



QINGDAO AMERASIA INTERNATIONAL SCHOOL

Inspiring a lifelong love of learning

AMERASIA FULL SCHOOL ESSENTIAL AGREEMENTS

**Full version for Parents and Teachers
2025-2026**



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1. Code of Conduct and Behavior

Amerasia expects all students to carry themselves as compassionate, respectful, internationally-minded scholars, with grace and courtesy, and in a way that represents our core tenets as an IB and Montessori school. The IB Learner Profile, Positive Discipline, and Restorative approaches form the foundation of our general behavioral policy. In the event that disruptive, disrespectful, destructive, obscene, or hurtful behavior is demonstrated, students will be guided towards logical consequences for their actions and work to find solutions that restore harmony in the Amerasia community through verbal and written reflection, peace meetings with other students, and community and service activities that transform negative energy into positive. Suspensions from school will be used sparingly, as a last resort, and when all other interventions have failed, or when student health and safety is at immediate risk.

2. Birthday Celebrations

Amerasia does not have traditional “birthday parties” at school. Please do not send any food or snacks including cupcakes, cookies, or soft drinks. Balloons, party favors, candy, etc. are not permitted.

Non-School Party Invitations

Parties outside of school are a great way for children to meet and celebrate with classmates and other parents. Please do not send invitations to be handed out in school. Also, talk to your child about limiting his/her birthday conversations to home and not school. Your cooperation with this rule will minimize the chance of children feeling excluded.

3. Communications

Qingdao Amerasia International School (QAIS) is committed to fostering a strong, respectful, and collaborative home-school partnership to support each student in realizing their full potential.

Open Door Policy

As a school community, we strive to resolve issues directly between the individuals concerned wherever possible, modeling respect for each other. As a means of support to Amerasia families, the door of all administrators is always open to assist in the process of resolving issues or to discuss questions or concerns you may have about the school and its policies. The Administration welcomes comments, suggestions, or compliments. To make an appointment with Administration please contact QAIS Info (Teams).

Confidentiality

All Amerasia employees are exposed to information related to students, parents, and co-workers. To protect the interests of these individuals, all employees are expected to keep such information confidential.

Microsoft Teams

QAIS has a dedicated Teams platform to streamline school-home communications. This platform supports timely, transparent, and trackable engagement.

- All parents receive an Amerasia-issued Parent Login Credential to access Microsoft Teams. Even if you already have a personal or work Teams account, it is essential that you use the Amerasia credential to ensure access to all school communications and updates.



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- Parents are required to activate their Amerasia Teams Parent Account before the start of the school year/child's first day of school.
- To stay informed, please enable notifications and check the platform regularly for messages, announcements, and important school information.

Channels in TEAMS:

- **School Announcements:** From QAIS Info (Teams) (e.g., events, policy updates)
- **Teacher Announcements:** From homeroom or advisory teachers (e.g., class-specific notices)
- **About [Child's Name]:** A confidential chat for matters concerning one student only. If further support is needed, the relevant principal may be added.

Parents with more than one child will have a separate Team for each. Parents are required to check Teams Daily.

Phone Calls

During school hours, teachers and students are unable to receive calls. If you would like to communicate with your child or his/her teacher, or if there is an emergency, please telephone the Amerasia front desk (83889900) to leave a message or contact QAIS_Info (Teams) via Microsoft Teams.

Staying Informed

Parents are required to follow both our Official WeChat Channel and Official WeChat Video Account (QR codes available below).

- Monday Messengers and 'Whats On' (includes an overview of the upcoming events for two weeks) are published every Monday.
- Videos are shared on Wednesdays and Fridays.

Parents act as community ambassadors by sharing QAIS stories to support a positive public presence in Qingdao.



Official WeChat Account: Monday Messenger, What's On, Posts/Articles

QAIS 青岛美亚



Official WeChat Video Channel: Videos

Parent Hub

For the convenience of our community, and to reduce our environmental impact, Amerasia has moved our administrative forms and documents online. Whether you wish to notify us of your child's absence, order new uniform articles, change your child's dismissal arrangements, or give permission for your child to participate in exciting school trips, you can now do it online. You can access Parent Hub by visiting QingdaoAmerasia.org and clicking the "Parent Hub" link in the top-left navigation bar. **The password for the school year 2025-2026 is: Amerasia2025.**



All aforementioned forms are conveniently duplicated in the 'Files' section of the Teams group for your child's class.

School Website

Please also visit the school website for additional information on our mission, vision, core values, programs, activities, and updates on school policies, throughout the year:

<https://www.qingdaoamerasia.org/>

ManageBac

Amerasia uses the ManageBac system to support its organization of our school's IB program and to inform you of our curriculum and student performance (through scores, grades, and comments) throughout the year. All parents and students have access to ManageBac and each account is personal and password protected.

ManageBac is available as a web page at this address: Amerasia.managebac.cn/login

It is also available as free android and iPhone apps (please set the server to China). For parents, it is possible to change the interface language of ManageBac to English, Spanish, Arabic, French, Chinese (simplified), Chinese (traditional) or Japanese.

Please contact the Amerasia Technology department via email, Technology@qingdaoamerasia.org, or submit a [Tech Request](#), for lost passwords or language changes with ManageBac.

4. Electronics Use in School

Electronics use in Lower School:

Electronic devices will be used as necessary and as requested by teachers. Use of devices outside of permitted times is prohibited. Grades 5 are required to bring a laptop to school daily. Lower School students are not permitted to bring cell phones to school. If brought to school, these must be stored in a locker at the front desk. Students needing to contact their parents during the school day will call home from the front office. Important, time sensitive messages can be relayed to your child by contacting the front desk by phone (83889900) or contact QAIS_Info (Teams) via Microsoft Teams.

Electronics use in Upper School:

Grade 6 – 12 students are required to bring a fully charged laptop to school daily for academic purposes. While DP students may bring a cell phone and use it before 8:00 and during lunch in the DP Lounge, they are not permitted to use it during other times in the day. MYP students are not permitted to bring cell phones or other Wi-Fi enabled devices (such as iPads). If brought to school, these must be stored in a locker at the front desk. Cell phones and other WiFi enabled devices that are brought to school and not turned in will be confiscated and turned into the respective principal. Parents will be notified, and the device must be picked up by the student's parent/adult guardian. If this happens, students may forfeit their right to have a device at school.

Students needing to contact their parents during the school day will call home from the front office. Important, time sensitive messages can be relayed to your child by contacting the front office by phone (83889900) or contact QAIS_Info (Teams) via Microsoft Teams.



5. Homework Philosophy

Lower School

In the Amerasia Lower School homework is seen as providing students with opportunities for meaningful and engaging continuations of learning from the classroom into the home when appropriate. Homework will support the development of five transdisciplinary skills (research, thinking, self-management, social and communication) as well as develop or deepen student understanding of concepts currently explored in the units of inquiry and /or subject areas.

Daily Reading

In language, reading skills are developed through establishing a love of literature in a range of genres and forms. Therefore, students are encouraged to read a variety of books as often as possible. If no homework is received on any day, then reading should be substituted instead.

The Development of Procedural Fluency in Mathematics

To support the overall understanding of mathematical concepts it is important that attention is paid to developing confidence and fluency in a wide range of strategies as well as the developmental connections between the strategies and the sign and symbol system of mathematics.

The maximum total amount of homework that should be given each day is the equivalent of 10 minutes per grade level.

Grade 1

- Reading log for 5 days a week (parents read to their child for minimum of 10 minutes each night)
- Twice weekly word study or literacy assignment
- Twice weekly exploration of math concepts
- Additional Language (EAL & Chinese) homework 5 – 10 minutes every day.
- Occasionally students may be given projects designed to be done at home in support of the current unit of inquiry, other learning in the classroom or other tasks that are connected to students' interest outside the school

Grades 2 – 3

- Reading log for 5 days a week (minimum of 15 minutes of reading every day)
- Twice weekly word study or literacy assignment
- Twice weekly exploration of math concepts
- Additional Language (EAL & Chinese) homework 5 – 10 minutes every day.
- Specific weekly reading assignments (assigned by the teacher)
- Occasionally students may be given projects designed to be done at home in support of the current unit of inquiry, other learning in the classroom, or other tasks that are connected to students' interest outside the school. Generally, these tasks will involve research and / or reflection and may, at times, be assigned over a period of weeks.
- Any additional homework given is based on goals identified in student portfolios, parent conferences, and report cards.

Grades 4 – 5

- Reading log for 5 days a week (minimum of 30 minutes of reading every day)
- Twice weekly word study or literacy assignment
- Twice weekly exploration of math concepts
- Additional Language (EAL & Chinese) homework 15 – 20 minutes every day.
- Specific weekly reading assignments (assigned by the teacher)
- Occasionally students may be given projects designed to be continued or completed at home in support of the current unit of inquiry, other learning in the classroom or other tasks that are



connected to students' interest outside the school. Generally, these tasks will involve research and/or reflection and may, at times, be assigned over a period of weeks. Any additional homework given is based on goals identified in student portfolios, parent conferences, and report cards.

Upper School

We consider homework meaningful if it meets the following criteria:

- The work is directly related to the work done in class or the unit of work being studied.
- Homework is a continuation of work done in class and should not introduce new concepts.
- Homework is not work where assessment for learning or assessment of learning would normally take place.
- Work that meets this criterion includes reading, observing/watching, listening, reflecting, synthesizing, reviewing, or finalizing work already conceptually understood.
- The maximum total amount of homework that should be given each day is the equivalent of 10 minutes per grade level. This can be maximized by ensuring that the whole of class time is used for effective, high-quality teaching and learning. Please be mindful that homework does not simply come from the subject disciplines, but also from the program core.

IB Class	Grade level	Maximum Time/evening (min)
MYP 1	6	60
MYP 2	7	70
MYP 3	8	80
MYP 4	9	90
MYP 5	10	100
DP 1	11	110
DP 2	12	120

The teachers, mentors and advisors of each grade level have a joint responsibility to ensure that homework is given equitably, and that the homework is recorded on ManageBac and also thoroughly explained to students. All homework will be recorded on Managebac.

6. Illness Guidelines and Medical Exclusion Policy

Educating yourself about communicable diseases and other necessary policies of Amerasia is important. By doing so, you can help us to ensure that children and everyone else in the entire school community are safe. Children frequently experience seasonal health effects due to changes in the weather. In some cases, they may experience fever that can be regulated by medication. In other instances, children need to take medication for non-contagious illnesses.

Please be aware that you must adhere to the following rules for their own health and safety as well as the health and safety of others.

Medication in School

If it is necessary that your child take medication while at school, the medication should be delivered to school in its original packaging by you or via your child's bus monitor. A Medical Disbursement Form must be completed so that the nurse is clear and fully understands the directions prescribed by your child's doctor. Following these easy procedures will ensure that all children are safe.



The **Medial Disbursement Form** can be found on the Parent Hub at www.qingdaoamerasia.org/parenthub/ or via QR code shared in class TEAMS groups.

Is My Child Too Ill to Come to School?

We cannot admit your child to school if any of the following conditions exist:

- The illness prevents the child from participating comfortably in normal school activities in the classroom.
- The illness/injury requires more care than teachers can provide without compromising the health, safety, and supervision of the other children in the class.
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that s/he is no longer contagious.

The following are indicators that your child should stay at home:

- If your child complains of feeling ill before school.
- If your child is not able to participate in the entire program/daily class activities, including outdoor recess
- A temperature of 37.3 °C Celsius or greater, accompanied by behavior changes or other signs or symptoms of illness.
- Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavioral changes, or other signs that the child may be severely ill. See the chart below for more details.

Communicable Diseases: Students should be excluded from school if they have a condition which may be communicable to others (e.g. rash, sore throat or any suspected communicable disease). During the year, it is sometimes necessary to contact parents and have them take their child home because he/she is ill or is suspected of having a communicable disease. (If a student is at school and begins vomiting or experiencing diarrhea or develops a temperature, parents will be notified and asked to pick up their child immediately.)

If your child has contracted an infectious disease, please contact the school immediately.

Amerasia has the authority to exclude students who are suffering or are suspected of suffering from communicable diseases. For all the illnesses listed below a written medical clearance must be presented to the school before a child is allowed back on campus; the letter must state that the condition is no longer communicable to others. The periods of exclusion that we adhere to are as follows:

Illness/Symptoms	Conditions for return
<p>General Fever 发烧 Incubation period: Varies Contagious period: Varies</p> <p>Symptoms: Elevated temperature above 37.3 C, headache, body aches</p>	<p>Free of fever for 24 hours without the help of medication. Covid test negative antigen or nucleic acid test negative.</p>



<p>Cold/cough 感冒/咳嗽 Incubation period: Varies Contagious period: Varies</p> <p>Symptoms may include elevated temperature plus one of the following: Yellow-green nasal discharge/Cough/Sore throat/Sneezing/ Swollen glands/Skin rash</p>	<p>May return to school if no fever (temp 37.3 or greater) for 24 hours and note from physician stating child does not have an infectious disease; if no fever, yet child has a persistent cough or excessive nasal discharge, please keep child home.</p>
<p>Ringworm [皮肤] 癣 Incubation period: 7-14 days Contagious period: lesions are present, less than 24 hours of treatment</p> <p>Symptoms include: itchy rash, mostly at night, sores</p>	<p>May return 24 hours after treatment has started and may need a physician's consent in a written note. Area should be covered.</p>
<p>Vomiting 呕吐 Incubation period: Varies Contagious period: 48 hours after last episode of vomiting</p> <p>Symptoms: Abdominal pain, cramping</p>	<p>Free of vomiting for 24 hours; may need physician's note stating child does not have communicable disease. Covid test negative (Antigen or nucleic acid test negative)</p>
<p>Diarrhea 腹泻 Incubation period: Varies Contagious period: for 48 hours after last episode of diarrhea</p> <p>Symptoms: watery stools, stomach cramping, can be accompanied with vomiting</p>	<p>Free of watery stools for 24 hours after last stool; may need physician's note stating child does not have communicable disease Covid test negative (Antigen or nucleic acid test negative)</p>
<p>Fainting/seizures 晕倒/癫痫</p>	<p>Free of symptoms; may need physician's note stating child does not have communicable disease</p>
<p>Head and Body lice 头/身体虱 Incubation period: 10 days Contagious period: whenever lice are present</p> <p>Symptoms: Itchy head and scalp, difficulty sleeping. Redness</p>	<p>Children will not be excluded from school but will be expected to begin lice treatment immediately upon diagnosis with lice shampoo and removal of nits. Children MUST wear hair up and removed from their face.</p>



<p>Influenza 流感 Incubation period: 1-4 days Contagious period: From the day before symptoms appear until 7 days after onset of flu symptoms</p> <p>Symptoms include: fever, malaise, headache, loss of appetite, and body aches.</p>	<p>May return to school 7 days after symptoms appear, symptom free and feeling well; physician's note stating child does not have communicable disease.</p>
<p>German Measles (Rubella) 风疹 Incubation period: 17 days Contagious for about 1 week before and at least 4 days after onset of rash</p> <p>Symptoms include: fever, malaise enlarged lymph nodes, headache</p>	<p>Can re-admit on Day 8 from onset of rash. Physician's note stating child does not have communicable disease</p>
<p>Measles (Rubeola) 麻疹 Incubation period: 10-12 days Contagious period: 4 days before rash starts until 4 days after</p> <p>Symptoms: Cough, fever, rash</p>	<p>Can readmit on the 7th day after the appearance of rash. Physician's note stating child does not have communicable disease</p>
<p>Mumps 流行性腮腺炎 Incubation period: 16-18 days Contagious period: 7 days before onset until 8 days after symptoms</p> <p>Symptoms: pain in the salivary glands, fever, pain while swallowing, swollen glands</p>	<p>Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter timeframe. Physician's note stating child does not have communicable disease</p>
<p>Strep Throat/Scarlet Fever 链球菌性喉炎/猩红热 Incubation period: 2-5 days Contagious period: A few days before symptoms show and until 24 hours after antibiotic treatment</p> <p>Symptoms include: fever, chills, sore throat, swollen glands</p>	<p>May return after 24 hours of antibiotic therapy and if well enough to participate. Physician's note stating child does not have communicable disease</p>
<p>Whooping Cough (Pertussis) 百日咳 Incubation period: 7-10 days Contagious period: 14 days after onset of cough</p> <p>Symptoms include: barking cough, fever, difficulty breathing</p>	<p>Re-admit 5 days after starting antibiotic treatment or after 3 weeks have passed since onset of cough (no antibiotic treatment). Physician's note stating child does not have communicable disease</p>



<p>Norovirus 诺如病毒 Incubation period: 2 days Contagious period: The duration of norovirus infection varies, with most lasting 2-3 weeks. Symptoms include: fever, vomiting, abdominal pain, diarrhea</p>	<p>Child can return to school after having no episodes of fever, diarrhea or vomiting without help of medication for 48 hours. May need physician's note stating child does not have communicable disease</p>
<p>Rotavirus 轮状病毒 Incubation period: 2-3 days Contagious period: 10 days Symptoms include: vomiting, abdominal pain, diarrhea</p>	<p>Child can return to school after having no episodes of diarrhea for 24 hours. May need physician's note stating child does not have communicable disease</p>
<p>Corona Virus Disease (COVID-19) 新冠肺炎 Incubation period: 3-5 days Contagious period: when symptoms occur Symptoms include: fever(≥ 37.3) cough and fatigue, shortness of breath, sore throat.</p>	<p>Student needs to go to a grade A designated hospital for treatment. After all symptoms disappear, return to school with nucleic acid or antigen negative.</p>
<p>Hand, Foot, Mouth Disease 手足口病 Incubation period: 3-7 days Contagious period: Respiratory – 1 to 2 weeks – Up to several months *handwashing is important* Symptoms include: fever, blisters on palms, fingers, soles of feet, tongue, and gums.</p>	<p>May return to school 7 days after onset of blisters/fever and with a physician's note stating that child does not have a communicable disease</p>
<p>Chicken Pox (Varicella) 水痘 Incubation period: 14-16 days Contagious period: 2 weeks after onset of illness Symptoms include: fever, headache, and lethargy with a red itchy rash, with fluid-filled blisters which may be found on the body</p>	<p>May return to school if no new blisters within 24 hours and all blisters are dried and scabbed; about 7 ~ 8 days physician's note stating that child does not have a communicable disease</p>
<p>Pink Eye (Conjunctivitis) 红眼病 Incubation period: May occur with other viral symptoms Contagious period: From the day before symptoms appear and until 24 hours after antibiotic treatment Symptoms include: reddened eye with pus-like discharge from eye(s)</p>	<p>May return to school 24 hours after the first dose of antibiotic treatment or with a physician's note stating that the child is not communicable</p>



<p>Impetigo 脓疱病 Incubation Period: 1 – 10 days Contagious Period: lesions are present; less than 24 hours of treatment</p> <p>Symptoms include: red oozing sores that form a crust</p>	<p>May return 24 hours after treatment has started and may need a physician's note stating that the child is not communicable.</p>
<p>Scabies 疥疮 Incubation period: 1 day – 6 weeks Contagious period: lesions are present; less than 24 - hours of treatment</p> <p>Symptoms include: itchy rash, mostly at night, sores developing</p>	<p>May return to 24 hours after treatment has started and with a physician's consent in a written note</p>

*Please note: If one of your children has a contagious disease such as the ones listed in the above chart, there is a high risk of transmission to a sibling. Therefore, to protect the larger community, the school reserves the right to exclude siblings from attending school, as well, to prevent the possible spread of the disease.

Reporting Medical Absence:

If a student is going to be absent, please call the office and report the absence and provide the reason with as much detail as possible. Then, complete the student absence form on the parent hub <https://qingdaoAmerasia.org/student-absence-notice/> or scan the Amerasia Absence QR code shared in class TEAMS groups.

Returning to school after illness:

A student will be allowed to return to class when exclusion requirements of reportable communicable diseases are met or when the condition of minor communicable disease has cleared and when a doctor has given permission for the student to return; a letter stating that the condition is no longer communicable to others will be required. Any costs incurred to obtain a doctor's note will be the responsibility of the parents. If exclusion regulations have been met, but the student is still not participating/benefiting from the school program, parents will be notified of the school's concerns.

7. Nut-Sensitive Campus Information

To protect members of our community with nut allergies, Amerasia strives to maintain a nut- sensitive campus, understanding fully that the school's ability to maintain absolute control over what children may or may not eat prior to entering campus is limited. However, parents are asked to please pay attention to the contents of any foods that children bring to school or eat prior to coming to school, doing whatever necessary to avoid exposing classmates to hazardous allergens. Nuts and ground nuts (including peanuts) are not permitted on Amerasia campus in any form (including oils, cakes or other foods). All food provided by the school, such as snacks and lunch, will be nut-free. In instances where outside vendors are participating in school events (e.g. International Day, Chinese New Year, Family Fun Day, etc.), the school does not guarantee that all foods will be nut-free. Parents are responsible for monitoring their children's eating activities during such events.

Peanut allergies

Peanut allergy requires stringent avoidance and management plans, as it is one of the most common



food allergies in children, adolescents, and adults. Reactions to peanuts are often more severe than to other foods. Allergic responses to peanuts have been a leading cause of severe, life threatening, and even fatal allergic reactions. Minute quantities of peanuts, when ingested, can result in life-threatening reactions. Cross contamination is more likely to occur with peanut butter due to the adhesive nature of the peanut protein to other foods/surfaces.

Emergency treatment of allergies

In the event of an emergency, the following guidelines will be met for emergency treatment: For any of the signs and/or symptoms observed with an anaphylactic child, the first response is to follow the Anaphylaxis Emergency Treatment Plan: A.C.T.

A = Administer the epinephrine auto-injector

C = Call the hospital, stating you have an individual with anaphylaxis

T = Transport immediately to hospital

Identifying nut free items for QAIS community members

It is not practical to provide a list of 'safe' peanut/tree nut-free snacks. The contents of products and the lines on which they are produced change often and cannot always guarantee that their product is peanut/tree nut free. We encourage everyone to read the contents of the packages and if it says 'may contain' nut products, please do not send these items to school even for your child's personal consumption.

8. Off-Campus Activities and Neighborhood Walks information

A great deal of learning at Amerasia is not confined solely to the classroom; instruction sometimes takes place outside or is enhanced by neighborhood walking trips. By signing this form, you give your child permission to participate in neighborhood walks for learning activities and for field trips within Qingdao city and neighboring districts.

Field Trip Permission

Throughout the year, Amerasia students participate in activities which take them beyond the walls of the school, to enhance their opportunities for academic growth, and to strengthen the bonds of our student community. As we continue to engage students through these meaningful activities, we are revising our notification process for this academic year.

Excursion standards

Amerasia excursions have consistently maintained high standards of planning and interest and all excursions taken by Amerasia students will adhere to the following standards:

- Notification will be sent home at least one week in advance.
- There will be one teacher or adult chaperone for every ten secondary students or every six lower school students.
- Destinations that are not within walking distance will require a bus or van with updated maintenance records and insurance.
- Destinations will be within a 70-minute drive from the Amerasia campus. Journeys that are further afield will involve additional parental permission.
- If the students are away during snack and/or lunch, those who are enrolled in the school nutrition plan will have their food provided by Amerasia.
- Activities will comply with local laws and safety regulations.
- A written health and safety assessment will be made for all activities.
- Adult chaperones will investigate the route and the site in advance, to be reasonably certain that there are no risks to student safety at any time.
- Adult chaperones will coordinate before the trip to share responsibilities for managing students



and communicating with the school.

- The same behavioral standards apply to trips as to on-campus activities.
- Unless otherwise specified, physical activity will be limited to walking.
- Activities will be cancelled or postponed in cases where students' safe participation or objectives may be compromised. These cases may include (but are not limited to): Heavy rainfall or snow; air quality index beyond acceptable levels for outside activity; local or regional emergency; sudden closure of the activity.

9. Transportation Guidelines

Transportation Guidelines: Bus behavior

The following behavior is expected on the Amerasia school bus both in the morning and in the afternoon:

Prompt boarding of the bus

- Sitting in seat with seatbelt on. No switching seats!
- Arms, legs, head etc. must always remain inside the bus.
- No objects of any kind are to be thrown on the bus or out the window.
- Language and behavior are to be respectful and kind to drivers, bus monitors, and fellow students. Students are to help keep the bus clean and orderly.
- Students should keep their voices at a reasonable volume so as not to shout or disturb others. Students must follow bus monitor/chaperone requests
- Use clean speech and gestures that always demonstrate cultural awareness and sensitivity to all students.
- No food is to be eaten on the bus. Students may only drink water on the bus.
- When getting off the bus, students must take their trash and deposit it in the trash bag at the front of the bus.

Transportation Guidelines: Bus Stop and Pick-Up Guidelines

To ensure the safety of our students, Amerasia personnel, including Reception, bus drivers, and bus monitors will adhere to the following guidelines with regard to picking up your child from school or from the bus stop.

Transportation Guidelines: Meeting Children at Campus and Bus Stop

Amerasia requires that all parents designate an adult to pick their child up from school, or to meet their child when exiting the school bus. If the designated adult cannot come on a particular day, or if there is any other change to the child's pick-up, the parent should notify Reception of the new designee's name and contact number at least two hours in advance, by scanning the change of dismissal form sent to classes by WeChat to the school's official account (Amerasia_INFO).

If a parent or other designee is not at the bus stop when the bus arrives, the bus monitor will attempt to contact the designee at the phone number provided. The bus will wait up to one minute before continuing along the scheduled route; if necessary, the bus monitor will arrange for the parent or designee to meet the child at a later stop on the route. Please Note: Previous arrangements (Photo ID and name) of any newly designated adult must be provided prior to any child being dismissed. Proof of identity will also need to be provided to the school office by any designee prior to the students' dismissal.

Parents may give permission for Upper School children to walk home from a bus drop by themselves. By indicating this preference on the Essential Agreement Signatures form. In these cases, the parent acknowledges that Amerasia cannot accept liability for incidents occurring outside of the bus or after leaving Amerasia campus.



Transportation Guidelines: Meeting Children at Campus and Bus Stop

The bus monitor's attention is to be on the safety of students. Please note that bus monitors are to use mobile phones only to notify parents of delays; in case of emergencies; or to receive notifications from school Reception. Unless there is some emergency, please do not contact bus monitors while they are en route. Should the bus be later than usual on any day, the bus monitor will notify you.

10. Non-Bus Dismissal

Amerasia is committed to doing everything we can to provide a safe environment for our entire community, from the moment each child is entrusted to our care in the morning to the time that he/she meets a guardian in the afternoon.

Lower School Students:

Students in Lower School must be accompanied home by parents or approved guardians. Lower school students will not be permitted to take a taxi/DiDi home on their own.

Upper School Students:

Students in upper school are permitted to leave the Amerasia campus of their own accord without waiting to be picked up by a parent or guardian. Amerasia will not be held liable for the safety or actions of upper school students once they leave the campus.

For parents to arrange for a child to leave campus without school bus or guardian, Amerasia requires that parents sign a waiver releasing the school from liability for occurrences after their child leaves campus.

11. School Dress Code and Uniform

At Amerasia, we believe that a student's appearance has an impact on his/her attitudes and behaviors. A uniform helps maintain a sense of modesty and equality while educating students about appropriate dress for a particular time and place. QAIS expects every student to conform to consistent and acceptable dress standards and to engage in school spirit represented by our dress code.

Good grooming

Amerasia students are expected to be clean and well-groomed. The Amerasia school uniforms are intended to achieve a similarity of appearance, clearly identifying the students as part of Amerasia, while minimizing competition and distractions among its students. Parental cooperation in the education of good-grooming and appropriate dress sense is very important.

Appropriate Attire

We expect students to wear the school uniform from Monday to Thursday, with uniforms being kept in pristine condition. Acceptable items that ensure a student adheres to the Uniform Policy includes formal uniform, PE kit and the polo. Friday is a casual day where home clothing items are permitted.

For all formal school events (unit celebrations, graduations, school photos, class presentations, community meetings, external events which represent the school) students are required to wear their full formal school uniform. Students are requested to maintain their uniforms in good condition, ensure cleanliness, and uphold the values and spirit of Amerasia students.

PE uniforms are required for physical education (PE) classes, including Fridays. Students may bring their athletic uniform to school and change in the designated changing room.



A student's dress, grooming and appearance, including hair style/color, jewelry, make up and nails, must:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include stable, closed-toe footwear at all times for Design and Science labs, PHE and in cases of emergency that require swift evacuation and/or the assistance of young students. Footwear, such as flip-flops or high heels, that are a safety hazard is not acceptable.
- Not include hats and head coverings worn in class except for a medical or religious purpose.
- Not contain vulgar, obscene, offensive, libelous language/graphics or language/ graphics that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not be torn or ripped even if designed to be worn in this way.

Consequences of inappropriate dress code

Administrators will inform all students and their parents of the student dress code at the beginning of school and when necessary, during the year and any revisions to the dress code made during the school year. Student uniforms are expected to be worn every Monday-Thursday, with student "free choice" exercised on Fridays. If students are found to be in violation of the uniform policy, parents will be notified and the student may choose one of three solutions:

1. Return home to change into the appropriate school uniform;
2. Parent may drop off a uniform by 9:00 a.m.
3. Borrow a uniform from QAIS for the day and pay a 50RMB dry-cleaning fee;
4. Purchase and change into a uniform at school.

12. Smog and fog

Amerasia is committed to the health and safety of its students and staff, and as such, has taken deliberate measures to reduce the deleterious effects of air pollution on our school community by placing air purification systems in classrooms and common areas throughout the main building. Qingdao, as a coastal city, is particularly prone to sea fogs in early and late summer months.

These coastal fogs are harmless although they may restrict visibility. To differentiate between healthy and harmful days, Amerasia uses published Air Quality Indices (AQI) and our local and in-house air quality measuring instruments. In addition, Amerasia has a rigorously tested and maintained air purification system within our main school building.

The school will remain open no matter what the outdoor AQI is. On days when outdoor pollution is elevated, recess and PHE classes will be held indoors. In our ongoing efforts to mitigate the harmful effects of pollution, we maintain a policy of Activity Guidelines by Air Quality Index throughout the school year.

- a. **0-150 (Green):** No restrictions to outdoor activities including morning arrival, recess, P.E., afternoon dismissal, and outdoor field trips for all students.
- b. **151-200 (Orange):** PM 2.5 Masks are recommended for all students participating in outdoor activities including morning arrival, recess, P.E., afternoon dismissal, and outdoor field trips. G1-12 students will be able to be outdoors with frequent rests and monitoring of students. EC and Toddler students will be limited to 20-min maximum outdoors.



- c. **200+ (Red):** All outdoor activities and field trips will be moved indoors or rescheduled.

Please ensure each child always keeps a PM 2.5 mask in their backpack so that it is easily accessible on high pollution days.

13. Gifts to Amerasia Staff

Amerasia staff are always grateful for the appreciation of their students and parents. Sometimes students and parents want to give teachers or support staff gifts. While we really appreciate thank you cards, we also need to avoid the possibility that any gift could ever cause feelings of obligation on the part of a staff member towards the family who gives the gift, and the school limits teachers to accepting only non-monetary gifts of a modest value. Any money or expensive gifts will be politely refused by staff members. This policy is not meant to insult the giver; it is meant to avoid conflict of interest.

14. Parent Code of Conduct Agreement

Creating a harmonious community

As a member of the Amerasia community, I agree to use my thoughts, speech, and actions to promote harmony while I am on campus. I will strive to be positive and supportive in my speech and writing about Amerasia, its students and faculty both in school, around Qingdao, in my online/digital presence, and on WeChat, and I will do my best to make a profound and lasting positive contribution to the community of students, parents, teachers, and staff there.

Asking questions and resolving problems

When I have questions about aspects of the school such as IB/Montessori philosophy, child-centered pedagogical approaches, inquiry-based, holistic instruction, or school policies and procedures, I will contact school administration directly to seek clarification before engaging in digital group chat about such matters. I understand that this approach reduces confusion and eliminates mixed messages about Amerasia values.

Working with our community

I will approach and embrace all members of the Amerasia family without judgment and will maintain a rapport with them that is always one of patience, kindness, openness, and optimism. I will remain flexible in my relationships with other parents in the community, as well as with Amerasia staff, and will be respectful and appreciative of the cultural differences between the various ethnicities represented by the Amerasia community as I strive to reach new levels of understanding through my daily interactions.

I will cherish the opportunity to learn about and embrace new cultures and will promote empathy and unconditional acceptance of all ethnicities in my own family and with my own children to foster the development of international mindedness and global citizenship in them.

Working collaboratively and cooperatively in our community

I believe in the Amerasia vision of creating an IB/Montessori school for the sake of lifelong learning and growth and I understand that any negative energy caused by gossip, judgments against others, or harboring resentment may have deep and enduring negative effects on the community, which will prevent the Amerasia family from achieving its highest potential. I will hold myself to the highest professional standards while I am a member of the Amerasia community and will be an ambassador for the school both in and around Qingdao.



Resolving conflicts

When conflicts arise, I will strive to resolve them swiftly and directly without rancor or judgment and will encourage my children and other parents in the Amerasia community to do the same. I understand and believe that familial conflicts of a private nature should remain private, and I will work to resolve my private affairs without involving other Amerasia parents, students, or school staff in such matters to garner support for my cause. If conflict should arise between my child and other children at the school, I understand that the school has policies and procedures in place to resolve such matters peacefully, and therefore, I will not interfere in the School's method of handling such matters. If my assistance is requested, I will work peacefully and cooperatively with administration, and work with my child to resolve such conflicts so that both parties walk away with a greater appreciation for one another, greater empathy, and greater acceptance. I trust that the "restorative" practices used by Amerasia to resolve student conflicts are in my child's best interest and teach children to become courageous, communicative, compassionate peacemakers.

Therefore, I will not try to take matters into my own hands and impose on or interfere in the administrative processes and procedures that have been put in place for conflict resolution. I understand that I am not an Amerasia staff member, and therefore, I will not speak directly with any children at Amerasia who might be in conflict with my child, and instead, will work patiently with Amerasia staff until student conflicts are resolved.

Most importantly, I will not allow conflicts between my child and others to create discord among other students, or their parents in the larger Amerasia community. I will support and participate willingly in school events and activities when my presence is requested, and when my schedule allows, such as unit celebrations, parent education events, concerts, plays, student conferences, observations, presentations, mother-tongue events, International Day, Family Fun Run, graduation, etc.

Aligning our values together

I understand that enrolling in Amerasia is a choice I have made because I believe in the school mission and vision. Therefore, I will make a conscious effort to align my values with those of the school in my speech, in my actions, and when raising my children, and understand that if I find over time that my values are incongruous with those of the school, there are several other educational options in Qingdao to explore that might better serve me. I will take full ownership of my speech and actions in the Amerasia community and understand that if Amerasia finds my values to be grossly incongruous with those of the School, the School reserves the right to withdraw admission for my child/children, since such incongruity will have an enduring negative effect on the School mission and vision.

I acknowledge and embrace the nobility of the IB and Montessori programs, and will treat the experience of being part of the Amerasia family as an opportunity to make human connections, to deepen my understanding of child-centered, inquiry-based, holistic approaches to learning, to experience the richness of life in an international school community, and to work with the school to enhance the skills of my child/children while promoting all ten attributes of the IB Learner Profile in them, as well as grace, courtesy, and respect.

Making ourselves and our community the best that it can be

I will strive to remain appreciative of the opportunity to contribute to life at Amerasia and to bring a sense of calm, peace, order, warmth, and humor to the community so that Amerasia remains a place of true joy, inspiration, and lifelong learning.



15. Celebrating Diversity Pledge

We, the Amerasia community, believe in embracing and celebrating diversity as a core value of who we are. Every student, staff member, and parent deserves to be treated with dignity and respect at all times. Our school was founded on the principles of honoring differences, developing global citizenship, and promoting respect for all life. As a community, it is imperative that we show solidarity and constant vigilance to ensure that our speech, gestures, and actions always include, embrace, and celebrate one's race, color, national origin, religion, sex, gender identity, sexual orientation, physical attributes, disability, age, or socio-economic status. We strive to create equitable systems, policies, and practices so that everyone in the Amerasia community can thrive, and we aim to love and respect one another so that we can bring our vision of a peaceful world one step closer to fruition.

16. Extended Learning

Teachers are available during their preparation periods and after school for conferences and extra help, according to a schedule shared with students and parents. Teachers are expected to meet regularly and promptly with students who require support, with sessions arranged at mutually agreed-upon times during the school day or after school.

Upper School students who are struggling to achieve mastery of classroom material (earning scores of 4, 5, 6, or 7 on summative tasks), or who have difficulty submitting assignments on time, are expected to work closely with their teachers. Extra help should be arranged within 24–48 hours of identifying the need, whether by the teacher or student. Parents must sign an Extra Help Essential Agreement to support this process.

When students are asked to stay for Extended Learning (3:20–4:15), parents must be notified and permission obtained. Lower School students must be picked up by a parent, while Upper School students are responsible for their own transportation.

If an Upper School student is unable to meet a teacher within the 24–48-hour window, teachers may require attendance during Phoenix Time (2:20–3:15). In such cases, teachers will inform the Upper School Principal to ensure Phoenix Time teachers are updated and attendance is recorded appropriately.

This policy reinforces strong work habits and academic accountability throughout the whole school.

17. Force Majeure

An event beyond the reasonable control of the parties is referred to as a “Force Majeure Event” and shall include such events as an act of God or nature, accident, fire, flood, war, riot, civil unrest, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), failure of utility service or transportation; it shall not include an ability to pay Fees. Subject to express written agreement to the contrary, the Parent’s continuing obligations in respect of Fees shall not be affected by a Force Majeure Event, as the School shall use its best endeavors during the Force Majeure Event to provide education services. Please Note: In the case of campus closure, Distance Learning days will count as full school days. The school will not provide refunds of tuition fees for any period of campus closure as the full academic program will continue through online platforms. Refunds for transportation and nutrition will be prorated and issued to parents once campus re-opens.



18. Child Protection

At Amerasia, we are committed to creating a safe and nurturing environment for all students. In accordance with our school's Child Protection Policy, we kindly request that you refrain from using any form of abuse or corporal punishment with your children. We strongly believe that positive discipline techniques foster healthy emotional and psychological growth in children. Research has consistently shown that punishment based on fear or physical harm can have long-term negative effects on a child's development and can compromise their sense of self-worth and trust. Instead, we encourage parents to employ non-violent methods of discipline such as open communication, active listening, setting clear boundaries, and positive reinforcement. By working together, we can create an environment that promotes empathy, respect, and mutual understanding. When issues of Child Protection arise or a concern regarding physical abuse, emotional abuse, neglect or sexual abuse is raised, reports will be submitted to the School's Child Protection team, and parents will be called in for a meeting with senior leadership for investigation, discussion, education, and restorative action. In cases of suspected, confirmed, or potential self-harm, the school will require clearance from a licensed psychologist or psychiatrist before a child can return to school. Please see the school's Child Protection Policy in the Parent Hub for details.