



Changchun American
International School

长春美国外籍人员子女学校

Primary School Handbook 2023-24
PYP1- 5



Updated August 15, 2023
更新于 2023/08/15

I. CONTACTS

a. SCHOOL OFFICE:

Tel: 84581234-802/803

For all academic queries including messages regarding tardiness and absences, requests for report card reprinting, translation during teacher meetings, bus information

b. FINANCE OFFICE: Tel: 84581234-240

For all financial related queries such as School fees/payments

c. RECEPTION DESK

Tel: 84581234

General Inquiries

d. Primary Principal: Jason Hayes

jason.hayes@caisschool.com

e. PYP Coordinator: Michael Rylance

rylance@caisschool.com

II. CALENDAR

The CAIS 2021 – 2022 school calendar is and constantly updated with new events posted on the school website (www.caisschool.com).

III. ARRIVAL AND DISMISSAL

Arrival

Students are not allowed to enter the school building until 7:30 a.m., if students arrive at school earlier than 7:30 a.m. in the morning, they can stay at the security guard's room with the parents' supervision.

Students are expected to deposit their belongings in their locker and report to their homeroom teacher by 7:50.

Students who arrive to school late should report directly to their homeroom teacher.

Dismissal

The academic portion of the school day finishes at 3pm Monday-Friday. Students can

be picked up at this time and school buses will be provided for those who take them.

On Monday, Tuesday, Thursday and Friday Student Chosen Activities (SCAs) will be offered for students. Children and parents can decide which days that children will stay for activities at the beginning of each SCA rotation. Students do not have to stay for SCAs every day but their attendance must be consistent over the course of the SCA rotation if they have chosen to participate. There will be three SCA rotations per year. SCA's will run until 4:30 when students can be picked and school buses will be provided.

On Wednesday all students will go home at 3pm.

Leaving Campus Early

When a student needs to leave the campus early please inform the homeroom teacher ahead of time. If a student is departing the campus due to illness, the school nurse will inform the parents with a phone call and parents will come to sign out their child at the school nurse's office.

Early Release Days

On the few days of the school year when the students are dismissed early (usually at 12:30 p.m.), parents are responsible for picking up their children promptly at 12:30 p.m. Bus transportation will leave the school at approximately 12:40 p.m. Parents will be notified well in advance of early dismissals, and these days will be noted on the school calendar.

Attendance and Absences

Timely and regular attendance to school is required by all students at the Changchun American International School. Whenever a student is absent for any reason, parents should inform the school either by phoning the school office, message on Toddle, emailing the Homeroom Teacher, or inform prior to the absence in the home communication book.

Parents should call the office on the third day of a prolonged illness. Children who have been absent from school due to a major

illness, communicable disease, or injury are required to submit a physician's note stating that the child has received the required treatment. You are asked not to send your child to school if he/she is unwell. A child must be free from fever for 24 hours before returning to school.

Anticipated absences should be communicated to the Homeroom Teacher so the school can provide necessary learning support. However, when absences accumulate, the student's learning can be significantly affected. A parent meeting may be set up with the Primary Principal to discuss how the absences can affect the child's learning and ways parents can support their child to come to school more consistently.

Absences that are related to illness, an urgent family or civil matter and are explained in writing by parents can be **excused** absences.

Everything else will be recorded as **unexcused** absences.

IV. SCHOOL ORGANIZATION

CAIS is divided into two sections, the **Primary** and **Secondary** which have three academic programmes authorized by the IBO: The Primary Years Programme (PYP, 3 -11yrs), and two programmes in Secondary, the Middle Years Programme (MYP, 11-16 yrs) and the Diploma Programme (DP, 16-18 yrs).

The PYP Teaching Staff is composed of well-qualified and experienced teaching staff representing over a dozen countries. All teachers receive ongoing professional development from the IBO. Any teachers who join CAIS without prior IB experience are provided with IB training in their first year of teaching at the school.

The PYP teaching staff meets regularly to share information and discuss the following:

- Vertical and Horizontal Curriculum Alignment
- Student academic and social progress

- The Student Health and Well-Being programme
- PYP teaching-related topics

a. The Whole School Academic Leadership Team (WSALT)

The Whole School Academic Leadership Team is comprised of the Head of School, the Primary Principal, the Secondary Principal, the Head of Early Years, the PYP Coordinator, the MYP Coordinator and the DP Coordinator. They are responsible for the organization, operation, physical facilities, and educational programmes across the school, and all matters relating to staffing. The WSALT meets weekly to discuss whole school matters.

b. The Parent Teacher Association (PTA)

The objectives of the PTA are:

- To foster the relationships between the staff, parents and others associated with the school.
- To engage in activities which support the school and benefit the pupils.
- To supervise, and independently plan, all PTA events to support the CAIS community without encumbering the daily operations of the school community.
- To follow all local, national, and international expectations in regard to safeguarding and child protection.

c. The Student Council

The PYP Student Council provides a forum for students to express their ideas and views on issues related to their school experience. It also allows students to contribute to school improvement. The Student Council is made up of officers who are elected by the students at the start of the year, as well as representatives from each class. The Student Council serves as the "voice of the students" and organizes various activities. All events and activities organized by the Student Council require the Principal's approval.

V. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

English is the language of communication in school. Nearly all CAIS students are English as an Additional Language (EAL) learners and need time to develop speaking, listening, reading and writing skills. Parents of native speakers of English expect that their children will also develop sophisticated, confident use of English.

The EAL Department EAL

The EAL Department gathers information from the classroom teachers, the Admissions Department and the PYP English class grades to ascertain the English language levels and needs of the students.

EAL Support

Students identified as requiring intervention will receive targeted support from the EAL team, that will include withdrawals from some lessons and/or in-class support. Different types and levels of additional support are offered to students dependent on their individual needs.

Examinations

MAPS testing (*3 times per year*) MAPs Assesses Proficiency in English (Reading) and Mathematics

Cambridge English Assessment

Primary students from Grade 2-5 will sit Cambridge Young Learners English (YLE) Exams. Each year students will take either Starters, Movers or Flyers depending on English language proficiency.

HSK Chinese Proficiency Examinations

The new HSK is an international standardized exam that tests and rates Chinese language proficiency. It assesses non-native Chinese speakers' abilities in using the Chinese language in their daily, academic and professional lives. It consists of a writing test and a speaking test,

which are independent of each other. There are six levels of writing tests, namely the HSK (level I), HSK (level II), HSK (level III), HSK (level IV), HSK (level V), and HSK (level VI). There are three levels of speaking tests, namely the HSK (beginner level), HSK (intermediate level), and HSK (advanced level). The school will organize for CAIS students to sit in HSK exams twice a year.

Homeroom and Specialist Teachers

All PYP teachers plan their classes with the English ability of their different students in mind.

When it is appropriate to speak Languages Other Than English (LOTE):

- Outside of lessons, where everyone who is present in the room or social groups speaks the same other language being used.
- In lessons during student discussion to explain difficult concepts in order to increase understanding and communication.
- During the LOTE lesson.

When it is *not appropriate* to speak LOTE:

- In social groups where one or more people do not speak fluently another language being use, we strive to create an inclusive learning community.
- In general, during lessons when the language of learning is English and when student discussion is not about the work in the lesson.

For further information on language issues, please refer to the CAIS Whole-School Language Policy.

VI. STUDENT WELL-BEING AND COMMUNITY

A full description of the rights and responsibilities is included in the [Student Well Being and Community Policy](#).

VII. Communication

A child's school life is greatly enriched by a family that is well informed and active in school activities. We welcome your involvement and encourage close ties between parents and teachers. We recognize that effective partnerships are characterized by shared commitment to collaboration, open lines of communication, and a common vision of the goals to be achieved. To support effective partnerships, CAIS communicates with families in various ways.

- Toddle
- Weekly Learning Newsletter
- Student Led Conferences
- Early Years School Handbook
- Mid-semester and end of semester progress report
- Daily Communication Book
- Parent Information Sessions
- Emails, teachers and administration will respond to emails in a timely fashion, please allow 24-hours for a response.
- Face-to-Face Meetings (please schedule face-to-face meetings in advance.)
- In emergency situations, phone calls will be made by the school nurse or Primary Principal.

Addressing Concerns:

We want to embrace a positive culture of communication that is open, transparent, and respectful.

- If concerns regarding your child arise, your first contact is with the teacher who is directly involved. In most cases, concerns are easily resolved through direct contact with the teacher. Please allow up to 24 hours for the teacher to respond to any communication.
- If you are not sure who to speak with, or there are extenuating circumstances, contact the Primary Principal.

Students Calling Parents:

Students cell phones and smartphones, smart watches should be kept at home or stored away and not used during the school day. If your child needs to contact you during the school day, he/she may ask his/her teacher for permission to go to the office where an administrative assistant will help your child reach you by phone.

VIII. Health and Safety

School Health and Safety Services

CAIS employs two school nurses who work from 7:30 am to 4:30 pm during the school day. The nurses are available to provide basic health services and to administer emergency first aid to the students and staff of the school.

- Medication: For safety reasons, it is school policy that no medication of any kind is carried by students on campus. The Health Office stocks a variety of over the counter medications should these be needed. For children from Nursery to Kindergarten 2, no over the counter medications are administered without a medication form or contacting the parents for consent. If your child requires prescription medication of any kind during school hours, please bring the medication in its original container, clearly labeled with your child's name and dosage, along with a written consent. The nurses will then review the necessary information regarding the dispensing of the prescribed medication.
- Illness: For the safety of all the students at CAIS, children should be fever, diarrhea, vomiting, and conjunctivitis free for 24 hours before returning to school. If a student vomits or has a fever above 37.5 c, parents will be called to collect their child from school. Any child with an illness will remain in the Nurses' office until signed out through the Health Office before leaving the campus. A parent or guardian must escort the child home.
- If your child went to the hospital for any medical reasons, please provide a doctor's note to the school nurse upon returning to school.

Keeping a Sick Child Home

When a child is not well, he/she is not able to learn or participate in classes in a meaningful way. Keeping an ill child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

We request you keep your child at home for the following reasons:

- **A temperature of 37.3°C and above:** A child with a temperature of 37.3°C should stay at home and only return to school after being symptom and fever free (without medication) for 24 hours.
- **Vomiting and/or diarrhea, Conjunctivitis (Pink eye):** A child who is vomiting, has diarrhea, and/or has a pink eye should stay at home and only return to school after being symptom free (without medication) for 24 hours.
- **Head Lice:** According to local health regulation, students who contracts head lice must stay home for 3 days and symptom free (without medication) for 24 hours before returning back on campus.
- **Colds:** Please keep your child at home if he/she is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

If your child has a medical condition which would not preclude them from attending school but would preclude them from attending P.E., e.g. a broken or sprained limb, please send a note from a doctor to your child's teacher indicating the problem and that your child cannot attend P.E. that day.

Contagious Disease Procedure

If your child contracts a communicable disease or infection (chicken pox, scarlet fever, hand feet mouth disease, mumps, etc.), please notify the school nurse and classroom teacher immediately. School Health Office will inform other parents in the case of infectious disease and possible symptoms to look out for. If you visited the hospital for any of the above medical reasons, please provide a doctors note upon returning to school to the school nurse.

Allergies/Medical Conditions

If your child has allergies, takes routine medication or has a significant medical condition of any kind, you must notify the Health Office and the child's teacher at the beginning of the school year.

Campus Visits

Adult visitors to the campus must inform the school to make an appointment ahead of time.

Recess and Playground Safety

Time spent outdoors is an integral part of the school day. Regular physical activity of adults is linked to improved health and reduced risk of the development of many chronic diseases. Lifelong physical activity habits are often developed in childhood. Occasions to play outside not only promote the development of a healthy and balanced lifestyle but affords students the opportunity to break from regular classroom structures. When properly clothed, students can participate in safe, active play in an outdoor environment in most weather conditions. However, as the body needs to be able to appropriately adapt to changes in temperature, precaution must be taken on extreme cold and hot temperature days.

Cold Weather Guidelines

On cold weather days children will be allowed to play outdoors with adult supervision for an appropriate length of time if adequately dressed in warm clothing (jackets, pants, hats and gloves). Please note that if a student is

not dressed appropriately, he/she will be unable to participate in outdoor activities.

Air Quality Guidelines

CAIS regularly monitors the air quality index (AQI) when deciding to modify daily outdoor school activities. The AQI is used to determine how clean or unhealthy the outdoor air is. The index ranges on a scale of 0 to 150+. The amount of prolonged exposure to unhealthy air is limited through the reduction or modification of school activities that require moderate to heavy exertion.

IX. Student Dress Code

Field-trips

Students will be advised of appropriate clothing for field-trips, days out and other out of school events.

Physical Education Classes

The school PE uniform consists of the following items:

- CAIS physical education t-shirt
- CAIS gym shorts or sweatpants
- Sports shoes

Swimming Days

On allocated swim days, each student needs to bring:

- an appropriate swimsuit
- a towel
- swim goggles
- a swim cap

Temperature	Procedure
0°C and above	Regular procedures for line up, outdoor activities and recess times
0°C to -14°C	Must have proper clothing to participate in outdoor activities.
-15°C and below	Students remain indoors.

- slippers
- sunscreen.

Footwear

- Students are expected to wear closed shoes.
- All shoes should have backs or secure straps on back of shoe for safety and always

AQI	Procedure
0-150	Regular procedures for line up, outdoor activities and recess times
Above 150	<ul style="list-style-type: none"> - All students will remain indoors. - All field trips that involve physical activity will be postponed. - All outdoor community events will be cancelled

remain tied.

- Flip-flops are not to be worn in school.
- The heel on shoes and boots should not be higher than 5cm.

Uniform Shop

New items of school uniform can be purchased from the school shop. Please contact the school reception if you require any items of school uniform.

Daily Uniform Requirements



X. HOUSE SYSTEM

CAIS has a House system, which is designed to help build our community and give students a sense of belonging and ownership in the school. Each student is assigned to a House, identified with one of four colors: Orange, Green, Red and Blue. The first three colors come from the school's symbol, the tree of life, while the blue represents our status as an

IB-world school committed to the mission and philosophy of the IB.

Within their House designation, students will be participating in special events like Spirit Week, House Day, socials, assemblies, and day outs. These house events will be run throughout the year, and they are a great way for students to get to know other students across different grade levels and extend their collaborative skills.

On designated House Events, students are encouraged to wear clothes that reflect their house color: orange, blue, red or green.

Day	Procedure
Monday	 <p>Formal CAIS School Uniform - blazer, white shirt, skirt/trousers, black footwear</p>
Tuesday-Thursday	 <p>Any combination of CAIS school uniform - only items purchased from the school store are counted as school uniform.</p>
Friday	<p>Free Dress Day - Students can wear their own choice of comfortable, casual clothes. Clothing should not hinder student learning and/or safety.</p>

XI. EXTRA CURRICULA ACTIVITIES (ECAs)

CAIS students have the opportunity to take part in Extra Curricula Activities (ECAs) which include the arts, sporting, recreational, educational, outdoor and service activities.

The aim of these activities is to encourage students to pursue a variety of interests that complement the academic program. ECAs are organized, led and supervised by members of staff.

XII. CONTINUOUS LEARNING

At CAIS, children are actively engaged in rich, purposeful learning for seven hours a day. After school, we believe family time is important and that families and children should have a choice in their learning beyond the school day. We encourage children to participate in self-directed learning, and to explore their curiosities and passions. We also believe that play is an important part of childhood. We encourage children to actively participate in opportunities for play and unstructured activities outside of school.

We expect children to read at home every day, and we expect parents to read with their children regularly. Reading at home should form a natural part of the daily routine. Emphasis should be on a shared enjoyment of reading among the family. Reading is an excellent means of developing thinking skills, increasing fluency, developing language skills and helping children develop confidence with their reading.

XIII. WITHDRAWAL FROM SCHOOL

When a student is to be withdrawn permanently from school, parents should inform Admissions office in writing as soon as they know they will withdraw. This will enable the School Office to prepare leaving documents. Before such documents can be

issued, a withdrawal form must be prepared which checks on such things as class texts, library books, outstanding fees, forwarding addresses and so forth. Since preparing multiple copies of leaving documents, past reports and official transcripts is a time-consuming task, up to 10 working days will be required to prepare official leaving documents.

XIV. SAFETY AND SECURITY

Safety and security are high priorities at CAIS. Security cameras monitor the school campus. All visitors are to report to the main gate office where a visitor's badge will be issued, and the person to be visited is expected to pick up the visitor from the reception. Visitors interested in enrolling their children are to be met at the reception. A member of admissions staff will accompany these visitors.

a. Supervision

In addition to teacher supervision during class times, teachers are assigned supervision during lunch break.

Students are not allowed to stay in any area of the school, whether in a classroom or otherwise without being supervised by a member of staff.

b. Vehicles

We ask that all parents and families who drive cars or motorcycles to school drive within the law and drive carefully through the immediate vicinity of the school.

c. Bus Transport

Each school day drivers and bus monitors collect and drop off children from all over Changchun. The safety of each child is of primary concern.

Parents are requested to notify the Bus Coordinator if their child does not require the bus on a particular day or if they are coming to school to collect their child in person. Students are expected to follow the bus rules and behave appropriately on the bus at all times.

All parents and students will receive an information package about the bus system and are required to sign the Bus Code of Conduct.

Students and parents should understand that the same standard of behavior is expected on the CAIS buses as is expected on the CAIS campus.

Students who are not respectful or do not follow bus rules will be warned by the Bus Monitor. Their behaviours will be noted. If these behaviours persist then the parents will then be contacted.

If inappropriate behavior on the bus persists after parental contact, the school may decide that the student will no longer be permitted to travel on the CAIS buses for the rest of the year.

Students may get permission to bring a school guest on the bus, provided permission has been obtained from the Bus Coordinator who will verify if there is a seat available on the bus.

Students are expected to:

- Be courteous to all bus users
- Be punctual at the appropriate pick-up point
- Sit in seats on a first come, first served basis
- Remain seated, wearing a seatbelt, keeping their hands and feet to themselves
- Keep all items brought onto the bus within and on the bus
- Place all personal belongings on their laps, stowed under the seats or given to the bus monitor for appropriate storage, keeping the aisles clear
- Talk at an appropriate level and act in an appropriate way so as to not disturb others
- Put all litter carefully in the appropriate bin or take it off the bus when leaving
- Drink water, as desired, carefully on the bus
- Clean any spillage at the next convenient stop and only when safe to do so
- Remain seated until the bus comes to a complete stop upon reaching the destination

Parents are expected to:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop or have made other suitable arrangements for meeting and picking up the children.

d. Student possession's

Students are discouraged from bringing valuables including large sums of money to school. Such items are brought to school at the student's risk.

Lockers

All students are issued with lockable lockers in which to store their books, other learning materials and bags. Students are responsible for ensuring the safety of all materials brought to school including electronic devices. Students may use either the school-provided lock or bring their own lock. If the student opts to bring their own lock, the school reserves the right to have it opened for inspection at any time, and the lock is removed at the end of the school year.

Student school bags

Students should bring a school bag that will fit comfortably into the locker. A soft-sided, medium-sized backpack is suitable. A bag that is large will become a safety hazard if left out of the locker and in the corridor.

Technological Devices - Acceptable Use Policy

This Acceptable Use Policy applies to all tablets/phones/laptops used at the school, regardless of who purchased and maintains ownership of the device. All students using a tablet/laptop at Changchun American International School, abide by the rules stipulated in this document. Students are expected to use their tablet/laptop in a responsible and ethical

manner that does not cause disruption to the learning environment. CAIS students receive ICT instruction throughout the year to help them learn how to be responsible digital citizens.

Devices should be used with teacher permission in a responsible way. Students should not contact others with their devices without explicit permission from their teacher. If a student chooses to use their device in an irresponsible way, they might lose the privilege of being able to use their device at school. If electronic devices are brought to school, the student is solely responsible for their own device. If a student's electronic device becomes damaged or lost, the school does not bear any financial consequences. Any repairs to the device are the financial responsibility of the student.

Loss of personal items

All personal articles of clothing, school materials and accessories found on campus are placed in the lost and found section, near the reception area. Students are encouraged to wear labelled clothes, which makes it easier to return items. Students and parents are encouraged to check for lost items. At the end of each term, unclaimed articles are donated to charity.

Primary (Grades 1-5) Bring Your Own Device

Basic Minimum Requirements for the Bring Your Own Device (BYOD) Program

Due to the requirements of the academic programs in the PYP, MYP, and DP, students are **required** to bring a charged electronic device to school each day. Our BYOD program is platform-independent, and our IT Team can provide support for both Mac OS and MS Windows. A CAIS student should be able to do the following with their electronic device:

- Connect to the school's WiFi network to access web pages, email and other Cloud platforms
- Download/install required software

- Connect to classroom projectors using tablet/laptop adaptors provided by the school
- Connect to speakers or headphones using a 3.5-mm stereo jack or via Bluetooth
- Backup all files to Cloud service
- Protect against malware, spyware, and other viruses by keeping the anti-virus software up-to-date on the computer
- Create documents (MS Word and/or Pages), spreadsheets (MS Excel and/or Numbers), and presentations (MS PowerPoint and/or Keynote)
- Create, read, and edit PDF files
- View, edit, and submit course related images (JPEG, PNG, and GIF)
- View course related videos via internet services (YouTube or Vimeo), or in common formats (AVI and MP4)
- Play or produce course-related audio (podcasts and MP3)
- Utilize webcam and microphone with proper software for recording video and audio

Laptops/tablets purchased within the last two years should meet the criteria above. If not, families should purchase laptops that meet the following specifications:

- Microsoft Windows 10 or latest or Mac OSX 10.12 as the operating system or latest
- RAM: 8GB
- CPU: 64-bit processor
- Storage: 256 GB SSD or higher
- Processor: Intel Core i5 (Dual core minimum or higher for Windows), M1 or M2 (MacOS)

Accessories:

- Charger with plug adapter for Chinese power outlet
- Headphones with microphone
- Adapter for VGA/HDMI/USB Type C
- Flash drive for back-up
- Tablet keyboard if applicable

In the Diploma Program, devices must run required course-specific software to master

programming skills, such as JDK 15 or higher (latest release, March 2020); Eclipse IDE or NetBeans IDE for Java development. Support for students to install software on their personal MacBooks is available, which gives them the possibility to practice programming skills at home as well.

XV. LUNCH/SNACK

Students have a choice of bringing their own lunch or having a hot lunch supplied by the school (if ordered in advance for the whole semester or year). Information about the cafeteria lunch will be shared on a regular basis.

We encourage our students to eat healthy and balanced lunches that should include fruit and vegetables. Please provide your child with healthy snacks for mid-morning.

Please note that CAIS students are not allowed to order food or drinks from outside the campus and have them delivered during lunch.

Students should not be sent to school with chocolates, sweets or candies.

Students should carry a refillable water bottle at all times. Water is available from the water dispensers around the school.

During the lunch period, students are expected to display good manners and courtesy. Lunch should be consumed in the cafeteria. They are expected to clear their place and dispose of all trash appropriately.

Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

XVI. ELEVATOR USE

Elevators are available to students who are unable to access the stairs. If a student requires the use of an elevator, they should report to the reception before school. The receptionist will help the student make arrangements to meet an adult who will assist

them in using the elevator. Card keys to the elevator will not be given to students.

XVII. ASSEMBLIES AND SPECIAL EVENTS

Students should enter the assembly area quietly, be seated and behave in a respectful manner. Appreciation should be shown with applause. No food or drinks are allowed during the assembly.