

ACCESS INTERNATIONAL ACADEMY NINGBO



AIAN STUDENT & PARENT HANDBOOK 2024 - 2025

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宁波爱学国际学校
Access International Academy



Message from the Head of School

Dear AIAN Community,

On behalf of the Board, Administration, teachers and support staff we would like to warmly welcome all of you back for the 2024-2025 School Year!

We are proud to inform you that we have a high-quality academic faculty comprised of teachers, TAs, and support staff from all around the world.

Every international school has new students, parents, and teachers joining their community at this time of year. May we ask those of you returning to remember when you first arrived at AIAN? Please take those memories and use them to help ensure that the new members of the community feel welcomed and supported so they can settle in comfortably.

Clear, concise, and timely communication is one of the cornerstones of any successful organization. AIAN continues to make improvements in terms of its communication and channels of communication. The school sends out regular communications, including announcements and emergency matters, on the official school WeChat groups which are managed by AIAN, and at times, communications may also be sent via email. For this system to work efficiently, please ensure that your correct email addresses and mobile telephone numbers are accurately recorded with the school and that you scan the WeChat code for the school as well as individual grades. There is also a school calendar, blog, and monthly lunch menu on the school website. Within the contents of this handbook, you will find information that describes the channels of communication the school uses. Please take time to read that section to help ensure quality communications.

We are looking forward to a cooperative and successful year that focuses on individualized student learning. Rest assured that all decisions made by AIAN as an organization will be based first and foremost on what is in the best interests of the students.

Thank you.

Kind Regards,

A handwritten signature in black ink that reads "R J Godlewski". The signature is written in a cursive, flowing style with a large, stylized "R" and "G".

Ryan Godlewski
Head of School

Mission Statement

The mission of Access International Academy Ningbo is to provide a challenging and nurturing environment where students can:

- ✓ THINK with creativity and curiosity,
- ✓ LEARN with enthusiasm for the future,
- ✓ CARE about others and the environment, and
- ✓ GROW stronger in mind, body, and character.

Schoolwide Learner Outcomes (SLOs)

- 1) Students will demonstrate Global Citizenship
 - a. Understand global issues, prioritizing the environment and its preservation
 - b. Prepare for citizenship in a democratic society
 - c. Exhibit awareness and understanding of cultures, especially the host culture
 - d. Contribute energy to improve the quality of life in the school, community, nation, and world
- 2) Students will demonstrate Effective Communication
 - a. Communicate with clarity and purpose
 - b. Communicate with an understanding of the audience
 - c. Select the best and most appropriate form(s) of communication for a given task
- 3) Students will demonstrate Lifelong Learning Skills
 - a. Gather information effectively in order to acquire new knowledge and skills
 - b. Manage time to complete tasks effectively and on time
 - c. Assess learning strengths and weaknesses, and set goals for improvement
 - d. Make connections between prior and new knowledge and skills
- 4) Students will demonstrate Collaborative Skills
 - a. Work with others to set and complete objectives
 - b. Exhibit a positive attitude, enthusiasm, and initiative in working with group members
 - c. Learn to accept and appreciate different points of view
 - d. Organize tasks to allow all group members to contribute

School Governance

The **School (Advisory) Board** holds the following responsibilities:

- Formulation and/or approval of major policy matters
- Guidance in strategic long-term planning
- Defining the mission and vision of the school
- Review and approval of the school's annual budget
- Appointing and supporting the Head of School

The **Head of School** advises the board on all policy issues related to the school, enacts policy decisions on behalf of the Board and reports to the School (Advisory) Board. The Head of School is responsible for the management of all academic programs, committees, school activities and management of the day-to-day operations of the school. The school's operational budget, human resources, marketing and public relations initiatives are managed by the Head of School.

The **Leadership Team** is appointed by the Head of School. The Head of School shall serve as the Chair of the team. The Vice Principals, Heads, and Coordinators support the Head of School with regard to duties such as curriculum development and delivery, student services, discipline, and scheduling. The Leadership Team facilitates the development and maintenance of a high standard of modern educational practices.

General Information and Policies

Arrival / Departure of Students

Students should arrive to campus on time each morning before the Homeroom Period (8:30am) and remain on the school campus until the dismissal time. Students in Early Childhood and Elementary School must be accompanied by an adult when arriving and must be picked up by a responsible adult at dismissal time each day unless they are taking the school bus. Students in Middle and High School may arrive to and leave the campus on their own with parent/guardian permission.

Bathrooms

Bathrooms are located in each building on the school campus and are designated as male and female. All students, staff, and visitors are expected to adhere to these designations when using the bathroom facilities, and failure to abide by this policy will result in disciplinary action.

Bicycles and Motorized Vehicles

Any vehicle, motorized or not, will not be ridden on the school campus. All e-bikes and bicycles will be parked under the awning beside the guard house.

Birthdays and Classroom Celebrations

Classroom celebrations, although fun for students, do distract a great deal from the academic program and take undue time away from the main mission of the school. Classroom teachers are asked to plan no more than a total of three class parties per school year and to structure them around educationally relevant themes.

Parents must file a request and receive permission from the Leadership Team if they intend to use school facilities for any function.

Birthday celebrations may be held in addition to classroom parties. Teachers are asked to contain birthday celebrations to no more than 20 minutes time and in conjunction with the snack period, lunch period, or the end of the school day. Parents are asked to keep celebrations simple and to first clear all plans with the classroom teacher in advance. Teachers will recognize student birthdays as appropriate for the age in question.

Invitations to private birthday parties may be distributed at school ONLY if all students in the class are to be invited. All private parties should be held off-campus outside of school time.

Campus Hours

Students may arrive on campus from 8:00 at which time there is teacher supervision. They should enter through the front gate by the driveway. The school day begins at 8:30am sharp. If students arrive after 8:38am, they need to obtain a late pass from the guard to present to their teacher.

The school day ends at 3:40pm on Mondays to Thursdays when there are no After School Activities (ASAs), and at 4:30pm on days when there are ASAs. On Fridays, the school day ends at 3:30pm.

CCTV

All indoor and outdoor areas of the AIAN campus are surveilled by CCTV cameras. These cameras record video 24 hours a day, but do not record audio. The CCTV camera system is managed by the Senior IT Support Supervisor. Viewing and/or downloading of CCTV footage will require the assistance of the Senior IT Support Supervisor. The following guidelines apply to CCTV data:

- Access to CCTV video data must be authorized by the Head of School
- All video data is the property of AIAN and will only be viewed by outside parties at the consent of the Head of School. Video data will not be disseminated to outside parties.
- If video data is to be viewed by parents, teachers have the right to be present during the viewing
- Outside parties (i.e. parents) must make a request to the school in advance in order to have CCTV data reviewed. The Head of School and Leadership Team will determine if the video data may be viewed by outside parties, and a suitable time will be arranged for everyone involved to view the video data.
- Any action by staff or students that is illegal or blatantly against school policy, clearly depicted in the video data, may result in disciplinary action and/or dismissal.

Lockers

All students in Grades 5-12 will be provided with a locker, which becomes their responsibility for the year. Students may not change or exchange lockers. Damage beyond normal wear will be charged to the individual student. If such damage indicates neglect or malicious intent, loss of locker privileges may be the consequence.

Students are not allowed to attach stickers or write on the locker walls. Students must also completely clean out their locker on the last day of school or their report card will not be given.

Furthermore, students are cautioned not to bring valuable items to school. The school will not assume responsibility for lost, stolen, or damaged items.

Lost and Found

Students' possessions must be labeled with the owner's name and grade. For example, school uniforms are identical and numerous students wear the same size. It is difficult to determine the owner of the items in the Lost and Found box unless the item is clearly labeled.

A Lost and Found shelf is located outside of the main office. Items that have not been claimed within a reasonable amount of time may be discarded. Any dispute about the ownership of an item in the Lost and Found must be handled by the Head of School.

Lost or Damaged Instructional Materials

The cost to replace a lost textbook or piece of school equipment will be the fee paid by AIAN for the item plus an additional shipping fee of 30%. The expectation is all students will return books with the binding intact and front/back covers clean, all pages in the book attached, and pages free from marks of any kind. If the item is to be repaired, students will be expected to cover the expense of restoring the item to full operational use and within a short amount of time. The teacher will notify the student of the fee for lost or damaged instructional materials. The student will pay this fee to the Finance Office.

Mobile Devices

According to the most recent regulations from the Chinese government, mobile devices (smartphones, cell phones, etc.) are not permitted for use in school. The [*Mobile Device Policy*](#) details the acceptable use of other electronic devices, such as tablets, iPads, and laptop computers, which may be permitted. However, the following policy strictly applies to the allowance and use of mobile devices at each grade level. The full [*Mobile Device Policy*](#) may be found on the school website.

Students in Early Childhood and Elementary School are not allowed to bring a device to the campus. Any student found in possession of a mobile device will be asked to turn it over to the main office, and the student's parent will be contacted to reclaim the device from the school.

Students in Middle School and High School will be permitted to bring their mobile phone to campus if they rent a device locker for a fee (deposit). Students renting a locker will be assigned a specific locker number and given a key, which they will use to secure their mobile phone upon entering the school each morning. Students are not allowed to use the mobile device lockers during the school day unless there is an emergency situation, or the student is leaving school early. Students may only retrieve their mobile phone from the lockers after the end of the final period of the day (or ASA). Once rented, the key will become the responsibility of the student, and any lost keys will incur a replacement fee to be determined at the time of replacing.

Nucleic Acid Testing

All students and staff are required to adhere to the government guidelines for COVID-19 prevention and all other requirements for health and safety. Depending on the most up-to-date guidelines, students and staff may be required to undergo daily or weekly nucleic acid testing and

report results to the school management system. Please note that the requirements for schools may be stricter than the basic public requirements, but the school will follow the requirements for schools.

Out-of-School Use of School Play Areas

Parents and students must use the facial recognition system to enter the campus outside of school hours, and parents must accept responsibility for students at all times. Students may use the basketball, volleyball, badminton, and tennis courts, as well as the playground. Students and parents may not enter any school buildings. The toilet at the security gate must be used when on campus outside of school hours. Once the official school day ends, staff members are not responsible for the students.

*Please be aware that the school campus may be closed to students and/or parents after school hours according to local prevention requirement.

Outside Food

If a parent wishes to bring lunch to school during the school day, a bag must be left in the guard house, and the office should be contacted to inform the student that the lunch has been left. Students should not retrieve food from the guard house unless the office has been contacted by the parent.

Students may bring a mid-morning snack to school. They are encouraged to bring a healthy snack as research shows that students need healthy sustenance at this time of day to maintain their energy level and attention span. Students are generally not permitted to eat in the classroom, but individual classroom policies may be set by the teacher.

Students must refrain from eating other students' food. For special occasions or class parties, teachers may invite students to bring snacks and foods to share with their classmates, but proper safety and hygiene instructions must be acknowledged.

Individuals or groups of students are not allowed to make food delivery orders at school. This may only occur if the situation is school based and with approval from a member of the Leadership Team.

Parent Teacher Association (PTA)

The AIAN Parent Teacher Association (PTA) is for the promotion of good community spirit and relations. It is a useful communication forum that provides support to new families in our school community. The PTA helps to organize some of the school's special events such as International Day. The PTA also helps to organize parent volunteers to work in the classrooms and on special projects as needed.

Parent Teacher Conferences (PTCs)

PTCs are organized after the end of the 1st, 2nd, and 3rd marking periods. It is highly-encouraged for all parents to attend if possible. This is a wonderful opportunity to meet with the teachers of your children to share ideas about your child's academic and social progress. Questions and suggestions are welcome from both parents and teachers during PTCs, and students are strongly encouraged to be present with their parents at these meetings.

Parent and Visitor Access

Visitors sign in at the front gate, and must wear the identification badge provided at all times while on school grounds. A guard is posted at the entry gate to the school. No person is allowed entry unless they are officially connected to the school or are registered visitors and the office has given clearance. The time of their entry and exit are recorded at the front gate. Visitors must only visit the areas of the campus to which they have been invited.

Parent Volunteers

Parents are encouraged to volunteer their time and resources to the school. In the event that parents initiate or respond to a call for volunteer service, please ensure there is a clear understanding of the tasks you will perform as well as the schedule you will keep. Assistance may be offered typically in the classroom, the library, or on field trips. On field trips for primary grades, parents may be invited to join the class and assist with supervision. The school is grateful to parents who willingly give of such assistance, while students benefit from the modeling they receive from parents who provide valuable services to the community.

Parents are Partners

Parents are their child's first teachers. They provide valuable views and communicate important insights to their child's teachers. Both parents and teachers share the common goal of empowering the students under their care to reach their highest potential. This relationship is a strong partnership built through positive communications and mutually supportive ties. Students in such a learning environment develop a strong sense of security, consistency and reliability on those who have a vital influence upon their world. AIAN parents and teachers should communicate regularly through formal and informal means. This will help to ensure the happiness and well-being of the students.

Personal Belongings

Any personal belongings brought to the campus by students, staff, or visitors are the sole responsibility of the owner. While the school may assist in investigating the cause for loss or damage of personal belongings using its resources if directed by the Head of School, it is not required to do so, and the school assumes no responsibility for the loss or damage incurred. If it is discovered that loss or damage to personal belongings resulted from intentional behavior of a student, staff member, or other visitor to the campus, disciplinary action may be taken. However, the school will not compensate the owner or replace personal belongings that are lost, stolen, or damaged.

Photo / Video Release Statement

By signing this Handbook, parents and legal guardians grant Access International Academy Ningbo the unlimited right to take, use and/or reproduce photographs, videos, likenesses or the voice of their child in any legal manner and for the internal or external promotional and informational activities of AIAN. Children may be interviewed and/or photographed by representatives of the external news media, school staff, or other external media agencies in relation to any and all coverage of AIAN in which he/she is involved. Parents and legal guardians also agree to allow their child's work and/or photograph/video to be published in any communication, including web and intranet sites, social and broadcast media channels and print and electronic publications. Parents and legal guardians understand that by signing this Handbook, any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media are waived.

Procedure for Handling Student Money

In order to ensure that money intended for school payments (fees, equipment, tuition, uniforms, etc.) is received by our Finance Office and that parents get a receipt, students in all grades will take the money directly to the designated person. The Cashier will receive the money, record the transaction, and provide a receipt. Fees for events and field trips will be collected by the activity organizer or other designated person.

Prohibited Items / Substances

The AIAN campus and all who are present on the grounds and in the buildings may be strictly monitored for carriage and/or use of prohibited items. Weapons of any kind are strictly prohibited. Alcohol, tobacco, and recreational drugs are considered prohibited substances at AIAN.

The school buildings and grounds of AIAN are designated as substance-free zones. The only exception to this rule may occasionally be for wine/beer/spirits to be served at selected adult events, such as PTA cocktail evenings. Such situations would require the approval of the School Board. Students, parents, visitors, and employees are all required to comply with this rule.

If a student is found to hold or be under the influence of a prohibited item / substance on campus, his or her parents will be informed immediately and suitable action taken by the Head of School.

If a parent or visitor is found to hold or be under the influence of a prohibited item / substance on campus, they will be asked to leave the campus and possibly not allowed to return.

If an employee is found to hold or be under the influence of a prohibited item / substance on campus, they will be reprimanded and face possible dismissal from AIAN.

If any person is found to have an item / substance, which is illegal within the People's Republic of China, the police will be contacted and asked to assist in the handling of the situation.

School Lunches

The daily schedule includes a lunch period at each grade level. Students have the option of a daily hot lunch food service offered by the school. AIAN is committed to providing nutritious meals at reasonable costs. As you may understand, it is impossible to cater to every child's taste. The school does encourage students to develop an open-minded appreciation for cuisines from different regions of the world. Menus are posted on the school's website.

Attendance Policy

Notice to Parents

When both parents are away from Ningbo and/or Beilun, they must contact the office to inform the school as to who will be the guardian of the child in the absence of the parents. Parents must provide complete contact information during the period of time they are away from the city. Students will not be released to anyone whom the school has not received prior notification of. Extended parent absences must be discussed with the Head of School.

Attendance Expectations

All students are required to use the facial recognition system at the main gate to enter the campus. This system will log students' daily attendance and temperature record according to local government guidelines. If a student enters the campus without using this system, he/she may be recorded as absent for the school day, which will be reflected on the report card and transcript.

A student must attend classes regularly over the entire school year to be successful. If a student is absent from school more than nine (9) days in any one semester (or 18 days over the entire school year), they may fail to meet the academic requirements. For high school students, an attendance record of at least 90% is required to receive a credit for a course during a given semester according to the *AIAN Graduation Requirements* (see Appendix).

It is strongly suggested that students not miss school days due to extended family trips.

This policy applies to excused and unexcused absences. The following exceptions may be considered:

- In cases of extended absences, such as long-term illness or injury, home tutoring approved by the school will satisfy attendance requirements.
- School-sponsored exchanges, or trips such as sports tournaments and cultural trips, are not counted as absences.
- The school understands that there may be religious holidays that the student is required to observe.
- Students who transfer from other schools become subject to this policy when they begin classes.

- If students are approved to take classes via online methods (if available), the days that they join via online methods may not be counted as absences if approved by the Vice Principal of the department.

Absences and Make-Up Work

Regular school attendance is essential to students' academic progress. Make-up work can never fully compensate for what is lost when a student is absent from school. For this reason, students are expected to be in school every day.

When a student is absent, a parent must contact the main office to inform the school about the reason for the absence. If communication is not received, the main office staff will reach out to parents to notify them that their child is not in attendance and ask for the reason. If a student misses three consecutive days, a doctor's note may be required.

Even though the absence may be excused, the individual student is personally responsible for any and all material covered during the time of absence. It is also his/her responsibility to make up the assignments, tests and/or quizzes that have been missed. Students generally have two days to complete missed work, but make-up policies are set by individual class teachers and communicated in course syllabi.

In the event of long-term absences, requests for homework must be made in advance. For extended absences of three days or longer, make up work will be handled through an arrangement with the student and teachers.

Anticipated Absences

Whenever a student is aware in advance that he/she will be absent from school for any reason, a parent should communicate the details to the main office. When an extended absence from school (three days or more) is anticipated, it is the student's responsibility to obtain an Anticipated Absence Form from the Office and have it completed by teachers at least three days before departure. The office will inform the Leadership Team (Vice Principals) and bus monitors of anticipated absences, and the Anticipated Absence Form will be kept in the student's file. Teachers will determine how work missed will be handled, and final approval will be given by the Leadership Team. Progress indicated on the most recent evaluation reports will be considered.

If the form is not approved and the student decides to miss school anyway, it will be considered an unexcused absence and no credit will be given for work missed. When absences are for personal or family trips, the school may refuse to allow credit for work missed. In some cases, the student may be asked to complete work prior to the absence.

Unexcused Absences

Whenever a student fails to bring a note adequately explaining the reasons for an absence, or when the reasons are not acceptable to the school, that absence will be considered unexcused. No credit will be given for work missed or due on the day of the absence. Students have one full school day to get an unexcused absence changed to an excused absence.

A class cut is also an unexcused absence, and will merit parent notification and suitable consequences will be applied. Repeated class cuts will be grounds for long-term suspension and review by the Head of School.

Tardiness

Being on time for school is important at AIAN. We pride ourselves on helping young people prepare for life after school, and one of the values we instill is the importance of being punctual. After the fifth tardy in a semester, a student will be assigned recess-time detention. Each subsequent tardy will result in further consequences and parental contact.

Tardy marks will accumulate by semester, and at the beginning of each semester, the count will begin at zero. If a student fails to show up for detention, he/she may be assigned an in-school suspension.

Additional and important points about being tardy:

- If a student arrives late to school or leaves before school dismissal time and misses any class, it is the responsibility of the student to contact and make arrangements through the office.
- Students must contact the teachers of missed classes. Any assigned work must be turned in to the teachers even if the tardy to school or early departure is excused.
- A student must obtain a late pass from the guard if he/she is late to school or class.
- A tardy mark may be excused only if the student presents a note signed by a parent or guardian with an explanation for the tardiness.

With the strict nature of this policy in mind, parents and students are urged to plan their morning schedules to allow ample time to arrive at school on time even if delayed by unforeseen events or last-minute personal considerations.

The only exception to this rule is a tardy due to medical treatment or tests that must occur in the early morning before school. In order for the tardy to be excused, the student must present written verification from a doctor or the receipt for the tests performed.

Early Dismissal

Students are expected to be on campus during the entire school day. If a reasonable circumstance arises during the day which necessitates a student's leaving school, such as sickness or to take a required class or exam, permission must be obtained from the Leadership Team and/or the school office in consultation with the student's parents. A Student will not be released without direct parental permission. An early dismissal is counted as absent time when attendance is computed.

Admissions Policy

Access International Academy Ningbo welcomes applications for admission from students with overseas passports, and those with Hong Kong, Macau, or Taiwan traveling documents.

All students must live with at least one full-time parent while enrolled at AIAN.

Applications for admittance must include all the AIAN record requirements before enrollment and placement procedures can be considered completed.

A child must be 2 years of age by August 31 of the academic year to attend Nursery, and students thereafter will be placed in their appropriate grade level according to their report cards for years completed, their age, and their ability. Students may be moved either up or down a grade level only upon consultation and clearance by the child's teacher, Leadership Team, and Head of School. The Head of School will make the final decision after meeting with all interested parties including parents.

AIAN is unable to accept enrollment from students with severe learning disabilities. The school does not employ specialists who are able to provide an appropriate program to meet such needs. At this time, the school considers each admissions request on a case-by-case basis to determine whether its staff, programs, and facilities can adequately serve individual student needs.

The school reserves the right to conduct all necessary assessments; require all previous reports and records; offer provisional acceptance; offer full acceptance or to deny acceptance for any students. For new students, when necessary, AIAN reserves the right to assess and evaluate that student's suitability for the first thirty (30) days after admission.

Inclusion Policy

The AIAN [Inclusion Policy](#) outlines the school's view on diversity, equity, and inclusion of students who are interested in, apply to, or enroll at AIAN. The policy states our beliefs toward acceptance and our commitment to the community. In general, AIAN makes every effort to include any applicant to enroll in its programs. However, there are times when the school's Leadership Team must make the decision to not accept a student due to reasons such as government restrictions or inadequate resources for supporting students with particular needs.

The full [Inclusion Policy](#) can be found on the school website.

School Fees

Early Childhood Tuition and Refund Policy

Please note that the Early Childhood department follows a separate policy regarding tuition and refunds, which is outlined in detail in the Early Childhood Handbook. The policy below applies only to the Elementary and Secondary departments.

Calculation

For returning students, all school expenses will be fully calculated. The school year has 2 semesters. In case returning students cannot start school from the first day of each semester for any reasons, the following policies will be applied

- (1) Absent from school up to 30 days, full payment of tuition will be required.
- (2) Absent from school between 31 days to 60 days, 2/3 tuition will be required.
- (3) Absent from school between 61 days to 90 days, 1/3 tuition will be required.
- (4) School bus and lunch fees are calculated on a daily rate basis.

For new students, all school expenses will be calculated according to the students' starting school date.

Payment

1. All school expenses are paid twice per year, i.e. all school expenses are paid by semester.
2. The payment date is listed on the bills for all school expenses. For the 1st semester, it can be found in the 1st semester bill, and for the 2nd semester, it can be found in the 2nd semester bill. For current students, the bills for 1st semester are sent home during the Summer Break, and bills for the 2nd semester are sent home before the Chinese New Year Break. For new students, bills are sent home with the Letter of Admittance.
3. All school expenses, such as registration fee for new students only, technology fee, lunch fee, transportation, and school uniform are to be paid at the same time as tuition fee.
4. Late payment will be assessed on any overdue school payments. The penalty policy is as follows:
 - a) A grace period will be observed when payment is 1 to 5 working days overdue.
 - b) A 5% of tuition fee late payment penalty will be assessed when payment is 6 to 15 working days overdue without prior written authorization from school.
 - c) A 15% of tuition fee late payment penalty will be assessed when payment is 16 to 30 working days overdue without prior written authorization from school.
 - d) When accounts are in arrears for more than 30 working days without prior written authorization from school, grade reports or transcripts will be held until the payment schedule is up to date. Seriously overdue payments can result in suspension of classes.

Refund Policy

If the school determines that it cannot provide an adequate program for a student, it reserves the right to cancel the admission contract and to refund the unused portion of the tuition, bus, and lunch fees.

If the parents determine a student will leave, the following applies:

- (1) The registration fee is nonrefundable.
- (2) School bus and lunch fees are refunded on a daily rate basis.
- (3) The school year has 2 semesters. If a student transfers or withdraws in either semester, the following refund amounts will apply:
 - a) Up to 30 days into the semester, 2/3 of the unused portion of the tuition will be refunded.
 - b) Between 31 days and 60 days into the semester, 1/3 of the unused portion of the tuition will be refunded.
 - c) Between 61 days and 90 days into the semester, no refund will be given.

Channels of Communication

In order for any organization to run smoothly and efficiently to serve the needs of its community, there must be clear channels of communication which are used. Wherever possible, these channels must not be passed over. Student or parent matters, issues, or concerns must pass through the following channels.

- 1) The Classroom Teacher / Homeroom Teacher
- 2) The Vice Principal of the school level concerned.
- 3) The Head of School.

These people must be consulted in the order indicated. This will allow for fast and clear resolution of most matters. Should someone in the order be missed, the concern may be re-directed through the channels correctly. It is expected that most matters will be clarified through the classroom teachers.

When a matter is raised, the student or parent may expect a response as soon as is possible. On most occasions, the response will be almost instant. Some matters may need more time. Certainly, all matters should be dealt with within three working days. The school may ask that a concern be written down for the sake of clarity and for ease of understanding. On these occasions, the school will of course respond in writing.

Student Code of Conduct

Code of Conduct

The school's simple five-point *Code of Conduct* is:

1. Follow the instructions of teachers and others in authority,
2. Behave in a safe, polite and courteous manner,
3. Show respect for the rights and beliefs of others,
4. Care for the property of the school, others and the environment, and
5. Always be honest and use acceptable language.

All students at the school are expected to abide by the AIAN *Code of Conduct* in classrooms, on the school campus, when representing the school, while traveling to and from the school, and during any school-related activities both on and off campus. Additionally, we expect our students to conduct themselves in an appropriate manner and adhere to the school's *Code of Conduct* even when they are away from the school.

This code will be communicated to the student's regularly in class. It is their responsibility to comply with it.

Expectations for Students

Students must take responsibility for their learning. This means:

- a. We arrive at school on time.
- b. We are prepared for class.
- c. We demonstrate a responsible attitude toward daily work.
- d. Class work and homework are carefully completed in a timely manner.

Students must settle differences in a peaceful manner. This means:

- a. We respect other people's property and personal space.
- b. We do not physically or verbally fight or argue with others.
- c. We do not take anything that does not belong to us.

Students must follow the directions of adults in authority. This means:

- a. We pay attention to those who are speaking.
- b. We respect teachers or adults in authority including substitute teachers and all support staff members.

Students must be sensitive to the feelings of others. This means:

- a. We use considerate language at all times.
- b. We avoid bullying or teasing other students.
- c. We are willing to help each other.
- d. We are friendly and courteous.

Students must move safely through the school. This means:

- a. We avoid loitering in the bathrooms or hallways.
- b. We walk in the cafeteria, hallways, and on the stairs.

School Safety

At a personal level, the individual rights of the community are of paramount importance to the school. Everyone is expected to comply with, and be protected by, the AIAN *Code of Conduct*.

Also, the school is based within a residential subdivision equipped with 24-hour security personnel. AIAN is committed to providing a safe environment at all times for students on school grounds or when off campus on official school field visits.

Students require written permission from parents before they are allowed to leave the school with persons other than their normal caregivers.

Academic Honesty (Plagiarism)

AIAN students are expected to do their own work – on all assignments, assessments and projects. We emphasize the idea that the most important thing is the student's learning and the demonstration of that learning. The grade received is less important.

Academic dishonesty is taking or copying another person's work and presenting that work as one's own academic achievement. This is plagiarism.

Cheating on tests is considered academic dishonesty. This includes use of unauthorized notes during a test, possession of any notes, any form of verbalizing or signaling another student during a test, stealing a test, and/or breaking any of the rules announced by the teacher during a test.

The use of Artificial Intelligence (AI) is not strictly prohibited as it may be used as a tool for teaching and learning. However, the use of AI must strictly be limited to use as a supportive tool. The following basic guidelines cover the permitted and prohibited uses of AI by students:

- Students MAY use AI for brainstorming, assisting in research, spelling and grammar checking, translations, and practicing skills.
- Students MAY NOT use AI to complete entire assignments, essays, or projects, to cheat or fabricate information, to plagiarize content, to bypass expected learning processes, or to generate answers to tests, quizzes, homework, or other graded questions.

Academic dishonesty is considered a serious offense at AIAN. Repeated acts of academic dishonesty may result in loss of credit in the class, suspension, or permanent dismissal from the school.

AIAN will use any means at its disposal to detect plagiarism in student work. This includes, but is not limited to: having other teachers read student work, using on-line (internet-based) detection programs, and ensuring all reference work is acknowledged.

Discipline Policy

Students have a right to be happy and safe at school, and at all times to be treated fairly and with dignity as per the *AIAN Code of Conduct*.

When parents enroll their children at AIAN, they enter into a partnership with the school. This partnership is based on a shared responsibility and mutual respect. It should aim at achieving effective learning and good discipline so the school environment is both productive and harmonious. The partnership must strive to create in students an understanding of appropriate behavior. It is intended that this policy will provide clear guidance and expectations for students, teachers, and parents on matters related to school discipline.

The full [*Behavior and Discipline Policy*](#) can be found on the school website.

The objectives of the [*Behavior and Discipline Policy*](#) are:

- To encourage and support the development of responsible self-discipline.
- To develop high self-esteem for all students.
- To ensure a safe school environment free from bullying, harassment, and intimidation.
- To establish a system of consistent rewards and consequences for students.
- To develop the use of non-violent conflict resolution skills between students.
- To establish and support a strong home/school partnership for school discipline.
- To develop support for the expected school wide learning outcomes.

Child Protection Policy (CPP)

We believe that all students have a right to be protected from neglect as well as physical, sexual and emotional abuse. Accordingly, this policy outlines the principles, processes and procedures for dealing with potential child neglect and abuse.

AIAN recognizes its responsibilities regarding child protection. We aim to create a safe, secure and supportive learning environment for our students. The welfare of all students is of paramount importance to our community. Members of each school community are required, ethically and legally, to act promptly and professionally to ensure the protection of our students in instances of suspected child abuse. All suspected cases of child abuse should be reported to the child protection officer immediately.

This policy and accompanying procedures are based on local, national and international law, including:

- *Minors Protection Law of the People's Republic of China*, 2012, Article 5
- *Anti-Domestic Violence Law of the People's Republic of China*, 2015, Articles 14 and 35
- *UN Convention on the Rights of the Child*, 1989, of which China is a signatory. The two key articles are: *Article 19 – Protection from abuse and neglect*, and *Article 34 – Protection from sexual exploitation*

The full [*AIAN Child Protection Policy and Procedures*](#) is presented to and signed by all members of the AIAN community, including all staff, students, parents, volunteers, and all others who conduct business on the AIAN campus. The full policy can be found on the school website.

Acceptable Use Policy

The [*Acceptable Use Policy*](#) regulates our use of devices, IT infrastructure, networks, and the Internet at AIAN. The rules have been designed to keep our computers and classrooms functioning at the highest of standards. The policy is informed by the vision for AIAN both academically and socially. The policy will reflect the goals of our school including Global Citizenship, Lifelong Learning, Effective Communication, and Collaborative Skills.

The full [*Acceptable Use Policy*](#) can be found on the school website.

The general guidelines of the policy with regards to student use of devices and networks are:

1. Respect Yourself
2. Protect Yourself
3. Respect Others
4. Protect Others
5. Respect the Classroom Environment
6. Enjoy Recreation
7. Respect Copyright
8. Respect School Technology

Mobile Device Policy

The full [*Mobile Device Policy*](#) can be found on the school website.

Students in Early Childhood and Elementary School are not allowed to bring electronic devices- including smart watches- to school. Any device found in the possession of a student will be turned over to the main office until a parent comes to school to reclaim it.

Students in Middle School and High School may be allowed to bring electronic devices according to the [*Mobile Device Policy*](#). If your child does not need a device while at school, it is highly recommended to leave it at home.

Students may bring electronic devices under the following conditions:

- While on campus all phones must be turned off or on silent and locked in the designated mobile device locker during school hours. A locker must be rented on a per semester basis; otherwise, the phone will not be allowed on campus.
- Middle School and High School Students may bring other electronic devices, such as tablets, iPads, and laptop computers, but they must remain in their backpacks during the school day unless permitted for educational purposes by the classroom teacher.
- Students requiring a device for schoolwork may use one of the school's tablets in accordance with the [*Acceptable Use Policy*](#). Any use of the device that violates the [*Acceptable Use Policy*](#) or the [*AIAN Child Protection Policy and Procedures*](#) will result in the immediate loss of that privilege for the individual student.
- Students who are enrolled in an approved online course will be permitted to use their own device (excluding mobile phones) for their coursework. This privilege will be revoked for any student who abuses it as determined by any AIAN staff member.
- The school will not accept responsibility for loss or damage to devices if you choose to send them with your child to school.

Violations of this policy with regard to mobile phones will require a parent or guardian to physically come to the school to reclaim the device. First and second violations of this policy with regard to other devices will result in confiscation of the device until the end of the school day. Third and subsequent violations of this policy will result in confiscation until a parent or guardian retrieves the device from the Head of School.

School Uniform Policy

The full [School Uniform Policy](#) can be found on the school website. School Uniforms must be purchased from the school through the admin officer. The School Uniform is the required mode of dress from Monday to Friday. Unless given permission, hats and hoods must be removed during class.

Elementary students are provided with a collared shirt, pants, and shorts, and must wear them from Monday to Friday. Baseball caps may be worn on Field Trips. High School and Middle School students must wear the tie, jacket, dress shirt, and slacks or skirt provided by the school on uniform days. On warmer days, students may forego the jacket. Shoes should be dark in color, but the make and style is up to individual student. Outerwear is also left to the choice of the student.

Students are required to maintain a conservative appearance regarding body art, tattoos, piercings, hair style, makeup and other parts of their physical appearance aside from their clothing. If the Leadership Team determines that a student's appearance is distracting to him/herself or others, or does not align with school mission and philosophy, then the student may be asked to make modifications, such as covering a tattoo or removing accessories, extensions, etc.

All students are provided with PE uniforms to be worn during PE classes and for sporting activities. Days and times may be designated for students to be allowed to wear the PE uniform in place of their normal school uniform. In general, this will be limited to days on which a student participates in PE classes, and the guidelines will be set by the Head of School and/or Vice Principles.

In the absence of school uniforms, on "No Uniform Days", AIAN students are expected to demonstrate pride in themselves and respect for others in their manner of dress and appearance. Student attire should be clean, comfortable, and functionally appropriate for school activities. Extreme forms of dress, such as torn or ripped clothes, bare midriffs, high hemlines or low necklines, which detract from the instructional setting, are not allowed. Clothing or jewelry displaying drug, tobacco, or alcohol slogans or offensive messages is also prohibited. Students are requested to take off hats or caps while inside the school building. Student footwear should be appropriate for sports activities when necessary.

Classrooms are air conditioned in the summer and heated in the winter. Clothing that can be layered is most suitable to the changeable climate. During the hotter months, it is advisable for students to wear hats and sunscreen outside on the playground or on school outings as protection against the sun.

Language Philosophy

International Schools are language rich communities, yet require a common language of inclusion, socialization, and instruction. For many in our community, this may not be their first language. At AIAN the common language is English. To help foster a community sense of developing English as the common language, the following philosophy is promoted:

- All teachers are considered English Language teachers and hold the responsibility to promote quality English language literacy skills for all members of the community, especially students.
- Community members are expected, where possible, to use English as the medium of inclusion and communication.
- Use and maintenance of the mother tongue of all students is actively encouraged and supported by AIAN in the appropriate circumstances.

Language acquisition is an ongoing process that best occurs in a safe environment where meaningful, engaging experiences allow the acquisition of both conversational and academic language.

Languages do not develop in isolation from one another, but develop fluidly and simultaneously. Multiple languages are an integral part of each person's culture(s), and research demonstrates those people fluent in multiple languages are able to access higher-level thinking. During class activities, students assist each other using English and their second language in order to clarify and/or deepen knowledge and skills. In less formal situations, such as during play at recess, in passing, etc., students are free to converse in their language of choice, whether that is English or a second language. However, students must be conscious of ensuring peers are included in social interactions wherever possible, and use of profanity in any language will not be tolerated. Strict disciplinary action will be taken by AIAN when any language is abused.

The primary language of instruction in the classroom is English. Chinese Language (Mandarin) is the second language formally taught in AIAN, and all students participate in this program. Where students are designated English Language Learners (ELL), the school's intention is to integrate them in to the Mandarin program as quickly as possible. Within the After School Activities program, other languages may be offered, such as Spanish.

English Language Learners (ELL) Program

Admittance to the ELL Program

When a student applies at AIAN, he/she will be given the WIDA screener assessment, which is an English language proficiency test that includes reading, writing, listening, and speaking tasks. This data, along with reports from previous schools attended and success in their native language, will be taken into consideration in the placement of the child in ELL classes.

ELL Assessment

Students will be evaluated by the ELL teachers at the end of each semester and each subsequent year of ELL study. In addition, all students will receive quarterly progress reports on their English academic development. The Assessment of ELL students will include:

1. WIDA Test data gathered each semester
2. Current academic standing in core academic classes
3. Teachers' comments and perception of a student's pattern of performance
4. Student's age and years enrolled in the ELL program
5. Projected performance in the mainstream class

All teachers and staff at AIAN are considered ELL teachers, and are expected to plan collaboratively with the ELL staff.

ELL Student Grading Information for Homeroom and Subject Teachers

ELL students will receive a grade from their homeroom and/or subject teachers if the ELL student joins at least 50% of the weekly classes for a course.

ELL Teachers, Class Format, and Scheduling

AIAN employs ELL teaching specialists that develop several formats for teaching ELL students. Class format may vary (in methodology) from an immersion model to a pull-out arrangement. The intention behind this flexible format is to make sure that an ELL student's needs are responded to in the most efficient manner.

Next, considerable time will need to be devoted to consulting and planning between the classroom teacher and ELL teachers, regarding ELL student pull-out or push-in schedules. In the first weeks of school, the ELL teachers will be assessing students to finalize class lists. This is done in consultation with the homeroom teachers. Additionally, ELL students require intervention in their academic subjects. This will be stated on the report cards as a modified program.

Last, but not least, educational research indicates that ELL students have specific instructional needs in a second language, but actually acquire their second language faster when they are immersed in the mainstream classroom with their peers. To better accommodate the needs of ELL students, the Head of ELL may schedule special push-in times (outside of a regular ELL student schedule) to assess an ELL student's development in the mainstream classroom. After this type of

push-in, the Head of ELL will provide written and verbal feedback to the mainstream class teacher about the ELL student's development in the mainstream classroom.

Mandarin Program Information

In the first weeks of school, the Mandarin teachers will be assessing students to finalize class lists. Many students will be able to engage in Mandarin from the outset and will receive ELL support mainly during their mainstream classes. If AIAN identifies an ELL student who is not ready to participate in Mandarin, (for example, a student with special learning needs) the ELL student will participate in Mandarin when the school believes he/she is ready to do so.

Entrance into Early Childhood, Elementary School, and Middle/High School

AIAN will make every effort to accept students regardless of their language ability. When ELL teachers receive WIDA assessment scores, they will work with the mainstream (or specialized subject) class teacher in order to provide the necessary support to increase the student's proficiency.

Exiting the ELL Program (Mainstreaming)

Once the ELL and mainstream teachers agree that a student has reached the level of "English Language Proficiency Level 6, Reaching" (from the WIDA assessment) they should refer the student for exit testing. This request should be made by email, with the Head of ELL, ELL teacher, and mainstream teacher(s), notified in the same email. WIDA Testing will take place for each exiting ELL student, and will be administered by the ELL teacher.

A student's ability to exit from ELL is determined by three factors:

1. Anticipated potential to succeed in the mainstream class, based on attitude and aptitude
2. Performance in mainstream and ELL classes
3. WIDA Exit test and teacher assessment

Once these factors have been discussed, the mainstream class teachers, the Head of ELL, and a Vice Principal will discuss the student's formal exit from the program. Next, recommendations must be approved by the Head of School. The students are not to be notified of the decision until it has been approved. The parents will be notified in writing, via the formal exit letter issued by the Head of ELL.

Communication of Information

All parents should be notified of the decisions that the school has made. After the initial intake test, the Head of ELL will talk to the parents during the intake interview with the Head of School. When the teachers have decided that a student will be exited, a formal exit letter will be sent to parents by the Head of ELL (previously mentioned, above).

Re-Entry into the ELL Program

There are rare cases in which a student exits from ELL, but after a period of time, his/her language skills plateau and fall substantially below grade level. If this is the case, parents will be notified, and measures will be taken that could include placing the student back into the ELL program. Last, if three or more years of ELL have been needed by a student, and sufficient progress has not

been made by the student, consideration for a student's withdrawal from AIAN may be requested by the Leadership Team.

Re-Assessment (Misplacement in the ELL Program)

In cases where a student has been misplaced in the ELL program, teachers are encouraged to complete and submit a written referral to the Head of ELL for re-assessment of the student. These rare cases involve students whose English language abilities are higher than revealed in the initial WIDA assessment. Upon finding that the student can succeed in the mainstream class, he/she will be re-assessed and formally exited from the ELL program.

Academics

Curriculum

Access International Academy Ningbo selects its curriculum from global best practices. The school adheres to North American core content standards adapted to meet the distinctive needs of expatriate students.

AIAN is committed to renewing resources and making sure that students have access to best practices in education and evaluation. Students will receive the Measure of Academic Progress (MAP) test each fall and spring in order to track their progress and pinpoint areas of strength as well as areas for growth. Textbooks and curriculum resources for different subjects will be renewed on a rotating 5-year schedule. AIAN is committed to teaching a U.S. Common Core curriculum via the international AERO standards, and teachers plan their units around these goals. Smart Boards and software are utilized to enhance the learning experience, and extracurricular activities such as Model United Nation, chess, photography, gardening, and various sports help round out the student experience.

Accreditations and Affiliations

AIAN is currently accredited by the Western Association of Schools and Colleges. We are also the only school in the region which can offer the SAT test internally to our students on a regular basis. We are also a PSAT and AP testing center and offer a considerable number of AP level courses.

Early Childhood Program

The Early Childhood Program at AIAN is comprised of the Early Years, Pre-K, and Kindergarten classes in which students from ages 2-6 develop self-esteem, motor skills, creativity, self-mastery, and autonomy in an immersive English learning environment.

Elementary School Program

Curriculum and instruction in grades 1-4 emphasize the core areas of language arts, mathematics, science, social studies, and language (Mandarin and English). Students also attend specials classes in areas such as music, art, library, physical education, drama, and information technology.

Elementary classes involve many hands-on activities such as math manipulatives to connect their knowledge to real-world context. Learning is engaging and includes projects, guided play, performances, and field trips. AIAN subscribes to several supplemental English-based resources to support learning such as Learning A-Z, which includes RAZ-Kids.

Middle School Program

Middle School at AIAN comprises grades 5-8, where students are supported academically and emotionally as they enter their teenage years. A strong focus is placed on teaching students to be responsible and to use their intelligence in creative ways.

High School Program

High School students in grades 9-12 at AIAN are preparing for higher learning at colleges and universities around the globe. Graduates of AIAN possess the intelligence and character necessary to make a difference in the 21st century world.

English Language Learners (ELL) Program

The English Language Learners (ELL) Program prepares students who don't have a strong background in English to participate in the regular, literature-based English / Language Arts Curriculum here at AIAN. By aligning our goals with AERO standards, we achieve measurable progress in all three of our schools and see the most pronounced progress in elementary school due to younger children's affinity for mechanical language production. We continue to support and build the language skills of our middle and high school students, and provide care and attention from Early Years to grade 12. A variety of internationally recognized tests are used to make sure children are getting the support they need, most notably the WIDA, MAP, and DRA assessments. At AIAN we are committed to data driven instruction, and the ELL program tailors the class to the needs of the individual student, engaging them with a variety of techniques and methodologies in order to create global citizens.

Content Areas

COMMUNITY SERVICE – The service-learning component at AIAN promotes character development. The staff works with students to achieve common goals on service tasks on campus, in the community and with partners around the globe. In doing these projects students learn about their own strengths and weaknesses and how to improve themselves. Personal and social responsibility is cultivated by participation in age-appropriate activities that benefit others at school and in the community at large. All high school students are required to complete and pass a community service project under guidance and supervision by their college counselor before graduation.

FINE ARTS – The visual arts are used to foster creativity in the young minds of our students as well as reinforce their learning in other areas of the curriculum. Our students gain experience in a wide range of media and techniques including, but not limited to; drawing, painting, printmaking, sculpture and photography. Through these key areas, students’ development as global citizens is aided as they learn experientially about the art from different cultures, across a wide range of time periods. The Music Curriculum at AIAN encourages students to express their feelings. Music class exposes students to the riches of Western and Asian cultures and enables students to discover their resources, as individuals and as members of their own cultures. Students are taught tempo, dynamics, mood, timbre and form through listening, singing, reading, movement and performance. Students develop and understanding of how music is related to other areas such as history, art, etc. The Music curriculum seeks to promote not only fundamental musical concepts but also an understanding of Eastern and Western musical traditions and the positions occupied by music within these cultures.

LANGUAGE ARTS – The Language Arts program at AIAN is literature- and composition-based. The program begins in Early Childhood and Elementary classes, and continues through secondary instruction. Students are encouraged to become avid readers; this is grounded in the belief that if students read well, they will enjoy and be prepared for years of study. The English/Language Arts program includes an integrated system of reading, writing, speaking, listening, and language usage. The program is based upon a core selection of contemporary and classical literature. Instructional activities incorporate phonic, spelling, vocabulary development, reading comprehension, composition, grammar, and punctuation skills. Additionally, focus is placed on oral language activities to help foster fluency in the English language.

MANDARIN / FOREIGN LANGUAGES – The AIAN Mandarin Curriculum teaches children to understand the modern and traditional Chinese language. The highly successful Chinese Made Easy program is used Grade K-12. As students explore Chinese literature, history, arts and culture, they learn Chinese grammar, vocabulary, pronunciation systems, writing systems, and composition skills. In the end, students sound polite, educated, and speak clearly in Chinese. Students in Grade 11-12 are encouraged to sit for advanced exams such as Advanced Placement or HSK in order to demonstrate their mastery in the Mandarin language and culture.

MATHEMATICS – Mathematics teachers at AIAN tailor their instruction to the ability level of the students in the class. In grades K-12, the teachers design curricula to meet the numeracy levels of the students in order to make mathematics more accessible. Teachers incorporate homework, direct and indirect instruction, technology, and games in order to make mathematics relevant. The real-world application of mathematics encourages students to become critical thinkers. Students in Grades 11-12 are encouraged to sit for advanced exams such as AP or SAT in order to demonstrate their mastery in areas such as Calculus.

SCIENCE – The Science program promotes an understanding of the physical and biological world. In the science classroom, students work individually, in pairs or in small groups on projects to meet international standards and benchmarks. The scientific method is taught in order to develop critical thinking. Scientific observation, theorization, experimentation and communication are promoted in science classes. Students work with computers, magnets, microscopes, prisms, test tubes, stones and fossils as they are introduced to magnetism and electricity, plants and animals, water and air, light and color, acids and bases, geology, reproduction, time and technology.

SOCIAL STUDIES – The Social Studies Curriculum encourages children to explore life within and beyond their immediate communities. Younger students discover and enjoy the uniqueness and variety of individuals and community. For older students, the focus is on the history, cultures and geography of Eastern and Western societies and how these societies have had an impact on the world civilization. Social Studies classes collaborate with other subjects such as English / Language Arts to promote skills such as essay writing and the Mandarin department in understanding local culture. Secondary students also have the opportunity to study Economics and Psychology at the Advanced Placement level.

PHYSICAL EDUCATION – AIAN Physical Education emphasizes competitive and cooperative sportsmanship. Activities for Grades K-3 emphasize physical fitness, motor skills, manipulative activities and games. Activities for Grade 4-6 include physical fitness, soccer, basketball, volleyball, field hockey, mat-ball, hit-pin, climbing, dance, manipulative activities, track and field, softball, ping pong, football and golf. Instruction emphasizes the benefits of physical fitness, including personal hygiene and appearance. Cooperation with peers, willingness to participate, a positive attitude in class and respect for peers and teachers are encouraged. AIAN promotes physical activities with the knowledge that rules, strategies, biomechanics and terminologies in sports develop cognitive as well as motor and manipulative skills. The Physical Education content area at AIAN includes a required Wellness course for all high school students, which emphasizes the importance of personal physical and mental health, sex education, drug and alcohol awareness, and other considerations for personal well-being.

TECHNOLOGY – The academic program at AIAN operates in a technology-rich environment, enabling students with the digital skills and confidence necessary for success in the 21st century. Technology classes in the elementary and middle school years focus on building digital literacy and skills through thoughtful use of the Internet and software applications, and electives such as computer programming and web development are offered at the high school level. More than just a stand-alone subject, technology is fully integrated into the curriculum at all levels, with interactive whiteboards and a variety of software and online platforms being used on a daily basis by teachers and staff.

After School Activities (ASAs)

AIAN strives to offer a wide variety of after school activities to the students in all grades. These include sports are for students to experience competitions against teams from neighboring schools, as well as traveling longer distances for tournaments. AIAN works hard to create strong and lasting relationships among team members and demonstrates great sportsmanship at all times. AIAN's students are always welcome to join any sports team with or without previous experience. AIAN is currently a member of the Association of China and Mongolia International Schools (ACAMIS). Each year we send some of our teams to non-affiliated ACAMIS tournaments and affiliated ACAMIS tournaments.

Besides sports, AIAN also offers many other interesting and engaging after school activities for students in all grades. The offerings change each quarter based on the interests of students and teachers, but have included activities like calligraphy, coloring, SAT Prep, table-top board games, study hall, and many more.

Middle School / High School Course Table

Grade	5/6	7/8	9	10	11	12
English Language Arts (LA)	MS English, Language Arts	MS English, Language Arts	English Language Arts 9	English Language Arts 10	English Language Arts 11	English Language Arts 12 AP English Literature / Language
Math	MS Math	Pre-Algebra Algebra I	Geometry	Algebra II	Pre-Calculus / AP Pre-Calculus	Calculus AP Calculus AB/BC
Science	MS Science	MS Science	Physical Science	Biology	Chemistry	AP Physics AP Biology AP Chemistry AP Environ. Science
Social Studies	Geography	Medieval History U.S. History	World Geography	Ancient History	Modern History	AP Economics AP Psychology Theory of Knowledge
Mandarin	Beginner Intermediate Advanced	Beginner Intermediate Advanced	Beginner Intermediate Advanced Chinese AP HSK	Beginner Intermediate Advanced Chinese AP HSK	Beginner Intermediate Advanced Chinese AP HSK	Beginner Intermediate Advanced Chinese AP HSK
Physical Education (PE)	PE	PE	PE	PE	PE	PE
Art	Art	Art	Art	Art	Art AP Art	Art AP Art
Information Technology (IT)	IT	IT	ICT/ Yearbook/ Research	ICT/ Yearbook/ Research	ICT/ Yearbook/ Research AP Computer Science	ICT/ Yearbook/ Research AP Computer Science
Music	Music	Music	Music / Band	Music / Band	Music / Band / AP Music Theory	Music / Band / AP Music Theory
Wellness	MS Wellness Seminar	MS Wellness Seminar	HS Wellness Seminar	HS Wellness Seminar	HS Wellness Seminar	HS Wellness Seminar
Drama	Drama	Drama	Drama Elective	Drama Elective	Drama Elective	Drama Elective
University and Careers Guidance	N/A	N/A	College Advisory	College Advisory	College Advisory	College Advisory
Other Electives	N/A	N/A	Business, Psychology, Language Electives, Literature, Study Hall, Online Self-Study	Business, Psychology, Language Electives, Literature, Study Hall, Online Self-Study	Business, Psychology, Language Electives, Literature, Study Hall, Online Self-Study	Business, Psychology, Language Electives, Literature, Study Hall, Online Self-Study
ELL Support	ELL	ELL	ELL	ELL	ELL	ELL

Online / Remote Learning Arrangements

In the case that the school campus must be closed for an extended period of time due to government guidelines, such as COVID-19 outbreak/lockdown or other circumstances out of the school's control, delivery of instruction may continue under online/remote arrangements. The arrangements will vary by department, but in general, students will continue to receive contact time with their teachers and classmates in the most practical and beneficial way possible to continue their day-to-day learning. The following may be expected for students in each department:

Early Childhood

The Vice Principal of Early Childhood will coordinate the arrangements for the Early Childhood department, so please reach out to him/her with any questions. Students will be given packets in the beginning of the school year with work from their teachers. No live classes will be given online, but teachers will communicate with students and parents using the WeChat groups to send information and videos, provide instructions, and answer questions.

Elementary School

The Vice Principal of Elementary School will coordinate the arrangements for the Elementary department, so please reach out to him/her with any questions. Homeroom teachers will meet with their students each morning at 8:30am to explain the schedule for live classes, as well as to provide instructions for work that they should complete that day. For live online classes, students should join the VooV meeting from the Meeting ID List with the teacher they have at that time.

Middle/High School

The Vice Principal of Secondary School will coordinate the arrangements for the Elementary department, so please reach out to him/her with any questions. Students will join all of their normal classes according to their regular daily schedule using the VooV meeting IDs from the Meeting ID List. Teachers will also provide resources and materials using online methods, such as email, AIAN Cloud Drive, WeChat, etc.

*These arrangements may be adjusted depending on the particular circumstances, time of school year, and other factors, so please pay attention for communications from the school for daily updates during a period of extended campus closure. Adjustments to the school calendar may or may not be made upon re-opening of the campus, and those plans will be communicated with families in a timely manner.

Student Assessments and Grading

Reporting

There are two semesters per school year. The Early Childhood, Elementary School, Middle School, and High School teachers report on student progress every quarter. Report cards are issued at the end of each quarter. The second and fourth quarter reports are known as the Semester Reports. While outcomes of academic exams constitute a portion of student assessment, usually 20-30 %, the report cards consider a much wider range of student performance based upon continual assessment. Both aspects are necessary to fully assess and benchmark student performance.

Teachers use a variety of assessment tools to evaluate students. It is important to note that no one method of grading and reporting serves all purposes well.

Students in danger of failing in any subject, or who have suffered a significant drop in their grade, will receive additional progress reports so that the parents are aware of the situation. For students in grades 5-12, 75% or below warrants a Progress Report mid-way through a quarter. Progress Reports may also be sent mid-way through a quarter for any student if a teacher has other concerns to raise at that time.

If a student has academic concerns, the student and parents may speak with the individual course teacher to help solve any concerns. Only if this first course of action fails should the Vice Principal or Head of School become involved in course-specific issues.

It is important for parents to see all report cards. Thus, we ask that the report card envelope be signed by the parents and returned to the homeroom teacher to indicate and confirm receipt of the report card.

Grading Scale for Middle and High School (Grades 5-12)

Letter grades are given in report cards at the end of each quarter. The following table indicates the percentage and point value of each letter grade.

Cut-Off Values for Letter Grades

A+ 97%	B+ 87%	C+ 77%	D+ 67%	F Below 60%
A 93%	B 83%	C 73%	D 63%	*Minimum Passing Grade
A- 90%	B- 80%	C- 70%	D- 60%	is 60%

4-Point GPA Scale for Letter Grades

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

Grades and Descriptions

A – Indicates Excellent work and performance. The student demonstrates excellence in critical and independent thinking, in skills, in preparation, and in output on course projects and assessments.

B – Indicates consistently good work and performance. The student achieves good results in critical and independent thinking, in skills, in preparation, and in output on course projects and assessments.

C – Indicates satisfactory work and performance. The student's work is satisfactory and meets the standards of the grade level in critical and independent thinking, in skills, in preparation, and in output on course projects and assessments.

D – Indicates work and performance that are below standard and unsatisfactory. The student demonstrates minimal achievement in critical and independent thinking, in skills, in preparation, and in output on course projects and assessments. The student barely fulfills the basic requirements of the course.

F – Indicates failing grade due to work and performance that do not fulfill the minimum requirements of the course. The student does not achieve even minimal results in critical and independent thinking, in skills, in preparation, and in output on course projects and assessments

P – Indicates a passing grade. Student passes the course and receives credit.

I – Indicates incomplete work in the course and that a grade has not yet been given, pending completion of course work. When work has been made up or completed, the teacher will assign the grade. All Incompletes will become grades of F if the work is not completed in the time designated by the teacher and/or Leadership Team.

Semester Exams for Grades 9-12

All students in Grades 9-12 take mid-term or final exams at the end of each semester, in December/January and in May/June. The exams constitute 10% of the semester grade. The exams are cumulative in nature and assess the knowledge and skills acquired in both quarters, but the form of the exam may be chosen by the teacher. Forms may include but are not limited to written exams, projects, presentations, essays, etc.

Absences on official exam days by a High School student require a medical excuse and the Vice Principal of High School's permission in order for a make-up exam to be given. Any student missing a mid-term or final exam will receive zero unless otherwise discussed with the teacher and Vice Principal of High School.

College Entrance Examinations and Preparation

The PSAT examination is offered to students in Grades 8-11 once during each academic year. As of the 2023-2024 school year, all students in Grades 8-11 are required to take the PSAT examination at the scheduled time during each school year. PSAT results will be used to track

student growth in language arts and mathematics and will be shared with those subject teachers. The registration and cost for PSAT examinations will be covered by the school.

The SAT examination is a college entrance exam used by many universities around the world to consider applicants for admissions. In general, students may take the SAT in Semester 2 of Grade 11, with additional opportunities to improve their score in Semester 1 of Grade 12. As application requirements are constantly changing, as well as students' plans for which colleges they will apply to, AIAN requires that students take the SAT at least once during Grade 11 or Grade 12. SAT results will be shared with college counselors and submitted with college applications for which they are required. Registration for the SAT must be completed by each student through their personal College Board account, and the cost must be paid by students and their parents at the time of registration.

Student Achievement

Practices designed to promote and encourage student achievement include:

- a) Reinforcement – The school's SLOs will be reviewed every day in some form especially in the first two months of school.
- b) Teacher Commendations – Appropriate social behavior and attitudes are recognized by class teachers verbally, with stickers, and or class merit awards.
- c) Leadership Team and Teacher Awards – Leadership Team and Teacher Awards will be presented to students for exceptional individual achievement, consistent effort, and achievement over time.
- d) General Awards – Students have the opportunity to receive award at Award Ceremonies at the end of each semester. These awards will include:
 - Class awards for academic achievement, academic improvement, consistent effort, etc.
 - Leadership, Respect, Responsibility, Global Citizenship, Effective Communication, and Collaborative Skills.
 - EARCOS Global Citizenship Award (to a grade 11 student at the end of each year).
 - Honor Roll Awards (for a semester GPA between 3.40-3.69) and High Honor Roll Awards (for a semester GPA of 3.70 or higher).

High School Transcripts

The transcript is official only when it has been signed and sealed by the Head of School. Requests for transcripts should be made through the main office. The transcript lists the GPA, credits earned, number of courses in each content area, and attendance record.

Quarter and Semester Grades for High School Students

Please be guided by the following regarding grading for grades 9-12:

Quarter One – Stand-alone grade

Quarter Two – Stand-alone grade

First Semester Exam – Covers material from Quarter One and Quarter Two
First Semester Grade – Includes grades of Quarter One + Quarter Two + Mid-Term Exam
Calculated – 45% for Quarter One + 45% for Quarter Two + 10% for Mid-Term Exam
Quarter Three – Stand-alone grade
Quarter Four – Stand-alone grade
Second Semester Exam – Covers material from Quarter Three and Quarter Four
Second Semester Grade – Includes grades of Quarter Three + Quarter Four + Final Exam
Calculated – 45% for Quarter Three + 45% for Quarter Four + 10% for Final Exam
Students earn credits based on the semester grades. Quarter One and Quarter Two plus the Mid-Term Exam are reflected in First Semester Grade. Quarter Three and Quarter Four plus the Final Exam are reflected in Second Semester Grade. The two semesters stand alone in grading.

English Language Learners (ELL) Grading

Students in grades 1-12 who are designated as ELL have an indication of such on the formal report in all marking periods.

Teachers may indicate ELL support using the necessary comment on the report card. Students who receive even minor ELL support are listed as ELL on the report card and/or progress report until the formal documentation and parent signature has been completed showing the student has exited the ELL program.

Students who do not attend at least 50% of the weekly instructional time of a core course to receive ELL support will not receive a letter grade for that course; instead, they will be given a passing grade of P/F and a comment from the ELL support teacher.

Homework Policy

The most valuable education the child receives is through the active teaching that takes place in the classroom under the guidance of professional teachers. AIAN regards homework as an integral part of the learning process. Homework enables students to learn responsibility, positive study habits, and skills needed for independent learning.

Teachers use a variety of ways to communicate homework to students and parents. These include homework books, WeChat, and email. Questions and concerns from parents and teachers are welcome at any time to ensure positive, ongoing communication. Flexibility must be allowed for projects and activities. The following are typical time frames you may expect for daily homework. However, the teacher will apply these guidelines responsibly and as needed:

- Grades 1-2: Up to 30 minutes per day
- Grades 3-4: Up to 60 minutes per day
- Grades 5-8: 60 – 90 minutes per day

- Grades 9-12: 90 – 120 minutes per day
- HS Advanced Placement (AP) Courses are rigorous and may require more time

The basic homework expectations for students and parents are listed below. Following these guidelines will maximize student performance.

The full AIAN [Homework Policy](#) can be found on the school website.

<u>Students</u>	<u>Parents</u>
<ul style="list-style-type: none"> • Complete homework assignments neatly and on time. • Schedule time wisely to meet assignment deadlines. • Attend school regularly and come prepared. • Pick up assignments when absent. • Make-up work will take priority over any extracurricular activity 	<ul style="list-style-type: none"> • Please check and initial homework assignments every day. • Choose a quiet, well-lit place for your child to complete his or her homework. • Support, clarifies, and motivate, but DO NOT do the homework for your child or allow a tutor to do the homework. • Communicate with your child’s teacher if homework assignments seem too difficult or time-consuming for your child. • Encourage your child to develop a love of reading. Take time to discuss with your child library books or other literature. • Ensure that your child gets sufficient sleep to feel refreshed and alert to approach school activities and homework tasks with energy. • Wisely choose a moderate level of diverse extracurricular activities.

Library Policies and Procedures

Hours of Operation

The library is open from 8:30 a.m. until 3:30 p.m. every school day, but use of the library is only permitted when the Librarian or other staff members is present and supervising.

Library Expectations

Students using the library are expected to conduct themselves in a respectful manner at all times. This includes walking and talking quietly, using library furniture appropriately, treating all books and library materials with care, and complying with requests from library staff and volunteers.

Students not engaged in purposeful activities and those demonstrating inappropriate behavior will be requested to leave the library.

Borrowing Policy

All students must abide by the borrowing policies as directed by the Librarian and/or Library TA. The maximum loan period for any item is two weeks, but students are encouraged to return items when they are finished with them. Items may be renewed twice, provided there has not been a request for the item from another borrower.

Overdue Items

Overdue notices will be distributed after an item becomes overdue. The first and second notices will be reminders for students to look for and return overdue materials. The third notice will consist of a letter to parents requesting payment of a set fee to help with replacement cost if the item is not returned by the end of the quarter. A similar fee will be requested for materials that are damaged beyond repair. Replacement fees depend on the cost of the item.

If a lost item is subsequently found and returned, the fee that has been paid for it may be refunded only if a replacement item has not already been purchased.

Students with overdue materials will not be permitted to borrow additional items until the overdue items are either returned or paid for.

Extracurricular Activities

After School Activities (ASAs)

After School Activity sessions run during each quarter of the school year. ASA sessions will normally take place on Tuesday and Thursday afternoons from 3:40pm to 4:25pm.

Teachers, staff members, and other community members may lead After School Activities by sponsoring an activity they enjoy and feel competent to offer. The school may use outside instructors or volunteer parents for some activities. Students may volunteer to lead an ASA, but there must be supervision by a staff member.

All activities will be enriching in nature and offer a non-competitive framework, except for preparing teams or individuals for school competition.

Athletics and Cultural/Academic/Arts programs have first priority over use of space.

After School Activities are optional, but highly recommended for students. Activities provided will promote positive self-esteem. These activities will be balanced in sports, fine arts, clubs, and culture, and may include activities that are of high interest and a shorter duration.

On ASA days, students will go to the designated location after the last instructional period. Students who are not participating in ASAs must leave the campus. Students participating in ASAs must follow the same procedure as during the normal school day if they must be dismissed early from their ASA. When the activity is completed the teacher(s) supervising the activity will escort the students to be dismissed from campus.

Student Council (StuCo)

The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

Permission Slips

No student is allowed to leave the school campus for a school-related activity without the Leadership Team approval of an off-campus activity and a permission slip signed by a parent or guardian.

Field trips and other off-campus activities should be planned by a classroom/subject teacher, or another staff member supporting a curriculum enrichment activity. A proposal for an off-campus activity must be submitted by this staff member to the Vice Principal of the school(s) in which students will be participating in the activity. The proposal must include the permission slip sample including the date, location, transportation details, and schedule of the activity. Any cost to the school and/or students and parents must be included in the permission slip sample. Upon approval, permission slips must be sent to parents on WeChat groups, and students may only participate in the activity if a completed permission slip and any required payment are received by the field trip leader before departure from campus.

Field Trips

Each class will be provided with at least two 1-day field trips per school year (unless health and safety regulations prohibit). Field trips add to the overall education experience, and all students are expected to participate. An electronic permission slip will be sent to parents on class WeChat groups to complete and submit by the deadline. If a student's parent does not submit the form, the student will not be allowed to participate in the trip and must remain on campus. Teachers may request parental assistance for school outings and/or events. The costs for standard field trips throughout the school year are included in the tuition fee. However, please be aware that any overnight or optional field trips, including end-of-year celebratory trips that are planned will require separate additional payment by students and parents.

Overnight Trips

AIAN students traveling for ACAMIS and non-ACAMIS athletic and cultural events should be guided by the following information. Prior to each event, the teacher, coach, athletic director, and/or event coordinator will send home a letter detailing the specifics for that event.

Accommodations vary based on the venue. Whenever possible, home stays with parents of the hosting school are arranged to minimize expenses for families and to build connections within our ACAMIS community. Sometimes, however, students and chaperones will need to stay in hotels. The hosting ACAMIS school coordinates home stays. Home stay families complete an ACAMIS Home Stay Agreement and parents/students complete the ACAMIS Parent Forms Packet including the Rules for ACAMIS Events. Home stays provide the following:

- Bed and some meals (depending on schedule) for students.
- Transportation to and from the event venue to the hosting home.

Cost for Events and Activities

The cost associated with traveling to events varies based on a variety of factors and must be paid in order for students to participate. Efforts are always made to keep costs to families as low as possible. Costs may include:

- Transportation
- Accommodations (if not home stay)
- Chaperone Transportation and Accommodation Expenses
- Meals (not including home stay meals)
- Event Fees / Registration (officiating, site fees, awards, etc.)

Transportation for Events

Transportation will be arranged by AIAN for events, and students will be charged accordingly. Depending on the distance, travel may be by foot, bus, train, or airplane. Upon arriving at an airport, the hosting school will usually be responsible for arranging transportation to either the venue or hotel. As mentioned above, if using a home stay, the home stay family will provide transportation to and from the venue.

Medical Support at Events

Usually, school-based events have a first aid station with basic medical supplies. AIAN staff will also carry an emergency first aid kit. Should additional care be needed, AIAN staff will escort the student to a medical facility with the student's medical information. The accompanying staff will immediately call the student's parents, Athletics Director, and the Head of School. AIAN will pay for the student's medical care, and the student's family will submit a claim to either their insurance or AIAN's student insurance. Upon payment by the insurance company, families will be expected to reimburse the school for medical expenses.

School-Sponsored Events

For any party, activity, or field trip planned, a form must be submitted and approved by the Leadership Team at least two weeks in advance of the date. During the activity, school rules must be strictly followed at all times. Payment by students will be required for some events.

Fund Raising Activities

The Leadership Team must approve fund raising activities in advance. Funds raised through activities must be deposited in a special account through the school's Business Office. Any funds to be withdrawn must be approved in writing by the Leadership Team. Funds accumulated through school sponsored activities must be utilized for activities and programs that are clearly beneficial to the school, the students, and the community.

Athletics Program

The Athletics Program at AIAN is designed to add to the educational experiences offered at our school. With this in mind, it is our purpose to strive to meet high standards of sportsmanship, responsibility, leadership, dedication, and devotion in all aspects of life at AIAN. Athletics not only contribute to the health and characters of those who participate, but also equip those students with essential tools that will help them meet life's challenges. Coaches at AIAN stress the importance of teamwork, leadership, skills development, and fair play. The sports program is supported and encouraged by our administration, staff, parents, and student body, as well as those within the Ningbo and Beilun communities who understand the importance of athletics and the part it plays in the molding of young men and women.

Academic / Behavioral Probation Policy

Students are expected to be prepared for class, demonstrate a responsible attitude toward daily work, and complete class work and homework carefully and in a timely manner. The consequence of not following these expectations is often low student achievement that is reflected by low grades.

In order to encourage students to focus on their academic success, students must be in good academic and behavioral standing to be able to participate in extracurricular activities such as sports and clubs.

Poor academic standing – defined as having 2 or more Ds and/or Fs – will result in a student being removed from participation in extracurricular activities until those concerns have been addressed. The exception to this is After School Activities, which are considered part of the regular academic day.

Poor behavioral standing – defined as having repeated minor breaches or any combination of excessive or major breaches of the [*Behavior and Discipline Policy*](#) – will result in a student being removed from participation in extracurricular activities until those concerns have been addressed.

Students may also be removed from participation if they fail to follow the AIAN *Code of Conduct* for Student Athletes.

Students on Academic and/or Behavior Probation are required to meet with their Vice Principal to complete an Academic/Behavioral Action Plan.

In collaboration with the Leadership Team, the Events Coordinator and/or Athletic Director will determine whether a student shall be eligible for participation based on the criteria above.

College / University Counseling

College Counselors

The counselor assists students in planning their academic course choices towards college or university entry during each year a student is enrolled in the High School program at AIAN. The counselor and other teachers will guide students in the planning of their academic program. However, it is the student and his or her parents who are ultimately responsible for making the student's course selection within the school's guidelines. If a student wishes to change a course, he/she must make the schedule change during the Drop/Add period (the first two weeks of the semester) by communicating with the counselor and Vice Principal. The counselor assists students in investigating, identifying, and applying to institutions of higher education.

Payment of Application / Exam Fees by AIAN Staff

In the event that a university application, entrance exam, or other college-related task requires payment by credit card, it is the responsibility of the student and his/her parents to arrange the payment. If a counselor or teacher is requested to provide the service of making any payment on behalf of the student, this will be at the sole discretion of the counselor or teacher providing this service. Additional fees may be added to the base cost, such as credit card usage fees, international fees, bank transfer fees, etc., and this is not regulated by AIAN. It is recommended that students arrange payments on their own.

Emergency Policies and Procedures

The safety of students is of utmost importance at AIAN. Understandably, weather, earthquake, and other unforeseeable circumstances are elements the school cannot control. Yet the school does have protocols in place to warn parents of problems and cope with certain circumstances. Should the school need to close for a particular reason, parents will be notified via WeChat message as soon as possible, and a more detailed message will be transmitted via email. Parents and students will also be directed to the school's web site for more details about the closure. No extra days will be added to the academic year in the event of unforeseen closures.

Decisions during Emergencies

The decision to initiate one or more of the emergency procedures will be made by a member of the Leadership Team. Once an emergency procedure has been initiated, the emergency procedure will be carried out in full, even if it has been discovered that there has been a false alarm. The Leadership Team's decision is final, and instructions must not be accepted from any other person to vary procedures. In case of discrepancy, the Head of School will make the final decision in any emergency situation.

In the event of the Leadership Team declaring an emergency, staff will follow the procedures below. Please know the school will practice and review these procedures regularly.

Severe Storm / Fog Day Protocol

If there is a typhoon, severe storm, blizzard, or overwhelming fog on a school day, classes may be cancelled or delayed. In most cases, AIAN will follow government guidelines to decide whether or not to cancel school. Decisions and updates will be communicated via official WeChat groups.

In some cases, school may be delayed. A two-hour delay would mean school begins at 10:30 am for all students, and buses would adjust to the delayed schedule. This situation will be announced via official WeChat groups.

When students and/or staff living outside of Beilun are unable to commute to the campus due to weather-related occurrence or other events limiting their ability to travel to school, teachers and staff living in the Beilun area should report to work as usual unless otherwise instructed.

Fire Emergency Procedure

1. The fire emergency will be initiated by the alarm sounding over the school's PA system.
2. Teachers and staff will instruct students to exit the classrooms and buildings in an orderly manner (single file lines).
3. Office staff will bring red/green paddles and up-to-date attendance lists to the field. Homeroom Teachers will obtain a red/green paddle and the appropriate attendance list once on the field.

4. Everyone will promptly, orderly, and silently exit the buildings, following the exit maps to the field behind Buildings C and D.
5. Students will line up orderly and silently with their Homeroom Teacher. If the Homeroom Teacher is absent, the staff member assigned coverage of the Homeroom duty will take his/her place.
6. Homeroom teachers will check student attendance once in line on the field:
 - a) If all students are present, hold up the green side of the paddle toward the Head of School.
 - b) If one or more students are missing, hold up the red side of the paddle toward the Head of School.
7. Everyone will remain in order on the field until further instructions are given by the Leadership Team.
8. Everyone may only re-enter the building after instructed to do so by the Head of School.

Earthquake Emergency Procedure

1. Upon shaking, teachers will instruct students to duck, cover, and stay put. An emergency situation will be communicated via the school's PA system.
2. Everyone will take cover under tables, desks, and/or in doorways away from glass. (If outside or in room without furniture, adults and students should get on the ground, duck, cover, and stay away from large objects or glass.)
3. When shaking ends, the teacher will instruct students to exit the classroom in a single file.
4. Office staff will bring red/green paddles and up-to-date attendance lists to the field. Homeroom Teachers will obtain a red/green paddle and the appropriate attendance list once on the field.
5. Everyone will promptly, orderly, and silently exit the buildings, following the exit maps to the field behind Buildings C and D.
6. Students will line up orderly and silently with their Homeroom Teacher. If the Homeroom Teacher is absent, the staff member assigned coverage of the Homeroom duty will take his/her place.
7. Homeroom teachers will check student attendance once in line on the field:
 - a) If all students are present, hold up the green side of the paddle toward the Head of School.
 - b) If one or more students are missing, hold up the red side of the paddle toward the Head of School.
8. Everyone will remain in order on the field until further instructions are given by the Leadership Team.
9. Everyone may only re-enter the building after instructed to do so by the Head of School.

Lockdown Emergency Procedure

1. A lockdown emergency will be initiated via an announcement via the school's PA system with the following words: "Lockdown, Lockdown, Lockdown!"
2. When the emergency is initiated, teachers and students should:
 - a) Lock all doors in the room
 - b) Close all blinds in the room, including those to the hallway
 - c) Turn off projectors and any sound/light emitting devices

- d) Silently move all staff/students to an out of sight area in the classroom
3. Remain silent until otherwise instructed.
4. Teachers report status of the students/classroom via AIAN Communication WeChat group. More information may be shared with staff via WeChat during the course of the lockdown emergency.
5. Everyone will remain under lockdown procedures until an end to the emergency situation is announced via the school's PA system.

Poor Air Quality & Weather Protocol

When the air quality or weather on the AIAN campus is poor, measures will be taken to reduce student exposure to hazardous air pollution and weather in order to ensure students' health and safety. Please refer to the [Outdoor Activities Policy](#) which can be found on the school website Parents Portal. AIAN uses the AQI index, which defines 6 levels of air quality on a scale from 0-500. In general, when the AQI is less than or equal to 150, all outdoor activities may take place as usual (when the AQI rises above 100, individuals with known respiratory issues should be monitored while outdoors). When the AQI rises above 150, certain measures will be taken to limit students' exposure to harmful air pollution.

First Aid Policy and Emergency Protocol

Parents complete a Personal Health Record for each student at the time of enrollment. All allergies, including food allergies, and any chronic medical problem such as asthma, diabetes, high blood pressure, etc. should be listed on this form or on a written statement from the child's physician. This form or statement is kept in the student file in the Main Office. The school nurse has copies and provides these records for teachers when necessary. Teachers or administrators are generally not authorized to administer analgesics. However, in certain cases, especially in the Early Childhood department, parents may communicate with teachers, the school nurse, or other school staff to provide instructions on the administering of certain mild medicines.

For minor ailments (skinned knee, graze, small cut, etc.) the student is treated by the school nurse using the equipment from the first aid kit provided in the school clinic. A notice will be sent home to the parents explaining any health matters that arise at school.

If the medical situation is serious, teachers will inform the nurse and administration immediately. The student may be taken to the hospital accompanied by a member of the AIAN staff if the parent is unable to accompany the student from campus. The Leadership Team and/or main office will inform the parents of the situation and provide timely updates.

School Bus Guidelines

Taking the bus to and from school is both a privilege and a responsibility. Students and parents are urged to closely study the following rules and regulations. Any violation of these rules may result in the loss of bus privileges and further disciplinary action as deemed necessary by the Head of School:

- If a student will be absent, parents need to call the Bus Monitor so the busses will not wait for that student.
- Bus Monitors are charged at all times with supervising student conduct and safety. The instructions they give and the role they perform must be respected at all times.
- Bus drivers are charged with the task of ensuring the safest routes and conditions for passengers. It is not permitted in any way to compromise the bus driver's concentration through improper behavior.
- All students must be seated at all times when the bus is moving.
- Students must wear seat belts snugly at all times.
- Bus windows may be opened no wider than one hand-width.
- No objects, including limbs or other body parts, may be extended outside the window.
- Students may not bring any object onto the bus that could cause harm to others or create distractions within the vehicle. The Bus Monitor has the right to confiscate such objects as considered necessary for bus safety.
- The youngest students should sit in the front of the bus unless they are sitting with a student who is capable of and responsible for monitoring their behavior according to AIAN bus rules and regulations.
- No one is allowed to eat or drink, except water, while on the bus.
- Students must speak softly, calmly and appropriately on the bus.
- Students may not inflict damage to the bus. Doing so will impose fines in order to cover damages and could result in the loss of bus privileges.
- Students should demonstrate self-respect and show pride in our school through courtesy toward fellow passengers, guests, and other commuters on the road.
- If a student disregards the bus conduct regulations or is rude to the Bus Monitors or Drivers, parents will be contacted and disciplinary action may be taken as deemed necessary by the Head of School.
- When a student violates the school bus guidelines, the student will be given three warnings, and parents will be contacted each time. Certain inappropriate behaviors may result in immediate suspension from bus service, depending upon the infraction.

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AIAN Graduation Requirements

Credit Requirements

Subject Area	Credit Requirement
Language Arts	4
Mathematics	4
Sciences	3
Social Studies	3
Foreign Languages	2
Fine Arts	1
Technology	1
Physical Education	1
*Community Service	0
Electives	9
TOTAL	28

Attendance Requirement

Students must maintain a satisfactory attendance record. A credit can only be awarded to a student who has maintained an attendance record of at least 90% during a given semester.

Community Service Requirement

*All high school students are required to complete and pass a community service project under guidance and supervision by their college counselor before graduation.

Connect 5 Requirement

All high school students will participate in the Connect 5 program and complete passion projects which will satisfy 0.5 elective credits per academic school year. Each student is required to present a Passion Project and receive a satisfactory evaluation at least once in grades 9-12 in order to graduate.

Community Service Program Overview

Program Overview

The purpose of the community service program is to provide all high school students of Access International Academy Ningbo the opportunity to have a positive impact on our local community while learning that service to others is an ongoing part of life. Students who attend AIAN for all four years of high school must serve 40 hours of community service as a requirement for graduation. Students in the school less than four years will have their requirement prorated to 10 hours per year. It is recommended that students complete a minimum of 10 hours of community service each year. Students may accumulate more than 10 hours per year. Students are advised to complete the community service requirement prior to their senior year.

Community Service Guidelines

- Community service hours must be completed at a non-profit organization.
- A student may volunteer for a single organization or at a variety of organizations.
- Students are encouraged to complete their hours in areas related to their personal interests.
- Paid experiences do not qualify.
- Working without pay at a business, your job, or for a family business does not qualify.
- When a student transfers to AIAN, previously completed community service hours that have been documented and verified by the previous school may be transferred to AIAN.
- Students must complete a Community Service Verification Form for each organization at which he/she volunteers.
- A supervisor's signature is required on each form (the parent of a student may not sign as the supervisor).
- Community Service Verification Forms may be obtained from the College Counselor.
- Forms must be submitted to the College Counselor within one month of the date of service.
- Hours earned over summer should be turned in at the beginning of the school year in August.
- The deadline for submitting community service hours is the last day of the school year (**seniors, however, must have their hours completed by April 1st of their senior year**).
- Upon completion of the required community service hours, students must complete a Community Service Reflection Paper.
- Community Service Reflection Papers may be submitted to the College Counselor any time after completion of the required community service hours (**seniors must ensure submission of their reflection paper by May 1st of their senior year**).
- The reflection paper is an open-ended assignment and should provide a first-hand account of the student's experiences while completing his or her community service hours. It is not a research paper and does not require a works cited section. A list of questions that may be addressed in the reflection are included on the back of this page.

- The Community Service requirement will receive a pass/fail grade on the student's transcript.
- The Community Service requirement does not count toward transcript credits and is not weighted into a student's GPA, but it is a graduation requirement; **a student who fails to complete the requirements of the Community Service program may not be eligible to graduate.**

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来自校长的一封信

亲爱的爱学各位成员，

我们谨代表学校董事会、行政团队、教师和后勤员工热烈欢迎大家来到 2024-2025 学年！

我们很荣幸地向大家展示这一支来自世界各地的教师、助教和支持人员组成的高质量教职团队。

每年这个时候，国际学校都会迎来新的学生、家长和教师加入。请大家回忆一下你们第一次来到爱学时的情形？请记住这些记忆，并用它们来帮助新加入的成员，让大家感受到欢迎和支持，以便他们能够舒适地安顿下来。

清晰、简洁、及时的沟通是任何成功组织的基石之一。爱学继续改善我们的沟通和沟通渠道。学校通过官方微信群及邮箱定期发送信息，包括学校公告和紧急事件。为了使该系统正常工作，请确保您的电子邮件地址和手机号码准确的记录在学校系统中，并确保您扫描了学校以及各个年级的微信二维码。学校网站上还有学校日历、博客和每月午餐菜单。在本手册的内容中，您可以找到描述学校使用的沟通渠道的信息。请花时间阅读该部分，以帮助确保沟通质量。

我们期待着通过互相的合作更专注于打造学生个性化的学习环境，并且获得成功。请放心，爱学所做的所有决定将首先基于学生的最佳利益。

谢谢。祝好！



Ryan Godlewski
校长

爱学使命

爱学为学生提供一个兼具培养和挑战的学习环境，鼓励学生

- ✓ 思考-带着创造力和好奇心
- ✓ 学习-怀着对未来的热情
- ✓ 关爱-对他人及环境
- ✓ 成长-思想更加成熟，体魄更加强健，性格更加坚韧

学习目标

- 成为全球公民
 - 了解全球问题，优先考虑环境及其保护
 - 准备成为民主社会的公民
 - 表现出对文化的认识和理解，尤其是东道国文化
 - 为改善学校、社区、国家和世界的生活质量贡献力量
- 成为有效沟通者
 - 清晰而有目的地沟通
 - 基于理解的角度进行沟通
 - 为给定任务选择最佳和最合适的沟通形式
- 成为终身学者
 - 有效收集信息，以获取新知识和技能
 - 管理时间，有效按时完成任务
 - 评估学习优势和劣势，并设定改进目标
 - 将以前的知识和新的技能联系起来
- 成为协作者
 - 与他人合作，设定并完成目标
 - 在与团队成员合作时表现出积极的态度、热情和主动性
 - 学会接受和欣赏不同的观点
 - 组织任务以允许所有成员参与

学校管理

学校董事会

学校董事会是学校的最终权力机构，具有以下职责：

- 制定和/或批准重大政策事项。
- 战略规划
- 审核和批准学校预算。
- 任命、支持和培养校长

校长

校长就与学校有关的所有政策问题向董事会提供建议，代表董事会制定政策决定，并向学校（咨询）委员会报告。校长负责管理所有学术计划、委员会、学校活动以及学校的日常运营。学校的运营预算、人力资源、营销和公共关系计划由校长管理。

领导团队

领导团队成员由校长任命。校长应担任团队负责人责任。副校长、校长和协调员在课程开发和交付、学生服务、纪律和日程安排等方面为校长提供支持。领导团队有助于发展和维持高标准的现代教育实践。

信息和政策

学生到校/离校

学生应该在每天早上的班会时间前（8:30）准时到校，在校上课期间不准私自离校。幼儿园和小学的学生，在不乘坐校车的情况下，必须有成人陪同到校和离校。初中和高中的学生在得到家长/监护人的允许后，可以自行到校和离校。

洗手间

校园内的每一栋建筑中都拥有男女洗手间。所有学生、员工和访客都请正确使用洗手间，遵守规定，否则将导致纪律处分。

自行车和机动车

任何车辆，无论是否是机动车，都不允许在校园内行驶。所有电动自行车和自行车（包括住在宿舍的教职工）都要停在警卫室旁边的遮阳棚下。

生日和课堂聚会

课堂聚会虽然对学生来说很有趣，但确实会分散学生对学术课程的注意力，并不适当地占用课程时间。我们要求教师每学年计划的课堂聚会不超过三次，并围绕与教育相关的主题进行安排。

如果家长需要使用学校设施进行任何活动，必须提出申请并得到领导小组的批准。

除了课堂聚会之外，还可以举行生日聚会。教师应将生日聚会控制在不超过 20 分钟的时间内，并与点心时间、午餐时间或放学时间相结合。我们要求家长保持简单的生日聚会，并事先与教师沟通明确所有计划。教师会根据学生的年龄层安排学生生日聚会形式。

只有在班级所有学生都被邀请的情况下，才可以在学校分发私人生日聚会的邀请函。所有的私人聚会都应该在校外举行，而不是在校内。

在校时间

每天早上 8:00 开始，学生可以进入校园，届时会有老师监督。学生应从警卫室前的校门进入校园。每天早上 8:30 课程时间开始。学生如果在 8:38 之后到校，他们需要在保安室领取迟到单并交给老师。

在没有课后活动的周一至周四，每天下午 3:40 放学；有课后活动，每天下午 4:30 放学。周五的放学时间为下午 3:30。

监控系统

校园的所有室内和室外区域都有摄像头进行监控。这些摄像头每天 24 小时记录视频，但不记录音频。监控由高级信息技术支持主管管理。查看和/或下载视频监控数据需要高级信息技术支持主管的协助。以下准则适用于视频监控数据。

- 对视频监控数据的访问必须得到学校负责人的授权。
- 所有视频监控数据都是学校的财产，只有在学校负责人同意的情况下，外部人员才可以查看。视频监控数据不会被传播给外部。
- 家长在查看视频监控数据时，教师有权在场。
- 外部人员（即家长）必须提前向学校提出要求，以便查看视频监控数据。校长和领导小组将决定外部人员是否可以查看视频资料，并安排一个合适的时间让所有相关人员查看视频监控数据。
- 工作人员或学生的任何非法行为或公然违反学校政策的行为，在视频监控数据中都有明确记录，可能会导致纪律处分和/或开除。

储物柜

所有 5-12 年级的学生都将拥有一个储物柜，这也是他们的责任。学生不得随意更换或交换储物柜。超过正常磨损的损坏将由学生个人承担。如果这种损坏是疏忽或恶意导致的，学生可能会失去储物柜。

学生不允许在储物柜上贴标签或写字。学生还必须在学期结束的最后一天将自己的储物柜完全清理干净，否则将不发给他们成绩单。

此外，我们提醒学生不要将贵重物品带到学校。学校对丢失、被盗或损坏的物品不承担任何责任。

失物招领

学生的物品必须标明姓名和年级。例如，校服是相同的，许多学生都穿同样的尺寸。除非物品上有明确的标签，否则很难确定失物招领架中物品的主人。

行政办公室外面有一个失物招领架。在合理时间内没有人认领的物品可能会被丢弃。关于失物招领架上物品所有权的任何争议，必须由学校校长处理。

丢失或损坏教学材料

丢失的课本或学校设备的补发费用为学校为该物品所支付的费用加上 30%的额外运输费。希望所有学生在归还书本时，装订完好，封面/封底干净，书中所有的页面无缺漏、无任何标记。如果需要维修，学生将承担在短时间内将物品恢复到完全可用状态的费用。教师将通知学生丢失或损坏教学材料的费用。学生将向财务处支付这笔费用。

电子设备

根据上级部门的最新政策规定，移动设备（智能手机、手机等）是不允许在学校使用的。移动设备政策详细规定了其他电子设备的可接受使用，如平板电脑、IPAD 和笔记本电脑，这些设备可能被允许使用。移动设备政策严格适用于各年级对移动设备的允许和使用。完整的 *移动设备政策*可以在学校网站上找到。

幼儿园和小学的学生不允许携带设备进入校园。任何被发现携带移动设备的学生将被要求将其交给行政办公室，并与学生家长联系，以便从学校取回设备。

初中和高中的学生如果租一个移动设备储物柜(押金将会退回)，就可以把手机带进校园。租用移动设备储物柜的学生将被分配到一个特定的储物柜号码，并得到一把钥匙，每天早上进入学校时，他们需要将手机放入该储物柜并上锁。在上课期间，学生不允许使用移动设备储物柜，除非有紧急情况，或者学生提前离开学校。学生只能在当天最后一节课（或课后活动）结束后从柜中取回自己的手机。钥匙一旦租出，将成为学生的责任，任何丢失的钥匙将产生更换费用，费用在更换时确定。

核酸检测

所有学生和教职工都必须遵守政府的防疫指导方针以及所有其他关于健康和安全的要​​求。根据最新的指导方针，学生和工作人员可能被要求每天或每周进行核酸检测，并向学校提交检测报告。请注意，对学校的要求可能比对公众的基本要求更严格，但仍需遵循。

课后使用学校活动场地的规定

家长和学生非上课时间进入校园时，须使用人脸识别系统，并且家长对学生负有监管责任。学生可以使用篮球场、排球场、羽毛球场、网球场以及游乐场。学生和家长不得进入任何学校建筑内部。只能使用警卫室的洗手间。一旦正式上课时间结束，学校教职员工就不承担任何责任了。

*请注意，根据当地的防疫要求，放学后校园可能会对学生和/或家长关闭。

外部食品

如果家长需要在上学期间将学生午餐送到学校，必须将袋子放在警卫室，并联系行政办公室，以便告知学生午餐已被留下。除非行政办公室与家长取得联系，否则学生不得从警卫室取回食物。

学生可以携带上午的零食到学校。我们鼓励他们携带健康的零食，研究表明，学生在这个时间段需要健康的食物来维持他们的能量水平和注意力。学生一般不允许在教室里吃东西，但个别班级的规定可能由教师进行调整。

学生必须避免吃其他学生的食物。对于特殊场合或班级聚会，教师可以邀请学生携带零食和食物与同学们分享，但必须遵循安全和卫生规范。

个人或团体的学生不允许在学校订外卖。如特殊情况，需要得到学校领导小组成员的批准。

家委会 (PTA)

家委会是为了促进良好的家校精神和关系。它是一个有益的交流论坛，为加入学校的新家庭提供支持。家委会帮助组织学校的一些特殊活动，如国际日。家委会还帮助组织家长志愿者在教室里工作，并根据需要参与特殊项目。

家长会 (PTCs)

第一、二、三季度末会召开家长会。如果有机会，强烈建议所有的家长尽可能地参加。这是一个和老师面对面了解您孩子学业和社交情况的绝佳机会。在家长会期间，老师和家长都可以提出问题和建议。我们非常鼓励学生与父母一起出席这些会议。

家长和访客来访

访客需要在校门口签到，并且必须在校园内一直佩戴通行证。校门口配备一名安保人员。任何人在正式与学校取得联系，完成访客登记和办公室批准前不得入校。他们进出的时间会记录在校保卫室。访客只能去他们被邀请的校园区域。

家长志愿者

鼓励家长自愿为学校贡献时间和资源。如果家长主动提出或响应志愿服务请求，请确保清楚了解您将执行的任务以及您将遵守的安排表。通常，在教室、图书馆或户外教学中需要提供帮助。在小学部的户外教学中，可能会邀请家长参加课堂并协助监督。学校感谢愿意提供此类帮助的家长，而学生则从为社区提供宝贵服务的家长那里看到了榜样。

父母是伙伴

父母是孩子的启蒙老师。他们为孩子的老师提供有价值的观点和重要的见解。家长和老师有一个共同的目标，那就是让受他们照顾的学生发挥最大的潜能。这种关系是通过积极沟通和相互支持建立起来的牢固伙伴关系。在这样的学习环境中，学生对他们世界中有重大影响的人产生强烈的安全感、一致性和可靠性。爱学的家长和老师应该定期进行正式和非正式的沟通。这将有利于确保学生的幸福和福祉。

个人物品

学生、员工或访客带入校园的任何个人物品均由所有者全权负责。如果校长指示，学校可以利用其资源协助调查个人物品丢失或损坏的原因。但并不是必须这么做，学校对此产生的损失或损坏不承担任何责任。如果发现个人物品的丢失或损坏是由于学生、工作人员或其他访校者的故意行为造成的，学校可能会采取纪律处分。然而，学校不会赔偿所有者或更换丢失、被盗或损坏的个人物品。

照片/视频发布声明

通过签署本手册，父母和法定监护人授权宁波爱学国际学校以合法方式拍摄、使用和/或复制其孩子的照片、视频、肖像或音频，并用于爱学的内部或外部宣传和信息活动。外部新闻媒体、学校工作人员或其他外部媒体机构的代表可就他/她参与的任何和所有关于爱学的报道，对孩子进行采访和/或拍照。父母和法定监护人还同意允许在任何传播渠道中，包括网站和内联网、社交和广播媒体渠道以及印刷和电子出版物发布其子女的作品和/或照片/视频。父母和法定监护人明白，通过签署本手册，放弃使用上述材料（包括印刷、电子和网络媒体）的任何和所有现有或未来补偿权利。

处理学生资金程序

为了确保我们的财务办公室收到缴费（费用、设备、学费、校服等）款项，并确保家长收到发票，所有年级的学生将直接把款项交给指定人员。出纳会收到款项，记录交易，并提供发票。活动组织者或其他指定人员收取活动和户外教学的费用。

违禁物品/物质

爱学校园和所有场地和建筑物内的在场的人员可能会受到严格监控，以防携带和/或使用违禁物品。任何种类的武器都是严格禁止的。酒精、烟草和娱乐性药物在爱学被视为违禁物质。

爱学的校舍和场地被指定为无烟、无酒、无毒品等区域。这条规则的唯一例外可能是偶尔在特定的成人活动中供应葡萄酒/啤酒/烈酒，如家委会鸡尾酒晚会。这种情况需要学校董事会的批准。学生、家长、访客和员工都必须遵守此规则。

如果发现学生在校园内持有或受到违禁物品/物质的影响，校长将立即通知其家长并采取适当行动。

如果发现家长或访客在校园内持有或受到违禁物品/物质的影响，他们将被要求离开校园，可能不被允许返回。

如果发现员工在校园内持有或受到违禁物品/物质的影响，他们将受到谴责，并可能被爱学解雇。

如果发现任何人携带在中华人民共和国境内非法的物品/物质，学校将联系警方并要求其协助处理。

学校午餐

每日时间表包括每个年级的午餐时间。学生可以选择学校提供的每日热午餐餐饮服务。爱学致力于以合理的成本提供营养餐。但也请理解，我们无法迎合每个孩子的口味。学校非常鼓励学生带着包容心，欣赏和感谢来自不同地区的美食。学校网站上可以查找到菜单。

考勤政策

通知家长

当父母双方都不在宁波和/或北仑时，请务必联系办公室，告知学校在父母不在的情况下，谁将是孩子的监护人。父母必须在离开期间提供完整的联系信息。如学校未收到事先通知，学生将不被允许被任何人带着。家长长时间离家，必须与校长讨论。

出席预期

所有学生都必须使用校门口的面部识别系统才能进入校园。该系统记录学生的每日出勤情况，并根据当地政府的指导方针记录正常的体温。如果学生未使用该系统进入校园，他/她可能会被记录为缺课，这将反映在成绩单和绩点上。

学生必须在整个学年定期上课才能取得成功。如果学生在任何一个学期缺课超过九(9)天(或整个学年缺课 18 天)，他们可能无法达到学业要求。对于高中生，根据爱学毕业要求(见附录)，在给定的学期内，至少要有 90%的出勤记录才能获得课程学分。

强烈建议，不要因为长途家庭旅行而让学生缺课。

本政策适用于因故缺勤和无故缺勤。可考虑以下例外情况：

- 如因长期生病或受伤缺勤，学校所批准的家庭辅导将满足出勤要求。
- 学校组织的交流或旅行，如体育比赛和文化旅行，不算作缺勤。
- 学校了解学生可能需要遵守宗教节日。
- 从其他学校转学的学生在开始上课时须遵守本制度。
- 如果学生被批准上网课（如有），经各学部副校长批准，他们通过在线方式上课的天数不得算作缺课。

缺勤及补交作业

上课出勤对学生的学业进步至关重要。补课永远不能完全弥补学生缺课所造成的损失。因此，学生应每天到校。

当学生缺席时，家长需要联系学校办公室告知缺席原因。如果学校没有收到通知，办公室工作人员将联系家长，告知他们孩子未到校并询问原因。如果学生连续缺席三天，可能需要提供医生的证明。

即使请假，学生个人也要对缺席期间的所有资料负责。他/她也有责任补上错过的作业、考试和/或小测验。学生一般有两天时间将缺失的部分补足，但补课政策由各任课老师制定，并在课程大纲中说明。

如学生长期缺勤，必须提前向老师问询作业。如旷课超过三天，学生需与老师协商弥补缺失作业及任务。

事先请假

当学生事先知道他/她将因任何原因缺课时，家长应将详细情况告知总办公室。如果预计长期缺勤（三天或更长时间），学生需要从办公室获得预期缺勤表，并在离开前至少三天由教师填写。办公室将通知领导团队（副校长）和班车长预计缺勤情况，预计缺勤表将保存在学生档案中。教师将决定如何处理遗漏的课程及作业，并由领导团队给予最终批准。在成绩报告也会根据实际情况进行考虑。

如果该表格未被批准，学生仍决定缺席，将被视为无故旷课，且旷课作业将不计分。如果旷课是由于个人或家庭旅行，学校可能会拒绝将旷课作业计分。在某些情况下，学生可能会被要求在缺席之前完成作业。

学生必须在预计缺席前向学校办公室提交一份表格。办公室将通知领导小组(副校长)和班车长。此表将存入学生档案。

无故旷课

学生缺席时，如果没有携带说明缺席原因的证明，或学校不能接受缺席原因，将被视为无故旷课。学生在旷课期间完成的作业或在旷课当天提交的作业将不记入成绩。学生有一天时间将无故旷课改为因故缺席。

缺课也属于无故旷课，应通知家长，并承担相应的后果。反复缺课或将成为校长将此学生长期停课和审查的理由。

迟到

在爱学准时上学很重要。我们以帮助年轻人步入社会生活做好准备而自豪，我们灌输的价值观之一就是守时的重要性。在一个学期出现第五次迟到后，学生将在课间休息时被留堂查看。随后的每一次迟到都将导致进一步的后果并和家长取得联系。

迟到次数将按学期累积，在每学期开始时，计数将从零开始。如果学生没有出席留堂查看，他/她可能会被校内停学。

关于迟到的其他要点：

- 如果学生迟到或在学校放学时间之前离开，并且错过任何课程，学生必须自行负责通过办公室联系并作出安排。
- 学生必须联系缺课教师。即使因故迟到或早退，任何分配好的作业都必须交给老师。
- 如果学生上学或上课迟到，必须在保安室领取迟到通知单。
- 只有在学生出示由家长或监护人签署的说明并解释迟到原因的情况下，迟到次数才可以免除。

考虑到这项政策的严格性，我们敦促家长和学生全面考虑，计划好早上的时间，以便有充足的时间准时到达学校。

这条规则的唯一例外是由于医学救治或考试造成的必须在早上放学前进行。因故迟到，学生必须提供医生的书面证明或考试证明。

早退

学生们在上学期应全程在校园在。如果一天中出现合理情况，导致学生必须离开学校，如生病或参加要求的课程或考试，则必须与学生家长协商，并获得领导团队和/或学校办公室的许可。无论出于何种原因，未经家长许可，学生不得擅自离校。早退时间计入缺勤。

招生政策

宁波爱学国际学校欢迎持有境外护照和香港、澳门或台湾旅行证件的学生申请入学。在爱学学习期间，所有学生必须与至少一位全职家长生活在一起。入学申请需在注册和入学考试前提交所有爱学国际学校要求的资料和记录，才能考虑完成入学和安置程序。

到当前学年的 8 月 31 日，儿童必须年满 2 周岁才能进入幼儿园小小班，之后的学生将根据其完成年份、年龄和能力的成绩单，被安排在相应的年级。只有在孩子的老师、领导团队和校长的协商和批准下，学生有可能升或降级。校长将在与包括家长会面后做出最终决定。

爱学无法接受严重学习障碍学生的入学。学校没有聘请能够提供适当课程以满足此类需求的专家。此时，学校会根据具体情况考虑每个入学申请，以确定其员工、课程和设施是否能够充分满足学生的个人需求。

学校保留进行所有必要评估的权利；需提供所有以前的报告和记录；提供临时接受；对任何学生提供完全录取或拒绝录取的权利。对于新生，如有必要，爱学保留在入学后三十天内评估该学生适合性的权利。

包容政策

爱学的 *包容性政策* 概述了学校对感兴趣、申请或注册爱学的学生的多样性、公平性和包容性的观点。该政策阐明了我们对接受的信念以及我们对社区的承诺。一般而言，爱学尽一切努力让任何申请者加入我们。然而，有时由于政府限制或支持有特殊需要的学生的资源不足等原因，学校领导团队必须做出不接受学生的决定。

全部 *包容性政策* 详见学校网站。

学费管理

幼儿园学费管理和退费政策

此政策仅适用于小学及初高中学生的学费管理。幼儿园学生的学费管理另有适用政策，将在《幼儿园学生手册》中予以明确。

学费计算

针对老生，全额收取学费。每学年分两个学期，若学生在每学期开学后，因故未能准时上课，下面的政策将适用：

1. 缺课30天内，全额收取学费。
2. 缺课31-60天，收取2/3学费。
3. 缺课61-90天，收取1/3学费。
4. 校车和午餐将依据实际天数计算。

针对新生，学费从实际入学日开始计算。

学费缴纳

- 1) 每一学年的学费分两次支付，即按照学期支付。
- 2) 学费的支付时间会在学费单中予以明确。第一学期学费支付时间，可查看第一学期学费单。第二学期学费支付时间，可查看第二学期学费单。针对老生，第一学期学费单将在暑假期间发放；第二学期学费单将在每年寒假前发放。针对新生，学费单将随同录取通知书一起发放。
- 3) 学费单中列明的学费及其他费用（如：注册费（仅限新生）、科技费、餐费、校车费、校服）需同时缴纳。
- 4) 学费未能在规定的时间内进行支付，将会产生滞纳金。滞纳金的缴纳标准如下：
 - a) 逾期 1 至 5 个工作日（含 5 个工作日）支付学费的，视为付款宽限期内支付学费，不产生滞纳金。
 - b) 未经学校书面同意，逾期 6 至 15 个工作日（含 15 个工作日）支付学费的，将产生学费 15%的滞纳金。
 - c) 未经学校书面同意，逾期 16 至 30 个工作日（含 30 个工作日）支付学费的，将产生学费 15%的滞纳金。
 - d) 未经学校书面同意，逾期 30 个工作日以上仍未支付学费的，所有成绩单将被保留在学校直至有最新的付款时间表。严重的逾期付款行为，可能导致学生停学的严重后果。

学费退还

若学校确定无法为某个学生提供适当的课程，学校有权取消录取协定，并将退还未使用部分的学费、校车费和餐费。

若家长决定学生离校，下述条款适用：

- 1) 注册报名费不退还。
- 2) 校车和午餐将依据实际天数计算，并退还未使用部分。
- 3) 学年分两个学期，若学生在每个学期期间转学或退学，下面条款将适用：
 - a) 0-30天，退2/3未使用部分学费。
 - b) 31-60天，退1/3未使用部分学费。
 - c) 61-90天，不退费。

沟通渠道

清晰的沟通渠道，可以让学校的运作更加地顺畅和高效，亦能更好地服务于其社区。学生或家长的相关问题、事务或疑问的沟通渠道如下所列，可按需按序使用。尽可能不跨级沟通。

1. 科目老师/班主任老师
2. 各年级段副校长
3. 校长

按序联系上述人员，有助于快速且清晰地解决大部分问题。如上述顺序中的某人缺席，可按序找下一位人员沟通。大部分问题可由各科目老师来明确和解决。

当学生或家长提出问题时，期望尽可能快的得到回复。大多数情况下，回复几乎是即时的。但有些问题，需要花费更多的时间。当然，所有的问题应在三个工作日内予以处理。学校可能会要求书面形式来沟通，以便明确和理解问题。此种情况下，学校亦会做出书面回复。

学生行为准则

行为准则

五项行为准则，如下：

1. 听从老师和其他教职员指示
2. 举止安全、礼貌、谦恭
3. 尊重他人的权利和信仰
4. 爱护学校的财产、他人和环境
5. 诚实守信，文明用语

本校所有学生在教室内、校园内、代表学校、往返学校途中，以及在校内外参与任何与学校相关的活动时，都应遵守爱学行为准则。此外，我们也期望学生在离校期间同样以适当的方式行事，并遵守学校的行为准则。

该行为准则将在课堂上定期向学生传达。遵守行为准则是他们的责任。

对学生的期望

学生需对自己的学习负责。这意味着：

- a) 准时到校
- b) 做好上课准备
- c) 对日常学习持有负责的态度
- d) 认真、及时地完成课堂和家庭作业

学生需以和平的方式解决分歧。这意味着：

- a) 尊重他人的财产和个人空间
- b) 不与他人发生肢体或言语上的冲突或争吵
- c) 不拿不属于自己的东西

学生需听从教职员的指示。这意味着：

- a) 当他人说话时，需倾听他人说话
- b) 尊重有老师或成年人，包括代课老师和所有教职员

学生需体谅他人的情绪。这意味着：

- a) 在任何时候，都文明用语
- b) 不得欺凌或戏弄其他学生
- c) 乐于互助

d) 友好且彬彬有礼

学生校园行为安全。这意味着：

- a) 不得在浴室或走廊里闲逛
- b) 在自助餐厅、走廊和楼梯上行走

校园安全

从个体的角度，学校社区内每个人的权益都是至关重要的。人人都应遵守学校的行为准则，并受其保护。

校园位于居民区内，配备 24 小时安保人员。学校致力于为学生提供一个安全的环境，不论是校园内，还是在户外教学场所。

除日常照顾学生的人员外，其他人员若要带学生离开校园，必须得到学生父母或者监护人的书面同意。

学术诚信（学术剽窃）

学生需自行完成所有的作业、测试和学习项目。值得强调的是，相对于分数来说，更重要或最重要的是学生的学习及其所呈现的学习成果。

学术欺诈是指获取或复制他人的学习成果，并视其为自己的学术成果。这就是学术剽窃。

考试作弊将视为学术欺诈。这包括在考试中使用未经授权的、违规的笔记，和他人说话或示意，偷考卷，和/或违反考试过程中老师宣布的考试纪律。

人工智能（AI）的使用并不是严格禁止的，因为它可以作为教学和学习的工具。然而，AI 的使用必须严格限制为辅助工具。以下基本指南涵盖了学生使用 AI 的允许和禁止用途：

- 学生**可以**使用 AI 进行头脑风暴、辅助研究、拼写和语法检查、翻译以及技能练习。
- 学生**不得**使用 AI 来完成整个作业、论文或项目，不得用于作弊或编造信息，不得抄袭内容，不得绕过预期的学习过程，也不得用于生成测试、测验、家庭作业或其他评分问题的答案。

学术欺诈视为严重的违规行为。反复出现这种行为可能会导致在班级中失去信用、停学、或永久开除的严重后果。

学校将采用所有可使用的方式来检查学生是否存在剽窃行为。这包括但不限于：让其他老师来检查和使用（基于互联网的）线上检测系统，以确保所有引用/参考材料的合规性。

纪律政策

根据爱学行为准则，学校需要给学生提供一个愉快安全的学习环境，并在任何时候给予学生公平和有尊严的对待。

当父母把孩子送进爱学，学校就和父母建立了合作关系。这种伙伴关系的基础是对于孩子的共同责任和相互尊重。它的目标应该是实现有效的学习和良好的纪律，这样学校的环境是有生产力的，也是和谐的。这种伙伴关系必须努力在学生中建立对适当行为的理解。这一政策旨在为学生、教师和家长就学校纪律问题提供明确的指导和期望。

完整的 *行为和纪律政策* 可以在学校网站上找到。

行为与纪律政策的目标是：

- 鼓励和支持责任自律的发展。
- 培养所有学生的高度自尊。
- 确保一个安全的校园环境，没有欺凌，骚扰和恐吓。
- 为学生建立一个持续的奖励和后果的系统。
- 发展学生之间使用非暴力解决冲突的技巧。
- 为学校纪律建立和支持强有力的家庭/学校伙伴关系。
- 发展对学校期望的学习成果的支持。

未成年人保护政策

我们相信，学生有权在被忽视，受到身体、性和情感虐待时得到保护。因此，本政策介绍了处理潜在的未成年人忽视和虐待的原则、流程和程序。

爱学认识到我们在未成年人保护方面的责任。我们的目的在于给学生创建一个安全、有保障的就学环境。所有学生的安宁对我们来说至关重要。学校的每个成员必须在道德和法律上迅速、专业地采取行动，以确保在涉嫌虐待未成年人的情况下保护我们的学生。所有涉嫌虐待未成年人的案件应立即向儿童保护专员报告。

本未成年人保护政策及其附属程序以当地、国家和国际法为基础，包括：

- 中华人民共和国未成年人保护法，2012 年，第五条
- 中华人民共和国反家庭暴力法， 2015 年，第十四和三十五条，
- 联合国儿童权利公约，1989 年，其中中国是该公约的签署国。关键的两条是： 第十九条-虐待和忽视的保护，以及第三十四条-性虐的保护 。

完整的爱学未成年人保护政策会呈现给所有成员提交并要求所有成员签署，包括所有工作人员、学生、家长、志愿者和所有在爱学校园开展业务的其他人。完整的政策可以在学校网站上找到。

可接受的使用政策

可接受的使用政策规范了我们在爱学对设备、IT 基础设施、网络和互联网的使用。制定这些规则是为了让我们的电脑和教室在最高标准下运行。该政策在学术和社会上受到了爱学愿景上的启示。该政策将反映我校的目标，包括全球公民、终身学习、有效沟通和协作技能。

完整的 *可接受使用政策*可以在学校网站上找到。

关于学生使用设备和网络的政策的一般指导方针如下：

1. 尊重你自己
2. 保护你自己
3. 尊重别人
4. 保护别人
5. 尊重课堂环境
6. 享受娱乐
7. 尊重版权
8. 尊重学校的电子设备

移动电子设备的政策

完整的 *移动电子设备使用政策*可以在学校网站上找到。

幼儿园和小学的学生不允许带电子设备到学校，包括智能手表。在学生身上发现的任何设备将被移交给办公室，直到家长来学校取回。

根据移动电子设备政策，初高中学生可以携带电子设备。如果你的孩子在学校不需要使用电子设备，强烈建议把它留在家里。

学生可在下列条件下携带电子设备：

- 在校期间，所有手机必须关闭或调成静音，并锁在指定的移动设备储物柜内。储物柜必须以每学期为单位租用；否则，手机将不允许在校园里出现。
- 初高中学生可以携带其他电子设备，如平板电脑、iPad 和笔记本电脑，但在上学期间必须放在书包里，除非任课老师允许用于教学目的。
- 根据可接受使用政策，需要使用电子设备完成作业的学生可以使用学校的平板电脑。任何违反可接受使用政策或爱学儿童保护政策的电子设备使用将导致该学生立即失去该特权。
- 注册在线课程的学生将被允许使用自己的设备(不包括手机)进行课程作业。任何学生被任何爱学员工发现滥用电子设备，将被取消这一特权。
- 如果您选择让您的孩子带电子设备来学校，学校将不承担设备丢失或损坏的责任。

违反这一政策的学生，将需要家长或监护人亲自到学校取回设备。第一次和第二次违反这一政策的学生，将导致设备被没收，直到放学。第三次及之后违反此政策的学生，将导致设备被没收，直到家长或监护人从校长那里取回为止。

校服政策

完整的 *校服政策*可以在学校的网站上找到。校服必须通过行政人员向学校购买。周一至周五必须穿校服。除非得到许可，上课时必须摘下帽子和兜帽。

小学生从周一到周五必须穿有领衬衫和裤子或短裤。郊游时可以戴棒球帽。高中和初中学生周一到周五必须穿学校提供的领带、夹克、正装衬衫和休闲裤或裙子。天气暖和的时候，学生们可以不穿夹克。鞋子应该是深色的，但制作和风格取决于个人学生。外套也由学生自己选择。

学生要求规范着装，注重仪表，包括身体彩绘、纹身、戴耳钉、染发和化妆等仪容仪表需要规范。如果领导团队确定学生的着装打扮会分散他/她或其他人的注意力，或不符合学校的使命和理念，我们将会要求学生进行整改，如覆盖纹身或移除相关物件、装饰等。

所有学生均备有体育制服，在体育课及体育活动时穿著。学生可在指定的日期和时间内穿著体育制服，以代替正常的校服。一般来说，这将仅限于学生参加体育课的日子，具体的指导方针将由学校校长和/或副校长制定。

在没有校服的情况下，在“无校服日”，爱学学生被期望他们的穿着和外表可以体现出对自己的自豪感和对他人的尊重。学生服装应干净、舒适，并与学校活动的功能相适应。极端形式的服装，如撕裂的衣服，裸露的腹部，高裙摆或低领口，这有损于教学环境，是不被允许的。有毒品、烟草或酒精标语或攻击性信息的服装或珠宝也是被禁止的。学生在教学楼内必须脱下帽子。如有需要，学生应穿适当的运动鞋参加体育活动。

教室夏天有空调，冬天有暖气。有分层的衣服最适合多变的气候。在炎热的月份，建议学生在户外操场或学校郊游时戴上帽子和防晒霜，以防止阳光照射。

语言理念

国际学校是语言丰富的社区，但需要一种共同的语言来使这个社区融合、社会化并进行教学活动。对于我们社区的许多人来说，这种共同语言可能不是他们的第一语言。在爱学，通用语言是英语。为协助培养社区发展英语为共同语言的意识，我们提倡以下理念：

- 所有的老师都被认为是英语语言教师，并有责任为社区的所有成员，特别是学生提高英语语言素养。
- 社区成员希望在可能的情况下使用英语作为融入和交流的媒介。
- 爱学在适当的情况下积极鼓励和支持所有学生使用 and 保持母语。

语言习得是一个持续的过程，最好发生在一个安全的环境中，有意义的、引人入胜的经历适合会话语言和学术语言的习得。

语言不是孤立地发展，而是流畅地、同时地发展。多种语言是每个人文化中不可分割的一部分，研究表明，那些精通多种语言的人能够获得更高层次的思考。在课堂活动中，学生们使用英语和第二语言互相帮助，以澄清和/或加深知识和技能。在不太正式的场合，比如在课间玩耍的时候，在经过的时候，等等，学生可以自由地用他们选择的语言交谈，无论是英语还是第二语言。然而，学生们必须意识到，尽可能地确保同龄人参与社会交往，并且不允许使用任何语言的脏话。当任何语言被滥用时，爱学将会采取严厉的措施。

课堂上的主要教学语言是英语。汉语(普通话)是爱学正式教授的第二种语言，所有学生都需要参与汉语的学习，包括被指定为英语语言学习者 (ELL) 的学生，学校的目的是尽快将他们融入到普通话课程中。在课外活动项目中，可能会提供其他语言的学习，如西班牙语。

英语非母语学生课程 (ELL)

加入 ELL 课程

在学生进入爱学时，将对学生进行 WIDA 筛选评估测试，该测试是一项英语语言能力测试，测试内容包括阅读、写作、听力和口语四个方面。老师将评估结果以及来自他们之前就读学校的成绩和母语成绩，为学生安排课程。

ELL 评估

学生不仅会在每学期末以及随后每一年的 ELL 课程学习中接受 ELL 老师的评估，还会收到关于其英语学业发展的学期成绩报告单。我们对 ELL 学生的评估包括：

1. 每学期收集的 WIDA 测试数据
2. 目前在主要学科中的排名
3. 教师就学生表现的评论和看法
4. 学生的年龄及学习 ELL 课程的年数
5. 在主课中的成绩考评

爱学的所有教师和员工都被视为 ELL 教师，他们与 ELL 专职老师共同合作规划学生课程。

班主任和学科教师对 ELL 学生评分情况

当 ELL 学生每周的到课率至少有一半时，其班主任和/或学科老师会给到成绩。

ELL 教师，课堂形式和课程安排

爱学聘请的英语语言教学专家，能为学生提供多种教学模式。课堂形式（在方法上）从沉浸式到输出式各不一。这种灵活多变的形式有效得满足了 ELL 学生的需求。

接下来，就 ELL 学生退出还是进入这门课的课程安排上，任课老师和 ELL 老师需花大量的时间共同商量和规划。在开学的第一周，ELL 老师在与班主任协商后，对学生进行评估，最终确定班级名单。此外，ELL 学生在其它学术科目也会进行区分，这包括在成绩单上注明 ELL 学生的身份等。

最后但也同样重要的一点是，教育研究表明，ELL 学生在学习第二语言时，会有特殊的教学需求，但当他们与同龄人一起在主课教室学习时，实际上却能更快地掌握第二语言。为了更好地满足 ELL 学生的需求，ELL 负责人可以安排特殊的进入教室辅导时间（在常规的 ELL 学生时间表之外），这样可以评估到 ELL 学生在主课课堂中的表现情况。之后 ELL 负责人将此情况以书面课口头的形式反馈给主课任课老师。

汉语课程

在开学的头几周，汉语教师将对学生进行评估，以确定班级名单。许多学生从一开始就能够学习汉语，并能在他们的主课中得到 ELL 的辅助。如果有 ELL 学生还为做好上汉语课的准备时（例如，有特殊学习需求的学生），那么学校会同意让该学生做好准备后才去上汉语课。

进入幼儿、小学和中学/高中

无论学生们的语言能力如何，学校都会尽努力接受他们，帮助他们。当 ELL 教师收到 WIDA 评估分数时，他们将与主课（或专业）任课老师合作，给予必要的支持以提高学生的语言熟练程度。

退出 ELL（主课化）

如果 ELL 老师和主课老师一致认为该学生已达到“英语 6 级水平，达标”（根据 WIDA 评估），他们就会建议该学生参加退出考试。我们将以电子邮件的形式告知该学生，ELL 负责人、ELL 老师以及主课老师。每名即将毕业的 ELL 学生都会参加由 ELL 老师监考的王IDA 测试。

学生能否从 ELL 退出取决于三个因素：

1. 预期能学好主要学科的态度和能力
2. 在主要学科和 ELL 课上的表现

3. WIDA 毕业测试和教师评估

这三个因素确定好后，主课、任课老师、ELL 负责人和副校长会一起讨论该学生正式退出 ELL 课程的问题，然后经校长批准。该决定未经批准前，不得通知学生。ELL 负责人会发出正式退学信书面通知家长。

情况交流

学校会通知家长学校所做的决定。初次入学测试后，ELL 负责人会和校长一起在入学面试中与家长交流详情。当学生退出 ELL 课程时，ELL 负责人会正式向家长发送退出信（如上所述）。

重新加入 ELL 课程

如果有学生退出了 ELL 课程，但经过一段时间后，发现他/她的语言水平停滞不前甚至大大低于年级水平。在这种情况下，我们将通知家长，采取相应措施，考虑将该学生重新安排进 ELL 课程。如果有学生学了三年或三年以上的 ELL 课程，但没有取得明显的进步，学校领导们可能会要求考虑该学生退出爱学。

重新评估（ELL 课程错估）

如果学生被误安排进了 ELL 课程，那么老师需向 ELL 负责人提交一份书面申请，以重新评估该学生。比如有一些罕见的情况，像有些学生，他们的英语水平明显高于初始 WIDA 评估的水平，而且该学生其他学科表现优异，那么他/她将被重新评估并正式退出 ELL 课程。

教师的附加信息

有关如何在课堂上利用 WIDA 评估结果的信息，以及其他 ELL 教学资源，请查看学校云端的 Mrs. Porritt 文件夹。

学术

课程

宁波爱学国际学校从全球最佳实践中选择适合本校的课程。学校在基于北美核心内容标准，以满足外籍学生的独特需求。

爱学致力于更新资源，确保学生在教育和评估中获得最佳实践。学生们将在每年秋季和春季接受学业进步 (MAP) 测试，以跟踪他们的学习进度，找出优势领域和发展领域。不同科目的教材及课程资源将以每五年轮换更新一次。学校致力于通过国际 AERO 标准教授与美国同步核心课程，教师围绕这些目标规划他们的单元课程。利用智能教学来增强学习经验，此外，还有丰富的课外活动，如模拟联合国、国际象棋、摄影、园艺和各种体育运动帮助丰富学生的经验。

关于认证

爱学是经过西部学校和学院协会 (WASC) 认证的，也是宁波地区一所可以定期为学生提供 SAT 考试的学校。同时，作为 PSAT 和 AP 测试中心，我们也提供相当多的 AP 课程。

幼儿园

爱学的幼儿园由小班、中班及大班组成，主要面向 2-6 岁的学生。在沉浸式英语学习环境中培养自信，提升运动技能，开发创造力，学会自我调节和形成独立自主能力。

小学部

小学 1-4 年级的课程和教学主要涉及语言艺术、数学、科学、社会研究和语言 (普通话和英语) 的核心领域。此外，学生们还参加音乐、艺术、图书馆、体育、戏剧和信息技术等领域的特殊课程。

小学基础课程也包括许多实践活动，如数学操作，将他们的知识与现实环境联系起来。学习是有吸引力的，包括各种项目制作、有指导的游戏、表演和户外实地考察。爱学还订阅了一些以英语为基础的补充资源来支持学习，比如 learning A-Z，其中包括 RAZ-Kids。

初中部

爱学的初中阶段包括 5-8 年级，这一阶段的学生将进入他们的青少年时期，除了学业支持，学校也会在情感上给予帮助。这其中的重点会放在教导学生肩负起相应的责任，并以创造性的方式展现他们的智慧。

高中部

进入爱学高中部 9-12 年级的学生将为申请世界各地的大学做准备。爱学的毕业生拥有在 21 世纪社会有所作为所必备的智慧 and 个性。

英语语言学习课程(ELL)

英语语言学习课程是为那些英语非母语学生定制的，为以后接触以文学赏析为基础的英语语言艺术课程做准备。通过将我们的课程目标与 AERO 标准相结合，我们的英语语言学习在小学、初中、高中三个阶段都取得了进步，并且在小学看到了最显著的进步，这是由于更小的孩子对语言有更高的敏感度。我们将继续支持和锻炼我们的初高中学生语言技能，并提供从幼儿早期到高中 12 年级的全方位支持和关注。

我们一般通过使用各种国际公认的测试来确保学生得到他们需要的支持，其中最典型的是 WIDA、MAP 和 DRA 评估。在爱学，我们致力于由数据驱动的教学，英语语言学习根据学生的个人需求量身定制课程，让他们在学习过程中合理使用各种技术和方法，以创造全球公民。

学科内容

社区服务——服务性学习课程有助于学生性格健康发展。教职工与学生一起在校园、社区和身处全球各地的合作伙伴完成服务任务，达成共同目标。通过这些服务性项目，帮助学生更好地了解自己的优势和劣势，以及思考如何进一步提升自我。通过在学校和社区参加帮助他人的活动，培养学生的个人和社会责任。所有高中生在毕业前必须在升学顾问的指导和监督下完成并通过一项社区服务项目。

艺术——视觉艺术学习帮助培养学生的创造力，并加强他们在其他课程领域的学习。我们的学生可以在广泛的多媒体和技术支持中获得经验，其中包括但不限于绘画、版画、雕塑、摄影。通过这些关键领域，学生作为全球公民的发展有助于他们体验不同文化的艺术，跨越广泛的时间跨度。爱学的音乐课程鼓励学生表达自己的感情。音乐课使学生接触到丰富的西方和亚洲文化，使学生能够发现他们作为其中一名文化成员的价值。学生通过听、唱、读、动作和表演来学习节奏、动力、情绪、音色和形式。学生能够理解音乐是如何与其他领域的发展，如历史，艺术等相互影响、相互促进。学习音乐课程，不仅旨在学会基本的音乐概念，更重要的是理解东西方传统音乐和音乐在文化中的地位。通过这些关键领域，学生将从不同文化中感受不同时期的艺术，这将有助于学生们发展成为更优秀的世界公民。

英语语言艺术——爱学的语言艺术课程以文学赏析和写作为基础。该课程开始于早期幼儿和小学阶段，并一直持续到中学。期间鼓励学生成为热心的读者，正是基于这样一种信念：学会阅读，将促使学生热爱学习，更高效地学习。英语语言艺术课程包括阅读、写作、口语、听力和语言综合使用。该课程内容的核心选择范畴是当代和古典文学。教学活动包括语音、拼写、词汇发展、阅读理解、写作、语法和标点符号技巧。此外，课程也会将重点放在口语活动方面，以帮助培养学生英语语言的流利性。

普通话/外语课程——爱学的普通话课程主要教授现代汉语和古代汉语。其中“Chinese Made Easy”系列教材在幼儿园至12年级的教授过程中都取得了很大的成功。学生在探索中国文学、历史、艺术和文化的同时，还将学习汉语语法、词汇、发音、书写和写作技巧。最终的成果是，学生们都具备很高的汉语水平。同时，我们也鼓励11-12年级学生参加大学预修或HSK考试，以检验他们的汉语学习程度和对汉语言文化的掌握。

数学——爱学的数学老师会根据班里学生的能力水平来调整他们的教学进度。同时会根据从幼儿园到12年级不同孩子不同的算数水平来设计课程，使数学更容易理解。老师擅长将家庭作业、课堂直接和间接教学和游戏结合起来，使数学变得有意义。在现实生活中，孩子们通过结合数学知识理性思考并解决问题。我们鼓励11-12年级的学生参加AP或SAT等考试，以证明他们对微积分等领域的掌握。

科学——科学课程帮助孩子们促进对物理和生物世界的理解。在科学课堂上，学生们以个人、结对或小组的形式完成各个项目，以达到课程标准。学习科学有助于培养批判性思维，懂得理性思考。科学课堂提倡科学观察、科学理论、科学实验和科学交流。学生们在学习计算机、磁铁、显微镜、棱镜、试管、石头和化石的同时，也学习磁性和电、植物和动物、水和空气、光和颜色、酸和碱、地质学、生殖学、时间和技术等方面的知识。

社会研究——社会研究课程鼓励孩子探索他们生活的社区。对于低龄学生而言，主要目的在于从中发现并享受个人和社区的独特性和多样性。对于年龄较大的学生，社会学的重点是东西方社会的历史、文化和地理知识，以及这些社会是如何影响世界文明的进程。社会研究课程可以与其他科目(如英语/语言艺术)合作，以促进论文写作，或者通过结合普通话了解当地文化特色。中学生也有机会提前学习大学会接触到的经济学和心理学方面的课程。

体育教育——爱学体育教育强调竞争和合作的体育精神。幼儿园—3年级阶段的活动强调身体健康、运动技能、操作活动和游戏。4—6年级的活动包括体能、足球、篮球、排球、曲棍球、草球、撞针、攀岩、舞蹈、体操、田径、垒球、乒乓球、足球、高尔夫等，强调身体健康的好处，包括个人卫生和仪容仪表。鼓励与同伴合作，积极参与，尊重同伴和老师。爱学体育课程帮助促进孩子们对体育活动的知识，规则，策略，生物力学和术语在体育发展过程中的认知，以及掌握相应运动和操作技能。爱学的体育教育内容还包括面向所有高中生的必修健康课程，该课程强调个人身心健康，关注性教育、毒品和酒精意识的重要性，以及对影响个人健康其他因素的考虑。

信息技术——爱学所有的学术课程都会在具有丰富信息技术的环境中运作，使学生具备在 21 世纪取得成功所必需的数字技能和信心。在小学和初中阶段，信息技术课的重点是通过互联网和应用软件的充分利用来培养数字素养和技能，而在高中阶段则开设了计算机编程和网络开发等选修课。信息技术不仅仅是一门独立的学科，它也完全融入了各个层次的课程，教师和员工每天都会使用交互式白板，通过各种软件和在线平台为教学提供强大技术和资源支持。

课后活动 (ASAs)

爱学致力于为所有年级的学生提供各种各样的课后活动。这些活动包括让学生体验与兄弟学校球队的比赛，以及前往更远的地方参加比赛。爱学努力在团队成员之间建立强大并持久的关系，同事鼓励大家在任何时候都展示出伟大的体育精神。无论是否有经验，爱学的学生总是欢迎加入任何运动队伍。目前，爱学是中蒙国际学校协会 (ACAMIS) 成员之一。我们经常会派出一些团队参加非附属 ACAMIS 赛事和附属 ACAMIS 赛事。

除了体育运动，爱学还为所有年级的学生提供许多其他有趣的课外活动。每个季度，课程都会根据学生和老师的兴趣而改变，像书法、画画、SAT 备考、桌面游戏、自习室等等活动。

初高中课程表

年级	5/6	7/8	9	10	11	12
英语语言文学课 (LA)	初中英语语言文学课	初中英语语言文学课	英语语言文学课 9	英语语言文学课 10	英语语言文学课 11	英语语言文学课 12 AP 英语文学/语言
数学	初中数学	算数 代数 I	几何	代数 II	微积分 (高级)	微积分 AP 微积分 AB/BC
科学	初中科学	初中科学	物理科学	生物学	化学	AP 物理 AP 生物 AP 化学 AP 环境科学
社会	地理	中世纪的历史 美国历史	世界地理	古代史	现代史	政府 AP 经济学 AP 心理学
中文	初级 中等 高级	初级 中等 高级	初级 中等 高级 中文 AP 汉语水平考试	初级 中等 高级 中文 AP 汉语水平考试	初级 中等 高级 中文 AP 汉语水平考试	初级 中等 高级 中文 AP 汉语水平考试
体育教育 (PE)	体育	体育	体育	体育	体育	体育
美术	美术	美术	美术	美术	美术 美术 AP	美术 美术 AP
信息技术 (IT)	信息技术	信息技术	信息通信技术/年鉴/研究	信息通信技术/年鉴/研究	信息通信技术/年鉴/研究/AP 计算机科学	信息通信技术/年鉴/研究/AP 计算机科学
音乐	音乐	音乐	音乐/ 乐队	音乐/ 乐队	音乐/ 乐队/ AP 音乐理论	音乐/ 乐队/ AP 音乐理论
健康	初中健康研讨会	初中健康研讨会	高中健康研讨会	高中健康研讨会	高中健康研讨会	高中健康研讨会
戏剧	戏剧	戏剧	戏剧选修课	戏剧选修课	戏剧选修课	戏剧选修课
大学及就业指导	无	无	大学咨询	大学咨询	大学咨询	大学咨询
其他选修课	无	无	商业, 法律, 心理学, 语言选修课, 文学, 自习室, 线上自学	商业, 法律, 心理学, 语言选修课, 文学, 自习室, 线上自学	商业, 法律, 心理学, 语言选修课, 文学, 自习室, 线上自学	商业, 法律, 心理学, 语言选修课, 文学, 自习室, 线上自学
小学英语支持	英语语言学习	英语语言学习	英语语言学习	英语语言学习	英语语言学习	英语语言学习

在线/远程学习安排

如果由于政府的指导方针，如发生新冠疫情爆发/封锁学校等无法控制的其他情况校园必须关闭一段时间，则可以通过在线/远程安排继续授课。不同年级的安排会有所不同，但总的来说，学生将继续获得与老师和同学接触的时间，以最实际和有益的方式，继续他们的日常学习。对各年级的学生的要求如下：

幼儿园

幼儿部副校长将协调幼儿部的工作安排，如有任何问题请与幼儿部副校长联系。在新学年开始的时候，学生们会收到老师的作业包。没有在线直播课程，但教师将通过微信组与学生和家长交流，发送信息和视频，提供指导，并回答问题。

小学

小学部的安排由小学部副校长负责协调，如有任何问题请与他/她联系。班主任每天早上 8:30 与学生见面，讲解现场教学的时间表，并指导学生当天应完成的工作。对于在线直播课程，学生应该与他们当时的老师一起从会议 ID 列表中加入腾讯会议。

初高中

初高中副校长将协调小学部的安排，如有任何问题请与他/她联系。学生将使用会议 ID 列表中的腾讯会议 ID，根据他们的日常时间表加入他们所有的正常课程。教师还将使用在线方式提供资源和材料，如电子邮件、AIAN 云驱动器、微信等。

*这些安排可能会应个别情况、学年时间及其他因素而有所调整，因此在校园停课期间，请留意与学校的日常沟通，以了解最新情况。学校开学后可能会调整校历，有关计划会及时与家长沟通。

学生评核及评分

报告单

每学年有两个学期。幼儿园、小学、初中和高中的老师每季度都要报告学生的进步情况。成绩单在每个季度末发放。第二和第四季度报告被称为学期报告。学术考试成绩占学生评估的一部分，通常为 20- 30%，成绩单的成绩评估还会考虑到更全面的学生表现。这两个方面都是必要的，用以更充分地评估学生的表现。

教师可以使用各种各样的评估工具来评估学生。但值得注意的是，没有一种评分和报告的方式可以很好地满足所有目的。

有任何一科不及格危险的学生，或者成绩大幅下降的学生，将收到额外的进度报告，以便家长了解情况。对于 5-12 年级的学生，75%或以下的学生需要在一个季度的中途提交进度报告。如果老师有其他的顾虑，进度报告也可以在一个季度的中途发给学生。

如果学生有学业上的问题，学生和家长可以与个别课程老师谈谈，以帮助解决任何问题。只有在第一项行动失败的情况下，副校长或学校校长才会介入具体课程的问题。

让家长看到所有的成绩单是很重要的。因此，我们要求家长在成绩单的信封上签字，并将其交还班主任，以表明确认收到成绩单。

初高中成绩等级表(5-12 年级)

每季度末的成绩单上都有字母等级。下表列出各字母等级的百分率及分值。
字母等级的分值

A+ 97%	B+ 87%	C+ 77%	D+ 67%	F Below 60%
A 93%	B 83%	C 73%	D 63%	*最低通过成绩为 60%
A- 90%	B- 80%	C- 70%	D- 60%	

4 点平均学分绩点标准

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

成绩和描述

A - 表示优秀的学业和表现。学生在批判性和独立思维、技能、准备以及课程项目和评估的输出方面都有卓越的表现。

B - 表示一贯良好的学业和表现。学生在批判性和独立思维、技能、准备、课程项目和评估的输出方面都取得了良好的成绩。

C - 表示令人满意的学业和表现。学生的作业是令人满意的，在批判性和独立思维、技能、准备和课程项目和评估的输出方面都符合年级水平的标准。

D - 表示低于标准和不令人满意的学业和表现。学生在批判性和独立思维、技能、准备以及课程项目和评估的输出方面表现出最低限度的成绩。这个学生几乎不能达到该课程的基本要求。

F - 表示由于学业和表现未达到课程最低要求而导致不及格。学生在批判性和独立思维、技能、准备、课程项目和评估的输出方面甚至没有取得最低限度的成绩。

P - 表示及格等级。学生通过了课程并获得了学分。

I - 表示课程作业未完成，在课程完成前尚未给予评分。当作业补交或完成后，教师将会打分。如果作业没有在教师和/或领导团队指定的时间内完成，所有未完成的作业将被评为 F 级。

9-12 年级的学期考试

9-12 年级的所有学生在每学期末，即 12 月/ 1 月和 5 月/ 6 月参加期中或期末考试。考试占学期成绩的 10%。考试在本质上是累积性的，并评估在两个学期所获得的知识和技能，但考试的形式可以由教师选择。形式可能包括但不限于笔试、项目、演讲、论文等。

高中学生在正式考试日缺席，需要有病假原因和高中副校长的许可，才能进行补考。如未参加期中或期末考试，除经教师和副校长另行商议的情况外，一律零分。

大学入学考试及准备

PSAT 考试面向 8-11 年级的学生，每学年提供一次。从 2023-2024 学年开始，所有 8-11 年级的学生都必须在每个学年的预定时间参加 PSAT 考试。PSAT 的结果将用于追踪学生在语言艺术和数学方面的成长，并与这些学科的教师分享。PSAT 考试的注册和费用将由学校承担。

SAT 考试是许多世界各地的大学用来考虑申请者入学的大学入学考试。通常，学生可以在 11 年级的第二学期参加 SAT 考试，并在 12 年级的第一学期有额外的机会提高他们的分数。由于申请要求不断变化，以及学生计划申请哪些大学，AIAN 要求学生在 11 年级或 12 年级至少参加一次 SAT 考试。SAT 的结果将与大学顾问分享，并与需要的大学申请一起提交。学生必须通过他们个人的 College Board 账户完成 SAT 的注册，费用必须在注册时由学生和他们的父母支付。

学生成绩

旨在促进和鼓励学生成就，方式包括：

- A) 加强-学校的 SLO 日常教学将以某种形式每天进行复习，特别是在开学的前两个月。
- B) 教师表彰-恰当的社会行为和态度会被班主任口头认可，奖励贴纸，或班级优异奖。
- C) 领导团队和教师奖-领导团队和教师奖将颁发给取得杰出个人成就、持续的努力和成就的学生。
- D) 一般奖项——学生有机会在每学期结束时的颁奖典礼上获得奖项。这些奖项包括：
 - 班级学业成就、学业进步、持续努力等。
 - 领导力、尊重、责任、全球公民意识、有效沟通和协作技能。
 - EARCOS 全球公民奖(在每年年底颁发给 11 年级的学生)。
 - 荣誉榜奖(学期 GPA 绩点在 3.40 至 3.69 之间)和高荣誉榜奖(学期 GPA 绩点在 3.70 或以上)。

高中成绩单

成绩单必须由校长签字盖章才算正式生效。申请成绩单应通过办公室发出。成绩单记录列出了平均绩点、学分、每个课程领域的课程数和出勤记录。

针对高中生的季度和学期成绩

关于 9-12 年级的评分，请遵循以下原则指导：

第一季度——独立评级

第二季度——独立评级

第一学期考试——涵盖第一季度和第二季度的内容

第一学期成绩——包括第一季度+第二季度+期中考试的成绩

计分——第一季度 45%+第二季度 45% +期中考试 10%

第三季度——独立评级

第四季度——独立评级

第二学期考试——涵盖了第三季度和第四季度的内容

第二学期成绩——包括第三季度+第四学期+期末考试

计分——第三季度 45%+第四季度 45% +期末考试 10%

学生可以根据学期的成绩获得学分。第一季度和第二季度加上期中考试成绩都反映在第一学期的成绩中。第三季度和第四季度加上期末考试反映在第二学期成绩中。这两个学期的评分是独立的。

英语语言学习者(ELL)评分

1-12 年级被指定为 ELL 的学生在本学期的正式报告上都有这样的标示。

老师可以在成绩单上用必要的评述注明其 ELL 支持。即使是获得少量 ELL 支持的学生，也会在成绩单和/或进度报告上被列为 ELL，直到完成正式文件和家长签字，才表明该学生已经退出 ELL 项目。

没有在每周主课程上课时间超过 50% 以获得 ELL 支持的学生将不会获得该课程的字母等级评分；而是会得到 P/F 及格的分，并得到 ELL 支持老师的评论。

家庭作业政策

孩子所接受的最有价值的教育是通过专业教师的指导在课堂上进行的积极教学。爱学认为家庭作业是学习过程中的一个必要部分。家庭作业能够使学生学会责任感、积极的学习习惯和独立学习所需的技能。

教师们用多种方式向学生和家长传达家庭作业。这些内容包括家庭作业本、微信和电子邮件。欢迎家长和老师随时提出问题和顾虑，以确保积极、持续的沟通。项目和活动必须允许具有灵活性。以下是日常家庭作业的典型时间框架。但是，教师将根据需要，负责任地应用这些指导方针：

- 1-2 年级：每天最多 30 分钟
- 3-4 年级：每天最多 60 分钟
- 5-8 年级：每天 60-90 分钟
- 9-12 年级：每天 90-120 分钟
- 高中生的大学预修课程(AP)很严格，可能需要更多的时间

以下列出了学生和家长对家庭作业的基本要求。遵循这些指导方针将使学生的表现最优化。

完整的爱学家庭作业政策可以在学校的网站上找到。

学生

- 按时、整洁地完成家庭作业。
- 合理安排时间，在截止日期前完成。
- 规律上学，并做好准备。
- 缺勤时接收作业任务。
- 将补课优先于其他课外活动。

家长

- 请每天检查初始作业。
- 为孩子选择一个安静、光线充足的地方完成作业。
- 支持、阐明和激励孩子，但不要替孩子做作业，也不要让家教帮忙做作业。
- 如果家庭作业对孩子来说太难或太费时间，请与孩子的教师沟通。
- 鼓励孩子培养阅读的兴趣。花点时间和您的孩子讨论图书馆的书籍或其他文学作品。
- 确保您的孩子有充足的睡眠，能够保持精神焕发，精力充沛地参加学校活动和完成家庭作业。
- 明智地选择适度多样的课外活动。

图书馆政策和程序

开放时间

图书馆于每个工作日上午 8:30 至下午 3:30 对外开放，但只有在图书管理员或其他工作人员在场并监督的情况下才允许使用图书馆。

图书馆期望

使用图书馆的学生应始终以尊重的态度行事。这包括安静地行走和交谈，恰当使用图书馆装置，小心处理所有书籍和图书馆资料，并遵守图书馆工作人员和志愿者的要求。未参与有目的活动的学生和表现出不当行为的学生将会被要求离开图书馆。

借阅政策

所有学生必须遵守图书馆老师和/或图书馆助教指示的借阅政策。任何项目的最长借阅期均为两周，但是我们鼓励学生在使用完物品后及时归还。项目可续借两次，前提是未收到其他借阅者的项目申请。

逾期事项

逾期通知将在项目过期后分发。第一次和第二次通知将提醒学生寻找并归还逾期材料。第三份通知将包括一封给家长的信，要求支付一定的费用，以帮助支付如果该物品在本季度末未归还的情况下的更换成本。对于损坏无法修复的材料，将收取类似的费用。更换费用取决于物品的成本。

如果丢失的物品随后被找到并归还，则只有在尚未购买替换物品的情况下，才可以退还已支付的费用。

在归还或支付逾期物品之前，不允许有逾期记录的学生借用额外物品。

课外活动

课后活动

学年的每个季度都会进行课外活动课程。课外活动课程通常在周二和周四下午 3:40 至 4:25 举行。

教师，工作人员和其他社区成员可以通过赞助他们喜欢并认为有能力提供的活动来开展课外活动。学校可能会聘请校外老师或志愿家长进行某些活动。学生也可以自愿组织课外活动，但前提是必须有工作人员的监督。

除了为学校比赛准备团队或个人的活动外，所有活动在性质上要求丰富多彩，并提供一个非竞争性框架。

体育和文化/学术/艺术项目优先于空间的使用。

课后活动是具有可选择性的，但强烈建议学生参加。提供的活动将促进学生的自信心。这些活动将在体育、美术、俱乐部和文化方面取得平衡，并可能包括高兴趣和持续较短时间的活动。

在课外活动日，学生将在最后一节课结束后前往指定地点参加课外活动。不参加课外活动的学生必须离开校园。参加课外活动的学生如果有事需要提前离开，则必须遵循与正常上学期间相同的程序。活动结束后，负责活动的老师将护送学生离开校园。

学生会

学生会的目的是通过组织和开展学校活动和服务项目，为学生提供发展领导力的机会。除了规划有助于学校精神和社区福利的活动外，学生会也是学生团体的代言人。

许可单

未经校外活动的领导小组批准和家长或监护人签署的许可单，任何学生不得离开校园参加与学校相关的活动。

（学生）户外教学和其他校外活动应由班主任/学科老师或其他支持课程丰富活动的工作人员计划。校外活动的提案必须由该工作人员提交给学生将参加活动的学校的副校长。提案必须包括许可单样本，包括活动的日期、地点、交通细节和时间表。需要学校和/或学生和家长开销的任何费用都必须包含在许可单样本中。经批准后，许可单必须通过微信群发送给家长，只有带队老师在离开校园前收到填好的许可单和所需的费用后，学生才能参加活动。

户外教学

每个班级每学年将安排至少两次为期一天的户外教学（除非健康和安全法规禁止）。户外教学有助于丰富整体教育体验，所有学生都应参与。电子版的许可单将通过班级微信群发送给家长，家长需在截止日期前填写并提交。如果学生的家长未提交许可单，学生将不被允许参加此次旅行，必须留在校园内。教师可能会要求家长协助学校外出活动和/或活动。学年中的标准户外教学费用包含在学费中。然而，请注意，任何过夜或自选的户外教学（包括年终庆祝旅行）都需要学生和家长另行支付费用。

过夜旅行

参加 ACAMIS 和非 ACAMIS 体育和文化活动的爱学学生应遵循以下信息。在每项活动之前，老师、教练、体育总监和/或活动协调员将向家长发送一封信，详细说明该活动的细节。住宿因场地而异。在可能的情况下，安排寄宿，以尽量减少家庭开支，并在我们的 ACAMIS 社区内建立联系。然而，有时学生和监护人需要住在酒店。主办 ACAMIS 学校协调家庭寄宿。寄宿家庭填写 ACAMIS 家庭寄宿协议，家长/学生填写包括 ACAMIS 活动规则在内的 ACAMIS 家长表格包。家庭寄宿提供以下服务：

- 为学生提供床位和一些膳食（取决于时间表）。
- 往返活动场地与主办单位的交通。

活动费用

与活动相关的旅行费用因各种因素而异，必须支付这些费用后，学生才能参加。以尽可能降低家庭开支为原则。

费用可能包括：

- 交通
- 住宿（如果不是家庭寄宿）
- 监护人交通和住宿费用
- 餐食（不包括家庭寄宿餐食）
- 活动费用/注册（主礼、场地费、奖项等）

活动中的交通安排

本校负责各项活动的交通安排，并根据情况向学生收取相应的费用。旅行的交通工具将根据旅程距离而定，可能是步行、乘坐公共汽车、火车或者飞机。抵达机场后，主办学校通常会负责安排前往活动场所或酒店的交通。如前所述，如果入住民宿，民宿家庭将提供往返活动场所的交通工具。

活动中的医疗支持

以学校为基础的活动通常配有一个配备基本医疗用品的急救站。学校员工也将携带急救箱。如需要额外护理，学校员工将陪同学生前往医疗机构并向医疗机构提供学生的医疗信息。陪同员工将立即告知学生家长、体育指导员和校长情况。学校将支付学生的医疗费用，并且学生的家庭将提交家庭自行购买的保险或者学校的学生保险的理赔申请。在保险公司理赔后，学生的家庭将有望报销学校的医疗费用。

学校主办的活动

对于任何聚会、活动或实地考察，必须提前至少两周向领导部门提交相应的表格并且得到批准。活动期间，必须严格遵守校规。一些活动需要学生支付费用。

筹款活动

筹款活动必须事先得到领导团队的批准。通过活动筹集的资金必须经学校财务室存入专门的帐户。提取资金必须得到领导团队的书面批准。通过学校主办活动积累的资金必须用于明显有利于学校、学生和社区的活动和项目。

体育项目

学校的体育项目旨在增加学校所能提供的教育性经历。基于此，我们的目标是在学校的各个方面，努力达到高标准的体育精神、责任感、领导力和奉献精神。体育运动不仅有助于学生的身心健康，而且帮助学生全副武装，迎接生活中的各种挑战。学校的教练们强调团队合作、领导能力、技能发展和公平竞争的重要性。学校的体育项目得到了我们的管理层、员工、家长和学生团体的支持和鼓励，以及宁波和北仑社区内的那些理解体育重要性和明白体育具有塑造年轻人作用的人们。

学术/行为观察期政策

学生需要做好上课准备，对日常学习表现出负责的态度，认真、及时地完成课堂作业和家庭作业。不遵守这些要求的后果往往是学生所取得的成就不理想，这可以从较低的成绩上反映出来。

为了鼓励学生专注于学业上的成功，学生必须在学业和行为上有良好的表现，能够参加课外活动，如体育活动和俱乐部。

较差的学术水平——其定义为拥有两个或两个以上的 D 和/或 F。在此情况下，学生不被允许参加任何课外活动。直到这些问题得到解决，学生才可参与课外活动。学生仍可参加 ASA，因为 ASA 属于日常学术活动。

不良行为——其定义为多次轻微违规，严重或非常严重违反行为和纪律政策的行为。在此情况下，学生不被允许参加任何课外活动。直到这些问题得到解决，学生才可参与课外活动。

如果学生不遵守学校学生运动员行为准则，也可能被取消参赛资格。

在学术和/或行为观察期的学生必须与他们的副校长见面，完成学术/行为行动计划。

在与领导团队合作下，活动协助者和/或体育指导员将根据上述标准决定学生是否有资格参加活动。

升学指导

升学顾问

升学顾问将协助学生规划其学术课程选择，以便更好地进入大学或学院。每年都有学生参与学校的高中项目。升学顾问和其他老师将指导学生规划他们的学术项目。然而，学生与其父母有责任最终使学生的课程选择符合学校的指导方针。如果学生想要更改课程，其必须在可调整课程期间(学期的前两周)与升学顾问和副校长进行沟通。升学顾问将协助学生调研、确定和申请高等教育学校。

通过学校员工支付申请费用/考试费用

如果大学申请、入学考试或其他与大学相关的任务需要用信用卡支付，学生与其父母有责任做好支付准备。如果升学顾问或老师被要求代表学生提供支付任何款项的服务，这将由提供这项服务的升学顾问或老师全权决定。除基本成本外，可能会增加额外的费用，如信用卡使用费、国际费用、银行转帐费用等，且这不是学校规定的，建议学生自己安排支付。

应急政策和程序

学生在学校的安全至关重要，可以理解的是天气、地震等学校无法控制的因素。学校提供规章制度提示家长注意这些情况，并提供应对某些情况的措施。如果学校因特殊原因需要关闭，将会尽快通过微信通知家长，且更详细的信息将会通过电子邮件发送到位。家长和学生也可通过学校官网站了解更多关于关闭的细节。本学年不会因意外关闭而增加额外的天数。

在紧急情况下的决策

启动一项或多项应急程序的决定将由领导团队的一名成员做出。一旦应急程序启动，即使发现是误报，应急程序也将完全执行。领导团队的决定是最终决定，不得接受任何其他人更改程序的指示。如有分歧，校长将在任何紧急情况下做出最终决定。

如果领导团队宣布紧急情况，工作人员将遵循以下程序。请注意，学校将定期演练和审查这些程序。

强风暴/大雾天预案

如果在上课日有台风、强风暴、暴风雪或大雾，课程可能会取消或延迟。爱学将遵循政府的指导方针来决定是否停课，决定和更新将通过微信群进行交流。

在某些情况下，上课可能会延迟。两小时的延迟意味着所有学生都在上午 10:30 开始上课。校车将根据延迟的时间表进行调整，这一情况将通过微信群公布。

居住在北仑地区的教职工，除非另有指示，否则应照常上班。

如果领导团队宣布紧急情况，教师将遵循以下程序。请注意，学校将定期演练和检阅这些程序。

火灾应急程序

1. 教师和工作人员指示学生依次有序离开教室和教学楼
2. 班主任在教室门附近拿绿/红牌。
3. 所有人迅速、有序、安静地离开大楼。按照紧急出口图示到学校后面的场地。
4. 学生整齐有序地与班主任排队。
5. 办公室工作人员向班主任提供学生名单。
6. 班主任考勤：
 - a) 如果所有学生都在场，请举起绿牌一侧。
 - b) 如果一名或多名学生未到场，请举起红牌一侧。
7. 教师与学生保持一致，直到被指示采取不同的做法。
8. 每个人只有在得到指示后才能重新进入大楼。

地震应急程序

1. 地震发生时，老师会指导学生躲避、掩护和原地不动。
2. 每个人都躲在桌子下面和/或远离玻璃的门口。（如果在没有家具的室外或房间内，成人和学生应趴在地上、躲避、掩护并远离大型物体或玻璃。）
3. 地震结束，老师会指示学生依次有序离开教室。
4. 班主任在门口拿绿/红牌。
5. 所有人迅速、有序、安静地离开大楼。按照紧急出口图示到学校后面的场地。
6. 学生整齐有序地与班主任排队。
7. 班主任考勤：
 - a) 如果所有学生都在场，请绿牌一侧。
 - b) 如果一名或多名学生未到场，请红牌一侧。
8. 教师与学生保持一致，直到被指示采取不同的做法。
9. 每个人只有在得到指示后才能重新进入大楼。

戒严应急程序

1. （收到）通过 PA 系统指示时：
 - a) 锁上所有门；
 - b) 拉下所有窗帘；
 - c) 关闭投影仪和任何发声设备；
 - d) 悄悄地将所有教职员工/学生转移到教室的视线之外的区域。
2. 保持沉默，除非另有指示。
3. 教师在应急微信群上报告学生/课堂状态。

空气质量状况和气候应对方案

当爱学校园的空气质量或天气状况不佳时，将采取措施减少学生接触有害空气污染和不良天气，以确保学生的健康和安全。请参阅学校网站家长门户中的《户外活动政策》。

爱学使用 AQI 指数，该指数将空气质量分为 0 到 500 的 6 个等级。通常情况下，当 AQI 小于或等于 150 时，所有户外活动可以照常进行（当 AQI 超过 100 时，应监控已知有呼吸系统问题的人员在户外的情况）。当 AQI 超过 150 时，将采取某些措施来限制学生接触有害空气污染。

急救政策和应急预案

家长在入学时为每个学生填写一份个人健康记录。所有过敏症，包括食物过敏症，以及任何慢性医学问题，如哮喘、糖尿病、高血压等，都应在此表格或儿童医生的书面声明中列出。此表格或声明保存在主办公室的学生档案中。学校护士有副本并在必要时将这些记录提供给教师。教师或教职工通常无权管理镇痛类药物。但是，在某些情况下，尤其是在幼儿部，家长或需与教师、学校护士或其他学校工作人员沟通，以提供有关使用某些温和药物的说明。

对于轻微的伤病（膝盖擦伤、小伤口等），学校护士使用学校诊所提供的急救箱中的设备对学生进行治疗。将向家长发送通知，解释学校出现的任何健康问题。

如果伤病严重，教师会立即通知护士和管理人员。如果家长无法陪同学生离开校园，学生可能会在爱学教职工的陪同下被送往医院。领导团队和/或行政办公室将通知家长情况并提供及时更新。

校车乘坐行为准则

乘坐校车往返学校既是一项权利，也是一种责任。敦促学生和家长仔细研究以下规则和规定。任何违反这些规则的行为都可能导致失去校车权利和校长认为必要的进一步纪律处分：

- 如果（应乘校车的）学生不坐车，家长需要致电校车监督员，以免校车等候该学生。
- 校车监督员随时负责监督学生的行为和安全。他们给出的指示和他们所扮演的角色必须始终得到尊重。
- 校车司机的任务是确保为乘客提供最安全的路线和条件。不允许以任何方式通过不当行为影响司机的注意力。
- 校车行驶时，所有学生必须始终就座。
- 学生必须始终系好安全带。
- 校车车窗的打开宽度不得超过一只手的宽度。
- 任何物体，包括四肢或其他身体部位，都不得伸出窗外。

- 学生不得将任何可能对他人造成伤害或在车内造成干扰的物品带上校车。校车监督员有权没收这些被认为是影响校车安全的物品。
- 最小的学生应坐在校车前部，除非他们与有能力并有责任根据爱学校车乘坐行为准则
- 监控其行为的学生坐在一起。
- 在校车上，除了水外，任何人都不能吃喝。
- 学生须在校车上轻声、冷静和恰当地说话。
- 学生不得损坏校车。这样做将被处以罚款来弥补损失，并可能导致校车乘坐权的丧失。
- 学生应该通过礼貌对待其他乘客和路上的其他通勤者表现出自尊和对我们学校的自豪感。
- 如果学生无视校车乘坐行为准则或对校车监督员或司机无礼，学校将联系家长，并在校长认为必要时采取纪律处分。
- 当学生违反校车乘坐行为准则时，将给予学生 3 次警告，并且每次都会联系家长。某些不当行为可能会导致校车服务立即暂停，具体取决于违规行为。

附录

爱学毕业要求

学分要求

学科领域	学分要求
语言艺术	4
数学	4
科学	3
社会研究	3
外语	2
美术	1
技术	1
体育	1
*社区服务	0
选修课	9
总计	28

出勤要求

学生必须保持令人满意的出勤记录。 学分只能授予在给定学期内保持至少 90%出勤率的学生。

社区服务要求

*所有高中生都必须在毕业前在升学顾问的指导和监督下完成并通过社区服务项目。

Connect 5（联通世界）要求

所有高中学生都将参与 Connect 5 项目，并完成筑梦项目，每个学年可获得 0.5 个选修学分。为了达到毕业要求，每个学生在 9-12 年级中至少需要提交一个筑梦项目并满足相应的评估要求。

社区服务计划概述

计划概述

社区服务计划的目的是为宁波爱学国际学校的所有高中生提供对当地社区产生积极影响的机会，同时学习为他人服务是生活中持续的一部分。参加爱学四年高中的学生必须提供 40 小时的社区服务作为毕业要求。不到四年的学校学生的要求将按比例分配到每年 10 小时。建议学生每年至少完成 10 小时的社区服务。学生每年可累积超过 10 小时。建议学生在大四之前完成社区服务要求。

社区服务指南

- 社区服务时间必须在非营利组织完成。
- 学生可以为单个组织或多个组织做志愿者。
- 鼓励学生在与其个人兴趣相关的领域完成学时。
- 付费体验不符合条件。
- 在企业、你的工作或为家族企业无偿工作是不符合条件的。
- 当学生转入爱学时，之前完成的经上一所学校记录和验证的社区服务时间可转移到爱学。
- 学生必须为他/她志愿服务的每个组织填写一份社区服务验证表。
- 每份表格都需要有主管的签名（学生家长不得作为主管签字）。
- 社区服务验证表格可从升学顾问处获得。
- 表格必须在服务之日起一个月内提交给升学顾问。
- 夏季获得的小时数应在 8 月也就是新学年开始时上交。
- 提交社区服务时间的截止日期是学年的最后一天（**但是，高中学生必须在 4 月 1 日之前完成他们的服务时间**）。
- 完成所需的社区服务时间后，学生必须完成一份社区服务反思论文。
- 社区服务后感可以在完成所需的社区服务时间后的任何时间提交给升学指导（**高中生必须确保在 5 月 1 日之前提交他们的服务感想**）。
- 反思论文是一项开放式作业，论文中应包含学生在完成社区服务时间时的经历的第一手资料。它不是研究论文，不需要作品引用部分。本页背面包含了可以在反思中解决的问题列表。
- 社区服务要求将在学生的成绩单上获得通过/失败等级。
- 社区服务要求不计入成绩单学分，也不计入学生的 GPA，但它是毕业要求；**未能完成社区服务计划要求的学生可能没有资格毕业。**

