Learning Support

Unfortunately, SYIS is not able to meet the needs of students with severe learning disabilities. Parents are expected to inform the school if their child has a known learning disability. The school is willing to assist parents in finding a school that would meet the needs of the child.

Partial Enrollment

Partial enrollment of middle school and high school students is possible on a class by class basis. The student must meet all requirements for enrollment and have administrative approval. For information about enrollment and fees

for partial enrollment, contact the Student Services office. Non-enrolled students may also take part in after-school activities at a fee. In 2008-09, the after-school activities fee for non-SYIS students is \$1,000

Admissions Procedures

New students should:

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

Continuing students should:

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

Change of Personal Information

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

TUITION & FEES

Tuition Philosophy

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

Tuition Schedules

Tuition fees are determined annually. Applicants shall be notified of tuition charges at the time of registration. Tuition payment plans are indicated in the approved, published tuition and fees sheet. Tuition payments shall not be accepted outside these established plans except by approval of the School Board.

Registration Fee

All students are subject to a registration fee. Fees must be paid by cash, check, or telegraphic transfer at time of registration. New students who desire to enroll into the school must pay the entire registration fee at time of application.

Capital Fee

All students are subject to a capital fee.

A place for a child is reserved in the school year upon receipt of the registration fee and capital fee. However, subsequent failure to pay the first or second tuition payments by the due date may result in loss of the child's reserved place.

Other fees

Tuition may not cover all expenses associated with student attendance at SYIS. Examples of additional expenses include, transportation to and from school, school lunches, student activities, school supplies, student accident insurance, and other miscellaneous expenses.

Tuition Payments and Refund Policy

Parents are responsible for the payment of all school fees. Report cards, diplomas, and transcripts will not be released if payments are not made in full. Tuition will be refunded only for full quarters not attended. If a student applies and is accepted into the school sometime after the commencement of the school year, tuition will be charged for the full quarter of entry and all subsequent quarters.

Registration fees are not refundable. Capital tuition fees are refundable on a semester basis (only for full semesters not attended).

No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.

No tuition payments can be transferred from one student to another.

Delinquent Accounts

Installment payments are due on the fifteenth of the month. If installment payments are received after the twentieth of the month, the account is considered delinquent and a 200 RMB late fee shall be charged. An additional 200 RMB late fee shall be charged for each month an installment tuition payment remains unpaid. If payments are more than 15 days late, the student may be excluded from class with an unexcused absence until payment has been made. These late payment penalties shall apply independently for each student in a family.

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

ACADEMIC INFORMATION

Curriculum Descriptions

Elementary School

The kindergarten program provides initial learning experiences in language development, number concepts, creative skills, and social and physical development. Students receive the building blocks for perceiving, thinking, and problem solving through the use of concrete experiences. The educational experience provided at SYIS is balanced and varied as the child's world of awareness is extended from the home to the classroom.

The elementary school curriculum uses traditional teacher-directed study/learning activities in Bible, language arts, phonics, science, social studies, Chinese, math, physical education, computer, art, and music. The child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area build upon previous learning and measurable performance objectives.

Secondary School

The emphasis of the secondary curriculum is on Bible, language arts, mathematics, social studies, and science. Elective and optional courses may include computer science, art, drama, choral music, print media, physical education, wood shop, photography, pottery, Chinese calligraphy, yearbook, practical living, and foreign languages.

General Academic Information

Academic Probation and Eligibility

Students with academic deficiencies (an “F” or more than one “D” in a quarter) will be placed on academic probation. A student on academic probation will be deemed ineligible for extra-curricular activities. Academic probation may also result in a denial of admission for the following school year.

Grading Scale

The standard grading scale for academic work in grades one through twelve is as follows:

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

Homework Policy

SYIS recognizes the educational value of homework. Meaningful homework is a necessary part of each student’s educational program and should relate to the educational philosophy and goals of the school.

The assignment of homework should be regular and appropriate. Elementary students should expect approximately 10 minutes of homework per night per grade level. For example, a first grade student would have 10 minutes, a 2nd grade student, 20 minutes and so forth. Middle school students can expect approximately 20 minutes per subject of homework each night. An average of ½ hour of homework per class per night at the high school level is to be expected.

Absence on due dates

For middle-school and high-school students, in the event of a student absence on the day of a test or due date for an assignment, SYIS secondary teachers will provide two additional days make-up time for each day missed. However, any pre-announced assignments are due on the date announced or immediately upon return to school.

Mid-Quarter Reports

Mid-quarter reports are distributed to selected students in grades one through twelve at the midway point of each quarter. All grade six, grade nine, and new students will receive a progress report during the first quarter. Students with academic or behavioral difficulties may also receive a progress report. Teachers may also choose to submit a report for a student as a commendation for good or improved work.

Report Cards and Parent Conferences

Report cards are distributed to students shortly after the close of each quarter. Parent conferences follow the distribution of report cards for the first and second quarters. Such conferences are required for the parents of all elementary students at the end of the first quarter. At the end of the second quarter, conferences are not required, but may be initiated by either parents or teachers. Parent conferences for students in grades six through twelve are always optional and can be initiated by parents or teachers.

Retention

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

Criteria for Repeating a Grade:

Junior Kindergarten	A child may be retained if he or she does not exhibit age-appropriate developmental skills and maturity. Assessment tests may be given to determine developmental maturity.
Kindergarten	A child will be retained if he or she does not exhibit age-appropriate reading readiness skills and developmental maturity.
Grades 1-2	Unsatisfactory progress in reading and failure to complete the necessary levels of reading may result in repeating the grade.
Grades 3-5	Failure in two of the major subjects (math, language arts, reading, social studies, or science) will result in the student repeating the grade. Reading below grade level may also be considered as failure of a major subject
Grades 6-8	Failure of two or more of the core subjects (English, math, social studies, or science) in one semester will be cause for placement in the same grade the following year.

Grades 9-11	Failure of two or more of the core subjects (English, math, social studies, or science) in one semester will be cause for placement in the same grade the following year and/or will require that the class be taken again in order for the student to graduate.
Grade 12	All mandatory graduation requirements must be fulfilled before a diploma will be granted. Students will not receive credit for any failed semester classes.

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

Student Files

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

Testing

Achievement tests are administered each year to all students in grades one through ten as a basis for comparison with international norms for achievement.

Secondary (6-12) Academic Information

Secondary Course Requirements

SUBJECT AREA	COURSE REQUIREMENTS
Bible	All students are enrolled in a Bible class every semester. Courses include study in Old and New Testament literature, culture, history, and biblical ethics applied to contemporary issues. All courses are taught on an academic basis and receive academic credit.
Language Arts	All students will take English courses in the reading of literature and writing, with a focus on clarity of thought and appropriate use of grammar, spelling, and vocabulary. Language arts attempts to refine writing across the curriculum and touches on a wide variety of literary genre and media.
Fine Arts	Fine arts courses are offered in music and art, including such subjects as choir, photography, pottery, watercolors, alternative media, drama/reader's theater, and Chinese painting.
Foreign Language	All students are expected to study a foreign language during each semester enrolled at SYIS. All students in grades six through eight are required to study the Chinese language, except where ESL classes are deemed more necessary. In high school, students may elect to study a different foreign language (subject to course availability) once they have completed two years of Chinese language study.

Mathematics	Math courses include General Math (grade six), Pre-Algebra (grade seven), Algebra I (grade eight), Geometry (grade nine), Algebra II (grade ten), Pre-Calculus (grade eleven), and Calculus or Statistics (grade twelve).
Physical Education and Health	All students in grades six through eight are required to take physical education. All high school students will complete a health class and take a compulsory Sport class, with PE classes also being offered as electives. Physical education courses focus on fitness, health, and physical conditioning of the individual student.
Science	Middle school students must take a combination of life science, earth science, and physical science courses. The core curriculum in high school consists of biology, chemistry, and physics.
Social Studies	The middle school social studies curriculum includes integrated history, geography, and politics. High school students study world geography, world history, comparative politics, and economics.

AP Programs

The 2008/2009 school year will see two AP courses offered by SYIS, including AP Economics and AP US History. These are offered to eleventh and twelfth grade students.

Semester Exams

Cumulative exams are given at the end of each semester. All students in grades eight through twelve are expected to take these exams. In the middle school, the exam will be averaged into the quarter grade. In the high school, the exam scores comprise 20% of the semester grade, with each quarter worth 40% of the semester grade.

Students may only take semester exams early with permission of the principal. If a student cannot take the test at the assigned time, he/she must contact the office immediately to explain the circumstances and request approval for early testing. An early exam must be taken within two weeks of its scheduled time. Failure to follow this procedure may result in the student receiving a failing grade for the exam.

Incomplete Grades

A student may be awarded an "I" if work for a specific course has not been completed. A student must make up the work within a time period set by the teacher, and not to exceed two weeks. Work remaining uncompleted after this time will receive an "F" grade. No incomplete grades may be given for the fourth quarter.

High School (9-12) Academic Information

Grade Point Average

A grade point average (GPA) is calculated for high school students by assigning the following point values to letter grades:

GRADE	SCORE	GPA
A+	97 - 100	4.0
A	93 - 96	4.0
A -	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B -	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C -	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D -	60 - 62	0.7
F	0 - 59	0.0

Graduation Requirements

Twenty-four high school credits are required for graduation. One half-credit is given for each full semester of a core course successfully completed in grades nine through twelve. One quarter-credit is given for each elective. A failing grade earns zero credit. The following credits must be earned towards graduation:

- 1/2 credit of Bible per semester enrolled in high school
- 4 credits of English
- 3 credits of social studies
- 3 credits of science
- 3 credits of mathematics
- 2 credits of foreign language
- 1 credit of physical education and health
- 1 credit of fine arts
- Electives as needed

Beginning in 2008-09, one of the above credits must be taken as on-line instruction in order to graduate from SYIS. On-line courses may be taken as any combination of core subject or elective, AP or dual-credit college courses. 2008-09 seniors and juniors are exempted from the online requirement.

Independent Studies

High school students are eligible for independent study if they have completed all of the graduation requirements in that subject area. Independent study costs

are not covered by general tuition and fees. Participation of a student in independent study must be approved by the administration.

Add/Drop Policy

Students may drop a course without penalty within the first four weeks of a semester. Courses dropped after four weeks result in an "F" grade. Exceptions must be approved by the principal. Any course transfers or changes need to be approved by the secondary principal.

Course Load Requirement

Students in grades nine to eleven must take at least eight classes (five core, a foreign language, and two electives) per semester. A senior's schedule must be approved by the guidance counselor and secondary principal.

Repeating a Course

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

Transferring Grades

High school students may transfer grades from other recognized schools. Any number of courses may be transferred as long as the student received a passing grade of at least a "D-". Grades below a "D-" will not be transferred. Transferable courses that do not satisfy SYIS requirements will be transferred as electives. A student's GPA will be calculated only from courses taken at SYIS.

Transfer of Credit

Students may receive credit toward SYIS graduation for correspondence courses or summer courses taken at another school but only with prior written permission from SYIS administration. SYIS will accept a maximum of one full credit for outside work in any given school year. Summer and correspondence courses should be taken to make up failed classes or to earn additional elective credits. They may not be taken as a means of accelerating through basic required courses unless the student is at least one year older than the norm for his/her class.

Transcripts

Juniors and seniors may request a transcript to be sent to specific universities, colleges, or government institutions. Transcript requests must be made at the Student Service office two weeks prior to the date they are needed. Ten transcripts will be processed free of charge with up to two requests. Additional transcripts will be processed for a fee of 50 RMB each. Expedited transcript requests can be processed within one week and three days for per-transcript fees of 100 and 200 RMB, respectively.

Commencement Awards

Each year at the high school commencement ceremony, the School Board will present awards in recognition of student excellence. The following awards may be presented:

Valedictorian

Presented to the graduating senior with the highest grade point average. To be eligible for consideration as valedictorian, a student must have completed no fewer than three semesters at SYIS and have a GPA of at least 3.7.

Salutatorian

Presented to the graduating senior with the second-highest grade point average. To be eligible for consideration as salutatorian, a student must have completed no fewer than three semesters at SYIS and have a GPA of at least 3.3.

ATTENDANCE POLICIES

General Policies

Daily attendance in all classes is expected. All absences require a note written by a parent or guardian explaining the reason for the absence. This note must accompany the student when he/she returns to school or it may be faxed to the school office. Excused absences include some illnesses, doctor appointments, death in the family, and family vacations pre-approved by SYIS (see below).

Students who arrive at school late must check in at the first floor office before being admitted to class. Those who arrive after 11:30 a.m. must check in at the first floor office but will be counted absent for a full day. Secondary students (grades six through twelve) will be penalized for unexcused absences and/or tardy attendance.

Planned absences must be requested in writing at least one week in advance by the parents, stating clearly the reason for the request. Any activity that can be done outside of school hours will not be considered an acceptable reason for a planned absence. In order for students to receive credit for classes missed during a family vacation, prior notification must have been received. A planned absence permitted by SYIS is counted as an excused absence. Teachers may require work to be done in advance. Teachers will also give parents a reasonable idea of the work that will be missed. For excused absences, upon return to school students will be granted one day to submit work for each day missed.

For unexcused absences, a student will be required to submit any work that was missed. Secondary students will also have a percentage point deducted from their final grade in all subjects for each half day of an unexcused absence. Students who have an unexcused absence will also be ineligible for after-school activities. An unexcused absence on Friday will result in the student not being eligible for weekend activities.

A high school student will not receive credit for a course if the total number of absences (excused or unexcused) from the course exceeds ten in a given semester, unless special permission is granted by the administration. Elementary and middle school students who miss more than 25 days of school per year will not be promoted to the next grade. Exceptions may be granted by the principal.

Attendance records will be kept by the school office and become part of a student's permanent record at the end of every quarter.

Early Release

Students planning to leave school before 3:35 p.m. must adhere to the following procedure:

1. A note from a parent or guardian must be presented. Students lacking a note will not be allowed to leave.
2. Teachers whose classes will be missed must be notified in advance.
3. A student leaving school due to illness must first visit the SYIS nurse who will determine the extent of illness and whether or not going home is necessary. The school will notify parents when their child is ill. Elementary students must be picked up at the school. Secondary students may go home by themselves with parental permission.
4. The student must sign out in the first floor office prior to leaving the building. Once students sign out they are no longer under the supervision of the school staff and the school is no longer responsible for them.

Seniors – early release policy.

Sickness

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

Students who are ill will be sent home after parents or emergency contacts have been notified by office staff. A student who has been sent home may not return to school that day.

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

Withdrawal

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

If a student is absent from classes for one month without approval of the principal, the school will assume withdrawal and will not continue to hold his or her seat in the class.

Tardiness

Students are expected to be in class on time. The number of tardies will be recorded by the administrative secretary and become part of the student's permanent record at the end of every quarter. Secondary students (grades six

through twelve) will also be disciplined in accordance with SYIS policy on tardiness.

Truancy

Students who skip class on their own initiative will receive no credit for any work missed. Students will receive a deduction of one percentage point in all subject areas for each half day truant, and will be subject to the SYIS discipline policy.

STUDENT BEHAVIOR & CONDUCT

Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions. The following behavioral guidelines include some that are moral in nature while others are simply necessary to promote good community living at our school.

Cheating

Academic cheating includes lying, stealing or copying another's work, possession of tests or teacher materials prior to the assignment or test, and plagiarism. Copying part or all of another student's homework is considered cheating. Cooperative efforts on homework are allowed only with a teacher's explicit permission.

Cheating offenses will be dealt with according to the "Inside the classroom" procedure. In addition, students caught cheating will receive an automatic zero on that assignment or test and their parents will be notified. A student who assists another in cheating will also receive a zero. Secondary students who cheat on a final exam will also receive a score of zero for the exam. Students who falsify a parent's signature or alter grades will be suspended on the first offense.

Chewing Gum, Food, and Drink

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

Dress Code

Students are expected to dress modestly. Clothing should not be revealing or bizarre, and should not bear offensive words or slogans. Cleanliness, neatness, good grooming, and respect for local customs are standards SYIS students are required to uphold.

Torn or ripped clothing or cut-off shorts are not permitted. Shorts or skirts must be loose fitting and modest, and no shorter than the reach of that person's fingertips when standing with arms straight down at the sides. Shoulder straps on women's clothing must be at least five centimeters/ two inches wide. No tank tops, see-through clothes, or midriff tops may be worn (exceptions may be made for athletic or other special events).

Hats and other head coverings may be worn to and from school but not in the school building. Shoes must be appropriate for school, safe for travel between classes, safe on stairways, and appropriate for climate and weather. A student

may need to bring a change of shoes for activities like recess and physical education. Shoes like thongs or flip flops are not appropriate but sandals with straps, Velcro, and buckles may be worn. Hair should be neat and kept clean. Extreme hairstyles, excessive jewelry, and make-up are not permitted.

Violators of the dress code will be required to change clothing before going to class. Certain articles of clothing are available in the office for this purpose. Parents will be contacted and the student sent home to change clothes when dress code violation occurs frequently.

Electronic Devices

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

Language

Students of many national and ethnic backgrounds attend SYIS. Functional order in this kind of environment requires a common language. Students are expected to use only English throughout the school day (during class, between classes, and during breaks) and at all school activities. Exceptions include language classes and speaking with Chinese nationals. Violations will result in blue slips. Subsequent offenses may result in a suspension or expulsion from school.

Pets and Animals

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

Bullying and Violence

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

Bullying outside the SYIS school grounds has the potential to be a problem at school. SYIS reserves the right to take disciplinary action for off-campus bullying related behavior in order to maintain a safe learning environment.

Private Property and School Property

Students are expected to respect the property of others, including that belonging to the school. Full reimbursement will be required to replace or repair damaged property, whether or not the damage was intentional. Locker decorations must not be of a permanent nature and must adhere to the school's philosophy of modesty and propriety. Students may not examine the contents of another student's locker without that student's permission.

Public Display of Affection

Many cultures coexist at SYIS. Students must demonstrate behavior regarding interpersonal relationships that is acceptable for people of various ethnic and

religious backgrounds and beliefs. Though genuine feelings of affection may exist between students, public displays of affection are not permitted on campus, or at school-sponsored activities including the transportation to and from these activities. Examples of unacceptable displays of affection include, but are not limited to, holding hands and excessive hugging and kissing.

Respect for Authority

Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will be dealt with according to the SYIS Discipline Policy.

Sexual Misconduct

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

Students who become pregnant or are responsible for a pregnancy are generally not allowed to continue at SYIS. However, each case will be handled individually. SYIS does not accept married or pregnant students for enrollment.

SYIS strongly opposes abortion under any circumstances. Any student found to have had an abortion will be expelled immediately.

Swearing and Inappropriate Gestures

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

Tobacco and Drugs

Use or possession of unauthorized drugs, narcotics, tobacco, or other dangerous substances of any kind is considered a serious offense, whether on or off campus. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and administrators will be required as a condition for re-admission. Subsequent offenses may result in expulsion. The school does not allow any alcohol to be consumed at school events. Any violation in regards to alcohol consumption may result in suspension or expulsion.

Suspension and Expulsion

Suspension is defined as a temporary exclusion from SYIS. In-school suspension takes place on the school site. Students are excluded from classes and will take separate lunch and recess breaks from their classmates. Out-of-school suspension takes place off the school grounds. Both in-school and out-of-school suspensions last for a week.

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

The goal of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in this process of repentance and restoration. Given the few educational alternatives available to expatriate students in Shenyang, the administration is also willing to consider re-admitting

an expelled student at a later time, provided that appropriate repentance is demonstrated.

However, students expelled twice will not be re-admitted to SYIS under any circumstances.

Conflict Resolution

The following is an outline for dealing with problems that arise between students, parents, faculty, and administration.

First, the offended party is to go only to the party that offended him/her. If the person is a younger child, a parent may accompany him/her. The matter should not be discussed with others not part of the problem or the solution. Most often, a frank, personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue, it should be forgiven and forgotten.

If the offender is unwilling to come to terms, the two parties should take the matter to the school administration.

If the two parties are not able to come to terms at the administrative level, the problem should be brought before the School Board. The principal should communicate the problem to the Board chairman, who is responsible for presenting the matter to the rest to the Board. Once the problem has been heard, the School Board will make a final decision.

STUDENT DISCIPLINE POLICY

The "Charter of Good Will" is the central focus of discipline and self-discipline for each student of SYIS.

[secondary charter]

Every student and teacher has a right to:

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

[elementary charter]

Every student and teacher has a right to:

- Learn and teach free from being interrupted
- Be treated politely
- Be free from unkind words or actions
- Work in a clean, safe and healthy school

There are many ways in which students are encouraged in normal SYIS life to be well disciplined. These include:

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement given.

- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class, at year assemblies and whole school assemblies.

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

However, if a student is disruptive in a class they need to realize that not only are they disadvantaging themselves but they are disadvantaging everyone else in the class.

Every student has the right to the best possible education they can obtain at SYIS.

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

Inside the classroom

Any seen or perceived disruptive behavior will be dealt with systematically, consistently and quickly. Teachers will implement their individual student management methods within the classroom. However, before a student is sent out of the class, they will receive a minimum of two clearly stated warnings.

An example is the "Canter" procedure. That is, without a fuss or necessarily a verbal exchange, the teacher writes the name of the disruptive student onto the whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to tick their name again, simply send them to the Office.

When a student is sent out the student is sent to the Head Principal's Office.

Elementary Students

A student sent out of any class 8 times in a year is withdrawn by his/her parents or the Head Principal will permanently exclude them from attending SYIS. The system in summary:

1st time	Verbal warning by Principal.
2nd time	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested.
3rd time	Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. An interview is requested.
4th time	In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible.

5th time	In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible.
6th time	Out of school suspension - total suspension from SYIS. Parents are notified as soon as possible and asked to collect their child at their earliest convenience.
7th time	Out of school suspension - total suspension from SYIS. Parents are notified as soon as possible and asked to collect their child at their earliest convenience.
8th time	Withdrawal or permanent exclusion from SYIS.

Secondary Students (Grades 6-12)

A student sent out of any class 5 times in a year is withdrawn by his/her parents or the Head Principal will permanently exclude them from attending SYIS. The system in summary:

1st time	Verbal warning by Principal.
2nd time	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested.
3rd time	In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible and come in for an interview.
4th time	Out of school suspension - total suspension from SYIS. Parents are notified as soon as possible and asked to collect their child at their earliest convenience and have another interview.
5th time	Withdrawal or permanent exclusion from SYIS.

Automatic Send-Outs

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

Breach of Safety

- Throwing an object in class.
- Knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching or kicking another student.
- Hitting a teacher.

Verbal Abuse

- Swearing at another student.
- Swearing at a teacher.

Misuse of Computers or Other Equipment

- Changing settings of classroom or Library computers.
- Accessing or attempting to access inappropriate material via the Internet.
- Attempting to access restricted areas on the SYIS computer network.
- Intentional misuse of equipment provided in a lesson.

Cheating

The examples given in each section are not comprehensive but are provided as a guide.

Blue Slip System

Blue slips are issued to a student in the event of an infringement being committed. Students are permitted to record a total of 14 blue slips during one year. At the 15th blue slip the students will be withdrawn from SYIS. The system in summary:

No. of blue slips	Consequence
At the 3 rd slip	Formal letter sent home to parents.
At the 6 th slip	Formal letter sent home to parents. An interview is requested.
At the 9 th slip	In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible and come in for an interview.
At the 12 th slip	Out of school suspension - total suspension from SYIS. Parents are notified as soon as possible, asked to collect their child at their earliest convenience and to have another interview.
At the 15 th slip	Withdrawal or permanent exclusion from SYIS.

Infringements include:

- Homework not done three times.
- Chewing gum.
- Drawing on desks.
- Writing/passing notes in class.
- Late to school/class twice in a week.
- Not bringing appropriate equipment for class lessons three times.
- Wearing clothing that does not meet the SYIS dress code
- Breaking the English-only rule
- Running in the hallway.

The infringement examples are provided as a guide.

STUDENT ACTIVITIES

Athletics

Students may participate in a variety of after-school athletic activities. Specific offerings are dependent on the season and availability of coaches and/or sponsors.

Field Day

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

Field Trips

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

Educational Trips

Each year, SYIS takes the secondary students on a week-long trip within China. The purpose of these trips is to expose students to the land, culture, history, and people of China. Conditions and situations encountered on these trips are sometimes less comfortable or enjoyable than what students typically experience. Such experiences aid in developing a more complete view of the world and a greater appreciation for the blessings that many students enjoy on a regular basis. Attendance on class trips is required for all secondary students. Trip expenses, aside from any personal purchases, will be covered entirely by the school.

OTHER INFORMATION

Change of Address Information

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

Community Service

SYIS places a strong value on serving the local community. All students are expected to participate in various service projects throughout the school year. The school will plan these activities.

Computers

SYIS is equipped with a computer lab. All school computers are part of a local network, and most of them have internet access. There are computers in classrooms and at other locations in the school building to provide a high degree of computer access for instruction, research, and projects. Secondary students must sign a user agreement to be able to work on computers independently.

Fire Drills and Emergency Building Evacuations

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

Library

The library is open Monday to Friday from 8:30 a.m. until 4:00 p.m. Students may check out a total of three books at a time but may not check out videos.

Students may keep checked-out books for up to two weeks. A book not returned after two weeks will be charged an overdue fine of 1 RMB per school day late. Lost books will be paid for by the student at the current replacement value (book purchase price plus 40% for shipping and handling).

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

Lost and Found

A lost and found box is located in the first floor office. Students may reclaim items there. Periodically, the lost and found box will be cleared by donating items to a needy cause.

Medical Emergency Procedures

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

Office Hours

Normal SYIS office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Open House

An open house is held early in the school year to allow parents and teachers a chance to become acquainted and to introduce parents to course content. This open house is not a time for individual parent-teacher conferences.

Parental Expectations

The Parents and Friends Association is a forum through which parents can be involved in the school community and support the staff in the education of their children. The administration welcomes constructive suggestions from parents that are aimed at school improvement.

However, the school board reserves the right to expel parents who engage in unacceptable behavior. Examples of such behavior include verbal abuse of staff members or students, manhandling staff members or students, and willful destruction of school property.

Photocopies

Students may use the school photocopy machine for personal copies. Costs for each A4 or A3 copy are 0.50 and 1.00 RMB, respectively. Payment must be made at the time of service. All student copies must be paid for, even if they are for school-related assignments.

Lockers

All secondary students will be assigned lockers. There is a 20 RMB charge for each lost key, and a 5 RMB charge for the school to open the locker. Students will be charged through their Student Card (lunch card).

Lockers should be kept locked at all times. SYIS is not responsible for any valuables missing from lockers. Any student found opening or going through the contents of another student's locker will be dealt with sternly. School staff may inspect lockers if there is reasonable cause to do so.

Student Pick-up

SYIS does not provide after-school child care services. Parents are responsible to make arrangements to have their children picked up from school on time. A student wishing to stay after school must obtain staff permission and remain in the area designated by that staff member.

If siblings are enrolled in the school and one child is staying after school for an activity, it is the responsibility of the parent to arrange for the other child to be picked up at the end of the school day. School staff will not be responsible for taking care of the child not involved in the after-school activity.

Telephones

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

Textbooks

The school will provide student textbooks. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. Students will be assessed fines for damaged or lost books. Fines are set by the principal.

Visitors

Visiting parents and other school visitors must check in with the first floor office and with the guards to receive a parent or visitor badge before entering the school. Staff in the first floor reception office can provide visitors with information or help visitors contact staff members.

Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. These visitors must meet all behavioral and dress code regulations of SYIS. They must check in with the first floor office and the guards as soon as they arrive so that their whereabouts will be known should they need to be contacted. Visitors must check out when leaving the building.