



**Xi'an International School
After School Activity Student Handbook
2024-2025**

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Letter from the Student Activities Coordinator

Hello and welcome to XIS After School Activities (ASAs),

We are so excited to have you and your family join us on this wonderful journey of discovery and learning! At XIS we view ASAs as an opportunity to cultivate growth in all aspects of your well-being: Mentally, Physically, Emotionally/Socially, and Morally.

Your coaches are prepared for the season and excited to meet you. They will give their best in everything they do. As you will be growing throughout the season, they will be working hard to grow alongside you.

This year's After School Activities theme will be "Connection."

Learning and growing in today's world can be challenging. It is true that there seems to be more resources than ever to help us in life's journey. However, with so many voices and influences surrounding us, it can be difficult to focus and follow our interests. One thing is certain: the need to connect with community is greater than ever.

At XIS, we recognize the importance of connection for each student. It is our goal as ASA Advisors and Coaches to foster the learning and growth process through relevant, age-appropriate connections. We understand that when these connections are made, amazing things can happen in the classroom and in our community!

We invite you now to join us in our After School Activities this year as we engage and empower lifelong learners and tomorrow's leaders!

Go Warriors!

Mr. Douglas Burks
XIS Event Manager

XIS Philosophy

Mission Statement

XIS After School Activities cultivates excellence through actively engaging and caring for the well-being of our community.

Vision Statement

Engage and empower life-long learners and tomorrow's leaders.

Schoolwide Learner Outcomes (SLOs)

Honor Code

XIS students uphold the Honor Code (Warrior Path).

Critical Thinking

XIS students demonstrate critical thinking and creativity to solve problems.

Love of Learning

XIS students develop a love of learning and life-long pursuit of knowledge and truth.

Technology

XIS students responsibly navigate age-appropriate technology.

Global Citizenship

XIS students cultivate global citizenship through building relationships of trust and respect for others.

Department Goals

- Provide and educate students with meaningful after school activities.
- Create opportunities for students to engage and interact with the local community.
- Maintain a safe learning environment for all students in all after school activities.
- Create an atmosphere of fun, learning, and collaboration for all after school activities.

Policies and Procedures

After School Activities Eligibility

In order to participate in an ASA a student must:

- Be enrolled at XIS as a full-time student.
- Be in good academic standing.
 - Secondary students should have no current grade below a 70 (C).
- Exhibit attitudes and behaviors consistent with the XIS Honor Code.
- Must be the correct age by September 1 of the current school year for the activity.
 - Under 19 (U19)
 - Students must be under the age of 19 years old on September 1, 2024.
 - Under 14 (U14)
 - Students must be under the age of 14 years old on September 1, 2024.
 - Under 11 (U11)
 - Students must be under the age of 11 years old on September 1, 2024.
 - Under 9 (U09)
 - Students must be under the age of 8 years old on September 1, 2024.
 - 1st Grade 5, Grade 1 (1G5, G1)
 - Students must be in 1st Grade 5 or Grade 1 during the 2024-2025 school year.
 - Clubs: See Activity Catalog
- Register on TeamSnap
 - Semester 1 Deadline: Monday, August 19, 2024
 - Winter Sports Deadline: Monday, October 28, 2024
 - Semester 2 Deadline: Monday, January 6, 2025
- Pay activity fees no more than 1 week after the start date.

If any of these steps is not completed, the student will NOT be allowed to participate in After School Activities until it is completed.

Student Expectations

“XIS Warriors are FAST!”

- I. XIS Warriors are **Faithful** in their commitments!
 - A. In all commitments big and small, no matter what.
 - B. Always on time and prepared.
 - C. Considerate of the coach’s/instructor’s/sponsor’s time.
- II. XIS Warriors have a good **Attitude** at all times!
 - A. Teachable and coachable no matter how they feel, or the situation.
 - B. Respectful of all those around them.
 - C. Give their best no matter what.
- III. XIS Warriors show **Sportsmanship** regardless of outcome!
 - A. Hold themselves to a higher standard of conduct.
 - B. Remember who they represent: school, family, self.
 - C. Humble in victory, gracious in defeat.
- IV. XIS Warriors are **Team Players** no matter the circumstance!
 - A. No “I” in team mentality.
 - B. Partner with others to cooperatively work toward their goals.
 - C. Encourage others and help them grow to be the best they can be.
- V. XIS Warriors are expected to follow the XIS Honor Code at all times during ASAs.

Student Responsibilities

Academics

- I. For students in Middle School and High School, a grade of at least a 70 (C) must be kept when participating in ASAs.
- II. Per XIS Academic Policy, a school-wide grade check will occur every 4.5 weeks.
- III. At the time of a grade check, if a student has a current grade that falls below a 70 (C) in any class, the student will be placed on Academic Probation.
 - A. Academic Probation means that a student will be able to participate in ASAs, but must raise their grade before the next grade check to remain eligible.
 - B. The following process will occur:
 1. A representative of Student Services and ASAs will be notified.
 2. A representative of Student Services and/or ASAs will meet with student.
 - a. Academic Probation will be explained.
 - b. An academic plan of improvement will be created if necessary
 - c. The student's parents will be notified of ASA Eligibility status.
 - d. The ASA representative will notify the Head Coach or Advisor of all included ASAs.
 3. After 4.5 weeks, another grade check will occur.

- a. If the student's grades reach 70 (C) by the next grade check, the student will no longer be on Academic Probation. The student may participate in activities as normal.
 - b. If the student's grades do not reach 70 (C) by the next grade check, the student will be placed on Academic Suspension until the next grade check.
 - 1) Academic Suspension means that a student may not participate in any ASA for the rest of the 4.5 week time period.
 - 2) Following the time period for Academic Suspension, if all of a student's grades reach the 70 (C) minimum, they will be eligible again.
- IV. Each student's academic case is unique and outside factors will be considered when limiting a student's ASA participation.
- V. A student's parents hold the right to remove a student from participating in an ASA.
 - A. If this decision is made, Student Activities will support it.
 - B. Please note that if a student is removed from ASA participation by a parent's request, their earning of a Certificate of Completion may be affected.

Attendance

- I. XIS Sport ASAs occur within 3 seasons in the 2024-2025 school year
 - A. Fall (Season 1)
 - B. Winter (Season 2)
 - C. Spring (Season 3)
- II. XIS Club ASAs occur within 2 semesters in the 2024-2025 school year
 - A. Semester 1
 - B. Semester 2
- III. Specific dates and times for practices and meetings will be communicated in the XIS Activity Catalog and TeamSnap.
- IV. A student may register for multiple ASAs that occur at different days and times.
- V. When registering for an ASA, the student is expected to attend:
 - A. All practices, meetings, games, scrimmages, and events.
 - B. Schedules for games, activities, and events will be provided on the XIS Website and TeamSnap as soon as possible.
- VI. If a student will miss a practice or meeting because of a personal reason out of their control, it is important to let the school know in advance.
 - A. The XIS Office must be informed of the absence at least 48 hours (2 days) in advance.
 - 1. Examples:
 - a. Family Trips
 - b. Additional Academic Classes
 - c. Medical or Visa Appointments

- B. If the situation is an emergency, the XIS Office must be informed as soon as possible.
 - 1. Examples:
 - a. Medical Emergency
 - b. Family/Personal Emergency

- VII. If a student misses practice without informing the XIS Office in the appropriate time:
 - A. 1st Occurrence: 1 on 1 talk with head coach; reminder of contract signed by student.
 - B. 2nd Occurrence: 1 on 1 talk with head coach; discussion of removal from the ASA.

- VIII. In order to be eligible for the Participation Certificate and any other ASA award, students must attend:
 - A. Sports – Minimum 75% of all organized team activities.
 - B. Clubs – Minimum 50% of all organized team activities.
 - C. This information will be tracked by the Coach/Advisor throughout the season and logged.

Behavior

- I. In certain instances of XIS Student Handbook violations, a student may be assessed a school suspension by XIS Administration.

- II. If a school suspension is issued while a student is currently on the roster of and participating in an After School Activity, the student will not be permitted to participate in the next organized team activity.
 - A. An organized team activity is any school-organized activity for a specific ASA. Examples are practices, games, trips, matches, etc.
 - B. This action will begin immediately after the school suspension is issued.
 - C. Further consultation with XIS Administration will occur to determine if the student may be permitted to further participate in After School Activities.

Equipment and Uniforms

- I. ASA uniforms
 - A. Provided by XIS.
 - B. Sizes, numbers, and uniform names chosen by families.
 - C. Kept by students at end of season.
 - D. It is recommended saving your uniform from season to season as the same styles and designs are often re-used.
 1. If a style differs, then that will be communicated as soon as possible.
- II. XIS Head Coaches and Advisors are responsible for uniform distribution.
 - A. Sport uniforms will be distributed before the first game/event of each season.
 - B. If there are issues that prevent this from occurring, there will be alternatives found.
- III. Once distributed, uniforms will be the responsibility of the student.
 - A. Uniforms will be handled with care and respect.
 - B. Uniforms will only be used and worn for school related team events.
 - C. Uniforms are recommended to be cold water washed and hang dried.
- IV. XIS ASA Uniforms are to be worn for all team games, matches, and non-practice events.
 - A. If a student forgets their uniform, the student will not be permitted to play in their team's game or match.
 - B. If student's uniform is damaged beyond normal wear and tear or becomes missing the student will need to pay an additional fee for its replacement.
 - C. Each needed uniform replacement will be considered on a case-by-case basis.

Facilities

- I. XIS facilities are expected to be treated with respect.
 - A. Students must wear proper shoes for each facility.
 1. Tennis shoes for gymnasium and fitness center
 2. Cleats may be worn on the grass/artificial turf fields.
 3. Dress shoes, crocs, and slides may not be worn while participating in an ASA sport practice.
 - B. Students must properly use all available equipment.
 - C. Students must be properly supervised for all activity at XIS facilities.
 - D. Students are expected to keep XIS facilities clean by picking up and throwing away any trash.

Locker Room Conduct

- I. All trash is to be picked up and placed in the appropriate trash receptacle.
- II. Students are expected to be considerate of all locker room equipment including but not limited to:
 - A. Benches/chairs
 - B. Lockers
 - C. Whiteboards
 - D. Restroom facilities

- III. All personal items placed in the locker room should be:
 - A. Secured in personal lockers.
 - B. Removed once the day's activity is complete.

- IV. The following are not permitted in any XIS Changing or Locker Room:
 - A. Glass bottles
 - B. Use of electronic devices including phones
 - C. Running or horseplay
 - D. Members of the opposite gender will not be permitted in a locker room together at any time.
 - 1. For co-ed team meetings, a meeting room separate from the locker room will be provided.
 - 2. Teams and groups visiting XIS will be provided with similar spaces.

- V. If any of the above rules are violated, the offender will be held accountable by XIS Administration.

Travel

General Travel Policy

Before Travel

- I. It is recommended that students travel to and from games and events with the team or club on the school provided method of transportation.

- II. If an exception needs to be made, the XIS Office must be notified 48 hours before travel.

- III. Coaches will receive an XIS Travel Bundle before each away game or match.
 - A. The XIS Travel Packet will include the following:
 - 1. Travel roster
 - 2. Location address
 - 3. Bus phone number
 - 4. Bus license plate
 - 5. Itinerary
 - 6. "What to bring" list
 - 7. Other information as needed (hotel address, hotel phone number, etc.)
 - B. An XIS First Aid Bag will be provided by the Nurse's Office and brought to any off campus activity. It should be returned to the Nurse's Office as soon as the group returns to the XIS Campus.

- IV. If school transportation is not provided, parents may transport their child to and from an away game or match as needed.

During Travel

- I. All XIS Trips will be supervised by Coaches, Advisors, and other adults.
- II. Each student will treat the transporting vehicle with respect and will pick up all trash.
- III. When traveling, courtesy will be shown to the driver by:
 - A. Keeping noise to a minimum.
 - B. Any music played will be done via personal headphones.
 - C. No flash photography will be permitted.
 - D. Students will remain seated at all times.
 - E. If a seat belt is available, it should be fastened.
- IV. Students will adhere to XIS Honor Code at all times.
- V. School designated and/or sport appropriate attire will be worn on the transportation provided. No changing is allowed when in the travel vehicle.
- VI. When exiting the vehicle, each student will say "Thank you" to the driver in the driver's language.

After Travel

- I. After an away activity or trip, parents may take their children home directly from the event.
 - A. Each student will be listed as "Bus" or "Parent" in the travel roster.
 - B. If a change to the travel roster is desired by a student's parents, the parent must sign the travel roster provided by the Head Coach, Advisor, or other staff member.
 - C. If a parent wishes for their child to ride home with an adult other than themselves:
 1. It is expected that the XIS Office must receive permission 48 hours before the activity or trip.
 2. If permission is not given before the activity or trip, a phone call will be made to the non-attending parent to get permission.
 - D. The parent transporting the student will sign out the student on the travel roster after the student's parents are contacted.
- II. When exiting the travel vehicle, all trash must be picked up, all windows must be closed, and students will exit out of designated doors.

Local Travel (in Xi'an) of less than 1 day

Expenses

- I. Trip costs will be charged to parents of participating students in 1 installment.
- II. The total cost of the trip will be communicated at least 2 weeks in advance of the trip date.
- III. The total cost of the trip will be due at least 1 week in advance of the trip date.
- IV. The total cost of the trip will cover entry fees to the location and potentially any meals needed.

- V. Students will be responsible for purchasing any extras other than what is expressly provided by the school.
- VI. Costs associated with XIS chaperones are split between the families and the school.
- VII. Payment is non-refundable if the student later decides not to attend the trip.

Travel Requirements

- I. Signed Permission Form
 - A. Parents/guardians are required to submit your signature via WeCom for your child to attend any trip at least 1 week in advance of the trip date.
 - B. If you would not like for your child to attend any trip, please contact the XIS Office via the information below.
- II. Physical Chinese ID or International Passport
- III. Updated Emergency Contact Information in Sycamore
- IV. Updated Medical Information in Sycamore

Trip Suggested Items

Water Bottle (refillable)	Sunscreen (SPF 30 or higher)
Cap/Hat	Medicines labeled with instructions
Spending Money (Cash or phone with WeChat/Alipay)	Passport/Chinese ID Card
Change of clothes	Sport uniforms (sport trips only)
Athletic shoes (sport trips only)	

Internal Conflict Policy

- I. If an issue arises between a student and coach/advisor, the following 3 step resolution format will be followed.
 - A. If no resolution is met in a step, the process will advance to the next step.
 - B. Not using this process may only be enacted by members of XIS Administration.
- II. Resolution Process
 - A. Step 1: Coach and Student Meeting – Go to your coach after practice and inform them of your concern(s).
 - B. Step 2: Coach and Parent Meeting – A formal meeting will be scheduled between the coach and the student’s parents. The ASA Coordinator will be notified of the meeting.
 - C. Step 3: ASA Coordinator and Parent Meeting – A formal meeting will be scheduled between the ASA Coordinator and the student’s parents.
 - 1. The coach and/or student may be involved in the meeting at the ASA Coordinator’s discretion.
 - 2. Individual meetings for corroboration and information gathering may occur between the ASA Coordinator, student, and/or coach upon the ASA Coordinator’s discretion.
 - 3. The XIS Principal will be notified of the meeting.

- D. If no resolution is reached after Step 3, XIS Administration will be involved to advise a new course of action on behalf of either or all parties involved.

Playing Time

- I. At XIS, playing time in games and events is an earned privilege for all ASAs.
- II. Each level of participation has different, level-appropriate expectations that will be used by the Head Coach or Advisors for games and events
 - A. U19: Merit-based
 - 1. Playing time will be based on ability, attitude, and performance as well as following the XIS Honor Code.
 - 2. Coaches will substitute according to game or event strategy.
 - B. U14: Inclusion-based
 - 1. Playing time will be mostly based on ability, attitude, and performance as well as following the XIS Honor Code.
 - 2. Coaches will strive to include every player in the game or event, though possibly not with equal playing time.
 - C. U11, U9, 1G5/G1, Clubs: Development-based
 - 1. Playing time and participation will be based on personal development and fundamental learning as well as following the XIS Honor Code.
 - 2. Coaches and Advisors will ensure all students have a chance to participate as much as possible.
 - 3. This level is intended to give all students fun learning experiences involving fundamental skills and competition.

Team Captains

- I. At least 2 Team Captains will be selected for all U19 sport teams.
- II. Club Leaders/Team Captains may be selected for U14 sport teams and Academic Clubs based on the Advisor's/Coach's discretion.
- III. Selection Process
 - A. 1 Captain will be voted on by the players.
 - B. 1 Captain will be selected by that XIS sport team's coaching staff.
 - C. Rules
 - 1. Voting will be done via an online form: [Link Here](#)
 - 2. Only Juniors and Seniors are eligible.
 - a. If a Junior or Senior is not on the roster, Sophomores and Freshman may be voted on and/or selected.
 - 3. A player must have 1+ years of experience playing for XIS.
 - a. A player without XIS playing experience may be voted on and/or selected upon verification from XIS Coaching Staff and XIS Event Manager.
 - 4. 1 vote per player; votes for yourself will not be counted.

Awards Information

General Information

- ASA awards are issued at the end of the season and/or school year and awards are given at the appropriate XIS Awards Events.
- In order to be eligible for the Participation Certificate and any other ASA award, students must attend:
 - Sports – Minimum 75% of all organized team activities.
 - Clubs – Minimum 50% of all organized team activities.

Seasonal Awards

ASA Level	Most Valuable Player	Most Improved Player	Coaches' Award	Participation Certificate
U19	X	X	X	X
U14	X	X	X	X
U09, U11			X	X
1G5/ G1, Club				X

- This is the link for the [ASA Award Voting Form](#).
- The following awards are determined by a post-season player and coach vote:
 - Most Valuable Player (MVP):
 - i. This is the player you feel was the most impactful to the team and helped others be better.
 - ii. They may not have been the best player, but the team wouldn't have been the same without them!
 - Most Improved Player (MIP):
 - i. This is the player you feel improved the most over the course of the entire season.
 - ii. Remember that this can apply to physical, emotional, intellectual, social, and moral improvement.
 - Coaches' Award – Determined by Coaches selecting an individual who most fully embodies the XIS Honor Code in all its facets.

- Certificate of Completion – Awarded to each student for:
 - Clubs
 - i. Attending a minimum 50% of all organized team activities.
 - ii. Completing the school year in good academic and disciplinary standing.

 - Sports
 - i. Attending a minimum 75% of all organized team activities
 - ii. Completing the season and school year in good academic and disciplinary standing.

- A student will not earn a Participation Certificate if they:
 - i. Quit a team or club
 - ii. Are suspended or expelled from XIS
 - iii. Do not meet the minimum percentage of all organized team activities