

深圳
蛇口
国际
学校

Shekou International School

Rigorous Learning | Caring Community | Inspired Students



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Head of School Welcome

Welcome to Shekou International School (SIS) for the school year 2021-2022. I am pleased that you and your family are part of our school community.

Since 1988, SIS has provided expatriate students in Shenzhen with the highest standard of educational experiences. Our staff and students come from more than 40 nations around the world.

Students at SIS have access to the finest learning schools can offer. Our mission is to provide students a rigorous education and to do so in a caring and nurturing community. We strive to inspire them to become principled, innovative contributors in an ever-changing and transforming world.

Student-centered approaches are at the heart of how our teachers work with each student - from early childhood to graduation. Our teachers maintain academic rigor while fostering hands-on learning and individual exploration. Our standards-based curriculum is developed from the best and most current of national and international curricula, making it relevant and challenging for our students.

Our technology initiatives give all students full access to the best educational technology in all grades. The students gain skills to take full advantage of the learning opportunities of the 21st Century. Beyond the classroom, SIS students have access to a variety of extra-curricular activities. Their participation in these contributes significantly to their physical and social development as they grow and mature.

This handbook is meant to help you as students and parents to understand the organization, practices and expectations at SIS; to appreciate what is important and special about SIS. I hope that you find the information in it to be useful.

If you have questions that are not addressed in this handbook, please do not hesitate to talk to us. Please consult with the teacher(s) for matters related to curriculum, assessment and issues related to learning and personal growth. For other matters, please do not hesitate to contact the Secondary office.

On behalf of our talented and experienced staff, I welcome you and wish you a rewarding and challenging year ahead at Shekou International School.

Sincerely,
Greg Smith
Head of School

Secondary Principal Welcome

Welcome to Shekou International School we are delighted to be starting our 32nd year as a school. We will start the year at our Bayside Campus and fully expect to be completing it at our new Net Valley campus. We are pleased to serve a diverse population of over 340 Middle and High School students from many different countries and cultures. We have grown as a Secondary school over the past few years in both numbers and diversity.

The past year was filled with a deal of uncertainty and we are looking forward to a more settled year where students again feel connected and excited to be part of the learning process. We have all learnt a great deal from the Covid-19 pandemic and will use this learning to better support our inclusive learning community.

In our commitment to provide a rigorous education in a caring community and inspire our students, we believe that students, parents and teachers must be partners in the learning process and share in a vision of excellence for each student. Working collaboratively with all members of our community, Shekou International School provides students with a multitude of opportunities to explore, learn and excel in ways that are reflective of our uniquely diverse international learning community.

The Secondary School Handbook is a key resource in understanding the opportunities and high expectations set by our community. Students and parents are encouraged to review and discuss the procedures and expectations outlined in the Handbook to ensure a shared understanding of what is expected as an SIS Gecko family.

As you review the Handbook, please do not hesitate to contact us in the Bayside Office if you have any clarifying questions or concerns. We welcome feedback regarding our communication and student services, just as we expect students and parents to seek our support and guidance in their pursuit of excellence in academics, arts, activities, athletics, behavior and community spirit.

We are all looking forward to an exciting new year with plenty of new challenges and opportunities!

All the best for the 2020/21 academic year,

Phil Rogers
Secondary Principal

Overview of SIS

SIS History

Shekou International School (SIS) was founded in 1988 as a private oil company school and funded by four major oil companies (Amoco/BP, Phillips, CACT and Arco). The school provides for the education needs of the expatriate children of families from these companies as well as from many other multinational companies. SIS contracts with International School Services (ISS) for school operations. Governance of the school is conducted by Academic Information Consulting Shenzhen, Limited (AICS), an ISS governed foreign enterprise. An Advisory Council, composed of representatives from the school community, meets periodically to support the school's direction.

The school offers an American-style, English language curriculum program to children of expatriates working or living in Shenzhen. The school serves early childhood through twelfth grade with a co-curricular program for both native and second language English speakers. An Early Childhood Center (ECC) provides a full program for two, three and four-year olds. All instruction is in English except for foreign language classes and the French Bilingual Program. SIS is fully accredited by Western Association of Schools and Colleges (WASC), the International Baccalaureate Organization, National Center for School Curriculum and Textbooks China (NCCT) and is a member of East Asian Regional Council of Overseas Schools (EARCOS) and ACAMIS (Association of Chinese and Mongolian International Schools).

The school is located in the town of Shekou, literally the 'Snakes Mouth,' on a peninsula at the mouth of the Pearl River about an hour's ferry ride from Hong Kong. The early childhood and elementary school campus is located within the beautiful Jing Shan housing complex. The Bayside campus nearby serves the middle and high schools. Each location offers the best facilities in Shenzhen, including an emphasis on technology, all weather playing courts and fields, performance areas, etc. Classrooms are modern and resource rich.

Mission Statement

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

Beliefs

We believe that...

- A foundation in knowledge and skills is essential for continual learning, personal development and sound decision-making.
- Integrity, humility, and respect are fundamental to successful relationships.
- Learning to set goals and priorities is essential to the development of perseverance, critical thinking and confidence in students as well as staff.
- Successful learning is fostered by an active, supportive partnership and consistent expectations within the child's school and home learning environments.
- Active involvement in service learning and recognition of cultural diversity is critical in developing responsible, compassionate youth who can adjust to life in an ever-changing world.
- Technology is a conduit through which students learn, create, collaborate and share.

Approaches to Learning (ATLs)

SIS Learners are supported to grow as learners who can adapt to changes through learning, unlearning and relearning through their lifetimes. These are the key skills to be lifelong learners:

- **Communication Skills**
- **Thinking Skills**
- **Social Skills**
- **Research Skills**
- **Self-Management Skills**

For the end of semester reports students will be asked to reflect on how they have developed in at least one of these key skill areas and a goal they can set for themselves to develop at least one of these skills for the future.

Athletics and After School Activities (ASAs)

In the pursuit of creating balanced lifestyles, SIS provides opportunities for students to participate in a range of co-curricular activities. The school believes that competitive & recreational sports, cultural and performing arts, and community service & leadership opportunities, are an integral part of the development of our students. Our program aims to provide all students with opportunities to develop existing skills, cultivate new areas of interest, and to grow physically, socially and cognitively. We seek to offer a broad range of athletics and activities over the course of the school year, in an effort to cater to the varied interests of our diverse student population.

Activities

There are two distinct strands students can follow when participating in activities at SIS. Firstly, they can be involved with our interscholastic activities program. Here they have an opportunity to be a member of a leadership, academic or fine arts groups, which compete locally and/or internationally. For these activities there are specific expectations for practice time, travel and skill development.

Alternatively, they can be involved in our After School Activity (ASA) program through which they can select from a variety of activities in the following four areas: Service & Leadership, Creativity, Recreational Sports & Activities and Academics. Through these ASAs, students will meet and connect with new people and undertake pursuits that they find interesting. Most of these activities are held on the SIS campus and are supervised by staff members.

Most middle and high school ASAs run from 3:30pm to 4:40pm each afternoon. However, there are opportunities for teachers to lead their activity during lunch and flextime.

Middle and High School Interscholastic Athletics

SIS is a member of two middle school sports conferences in our local region: Southern Delta Regional Conference (SDRC) and Pearl River Conference (PRC). Within these two conferences, SIS participates in four core sporting seasons: soccer, touch rugby, volleyball and basketball. Where possible, each season lasts approximately eight weeks and culminates in a tournament with other international schools near Shekou. Although badminton, cross country, tennis and swimming are offered, these are more informal seasons. However, students may still have opportunities to attend tournaments or meets at

locations within the PRC or other conferences around China. Middle school students also can participate in the golf tournament that is currently hosted by SIS each year.

The high school athletics program primarily revolves around the Association of China & Mongolia International Schools (ACAMIS) conference. Within this conference SIS will compete against five other international schools in volleyball, basketball and soccer. ACAMIS also provides opportunities for students to compete in individual sports such as badminton, cross country, tennis and swimming. The local high school PRC competition and other friendlies will be used to prepare our students for the end of season ACAMIS tournament.

Attendance

Students are expected to be in school and in each class as scheduled.

Parents should notify the office of absences or tardiness by telephone or e-mail before 8:15 AM

Phone: 755 -2669-3669 ext. 8406

Email: lli002@sis.org.cn

Late Arrival to School

All students arriving late to school must check in with the Secondary reception, obtain a Late Pass and go to class. Students will not be admitted late to class without first securing a pass. Arriving to class more than 15 minutes late will count as an absence for that class for attendance purposes.

Illness at School

A student who becomes ill at school must report to the nurse or Miss Peggy Han, or the Receptionist if neither the nurse or Miss Peggy are unavailable. Any student who vomits or is found to have a fever must leave school and remain at home for at least one fever free day. Parents will be contacted to arrange for the student to be collected, and the parent should sign the student out. Students checking out of school due to illness will not be allowed to return for school sponsored practices, performances, competitions, or other events, except in highly unusual circumstances approved by the Principal.

Leaving School during the Day

SIS operates a closed campus for students, other than approved Senior privileges for Grade 12 students. Students may only leave campus in the case of an emergency or for medical reasons. To release a student during the day, parents should either phone or send a note in to the Secondary Office (lli002@sis.org.cn) who will notify teachers and administrators as appropriate. The student should sign out at the front desk and be picked up by a parent or guardian.

School-related Absences

Involvement in school activities does not release students from their academic responsibilities (homework, papers, tests, etc.) in their classes. When class time will be missed, the activity sponsor will notify the teachers of all those students involved in the activity. It is the student's responsibility to notify their teachers ahead of time and to make up any missed work.

Attendance Expectation for Participation in Athletics and ASAs

A student should not be absent the day after a major event unless they are sick. A student should be in school the day of a practice, rehearsal, etc. or a major event in order to participate in the event. Parents should clear any exceptions with the Principal.

Late to Class (Tardy)

Students are expected to be in class on time. The breaks between classes give sufficient transition time to get from one class to another. If a student needs to see a teacher or staff member, arrangements should be made to meet at break, lunch, before or after school. In that case, the teacher will send the student to class with a note. Arriving to class more than 15 minutes late will count as an absence for that class for attendance purposes. If tardiness becomes a problem in a class, the Assistant Principal will be notified, and the student will be assigned to a supervised support (lunch or after school). Parents will be notified of any after school consequences. Continuation of a pattern of tardiness to a class may result in follow-up conversations and consequences.

Truancy (Unexcused Absence)

Students are expected to be in their assigned classes each period. If a student is absent during part or all of a school day without his/her parents' permission and the school's permission, the student will be considered truant. Consequences may include parental contact and makeup of missed class time after school. Repeated truancy may result in further consequences such as suspension or loss of credit for the class.

MS/HS Attendance Policy

A student missing more than seven class periods of a course during a semester is at risk of losing credit in that course (HS) or not being promoted to the next grade (MS and HS). Excessive absences will result in a meeting with the student to discuss one or more of the following options:

- specify conditions relative to make-up work
- place the student on attendance probation (the attendance required for the remainder of the course would be specified in order to retain credit)
- restrict the student from participation in extra-curricular activities that would lead to further absence
- remove the student from the course with loss of credit

Assemblies

SIS assemblies are arranged to celebrate student accomplishments and enrich student learning. Parents are welcome to attend assemblies. Invitations for Recognition Assemblies will be sent to parents ahead of time.

Books and Supplies

SIS supplies students with textbooks and supplementary materials. All program materials are on a review cycle to ensure they best meet the goals of our program. Students are given a supply list of items that are specific to a subject e.g. water bottle for PE, flute for music.

Textbooks are provided to students on a loan basis. Students are expected to take care of these books and return them at the end of the year. Textbooks are supplied at the

beginning of the school year in good condition. If a textbook is damaged, defaced, or lost, students must pay the replacement charge or replace the book. For other losses, the actual price may vary.

While the school supplies all basic materials, it is wise to have a personal supply of reference materials, paper supplies, book bags, reading materials and art supplies for home use.

Excursions & Classrooms Week Walls Trips

Class excursions are integral to the school's educational program, and all students are expected to participate. A blanket permission slip for all off campus trips is signed by parents each school year. So that parents are fully informed, specific information about each field trip is sent home in advance.

All students in grades 6-12 participate in an extended Week Without Walls trip within China which will happen in late October 2020 (pandemic conditions dependent). A WWW guide will be available closer to the time that provides information on all the trips for each grade level and options for our Grades 11 & 12 students.

Communication

Teacher Communication

During the school day, faculty members are committed to students. The best way to contact a teacher is by email or by telephone. You are welcome to call the office and leave a message or ask that the teacher to return your call. The best times to telephone or visit are:

Before classes 7:45 – 8:15
After School 3:15 - 3:45

Communication Guidelines

The goal at SIS is to maintain open, forthright and direct communication. As in any human enterprise, questions, concerns and conflicts may arise from time to time. In order to best resolve issues that arise, the school requests that parents follow these steps:

- Contact the Teacher - If you have a concern about your child's progress, her/his schedule, overall achievement level, medical or at-home complications, friends, homework, social or adjustment problems that might affect performance
- Contact the relevant Assistant Principal (MS or HS) – If your concern deals with school policies and procedures, program offerings, or teaching and learning
- Contact the Principal or Head of School
- For financial matters or transportation contact the business office on the Jingshan campus.
- If an issue cannot be resolved with the Principal or Head of School, a letter may be submitted to the Advisory Board.

When a staff member is aware of a concern, he/she will involve the appropriate people. If, however, a solution is not achieved at the point of inquiry, you are encouraged to request a meeting with the appropriate assistant principal or principal. At the request of confidentiality, your concerns will not be shared with anyone else without your permission.

To assist with helping you answer the question “who should I contact?”, please see the communication guidelines in Appendix 5.

Curriculum

For more information about the curriculum in the middle and high schools, please visit the course overviews in Managebac, the Secondary school’s new Learning Management System. Parents will be provided will login details in September.

Academic Integrity

SIS promotes academically honest practices where students can explore ideas and create artefacts that reflect their learning while ensuring that they give credit to the other people’s ideas and materials. SIS expects that students to demonstrate academic integrity when researching, writing, and creating.

How do students demonstrate academic honesty?

Here are some ways that students can do this:

- Acknowledging all sources used including ideas, images, words, data, maps, charts, tables, scores, movies, computer source codes, song lyrics and any other works through correctly citing and referencing.
- Even when paraphrasing a source, students must cite where they found that information. Unless an idea or piece is completely original, always use citations.
- Learning and using MLA style citing and referencing correctly and consistently.
- Including a Works Cited or References list.
- Talking with teachers if you are unsure how to reference materials.
- Meeting with the Secondary teacher librarian who can help with research processes and referencing styles.
- Submitting work using ManageBac, which uses [turnitin.com](https://www.turnitin.com) (a worldwide online service that detects similarity to materials online, in books and student papers) to help verify the originality of work.

What is academic misconduct?

Academic misconduct includes any deliberate or unintentional behavior that gives an unfair advantage or fails to acknowledge the work of others.

This includes four main areas:

- **Plagiarism:** taking the ideas of another person without acknowledgement. Copying and pasting text is a common form of plagiarism but paraphrasing without attribution is also plagiarism.
- **Collusion:** copying or using another student’s work or preparing work for other students to submit for assessment. It also includes allowing one’s work to be used by other students.
- **Misconduct** during assessments: cheating; fabrication and falsification of data (making up data, changing data) are examples.
- **Duplication:** submitting the same work for different assessment tasks.

What happens in the case of academic misconduct?

Grade 6-8: Middle School students are still developing the Approaches to Learning research skills that underpin academic integrity. The misconduct will be determined as (1) caused by a lack of research skills (e.g., absence or incorrect use of citations) or (2) a deliberate act of academic dishonesty (e.g., cheating on a test)

If (1): Students will be given the opportunity to rectify the situation and resubmit the task, with guidance. Parents will be informed.

If (2): Students will be given an alternative assessment. Parents will be informed. In subsequent instances, the case will be referred to the MS Assistant Principal for disciplinary action.

Grades 9-12: High School students are held to higher standards, with greater consequences for academic misconduct.

Similar to Middle School, accidental misconduct such as lack of citation will be dealt with by continued education of the student regarding how to properly cite, for example. Parents will be informed, and the incident logged in ManageBac.

Instances of intentional misconduct such as cheating on a test or large scale copying of the someone else's words will result in the student forfeiting that opportunity to demonstrate their learning, which may impact the final assessment of their learning. Instances of either sort which occur during the IB DP in grades 11-12 may be reported to universities in applications (or even after acceptance).

Behavior

Behavior Philosophy

Shekou International School provides a caring and safe place for learning for every student. It is guided by our belief in restorative practices that support teachers, students and parents to build, maintain and restore relationships.

Student Rights and Behaviors

Shekou International School has developed policies to support positive behaviors and set clear boundaries. The purpose of all such policies is the progression of an educational program that fosters a fair, secure, and stable environment for learning for all.

SIS Behavior Procedures For Secondary Students

The school has established clear expectations for behavior, including specifying those that are inappropriate within our learning environment. In almost all cases, inappropriate conduct will be interpreted as disruptive and as such, interferes with the rights of other students to a safe and supportive educational experience. In some cases, the conduct could cause injury to others or be harmful to the student themselves. The school prohibits behavior that is not conducive to learning. The policy lists a series of graduated consequences. The intent of this progressive policy is to provide the students with an opportunity to learn from mistakes and to correct and self-manage their behavior. On the other hand, the school expects students to learn from their mistakes and make the necessary adjustments to their behavior. Repeated behavior issues will result in the escalation of consequences and is intended to be invoked as the exception and not the rule.

School community support of behavioral expectations helps preserve student safety, security, and a quality educational experience for all our students.

Behavior Infractions

Offenses: Verbal Abuse, Indecency, Forging, Physical Battery to Others, Behavior Endangering Others, Threats, Harassment, Fighting, Truancy, Vandalism, Bullying, Cheating, Stealing, Possession of Weapons/Dangerous Articles or Hazardous Materials, Possession of Cigarettes or Tobacco Products, Possession of Drugs** or Alcohol, Unsafe or Disruptive Behavior or other action that seriously violates the respect, rights, or safety, of others or constitutes a significant disruption to the learning environment.

Level 1:

- Depending on the severity of the offense and at the discretion of the Assistant Principal, the consequence may include a warning, detention and/or a one (1) day in-school detention or out-of-school suspension.
- A phone call is made to the parents informing them of the behavior and the consequence, with a follow-up letter for home and school files.
- Parent/Student/Administration/Teacher Conference may be held at which time a solutions-oriented Action Plan may be developed

Level 2:

- Depending on the severity of the offense and at the discretion of the Assistant Principal, the consequence is a 1 to 3 day in-school detention or out-of-school suspension.
- A phone call is made to the parents informing them of the behavior and the consequence, with a follow-up letter for home and school files.
- Parent/Student/Administration/Teacher Conference is held at which time a solutions-oriented Action Plan will be developed, reviewed, or revised.

Level 3:

- Depending on the severity of the offense and at the discretion of the Assistant Principal, the offense will be a 3-5 day in-school detention or out of school suspension.
- A phone call is made to the parents informing them of the behavior and the consequence, with a follow-up letter for home and school files. A meeting will be arranged with school officials and the parents to discuss action plans to mediate the behaviour.
- Professional intervention is mandatory. This may take the form of counselling by the school counsellor or contract psychologist or other mutually agreed upon educational specialist(s) at the parents' expense.
- Note: The Head of School will be notified of any out-of-school suspension.

Bullying Prevention

At SIS, we define bullying as negative, repeated and persistent actions, which tend to intimidate, oppress, injure, distress or discomfort another individual. As a part of creating a positive learning environment, bullying is not tolerated, and will be dealt with according to the behavior procedures for school students. Bullying prevention and response to bullying is part of our guidance program at every grade level, and we work with students in age-appropriate ways to help them act and respond in positive and appropriate ways.

Homework

SIS home assignments are your child's responsibility—not yours. Be available to help and answer questions when they need you, but please don't do their work for them. If you feel your child is not handling his or her responsibilities well, please contact your child's teacher. Parents are a critical factor in a child's academic achievement. Following are some simple suggestions as to how you can be the most effective support when it's homework time.

Area: Provide a quiet, well-lit area for your child to do his/her assignment. This area should feel comfortable and always be available at homework time.

Routine: Establish a daily time for homework. Routines help establish a commitment to lifelong learning and self-management skills. If there are no homework assignments, all students should use the time for reading.

Tools: Provide tools for doing home assignments: pens, pencils, paper, computer/iPad. A desk or tabletop is the best place to do homework—not the knees, lap, or floor.

Middle School Homework Philosophy

The Purpose of Homework is to:

- consolidate, reinforce, and apply skills and concepts taught in class,
- foster independent study skills,
- serve as a vital information link between the school and the family,
- foster positive attitudes, and develop initiative, self-discipline, and responsibility towards learning.

The Nature of Homework is to:

- be developmentally appropriate and structured to meet the unique needs of each individual student,
- be achievable by all students,
- reinforce concepts taught in class and not be new material to the student,
- prepare students for subsequent instruction and begin in a teacher-assisted classroom setting and be clearly explained.

The Teacher's Responsibility for Homework is to:

- communicate the expectations and purpose of the homework, and adapt it to the individual needs and abilities of the student,
- communicate to the parents the expectations and rationale of homework as well as their role in supporting their child,
- establish a routine for organizing homework and along with the MS Mentor, address and reinforce positive study habits,
- coordinate across grade levels concerning the amount of homework on a weekly basis, so that specific grades will not be over the maximum range of time,
- provide consistent assessment methods relating to homework, including specific checklists, rubrics and other forms of feedback,
- assign homework equal to approximately 10 minutes per night per grade (grade 6 x 10 minutes = 60 minutes, grade 7 x 10 = 70 minutes, grade 8 x 10 = 80 minutes).

The Student's Responsibility for Homework is to:

- communicate with teachers about homework concerns,
- check Teams and/or ManageBac for any upcoming tasks or assessments
- complete homework to the best of his or her ability in a timely fashion, aware of the consequences for late work,
- with the help of parents, limit their working time to 90 minutes per night.

High School Homework Philosophy

The Purpose of Homework is to:

- reinforce and apply skills and concepts taught in class or prepare students for upcoming lessons,
- foster independent study skills,
- serve as an information link between the school and the family,
- foster positive attitudes, and develop initiative, self-discipline, and responsibility towards learning.

Homework should be:

- developmentally appropriate and structured to meet the unique needs of each individual student,
- achievable by all students,
- composed of meaningful assignments that make learning personal and challenge students to think.

The Teacher's Responsibility for Homework is to:

- communicate the expectations and purpose of homework, and adapt it to the individual needs and abilities of the students,
- communicate the expectations and rationale for homework to the parents as well as reminding them of their role in supporting their child,
- establish a routine for organizing homework and reinforcing positive study habits,
- communicate across subject areas concerning the amount of homework assigned on a weekly basis,
- provide consistent assessment methods relating to homework, including specific checklists, rubrics and other forms of feedback.

The Student's Responsibility for Homework is to:

- communicate with teachers about homework concerns,
- record homework daily in a student diary or electronic planner,
- complete homework in a timely fashion, to the best of his or her ability, while realizing there could be consequences for late work,
- be strategic in the use of time,
- set personal time limits that foster a healthy balance between academic responsibilities and other activities.

The Parents'/Guardians' Responsibility for Homework is to:

- provide a suitable study atmosphere that is quiet and well-lighted,
- maintain the connection between home and school through phone calls, or emails, and conferences.
- provide resources, assistance, and encouragement as needed

Library/Media Center

Along with classroom opportunities, library usage is always strongly encouraged. The library/media center has a large collection including fiction and non-fiction, periodicals, and reference books.

Library Hours:

The library media centers are considered a school and community resource and are open to students, staff and parents during regular school hours (7:45 am - 4:30 pm). Our libraries are intended to be a place to read, research, and study.

Loan Periods:

The library/media centers offer a wide selection of books, periodicals, and reference materials. The library website can be accessed for online library resources. Parents and students who attend SIS may check books out of the library. The maximum number of books that can be borrowed by students is determined by grade level. Students may ask the Librarian for permission to borrow a greater number than this should the need arise. Books may be checked out for two weeks and renewed once for an additional two weeks. The prompt return of all books/materials is appreciated and expected. Please see our Secondary Librarian for more information about borrowing privileges.

Overdue/Lost and Damaged Materials:

The responsibility for a book rests with the last recorded name on the book's checkout list. All patrons are expected to return library materials in a timely manner. Librarians will advise students of any outstanding items. At the end of each quarter, parent(s) or guardians may be contacted regarding books and materials that are damaged or past due. Official records will be withheld until all overdue books are returned and all fees for damaged or lost books are paid.

A fee equal to the replacement, customs and processing cost will be charged for books, materials or equipment that are lost or damaged beyond repair. We would rather have the book in good condition than the money, so if/when the book is found the money will be refunded.

Privileges:

The rules for behavior and use of materials and equipment are governed by the Code of Conduct. The librarians reserve the right to recommend to the Principals that student privileges be restricted, suspended, or revoked.

Lost and Found

A Lost and Found box is kept on each floor for misplaced personal items. If a student has lost an article, he/she should check there first. Do not allow your child to bring expensive articles to school and to prevent articles from being misplaced, please clearly write your child's name on all belongings. Lost and Found items will be displayed regularly at the Bayside campus.

Lunch

Lunch at SIS is provided by one onsite vendor who provides quality Western & Asian meals. A detailed list of this service and costs will be provided at enrollment and posted on the website. Students can also bring lunch from home. Refrigerators are provided for food storage during the day and microwaves are available for heating food. Students and parents may not order food and have it delivered to the school by restaurants or outside food service providers.

Mentor Program

The Mentor Program is a daily opportunity to build a trusting, caring environment for students to address issues that are relevant to their life at Shekou International School, build connections with peers and teachers and develop an understanding of their responsibilities as adolescents in a global community.

The Mentor Program at Shekou International School aims to:

- facilitate communication between the student, faculty, administration and parents.
- designate one adult for each student who takes a special interest in all aspects of that student's life at SIS and who is responsible for initiating efforts for that student's welfare.
- help the students become increasingly more independent and capable of coping effectively with personal and community responsibilities.
- empower students to make effective decisions and become increasingly independent.
- help students clarify personal values.

This will be achieved primarily through daily group meetings and contact with the student individually, as the mentor attempts to help the student in setting realistic goals and evaluating progress in all areas at various times throughout the year.

Parents are Partners

It is our belief at Shekou International School that students benefit most from our program when parents are involved in the educational process in meaningful ways.

SIS aims to establish a strong home/school relationship with every parent in the school community. We all want what is in the best interests of the individual child. To do this, we hope that you will:

Support your children by...

- Setting realistic goals for their performance in every area of school life
- Monitoring their progress closely and contacting the school if problems arise
- Encouraging interest and involvement in a wide variety of activities

Support the school by...

- Reading all communications sent home in order to learn as much as possible about the school
- Taking advantage of opportunities made available to parent groups, school events, and programs
- Asking questions and offering suggestions for ways to improve the school

It is our pledge to...

- Keep you informed about your student's progress, and about events and activities at the school
- Continue to work to make the home-school partnership as strong as possible
- Make use of your talents and ideas whenever possible

As part of our efforts to build a partnership in the education of our students, expect frequent communications through written and oral progress reports. In addition, you will receive online updates and phone calls regarding successes or concerns in your child's school life. It is also important that you keep us informed of your questions and concerns.

We welcome your presence at SIS. Any time you would like to observe a class or activity, please phone the office and make arrangements. We're proud of our program! The school schedules periodic parent observation days specifically designed to encourage parents to experience the program and give feedback.

Parent Support Association (PSA)

All parents of enrolled students are members of the Parent Support Association (PSA). PSA activities help make SIS a better place for students. Parents are encouraged to actively participate in this group and are invited to monthly meetings announced in the weekly newsletter. For more information contact the PSA Executive Board Members or see the PSA link on the website.

Parent-Teacher (Student-Involved) Conferences

During the school year, parents have scheduled opportunities to discuss their child's goals and progress. Although these special days are important, they should in no way limit conferences between teachers and parents whenever there is a need to communicate.

Parties

School and class parties are periodically scheduled throughout the school year for special occasions. Students may have their birthdays observed at school with a simple treat provided for the whole class by the parent, but gift giving cannot be a part of this birthday

observation. Arrangements for these birthday observations must be made in advance with the student's Mentor (formerly called Advisor).

In the event of parties held outside of school, please do not distribute invitations at school unless the entire class or all boys/girls in the classroom are invited; it can cause hurt feelings for those left out.

Physical Education Attire

- Closed toed athletic shoes; cross trainers are required. Students are not permitted to wear slip on shoes, crocs, flip flops, heeled casual shoes etc.
- Athletic type short/pants that do not restrict movement and are appropriate for physical activity. Students may not wear jeans, dress pants, jean shorts, skirts, dresses.
- Athletic type shirts that do not restrict movement and are appropriate for physical activity. Students should not wear button down shirts, heavy or bulky coats.

School Hours

For the start of the 2020/21 academic year the school day begins at 8:15am for Middle School students and 10:00am for High School students. Parents must be aware that students should NOT arrive at school before 7:30 AM. No SIS supervision can be provided before these arrival times. Middle School students are dismissed at 3:00 and High School students at 4:30pm.

Middle School Timetable

- 8:15 –9:30 Period 1
- 9:30 –9:45 MS Mentor Time
- 9:45 –10:00 Break
- 10:00 –11:15 Period 2
- 11:20 –12:35 Period 3
- 12:35 –1:10 Lunch
- 1:10 –1:45 Flex Time
- 1:45 – 3:00 Period 4

High School Timetable

- 10:00 –11:15 Period 1
- 11:20 –12:35 Period 2
- 12:35 –1:10 Lunch 1/Flex1
- 1:10 –1:45 Lunch2/Flex2
- 1:45 – 3:00 Period 3
- 3:00 – 3:15 HS Mentor Time
- 3:15 – 4:30 Period 4

Snacks

Students are encouraged to bring a healthy snack to eat during the breaks. Nutritionists recommend that children need healthy sustenance at this time of day to maintain their energy level and attention span. Neither carbonated drinks nor gum are allowed at school except for specially designated events.

Social Media

SIS teachers are encouraged to share student work to a worldwide community as an authentic audience. In the interest of child safety and privacy, however, teachers are limited to using children's first names (or in some cases initials) when posting pictures or referencing students in their posts. Teachers or students must never provide student physical locations in any postings. All photos and videos must be taken with geotagging (location services) removed.

Student Council

The purpose of the Student Council is to "improve the welfare of our school and our community by providing means for student expression in school affairs, giving opportunity for student experience in various skills of leadership, and making and interpreting policies concerning school events." Each enrolled SIS student is a member of the organization. The executive committee is elected by all students. Each classroom will elect its own Representatives who attend the Student Council meetings.

Student Responsibilities

As an SIS learner, you are expected to demonstrate responsible behavior to:

- Develop and exhibit growth in the areas of personal responsibility for your learning, social relationships, character development, work habits, health, and safety.
- Channel your energies toward positive life-enhancing activities and relationships.
- Contribute to the positive learning environment of our international community.
- Master basic academic skills.
- Develop critical thinking skills, aesthetic and moral values, interpretive abilities and creativity to the best of your ability.
- Recognize that freedom and responsibility go together.

As an SIS student, you have the right to:

- A safe, clean, and orderly environment.
- Respect as an individual.
- Caring and qualified teachers.
- Be a participant in making decisions that affect you.
- Be trusted.
- Know what is expected of you as a student.

As a SIS student, you are expected to adopt ways of thinking and acting that support your development as an independent learner and principled person. Teachers and students at SIS are responsible for modeling the Approaches to Learning (ATLs) in their interactions with one another. We use the ATLs to guide and reflect on our behavior and the way we approach learning and our lives. The SIS ATLs are listed in the front of this handbook.

Uniform Expectations

As the first international school in Shenzhen, Shekou International School's uniform shows our pride in our long heritage while fostering a sense of community. The uniform is designed to be comfortable, practical and helps to support our nurturing learning environment. Students from nursery to grade 10 are required to wear the school uniform daily. Students should only wear pieces from the uniform collection. Students in grades 11 and 12 will have the option of wearing either the uniform or business casual attire. Further information on the uniform can be found on the school's website.

Transportation

A Transportation service is available to all students from PreK-1 - Grade 12 who live outside the Mountainside, Parkside, or Bayside area. For costs involved with these services please contact the main office at Jingshan. Due to limited seating and for insurance purposes, only students may ride the bus except for chaperones on class field trips. Students must adhere to the established rules. These are:

1. Be on time for the bus.
2. Fasten seatbelt throughout the ride.
3. Talk in a low tone of voice, so it does not disturb the driver.
4. No eating or drinking on the bus.
5. Keep the windows closed.
6. Sit in assigned seats (if they are assigned).
7. Follow any directions given by the bus driver or monitor.

For students who do not follow the rules above, ridership privileges may be suspended temporarily. There is no refund of fees under such circumstances.

Tutors

When additional academic assistance is recommended, the school will assist in connecting parents with suitable tutors available in the community whenever possible. These tutors are not affiliated with the school nor endorsed by the school. SIS teachers are not permitted to serve as a paid tutor for any student in the school. Permitting, arranging, and paying for tutorial assistance are the parent's responsibility.

Teaching Assistants as Tutors

SIS recognizes the importance and desire, within our community, for our teaching assistants to provide tutoring for current SIS students. All tutoring services are a private arrangement between teaching assistants and families, and SIS can only support in facilitating appropriate locations on campus. Teaching assistants can provide tutoring services to SIS students who are not in the same grade level or classes that they support. Tutoring must occur outside of the teaching assistants' contracted hours. All communication and financial transactions are the responsibility of and agreed upon between the teaching assistant and parents.

Use of School Name and Logo

The use of the school name and logo are reserved for official, school sponsored communications. Students, parents and others are not authorized to use the school name, logo, or other official publications and information without written authorization from the school administration.

Visitors

All visitors are to report to the school office. Returning students are welcome to visit during lunch time. Parents of students who wish to have a guest accompany their child to school must contact the school office for approval prior to the visit. Approved guests may visit for one school day. Although the student's teachers will be notified in advance, the host should introduce the guest to each teacher.

Withdrawals

Withdrawing before the end of the school year should be avoided if possible. When a student withdraws, parents must inform the school in writing of the child's last day of attendance. This note should arrive at least two weeks prior to the departure date, ensuring

that school documents and report cards can be provided to families upon their departure. Student records can be mailed if a forwarding address is provided. Tuition refund information is available from the office assistants or on the website.

Health and Safety

Allergy Statement

The SIS food provider implements a “nut free” policy in the school’s food service products. However, nut products may possibly be brought to school by individual students in their lunches and snacks or in other items brought to school from home. Students with allergies to nuts or other substances that might be present on campus should notify the school nurse and classroom teachers specifically of these concerns and we will work closely with you to preserve a healthy, safe environment for each student.

Child Protection

In keeping with our core values and vision statements, the Shekou International School has adopted a Child Protection Policy to guide our staff and families in matters related to the health, safety and care of children in attendance at our school. The SIS Child Protection Policy is based on both international law and on the United Nations Convention on the Rights of the Child of which China is a signatory, and Chinese statutes.

- To ensure that our children are safe and well cared for, all employees of Shekou International School who work directly with students go through a police clearance and if applicable and international background check before they are employed by SIS.
- Faculty and staff receive annual training on how to appropriately interact and communicate with students as well as how to recognize and report issues of abuse and neglect.
- Students at SIS are provided with age appropriate lessons to help them understand personal safety, their rights and whom to seek for help when feel such rights have been violated.
- SIS also provides parents materials and information sessions to help better understand our policy.

At SIS, we strive to work together with parents to ensure our children are safe and are knowledgeable about their rights and responsibilities to themselves and to each other, so they can grow and learn free from fear in a safe, supportive and caring environment.

Emergency Procedures

Shekou International School maintains an Emergency Procedures Plan that provides detailed instructions on actions to be taken in the event of any emergency that may result in risk to the safety of our students or staff members. These emergency plans are designed specifically for Shekou International School and include recommendations provided by leading safety agencies. SIS maintains a membership with SOS International, giving the school extensive support and information in emergency situations.

Emergency plan details are flexible and can be modified depending on the circumstances surrounding the emergency. In each case, the school has a response team designated to assess the situation and make decisions about what steps are to be taken, how to communicate actions to students, staff and parents, and what outside agencies are to be contacted for assistance (i.e. local police, fire, or emergency officials). The actions taken during any type of emergency depend on the situation, and flexibility is a key component. Some important features of the SIS plans include:

- Prepared plans and procedures to address a wide variety of possible emergencies.
- Checklists of actions for each type of emergency are kept in each classroom and office and are reviewed regularly. Staff also practice certain responses with students regularly.
- Most SIS staff are trained in CPR and emergency first aid.
- Emergency supply backpacks are kept in each classroom.
- AED devices for heart attack are kept on each campus.

Safety Drills

In case of fire or other emergency, students and staff must be prepared to evacuate the School or lock into classrooms quietly and calmly and in the least possible time. To that end, periodic safety drills train everyone in procedures to be followed. SIS considers the safety of children in the school, getting them home if possible, and protecting students and staff in an emergency as one of its most serious responsibilities.

SIS buildings meet standard codes of safety. Practice drills are scheduled periodically throughout the school year. Parents are asked to review the following points with their children.

Building Evacuation Drill Procedure

- All students and staff must leave the building through exits designated for each room and proceed to the designated area. Be aware of the possible need for alternative routes. Evacuation routes are posted throughout the building.
- Pay serious attention during the regularly held fire and disaster drills.
- Stay away from the buildings until permitted to re-enter.
- Above all, remain calm, don't talk, listen for instructions and help others do the same.

Possible Emergency Events

In case of emergency events, the school will do the utmost first to ensure student safety, to communicate quickly and clearly with parents and the community, and to cooperate with local government and emergency agencies. In case of weather-related events, the school closely monitors the official information from local authorities and is obligated to follow their regulations regarding school closure issues. The following circumstances may require special emergency communications from the school:

- **Extreme Weather** (typhoon, heavy rain, or other weather conditions that could result in a school closure or early dismissal)
- **Natural Disaster** (flood, earthquake, etc.)
- **Major Accident/Injury** (school bus, parent drivers, sports events, school buildings)
- **Fire**
- **Civil Disorder/Violence** (demonstrations or disturbances within the city that may affect school bus routes, field trips, etc.)
- **Bomb or other threats**
- **Health Outbreak** (COVID-19, SARS, smallpox, anthrax, etc.)

Possible School Emergency Responses

- **School Closure/Early Dismissal** (in case of an unexpected disruption requiring school to close early)
- **Campus Lockdown** (temporary restrictions on who enters or leaves the school campus until the potential risk to students and staff has been resolved)
- **Shelter-in-Place** (temporary shelter during a short-term emergency, including a possible overnight stay at school.
- **Evacuation** (short-term evacuation of facilities for safety reasons)

Emergency Communication

In an emergency situation, the school will use the following methods of communicating with families:

- E-mail (assuming the school has electric power)
- SMS text message
- Notices on the school's web site
- If the above methods are not available, the school will use a student/parent telephone tree

Reunification of Students and Parents After An Emergency Event

In an emergency, the school's first priority will be to ensure the safety of students in a secure location. In order to do this, students cannot be allowed to leave the care and supervision of the school on their own or without appropriate communication and documentation by the school. In an emergency situation, students will be reunited with their parents in an orderly supervised way. Depending on the circumstances, parents will be notified (see above for communication methods) of the locations and process for reunification.

Parents should not expect to take students from the school's care without following the established procedures, nor will students be released to anyone but their own parent or a representative documented in writing. The school must ensure that all children are accounted for and that they only leave with a parent or other authorized adult.

Parent and public access to campuses and to students may be limited while the appropriate steps are taken to ensure safe and documented reunification with parents. Children will NOT be permitted to leave early with friends, neighbors, etc. without documented contact between the parent and the school.

Emergency Frequently Asked Questions

What is emergency preparedness?

Shekou International School has an emergency and crisis response plan that identifies steps to be taken for different kinds of emergencies. These steps differ depending on the situation, but include keeping up-to-date contact information for students, parents and staff, evacuation and emergency procedures, designated "safe" places if students need to be gathered together in a group, "rally points" on campus where all students and staff would be accounted for. The situation will also dictate how emergency communication should be conducted.

How do I get information about an emergency?

Whenever possible, emergency messages will be sent to parents via e-mail, SMS text message, and posted on the school's web site at www.sis-shekou.org. In addition, the school may attempt to make contact with parents via the emergency telephone tree. During emergencies school officials will likely be occupied responding to the situation and not be able to answer phones immediately. During these situations, the school will need to keep phone lines open to communicate with outside agencies, the police, or for the school to initiate contact with parents once all children are safe and accounted for. If all parents try to call the school asking for information about their own child, it may jam up telephone lines and interfere with our efforts to make sure all students and staff are safe.

How do I find out if school is closed due to bad weather or another emergency?

If possible, notice of school closure due to bad weather or another emergency will be sent by SMS text message and email, and be posted on the SIS web site by 6:45 a.m. of the day of closure. If these methods are not available, the school will also use its

teacher/student emergency telephone tree to assist in communicating with families. School closure for weather events is governed by local government weather signal protocols.

What is a “Lockdown”?

Some emergencies may prevent the safe evacuation of a building or the movement of students from one location to another. In such cases, the school may impose a “lockdown” meaning all students and staff remain in classrooms or other designated locations. School personnel will secure all building entrances and teachers will keep their students inside, and not permit anyone to leave or enter their classrooms until the administration deems it safe to remove the “lockdown” conditions.

What is “shelter-in-place”?

Shelter-in-place is a short-term solution to a short-term problem in the external environment. All students and other persons on campus will be brought inside buildings, doors and windows will be closed, and heating and ventilation systems will be turned off. This “sheltered” indoor space is intended to temporarily safeguard people and the indoor air from any outside environmental hazard.

In the event of a “lockdown” or “shelter-in-place” situation, can I pick up my child at school?

The school strongly recommends that parents not come to school and that children remain at school until normal dismissal time or a designated release time communicated by the school. The school will make every attempt to notify parents of situations and student release arrangements.

Provided it is safe to do so, parents may pick their children up from school during an emergency. However, if access to the campus or to school buildings is restricted for safety reasons, parents may have to wait outside the school campus or outside of school buildings until the school administration determines that it is safe for children and adults to be moving around on the campus. Depending on the circumstances, parents may be requested to wait outside the campus entrance and children will be delivered to them rather than parents going into buildings and searching for their children or those of friends or neighbors. In order not to unnecessarily alarm or frighten children, school personnel will maintain as safe and normal environment for children as is possible, and account for the welfare of all students.

Who can pick up my child during an emergency?

Children will not be released to individuals other than their parents unless such person presents written permission from the child's parent or the administration has personal contact authorizing the student's release. This includes drivers, maids, neighbors, friends, siblings, etc. It is essential that the school be able to keep accurate records of all children during an emergency. Thus, any child released from the school's supervision must be accounted for.

What if my child rides a school bus or taxi?

Students who normally use the school bus or a privately contracted bus or taxi will remain at school until such time as the administration determines that it is safe for buses/taxis to leave the school grounds. School bus drivers will stay in contact with the school's transportation office for instructions in the event of an emergency. If the hazardous or dangerous situation is off campus, the school bus drivers will be instructed to avoid going near any unsafe area or crisis location and contact parents to identify an alternative site where parents can meet the bus and pick up their children or return to school with the child. If phone contact is not possible, children will return to school on the bus and remain there until reunification with parents can be arranged appropriately.

Can I contact my child while at school during an emergency?

In an emergency situation, school personnel will likely be occupied carrying out the school's emergency actions and will not necessarily be able to answer phones if parents call to get information about children. During an emergency it is important to keep telephone lines open for school personnel to contact outside support and then to initiate communication with parents once it has confirmed information about each child. Using the communication means outlined above, the school will inform the community as quickly as possible of the circumstances. With approximately 800 students in our care, the school will need to first confirm the welfare of students and then initiate communications with parents. Our campus locations are not capable of accommodating large numbers of cars and parents arriving at once. If parents come to school to pick up students, they will need to follow the school's reunification protocol and may not have immediate access to students.

What happens if my child is off campus, on a school bus, on a field trip or participating at sports or after school or week-end activities during an emergency?

The impact of any emergency on children already on a school bus or on a field trip depends on the specifics of the situation. All school buses have cell phone contact with the school's transportation office. If appropriate, buses may be recalled to school or directed to a designated safe location where parents may pick up their children. The school will keep children in our care until we can be assured that proper communications and connections are available with parents or designee.

Weather

Air Quality Monitoring

SIS monitors air quality daily and follows recommendations based on the United States Department of Environmental Protection Agency for schools and a review of best practices at international schools in China and Hong Kong. Our air quality readings are taken from nearest reliable monitoring station.

Our procedure has three levels of intervention. If the Air Quality Index (AQI) is above 100, all campuses will monitor high risk students and offer an indoor PE/recess option to them if needed. If the AQI is above 150, the monitoring is expanded to all students, with options provided for indoor activity if needed. If the AQI exceeds 200, these same options continue and the administration will review the modification or possible cancelation of outdoor activities for the day.

Severe Weather Protocol

SIS will, as far as possible, aim to inform parents by 6:45 a.m. of school closures via e-mail, SMS text message, and posted on the school's website at www.sis-shekou.org. In addition, the school may attempt to contact parents via the emergency telephone tree, hence the importance of keeping the SIS office informed of current email addresses, phone numbers, and an alternate emergency number.

SIS Typhoon and Heavy Persistent Rain Procedures

Tropical cyclones (typhoons) normally occur during the months of May to November and are particularly prevalent during September. When tropical storms affect Shekou, the established alert levels and preventative measures from the Shenzhen Municipal Government will apply. This means that the Yellow warning for typhoons or the Red warning for Heavy Rains will require SIS to close. See the appendix for the typhoon and heavy rain warning signals issued by Shenzhen.

School Closures

SIS may be forced to close unexpectedly due to weather conditions, maintenance difficulties or other problems. All efforts will be made to reach parents before school closure time. Please see the website for parent emergency information.

SIS will, as far as possible, aim to inform parents by 6:45 a.m. of school closures via e-mail, SMS text message, and posted on the school's website at www.sis-shekou.org. In addition, the school may attempt to contact parents via the emergency telephone tree, hence the importance of keeping the SIS office informed of current email addresses, phone numbers, and an alternate emergency number.

In case of typhoons or heavy persistent rains, please refer to the storm warning procedures in the Addendum to this Handbook.

Health Services

The SIS Bayside school nurse will assess and treat injuries or illnesses whenever possible. When the situation warrants, students are taken to the Distinct International Clinic. Parents are notified immediately if a student is taken there. Family health insurance membership provides for the cost of clinic use and for clinic services. Nonmembers will be billed directly by Distinct. If the services are not covered by the parent's health insurance, the school may be able to assist in making a claim. Any parent not wanting Distinct medical services for their child must complete the related request form available in the SIS office.

Teachers are not permitted to dispense medication to students in any situation nor may students bring medication to school without prior approval of the Principal. In the case of students needing to take any medication please see the school nurse or building secretary to fill out the appropriate forms. No medication is allowed to be left in children's bags under any circumstances.

The school must be notified by the parents of any contagious health problems such as flu, lice, conjunctivitis, skin conditions, or diseases such as chicken pox or hand-foot-mouth. Students will not be permitted in the school if such a condition exists without written clearance from a doctor or SOS. All students having had a fever must be clear of the illness/fever for 24 hours before reentering school. Additionally, parents will be asked to take a student home if they have a condition that places other students at risk of infection (heavy colds, coughs, etc.).

Drug Awareness Testing Policy

The SIS Drug Awareness and Testing Policy was designed to help students be aware of the effects of available street drugs and to also give them additional support in making intelligent choices about their use.

Awareness: SIS has developed a proactive drug and alcohol awareness program through its Gecko Core and developmental counseling program.

Testing: SIS students in grades 8-12 are subject to a hair test screening for possible drug use. The test is administered randomly, and the process is completely confidential. It screens for cannabis, opiates, hallucinogens, cocaine, and amphetamines and can detail a drug use history for up to 90 days prior to the test.

Students testing positive for any one of these substances will be required to immediately enroll in a viable personal or family drug counseling program at their family's expense should they wish to remain enrolled at SIS. The SIS counseling program will assist with and monitor this process.

Students who test positive will be re-screened also at the family's expense. Should the student test positive for use a second time, then automatic expulsion is the consequence.

Appendix 1

2020-21 Academic Year Calendar

Shekou International School						
2020-2021						
School Year Calendar						
July 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 20						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 20						
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13	14	15	16	17	18	19
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27	28	29	30			
October 20						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 20						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 20						
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13	14	15	16	17	18	19
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27	28	29	30	31		
January 21						
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31						
February 21						
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28						
March 21						
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28	29	30	31			
April 21						
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May 21						
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30	31					
June 21						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			
July 21						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- First Day of School Year 2020-21 / Last Day of School Year 2020-21
- School Closed - school and/or national holiday
- PD day for staff / No school for students
- First Day of School Year 2021-22

Appendix 2

Student Device Agreement



THINK about Technology

At Shekou International School (SIS), we encourage all members of our community to **THINK** about their technology use.

When aligned with effective pedagogy, technology enhances student learning experiences in profound ways. Responsible use of the internet by students, with guidance from teaching staff and parents, provides a secure and safe learning environment.

As a student attending SIS, I have the right to expect access to devices, digital content, learning objects and resources to support my learning. As such, I agree that as a responsible member of the SIS learning community...

I will:

Treat myself with respect, sustaining a healthy self-image online, understanding the lasting impact of digital footprints;

Honor and respect others, refraining from intentionally malicious acts against another human being;

Incorporate fair use, crediting creators for their work and respecting intellectual property rights;

Navigate sites for learning purposes, searching content appropriate to the educational setting and refrain from acts that may damage the network;

Kee myself safe, abstaining from sharing personal information and notifying an adult if I receive something inappropriate.

I agree to model these behaviors. I understand that disregarding to **THINK** would limit or revoke my right to devices, systems and networks.

Student's Name _____ Signature _____

I understand that my child, as a user of SIS's technology resources, accepts responsibility for his/her actions and conduct in using these resources.

Guardian's Signature _____



Student Device Agreement

The student agrees to follow all SIS regulations and policies governing the use of the device as well as all applicable laws including copyright and intellectual property law pertaining to software and information.

The device name and IP address shall remain unchanged by the student user or anyone other than the IT team.

Please keep the original surface of the device free from stickers or writing until it becomes the property of the student/family.

The student agrees to handle the device carefully and protect it from potential sources of damage.

The student/family assumes full financial responsibility for the device if it is lost, damaged or stolen. The decision to repair or replace damaged devices is at the discretion of SIS.



Student Name:	Guardian Name:
Signature:	Signature:
Date	

The student must report theft or suspected theft of the device, loss of the device, damage to the device, or malfunctioning of the device to the divisional Principal immediately.

All content should be appropriate for our youngest learners. Inappropriate content is not permitted on the device.

Upon request, the student agrees to deliver the device to SIS staff for technical inspection, to verify inventory or to use for other school purposes.

It is recommended that families create a family media plan to determine appropriate device use at home.

I have read and agree to abide by all SIS policies and regulations for the use of equipment including the Responsible Use Agreement. I accept responsibility for loss or damage to equipment while in my possession. I understand that, if the device or any accessory is lost, damaged or stolen, I am responsible for the replacement cost. I will report any damage to hardware or software immediately to the principal.

Appendix 3

SIS Behavior Definitions

BEHAVIOR ENDANGERING OTHERS: Putting others in danger or peril.

BULLYING: Negative, repeated and persistent actions, which tend to intimidate, oppress, injure, distress or discomfort another individual.

CHEATING: Willfully obtaining, using and/or giving information in a fraudulent manner.

DISRUPTION: Any act that interferes with learning or any school sponsored activity.

FIGHTING: Aggressive physical contact between students.

FORGING: Falsely and/or fraudulently making or altering a document.

HARASSMENT: Intentionally aggravating another individual persistently.

INDECENCY/VERBAL ABUSE: Obscene words, materials, gestures, utterances, conduct, appearance or behavior which exhibits or concerns vulgar, indecent or sexually suggestive acts, or concerns nudity or excretory functions. It includes communications objectionable or offensive to community standards which is primarily or principally designed, intended or has the effect of shocking, disturbing, embarrassing, insulting, or distracting others. It includes unwelcome or unwanted sexual advances or requests for sexual favors judged from the standpoint of the recipient (verbal sexual harassment).

PHYSICAL BATTERY: Beating or use of force upon any other individual.

POSSESSION OF CIGARETTES OR TOBACCO PRODUCTS: Having or using cigarettes, cigars, smokeless tobacco or other tobacco products. The SIS campus is a smoking prohibited area.

POSSESSION OF DRUGS OR ALCOHOL: Having or using narcotics or alcoholic beverages.

POSSESSION OF DANGEROUS WEAPONS/ARTICLES OR HAZARDOUS MATERIALS: Having or using substances or objects that are able and likely to inflict injury. Guns, Air Pistols (BB Guns), Knives, chemical sprays etc.

STEALING: Taking the property of another individual, group or organization.

SUSPENSION: A temporary exclusion of a student from school from a class or classes for a period of time not to exceed ten school days. A suspended student has the right to make up missed work for credit. The student is still expected to do the work.






THREATS: Expression of intention to inflict injury and/or damage.

TRUANCY: Staying out of school without permission, or avoidance of the responsibility to serve a detention.

VANDALISM: Willfully destroying school property, which shall also include any vehicles on school grounds. A student and her/his parents may be required to reimburse individuals or SIS for destruction or damage to property.




Appendix 4

Typhoon and Heavy Rain Warning Signals

图标 Icon	含义 Meaning	防御措施 Prevention Measures
	<p>48 小时内可能受热带气旋影响。</p> <p><i>It may be affected by a tropical cyclone within 48 hours.</i></p>	<p>注意了解热带气旋的最新情况，警惕热带气旋对当地的影响。</p> <p>Keep informed of update tropical cyclone. Be aware of the effect it may causes.</p>
	<p>24 小时内可能或者已经受热带气旋影响，平均风力 6 级以上。</p> <p><i>It may be affected by a tropical cyclone within 24 hours. Strong winds are expected with a wind force greater than 6 scale (39-49 km/h), or gusts may exceed 7 scale (61 km/h).</i></p>	<p>1. 做好防风准备，并及时通知户外、高空、港口及海上作业人员；</p> <p>2. 妥善安置易受大风影响的室外物品。</p> <p>1. Be prepared for the strong wind, and informed all outdoor operating personale</p> <p>2. Put easily affected outdoors stuff into safe place.</p>
	<p>24 小时内可能或者已经受热带气旋影响，平均风力 8 级以上</p> <p><i>It may be affected by a tropical cyclone within 24 hours. Strong winds are expected with a wind force greater than 8 scale (62-74 km/h), or gusts may exceed 9 scale (88 km/h).</i></p>	<p>1. 托儿所、幼儿园和中、小学停课，学校和托幼机构应指派专人负责保护到校的学生和入园的儿童；</p> <p>2. 进入防风状态，停止高空、水上等户外作业，船舶到避风场所避风；</p> <p>3. 危险地带人员撤离，停止露天集体活动，立即疏散人员；</p> <p>4. 各职能部门做好相关防御准备</p> <p>1) Preschools, Elementary, Middle and High schools are closed. Students who are attending need to be taken care of.</p> <p>2) Stop any high altitude job or jobs on water, keep ships in the port.</p> <p>3) Release people from dangerous area, stop any assembly</p> <p>4) All functional departments are getting prepared for typhoon preventing.</p>
	<p>12 小时内可能或者已经受热带气旋影响，平均风力 10 级以上</p> <p><i>It may be affected by a tropical cyclone within 12 hours. Strong winds are expected with a wind force greater than 10 scale (89-102 km/h), or gusts may exceed 11 scale (117 km/h).</i></p>	<p>1. 进入紧急防风状态，市民应留在室内或到安全场所避风；</p> <p>2. 加固港口设施，防止船只走锚、搁浅和碰撞。</p> <p>1) Emergency status of typhoon preventing. Stay in-doors or safe places to avoid typhoon.</p> <p>2) Reinforce the harbor.</p>
	<p>6 小时内可能或者已经受热带气旋影响，平均风力 12 级以上</p> <p><i>It may be affected by a typhoon within 12 hours. Strong winds are expected with a wind force greater than 12 scale (118-133 km/h).</i></p>	<p>1. 建议全市停业（抢险救灾、医疗及保障居民基本生活必需的公共交通、供水、供电、燃气供应等特殊行业除外）；</p> <p>2. 有关部门准备启动抢险应急方案。</p> <p>Suggest suspend all business. (Except for emergency rescue and disaster relief, mass transportation, hospitals, water, electricity and gas services)</p> <p>Related</p> <p>The departments connected are ready to start the emergency rescue plan.</p>

台风预警信号 Typhoon Warning Signals

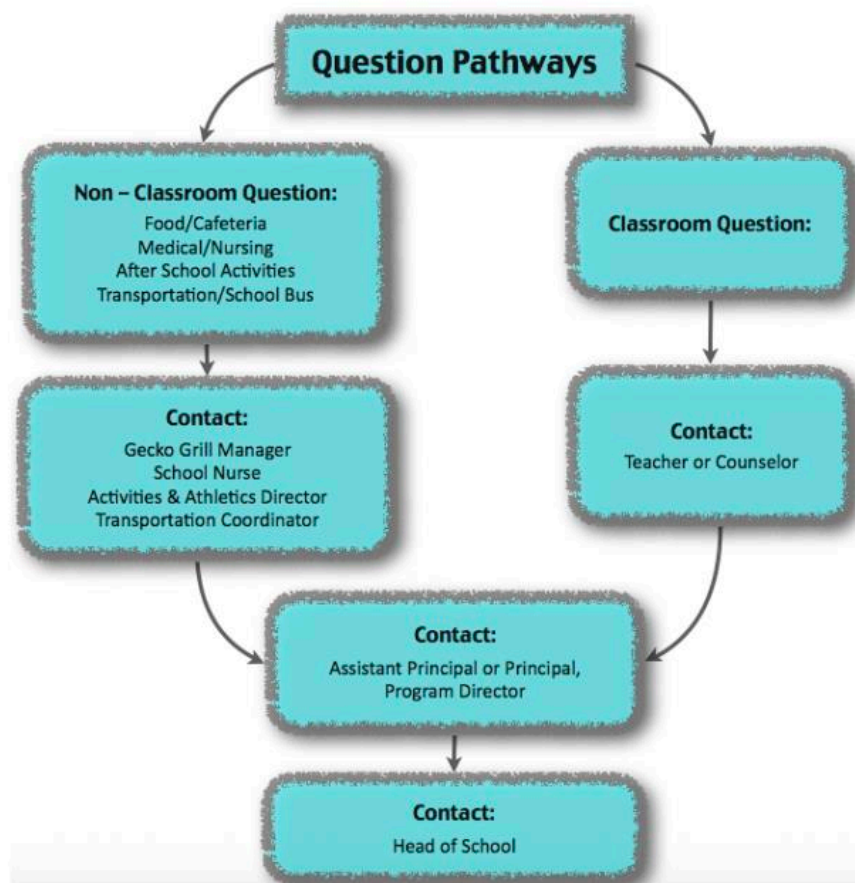
暴雨预警信号 Rainstorm Warning Signals

图标 Icon	含义 Meaning	防御措施 Prevention Measures
	<p>6 小时内可能或者已经受暴雨影响。 Heavy rain may develop within 6 hours, or the heavy rain is likely to continue.</p>	<p>1. 及时通知易受暴雨影响的户外工作人员; 2. 有关部门密切注意暴雨可能造成的城市内涝、山体滑坡等灾害。</p> <p>(1) Inform outdoors working staff about raining situation (2) All functional departments carefully pay attention to any disaster affected</p>
	<p>3 小时内可能或者已经受暴雨影响, 降雨量 50 毫米以上。 Heavy rain has fallen in some areas, exceeding 50 millimetres in the past 3 hours, and is likely to continue.</p>	<p>1. 低洼、易受水浸地区注意做好防涝工作; 2. 建议暂停易受暴雨侵害的户外作业。</p> <p>(1) watch carefully low-lying and waterlogging areas (2) suggest stop affected outdoor work</p>
	<p>3 小时内可能或者已经受暴雨影响, 降雨量 100 毫米以上 Heavy rain has fallen in some areas, exceeding 100 millimetres in the past 3 hours, and is likely to continue</p>	<p>1. 幼儿园、托儿所和中小学停课, 学校和托幼机构应指派专人负责保护到校的学生和入园(托)的儿童; 2. 临时避险场所开放, 危险地带人员撤离; 3. 各职能部门做好相关防御准备。</p> <p>1) Preschools, Elementary, Middle and High schools are closed. Students who are attending need to be taken care of. 2) Release people from dangerous area, stop any assembly 3) All functional departments are getting prepared for typhoon preventing.</p>

* If students have already set out for school when the Yellow typhoon or Red heavy rain signal is issued, SIS will activate their plan to ensure school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time.

Appendix 5

Communication Guidelines



Contact List

Admissions Director	Liz Jheeta	ljheeta@sis.org.cn	26693669 Ext.5104
Director of Communication	Rachel Bishop	rbishop@sis.org.cn	26693669 Ext.5113
Activities & Athletics Director	Thomas Mathews	tmathews@sis.org.cn	26693669 Ext.8111
Gecko Grill Manager	Tracy Wei	tracy@nomnomnom.cn	26693669 Ext.2101
Director of Financial & Business	Brent Wang	bwang@sis.org.cn	26693669 Ext.5108
School Nurse	Judy Huang	jhuang@sis.org.cn	26693669 Ext.6120
Transportation Coordinator	Laurie Chen	lchen@sis.org.cn	26693669 Ext.7101
Early Primary Counselor	Susan Shuford	sshuford@sis.org.cn	26693669 Ext.4201
Upper Primary Counselor	Brian Gumport	bgumport@sis.org.cn	26693669 Ext.7109
MS Counselor	Devon Stafford	dstafford@sis.org.cn	26693669 Ext.8202
HS Counselor	Paula Brunning	pbrunning@sis.org.cn	26693669 Ext.8304
Early Primary Assistant Principal	Leda Cedo	lcedo@sis.org.cn	26693669 Ext.3201
Upper Primary Assistant Principal	Rebecca Wallace	rwallace@sis.org.cn	26693669 Ext.7505
Primary Principal	Harish Kanabar	hkanabar@sis.org.cn	26693669 Ext.7502
MS Assistant Principal	Cindy Barnsley	cbarnsley@sis.org.cn	26693669 Ext.8103
HS Assistant Principal	Craig Ortner	cortner@sis.org.cn	26693669 Ext.8306
MS/HS Principal	Phil Rogers	progers@sis.org.cn	26693669 Ext.8110
IT Manager	Robert Park	rpark@sis.org.cn	by email
Deputy Head of School	Paul Ducharme	pducharme@sis.org.cn	26693669 Ext.5111
Head of School	Greg Smith	gsmith@sis.org.cn	26693669 Ext.5100



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