**Tongwen School**

(Jiaxing, China)

IB World School

052067

**School Policy Manual**

for the

2022-2023 Academic Year

*(This public document is available in both English and Mandarin)*

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*This School Policy Manual was last revised on 1st September 2022. Subsequent changes or clarifications to school policy can be made by the General Manager and Legal Representative during the course of the school year, in which case the change will be communicated to you via memo from the Head of School. In the event that there is any contradiction between this policy manual and another school publication, this manual shall take precedence over the other publication.*

1. **TWS VISION, MISSION STATEMENT, AND GOVERNANCE**

SCHOOL VISION ——

*We will be defined as a school excellence by each of the constituents of our school community. We envision …*

* A school which is innovative, offering students to become fluent in English by the time they reach the end of their Middle School years, and the opportunity engage in the IBDP programme.
* A school in which every student has equal opportunities for success and for university admission, based on a variety of performance indicators.
* A school meeting the needs of individual learners, rather than making the learner fit the system.
* A school that allows teachers to teach the National Chinese Curriculum with enhanced international enrichment additions, in creative and motivating ways.
* Students who will be well-rounded, community contributors armed with the academic and personal skills to succeed in the adult world and who see the relevance and purpose in their learning.
* Staff who feel a high degree of purpose, job satisfaction, pride, and personal growth.
* Parents who feel informed, valued, and satisfied.
* A strong connection to the local communities and the perception that TWS represents “excellence”.

MISSION STATEMENT ——

The mission of TWS(Jiaxing) is to provide its students with the opportunities, resources, instruction, and environment to develop creativity and a globally – minded character through an international school curriculum that embraces Chinese and Western (International) culture that helps them to become lifelong learners and involved citizens in a changing global society.

Every TWS student will demonstrate the following:

* *Effective Communication* - the ability to exchange and present information through a common use of symbols, signs and behaviour
* *High Level Thinking* - the ability to expand learning beyond simple knowledge and recall
* *A Solid Foundation of Knowledge* – mastery of basic skills in all academic areas in order to integrate and apply skills in real-life situations
* *Positive Learning Attitudes and Behaviours* – affective and behavioural processes and skills that develop personal responsibility within a learning environment leading to positive learning outcomes
* *Global and Community Appreciation* – affective and behavioural processes and skills that develop an individual’s recognition of his or her role and responsibility within the family, the TWS school community, regional communities and the global community
* Focused on the school’s mission and vision
* English as a second language
* College preparatory
* Life preparatory
	+ Balancing academics with activities
	+ Exposing students to experiences beyond campus walls
	+ Teaching students skills to be successful in life
* Student-focused

The following will be essential for the success of the school and its students:

* Mission
* Learning standards
* Learning expectations
* Policy (as per this manual)
* Calendar
* Standardised student assessments
* Faculty appraisal protocols

The following will be comparable in each Division:

* Per pupil programme expenditures
* Class size guidelines
* Teachers’ experience and qualifications
* Instructional resources (facilities and supplies) to further system and building goals
* Student recognition programmes
* Student activity programmes
* Student safety protocols
* Field trip opportunities

The following may be different in each Division:

* Programmes tailored to meet specific student or campus need (ESOL, for example)
* Building-based improvements
* The way teachers structure time within their own classes to meet student needs
* Essential questions that address curricular objectives

DESCRIPTORS ——

* Programmes which actively engage students, foster academic vitality and excellence, allow for each student’s personal and social development, and encourage achievement in the arts, athletics, and social service;
* A programme which ultimately leads to university entrance, and prepares students for relevant external examination programmes;
* Admission criteria which limit enrollments of students to those with a reasonable expectation of being able to succeed in these programmes and achieve our stated goals;
* A qualified and committed teaching faculty comprised of teachers who care deeply about students and their achievement;
* An administration which fosters student achievement, marshals and protects resources, and insures ongoing self-assessment and improvement via accreditation work, professional development projects, and other avenues;
* Campus facilities conducive to the successful of our programmes, located as much as possible in convenient proximity to our students’ residences.

DUTIES OF THE GENERAL MANAGER AND LEGAL REPRESENTATIVE ——

* Oversee and promote the overall success and fiscal health of the school;
* Appoint and evaluate annually the Head of School;
* Develop, approve, and ensure the implementation of school policy, and insure efficient and logical allocation of the school’s human and material resources;
* Monitor the use of the school’s existing facilities and develop new ones which might enhance programme delivery;
* Ensure the maintenance of the school’s good relationships with the Ministry of Education and all government officials and agencies relevant to our school’s mission in China;
* Meet periodically in accordance with the stipulations of the Articles of Association.

GOVERNANCE ——

Tongwen School (Jiaxing) was founded by Jiaxing Economic Development Zone Government and the Beida Jade Bird Cultural and Educational Group. School is located in Jiaxing International Business District, covers an area of approximately 150 acres.

School governance is facilitated by the Jade Bird Cultural and Educational Groups, headquartered in Beijing, and its Founding Policies and Principles, may be found on its formal website.

1. **GENERAL SCHOOL PROCEDURES AND POLICIES**

Please refer to the “Faculty Handbook” and the “Divisional Handbooks” for additional information on day-to-day school operation that is more campus-specific.

ADMISSIONS ——

The school will admit age-appropriate students who are capable of success in its academic programme without the support of a daily in-school, learning disabilities programme. Students with mild learning differences who are deemed capable of meeting the demands of the programme with the help and support of the regular classroom teachers can be admitted on a conditional basis. Occasionally, external diagnostic testing and support may be recommended or required at parent expense, to ensure that the teachers have adequate information with which to prepare effective teaching strategies for these children.

Students with school records that reflect a need for excessive teacher support or attention (including discipline) may be denied admission.

The school may refuse admission to students based on language proficiencies, specifically for those students entering the higher grades.

The school will establish clear guidelines and procedures for admissions and placement of students.

ACTIVITIES ——

In addition to the academic programme, the school will run an Activities Programmes for all students in Grades K-12.

CAMPUS HOURS, OPEN CAMPUS, AND VISITORS ——

ON normal school days, the campus is “open” from 6 a.m. to 6 p.m. Members of the school community and visitors are free to enter and exit when school is open. Students in uniform enter freely; teachers and administrators enter using their ID card (or sign in if they have forgotten their card), and parents and visitors sign in on entry. Alumni are granted access to visit the school campus during school hours, and by invitation or appointment during school hours. The school reserves the right to refuse entry to any person deemed a risk to the learning environment.

The opening and closing times of libraries will be posted at the Library Entrances. Generally, libraries open at 8 a.m. and close at 6 p.m. Libraries open again at 7 p.m. for boarding students and close at 9.30 p.m. Teachers living on campus will be required to supervise boarding library times.

BOARDING FACILITIES ——

The school offers full weekly boarding facilities (Monday through Friday). Students should be in a library, café or common area afternoon unless they are under the direct supervision of a teacher, coach or parent activity coordinator.

On weekends, the campus is open only to teachers unless and event or activity has been planned (see “Building Use” above).

CHEWING GUM ——

Chewing gum is NOT allowed on any campus.

CLASS PARTIES ——

Classroom teachers will plan no more than a total of three class parties per school year and structure them around educationally relevant themes. Birthday celebrations may be held in addition to classroom parties, but are restricted to no more than 30 to 45 minutes time in conjunction with the snack period, the lunch period, or the end of the school day. Invitations to private birthday parties may be distributed at school ONLY if all children in the class are to be invited.

CLASS SIZE ——

Administration will establish and regularly review guidelines for class sizes, which may vary according to grade level, classroom size and other factors. In extenuating circumstances, and if it would be of benefit to the school, additional students might be added beyond the guideline at the discretion of the Head of School.

COMMUNICATIONS ——

Any concerns about a student’s progress at school should first be communicated to the teacher involved. If after such communication a parent feels that further attention is advisable, the parent should contact the Homeroom coordinator to discuss the matter further. Teachers and administrators should respond to any parent question, including e-mail queries, within 24 hours. The Head of School may be contacted when a parent feels a concern is still unresolved or if the concern directly relates to the Homeroom coordinator’s decision or action.

School e-mail from parents should be answered within 24 hours. All school e-mail communication should be kept to the point and sent only to relevant recipients. Messages requiring action or response are sent to recipients in the “to” box; when it is “FYI” messaging requiring no response, be careful and conscious of the preceding message contents before adding new recipients to the discussion.

CURRICULUM ——

Students from Pre-Kindergarten to Grade 9 study a number of mandatory Chinese National Curriculum subjects. These subjects are enhanced with IB methodologies and curriculum enhancements. In particular, emphasis is placed on ESL and English acquisition. Grade 10 study AQA GCSE curriculum as the transition curriculum to the IBDP for Grade 11 and 12.

DRUGS, ALCOHOL, AND TOBACCO ——

The school is non-smoking environments at all times, both indoors and out. All members of the school community are expected to adhere to the laws of the host country regarding alcohol and drugs.

EMERGENCY PROCEDURES ——

The administration is charged with generating and regularly reviewing emergency procedures to cover contingencies, which might require evacuation or dismissal from campus, closure of the school, special medical procedures or precautions, and other emergency situations that might affect the health or safety of our students. Fire/evacuation drills will be conducted on each campus at least two times per school year. The campus administration is responsible for planning, communicating, evaluating, and revising emergency drills and procedures. The school will have a Lock Down Procedure and protocol, which will be rehearsed one a semester. Please refer to the relevant information in the Faculty Handbook.

MEDICAL EMERGENCIES ——

In the case of an accident resulting in a serious medical emergency or injury, the nearest teacher should stay with the afflicted child and send for the nurse. If it is determined that the child needs to be transported to the hospital, the child will be taken (unless inadvisable due to neck or back injury) by school transport to the nearest designated medical facility. The nurse or another adult will accompany the child and stay with her or him until the child’s parent arrives. The homeroom teacher will notify the parents.

In cases of widespread infections disease concerns, as with the Sudden Acute Respiratory Syndrome (SARS), the school will adopt infections disease protocols based on recommendations and guidelines of the World Health Organisation and the local health authority.

TWS does not purchase personal accident or medical insurance for its students or visitors, except to qualified teachers and their children as a contractual benefit. The school does carry liability insurance to protect the school form claims of negligence or gross misconduct. All accidents or major incidents should be well documented immediately after primary attention is concluded.

FIELD TRIP GUIDELINES ——

Field trips will utilize resources and experiences not available in the classroom to forward school learning goals. Field trips will include opportunities to observe programme-related business or activities, to experience the culture and geography of China and to gain social experience and maturity in situations away from home and school.

* The campus administration is charged with generating and publishing a coherent system by which teachers organize and arrange field trips. This system will take into account student safety as a primary concern and include means to notify and receive parental permission for all trips.
* Upper School field trips should generally be avoided during the two weeks prior to final examinations or external examination (IB) in both semesters. All teachers are asked to consider the overall school schedule and keep busy times or other activities in mind when making field trip requests. (Special requests for trips at these times will be considered, however, and in some cases work out well).
* Overnight trips will generally be limited to Middle and High School students. (Optional trips planned for weekends or vacations for the other grades are permissible, provided they are externally funded, all students are invited, and they do not involve missing any school days.) Exceptions to this policy will be made on a case-by0case basis by the Head of School.
* Day trips are generally limited to an approximate one-hour radius of the school. The goals of the school’s field trip programme can be met without travelling great distances, spending great amounts of money, or trying to ensure that every student sees every square meter of the host country. The overnight trips should cause students to miss no more than three calendar school days, and if school days are missed, at least one weekend day should be scheduled as part of the trip.
* The school administration will design and distribute a common permission form for field trips that mandates a parent signature before a student may attend. This form will also include a clear statement of the costs each student will assume and provide space for a parent to note any special circumstances (medical condition, dietary needs) of which the school needs to be aware.

FIRE DRILL AND EVACUATION PROCEDURES ——

At least two drills will be held annually on campus. The cooperation of all adults on campus is needed and expected. Teachers will review these procedures and the evacuation routes (see Faculty Handbook) for procedures and maps with their classes and stresses the seriousness of emergency evacuation drills. Teachers are to ensure that an evacuation map is posted in their classrooms.

LANGUAGE POLICY ——

TWS will empower students by providing opportunities to develop as communicators and to build confidence in the use of language. TWS will recognise the linguistic proficiency of its student community and strive to meet their educational needs including those associated with language acquisition and development.

The primary languages of communication and instruction at TWS are Mandarin and English. Primary School and Middle School have their majority of instruction in Mandarin, with ESL enhancements. The Grade 10 to 12 programme is taught in English.

TWS will recognise the importance of Mother Tongue instruction as a means to helping students maintain their first language and Mandarin language skills.

*Communication in English*

All TWS students should have expectations for thinking, inquiring and communicating in English.

TWS embraces learner diversity; however, it will only enroll students whose educational needs can be met by the school. Therefore, upon admission, students must meet the English language requirements to ensure academic success. TWS will provide a variety of instructional strategies, including but not limited to, intensive instruction, in class assistance, and programme modifications.

All TWS student should have an expectation to meet the school’s graduation requirements.

All members of the TWS community should provide reasonable support for development of appropriate abilities to communicate in English.

*Communication in Languages other than English*

However, ESOL students do not join the additional language programme until they exhibit sufficient proficiency of academic English and thus no longer require pull-out ESOL support.

English will be provided in continuum. Provisions for additional languages will be offered as resources and capacity allow.

All new non-native English-speaking students in grade PS-8 will take courses in ESOL.

First language maintenance is the responsibility of the TWS parent community. However, TWS understands the importance of Mother Tongue Instruction as a means to helping students maintain their first language skills.

Where academic performance and improvement of English proficiency is a key programme objective, the school will collaborate with parents through a Mother Tongue support programme through provision of classroom space (where available), limited time during the regular school week and afterschool, and administrative assistance (organising and providing PD).

Self-taught or native level language learning may be supported in Grade 11 and 12 and administered according to regulations established by the International Baccalaureate Organisation or the College Board and where resources and staffing are permitted.

LIBRARY MATERIALS SELECTION ——

Primary responsibility for the selection of materials for a school library is delegated to the relevant professional librarian, who coordinates suggestions from the Head of School, teaching staff, and the library’s community of users. The Head of School has final authority for approving school library material selections and overall campus budget.

LEARNING RESOURCE SELECTION OR USE CHALLENGE ——

The campus administration is charged with establishing guidelines and protocols for the selection and use of learning resources. Any individual who feels that the selection or use of a book or other learning resource is inappropriate can identify the resource, note in writing the passage or passages or other reasons for which he or she feels the book or use of a resource is inappropriate, and submit this concern to the librarian or the Head of School.

LUNCH PROCEDURES AND STUDENT ETIQUETTE ——

The school administration will develop lunchroom protocols for each campus and ensure that at least one teacher is on lunch supervision whenever students are in the cafeteria. Cafeterias and cafés will not serve students food or beverage items that are considered hard candy or high in caffeine content.

PARENTS ASSOCIATION ——

Membership to the Parents Association (PA) is conferred to parents and/or guardians upon the enrolment of their child. Other relatives or family friends with an interest in the school and its students may join. PA’s goals are:

* To encourage parent and community involvement.
* To help coordinate programmes outside of the provided curriculum in which volunteer parents provide assistance to the teachers and the school.
* To encourage participation by all without discrimination.
* To work collaboratively with school leadership including administrators, teachers and staff.
* To effectively communicate decisions and events to all PA members.

PARENTS CODE OF CONDUCT ——

TWS expect parents and/or guardians to show respect and concern for others by:

* Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
* Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
* Correcting own child’s behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;
* Respecting the school environment, including keeping the school tidy by not littering;
* Observing campus security measures.

In order to support a peaceful and safe school environment, the school cannot tolerate:

* Disruptive behaviour, which interferes with the operation of a classroom, and office area or any other part of the school grounds;
* Using loud and/or offensive language or displaying temper;
* Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else’s child in order to discuss or chastise them and physical punishment against your own child on school premises. (some actions may constitute and assault with legal consequences);
* Damaging or destroying school property;
* Abusive or threatening emails, phone or social network messages;
* Chain email communication that elicit unsolicited support for a concern or complaint and do not follow appropriate lines of communication.

Violations of the Parent Code of Conduct will be reported to the appropriate administration and may result in a parent and/or guardian being restricted from entering the school grounds to safeguard our school community.

PHOTOCOPYING AND PAPER USE ——

Teachers should limit photocopying only to what is needed for their classroom programme. Used A4 paper with one side bland should be re-used whenever practical for quizzes, fax machines, and other such casual needs. As with electricity consumption, such conservation efforts help the school budget and the ecology, and help create an overall culture of conservation and waste prevention. (This also sets a good example for our students.) Photocopying of personal items such as invitations to parties, Christmas cards, or printing of photographs should be done off campus.

A set amount of paper and colour copies will be allocated for classroom use each semester. If additional copies or paper are needed, teachers will have to budgeting approval from the Head of School.

Upper school students will be issued a card allowing them a preset number of copies per school year. Once this allotment has been used, the student may add money to the card for additional copies.

See the Faculty Handbook for more specific details.

PROGRESS REPORTS ——

Progress Reports are issued periodically, and constitute a major form of school-to-parent communication. See the Assessment Guidelines for our expectations in regard to Progress Reports, which include in-depth narrative commentary on each individual child.

Students who withdraw within three weeks of a normal Progress Report issuance will not receive an early report. The Progress Report will be forwarded to the parents or the office when it is issued on the regular date. Students leaving more than three weeks prior to a Progress Report issuance will receive a special interim report, listing the progress of the students at the time of withdrawal. Progress reports, reference letters, or letters of attendance are not issued if there is pending student account with the finance office.

SCHOOL PROPERTY, OFF-CAMPUS USE ——

No person or organisation should take school equipment off campus unless it has been checked out to an individual who accepts full liability for replacement or repair. This check-out should be in writing and includes such things as computers, cameras and printed materials (books).

TEMPORARY GUARDIAN ——

If parents or the legal guardian leaves Jiaxing temporarily and leaves a child(ren) in the care of someone else, they are required to notify the school in advance and give all dates of their absence, and the names, numbers and pertinent information of the temporary guardian. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

TRANSFERRING TO ANOTHER SCHOOL ——

With reasonable notice, the administration will provide appropriate documentation to support enrolment to another school outside of the city. Students transferring out of TWS, who have been in attendance for up to one full academic year and are in good standing, will receive copies of all reports cards, standardised tests, and an official school letter confirming dates of enrolment.

VISITORS ——

All visitors must sign in at the entrance gate and proceed to the main office to check in. visitors were the “visitor” name card during their visit so that our staff and students will know to help guide them.

1. **STUDENT POLICY**

ABUSE OF STUDENTS ——

The administration will develop and publish procedures that shall be followed in case a teacher suspects that a student is being abused in any manner by an adult or fellow student.

ACTIVITY ELIGIBILITY ——

The school administration will regularly review and publish guidelines for student eligibility to take part in extra-curricular programming.

ATTENDANCE AND GRADING ——

In the event that a student misses either ten classes in a quarter or twenty classes in a semester (in a given class) for any reason (including late enrollment), the Head of School will convene a committee including the class teacher to consider whether that student can be awarded credit for that course. Where communication with parents cannot be established, a student will be considered disenrolled after 20 days of absence. Each class will be considered separately and decisions may be different based on subject matter and the ability of the teacher to assign comparable make up work for excused absence.

BUS CONDUCT ——

The administration will generate and publish rules related to student conduct on buses, and include sanctions for any student who creates an unsafe environment for their classmates while traveling to and from school. While the bus is in motion, students should remain seated with their seatbelts on and windows closed.

CELL/HANDPHONES ——

Students are permitted to carry cell phones to school. However, phones must be turned off and keep by the Homeroom teacher. This will be publicly announced at the event.

CREDITS (HIGH SCHOOL) EARNED ——

Course credit will be awarded on a semester basis.

DISCIPLINE ——

The school administration and teachers will strive to create a friendly but structured school climate that is conductive to learning. The administration will generate and publish guidelines to this end that allow for the maintenance of a constructive school environment that is based on the following:

At TWS, we respect:

* learning
* all people
* property
* language
* personal space

All adults who are working in the school are expected and empowered to support the discipline process.

Teachers will try a variety of progressive interventions and consequences before they involve the Head of School in their discipline process. Warnings, withholding of privilege (such as recess), and parent contacts are all examples of interventions that a teacher may utilise before involving the Head of School, who is authorised to suspend students from school for up to 3 days when he or she deems the situation warrants more forceful action. The Head of School should always be notified in cases of gross disobedience. In cases where the Head of School believes that stronger measures are warranted. In all cases, decisions must be sanctioned by the Head of School.

DRESS CODE

TWS students adhere to a dress code that we believe promotes a sense of orderliness and school community, helps with campus and field trip security, and reduce “fashion competition”. We aim to have students wearing similar, if not necessarily identical, outfits that engender a feeling of community and avoid clothes conscious social situations.

All students wear laced shoes or sturdy sandals. Athletic shoes or sneakers are acceptable, but “flip-flops”, “thong” sandals, and other beach-type footwear are not appropriate for school. caps or hats in buildings are also inappropriate. It is preferred that winter outerwear is navy blue, grey or tan in colour, and these garments should be removed when indoors. The use of light sweatshirts/hoddies (i.e. GAP or Abercrombie and Fitch sweatshirts) or sweaters that are not distributed by the uniform office are not acceptable during school hours. All students are expected to be well groomed and appropriately dressed at school or during school-related functions off campus. Immodest or distracting attire is inappropriate in our multi-cultural setting. Facial jewellery for males or distracting or bizarre jewellery for girls is not allowed. This interpretation can extend to haircuts, hair dyes, jewellery, makeup, budy art or other aspects of personal appearance.

The manner in which students are expected to wear their uniform is as follows:

* shirts should be fully buttoned with the exception of the very top button;
* clothing that is worn beneath the school shirts/tops should be tucked in and not hanging out so as to not to be overly visible;
* clothing should be in good repair, clean, and of the proper size to fit.

Students will normally wear the school uniform for field trips, unless otherwise indicated on the permission form.

Students who do not have the proper school attire may be sent from their class to the school office, where they can phone home to have proper clothing sent to school. in the Upper School a student may be required to wear office-provided clothing for the day.

It is the responsibility of campus administration to communicate dress expectation for event where school uniforms are not required.

DRUGS, ALCOHOL AND TOBACCO ——

Drug and alcohol use by students on school grounds and at any time that they are under the care of and TWS representative is prohibited. TWS has a “zero tolerance” philosophy when it comes to illegal drugs such as marijuana, ecstasy, or other controlled substances, other than prescribed medications. Any student enrolled is subject to random or targeted drug analysis testing. In the event that you child is chosen for random or targeted drug testing, you will be notified on the day the hair sample is taken, and when the laboratory results have been returned.

WEAPONS ——

Students are prohibited from bringing weapons of any kind, including realistic toy weapons, onto the campus. Any instrument which can propel a projectile which might cause physical injury, including sling shots, BB guns or any sort of guns, knives, martial arts objects, or any such instrument or machine that could either cause harm or give the appearance of being capable or causing harm should not be carried on to the campus.

Teachers will confiscate from students any items that fit the above description. The item will be returned to the student’s parents or legal guardians after a meeting with the Head of School is held to ensure that there is a clear understanding of the regulation.

DUE PROCESS ——

In cases of discipline, students will be provided with due process and an opportunity to explain their side of events. Students who feel wronged by a decision can also notify the Head of School to seek further clarification. The Head of School must approve all recommendations for disenrollment prior to parent notification.

FIELD TRIP PARTICIPATION ——

All students are to be encouraged to participate in field trips. The teacher mush coordinate assignments and supervision arrangements for any non-participating students. At least two thirds of the class must participate in any field trip in order for it to go forward.

The school has a right to deny students access to field trips when it feels that the school cannot meet student’s needs, or when the school is unwilling to accept responsibility for a given student (for behavioural or medical reasons, for example). The Head of School will determine the number of chaperones and overall supervision for the trip.

GRADUATION REQUIREMENTS ——

Students who receive a failing grade for a semester may be assigned an independent study contract to make up the failed work. The contract will include clear time-limits for the completion of the work. If the student make-up work is satisfactorily completed, the failing grade will be changed to a passing one which becomes the grade used for semester averaging and transcript reporting. This can include the completion of an accredited online course that has been pre-approved by the administration.

HOMEWORK ——

Homework will be assigned as independent schoolwork. Teachers may change the amount and regularity of homework, but are obligated to assign homework. Each campus administration should establish and communicate homework guidelines, and at the upper school level, a homework calendar should be maintained.

HONOUR CODE ——

The school’s Honour Code, of particular application to the Upper School, is as follows:

“I realise that copying and presenting the work of someone else as if it were my own is dishonest. I realise that it is my responsibility not only to adhere to the above code, but also to report to the teacher any such dishonesty of which I am aware. Whether I myself copy the work of someone else, give my own work for someone else to copy, or tolerate such action in others, I am guilty to one degree or another of academic dishonesty.”

Teachers will discuss this code with students to insure understanding.

LIBRARY AND LOST MATERIALS ——

Students who lose books will be charged the cost of the book and a replacement fee that includes the processing and other administrative charges.

LOCKERS ——

Lockers are school property furnished for student convenience. Each Upper School (Grade 7 through 12) students will be assigned a locker and provided with instructions for a locker combination. TWS is not responsible for missing items. The school reserves the right to inspect school lockers at the discretion of the school administration.

MONEY, PERSONAL PROPERTY AND VALUABLES ——

Students should not bring expensive luxury items or large amounts of cash to school. students may ask the office to hold onto valuables. Otherwise the school will not be responsible for lost or stolen valuables. Laptops should not be left unattended unless secured in a locker.

SCHEDULING, COURSE LOADS, AND STUDY HALLS ——

All TWS students will have full-time schedules. Students who may wish (at their own expense) to take a class through another accredited organisation or online course may be assigned an open period for that work with the approval of the Head of School. In this instance, the student will enrol in a study hall to satisfy the work requirement. The Head of School has the discretion to determine course credit value from transferring schools, and may waive a TWS graduation requirement where appropriate.

TRANSPORTATION FOR STUDENT ACTIVITIES

The school will pay transportation costs for the following local activities, on a pre-arranged, pre-approved basis:

* Approved field trips within approximately one hour’s radius of the school. Field trips taken outside of this radius may require student contribution or outside sponsoring.
* Trips by athletic teams and musical groups or trips for other such activities with other schools. Team or other group activities outside the one-hour radius would come under general “Field Trip” guidelines, and would require funding.
* Activity buses are ONLY for the athletes or students for whom they are scheduled. Non-athletes participants are not allowed on these buses.

VISITORS/VISITATIONS BY NON-ENROLLED STUDENTS ——

TWS does not accept supervision responsibility or liability for visitations by student-aged visitors who are not enrolled at the school. In some cases, the Admission Office may set up a visit by student candidates to see if they are suited for the TWS school environment. In these cases, a parent will be present and supervise the student during such a visitation. If a parent of a non-enrolled student wants to bring the candidate to school to see the school and stay for and a brief visit, over lunch if appropriate, this can be arranged, but generally time in class will not be allowed. To ensure minimal programme disruption, alumni students should limit their visit to afterschool hours, or by invitation or appointment during school hours.

WITHDRAWAL ——

Students will not receive final progress report until such time as the school has ascertained that their bills have been paid and all school owned materials has been returned.

1. **FINANCE RELATED POLICIES**

CHARITY ——

Money may not be taken from the school budget (i.e. tuition fees) to donate to charity. This would amount to “forced giving” from who pay school fees with the expectation that tuition revenue is used for the academic and extra-curricular programmes.

Fund raising activities can be coordinated at the school. any group or party wishing to raise funds for charity under the aegis of the school must submit a Community Service Proposal for the Head of School review.

The administration will manage its community service campaigns. Fund raising may not promote a religious denomination or church.

FIELD TRIP EXPENSES ——

The school will provide transportation and drinks for approved day trips in the general school vicinity. Students will be expected to pay admissions costs for entry to special venues. The Head of School’s entertainment budget, the PA, or other support may also be available for special additional expenses upon advance request and approval.

Overnight trips will be an equally shared cost between the school and the student, including the cost of sending chaperons.

GIFTS AND BEQUESTS ——

*To individual teachers:*

Schools employees are prohibited from accepting cash gifts and/or any gift with a value in excess of $200 from students, or other parties with a connection to one of the teacher’s students.

*To the school:*

All gifts duly accepted whether given to a class, employee, or department become the property of the school and may be used or allocated at the school’s discretion. Efforts will be made to use or locate the gift as suggested by the donor. Gifts or bequests accepted shall not conflict with the basic purposes of the school or with its not-profit character and shall not carry provisions contrary to the Articles of Association of the school.

INVENTORY ——

All items purchased by the school will be labelled or stamped with the school name. Each school will maintain an inventory of all school-owned supplies.

The school is responsible to its independent auditors to account for all books and materials purchased for the school library. The librarian will compile a list of missing books at the end of each semester. No book titles will be deleted from the library database except with the approval of the Head of School.

STUDENT ACTIVITIES FINANCES ——

Student organisations will be self-funded. All school clubs handling money must set up student activity account through the Business Office under the supervision of the sponsoring teacher.

Money from activities should be deposited with the Business Manager immediately after the event at which the money was collected. The Business Manager will publish procedures to clarify how money may be paid out from accounts.

SUPPLIES AND BUDGETING ——

1. Procedure

The administration, in consultation with the Head of School, will devise and publish procedures whereby the professional staff may request teaching materials. This process will consider the budget restriction that apply, so that clearly what has been approved or denied.

Supplies for a teacher’s daily classroom use will be requested and tracked through the warehouse, using a written supply request form.

1. Local Purchases

All local purchase must be approved in advance by the school administration and according to published guidelines. No local purchase will be treated as an emergency and teachers are expected to exercise planning and make local purchase requests well in advance of needs.

1. Purchases During Holidays

Approval to make purchases made over a holiday must be issued in advance by the Head of School. the procedure to request “retroactive reimbursement” is to fill out a Budget Request Form, which should be submitted to the Head of School along with the actual items purchased. Materials that are purchased must be marked as school property and added to the school inventory before reimbursement can be made.

1. Textbook Cycles/Replacement

It is expected that a textbook series will e used for three to five school years.

The Head of School has the final authority for approving textbook and library selections and assisted by designated staff members, will be responsible for the review and selection of textbooks and other materials to be acquired for their divisions.

1. Donations of School Supplies

Books, equipment, or other school supplies which are in disrepair or otherwise no longer of use to the school should be labelled such and sent to the Resource Room. After the Head of School has approved these inventory adjustments, these supplies can be donated to another school or organisation. Teachers may suggest worthy recipients but may not actually directly donate any items to others. The Head of School will make final decision. Teachers are not authorised to discard or donate any school items without following the above procedures.

1. Provision of Supplies to Students

Teachers may provide students with a “start-up kit” of basic materials that students will be using, such as a notebook, ruler, pen/pencil, eraser, and other items of this nature. Thereafter, all students will provide their own supplies.

Teachers are responsible for supplies and materials borrowed from the Resource Room or Library and, subsequently, given to students or other teachers. Teachers will keep track of items borrowed and see that they are accounted for.

TUITION PAYMENT AND REFUNDS ——

The finance/admission office will publish and clearly communicate all payment expectations to school stakeholders. Where possible, the school will send at least one timely reminder to families regarding their payment obligations.

TEXTBOOKS AND SCHOOL MATERIALS ——

Textbooks, library books, laptops and other school materials issued to a student on a loan basis should be returned within the time allotted for borrowing. Students who lose textbooks, library books, or other school materials are liable to pay for their replacement before they will be issued progress reports, transcripts, diplomas or other documentation.

1. PERSONNEL

ADMINISTRATIVE, TEACHER AND OFFICE DUTY DAYS ——

* The Head of School follows a 225-day calendar, to include the normal school calendar for each academic year and additional weekdays (business days), as school operations require.
* Returning SLT (Senior Leadership Team) members are on campus one week before the new teacher arrival date. They are on campus one week after the last teacher duty day. SLT members should be on campus on the last working day, usually a Friday, of the winter holiday or in order to deal with the new parents and students starting the second semester. Newly hired administrators in this category will report two seeks prior to the new teacher arrival date and be on duty during all teacher duty days, except where leave is approved.
* The first duty day for teachers and student support counsellors will usually be one week prior to the first day of classes. New teachers’ reporting date will be two weeks prior to the first day of classes. All teachers and counsellors are on duty on all class days.
* Office staff is entitled to ten days’ paid leave per year after completing one full year of service. Additional leave is provided according to their years of tenure and PRC regulations.
* In addition to national holidays and weekends, Admissions, Communications, and PR Officers are given twenty (20) working days of leave per contract upon approval by their supervisor who will ensure adequate campus coverage for the fall, spring and summer breaks. Officers will report to campus at least two weeks before the new teacher arrival date. They will remain on duty at least one week after the last teacher duty day in June. They will be on duty for the last two weekdays of the winter holiday (usually Thursday and Friday).

The administrative calendar indicates those dates on which various faculty members are expected to be on campus and on duty. As noted in the calendar designations, administrators are expected to work additional days as needed to fulfil their duties. If an administrator wishes to miss and prescribed days, he or she must first get the approval from the Head of School. Such leave may be unpaid or may be “made up” at another part of the school year. Teaching faculty members who have “part-time” designations for coordinator or librarian roles should follow duty days for those positions. New faculty who are unable to report to work on the indicated date for any reason (but have approval from their direct supervisor) will have their base pay prorated according to their actual reporting date.

With preapproval of their direct supervisor, administrators may request one personal leave day during the teacher duty days. Administrative vacation schedules must be organised in advance in order to ensure office coverage during holidays. The Head of School approves office staff vacations.

BANKING AND SALARY PAYMENTS ——

Teacher salaries will be paid over a twelve-month period (August to July).

Half the July payment is included with the June payment, as the long summer break begins. The other half shall be paid on the teacher’s return at the beginning of the new school year. Any stipend or bonus related payments will also be included in the end of June pay check. i.e. 12th of July. All salary payments are made by intra-bank transfer to teachers’ local individual accounts. Pay day will be the 12th of each month, or the closest to this date.

“CAUSES” ——

Teachers will not allow any of their own espoused causes to play an inordinately time-consuming role in their classrooms. “Inordinately” means that teachers should always subordinate the “cause”, no matter how noble or critically important, to the curriculum. If in doubt, discuss this with the Head of School.

COMPUTER USE ——

All school computers are intended as support to the educational programme and shall be used primarily in that capacity. The school administration is charged with the development and distribution of an “acceptable-use” policy for the system. This policy will include the following points:

* Teachers should primarily use school and classroom computers for programme-related work, including internet access, word processing, and Progress Report writing. If there is a second computer in the classroom, it should be made available for students to complete work or do research on the internet.
* Teachers should never use their classroom computer for e-mail, personal internet browsing, or other personal use during school hours, except during recess, prep periods and lunch breaks.
* Teachers will not sit at a classroom computer while there are children in the classroom, unless he or she is using this session as a teaching tool and the students are involved.

CONTRACTS ——

1. Whether for new positions or for the replacement of vacancies, all contracts of employment must be approved by the Head of School before they are issued. Only a pre-approved, current contract template will be used. Teachers under contract with TWS are prohibited by the Republic of China from accepting other paid employment. After a contract expires, it may be renewed or discontinued at the school’s discretion.
2. Salary Categories

TWS hires and maintains a qualified faculty. The basis of initial qualification and salary is by certification or the equivalent, by highest degree earned, or by a combination of the two. In general, a teacher is initially considered qualified by meeting at least one of the following conditions:

* Bachelor’s degree or higher in education
* Bachelor’s degree in area of instruction and certification or equivalent in home country (current certification or the equivalent is preferred; however, we understand that home country certification might not be maintained for a variety of valid reasons)
* Master’s degree or above in area of instruction
* Prior experience indicating the ability to work with students and the community in a learning environment (preferably at least three years’ experience in the area of instruction)

Salary Scales can be found in the Faculty Handbook.

TWS faculty members maintain their qualified status through demonstrating the ability to actively and professionally contribute to student learning and the TWS learning community at large.

1. Contract Renewal/Non-Renewal

Teachers who have completed their initial contract (usually two years) or a subsequent one-year contract may indicate their interest in committing to an additional one-year contract. If a teacher wishes to obtain an additional one-year contract, the decision to offer one is made by the Head of School.

If a teacher indicates an inclination to return but the administration does not intend to renew a contract for that teacher, the Head of School will normally notify the teacher by the end of November.

1. Contract Termination

The school for the following reasons can terminate a Contract of Employment:

* Visa difficulties (if the school is unable to obtain a visa, work permit, or other documents allowing the teacher to work as a foreigner in that country)
* Necessity of evacuation due to national disaster or political upheaval
* Incompetence in performance of duties
* Moral turpitude and/or gross misconduct
* Medical unfitness

Termination of contract notices must be communicated in writing over the signature of the Head of School. Approval of the Legal Representative will be obtained prior to termination action.

If a teacher or administrator’s contract is terminated due to civil disturbance, reduction in enrolment, or other such issues outside of the faculty member’s control, the school will pay one month’s severance remuneration for each year of service at the school, up to maximum of three months, and only for months for which salary has not already been paid. If the school needs to reduce total faculty numbers due to serious reduction in enrolment as above, the administration and the Head of School would make termination and retention decisions based on the school’s needs at each grade level.

If the school unilaterally terminates a contract for any cause other than gross misconduct or moral turpitude, the teacher or administrator shall not be under obligation to repay any salary or benefits paid by the school up to and including the date of termination. The overseas-hire faculty member will be entitled to keep the annual airfare allowance that had been paid at the start of the school year.

1. Breaking a Contract

Any teacher or administrator who unilaterally terminates a contract before the full term will be obligated to pay up to one month of salary plus a prorated amount of the expenses incurred in bringing the faculty member (and family, if applicable) to the country, including recruitment costs. The teacher is also responsible to repay any salary/benefits paid in advance and/or forfeit any salary/benefits that have accrued, based on the current contract period. The teacher will also forfeit the entire final sally payment usually made in August following the school year in question. (See also, “Professional Conduct” below.)

1. Extra-curricular Duties and Responsibilities

All professional teaching staff is expected to contribute to the life and spirit of the school through involvement in the extra-curricular programme. All faculties are expected to contribute a minimum of 40 hours of after-school activity supervision during the school year (this approximately equates to a one-hour ASA being supervised 2 times per week for one semester). The Head of School is responsible for making assignments to ensure that the programme is covered each school year.

1. Faculty Classifications

As with most international schools, the TWS faculty comprises overseas hire (OH) teachers, local hire (HL) expatriate teachers, as well as host national staff. A separate teaching contract will be generated for each classification each year.

Overseas hire teachers are individuals who are nationals of countries other than the host country and who are recruited specifically to move from their current country to the school site country for employment, and are as such brought into the country by the school.

Local Hire expatriate teachers are trained teaching professionals who happen to live, or plan to live in Jiaxing at the time of a contract offer or at the point that the contract will begin. Local Hire expatriate teachers are generally not eligible for re-classification to Overseas Hire status. If a status change is requested the teacher must resign his/her post and wait for consideration of their credentials against other overseas hire candidates through the entire hiring fair season. When new contracts are issued, either to new or returning teachers, it is the prerogative of the school to re-classify a teacher to local hire status if the teacher’s current circumstances so warrant.

Host National Staff are teachers who are PRC citizens and who do not hold a four-year or advanced degree or teaching credential earned in an English-speaking country.

Part-time teachers are entitled to benefits approximating the percentage of their work load.

1. Resignation of Teacher

In the event that a local hire teacher must resign due to spousal relocation, the administration may offer housing support if this might allow the teacher to complete his or her contract. Should a situation arise which compels the employee to break the contract, as much notice as possible must be given by the employee so that the educational programme is disrupted as little as possible. In this connection, when a teacher prematurely severs a contractual relationship with the school, the timing of the teacher’s replacement will be at the school’s discretion.

1. Employment Applications and Credentials

Misrepresentation of employment credentials, health records, and/or references will be grounds for immediate termination of contracts and the immediate cancelation of benefits.

1. Air Fare Allowance

Most overseas hire teachers will have an air fare allowance stipulated in their contracts. To obtain this allowance, teachers will be required to present a receipt for the ticket and the used ticket coupon to the Business Office for tax purposes. Children of overseas-hired (OH) teachers accompanying them in Shanghai are eligible for an additional annual allowance of $500 for children up to age 2, and $1000 for children two years and older. Each full-time OH teacher may claim for up to one child for this allowance, if applicable.

1. Tuition Waivers

A tuition waiver will be granted to up to one child\* per full-time, overseas-hired teacher. Additional school expenses beyond tuition will be the responsibility of the parents.

\*Note: once benefits are requested and approved for a child, all or part of these benefits may not be reassigned to another child or dependent at a future date.

DRESS FOR TEACHERS ——

Teachers’ appearance should reflect their professionalism and competence. As the school serves students and parents of vastly differing customers and experiences, it is important to ensure that the image it projects is appropriate and not alarming. Women should wear slacks, shirts, or conservative shorts along with shirts or blouses that would be appropriate wear for a nice hotel luncheon, at least. Men should wear slacks, leather dress shoes with socks, and button-down shirts or golf/polo shirts with collars. Both genders should avoid blue jeans, sandals, T-shirts, or tank top shirts. As it would send confusing or alarming signals to parents of some backgrounds, teachers should not wear jewellery, body art, ornaments, or clothing that detract from a calm, professional appearance; and men, in particular, should not sport earrings or pony tails at school.

DUTIES AND RESPONSIBILITIES OF TEACHERS ——

The administration is charged to create teacher schedules which allow for some planning time in each teacher’s schedule and make good faith efforts to spread this planning time as evenly as possible among teachers’ schedules. The administration will endeavour to generate comparable workloads for all staff. The administration will review and publish job descriptions for teachers annually.

Teachers are on duty throughout the school day, and may occasionally be asked to fill in and cover for other teachers or otherwise help out during release periods. Teachers are expected to provide a reasonable amount of extra help and individual support for their students.

Teachers will assume other duties or responsibilities as deemed appropriate, including, but not limited to, recess and lunch duty; bus duty; study hall and library supervision; serving as an advisor to a club; coaching or moderating after-school activities; attending all school assemblies and faculty meetings; occasional weekend or evening program of the school; and working on committees in areas such as improvement of instruction, peer observation, accreditation, and general curriculum work. Attendance at occasional after-school events, such as Open House, Spring Fair, dances, the end of year ceremonies, and other special school events and programs, is expected.

TWS teachers are prohibited by the conditions of the work permit and visa issued by the Republic of China from taking on jobs outside of their contracted relationship with TWS. This includes part time jobs and tutoring, whether of TWS or other students.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) ——

All teachers are expected to make instructional accommodations for those students for whom English is not a native language.

GRIEVANCE ——

Teachers are expected to address questions or complaints about school actions, decisions, or policies to their immediate administrator. If they have done this and are not satisfied with the school administration's response, teachers may schedule an appointment with the Head of School to discuss the matter further. Non-renewal of an employment contract may not be grieved.

HEALTH INSURANCE ——

Overseas-hire teachers and their accompanying children (one per teacher) receive major medical coverage through the school’s insurer MSH (Please kindly see policy details). Further details of the coverage are available in the booklet each teacher will receive in August, and on-line.

Local hire teachers not otherwise covered by a spouse’s company or a national health scheme may request in writing that they be added to the coverage list. Children or spouses can also be added at the teacher’s expense.

The Office of the Legal Representative is responsible to ensure that the appropriately entitled people are included on the insurance roster and that it is transmitted to the insurance company. Similarly, the Legal Representative must insure that departing teachers are removed from coverage and new teachers are added. Teacher Parents are responsible to request that a newly-born child be added to the school's insurance roster. (Parents can e-mail the secretary of the Head of School to request this.)

The school reviews the health insurance plan on an annual basis and may change insurers or programs as necessary.

HOLIDAY EARLY DEPARTURE AND LATE RETURN ——

A standard deduction of two days per diem rate will be levied against a faculty member who fails to return to school on the first duty day before or following a vacation, a long weekend, or a Thursday or Tuesday holiday. Faculty who need to leave town prior to the last duty day of school in December or June may request permission for personal reasons, but the deduction will apply.

In cases of early departure for a school holiday, teachers will be assessed the deduction for the first day, with one day’s pay deducted for each subsequent day missed for early departures. If a teacher needs to make a flight connection and leave even a few hours early, that is a decision within the teacher’s control. It amounts to a financial decision—leaves early and pays the standard deduction, or honour teaching obligations but leave later than hoped. Note that failure to follow the approved check out procedure on the final duty day will be considered the same as leaving one day early prior to a long holiday.

Late returnees will be charged the deduction for the first day, and a day’s pay per day thereafter. In some cases, late returns are not under the teacher’s control, despite prudent planning; in this regard ‘prudent planning’ is defined as the teacher having planned for a delay contingency by scheduling a return no less than 24 hours before the start of school. In a case wherein a teacher demonstrates prudent planning they will be deducted only one day per diem rate.

A further exception will extend to those overseas-hire teachers who are in their final contract year and who choose to use some of the four recruiting days to which they are entitled to attend professional recruitment fairs or job fairs which occur during school days after the end or before the beginning of a vacation the teacher must have prior approval to do this. Exceptions may also be made in cases of medical emergency. The Head of School must approve all exceptions in advance.

From time to time, scheduled holidays must be changed either because religious leaders reset dates based on phases of the moon or for other reasons. If this happens, the school will attempt to give as much advance notice as possible. Teachers will be required to adjust any scheduled vacation plans, however, regardless of airline or other reservations that may have been made.

HOUSING POLICIES ——

1. School Housing and the Housing Allowance

Overseas hire teaching staff will be provided basic two-bedroom housing at school expense for the duration of their contract (three-bedroom accommodations may be assigned where age of children or housing availability warrants so). The school maintains the right to assign faculty members to ensure school-owned housing occupied.

1. Pets

Please note that pets are not allowed in school housing.

1. Furnishings in School Housing

The school will provide basic furnishings. All houses will be equipped by the school or landlord with beds, a dining room table and chairs, seating for a living room area, air conditioners/heating units, a clothing cupboard for each teacher, a refrigerator and cook top, and a water heater. Teachers are responsible for the school and landlord-owned items in school provided housing.

1. Repairs

Teachers in school-owned housing can make repair or maintenance requests in writing at the school office or, in the case of apartment buildings, can make these requests on site. Teachers are expected to return houses at termination of their contracts in the same (or approved) paint colour and condition as the houses were at arrival.

1. Bill Payment

Teachers will be expected to pay their bills on their own. The school accepts no liability for problems encountered due to late payments. The tenants of school-rented houses are ultimately responsible for any charges levied by utilities companies. School secretaries or aides should not be asked to serve as an intermediary or to handle payments for bills, including airline tickets or other items which teachers may have delivered to the school.

IMMIGRATION ——

1. Visa and Renewal

All expat faculty must hold a current residence visa and work permit. All dependents, including children, must have a residence visa. Teachers are responsible for initial visa arrangements and costs in their home countries. After arrival, the school will arrange for and provide the required residence visas and permits and their renewal, provided the school’s instructions are followed. The school will be responsible only for standard and customary charges related to visa renewal.

1. Visa Cancellation

By law the school must cancel residence and work visas for teachers leaving our employment

August.

KEYS AND CLASSROOM SECURITY ——

Unless a teacher is present, classrooms and workspaces should be kept locked. The school will not be liable for any personal items lost or stolen in a teacher’s classroom. In addition to personal items, school employees, including teachers, will be held financially responsible for the loss of any school-owned books, electronic equipment (laptops, camera etc.) or other resources that are lost or stolen while signed out by the school employee. If a teacher believes that for some reason they should not be held financially liable or that they should not be held fully liable, they may put in writing a full explanation of the circumstances of the situation and present it to the Head of School, who will decide of the financial liability to be assumed by any and all parties involved.

LEAVE ——

1. Compassionate Leave (Overseas-Hired only)

TWS will grant the teacher five paid school days’ leave in the event of the death of a member of the teacher’s immediate family (mother, father, brother, sister, son, or daughter) during the school year. This benefit does not extend to the spouse of the bereaved. In some cases, the health insurance policy may provide further benefits.

1. Maternity Leave

Up to twelve calendar weeks maternity leave will be granted to female teachers giving birth. Of these, up to eight weeks will be paid leave if the teacher is in her third or more year of full-time employment with TWS.

The period during which such leave may be taken can start no earlier than six weeks before the due date and can start no later than the actual date of birth, the total not to exceed twelve calendar weeks.

The leave must be taken in one continuous period, including holiday periods. The eight-week paid leave period can begin no sooner than four weeks before the expected birth, and no later than the date of birth. (“Paid leave” is not applicable during a period when a teacher is already on leave, i.e., a holiday period). Teachers in their first or second year can take up to twelve weeks unpaid maternity leave. Unpaid leave salary deductions are based on pro rata salary calculation, based on working days per school year as specified on the adopted school calendar for the school year in which the leave takes place.

A teacher who wants more than twelve weeks maternity leave should make a formal written request to the Head of School. If leave is approved, the teacher must submit her resignation effective the first day of the maternity leave on the understanding that employment will resume the following school year, or at such time as is agreed upon by the school and the teacher. In this case, no part of the leave will be paid. Unpaid leave salary deductions are based on pro-rata salary calculation, based on approximately 190 working days per school year.

TWS does not provide paid leave for adoptions. Other benefits accruing to faculty children will be the same as for natural births. In both cases, benefits provided (health insurance, air fare, immigration costs and tuition waivers) will be limited to one child\* per full-time, overseas hired teacher, or two children for a teaching couple.

\*Note: once benefits are requested and approved for a child, all or part of these benefits may not be reassigned to another child or dependent at a future date.

Teachers planning to adopt and obtain benefits must inform the Head of School of their intentions when they begin the adoption process. Maternity leaves for adoptive parents as outlined in policy must have the same “lead time” the school would have in the case of a natural birth—a minimum six months’ advance notice so that the administration can plan for substitute arrangements.

1. Paternity Leave

To attend the births of their children, and/or to attend to tasks associated with the birth, male teachers may be given three days paid leave.

1. Sick and Personal Leave

Teachers are eligible for up to five days of paid leave due to illness and may take one paid “personal day” per school year. A maximum of five additional days of paid sick leave may be approved where a teacher submits written proof of inpatient treatment or doctor’s certification requiring the teacher to stay home for recovery due to illness or medical treatment. Absences from contractual duty days must be reported as leave regardless of whether students were present on the day leave was taken. Sick leave is applicable to the employee only and cannot be requested in order to stay home and take care of dependents in need. In these situations, staff should request a personal day or unpaid leave. (Note: sick and personal leave buy-back does not apply to part-time teachers or administration.)

All requests for personal leave must be made in writing, and teachers must receive written approval from the Head of School. Teachers are responsible to arrange for an approved substitute teacher and provide her or him with lesson plans. Personal leave days may not be used to extend a vacation or long weekend. Requests for any additional leave time (i.e. unpaid leave) to take care of responsibilities and obligations that require the teacher to absent himself or herself from the classroom should be made in writing as far in advance as possible. If such a responsibility can be handled after school hours or on the weekend, of course, it should be so scheduled.

The Head of School may approve unpaid leave requests of up to three days. All requests must be made in writing.

1. Recruiting Leave

An overseas-hire teacher in his or her third or more year of teaching, and also in the final year of contract, may request up to four days’ paid recruitment leave to attend an overseas recruiting conference while school is in session. Teacher’s needing additional days may use their one personal day or request unpaid leave. Leave requests of this type should cover no more than one day before or after the end of the recruitment fair. The request is subject to the approval of the Head of School.

1. Professional Leave

The school may grant leave time for a teacher or administrator to attend a professional conference with direct relation to his or her job description. This is approved by the Head of School.

1. Cessation of Stipend Pay During Leaves

When a teacher is receiving a stipend for some duty being performed at school, the stipend is not paid when that teacher is on leave.

PROFESSIONAL CONDUCT ——

Teachers, staff, and administrators are expected to conduct themselves in a civilized and professional manner in front of students, parents, and colleagues and in a way that is consistent with the spirit of the school’s polices and regulations at all times.

The administration will generate and publish channels to address the administration with suggestions or complaints, but neither teachers nor administrators should say anything disparaging about colleagues, policies, or programs to parents or other members of the community. Any complaint regarding professional conduct should be reported to a senior administrator, preferably in writing.

TWS will not tolerate any acts of harassment or related retaliation against or by any employee or student. It is intended that individuals who violate this policy be disciplined or subjected to corrective action, up to and including termination or expulsion. It is expected that all faculty will honour the laws of our host country, the PRC. The school and its administration can be held liable for the actions of its employees, and are required to cooperate with the authorities in any investigation. The school will not provide legal counsel, financial assistance, or logistical support for any employee who violates the laws of the PRC.

Faculty who are held by the authorities for breaking the PRC laws may have their employment terminated immediately.

PROFESSIONAL DEVELOPMENT ——

The school will financially support a range of professional development opportunities each year. The administration will publish guidelines on an annual basis to explain how teachers may access those opportunities equitably. All requests for professional development must be submitted in writing to the administration using an approved format. The school administration may identify priority support to meet specific school needs.

It is expected that priority support will always be given to development activity that addresses an employee’s present work. IB teachers who require training for classes that they will teach the following semester may receive additional subsidies.

TWS places a high value on having the school’s carefully recruited teaching professionals working directly with students as often as possible without interruption. Whenever possible, the school encourages teachers to pursue elective professional growth opportunities during the annual non-contact days. All other policies with regard to leave apply.

Returning teachers pursuing professional development that fall entirely during summer vacation are able to use both the current year’s professional development fund and the following year’s professional development fund. For the current school year, the teacher must submit the request form and appropriate receipts before the last teacher work day in June. This will be reimbursed from the current year’s fund. Upon return in August, the teacher may submit additional receipts not previously covered, along with proof the professional development was completed.

PROPERTY CHECK-OUT ——

Every teacher must complete a checkout list before leaving in June. A teacher’s June salary payment will not be transferred until the teacher has completed the checkout list and confirmed by the Head of School.

ROOM(CLASS) USE ——

Teachers are free to use their classrooms and relevant school facilities on a daily basis from 6:00a.m. to 6:00 p.m. for school work related purposes only. All staff will lock their work spaces and turn off power and AC/Heat at the end of each work day.

SMOKING AND PETS ——

Neither smoking nor pets are allowed on campus. Teachers sharing school owned housing with other teachers should not smoke or have a pet or pets in the shared facility unless a mutually agreed arrangement is made with the roommate and the landlord. Pets are not allowed in TWS-owned housing.

SUBSTITUTE TEACHERS ——

When a substitute teacher is not needed for a full day of teaching, available teachers will be asked to cover classes during their release period. The Head of School will arrange this. A “teacher-on-call” list will be compiled and will be used when a substitute teacher is not available. The school will spread these calls out for coverage when necessary. Administrators will occasionally serve as substitute teachers. When a teacher takes unpaid leave, the cost of the substitute must be covered by the teacher’s pro rata salary.

SUPERVISION AND EVALUATION ——

Teacher supervision and evaluation are the responsibility of the Head of School. Guidelines and procedures for classroom observation and evaluation procedures differ, and will be detailed at each campus at the beginning of the school year. All disciplinary action and significant correspondence related to teacher performance will be placed in the teacher personnel folder that is kept with the Head of School’s secretary.

TELEPHONE/FAX ——

Teachers should limit their use of school phones and faxes to important business only.

TRANSFERS AND REASSIGNMENT ——

The school reserves the right to reassign a teacher’s grade level or position at any time when such action is deemed in the school’s best interest. This includes changes in the grade level, subject area.

Teachers requesting transfer must be fully qualified for any new position they may request. Teacher requests for re-assignment should be made at or before the time of signing contracts for the coming year.

TRANSPORTATION ——

Teachers are responsible for their own transportation to and from school. School buses will not be used for social functions held by the school, such as Thanksgiving and Christmas parties held off campus, except when it is paid for from an approved budget, or by an individual or group.

TUITION FOR TEACHING STAFF CHILDREN ——

Annual tuition and capital charges for children of overseas-hired (OH) teachers are waived, up to a maximum of one child per teacher and may not be transferred to additional children at a later date. Parents are responsible for all other school-related fees, which can include uniforms, field trip costs, activity fees, transportation, and lunches. Teachers whose marital status changes after a contract period is underway, or who adopt or assume guardianship of children after they begin a contract period, are not entitled to added benefits, including air fares, tuition, insurance, or changes of housing.

Local hire (LH) teachers who have completed at least one complete year of full-time employment at TWS may request a tuition reduction or waiver.

WORK YEAR ——

The beginning date of teacher employment is generally two weeks before the first day of classes for teachers new to TWS, and one week prior to the first day of classes for returning teachers. All teachers are required to attend a planning and orientation week immediately preceding the beginning of the school teaching year. (New overseas-hire teachers are required to participate in two weeks of orientation prior to the beginning of the school teaching year; the first week of orientation is optional for new local-hire teachers.)

The ending date of the period of employment is usually no more than two days after the last day of classes in June, and will be stated in the teachers’ contracts. However, due to unforeseen holidays and circumstances during the school year, teachers may be required to be “on duty” as much as one week (seven days) following their stated contractual ending dates.