



An
**Inclusive
Learning
Community**

Nanjing International School

Parent Handbook 2024-25

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Welcome to Nanjing International School!



Nanjing International School

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The purpose of this handbook is to communicate basic information to parents about core beliefs and procedures that help to make this school an exciting, safe, and inclusive learning community. These are organized into five domains:

1. [School Overview](#)
2. [Student Safety and Wellbeing](#)
3. [Parent Communication](#)
4. [Learning at NIS](#)
5. [Student Guidelines](#)

The contents of this handbook will rarely provide detailed rules and regulations - in fact, we are pleased to be a school that does not require lists of *dos and don'ts*. What we do encourage is conversation, and lots of it. Should you wish for more detail on any of the contents of this handbook, or any other matter relating to your children and NIS, please do not hesitate to contact us. Additional resources are hyperlinked when possible and key contact details are listed at the end of this document.

[School Overview](#)

NIS is a wholly non-profit school with a student body of approximately 600 students from 30 different nationalities, and approximately 100 teaching staff from more than 20 countries. Our language of instruction and communication is English. We are accredited by the [Council of International Schools](#) (CIS) and [Western Association of Schools and Colleges](#) (WASC). We are authorized to offer the [International Baccalaureate \(IB\)](#) and were the first school in China to be authorized as an IB Continuum School.

As an IB Continuum School, we offer three International Baccalaureate programmes: The Primary Years Programme (Pre-Kindergarten-Grade 5), Middle Years Programme (Grades 6-10), and the Diploma Programme (Grades 11-12).

As an inclusive school we accept students with a broad range of learning needs if we are able to support their learning. To assist, we have full-time specialist support teachers, as well as a school focus on differentiated instruction and universal design, sustained by our EAL/LSS teachers and counselors.

[School Mission:](#) NIS is an inclusive learning community inspiring international-mindedness, personal excellence, and creative thinking.

[School Strategy:](#) We've zeroed in on two big, audacious goals.

- [Bursting the Bubble](#)
- [Student Voice and Choice](#)

These goals are essential to all we do. For more information, [please click here](#).

School Organization: NIS is led by the School Director, assisted in the Senior Leadership Team by the Director of Learning, and the Director of Operations & Finance. The daily academic and pastoral programmes are overseen by the Director of Learning, Primary Principal/Deputy Primary Principal, and Secondary Principal/MYP and DP Coordinators.

[School Board:](#) The [NIS Board](#) is comprised of seven voting members plus one non-voting staff member and the Director. The Board is responsible for the Mission and Strategy, has financial oversight, and hires, supports, and evaluates the Director.

Student Council: At NIS, we have a Primary School and Secondary Student Council. The Student Council is made up of interested students who have been chosen by their peers, and is overseen by teachers. Selections for presidents are held in June for the following year, and all other posts and grade level representatives are elected in August.

Houses: Taiping, WuTaiShan, XuanWu: Students, parents, and staff are members of one of our three houses. Friendly competitions are held throughout the year, such as cultural and sporting events. The house that gains the most points at the end of the year is awarded the house shield. The current shield holder is XuanWu.

Parent Teacher Association (PTA): At NIS we are privileged to have an [active PTA](#) that works to welcome new families, to organise social events for students, to support sporting events, to enhance the overall experience at NIS. If you are interested in becoming involved in the PTA, please contact the PTA president. Contact information can be found at the end of this document.

Charities: At NIS, we have committed to formally supporting a number of [charities](#) including the [Pfrang](#) Association, Hopeful Hearts, and The Amy Yang Foundation. In order to provide continuous and sustainable support, and to limit overburdening our community with additional requests for fundraising, additional charities are not normally considered.

Community Member Definitions and Access

Student safety and the safety of all adults on the NIS campus is our top priority. We also recognize that the number of people with ties to the school expands each year. With this in mind, it is important to establish clear definitions of [community membership and access to campus](#).

Student Safety and Well-being

Child Protection: All students at NIS should be always treated with respect and dignity. NIS endorses the UN Convention on the Rights of the Child, of which the host country, China, is a signatory. As such, we have a professional and ethical obligation to identify children who need help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect. Child protection standards defined by NIS encompass all cultures and international law. When given reasonable cause to believe that these rights are violated, NIS will seek all available resources to restore those rights. Sandra Chow is our Child Protection Officer. Our [Child Protection Procedures](#) are available on our school website.

Peer-to-Peer Safeguarding: We are committed to ensuring that NIS offers a safe, inviting campus to all community members. Peer-to-peer abuse, at any age level, has no place in our community. The distinctions between play, accidents, and bullying are always reviewed before decisions are made. Our commitment to peer-to-peer safeguarding can be found in our [Peer-to-Peer Safeguarding document](#).

ID Cards: All members of the NIS community must have an ID card that is visible while on campus. This ID card is required when entering the campus and is used to sign out books in the library and to purchase food at the cafeteria. Each semester, students' ID cards are charged with funds for printing purposes. In the unusual case that this is used up prior to the end of the semester, additional money will need to be added at the cashier office at parents' expense. As part of our commitment to the environment, where possible, students are encouraged to use digital versions of their work.



Health: If your child has a fever, diarrhea, or vomiting, they must stay at home until symptoms have not been present for 24 hours. If your child has lice, please inform the school nurse right away at nurse@nanjing-school.com.

All students need to have up to date **vaccinations** for: Polio, DT&P, Meningitis, MMR, and Chicken Pox. The following vaccinations are recommended: Hepatitis A & B, Bacillus Calmette-Guérin (BCG), Japanese Encephalitis, Rabies, Influenza, Typhoid.

No Nuts on Campus: NIS is committed to providing a nut-free environment. This includes all items for sale through the cafeteria and Skyways Cafe. The full details can be found on our [school website](#). Thank you for helping us maintain a safe environment.

Helmets: Helmets are required for all motorized bikes (electric and gas). Helmets are strongly recommended for pedal bikes for all members of the school community.

Bicycle Riding Law: Children under the age of 12 are not permitted to ride bicycles on public roads, cycle paths, or footpaths. This is also a good opportunity to remind our students and parents that no one under the age of 16 is permitted to ride an electric scooter. And finally, all electric scooters must be registered with the authorities.

NIS only has authority over what happens on campus. We continue to advise that anyone riding any form of bicycle, scooter or motorbike wear a helmet for their own safety.

Insurance: All students enrolled at NIS must be covered by current and comprehensive medical insurance. In the event of accident or injury while the student is on or off campus, it is the parent's responsibility to cover all medical expenses resulting from the accident, either with the family insurance coverage or family payment, in accordance with regulations and insurance policies. All school trips are supervised by staff members and/or responsible adults who will exercise all reasonable care. The parent agrees that they will not hold NIS, its representatives, administration, or its Board of Trustees liable for any accident.

Living Arrangements for Students: We insist that all NIS Students live with their parents or a named guardian. We do not accept students living alone under any circumstances. If you have questions about this, please contact Ms. Sandra Chow sandrachow@nanjing-school.com.

Digital Images: Photos of students and community members involved in events on campus may appear in school publications, newspaper and other promotional material, brochures, on the school website, and the school's authorized social media accounts. On occasion, NIS conducts photographic and video shoots for the purposes of promotion of the school. These images are used for this purpose only and, as such, we aim to protect the rights of our students, community members, and the school as an organisation by ensuring that this material is never published out of context or to promote services, products or concepts of other organizations or companies unrelated to our core mission. Participation confers no rights of usage, ownership or copyright on students or members of the community. NIS reserves the right to make use of suitable images and is under no obligation to publish or use all or any of the selected images.

Privacy Policy: Nanjing International School respects your privacy and we are committed to protecting it. If you would like to learn more about how your data is collected and stored, please go to the [Privacy Policy](#) on our website.

Single-Use Plastic: Single use plastic is not allowed on the NIS campus except in circumstances in which it is legally required or when our student-run Precious Plastics group is collecting. Please model this expectation with your family.



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Parent Communication

Face to Face Communication: We welcome the opportunity to meet with parents. There are many scheduled opportunities to meet with teachers on a range of topics, including conferences, coffee mornings, ParentEd workshops and sessions regarding special events such as [Discover China](#) (our off-campus week without walls – see *NIS calendar for dates*). Other opportunities focus on understanding the IB programmes, our partnership with external organizations such as the IB, and on addressing topical learning and developmental needs.

If you would like to speak with a teacher about your child's progress, [please contact the relevant teacher directly](#). For other questions, a detailed list of contact persons is provided at the end of this booklet. Should you not know to whom you want to direct a particular question, please contact the relevant Principal who will direct your query appropriately.

IB Programme Concerns: For specific questions or concerns regarding IB Programme decisions taken by the school, including student requests for appeals, please contact the relevant IB Programme Coordinator in writing as soon as possible to set up a meeting to discuss the issue. Our IB Coordinators work closely with students and families to find Mission-aligned solutions, in concert with the relevant Principal and members of the Senior Leadership Team. The School Director is the final arbiter on these matters. Please see the list at the end of this document for contact information.

Weekly Bulletin: NIS publishes a [Weekly Bulletin](#). This will be emailed to you each Friday.

WeChat: If you haven't already, please follow our [NIS WeChat](#) for [regular articles](#) about our amazing school. These also include our award-winning "NIS Voices" podcast.

Managebac Portal: Your parent portal on Managebac will connect you to all your child's teachers, and we expect you to use this to stay in touch. This can be accessed via the [MyNIS feature of our website](#). This is our learning management system and gives you access to learning-related information.

- Your child's timetable and teacher contact information
- Your child's assignments and units of study
- Your child's report cards as they are issued

NB: Schedules for Primary School children will come from their homeroom teacher.

Open Apply Portal: This portal is used to enroll/reenroll and ensure contact information is up to date. A reminder to check family data during the reenrollment process is sent annually.

In order for Managebac to be used effectively, personal information in Open Apply must be accurate and up to date. This is particularly important for medical alerts, phone numbers, addresses, and passport/via details. Accuracy is essential.

Schools' Buddy Parent Portal: Schools Buddy is the portal we use to sign up for student/community activities, conferences, and the like. It can be accessed from the "MyNIS" link on the NIS website.

E-mail: Your child's teachers may e-mail you for a variety of reasons, ranging from requesting a meeting to informing you about current progress, from keeping you up to date about upcoming



events to making special announcements. Please check your email regularly for school communication.

Written Communication: On occasion, NIS may send communication via your youngest child in an envelope. This normally includes important messages from the Director, the Board, or Standardized Testing results. This is accompanied by an e-mail asking you to check for the correspondence with your child.

Conferences: Parent-Led Conferences take place in August for Primary School parents. These conferences provide an opportunity for parents to meet with teachers to share important information about their children. Full day Three-Way Conferences are held after Quarter 1 reports and after Semester 1 reports. Parents sign up for conferences through SchoolsBuddy. Additional conferences happen periodically throughout the year. Parents are encouraged to arrange for additional meetings at any time to discuss concerns and strategies to support your child/children.

Quarter 1 Reports: These reports provide parents with indicators about their child's progress based on skill areas.

Semester Reports: In the PS, semester reports include full comments and the same progress indicators as the Quarter 1 reports based on student achievement. In Grades 6-10, grades are based on subject criteria which are transposed to a 1-7 grade. Students in Grades 11-12 earn an overall 1-7 grade. These reports are accompanied by subject area comments.

[Learning at NIS](#)

Definition of Learning: In order to best develop our students' talents for the world in which they live, we define learning as a personal process that leads to the development of new skills and understandings that are applied creatively both within and beyond the classroom.

With this in mind, we believe students learn best when they...

- Make meaningful choices about their learning.
- Have the confidence to connect across cultures and perspectives.
- Feel a strong sense of inclusion and belonging.
- Find an appropriate balance of challenge and support.

Curriculum: As an independent international school NIS is able to adopt the very best subject-specific curricula from around the world. The purpose of our curriculum is to build a foundation of understanding & skills that supports inquiry, cross-curricular connections, and creative thinking.

IB frameworks provide a great deal of guidance in this regard. Underpinning this are our Student Learning Outcomes, which are our vertically articulated scope and sequence. This is reflected in the student learning outcomes (SLOs) that make up our progression of learning. The IB gives us an [inquiry-based framework](#) that supports Mission-aligned learning across the grades. Please see our [Learning](#) page for more information.

School Schedule and Calendar: Students attend school for 185 days in an academic year. The school year is divided into 2 semesters. A brief progress report is provided mid-way through Semester 1, and Student-Led Conferences and Invitational Three-Way Conferences take place mid-way through Semester 2. Comprehensive semester reports are provided at the end of Semester One (January) and Semester 2 (June). It is not possible under any circumstance to provide reports ahead of the scheduled dates.



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We have an 8-day rotation which ensures that there is less impact on days such as Friday, which often sees many students involved in off-campus activities.

In PreK to Grade 12, **the school day starts at 8:00am** to 3:00pm each day, except for Tuesday when school finishes at 2:30pm to allow staff to participate in professional development. Please note for PreK, that students must be out of nappies/diapers before being enrolled.

School closes at 11:00am on the last day before Winter Break (December) and Summer Break (June).

Homework: A balanced lifestyle that reflects rigorous learning through our classes and opportunities that incorporate physical activity, creativity, personal “passions”, family time, and sufficient time for sleep is important at NIS. If students are feeling overwhelmed by the amount of homework, or if students or parents have any questions about an assignment, please make an appointment to see the relevant teacher(s). Please contact any member of the leadership team for our Homework Guidelines.

Exams: Internal exams for students in Grades 8 - 12 take place twice a year.

Distance Learning: At NIS, we believe academic continuity in situations in which campus is not available is an essential part of our program. With this in mind, we have created a plan that aims to provide online learning rooted in our Mission, Strategy, and Definition of Learning. We recognize that there are important differences between in-person and virtual learning, and that all situations in which academic continuity is required are unique. One constant in any eventuality is our commitment to student safety, social and emotional support, and the very best online learning we can provide.

Service: Service learning is an important part of our programme. Students in Grades 6-10 have Service as Action built into their schedules, in addition to their efforts beyond the school day. Students in Grades 11 and 12 complete IBDP Community, Activity, and Service requirements within the NIS Global Citizen Diploma Programme. Primary School students have service built into units of inquiry.

Co-Curricular Activities: NIS offers over 150 school activities for students over the course of 4 cycles. Sign-up for Activities is done through Schools Buddy, directly by students in the Secondary School, or by parents of students in the Primary School. Monitor the weekly bulletin and school calendar for more information. We are very proud of [our Activities](#) programme, which supports our belief that learning happens everywhere.

Awards: Students are recognised for participation in cultural and service activities throughout the year. In Secondary this is often done within scheduled Awards assemblies. Parents are encouraged to attend these assemblies and there is designated seating. Sports awards are presented at student-led Awards Nights four times per year. Academic awards are presented at the end of each semester during Awards Assemblies for students in Grade 6-12.

Graduation: Students are awarded a NIS High School Diploma if they achieve a minimum of 24 credits across Grades 9-12 and a certain number of credits per subject area. One credit is granted for a grade of 3 or higher. Students enrolling at NIS after Grade 9 use previous report grades to determine eligible credits.

All eligible Grade 12 students participate in the IB Diploma courses. Students who successfully complete the requirements will be awarded the IB Diploma after examinations in



May. For further information pathways to graduation, visit: [IB Diploma Programme | Nanjing International School \(nischina.org\)](https://www.nischina.org)

Student Support Services: NIS is committed to supporting all students in their learning and accepting of the fact that students learn at different rates, have their own academic strengths, and learning needs. Teachers design learning to support all students within this context.

English Language Support: The model used by NIS focuses on having English Language Learners (ELL) students integrated with fluent English speakers as much as possible. In the Middle School and Upper School English is offered at a range of levels to ensure access to learning for all students. Students in English B Phases 3 or 4 have additional classes to assist them in language, homework, planning and organisation. Students in Grade 10 English B Phase 4 must achieve a final grade of 5 or above to be admitted into the Diploma Programme.

Learning Support: Students who require additional modifications to their academic programmes receive assistance from one of our four Learning Support Teachers who provide guidance and strategies, pull-out, and/or in-class support. Under certain circumstances, parents with students who have significant learning needs may be required to pay for a Learning Assistant who will serve in a 1:1 capacity with their child. Four Guidance Counselors support student learning and well-being across the school as well.

Standardized Testing: NIS participates in standardized testing in order to monitor student progress benchmark performance against national and international standards. International Schools Assessment (ISA) is used for writing in Grades 5 – 10 and Measures of Academic Progress (MAP) are used for Maths and Reading in Grades 3-10. These assessments do not require any special preparation by students, are not used for promotion purposes, and are not considered in our NIS academic reports. Rather, the reports identify strengths and weaknesses that provide valuable information to further our commitment to differentiated learning. Individual student reports are provided to parents when made available.

Library in the HUB: Our library, located within our multi-functional learning space, the HUB, is a centre for learning. We have a full-time librarian. Students are encouraged to visit the library to check out books for leisure reading and for research. We also have several online databases that students can access for research purposes. In the Primary School, classes visit the library regularly.

Technology: NIS is committed to providing the best possible, inclusive learning experience for all our students. One aspect of this is our investment in technology support, teacher training, and software provision. All students in Grades 5-12 are required to purchase a MacBook, and in Primary School, students in Grades 2-4 are required to purchase an iPad. Specifications that support learning are provided by NIS, on our [website](https://www.nischina.org). The school offers on-campus purchase through a third party, or you may opt to purchase your device elsewhere. MacBook lifespan is calculated at three years, and iPad five years. Devices that exceed this will possibly not be able to take advantage of software updates and will need to be upgraded.

NIS's Digital Citizenship Philosophy (DCP) provides our students with a map towards learning about safe and appropriate use of technology. More information about our DCP can be found on our [website](https://www.nischina.org).

Students at NIS are guided on appropriate and safe use of technology, both through Wellness classes (Grades 6-12) and through class teachers in the Primary School. Should students be found using technology in a manner which is not fit for academic purposes, appropriate measures



and consequences will be taken to help alleviate the issue at hand. All families on enrollment at NIS are required to confirm acceptance of the Responsible Use Agreement (RUA). It is your responsibility to review the NIS Digital Citizenship Philosophy with your child and acknowledge that you understand and will take appropriate action to ensure that use of digital technology is kind, safe and helpful.

Loaner Computers: Here at NIS, we have loaner computers available for students who need to borrow a computer for a brief period. Loaner computers can be checked out at the IT Support Center, located in the HUB. Students who check out a loaner are responsible for treating that loaner with respect. The student or parent is responsible for any damage caused to the device while it is checked out. If it is found that a computer is lost or damaged, the IT department will contact parents about the lost or damaged computer and provide options to remedy the situation.

If a student needs to borrow a computer for an extended period (2 weeks or more), a parent or guardian needs to come to the IT Department to sign a contract for the computer loan.

Student Guidelines

We try very hard to encourage a community approach to those rules that are in place to benefit our students while at NIS. Rather than create a list of 'Don'ts', we emphasize:

- **Be Safe**
- **Be Kind**
- **Be Helpful**

We understand that this approach results in certain ambiguities. Should there be a need, therefore, please engage in conversation to clarify any questions you may have.

A few areas that do not fall into the guidelines above are:

- **Attendance and Punctuality** are required.
- **NIS Peer-to-peer safeguarding guidelines** must be followed.
- **Campus Access** is restricted to specific people, places, and times.
- **Student Statement on Dress** must be followed.
- **Drones** on campus may **only** be used under a teacher's supervision.
- **Video gaming** is not permitted in class, the café, or cafeteria.
- **Mobile phones** can only be used by students in Grade 8 and up.
- **Walking Tech-Free:** We expect everyone on campus to walk tech-free.

Our Device Use Policy can be found on our website under [Handbooks, Policies, and Guidelines](#).

Attendance and Punctuality:

If your child will be absent from or late to school for any reason, please contact our Attendance Team at attendance@nanjing-school.com. If your child will be absent from school due to illness, please include our School Nurse at nurse@nanjing-school.com.

The NIS school year has 185 academic days. The total number of student absences is recorded and stated on the student report. There is no distinction made for the type of absence, as the focus is to simply state how many days of learning have been missed, without making any judgement on their validity. Should a student miss more than 30 days of schooling, a review may



be held regarding the student's status at NIS. No rebate is given in school fees for student absence. Students and parents can track their attendance on Managebac. It is also reported on formal school reports.

Punctuality: We expect our students to be in class, ready to learn at 8:00am each day. Daily attendance is taken by teachers at this time. When students arrive in class after 8:00am, they are marked "late." Parents of students who are often late to school will be contacted by members of the leadership team. Secondary students who are late five times per semester may lose campus privileges. Students in Grades 11 and 12 who are frequently late will also have this information shared with their university counsellors.

Student Statement on Dress: NIS is an inclusive learning community with a range of diverse cultures. With this in mind, we expect students to dress in an appropriate and respectful manner *for learning*. This includes no visible underwear and no clothing with graphics or wording that could offend. Students have a responsibility to demonstrate good judgement in their choice of attire. Faculty will address related concerns on an individual basis.

For PE classes, students are expected to wear their house shirt, provided by the school, shorts or track pants, and running shoes.

Campus Access: We are very proud of our community feel at NIS which extends to parents. The Centre building is designed purposefully to encourage one of our foundational goals at NIS - to be a bridge to China. We encourage parents to feel welcome to use The Cafe and the Centre Gym. All other school social spaces are designed specifically for student use as we extend learning beyond the classroom. As safe use of our facilities is of the utmost importance. Please refer to the guidelines below.

"Supervised": Students have a responsible adult from this NIS community with them.

"Scheduled": The activity has been formally organized or approved by NIS.

Campus Access by NIS Students	
School Days	7:45am-3:15pm (2:45pm on Tuesdays) Exceptions: NIS scheduled activities, G10-12 Fitness Room, G11-12 Lounges, HUB and Skyways @ NIS. Please see below for details.
Weekends	NIS scheduled activities, G10-12 Fitness Room, G11-12 Centre Lounge and Skyways @ NIS. Please see below for details.
Holidays	Campus is typically closed on school holidays. Please see the Weekly Bulletin for details and updates.

Location	Details
Centre Fitness Room	Grade 9 and below: When supervised by an NIS teacher for PE/Sports only. Grade 10: Fitness room hours outside of the school day. No lunch access. Grades 11-12: Fitness room hours.
Skyways Café @ NIS	Grade 5 and below: During normal business hours, outside of the school day, and with parental supervision. Grades 6-10: Normal business hours outside of the school day. Grades 11-12: Normal business hours.



Swimming Pool	Please see the pool schedule in the Weekly Bulletin for access information.
HUB	Grades 6-10: 7:45am-4:15pm with teachers during class or for quiet study, work, or reading. Grades 11-12: Monday-Friday 7am-7pm.
Grade 11&12 Lounges	Main Campus Lounge: School days 7:45am-4:15pm. No weekend access. Centre Lounge: During fitness room opening hours.
Cafeteria	During the school day as scheduled.
All other areas	During class, supervised breaks, and for NIS scheduled activities only.
E-Bikes/ Scooters	Grade 10-12 students who are wearing a helmet and following traffic instructions.

Questions? Please contact Ms. Sandra Chow, Director of Learning
sandrachow@nanjing-school.com

Acronyms at NIS

ACAMIS	Association of China and Mongolia International Schools
AGM	Annual General Meeting (NIS Board)
ATLs	Approaches to Learning
CAS	Creativity, Activity, Service
CIS	Council of International Schools
CISSA	China International Schools' Sporting Association
DP	Diploma Programme (Grades 11-12)
EAP	English for Academic Purposes
EARCOS	East Asia Regional Council of International Schools
EE	IB Extended Essay (Grades 11-12)
ELL	English Language Learner
EY	Early Years (PreK, K1, & K2)
GCD	Global Citizen Diploma
GOA	Global Online Academy
ISTA	International Schools Theatre Association
ISA	International Schools Assessment
LGR	Large Group Room
LSS	Learning Support Services
MAP	Measures of Academic Progress
MYP	Middle Years Programme (Grades 6-10)
NEASC	New England Association of Schools and Colleges
NFI	Next Frontier Inclusion



PAC	Performing Arts Centre
PP	IB Personal Project (Grade 10)
PTA	Parent Teacher Association
PYP	Primary Years Programme (Grades 1-5)
SAT	Scholastic Assessment Test (College Board)
SCISAC	Southern China International Schools Athletic Conference
SE	Senior Essay (Grades 11-12)
SET	Senior Education Team (Director of Learning, Secondary Principal, Primary Principal, Deputy Secondary Principal, Deputy Primary Principal)
SISAC	Shanghai International Schools Athletic Conference
SLT	Senior Leadership Team (Director, Director of Learning, and Director of Operations and Finance)
WASC	Western Association of Schools and Colleges

Contact List

Position	Name
School Director	Laurie McLellan
Director of Learning	Sandra Chow
Director of Operations and Finance	Arek Owczarek
Primary School Principal	Jacqui Patrick
Deputy Primary Principal	Bo Zhang
IB PYP Coordinator	Tristan Meagher
Secondary School Principal	Sara Morrow
Deputy Secondary School Principal	Scott Corbett
IB MYP Coordinator/Personal Project Coord.	Jade Bennett
IB DP Coordinator/Extended Essay Coord.	Angela Fox
Technology Director	Dr. Shannon Doak
Activities Director	Anna Yuen
Athletics Director	Ben Dutton
Aquatics Director	Niels Loos
Primary School Counselor	Quinnesian Joyner Lei Jing
Secondary School Counselors	Stephen Toole Pearl Noh Ruben Joyner
Head of Admissions	Matt Shean

