



international school of qingdao
青岛卓义外籍人员子女学校
A LifePlus® International School

Policy and Permission Booklet 2025-2026

Student Passport Name: _____

Student Grade Level: _____

Student School ID Number: _____

Student Handbook Acknowledgement

Students should initial in the brackets below to acknowledge that they have read and understand the specific parts of the handbook, then sign below to acknowledge they have read and understood the guidelines. Parents of young children may assist them in reading and understanding the expectations and in signing their name.

[] I have read the handbook and I am aware of its contents.

[] I have read and understood the Attendance Policy for my division.

[] I have read the Acceptable Computer Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate these rules, my access may be terminated, and I may face additional consequences.

[] I have read and understand the Code of Conduct for my division and agree to follow its guidelines. I am aware of the consequences of not following the outlined expectations.

Student Passport Name: _____

Student Signature: _____

Parent Handbook Acknowledgement

Parents should initial in the brackets below to acknowledge that they have read and understand the specific parts of the handbook, then sign below to acknowledge they have read and understood the guidelines.

[] I have read the handbook and I am aware of its contents.

[] I have read and understood the Attendance Policy for my child's division and understand the expectations for attendance for course credit.

[] I have read the Acceptable Computer Use Policy. I hereby release International School of Qingdao from any claims and damages arising from my child's use of, or inability to use, the electronic network. I give permission for my child to access all components of the school electronic network, which includes internet access, computer services, computer equipment, and related equipment for educational purposes.

[] I have read and understand the Code of Conduct for my child's division.

[] I have read and understand the Parent Code of Conduct in the appendix of the handbook.

[] I have read and understand the Bus Policies and Procedures in the appendix of the handbook.

[] I have read and understand the After School Campus Usage for Families in the appendix of the handbook.

[] I have read and understand the Privacy Consent Form in the appendix of the handbook.

Parent Name: _____

Parent Signature: _____

Acceptance of Risk

Safety is a top priority at International School of Qingdao. By default, students must be picked up by their parent/legal guardian after school at their designated pick-up location (bus stop or school).

If you agree with this default choice, please check the first option below.

If you want to give your child permission to leave the school campus or bus stop unaccompanied by an adult or with their older sibling(s) when school is dismissed, please read the other options and check all that apply to your child listed below.

Child Name: _____ Grade: _____

☐ I will pick up my child from the bus stop or Licang Campus school gate.

☐ I accept all risks associated with my child, listed above, to leave from the bus stop or the Licang Campus school gate with their older sibling after school is dismissed.

☐ I accept all risks associated with allowing my child, listed above, to leave from the bus stop or the Licang Campus school gate unaccompanied by an adult after school is dismissed.

☐ **SECONDARY STUDENTS ONLY:** I accept all risks associated with allowing my child, whom I list above, to leave unaccompanied by an adult after an International School of Qingdao sanctioned event, activity or practice located within the city of Qingdao is finished.

Parent Name: _____ Phone: _____

Parent Signature: _____ Date: _____

Privacy Consent Form

Introduction

This Privacy Consent Form ("Form") describes how International School of Qingdao (the "School") collects, uses, shares and retains the personal information provided by students, parents/guardians, and prospective job applicants (collectively referred to as "Individuals"), and informs Individuals about their rights and choices regarding their personal information.

The School only collects and uses personal information for education-related purposes such as student management, teaching, academic evaluation, and other school activities. The School does not process personal information for any unrelated commercial or other purposes.

Personal Information Collected

The School may collect the following categories of personal information:

Necessary Information: Such as name, student/parent ID, date of birth, gender, contact details, etc. needed for basic student/job applicant management.

Academic Information: Such as test scores, assignments, course selection, grades, comments from teachers, etc. needed for teaching and studies.

Voluntary Information: Such as hobbies, interests, extracurricular activities, photos, etc. provided optionally by Individuals.

The School will explicitly obtain consent from Individuals before collecting any sensitive personal information such as ethnicity, religion, biometrics, medical conditions, etc.

Personal Information Processing

The School only processes personal information based on legal basis or consent from Individuals. No automatic decision making is carried out. The School will not provide any personal information to overseas organizations without obtaining prior consent.

Rights of Individuals

Individuals have rights such as access, rectification, erasure, objection to processing of their

personal information. They can withdraw consent at any time. Please contact the School's Data Protection Officer for exercising these rights.

Data Protection Responsibilities

The School and its Head of School are responsible for protecting the personal information, adhering to this Form and applicable privacy laws.

Consent

I understand and agree that by signing below, I have read this Privacy Consent Form and consent to the School's collection, use and processing of my/my child's personal information (if child is under 14 years old) in accordance with this Form and applicable laws.

Please sign below to consent.

Name _____

Date _____

This consent is valid until further notice from me in writing. I will be notified of any changes to this form.

International School of Qingdao's Data Protection Officer
Gabe Lee
Head of School

Canvas Parent Portal Access

Canvas is a cloud-based learning management system that allows teachers and students to create and share content from any web-enabled device. It extends the walls of the classroom by allowing students to participate in assignments, assessments, and discussions from anywhere and provides the needed safety and security that we demand when students are online.

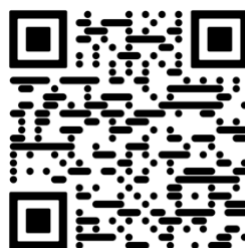
The school's handbook will be accessible all through the year through the Canvas Parent Portal. Parents and students should also check Canvas regularly for announcements, due dates, assignments and other important school news and information.

Logging into Canvas as a Parent:

- Go to <https://canvas.lifeplusworldwide.com>
- Click on PARENT LOGIN
- Enter the mother's email on file with your child
- Click "Request Password" if this is your first time
- Check your email for a password and follow the directions to set your new Canvas password.
- Use your email and password to access Canvas throughout the year from the website

International School of Qingdao Student Handbook Access

Communication is a priority at International School of Qingdao. All student handbooks are made available to families by logging-in to the Canvas Parent Portal throughout the school year. You can access the handbook by scanning the QR code below or logging in at <https://lifeplus.instructure.com/courses/5153>



Each year these handbooks are updated, therefore, to ensure the entire school community is aware of the current rules and policies, we ask that all parents and students read the handbook carefully.

As an indication that you have read the International School of Qingdao student handbook, please sign the acknowledgement forms and return the signed booklet for each child in your family to the assigned teacher at the school by the given due date.