



Student Handbook

2026-2027

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GENERAL INFORMATION

OUR HISTORY

Yantai International Academy (YIA) is located in Yantai, China, and is associated with Yantai Aihua Senior High School and LifePlus, which is comprised of seven schools across China [including Yantai Huasheng International School (YHIS)], the UAE, and an Online Academy. LifePlus has been operating schools across the globe for over 40 years. YIA enrolled its first few students in the 2018-19 academic year and celebrated its first graduate in 2021.

OUR MISSION

YIA is committed to providing families with transformative, holistic education to develop globally minded individuals who learn, love, and lead.

OUR VISION

We desire to have world class servant leaders raised up in every vocation.

OUR PHILOSOPHY

YIA, along with LifePlus, believes in providing an educational experience that transforms students from the inside out. Our education is built on the ideas: Learn, Love and Lead. Our curriculum is intended to prepare students for active involvement in our contemporary, multicultural society and to equip them with tools for shaping the future.

We Believe:

We LEARN		We are purposeful, truth-seekers, and truth-speakers.
We LOVE		We are connected, courageous, and compassionate in relationship to ourselves and each other.
We LEAD		We are engaged in humble, persistent service to the community and the world.

- Parents and the school are partners in education.
- Parents are ultimately responsible for educating their children, while enlisting the school's expertise to assist in their children's development.

- The school should partner with families in helping their children develop a sense of their own intrinsic worth and their identity as human beings created for a purpose.
- Education is a continuing process through which this awareness develops individuals as they grow in all areas of their life toward their fullest potential.
- Lifelong learning occurs when students' hearts, minds, and bodies are actively engaged.

For these reasons, we provide academically challenging learning opportunities within a college preparatory course of study, replete with exploratory activities.

9 QUALITIES FOR LIFE

	I value people, and so I invest in communication, language learning, and understanding the cultures in which I live.
CONNECTION	I collaborate effectively and respectfully with people from any culture. I build and maintain healthy relationships with others in my life. I know how to speak perceptively about what I believe.
	I take risks and boldly do what is best.
COURAGE	I am willing to ask questions and make mistakes. I persist in thinking, inquiring, and discussing even in the presence of threat or fear.
	I investigate and explore by asking questions and thinking critically about the answers.
CURIOSITY	I am eager for authentic knowledge, wisdom, and understanding. I refuse to let others do my thinking for me or cheat myself out of learning opportunities.
	I show empathy for others and look for ways to make a difference.
COMPASSION	I listen carefully and think deeply to determine the best response or action.
	I make available my gifts, talents, time, energy, and enthusiasm to serve the needs of those around me.
SERVICE	I show love towards the world around me by being a responsible caretaker of our resources.

	I strive for excellence and practice diligence to get things right; I do not give up.
PERSISTENCE	I respectfully communicate until I am understood and question until I understand. I approach challenges with tenacity, creativity and thinking.
DISCERNMENT	I can see and understand people, things, or situations clearly. I use knowledge to make wise choices and judgments, speak the truth, and live with integrity.
HUMILITY	I have an accurate picture of my abilities, thinking neither too highly nor too lowly of myself. I acknowledge my limitations and my need for help, as well as accept criticism and demonstrate a teachable spirit. I demonstrate good sportsmanship.
PURPOSE	I treat myself and every person with intrinsic value and purpose. I strategically use the gifts and talents that I have to accomplish bigger purposes. I look for deeper meaning and explanations and I am not content with appearances or easy answers.

ACCREDITATION

YIA has achieved individual school accreditation through Cognia. Cognia accreditation represents three of the six U.S. Department of Education regionally recognized K-12 accrediting bodies which together have been accrediting institutions for 125 years:

- North Central Association Commission on Accreditation and School Improvement (NCA CASI),
- Northwest Accreditation Commission (NWAC), and
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

GOVERNANCE

YIA is governed by a Board of Directors which meets on a quarterly basis to set strategic direction, approve administrative policies and hiring decisions, as well as grant financial approvals.

The school administration includes the Head of School, Academic Principal, and Operations Principal, who deal with all parent concerns directly. Depending on the

nature of the concern, the concern may be brought to the attention of the school board. The Head of School directly reports to a Superintendent appointed by LifePlus.

NON-DISCRIMINATION

Yantai International Academy does not discriminate on the basis of students' personal backgrounds. Enrollment and participation in all educational programs, including co-curricular programs, are open to students irrespective of race, ethnic origin, gender, or religion.

SCHOOL DAY

Homerooms start at 7:45 a.m. and classes start at 8:00 a.m. Students are considered tardy if they arrive after 7:45 a.m. Middle school may have afternoon classes until 5:00 p.m. High school may have additional classes or after school activities from 3:30 to 5:00 p.m. and evening study time is from 5:30 to 8:30 p.m., Monday through Thursday. Students may not enter the hallways or classrooms until 7:30 a.m. Parents are responsible for sending non-dorm students to school safely and on time. The school is not responsible for accidents that occur on the way to or from school.

SCHOOL YEAR

The school year generally starts in the middle of August and ends within the first two weeks of June. The school year is divided into two semesters for reporting. There are approximately 180 school days on the school calendar. Any days missed due to emergencies or unforeseen circumstances may be added to the end of the school year.

MASCOT & SCHOOL COLORS

The school mascot is the Leopard. The school colors are purple, white, and gold.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

The school considers the following as essential to admission:

- Adequacy in the English language as determined by interview, examination, and/or academic records
- The WIDA exam assesses students' English language abilities in reading, writing, listening, and speaking
- An age-appropriate level of educational aptitude and skills as determined by interview, examination, and/or academic records
- Interview by school leaders
- Comprehensive assessment of enrollment

For initial entrance into YIA:

- Submit a completed application form.
- Parents are requested to present proof of the child's age.
- All students are required to submit academic records of their previous two school years.
 - Informal documents are fine for initial enrollment
 - For 3-year program, within the first semester, a formal record is required (Formal records are required for any enrollment after start of 9th grade year)
- All students are required to take an English assessment.
- Students must present a recent physical examination report.
- Immunizations must be completed in accordance with YIA requirements, as stated in the Medical Examination Form.

Re-admission procedures for continuing students will be communicated each Spring.

GRADE PLACEMENT

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

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

Students entering Grades 9-12 are placed in the proper grade according to the above criterion and in consideration of earned transferrable credits:

Grade	Considerations for Placement
9	Student has obtained 6 or less credits
10	Student has obtained 6 to 12 credits
11	Student has obtained 12 to 18 credits
12	Student has obtained 18 or more credits

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are non-native English speakers may be placed at a lower grade level at the principal's discretion, but no more than one grade lower than chronological age. Students placed one grade below their chronological age may be promoted to the class corresponding to their chronological age at the end of their first year at the discretion of the principal after review of academic progress and review of applicable assessment data.

CLASS SIZE CAPACITY

YIA believes that class sizes should be optimal to allow for sufficient student-teacher interaction as well as peer interaction. Class size capacity is dependent on grade level. The class size is capped at 25.

WAITING LIST

If a student has passed the necessary admissions requirements but the class has reached capacity, the student may be placed on a waiting list. Students will be added to this list according to the enrollment criteria. This waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. YIA encourages parents to look for other educational options while their child is on the waiting list.

ENGLISH LANGUAGE SUPPORT SERVICES (ELS)

Upon entry to YIA, students who are non-native English speakers will be assessed using the WIDA English Test. This test assesses the student's English language proficiency in the areas of reading, writing, listening, and speaking. Based on test scores and teacher observations, students in need of language support will be placed in the appropriate ELS class. ELS teachers will coordinate with core subject teachers to meet the English language needs of their students, as well as help students develop their basic language skills in the areas of reading, writing, listening, and speaking.

LEARNING SUPPORT

YIA can support students with mild to moderate learning needs. However, the school is not able to meet the needs of students with severe learning disabilities. Parents are

expected to inform the school if their child has a known learning disability. YIA will make every effort to meet the needs of each child it admits.

TUITION AND FEES

Tuition will be determined annually and assessed at the time of registration. It is payable in accordance with a pre-approved payment plan. Late fees will be assessed where appropriate. In addition to tuition fees, students also have a daily lunch fee depending on the meal option they choose.

Other expenses depend on whether students dine, stay in dorms, play athletics, or participate in international research programs at school.

TUITION PAYMENTS AND REFUND POLICY

Parents are responsible for the payment of all school fees.

1. Report cards, diplomas, and transcripts will not be released if there are outstanding payments due.
2. Tuition refunds for students that withdraw will only be given for full quarters not attended. Once a student has started a quarter, regardless of the number of days attended, the full tuition for that quarter will be charged.
3. Tuition and fees are non-transferable to another student.
4. No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.
5. Company-paid tuition will only be refunded to the company, not to the parent.

OVERDUE ACCOUNTS

Tuition fee payments are due to the school in a timely manner after receipt of a school invoice. Payments more than five days past the due date are subject to a late fee. If payments are made more than 30 days past the due date, students may be excluded from classes until payment is made.

ATTENDANCE POLICIES

Consistent attendance is important for every student. Excessive absences from school hinders academic progress and jeopardizes the acquisition of academic credit. Attendance records will be kept by the school office and become part of a student's permanent record at the end of each semester. If an unplanned absence occurs, parents should notify the Homeroom teacher by 7:30 a.m. Secondary students that exceed 5 days of absences (approximately equal to 3 days of two-period blocks), planned or unplanned, within a semester will require a conference with the school administration and an attendance plan to ensure their child's success and promotion to the next grade. Exceeding the equivalent of 10 days of absence (equal to 5 days of two-period blocks) within a semester in any one course may result in no credit awarded for the course.

PLANNED ABSENCE

Approval for a planned absence must be requested in writing to the academic principal, at least one week in advance. Parents should clearly state the reason for the request. If approved, it will be considered an excused absence. Please note that even while excused and planned, the absence will be noted on the report card as part of the student's attendance records. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.

- Any activity that can be taken care of during non-school hours will not be considered an acceptable reason for a planned absence. Travel for documents or vacation, even while planned, are considered unexcused absences. Unexcused absences will be recorded as such on the student's attendance records. It is at the discretion of the teacher regarding requirements for make-up work for unexcused absences.
- Students with excused planned absences will be allowed two class days to make-up each missed day's work. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row, or those too ill to prepare for school.
 - The maximum time limit for make-up work will be five days for extended excused-absences, unless agreed upon by the teacher.
 - Any work not made up will result in an "F" for that assignment.
 - Teachers will facilitate make-up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has delayed or put off doing academic work, a grade of zero will be given.
 - Students are not permitted to miss regularly scheduled classes to make up work.
 - Predetermined assignments are due on the date announced, or immediately upon return to school.
 - If a student was in school the day before a test and absent the day of the test, they are obligated to take the test the day they return.

- If a student is absent the day that a scheduled assignment is due, but the student's absence causes a critical inconvenience (such as a group presentation), s/he may receive a predetermined reduction on the assignment.
- Unexcused absences on Friday will result in the student not being eligible for participation in weekend activities.

UNPLANNED ABSENCE

- On occasion, emergencies arise causing the student to miss school. Please notify the Homeroom teacher of your child's absence by 7:30 a.m.
- Unplanned absences such as medical illness or hospital visits are considered an excused absence. Please note that even while excused, the absence will be noted on the report card as part of the student's attendance records. Students will be afforded opportunities for make-up work for excused absences. Teachers may require any work to be done in advance that they deem necessary. Teachers will communicate with parents and students to give them a reasonable idea of the work that will be missed.
- Unplanned absences such as travel for documents or vacation are considered unexcused absences. Unexcused absences will be recorded as such on the students' attendance records. It is at the discretion of the teacher regarding requirements for make-up work for unexcused absences.
- Unexcused absences on Friday will result in the student not being eligible for participation in weekend activities.

ATTENDANCE RECORD AND CREDITS

A student will not receive semester credit for a course if the total number of non-school-related absences (excused or unexcused) exceeds 5 in block classes or 10 in single period classes per semester. Exceptions to this policy must be discussed with the school administration. A student is marked absent if they miss half of a block or single period class. Without special permission granted by the administration, middle school students will not have the opportunity to make up work missed if they are absent more than ten days in a semester.

SCHOOL RELATED ABSENCE

A school-related absence is defined as an absence due to an approved school event. Examples may include attendance at a LifePlus event, such as the Fine Arts Festival, MUN, Soccer, etc. School-related absences are determined by the school and are not counted as an absence on the students' attendance record.

TARDINESS

YIA believes that being punctual to classes is important in achieving success in school. This is an integral part of self-discipline for life and shows respect for teachers and fellow students. Students are expected to be in class on time. Students arriving to school after 11:00 a.m. may not participate in the day's after-school activities.

Students who arrive at school after 8:00 a.m. must check in with the Lobby Receptionist and then report to the Homeroom teacher office before they will be admitted to class.

TRUANCY

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day and staying out of scheduled classes or activities without permission. Truancy will normally result in a parent conference, counseling and detention(s).

CLOSED CAMPUS POLICY

Students are expected to stay on campus for the entire school day. Students must ask for special permission from the administration and have parental approval before leaving campus. If permission is granted, students must sign out with their Homeroom teacher. Returning to the dorm during the school day is not allowed without special approval by the Homeroom teacher.

WITHDRAWAL FROM SCHOOL

Withdrawal is the early removal of a student from the school or a course roster. Parents must notify the office a minimum of two weeks prior to the date that the student plans to leave. Student grades and other documentation will be released by the Registrar's Office two weeks after an official notice of withdrawal is given. Students may not withdraw more than two weeks prior to the end of the semester and still receive credit for that semester.

ACADEMIC INFORMATION

COURSE CATALOG

The secondary course catalog contains course descriptions and is available on Canvas.

CURRICULUM

YIA consists of grades 7 and 8 (referred to as middle school) and grades 9 through 12 (referred to as high school). Grades 7 through 12 can be referred to as secondary.

We use a predominantly United States-based curriculum and joint U.S. and Chinese management structure while attempting to use best practices from around the world. The fundamental emphasis of the curriculum is on English, Mathematics, Social Studies, Science, and Leadership. Elective courses may include Art, Computer Science, Yearbook, Choir, Band, Physical Education, and Chinese or French Language.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are designed to provide an additional challenge for students wanting to learn more about a specific subject area. Advanced Placement (AP) course content is annually reviewed by the College Board and prepares students to take AP exams each Spring. Courses are taught at the level of a university freshman course. Due to the rigorous nature of the AP course, appropriate content-area teacher recommendation for placement is required.

Due to the rigorous nature of the course and the need for students to maintain a healthy balance of school and home, YIA gives the following recommendation for the number of AP courses per year. Students that wish to exceed the recommendation must meet with administration and receive approval prior to enrolling in the course:

9 th Grade (Freshman)	1 AP Course
10 th Grade (Sophomore)	2 AP Courses
11 th Grade (Junior)	3 AP and/or Dual Enrollment Courses
12 th Grade (Senior)	4 AP and/or Dual Enrollment Courses

Students in AP classes receive more homework than they would receive in a general course. See the Course Catalog for the current AP offerings.

LIFEPLUS ACADEMY OFFERINGS

High school students may choose to join LifePlus students in AP courses offered through the LifePlus Online Academy. These courses are assigned a time in the schedule but completed as a distance course, with the teacher communicating through digital tools. These courses require more responsibility, self-discipline, and communication on the part of the student, and count towards the school's course enrollment requirements and

limitations, including the recommended AP cap (see chart above). For AP courses offered in-person at the school campus, enrollment in the same LifePlus Online Academy AP course is discouraged and can only be approved at the discretion of the Academic Principal.

DUAL ENROLLMENT PROGRAM

In collaboration with Grand Canyon University, eligible 11th and 12th grade students may be offered Dual Enrollment university-level courses. Dual Enrollment (DE) courses enable students to simultaneously earn university and high school credit to enhance their academic journey. Credits earned through the Dual Enrollment program will be recorded on the student's transcript and count towards the school's course enrollment requirements and limitations, including the recommended AP cap (see chart above).

INDEPENDENT STUDIES

High school students are eligible for independent study in a content area if they have completed all the coursework offered by the school in that area. Independent study must be approved by the administration and must include a minimum of 50 hours of documented work per quarter.

Parents should understand that any costs incurred from independent study are separate from the school and that the school is not responsible for the management of the course. Independent Studies receive a Pass/Fail course completion only on the transcript.

GRADUATION REQUIREMENTS

24 units of high school credit are required for graduation. One half credit is given for each full semester of a course successfully completed in 9th through 12th grades. A failing grade does not earn any credit.

The following credits must be earned to graduate:

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Science
- 3 credits of Mathematics
- 2 credits of Second Language
- 2 credits of Physical Education
- 3 credits of Philosophy/Leadership*
- 1 credit of Performing or Fine Arts
- 3 Electives as needed

*Philosophy/Leadership credits vary by years of high school enrollment as follows:

4 Years in YIA	3 Philosophy Credits
3 Years in YIA	2 Philosophy Credits
2 Years in YIA	1.5 Philosophy Credits
1 Year in YIA	1 Philosophy Credit

COURSE LOAD REQUIREMENT

Students in grades 9-12 are required to take at least six courses per semester. A minimum of five in-person classes is required. The academic principal may make exceptions for students whose schedule does not allow for five in-person classes.

ADDING OR DROPPING A COURSE

Students may add or drop courses during the first week of a semester by following the add/drop procedures. Dropped courses do not show on transcripts. This policy is subject to change at the academic principal's discretion based on exceptional circumstances.

WITHDRAWING FROM A COURSE

Withdrawal is the early removal of a student from the school or a course roster. Regarding school withdrawal, parents are requested to notify the Homeroom teacher at least two weeks prior to the date that the student plans to leave. Students may not withdraw more than two weeks prior to the end of the semester and still receive credit for that semester.

Typically, classes dropped after the add/drop period will still appear on transcripts as either Withdraw Pass (WP) if the student is passing the course or Withdraw Fail (WF) if the student is failing at the point of withdrawal. Students may withdraw up to two weeks before a semester ends, pending administrator approval.

Students may be administratively withdrawn from a course by the academic principal under circumstances impacting the student's ability to succeed in a course deemed outside of the student's control. If administrative withdrawal is recommended or required, the academic principal will contact the student and his/her parents to discuss how the circumstances and/or the administrative withdrawal could affect student's ability to meet graduation requirements. Courses from which a student is administratively withdrawn may still appear on the student's transcript.

PASS/FAIL COURSES

Some elective classes may be graded on a Pass/Fail basis. Students in these courses are given a list of course requirements at the beginning of the quarter. Students who meet these requirements will receive a passing mark, and those who do not fulfill the requirements will receive a failing mark.

TRANSFER OF CREDIT

High school students may transfer credits from other accredited/recognized schools. Any number of courses may be transferred if the student received a "C" or higher. Transferred courses that do not satisfy YIA credit requirements will be transferred as electives. GPA is only calculated from courses taken at YIA. Transcripts will only include grades earned at YIA, including those courses completed through LifePlus Online Academy and pre-approved Grand Canyon University dual enrollment and other school-arranged online distance courses.

Students must secure written permission from administration before enrolling in another school or in correspondence/online courses if they wish to receive transfer credits. YIA may recognize one full credit for outside work in any given school year. Transfer credits may also be earned in the summer so that students can receive credit for failed courses. However, transfer credits are not typically approved if being used as a means of accelerating through required YIA courses, unless the student is at least a year older than the norm for his/her class.

EARLY GRADUATION

Although early graduation after the 1st semester of grade 12 is typically discouraged, juniors may apply for early graduation if they have a minimum grade point average of 3.0 (calculated through semester 1 of their junior year) and have completed a minimum of two full years of high school study at YIA. They must be able to complete required graduation credits before the first semester graduation date. To apply for early graduation, students must submit an early graduation application to the academic principal by the end of December of their junior year.

TRANSCRIPTS AND CERTIFICATES OF ENROLLMENT

Transcripts record all coursework, semester grades, credits, and the cumulative GPA earned by students in high school. Juniors and seniors may request that official transcripts be sent to specific universities, colleges, or government institutions. Such transcripts will only be sent after YIA receives a request from the institution on official letterhead. Unofficial transcripts may be requested and picked up by students or parents. Six transcripts will be processed free of charge. Additional transcripts will be processed for a fee of 50 RMB each. Request forms are available from the registrar.

The registrar's office requires two weeks from the time of notification by parents until grades or transcripts will be released. Please allow 4 to 6 weeks for delivery of any mailed transcripts to arrive at the destination.

Upon written request, up to two official Certificates of Enrollment will be provided during each year for the employer of governmental purposes. There will be a per-copy fee of 50 RMB for any additional certificates.

GRADING SCALE AND GRADE POINT AVERAGE

A grade point average (GPA) is derived for high school students by ascribing a point value to a letter grade as follows:

Numerical Grade	Letter Grade	GPA Points
98-100	A+	4.00
93-97	A	4.00
90-92	A-	3.66
88-89	B+	3.33
83-87	B	3.00
80-82	B-	2.66
78-79	C+	2.33
73-77	C	2.00
70-72	C-	1.66
68-69	D+	1.33
63-67	D	1.00
60-62	D-	0.66
Below 60	F	0.00

Please note that the right-hand column will be used to determine a student's grade point average (GPA).

INCOMPLETE GRADES

A student may be awarded a grade of 'I' if work for a specific course has not been completed. Students receiving an incomplete for a course will not be able to earn credits for the course until such time as all course requirements have been completed and the grade has been modified for the course.

GRADING, REPORT CARDS, AND POWERSCHOOL

YIA operates on the semester system. Each student is graded in academic areas. End-of-semester reports are activated through the PowerSchool student and PowerSchool parent portals at the close of each semester. The final end-of-year report card will be issued to parents in hardcopy upon request. End-of-semester report cards will be issued to students leaving or upon request. Please request a report card a week in advance from the registrar. Secondary parents and students are given passwords allowing them to check grades and attendance online.

Parents are encouraged to monitor the progress of their children using PowerSchool, an online system for tracking student grades and attendance.

ACADEMIC STANDARDS AND INTERVENTION

We believe that all students can become globally-minded individuals who learn at high standards, which is why we set high expectations for all students' learning. Students are in good academic standing when all current and cumulative GPAs are above a 2.00 average. Newly admitted students are presumed to be in good academic standing unless admitted on probationary status. When students are found to be falling short of good academic standing, they and their parents/guardians will be notified about how students can return to good academic standing through support measures that the school provides.

ACADEMIC INELIGIBILITY

Because YIA prioritizes academic learning, it may sometimes become necessary for students to limit extra-curricular activities to receive additional support academically. Students' academic learning is monitored throughout the year. Those students that show difficulty in academics may become ineligible to participate in extra-curricular activities, such as team sports, theater arts, or Model United Nations for a period to focus on academics and to reclaim a good academic standing. Academic ineligibility is meant to support students in restoring their good academic standing. YIA recognizes that learning is unique to each student and the determination of Academic Ineligibility is done on a case-by-case basis with input from teachers, Support staff, the school counselor, and the academic principal. Students unable to resolve academic deficiencies resulting in academic ineligibility for more than a semester may be placed on academic probation.

ACADEMIC PROMOTION/RETENTION

The purpose of promotion and retention is to ensure the success of the student. The decision to retain a student will usually only be considered when academic probation terms are not met.

In middle school, administration is responsible for the decision to promote or retain a student; takes into consideration academic and other relevant educational aspects (social, emotional, and physical maturity) of the student's development; and is responsible for ensuring that parents are adequately apprised of their child's progress and options.

In high school, requirements for promotion are typically as follows:

- Grade 9 to 10: earning at least 5 credits
- Grade 10 to 11: earning at least cumulative 11 credits
- Grade 11 to 12: earning at least cumulative 16 credits

ACADEMIC PROBATION

Academic probation may occur when students are deemed academically ineligible for more than a semester. Students on academic probation need to resolve academic deficiencies and any other conditions determined to be appropriate. While on academic probation, certain conditions and restrictions may be placed on students as determined

by the school. When requested, instances of academic probation will be reported on forms issued by prospective universities and schools.

ACADEMIC DISMISSAL

Academic dismissal from the school may occur when students fail to meet the terms and conditions of academic probation. When a student has been dismissed due to poor academic performance, the student and his/her parents/guardians will be notified of conditions for readmission; acceptance for readmission requires students to enroll on a probationary status.

RIGHT OF APPEAL

A student or his/her parents/guardians may appeal a decision of academic dismissal if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the date of the notification of dismissal. The request must include a written personal statement explaining the student's poor academic performance and demonstrating why the student should not be dismissed. School leadership will review the student's statement and academic record to determine if the dismissal will stand. If the dismissal stands, school leadership will attempt to provide a more detailed explanation for the reasons for dismissal and the potential terms and conditions for future re-enrollment.

HOMEWORK POLICIES

PRINCIPLES GUIDING THE POLICY

Learning is a process made possible by application, repetition, and practice. Thus, homework can be helpful if focused on these aspects.

Homework is to be limited so as not to unnecessarily interfere with a student's family time and interests outside of school. We strive for students to have a balanced and healthy lifestyle. There will be homework, but it should not consume all discretionary time.

Homework is to be relevant, meaningful, and related to classroom content.

KINDS OF HOMEWORK ASSIGNMENTS GIVEN

- Review for assessment
- Preview of material before a new skill or content is taught
- Practice of a skill
- Completion of work not completed in class
- Completion of long-term projects/papers

NEED FOR FOCUS

It is important for students to limit distractions to focus on completing work efficiently and with quality. This will ensure that time spent is kept to a minimum.

Research on multi-tasking suggests that students who combine academic work with texting, video gaming, television viewing, etc., do not retain content as well, and take significantly longer to complete the task.

TIME EXPECTATIONS

The following guidelines are used by YIA teachers when assigning homework. They represent the amount of homework an average YIA student can expect to have. If parents have concerns about the amount of homework their child is receiving, they should communicate their concerns with the student's teacher.

Students can expect to receive 90-120 minutes of homework per night. Students taking AP classes can receive up to 5-6 hours of homework per week for every AP course.

These homework expectations are guidelines, and students who are developing English language skills may require more time to complete their homework. Understanding that each child learns at their own rate, the amount of time it takes for a student to complete a task may take less than or more than the general time allotted.

Toward the end of each semester, the week prior to semester exams is allotted for review. During this week there are minimal homework assignments given and they should be for the purpose of exam review.

REPORT CARDS & PARENT-TEACHER CONFERENCES

YIA operates on a semester system. Report cards will be uploaded to PowerSchool or sent directly to parents shortly after the close of each semester. Student-Parent-Teacher Conferences follow the distribution of progress reports for the first and third quarters. Such conferences are highly encouraged for the parents of all students.

Parent-Teacher conferences can also be initiated at any time by parents or teachers, depending on the nature of the situation.

POWERSCHOOL

PowerSchool is an electronic database of student data. Parents can find records of their child's grades, attendance, lunch account balance, and more in PowerSchool. It is recommended parents check PowerSchool regularly to monitor their child's academic progress.

Parents are given usernames and passwords to view their child's progress. The PowerSchool website can be accessed by clicking on the link given by the homeroom teacher. Please contact the school office if you are having difficulty viewing your child's progress.

REPEATING A COURSE

With approval from the academic principal, students may choose to repeat a course in which they have received an unsatisfactory score. Credit will be given only once for the course. Students who are repeating a course they have already passed will not be given priority if enrollment limits for the class are reached. Only the second score will be counted toward GPA. Transcripts and report cards will show all courses a student has taken.

COURSE ASSESSMENTS AND EXAMS

Students can be expected to be tested on mastery of course standards through a combination of assessments; for example (but not limited to):

- Written Exam (i.e., Quiz, Unit Test, End-of-Semester Cumulative Test)
- Essay
- Project
- Presentation
- Performance

Teachers share specific course expectations for assessments and exams through class syllabi given at the start of the course or whenever a new student enrolls in the course.

CUMULATIVE EXAMS

Cumulative exams are given at the end of each semester in most secondary classes. These assessments are designed to evidence students' mastery of standards covered during the semester. Some classes may give projects in place of written exams and/or may administer exams at different times than the scheduled exam periods. All exams are reviewed by the academic principal, or an appointed representative, to ensure connection to the academic program, evidence of assessment of standards, and academic relevance.

Seniors in their second semester may be exempt from exams in courses with an A- or above.

Grade	Fall Final Exams	Spring Final Exams
7-8 th	Math, English, Science, Social Studies	Math, English, Science, Social Studies
Middle School Grading	Exam 1 = 10% of Sem. 1	Exam 2 = 10% of Sem. 2
9-12 th	All exams cumulative	All exams cumulative
High School Grading	Exam 1 = 20% of Sem. 1	Exam 2 = 20% of Sem. 2

TAKING EXAMS AT DIFFERENT TIMES

Students may only take semester exams early with permission of the academic principal. If a student cannot take the tests at the assigned time, they must contact the academic

principal no less than three weeks before the scheduled exam to request an alternative exam session. Exams must be taken within two weeks of the scheduled time. Failure to do so will result in the student receiving a failing grade for the exam. Students who wish to take exams early for a reason deemed nonessential by the administration (e.g. extending vacation time) will be assessed a fee of 300 RMB per early exam.

EXTERNAL ASSESSMENTS

MAP[®] GROWTH

YIA students up to and through 11th grade participate in MAP Growth (Measures of Academic Progress) testing two to three times a year. MAP testing is an internationally recognized assessment designed to chart a student's progress through school in reading, language arts (writing), math, and science. MAP test scores are used by teachers to help identify strengths and weaknesses in academics for students and help teachers develop a plan for learning with the individual child in mind. MAP scores are not recorded as part of the students' grades in any course.

WIDA MODEL

YIA also participates in WIDA MODEL (World-class Instructional Design and Assessment[®] Measure of Developing English Language) testing for English language learners upon enrollment, and twice annually at mid-year and end of year. Progress on the WIDA determines a student's need for English Language Support (ELS), as well as the proper time for the student to formally exit the program. WIDA scores are not recorded as part of the student's grades in any course.

COLLEGE ENTRANCE TESTING

AP. In May of each year, the College Board holds Advanced Placement (AP) exams. The school encourages students enrolled in AP courses to take the corresponding AP exams. If students wish to take AP courses and exams that are not offered by the school, they must obtain the principal's permission before registering for the exams. The cost of AP exams is covered by the students.

ACT. Students generally take the ACT exam at the end of 11th grade and the first semester of 12th grade. They can take the exam up to three times. The exam fee is paid by the students.

IELTS. The school is not a test-preparation center, but will introduce students to exam format, skills, and strategies helpful for the IELTS.

STUDENT ACTIVITIES

ADVISORY

All YIA students will participate in a daily advisory period. This period is designed to help students develop their understanding and development of healthy social, emotional, physical, professional, and spiritual skills, as well as connect with a staff designated to be the student's advocate in navigating school life.

ASSEMBLIES

Weekly assemblies are an integral part of YIA. Attendance and participation are required for all students.

CLUBS AND ACTIVITIES

Clubs and activities are offered throughout the year during lunch and after school to provide students with opportunities to expand their learning outside the regular classroom. Students involved in these activities are expected to be responsible, respectful, and punctual, just as they would be in the regular classroom.

ATHLETICS

Middle and high school students are encouraged to participate in Volleyball, Basketball, and Soccer. These sports include games and tournaments against other schools in the region and beyond.

FIELD TRIPS

Occasionally, events and field trips are used for purposes such as supplementing class instruction, and cultivating in students the desire to Learn, Love, and Lead. Permission slips will be sent home and must be returned with a parent signature for the student to participate in all events off-campus and on-campus events scheduled outside normal school hours.

Students are expected to adhere to rules outlined in the permission form. These rules include curfew hours and arrival at specified assembly areas. If a student breaks activity rules, they may be sent home, and parents will be responsible for all financial costs incurred.

STUDENT RECOGNITION & COMMENCEMENT AWARDS

YIA is a place where future leaders are nurtured and developed. Each student is challenged to grow deeper in their academic progress and character through various classes and extra-curricular activities offered.

HONOR ROLL

Each semester, middle and high school students who achieve excellent grades will be placed on the Principal's/High Honor Roll and Honor Roll. To be placed on the Principal's/High Honor Roll, a student must have all 'A's ($\geq 93\%$). To be placed on the Honor Roll, a student must have all 'B's or higher ($\geq 83\%$).

VALEDICTORIAN

An award will be presented to the graduating senior(s) with the highest-grade point average in their junior and senior years. To be eligible for consideration as valedictorian, a student must have completed no fewer than four semesters at YIA and have a GPA of at least 3.7 for those four semesters. GPA will be calculated for consideration of this award at the end of the second semester marking period of their senior year.

SALUTATORIAN

An award will be presented to the graduating senior with the second highest grade point average in their junior and senior years. To be eligible for consideration as salutatorian, a student must have completed no fewer than four semesters at YIA and have a GPA of at least 3.3 for those four semesters. GPA will be calculated for consideration of this award at the end of the second semester marking period of their senior year.

YIA STANDARDS OF CONDUCT

POSITIVE BEHAVIOR EXPECTATIONS

YIA strives to teach students how to exhibit positive behavior and excellent character in all aspects of life, both at school and in the community. YIA has adopted the LifePlus nine Qualities for Life that exhibit positive behavior and promote great character: connection, courage, curiosity, humility, purpose, discernment, service, persistence, and compassion. Each month students, teachers, and staff focus on the characteristics of the Qualities for Life. Exhibiting values and great character are reiterated in weekly assemblies, through interactions among peers and staff at school, in the classroom, and more.

To help students embrace great character, each month grade-level students-of-the-month are chosen for going above and beyond in living out the character word daily or for making improvements in showing such character.

CODE OF CONDUCT

Students are expected to demonstrate exemplary conduct at school, on the way to and from school, and at all school-related functions. The YIA school community will engage in respectful relationships with one another, creating a learning and teaching environment based on compassion and empathy for others, thus providing a safe and secure school.

After reviewing this handbook, students and parents are asked to sign the Code of Conduct, such as found at the end of this handbook or available from Homeroom teachers, to show they agree with these principles.

ACADEMIC INTEGRITY, PLAGIARISM, & CHEATING

Academic cheating includes lying, stealing, or copying another's work, possession of tests or teacher materials prior to the assignment or test, doing work for someone else, and plagiarism, including use of AI generated answers and material. Copying or doing part or all of another student's homework is considered cheating. Cooperative efforts on assignments are allowed only with a teacher's direct permission. Cheating has profound consequences in a college or university setting. Students caught cheating at university can be expelled on the first offense. Additionally, when students cheat, they are not learning the material for themselves. YIA will investigate all occurrences of cheating and consequences will reflect the level of cheating and the student's history with cheating. A student who helps another to cheat will also be investigated and, where appropriate, receive consequences.

Students caught cheating will receive an automatic zero on that assignment or test, their parents will be notified, and they may receive in-school suspension. A student caught cheating twice within the same academic year may face suspension or expulsion.

Academic cheating includes lying, stealing, or copying part or all of another's work (plagiarism). Copying part or all of another person's work from a book or the internet is

also plagiarism. A student who assists another to cheat will also receive a zero. Cheating on a final exam will result in suspension and loss of exam credit. Students who falsify a parent's signature or alter grades will be suspended on the first offense.

BULLYING

YIA seeks to provide a positive school culture where harassment and bullying is not acceptable. The school community will engage in respectful relationships with one another, creating a teaching and learning environment based on compassion and empathy for others, thus providing a safe and secure school.

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

Bullying is generally defined as violent and/or nonviolent, verbal and/or nonverbal, actions that cause distress, fear or harm and is committed by an individual and/or group towards a less powerful individual or group. Specifically, these acts of bullying may be defined (but are not limited to) the following:

1. being pushed, hit or kicked and/or the mere threat of suchlike physical actions
2. being shunned or left out of groups in an intentional manner
3. having other students (not necessarily just friends of the victim) turn away
4. being called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities (or the lack thereof)
5. being forced to commit any act against their will through intimidation, threats, extortion, coercion, physical assaults, such as: handing over money, lunch cards, academic work or personal property
6. "hazing" to join with, or remain within, a group
7. causing someone to shun another student
8. suffering from lies and rumors, spread verbally or through written letters, e-mail, text messages, blogs, social apps and other websites, diaries, etc.
9. being the victim of cruel jokes, laughter, comments, put-downs
10. having one's personal property (including food, clothing, lockers, possessions, textbooks, etc.) taken, damaged, or removed

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

COMMUNITY LANGUAGE

At YIA, we are sensitive towards students from all cultural and language backgrounds. English serves as the common link between staff and students at both YIA and YHIS and, except for Chinese or French lessons, it is the only acceptable language used in classes and within the school premises. It is important that we have a language policy that allows students to feel at ease in interacting with one another. Students who violate the

community language policy may be subject to disciplinary measures stated in the Student Disciplinary section.

Policy Statement:

1. **Language of Communication:** All students, teachers, and staff are required to communicate in English while on school grounds, except for staff who are not required to know English. Since we share a building with YHIS which also has a Community Language policy for using English, YIA students should be respectful and speak English in classrooms and hallways of both schools and in the cafeteria.
2. **Classroom Instruction:** English is the primary language of instruction in all classes, activities, and events within the school, except for Chinese and French classes.
3. **Social Interactions:** Students are encouraged to engage with each other in English during school hours to promote language practice and fluency. We encourage students who are more fluent in English to support other students in developing their English skills, both in the classroom and outside.
4. **Exemptions:** In special cases requiring the use of a different language for clarity or understanding, teachers may provide necessary translations or explanations. We respect that some of our students need to use their first language in some circumstances.

Rationale:

- **Enhances English Proficiency:** Immersing students in an English-speaking environment accelerates language acquisition and fluency
- **Promotes Inclusivity:** Ensures a level playing field for students from diverse linguistic backgrounds and encourages cultural exchange (YIA, YHIS, and other LifePlus schools)
- **Prepares for Higher Education and Global Opportunities:** Equips students with the language skills needed for international universities and professional success
- **Expands Academic Horizons:** Provides access to a wealth of English-language resources, literature, and research materials.

DRESS CODE

Appropriate dress and grooming contribute to a productive learning environment. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction that interferes with the educational process. Clothing and personal adornment styles change frequently and any “dress code” which explicitly defines acceptable school wear quickly becomes outdated. Therefore, YIA, as well as YHIS, have utilized the following general guidelines to make case-by-case judgments regarding appropriateness of school attire.

- Clothing should be comfortable, safe, and well-suited to the activity. This includes athletic shoes required for physical education classes.
- Clothing and hair should be clean and well-managed.
- Undergarments are not visible.
- No disruptive clothing, inappropriate slogans, or illustrations, including drug and alcohol references.

UNIFORM POLICY (SEE APPENDIX 3)

YIA requires students to wear a school uniform to school daily.

APPEARANCE

Students are reflections of YIA and should be sensitive to the Chinese community, but they are also primarily a direct reflection of their parents and family. We believe that parents are primarily responsible for seeing that their children are sent to school properly dressed each day.

Hair

Students should keep their hair in a reasonable and conventional style. Hair must be kept neat during daily classes and regular activities.

For boys, hair must not cover the face and should not be longer than the top of the collar. Boys are not allowed to tie their hair into a bun or tie it back. The fringe must be short enough so that the eyes are visible when the hair is combed straight down. Boys must be clean-shaven and should not wear earrings.

Extreme hairstyles, including but not limited to mohawks, shaved patterns, and comb-overs, are not allowed.

Hair Dyeing (*See Appendix 3 for more details*)

Hair Dyeing Grade Level Permission Requirement:

- Grade 7-8 students are not allowed to change their hair color.
- Grade 9-12 students are allowed to change their hair color (dyeing, bleaching, coloring) only with teacher and parent approval.

Makeup

During school, excessive makeup, such as wearing false eyelashes or heavy eye makeup, is not allowed. Maintain a natural look.

Keep your nails tidy during school and avoid excessive nail art.

Do not over-dress during school, which means no wearing lip or nose piercings, tongue studs, or getting tattoos.

DRUG-FREE SCHOOLS

Use, abuse, or possession of unauthorized tobacco, vaping devices, alcohol, drugs, narcotics, or other dangerous substances of any kind is considered a serious offense, whether on campus or at a school sponsored event.

FIGHTING ON CAMPUS

Students who participate in physical or verbal altercations either on school grounds or at a school function are subject to disciplinary actions. Involved parties will be questioned, and upon review of the incident, appropriate consequences will be implemented. Any student who aggressively hits or slaps another student will be removed from classes for a one-day suspension. The administration reserves the right to determine the final consequences for all parties involved.

VANDALISM

Vandalism is the intentional destruction or defacing of others' property. Students are expected to respect the property of others, including school property. Students must fully reimburse the replacement cost of damaged property whether it was damaged intentionally or not.

PUBLIC DISPLAY OF AFFECTION (PDA)

Because many cultures coexist at YIA and within the building we share with YHIS, it is important for students to demonstrate behavior regarding interpersonal relationships that is acceptable to people of various ethnic and religious backgrounds and beliefs. Even though genuine feelings of affection may exist between students, public displays of romantic affection on campus, on school transportation, and at school-sponsored activities are not acceptable. Examples of unacceptable displays of affection include, but are not limited to, holding hands, hugging, and kissing.

RESPECT FOR AUTHORITY

Students are expected to recognize the authority of the entire staff, including YHIS staff, and show proper respect to all school personnel. Students showing flagrant disrespect to any of the school staff will receive detention and parents will be notified. Subsequent offenses may result in a suspension from school, or expulsion.

SEXUAL MISCONDUCT

Sexual misconduct is considered a serious offense and may result in suspension or expulsion from school. Sexual misconduct is defined as any harassment of another student or engagement in any sexual activity at school or school events.

SWEARING/INAPPROPRIATE GESTURES

Students are expected to address each other and faculty/staff, including YHIS staff, in a respectful way. Any form of swearing in any language or inappropriate gesturing is not acceptable.

WEAPONS

Students may not bring guns, swords, knives (including pocketknives, razor blades, box cutters, or other items that could constitute a weapon) onto the school grounds; nor may they have weapons in their possession at any school activity. Toy versions of weapons are also not allowed on campus. Students who bring weapons to school will be subject to the school discipline policy.

STAFF/STUDENT INTERACTION GUIDELINES

YIA encourages staff/student interaction, mentoring, and building meaningful relationships. We place an equally high priority on remaining above reproach by practicing healthy and appropriate patterns of interaction. Therefore, adults are encouraged to meet with students in a group, or if they are meeting individually with a student, to do so in a public place. Informal meetings between adults and students should be done with parental knowledge and permission. YIA is committed to building strong, positive relationships between student, faculty, staff, administration, and coaches in a safe and healthy environment.

TECHNOLOGY AT YIA

It is the goal of YIA that students become people of integrity, wisdom, stewardship, and accountability in their use of technology.

- Integrity: Doing what is right even when no one else is watching
- Wisdom: Applying truth in daily decision-making
- Stewardship: Making the best use of our time, our minds, our education, and our computers
- Accountability: Giving and receiving help to become people of integrity, wisdom, and stewardship

The use of electronic devices during class can be educationally valuable. Devices should only be used with teacher permission for class wide activities that require technology. If personal devices cause any distraction to student learning or are misused, the teacher will confiscate and hand them to the academic principal. The principal will keep them until the end of the school day. If the students continue to abuse the privilege of the device, on the third instance, the principal has the right to keep the device until after school the following day or until the parents are contacted to retrieve the item. If a student chooses to bring any electronic devices to school, the school takes no responsibility if they are lost or stolen.

OTHER SCHOOL EXPECTATIONS

CHEWING GUM

Because discarded chewing gum causes serious maintenance problems, students are not allowed to chew gum during school hours, on buses, or on school property.

FOOD/DRINKS

Students are required to eat lunch in the cafeteria unless they have a lunch meeting with a teacher. Students are not to take food or drink to classrooms or to the library, except under the supervision of a teacher. Students should bring a water bottle with a secure top to school, which they can drink from during class, recess, and PE classes.

LIBRARY USE POLICY

See Appendix 1.

LOST AND FOUND

Any items found unattended around school or on the bus are put in the designated 'lost and found' area. Students who lose an item should check that area to see if it has been found, and students who find a missing item should notify a school staff person. Please label any items that are brought to school such as lunch boxes, cups, coats/jackets, and shoes. Periodically and with advance notice, the lost and found area will be cleaned out, and unclaimed items will be donated to charity.

LOST OR DAMAGED BOOKS

Students are responsible for the books and textbooks checked out under their names. It is very important for students to keep track of books, especially textbooks that they have checked out. If a book or textbook becomes lost or damaged, it is the responsibility of the student who originally checked it out to replace it. Lost textbooks will be paid for according to their cost + up to 40% for shipping and import fees.

PERSONAL ELECTRONIC DEVICES

To provide a proper academic environment, the use of personal electronic devices such as tablets, phones, gaming devices, and the like is not permitted during school hours. Students are expected to exercise their privilege to use digital resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, and all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate. The student is ultimately responsible for his/her conduct and will be held accountable for his/her actions while using any facet of the technological system.

Students are permitted to possess cellphones and other electronic devices while on school property and during school functions. However, students should not use these devices during the school day. If the need arises for a student to contact a parent or guardian, they should instead utilize the school office phone that is available to them or arrange a call through the homeroom teacher. Parents should also refrain from contacting their students through their devices and should send any necessary messages through the homeroom teacher. Computers should only be used for school-related assignments and not for personal entertainment such as gaming and streaming of video content.

Personal devices may only be used during class as part of the instructional process as directed by staff members. Use of cellphones as personal music devices may be approved in key locations of the school at the discretion of the teacher.

As a rule, students should only be wearing headphones and/or earbuds during online coursework in study hall or when approved at the discretion of the teacher.

A phone in hand is considered a phone in use. Students who violate this policy shall be subject to appropriate actions.

- 1st offense – Warning and confiscation of the device. Students may pick up the device at the academic principal's office at the end of the school day.
- 2nd offense – Detention and confiscation of the device. A parent/guardian may come to school to pick up all confiscated electronic devices after 3:30pm.
- Refusal to surrender a device to a staff member will result in automatic detention.

PETS

Students may not bring pets to school without special permission.

LOCKER POLICY

Each YIA student is assigned a locker. Students are responsible for maintaining the cleanliness and order of their lockers. They may decorate the insides of their lockers (put up photographs, etc.), but all decorations **MUST** be removed at the end of the school year. Lockers are to be kept locked during the school day and all nights and weekends. Lockers are considered the property of the school and may be inspected at any time. Food items should not be left in lockers over weekends or holidays. Students found opening another students' locker will be disciplined. YIA is not responsible for any valuables missing from lockers.

TEXTBOOKS

The school provides physical textbooks for some courses. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. Textbooks that are checked out for students for the school year should be covered with an additional paper, plastic, or cloth cover to help protect against wear and tear. Students will be assessed fines, which are set by the textbook manager, if books are damaged or missing. Secondary textbooks that are found not stored inside a book bag or locker will be collected and returned to the library.

VISITORS TO CAMPUS

Visitors to the school must check in and out at reception and receive a visitor ID that they must wear while on campus.

DISCIPLINE

RESPONSIBILITY

Students have the responsibility to:

- Listen to teachers with their ears and eyes and follow the teacher's directions.
- Behave in class and hallways and not disturb the learning of others. This includes staying seated until the teacher gives permission to leave their seat, raising a hand and waiting turns to speak without calling out, not talking when the teacher or another student is speaking, and not being excessively noisy or running in the hallways.
- Behave sensibly and safely in the classroom, hallways, playground, and when traveling to and from school. This includes not throwing objects that may cause injury, standing on furniture, or running in hallways or on stairs.
- Keep their hands and bodies to themselves. This includes not hitting, punching, pulling, pushing, pinching, spitting, scratching, or unwanted touching of another student or their belongings. A verbal threat of violence is also an offense.
- Care for the school environment by keeping it clean, tidy, and undamaged. This includes not littering, not leaving personal items lying around in an untidy manner, and not intentionally doing something that may cause damage to school equipment or surroundings such as tipping back on chairs, slamming doors, sitting on tables, or writing graffiti on furniture or walls.
- Stay within the YIA campus during school hours. If permission is granted to leave, the student must sign out in the school office.

RESPECT

YIA believes that respect is the willingness to show due regard for the feelings and rights of others and to hold others in esteem and honor. Students are expected to treat all staff and students with respect, politeness, tolerance, and understanding. Students who are disrespectful will also receive disciplinary consequences.

PRIVATE PROPERTY/SCHOOL PROPERTY

Students are expected to respect the property of others, including school property. Purposely damaging property in any way or writing, drawing, or carving on the property of others is considered a serious offense. Students who damage the property of others will be required to fully reimburse the replacement cost of damaged property, whether it was damaged intentionally or not. Locker decorations may not be permanent and must adhere to the school's philosophy. Students may not examine the contents of another student's locker without that student's permission.

The language of respect includes tone of voice, body language, choice of words, and movement.

PUNCTUALITY

Secondary students are expected to be in their classrooms before the class commencement bell rings. A student is considered to be tardy if he/she has unsatisfactorily explained lateness for class.

YIA believes that being punctual to classes is important in achieving success in school. This is an integral part of self-discipline for life and shows respect for teachers and fellow students. For these two reasons, a note from the teacher or nurse needs to be given to the teacher of the class the student is late for.

At the beginning of the school year, each student is given a copy of the Student Handbook to read, and classroom teachers will also highlight and explain classroom procedures, responsibilities, expectations, and consequences for inappropriate behavior.

DISCIPLINARY ACTIONS

At the core of any disciplinary action taken at YIA is the Code of Conduct. All infringements of the code of conduct will be placed in one of three categories:

Minor offenses - Offenses in this category will result in an immediate detention. These include, but are not limited to the following:

1. Dress code violations
2. Negative interactions and unwanted classroom behavior
3. Repeated failure to follow directions
4. Consistently not using the community language

Major offenses - Offenses in this category will result in consequences determined by the administration and applied according to the seriousness of the offense.

1. Disrespect
2. Bullying
3. Cheating
4. Truancy
5. Inappropriate public displays of affection

Serious offenses - Offenses in this category will result in an immediate suspension and a behavior contract. These include, but are not limited to the following:

1. Fighting (any form of physical violence)
2. Falsifying parents' signatures on school documents
3. Use of tobacco, alcohol, or drugs
4. Vandalism

CONSEQUENCES

WARNINGS

Verbal or written messages to remind the students of positive behavior expectations

DETENTION

Detentions (lunch or afterschool) and/or work details are sometimes assigned as disciplinary consequences for students. Students are expected to be present for all detentions/work details they are assigned. These take priority over all other activities. If a student misses a detention without prior arrangement, he or she may serve a one-day, internal suspension.

SUSPENSION (TEMPORARY EXCLUSION FROM SCHOOL)

During an in-school suspension (ISS), the student must stay in the designated room for the duration of the school day and work will be given to him/her. It is the responsibility of the student to make up any missed assessments or other missing work. Students may lose access to electronic devices such as phones or media players for part or all of an in-school suspension. For an out-of-school suspension (OSS), the student is not allowed to come to school for the day and will receive an "F" for any missed work.

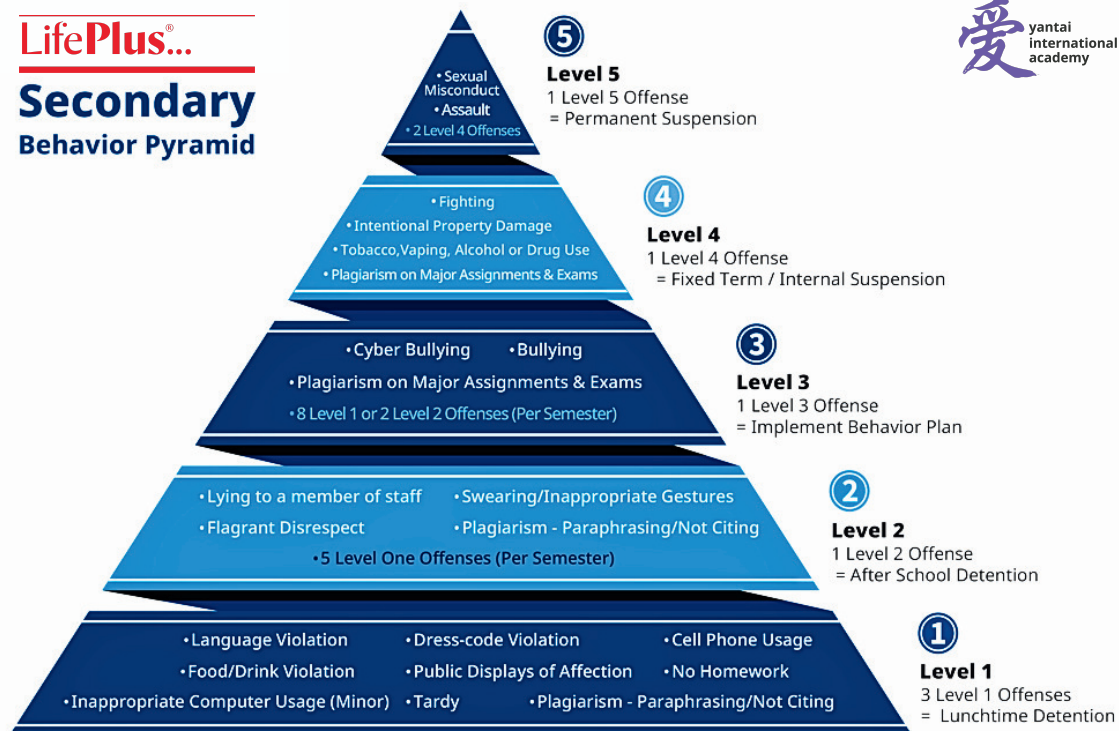
EXPULSION (PERMANENT EXCLUSION FROM SCHOOL)

Expulsion from the school requires Head of School advisement. One purpose of expulsion is to help students make necessary changes in their lives. The school is very willing to assist students in the process of repentance and restoration. Students who show a significant change in behavior will be given the opportunity later to return to school.

The school reserves the right to expel any student who has received more than two suspensions in a school year or anyone who poses any threat to other students. If a student does not show remorse for what they have done and repeats the serious offense, they may be expelled from school.

THE BEHAVIOR PYRAMID

LifePlus®
Secondary
Behavior Pyramid



At the Secondary level, student discipline is a necessary and important part of student growth. The Behavior Pyramid above divides the specific infractions into five levels. The discipline for each level can be found to the right of the pyramid. Details of several of these infractions can be found below the sections on detention.

Language Violations

- For every 3 language violations, students will receive an English Corner. English corner is held during students' free time following lunch.
- After 12 language violations, students will receive a lunch detention.
- After 18 language violations, students will receive afterschool detention.

Lunch Detention

- Will run in the cafeteria with a designated teacher
- For those students who have acquired three Level 1 offenses
- Students in detention will eat lunch that day in the cafeteria with a designated teacher

After School Detention

- Will run once a week after school from 3:35 to 4:45 or 5:00 pm
- For those students who have acquired one Level 2 offense or five Level 1 offenses
- Parents will be notified by Friday afternoon if their child is in detention the following week.

- Students in afterschool detention will not be allowed to participate in sports/clubs that day.

BEHAVIOR PROBATION

Students are expected to abide by YIA behavior guidelines. Failure to do so on a consistent basis will result in a student being placed on behavior probation after a conference with the student's parents. Students on behavioral probation will not be eligible for extra-curricular activities and must meet with the school counselor or the principal's designee on a regular basis.

STUDENT SAFETY AND WELLBEING

SAFETY AND SECURITY ON AND OFF CAMPUS

We are committed to the safety and security of our people and respecting the communities in which we operate. Our safety and security goals are no accidents, no harm to people.

To achieve this, we use the following principles:

- Always operate safely and securely.
- The safety and security of our people and the communities in which we operate is critical. We must be vigilant, disciplined, and always looking out for one another. Each of us is a role model for others.
- Know the emergency procedures that apply where you work.
- Report any accident, injury, illness, or unsafe condition immediately. Never assume that someone else has reported or will report a risk or concern.
- Stop work, your own or others', if you consider it unsafe. Always be prepared.
- Speak up if you observe an unsafe or unhealthy working environment, or a person you do not recognize. Listen to others who speak up.
- Expect and encourage partners and others with whom we work to comply with these expectations.

AIR QUALITY

Staff monitors and reports the air quality index for the air inside and outside our school twice daily. Based on the findings, the administration and teachers are notified if action needs to be taken to modify student activities. The best air quality levels allow all students to engage in strenuous activities outside. Moderate air quality levels allow students with respiratory illness to refrain from participation in strenuous activities. Poor air quality may require that outdoor activities be modified or cancelled.

SAFETY DRILLS AND EVACUATIONS

Every quarter, the school will conduct at least one fire drill, one intruder drill and an earthquake drill (where appropriate). Students are expected to follow all directions during these practice sessions.

For a fire drill, when the alarm sounds, students, visitors, and staff should evacuate the building using the nearest stairway. They must evacuate and assemble in the pre-determined muster location outside the school building. All students and staff must follow emergency drill procedures, including exiting the building in a quiet and orderly manner. Evacuation routes are posted in each classroom.

During an intruder drill, students and staff should lock themselves in the nearest secure location out of sight and out of sound. Phones should be silenced. Window and door coverings should be used. Students, staff, and visitors should listen for follow-up directions from school administration throughout the drill.

HEALTH POLICIES

Medical attention is the responsibility of the parent. However, trained health personnel are on campus during school hours to provide the following services:

1. Basic health consultation for staff and students
2. Referrals to local healthcare providers
3. Classroom health instruction
4. Maintenance of health records
5. First aid care for illness and injury

The Health Office is available to consult with parents about students' health during school hours by phone or by email at nurse@yhischina.com.

SICKNESS

Germs spread quickly in a classroom of children. Keeping a sick child at home shows care for the child as well as for other school families and helps keep the school a much healthier place for all children. Students should not be sent to school if they have:

1. Severe colds
2. Fever (above 99.0°F/37.3°C)
3. Nausea or vomiting
4. Diarrhea
5. Undetermined rash or spots
6. Lice

Parents should not give medicine in the morning to reduce fever, and then send their child to school. If a student is sent home because of a fever, they should not return to school until they are fever-free for 24 hours without medication to reduce the fever.

Any sickness or condition deemed contagious by the school will require the student to stay home until normal health is restored or the child brings a note from a physician. If a student has been sent home, s/he may not return to school that day.

If a child is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written note from home must be sent to the child's teacher.

Please see the chart below regarding your child's absence and a doctor or hospital diagnosis. If your child is diagnosed by a doctor with any of the following illnesses, please notify the school and follow the chart for the recommended time that they should stay home.

Diagnosed Illness	Time at Home After Doctor Diagnosis
measles	5-10 days
urticaria	5 days
mumps	21 days
chicken pox	14 days and until the pox are scabbed over
influenza	3 days after last fever and symptoms disappear
epidemic petechial fever	7 days after outbreak, 3 days after symptoms disappear
scarlet fever	7 days after outbreak, 3 days after symptoms disappear with 3 negative tests
pulmonary tuberculosis	Three continuous negative results from the tests on sputum smear are required (At least a one-month gap is needed in between each test)
cholera	Until all symptoms disappear and 2 negative tests are taken.
bacillary dysentery	7 days after all symptoms disappear
hand foot and mouth disease	7 days after all symptoms disappear, no fewer than 14 days since onset of symptoms
typhoid/paratyphoid	3 days after symptoms disappear, and negative tests are taken
hepatitis A/ viral hepatitis type E	21 days
acute hemorrhagic conjunctivitis	7 days
norovirus	3 days after all symptoms are gone
herpangina	7 days after all symptoms disappear, no fewer than 14 days since onset of symptoms

Students who have lice will be sent home and should remain home until their hair has been thoroughly treated. All clothing and bed linens should also be treated, and family members should also be checked for lice. To return to school, the child must be free of live lice and nits.

MEDICAL EMERGENCIES

Parents or guardians will be contacted if students have the following injuries or symptoms of illness:

1. Vomiting
2. Fever
3. Suspected contagious illness
4. Burn
5. Immobilizing pain
6. Suspected bone fracture
7. Unconsciousness
8. Wound requiring more than a small bandage
9. Potential concussion

If parents or guardians are contacted due to student illness and requested to pick-up the child from school, parents should make plans for the pick-up of the child and/or transportation home from school within the determined reasonable time between the parent and the school. YIA students may be sent home via an approved method unescorted with permission from the parent. Dorm students will be sent back to the dorm.

MEDICATION POLICY

The health office does not dispense over-the-counter medications for fever, headache, or stomachache. If parents would like their child to have these at school, they can send a small amount in the original package, which will be stored in the health office for their child to use. Parents must also complete the Medication Administration Permission form.

Students are not allowed to carry their own medicines unless they are for emergency conditions such as diabetes, asthma, or severe allergic reactions, in which case, parents must also complete the Medication Administration Permission form.

Any daily or prescription medication to be taken by students during school hours must be clearly labeled with the child's name and be brought to the health office.

It is the responsibility of the student to be aware of the times the medication is to be taken and to go to the health office at the proper time. The health office staff will administer medications to students only according to their parents' instructions.

EPIDEMIC PREVENTION AND CONTROL

In accordance with local regulations for epidemic prevention and control, the school completes daily campus disinfection and completes health and temperature checks and logs for all persons entering campus in accordance with local regulations for epidemic prevention and control. A regular supply of prevention supplies such as masks, soap and hand sanitizer, and disposable protective clothing is available. Training is provided to staff and students regarding physical distancing, mask wearing, and response to illness. The health status of all students and staff is monitored two times or more each day.

STUDENT INSURANCE

YIA provides student safety insurance.

SELF-HARM AND SUICIDE AWARENESS AND PREVENTION

Students are encouraged to contact a trusted adult to receive support if they are personally struggling or have knowledge of a classmate struggling with self-harm and/or ideas of suicide. The school will support students and their families based upon child safety best practice and resources available when aware of students struggling with self-harm and/or ideas of suicide.

CHILD SAFETY AND PROTECTION

We follow Child Safety and Protection policies which are available upon request.

SCHOOL COUNSELOR SERVICES

The school offers school counselor services as needed and as pertains to the academic success of the child. The YIA Counselor works together with classroom teachers to provide programs that address the academic, career, and social-emotional growth and development of all students. YIA follows the American School Counselor Association (ASCA) model of counseling.

OTHER INFORMATION

SCHOOL-COVERED TRANSPORTATION

YIA will cover the transportation costs of students traveling for local Sporting Events, Fall Trip, or Field Trips. For Spring Trips, transportation costs will also be covered by the school. For out-of-town transportation, parents will cover the cost of travel.

CHANGE OF ADDRESS INFORMATION

The school must be notified when families relocate in the Yantai area. The office must have a current phone number and address for every student enrolled.

ID BADGES & VISITOR PASSES

Student ID badges also function as library cards and cafeteria cards. Students will use their campus card (ID badge) to pay for cafeteria meals. Parents can recharge their students' cards in a timely manner through the Bank of China app.

Parents must wear parent badges while at the school so they can be identified. If parents come to school and have forgotten their badge, please get a visitor pass from the Lobby Receptionist for that day. All other visitors to the school must check in with the Lobby Receptionist and receive a badge before entering the school.

ELEVATOR

Students are not permitted to use the elevator unless they are given specific permission by staff.

FACILITIES UTILIZATION

Students may use facilities at the discretion of the specific departments. All other events, scheduling of team and club usage will be made through the Athletic Director. Permission may be given on an individual case basis.

Those seeking to hold events at the school on evenings and weekends should complete a *Facility Use Request Form* to obtain prior approval from the school administration.

APPENDIX 1 — LIBRARY USE POLICY

The YIA Library seeks to serve primarily its staff and students and secondarily to serve the families of students. As an international school, YIA encompasses students from several countries. Due to lack of English libraries in the city, the YIA library plays a big part in furnishing educational as well as recreational materials for both the school and the school families.

YIA Library seeks to provide the following materials:

- Books
- E-books / Audiobooks
- Reference aids
- Databases

LOAN POLICIES

An individual student is allowed to check out 5 books from the library at one time.

Permission for additional books for specific assignments may be requested.

During holidays, students will be allowed an additional number of books.

Students may keep their books for two weeks at a time and may renew them for two additional two-week periods for a total of 6 weeks. A book not returned or renewed by the due date will be considered overdue and will be charged a fine of 5 Mao per school day it is late. Lost books will be paid by the student at the current value plus 40% for shipping and customs to replace them.

Patrons who return damaged books shall pay a fine based on the following Damage Assessments:

- Minor damage that can be repaired- 10 RMB (examples: minor damage to book wrapper (dustcover)- including cutting the tape off, a torn page, minor pencil marks, a dirty page, dirty edges, etc.).
- Damage to books that can be repaired- 25 RMB (examples: split binding, torn cover, slight bite marks, or slight water damage).
- Material that is no longer usable is full replacement price plus 40% (examples: major water damage, mold, drink spills, bite marks that tear pages, crayon marks, etc.). If a patron pays for an item in full, the damaged item becomes the property of the patron.

General Policies

- There should be no eating in the library. Drinks are allowed in closed containers.
- Library logins: All students are encouraged to create a log-in to the online library catalog to manage due dates and renewals of their items and make use of many other features for research.
- Holds: Students can place holds on materials that are currently unavailable.

- Parents are encouraged to utilize the YIA Library. If you have not yet set up an account, please bring your parent ID to the library, and a librarian will help you get started. We ask that you use the library when there are no library classes in session.

RECONSIDERATION OF MATERIALS

Although the library makes every effort to collect materials that promote the needs and pursuits of YIA students and staff, differences of opinion may occur concerning particular library materials. If an objection to a library material is raised, the following procedure should be followed:

1. The concerned party should first talk to the library staff to share their concerns. The library staff will help the concerned party to understand the material selection process better.
2. If the concern remains, the concerned individual may request and submit the form: *Request for Reconsideration of a Work*.

APPENDIX 2 — ACCEPTABLE USE POLICY FOR TECHNOLOGY AT YIA

PURPOSE

The school provides computer resources to enhance the educational experiences of students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, as well as all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate. Individual students are ultimately responsible for their conduct on the system and will be held accountable for their actions while using any facet of the computer system at school.

EQUIPMENT AND FACILITIES

Technology resources and information systems covered under this document include but is not limited to all hardware (computers, mobile devices, cameras, TVs, projectors, microphones, sound systems, local hard drives, networking devices, physical infrastructure, etc.) and all software (user accounts, programs, applications, cloud-based systems, files, data, etc.) used at YIA (or YHIS) or sponsored events regardless of whether such technology resources are personal or YIA or LifePlus owned. As such, technology resources and information systems are subject to confiscation and investigation by authorized personnel without notice or permission, to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected. Student owned computers used at YIA are the responsibility of the student. YIA is not responsible for any damage or theft that may occur.

USERNAME AND PASSWORD

All students are issued a username and a password. Network activity is tracked by username; therefore, this information must be kept private and confidential. Any violation of this Acceptable Computer Use Policy attributed to a student's username will result in disciplinary action being taken against that student.

PROHIBITIONS

The presence of food or drink in the vicinity of computers or computer-related equipment is forbidden.

Students are prohibited from doing the following on school computer equipment or personal devices at school:

- Damaging, changing, or tampering with any part of the school's computer system, hardware, or software.
- Copying copyrighted software without permission from the appropriate entities.
- Using, altering, creating, or distributing a password not specifically issued to the student.

- Adding, deleting, or altering files or installing programs without the technology department's permission.
- Engaging in non-academic uses of the computer system, such as game-playing and streaming entertainment.
- Accessing or storing illegal or explicit material, or material that is potentially harmful to the user, the computer system, or others.
- Using the internet or email to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial, or discriminatory statements over the computer system.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene, or pornographic materials in any form.
- Storing, transmitting, or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing, or attempting to circumvent, the security measures on any school computer.
- Using the computer system or the internet for commercial gain, political purposes, or to advocate violence or discrimination.
- Using a VPN other than the school-provided "always-on tunnel."
- Using BitTorrent software, P2P or other software that use the school network to share files.

PROCEDURES FOR ALLEGED VIOLATIONS

Students or faculty members who have discovered a possible violation of the Acceptable Computer Use Policy should report it promptly to the academic principal. The alleged violator will be referred to the proper authority for investigation. Disciplinary actions may include but are not limited to:

- Re-imaging the device immediately
- Student loss of administrative rights
- Computer Use privileges restricted to 8:00 am – 5:00 pm
- Computer Use privileges suspended completely
- Parent meeting
- Installation of additional filtering and monitoring software
- Suspension from school
- Recommendation for expulsion from school

LIMITATION OF SCHOOL LIABILITY

YIA is not responsible for a student's exposure to inappropriate or unacceptable material and cannot guarantee the accuracy or quality of any information found on the internet. The school is not responsible for damages that may occur from interruption of service or loss of data, or financial obligations resulting from unauthorized or improper use of the network or the internet.

ADDITIONAL RULES AND REGULATIONS

Users must log off any computer they are using before leaving the area. If a user is concerned that their password is no longer secure, they can visit the IT office and request a new password.

Before using the computers at YIA, users must sign a statement as evidence that the student has read, understands, and intends to comply with these policies and all other related policies.

APPENDIX 3 — UNIFORM POLICY & HAIR DYEING

UNIFORM POLICY

YIA requires students to wear a school uniform to school daily. The uniform requirements may be updated from time to time and will be communicated to students and parents.

The purpose of the uniform policy

- Helps to create a positive learning environment, promotes the formation of campus spirit and a sense of belonging to the school community. It can also promote equality and reduce competition related to clothing styles, brands, and trends.
- Promotes equality among our students
- Further develops a sense of pride and identification
- Provides economical and practical clothing

The responsibility for implementing dress code standards mainly lies with the family. All students should maintain a dignified, tidy, and clean appearance. Parents need to supervise their children's conscious adherence to dress codes.

Uniform lower garment

Students can wear any navy blue-, black-, or khaki-colored pants. Girls can also wear skirts (no more than two fingers above the knee). The lower garment should not be made of lightweight, tight spandex/Lycra material. It should not be torn or worn, and there should be no text or patterns on it. Students should not expose their abdomens or backs.

- Wear a dark gray jacket or letterman jacket with the YIA logo as an outer layer, with a purple or white school uniform shirt as the base. Long or short sleeved clothing can be worn underneath the uniform for warmth.
- The school jacket or letterman coat is the only outer coat allowed to be worn inside the teaching building. Students can wear a thicker winter coat to and from home, but then it should not be worn in the school building.
- Pants should be black, navy blue, or khaki color with no logo or stripe decorations. Sports pants are not allowed to be worn outside of physical education classes.
- Athletic clothing should not have any offensive words.
- Shorts (black, navy blue, or khaki color) may be worn in hot weather and should not be too short (including athletic shorts)
- Beach sandals or slippers are not permitted. Shoes must be suitable for participating in activities such as break time and physical education.

If a student's attire does not comply with the school uniform policy, the homeroom teacher will notify parents and require the student to purchase a new school uniform. When the violation occurs again, the school will require the student to go home and arrange for their parents to have a face-to-face meeting with the relevant teachers.

Non-Uniform Events

1. Clothing should not be exposed or contain offensive words. It should be neat, appropriate, and respect local customs.
2. It is not allowed to wear clothing with loopholes or tears, and it is not allowed to wear shorts or skirts that are cut too short by mistake. Dress appropriately and adhere to the “three finger principle”.
3. Do not wear beach sandals or slippers. Shoes must be suitable for participating in activities such as break time and physical education.
4. Wearing exaggerated jewelry is not allowed.

YIA HAIR DYEING POLICY

Objective:

To maintain a professional and respectful appearance in line with cultural norms while allowing students a degree of self-expression through hair dyeing.

Guidelines:

1. Grade Level Permission Requirement:

- Grade 7-8 students are not allowed to change their hair color.
- Grade 9-12 students are allowed to change their hair color (dyeing, bleaching, coloring) only with teacher and parent approval.

2. Approval Process:

- **Teacher Approval:** Students are required to discuss their hair dyeing plan with both Lead Teachers (*S. Carpenter and S. Zhang*). The lead teachers hold the authority to approve or suggest modifications to the plan.
- **Parental Approval:** Students must obtain written permission from their parents or guardians (after teacher approval) before proceeding with any hair dyeing.

3. Hair Color Limitation:

- Hair colors or highlights should be of natural shades (e.g., black, dark brown to medium brown, dark blonde) to maintain a professional appearance in the school environment.

4. Consequences of Non-Compliance:

- Students who dye their hair without proper approval will face disciplinary action, including being asked to revert to their natural hair color, and may lose the privilege of dyeing their hair for a specified period.

5. Summer Dyeing Protocol:

- Students intending to dye their hair over the summer holidays must seek approval from lead teachers and parents prior to the start of the new academic year. If not approved, students will need to revert to their natural hair color.

6. Cultural Sensitivity:

- Students are encouraged to consider cultural norms and sensitivities when selecting hair colors, avoiding overly bright or distracting shades.

7. Educational Focus:

- The primary focus of students should remain on their academic endeavors, with self-expression through hair dyeing seen as a secondary consideration.

YIA PARENT-TEACHER APPROVAL FORM FOR HAIR DYEING

This form should be filled out by the student, lead teachers, and parent to ensure proper communication and approval before any hair dyeing takes place.

Approval Process:

1. Student writes hair dyeing plan description, signs form, and submits it with picture of hair dyeing idea to the Homeroom teacher.
2. Student discusses hair dyeing plan with the lead teachers and seeks their approval.
3. Once this form is signed by the student, approved and signed by lead teachers and a parent, then the student may proceed with the approved hair dyeing plan.

Consequences for Unauthorized Hair Dyeing:

In the event of unauthorized hair dyeing, the student will be subject to immediate consequences as outlined in the school's policy.

Student Name: _____ Grade: _____

Hair Dyeing Plan Description:

Hair Dyeing Idea (share picture)

Hair Dyeing Protocol Acknowledgment:

I have read and understand the school's hair dyeing policy. I understand that if I proceed with dyeing my hair without prior approval from both my parent/guardian and lead teachers, the consequences outlined will be enforced.

Student Signature: _____ Date: _____

Lead Teachers Approval:

We, the undersigned teachers, acknowledge that the student has discussed their hair dyeing idea with us, and we:

☐ Approve the original plan

☐ Approve with the following changes: _____

☐ Do not approve the plan

Lead Teachers' Signatures: _____ Date: _____

Parent(s)/Guardian Approval:

I, the undersigned parent/guardian of the above-named student, hereby give permission for my child to dye their hair according to the policy and plan outlined above.

Parent/Guardian Signature: _____ Date: _____

APPENDIX 4 — MOBILE PHONE & COMPUTER USAGE POLICY

YIA believes that every student is a person who abides by the rules and regulations of the school, respects others and is responsible for themselves.

Mobile Phone Usage Policy

1. Student use of mobile phones is strictly forbidden within the school campus, including any campus places such as academic buildings, dormitories, and gymnasiums during school hours.
2. Should a mobile phone be found on a student, the teachers or the school administrators have the right to take the phone away, to be returned at the end of the school day.

Dormitory Usage Policy

In order to make sure every boarding student has enough sleep, boarding students are not allowed to use technology devices after the dormitory lights-off time. Once found, students must lock the computer into their respective lockers in the school building after evening study and can no longer bring it back to the dormitory for one week. Each time the student improperly uses the computer in the dormitory, the time for detention will be cumulatively extended by one week.

SIGNATURE

I have read and understood the YIA Mobile Phone and Computer Usage Policy and the consequences of not following the principles outlined in it.

Student Name

Parent/Guardian Signature

Date

APPENDIX 5 — EVENING SELF-STUDY MANAGEMENT NORMS

To ensure the reasonable and efficient use of self-study time and cultivate students' self-learning abilities, the following normative requirements are recorded:

1. Dinner time starts at 4:45. The first night self-study duty teacher goes to the first-floor cafeteria to inspect until 5:25 when all students leave. Students must go to the first-floor cafeteria for meals. The second evening self-study duty teacher patrols the cafeteria, corridors, second floor library, third floor Collaboration, and third floor self-study classrooms in the teaching building, and returns to the third floor Collaboration at 5:25 to remind students of class time. At 5:20, teachers begin to remind students of preparing for evening self-study, such as getting water, taking textbooks, workbooks, etc.. Meanwhile, teachers bring a yellow card to StuCo to issue yellow cards to students who arrive late. Each duty teacher must implement effectively. They need to ensure student safety and daily behavior norms.

* Students are not allowed to order delivery food. On Tuesday evenings, a teacher will take the students to Aihua Supermarket. Students are not allowed to go to Aihua Supermarket at any other time.

2. All students should arrive at their self-study classrooms at 5:25 or at least 5 minutes in advance and take their seats. The duty teacher will check and record attendance based on the evening self-study student roster, and promptly investigate the reasons for any absent students. Evening self-study will officially begin at 5:30 and students need to learn effectively.

3. The evening self-study schedule and corresponding content are as follows:

- 5:30-7:00 Self-study
- 7:00-7:15 Break
- 7:15-7:30 Self-study
- 7:30-8:00 Discussion and learning
- 8:00-8:30 Self-study

When self-studying, all students must remain quiet, study independently, complete assignments independently. During break time, the first duty teacher should go to the third floor Collaboration area for inspection, and the second teacher should bring a yellow card to the StuCo area to issue a yellow card to student who arrive late.

4. The primary task of the evening self-study duty teacher is to ensure the discipline of evening self-study and the effectiveness of student self-learning. If this premise is not guaranteed, the evening self-study duty teacher may not engage in other tasks unrelated to the management of evening self-study.

5. During self-study, students are not allowed to leave the self-study classroom without permission. If a student needs to leave the self-study classroom, only one student is allowed to leave at a time. The student must inform the duty teacher and get permitted, so they can obtain a Hall Pass before leaving the classroom. The student must return the Hall Pass to the classroom. The duty teacher should keep track of students who leave for a long time.

6. The duty teacher, as a classroom management teacher, can use effective methods for classroom management to ensure discipline during self-study time. For example, you can correct students' behavior according to the behavior norm pyramid, or assign students to different seats based on their needs.
7. The duty teacher needs to clearly understand the completion of students' homework and their self-study discipline. For students who do not complete their homework on time, a special area should be set up to encourage them to complete their work. For students who frequently violate the policy on electronic device usage, teachers have the authority to arrange them to study in an area that is easy to supervise, and their computer screens must be facing the duty teacher. For students who frequently violate the electronic product usage policy and reach Level II, the IT teacher will install monitoring software on their personal computers.
8. During the break time in the evening self-study period, students are allowed to freely move around in the self-study area and eat snacks; however, eating snacks is not allowed at any other time.
9. After self-study, students must clean the desk and floor, tidy up the tables and chairs, put away the power plugs, and put all personal belongings in the locker, ensuring the cleanliness of the self-study classroom. All students must turn off the lights and air conditioner before leaving. All final work must be completed before 8:40
10. Residential students line up in two columns outside the Chinese teacher's office, and are led back to the dormitory in a neat formation by the duty teacher. During the procession, they must maintain discipline and refrain from making loud noises. The duty teacher needs to enter the dormitory to inspect and ensure that each student gets ready to sleep.
11. Walk-in students line up at StuCo in two columns, led by another duty teacher, and line up at the school's north gate to ensure the safety of students. After leaving the school, students are not allowed to return on the same day. If it is necessary to return to school, parents need to explain the situation to the duty teacher. (Each teacher on duty lead their walk-in students)
12. Supplement: If a student receives a certain level of yellow card, the school has the right to ask the student not to attend evening self-study.

APPENDIX 6 — STUDENT DORMITORY MANAGEMENT REGULATIONS

School is a place for nurturing talent, and management cultivates education. Without rules, there can be no order. The "Student Dormitory Management Regulations" are formulated in order to enhance self-education and self-management awareness and to create a harmonious dormitory atmosphere.

I. SAFETY REGULATIONS

1. Boarding students must pay the accommodation fee to the school as required, and the school will arrange accommodation and register them.
2. Boarding students must live in the designated dormitory and bed. Unauthorized switching is not allowed without permission from homeroom teacher.
3. Boarding students are not allowed to receive any visitors from outside the school and not allowed to allow non-boarding students to enter the dormitory freely.
4. In principle, parents of students are not allowed to enter the student dormitory. If necessary, they must obtain permission from YIA principal. Parents must wear parent cards when entering the school.
5. Boarding students should take care of public property and not move, relocate, or dismantle public facilities in the dormitory building. It is prohibited to partition and build "small rooms" indoors. Violators will be ordered to restore them immediately, and damaged furniture will be handled according to the "Student Dormitory Management System".
6. Boarding students should be aware of fire safety and be prepared for fire prevention, theft prevention, and emergency response. Take care of the fire-fighting equipment in the building and do not move or use it randomly. If problems are found, report them to the dormitory teacher in a timely manner.
7. Boarding students are responsible for building a healthy culture in the dorm. Newspapers, books, and audio-visual products with unhealthy content is not allowed in the dormitory. Unauthorized posting and scribbling are prohibited.
8. During holidays, including weekends and festival breaks, the dormitory building is closed. Boarding students are not allowed to enter the dormitory building without permission.
9. Boarding students should cooperate with the inspections of hygiene, discipline, and fire arranged by the Student Dormitory Management Office.
10. Boarding students are prohibited from letting other students stay overnight.
11. It is prohibited for male and female students to enter each other's dormitories or let opposite-sex individuals stay overnight.
12. It is prohibited to burn items indoors or in corridors within the dormitory building.
13. It is the responsibility of boarding students to keep personal belongings properly and avoid leaving cash and valuables in the dormitory.
14. It is prohibited to bring prohibited items such as fire sources, high-power electrical appliances, and knives into the dormitory. If discovered, they will be confiscated and boarding students involved in this will be severely punished.
15. It is prohibited to bring unhealthy items such as medicine, cigarettes, alcohol and drugs into the dormitory. Smoking, drinking, gambling, and other unhealthy behaviors are not allowed in the dormitory.

16. It is prohibited to pull or connect power cords indiscriminately; the use of electric stoves, electric heaters, electric blankets, electric cups, electric combs, televisions, and other electrical equipment is prohibited; the installation and disassembly of fluorescent lamps, sockets, lamp holders, and other electrical equipment are prohibited.

II. TIME MANAGEMENT

- Wake up: 6:30 am
- Departure time: before 7:30 am
- Return time: between 8:30 pm and 9:00 pm (right after evening study)
- Lights out: 10:00 pm

III. DISCIPLINE EXPECTATIONS

1. Boarding students are expected to return to the dormitory right after evening study and leave the dormitory building in the morning on time. Other times, including but not limited to self-study time, regular class time, and class break time, students are not allowed to go back to the dormitory.
2. After 7am and before 9:30pm, students must keep the dormitory door open (no locking) to facilitate on-duty teachers to check at any time.
3. Boarding students are expected to be quiet after lights out and do not disturb others' rest. They are expected to obey the management of teachers on duty and dormitory teachers.
4. It is not allowed to make loud noise, play around, or engage in intense physical activities in the dormitory corridor.
5. Boarding students are not allowed to randomly post, scribble, or damage doors, windows, and glass. Damaged items need to be compensated according to the original price.
6. Boarding students are expected to observe water and electricity management regulations, take care of water and electricity facilities, save water and electricity.
7. Boarding students should be friendly and get along harmoniously. Crude language or swearing, fighting, or insulting others is not allowed; If a classmate falls ill, they should take care of each other and promptly inform the dormitory teacher.
8. The use of mobile phones and other electronic devices is prohibited in the dormitory. If a student needs to use a computer to complete assignments, they must present an electronic device pass issued by homeroom teacher and hand it over to the dormitory teacher when returning to the dormitory after evening self study. If a student brings electronic devices back to the dormitory without the pass, the dormitory teacher will confiscate them and yellow cards infraction slips. If students need to contact their parents, they can use the dormitory teacher's phone.
9. (See above electronics restrictions about electronics before lights out)
10. Boarding students should respect the dorm staff, obey their management, follow their instructions
11. It is prohibited to bring in dormitory stimulating, perishable, or unhealthy food.

IV. DORMITORY HYGIENE REQUIREMENTS

1. The overall requirement for dormitory chores and hygiene is cleanliness, uniformity, and orderliness.
2. Clothes should be placed in the wardrobe and not randomly piled up. Dirty clothes should be washed in a timely manner and hung in the designated area to dry.
3. Boarding students should maintain cleanliness in the dormitory and place personal belongings in order.
4. It is prohibited to splash water, throw fruit peels, paper scraps, or other debris inside the dormitory or in the hallway.
5. It is prohibited to splash water, dispose of garbage, or throw objects from the windows or balconies.
6. Place the trash bin in the corner of the dorm. Dispose of garbage in the trash bag inside the bin and take the bag outside to the dormitory's garbage bin.
7. Shampoo, soap, toothbrushes, and other small items should be placed in their designated positions and should not be placed on the windowsill. Towels should be neatly folded and hung in their designated positions to maintain order and uniform.
8. Establish a Dormitory Sanitation Duty System-A daily student duty should be arranged for each room, and the duty roster should be posted behind the dormitory doors. The designated student on duty should ensure the cleanliness and hygiene of the dormitory, and regular inspections will be conducted by the dormitory supervisor.

V. DORMITORY STUDENT LEAVE POLICY

Dormitory students must follow the leave procedures when leaving the school. The homeroom teacher is responsible for approving leave procedures. Dormitory students must complete the leave procedures before returning to the dormitory, and in principle, leave will not be granted after returning to the dormitory.

Dormitory Leave

- Leave procedures: Any leave requests must be made directly by parents to the homeroom teacher. Students are not allowed to directly request leave from the teacher. Once the leave request is approved by the homeroom teacher, the student will receive a leave form from the teacher. The form should be filled out in duplicate, one copy will be kept with the homeroom teacher and the other will be given to the security guard as proof of leaving the campus.
- If there are special circumstances that require leave after returning to the dormitory, the student's parents should contact the homeroom teacher. The homeroom teacher will contact the dormitory supervisor to approve the leave and fill out the leave form in duplicate. One copy will be kept with the dormitory supervisor, and the other will be given to the security guard as proof of leaving the campus. The dormitory supervisor will submit the leave form to the homeroom teacher the next day.
- Students should inform the homeroom teacher promptly upon returning to the school.

Dormitory Leave from the School Building to the Dormitory

- Students are not allowed to return to the dormitory during the day. If there is a special circumstance that requires returning to the dormitory, the student must obtain a leave slip from the homeroom teacher. The student can only return to the dormitory with the leave slip. Before returning from the dormitory to the classroom, the student must report to the dormitory supervisor and inform the homeroom teacher. Only then can the student return.

VI. RETURNING TO CAMPUS ON SUNDAYS

1. Students on the regular dormitory return list (see attachment) must return to campus through the Aihua north gate on Sunday afternoon as agreed. If there are special circumstances preventing dormitory students on the list from returning on Sunday or if non-listed dormitory students need to return on Sunday, parents must communicate with the homeroom teacher before 3 pm on that day. If any safety issues arise due to the parents' failure to communicate timely with the Chinese supervisor, the parents will be fully responsible.
2. The return time on Sunday afternoon is from 5 pm to 6 pm. Students can only enter the campus after having dinner. After entering the campus, no form of meal delivery or outside sales is allowed.

VII. UNCONVENTIONAL ACCOMMODATION

1. Monday, Tuesday, Wednesday, Thursday are regular accommodation days, while Friday, Saturday, and Sunday are unconventional accommodation days. Unconventional accommodation is only allowed for students who need to participate in school activities. Other reasons will not be approved. If a student needs unconventional accommodation due to participation in school activities, the student must apply in advance to the homeroom teacher and can only check in after the application is approved. If staying without approval causes any safety issues, the student's parents will be fully responsible.
2. Students are not allowed to enter the teaching building on Friday evening, Saturday, and Sunday.

VIII. PENALTY REGULATIONS

Among the above terms, Articles 10-16 of the first section on safety regulations are considered serious disciplinary violations, while other articles are considered general disciplinary violations.

1. General Disciplinary Violations

If a student violates the general disciplinary provisions for the first time, the school will issue a warning. Warning may include but is not limited to verbal warnings, written warnings, and exposure on the school's public platform.

For a second offense, the school will impose a three-day suspension penalty. For a third offense, the school will impose a one-week suspension penalty. If a student

commits three or more violations, the school has the right to cancel their accommodation eligibility.

2. Serious Disciplinary Violations

Once a student violates the serious disciplinary provisions, the school has the right to require the student to immediately move out of the dormitory and cancel their accommodation eligibility.

I have read the dormitory management regulations comprehensively, understood, and am willing to comply with all the content. (Please handwrite the following statement in the blank area and sign.)

Parent's signature:

Student's signature:

Date (yy-mm-dd):

APPENDIX 7 — AFTERSCHOOL CLUB RULES

Afterschool Club Rules

1. Application for club establishment
 - a. The applicant shall fill in Annex I of the *Application Form for Club Establishment*
 - b. The applicant should contact a teacher to sign up as the chaperone of the club
 - c. The club application form should be approved by the head teacher of ASA clubs (Mr. Wilson Wang)
 - d. After the application is approved, the club will be announced for students to sign up
 - e. No less than 3 students to sign up is the requirement for establishing a new club
2. Students need to fill in Annex 2 of the *ASA Club Registration Form* and submit the form to the club president
3. The club president will collect Annex II of the *ASA Club Registration Form* and submit them to the head teacher of ASA clubs on the deadline of club registration
4. Club members are required to sign in for each club activity after 3:30 afternoon advisory check in (The club president/guardian teacher are responsible for sign in and sign out). If students do not sign in, they will be treated as absent.
5. Club members are not allowed to be absent from club activities. If you cannot attend the club for personal reasons, you must get permission from the supervising teacher and inform the head teacher of ASA clubs.
6. Changing Clubs
 - a. If the club needs to be changed, the applicant shall submit Annex III of the *Application Form for Changing ASA Club*
 - i. Fill in the reason for changing the club
 - ii. The signature of the original club president and the supervising teacher is required
 - iii. Approval must be obtained from the new club president and the supervising teacher
 - b. After the approval of the head teacher of ASA clubs, the club will have been successfully replaced

Teachers reserve the right to suspend students' ASA participation based on low academic performance and issue school detention.

ANNEX I: APPLICATION FORM FOR CLUB ESTABLISHMENT

Application Form for Club Establishment

Club Name				Club Time	
Student's Name		Grade		Email	
Club description					
What can students gain from your club?					
Textbook/Equipment requirement	Club prerequisite				
	yes no	If yes, please state here:			
Chaperone		Club location			

Note: Due to the epidemic, offline ASA Club may be changed to online activity.

I am willing to take full responsibility in managing and leading this ASA club and put in all my efforts. I understand that if my academic performance and average GPA are affected during the semester, I may lose my qualification to lead this ASA club.

Applicant signature :

Date:

ANNEX II: ASA CLUB REGISTRATION FORM

ASA Club Registration Form

Club Name					
Student's Name		Grade		Email	
Why do you want to participate in this ASA club ?					
What do you hope to gain from this club? What are your goals?					

Note: Due to the epidemic, offline ASA Club may be changed to online activity.

I am willing to join this ASA club and put in all my effort to participate in club activities. I understand that if I am absent from the club activity or switch to another club without permission, I may lose my qualification to join this ASA club and receive afterschool detention.

Applicant signature :

Date:

ANNEX III: APPLICATION FORM FOR CHANGING ASA CLUB

Application Form for Changing ASA Club

Current Club Name					
New Club Name					
Student's Name		Grade		Email	
Why do you want to change your current ASA club ?					
Why do you want to apply for this new ASA club? What do you hope to gain in this club?					
Signatures	Chaperone of current club		President of current club		
	Chaperone of new club		President of new club		

I am willing to join this ASA club and put in all my effort to participate in club activities. I understand that if I am absent from the club activity or switch to another club without permission, I may lose my qualification to join this ASA club and receive afterschool detention.

Applicant signature :
Date: