



Early Year & Primary School Student Handbook **幼小部学生手册 2025-2026**

Mission & Vision **深美的使命与愿景**

The mission of SAIS is to provide an inclusive and globally-minded learning environment where students develop intellectual curiosity, critical thinking skills, and a deep understanding of local and international issues, preparing them to become compassionate and principled global citizens.

SAIS 的使命是提供一个包容且全球化思维的学习环境，培养学生的好奇心、批判性思维能力，并深刻理解本地和延伸至国际的问题，同时为他们成为有同情心和原则的全球公民做好准备。

I have read and agree to abide by the SAIS student handbook. I will follow the instructions of the student handbook and will work closely with the school in order to help students be successful.

我已阅读并同意遵守深美外籍人员子女学校学生手册。为了帮助学生达成成就，我将遵循学生手册指引并与学校紧密合作。

Student Name
学生姓名

Date:
日期:

Class
班级

Parent Signature:
家长签名:

Student Signature:
学生签名:

Date:
日期:

Please sign and return this cover page to your teacher, the handbook should stay with you for reference.

请在此封面签名后交回给班主任老师，学生可保留学生手册以便查看。



Shenzhen American International School
深圳市深美外籍人员子女学校

Welcome to Shenzhen American International School

Where individuals can flourish and reach their full potential.

This Handbook articulates a summary of the values and policies which direct the day-to-day running of our school. The Handbook is updated annually to include new directions, which will inevitably arise from the dynamic and changing needs of the school.

Joseph M. Cirelli
Principal

欢迎来到深圳市深美外籍人员子女学校

在这里，每一位学生都被赋能于实现自我潜能的全面绽放。

本学生手册概述了指导我们学校日常运作的价值观和规范。本手册每年更新一次，以体现学校的实时动态和政策变化的需求。

Joseph M. Cirelli
深圳外籍人员子女学校校长



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School Information 学校信息

● School Contact Information 学校联系方式

1. It is important to maintain open channels of communication between parents and SAIS staff. There are several ways to facilitate a robust exchange of information:
 - a. All classes will have a WeCom group with the SAIS staff and parents.
 - b. Parents will have the direct contact of the Chinese homeroom teacher.
 - c. Parents may participate in discussion forums on Managebac. Parents may contact management in the following ways:
 - d. Email: admissions@szsais.org
 - e. Telephone: (86)755 8631 6699

● Teaching Team 教师团队

Class	Foreign Homeroom Teacher	Chinese Homeroom Teacher
ELE1	Mr. Steven	Ms. Kimmy
ELE2	Mr. Steven	Ms. Jewel
Kindergarden	Mr. Blake	Ms. Coco
Grade 1	Mr. Rashad	Ms. Lucy
Grade 2	Mr. Chad	Ms. Bella
Grade 3	Ms. Amy	Ms. Vicky
Grade 4	Mr. Kevin	Ms. Vicky
Grade 5	Ms. Samantha	Ms. Heidi
ESL Teacher		
Primary	Ms. Becky	Ms. Zhao Yan
Non Chinese Native	Ms. Tina	



School Routine 学校日常

● What time does school start? 学校开始的时间是什么时候?

School starts at 8.30am and finishes at 3.30pm. The teacher (Chinese homeroom teacher or Foreign homeroom teacher) will be in the classroom at 8.00am so if you arrive then, this will give you plenty of time to enjoy your breakfast and relax and be in class ready for the start of the school day.

学校于早上 8:30 开始，下午 3:30 结束。如果你 8 点 30 前到达，你的外方班主任或者中方班主任早上会在教室里等待。所以如果你在那时到达，你有足够的时间享用早餐，开启你美好的一天。

● Do I need to attend the weekly assembly? 我需要参加每周晨会吗?

Yes, attending the weekly assembly is usually a mandatory requirement for all students. It's a time for the entire school to come together, share important information, celebrate achievements, and build a sense of community. It's an opportunity for you to connect with each other and with other teachers, and to receive important announcements and updates.

是的，参加每周的集会通常对所有学生来说是义务性要求。这是整个学校共聚一堂的时刻，分享重要信息，庆祝成就，建立社区意识。这是你和其他同学互相交流并与其他老师建立联系的机会，并接收重要的通知和更新。

● If my mom or dad is late picking me up, what should I do? 如果我爸爸或妈妈迟来接我，我该怎么办?

Your class teacher (Chinese homeroom teacher or Foreign homeroom teacher) should still be in the classroom until 4:30 p.m. so you can tell them. If you cannot find your teacher then speak to another teacher or go to the admission office and ask any teacher there to phone your parents.

你的外方班主任或者中方班主任应该一直在教室陪伴你直到下午 4:30，所以你可以告诉你的老师。如果找不到你的老师，那么请你勇敢地向其他老师寻求帮助或者去招生办公室，让老师帮忙联系你的父母。

Class Information 教室相关基本信息

● How will I know who my teacher is? 我如何知道我的老师是谁呢?

Before you start school, SAIS will launch an open-day for you and your parents to come and meet with your teachers.



在你开始上学之前，SAIS 将为你和你的父母举办开放日，这一天你会和你的老师见面。

● **How will I find my way around the school? 我如何了解我的学校环境呢?**

During the Orientation week in SAIS, your teacher will show you where to hang up your schoolbags, locate your water bottles, guide you through the canteen, and where the toilets are.

在 SAIS 的迎新周期间，你的老师会向你展示挂书包的地方，引导你找到水瓶的位置，带着你前往食堂，以及查看洗手间的位置。

● **Can I play and run around with friends in the hallway? 我可以在走廊上和朋友们追逐打闹吗?**

We understand that you want to run around and play with friends in the hallway. However, according to school regulations, we need to maintain quiet and respect others' learning in the hallway. If you want to play with friends, we can go to designated activity areas or the playground to play together. This way, we can maintain order in the hallway and still have fun with friends.

当然可以理解你想和朋友们在走廊里跑来跑去玩耍的想法，但是根据学校规定，在走廊里我们需要保持安静和尊重他人学习。如果你想和朋友们玩耍，我们可以去指定的活动场地或操场上一起玩。这样既可以保持走廊的秩序，又能和朋友们愉快地玩耍。

● **What are the Class Etiquette we should follow? 我需要遵守哪一些课堂礼仪呢?**

- ✓ Students should contribute and respect expectations in each classroom.
学生应遵守教室公约。
- ✓ All students should be ready and prepared for class.
所有学生都应该为上课做好准备。
- ✓ Students should be on time for all classes.
学生应该按时回到教室上课。
- ✓ If a student arrives late for a class they should enter quietly and not disturb the class.
如果学生上课迟到，他们应该安静地进入，不要打扰班级。
- ✓ In class, students shall listen to the teacher/others carefully, concentrate on, think independently and take notes for important content.
在课堂上，学生应认真听取老师的意见，集中注意力，独立思考，并记笔记的重要内容。
- ✓ Students should raise their hands if they want to ask or answer a question.



学生如果想问或回答问题，应该举手。

● **How many playtimes do we have? 我们一天有多少的自由玩乐时间?**

- a) Your younger friends who are studying in ELE and Kindergarten will have two play times during the day. In the morning, they will have playtime on the playground after having their lunch. In the afternoon, they will have indoor playtime to explore their homeroom toys.
- b) For snack time, SAIS will offer seasonal fruits, bread or cake, and yoghurt for your afternoon tea.

对于在 ELE 和幼儿园学习的伙伴们，他们一天有两次自由游戏时间。午餐后的时间和下午的教具探索时间。

午餐后，你和你的同伴有 20 分钟的自由操场玩乐时间。

关于下午点，SAIS 将提供时令水果、面包或蛋糕，以及酸奶作为你的下午茶。

● **Do we always go outside to play? 我们可以经常进行户外活动吗?**

Unless the weather is bad then you can always go out to play under supervision. It can get very rainy outside and the playground is also very wet in SAIS, in this case it is important that you have warm and waterproof boots and clothes at all times.

除非天气非常非常糟糕，否则你可以在老师的监督下进行户外活动。当下雨时，在深美，操场也会变得非常潮湿，所以你随时都需要注意保暖并且准备好防水的靴子和衣服。

● **Will I attend any After School Activity after school-hours? 放学后我会参加课后课活动吗?**

Yes! At SAIS, we offer a variety of after-school activities for you to choose from and participate in, such as archery, horse riding, volleyball, and handcrafts. You can talk to your teachers for more details. These activities are designed to provide students with opportunities for enrichment, socialization, and skill development outside of regular school hours. While participation in after-school activities is optional, we encourage students to explore and take advantage of the different opportunities available to them. 在 SAIS，我们提供各种课外活动供学生参加。比如射箭，骑马，排球和手工。具体的课程细节可以询问你的老师。这些活动旨在为学生提供课外丰富、社交和技能发展的机会。虽然参加课外活动是自愿的，但我们鼓励学生探索并充分利用他们所能获得的不同机会。

● **What are the ASA Etiquette should I follow? 有哪些课外课礼仪是需要我遵守的呢?**

- Students should make careful and determined decisions before joining ASA.

学生在加入课后课之前应做出谨慎和果断的决定。



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- Attendance in ASA is compulsory; students must attend. Teachers will keep a record of attendance.
参加课后课是强制的；学生必须参加。老师做好考勤记录。
- Students should get to their assigned ASA 5 mins early.
学生应该提前 5 分钟到达他们所选的课后课地点。
- Students must maintain regular attendance in their ASAs.
学生必须保持定期出席他们的课外课。
- Students should follow the behavioral regulations in ASAs.
学生应在课后课期间遵守相应行为纪律。
- At the end of the ASA, students should wait for their parents at the assigned locations.
在课后课结束时，学生应在指定地点等待父母。



Food and Drink 饮食

- **If I am thirsty can I get something to drink? 如果我口渴了，我能喝点东西吗？**

We suggest you bring your drink bottle every day and there is a water dispenser in the classroom. Remember! Put your name on your cup or bottle so it doesn't get mixed up with everyone else's.

每天你都可以带上你的个人水瓶到校，教室里有饮水机。记住！把你的名字写在杯子或瓶子上，这样它就不会和别人的搞混了。

- **Do I need to bring in a packed lunch? 我需要自己打包午餐吗？**

You and your parents can decide whether you want to join the SAIS Lunch program on school open day. If you enjoy home cooking more than school-provided lunch, you should bring your packed lunch. However, either you eat at school or pack your lunch, you will go with your class and your homeroom teachers to the canteen.

Note: If you are vegetarian or allergic to any foods or have a special diet then your mum and dad should let us know so that we can make sure that we give you the right food.

参加学校开放日时，你和你的父母可以决定是否预定学校的 SAIS 午餐。如果你更喜欢家里做的饭菜而不是学校提供的午餐，你的父母应该为你准备午餐。不过，无论是在学校吃饭还是自带午餐，你都会和你的班级和班主任一起去食堂用餐。

注意：如果你是素食者、对任何食物过敏或有特殊饮食需求，那么请你让爸爸妈妈转达并让你的班主任知道，这样我们就可以确保给你提供合适的食物。

- **What sort of things do we get for lunch? 午餐都提供什么食物呢？**

There are lots of different types of food options for lunch. You can have a Korean meal, Chinese cuisine, a Vegetarian lunch box, and even a pork-free lunch set. There will be meat, fish, pasta, rice, and potatoes and there is always some salad, fruits, as well as desserts aside. It is a good chance to try new foods and even if you don't like the look of something you might surprise yourself. If you prefer to have the salad just help yourself and enjoy!

SAIS 提供的午餐有许多不同种类的选择。你可以选择韩式餐、中餐、素食午餐盒，甚至无猪肉午餐套餐。会有肉类、鱼类、意大利面、米饭、土豆，还会有一些沙拉、水果以及甜点。这是尝试新食物的好机会，也许你会发现惊喜，即使你可能不喜欢某样食物的外观，如果你喜欢沙拉酱，可以自己取用，尽情享用吧！



● **What are the Canteen Etiquette we should follow? 我应该遵守什么食堂礼仪呢?**

- ✓ • We shall observe all rules of conduct of the school canteen.
我们将遵守学校食堂的所有行为准则。
- ✓ • Students shall not jump, run, grab of food and cut the line.
我们不应跳，跑，抢食物，插队。
- ✓ • Students shall not speak loudly and misuse utensils.
我们不应大声说话和乱用餐具。
- ✓ • Students shall sit properly in assigned seats and eat quietly.
我们将坐在指定的座位上，安静地用餐。
- ✓ • Students shall handle dishes with care.
我们将小心地对待食物。
- ✓ • Students shall make an effort not to waste food or hold up the line while being served.
我们努力不浪费食物，不耽误领餐的时间。
- Students shall respect all the canteen staff.
- ✓ 我们应该尊重所有的食堂员工。

● **Am I allowed to order takeout at school? 我可以在学校订外卖吗?**

You are not allowed to order takeout at school. Ordering takeout at school can pose health risks due to potential food safety concerns, allergen exposure, lack of nutritional information, and undermining of the school's nutritional initiatives.

学校不允许外卖。在学校叫外卖可能会带来健康风险，因为潜在的食品安全问题、过敏原暴露、缺乏营养信息，以及削弱学校的营养倡议。



Other Rules 其他规则

- **Do I have to wear a uniform or any special clothes? 我需要穿着校服或者其他特殊服装吗?**

We do need to wear uniforms and appropriate footwear at SAIS. Uniforms are mandatory from Monday to Thursday; students can wear personal clothing on Fridays. We also need to put on our sports suit while we having our PE lesson, especially during physical education classes a pair of trainers would be a great protection for our feet. However, specific dressing guidelines for special events will be informed by your homeroom teachers.

在 SAIS，我们需要穿校服和合适的鞋子。学生周一到周四每天必须穿校服，周五学生可以穿自己的衣服。尤其是在体育课上，穿上舒适的运动服和一双运动鞋会更好地排汗和保护我们的双脚。不过，对于特殊活动的具体着装指南会由你的班主任老师告知。

- **Will I have my House T-shirt? 我会有队服吗?**

You will be assigned to your own house on the first day of school. The four schoolhouses are all named after rivers on Guadalcanal: Lion (Orange), Panda (Green), Monkey (Red) and Eagle (Blue). You can wear it during physical education classes and other house activities. The houses form the basis for many of the events and activities that take place in the school.

开学的第一天你将被分配有自己的队服。狮子（橙色）、熊猫（绿色）、猴子（红色）和鹰（蓝色）。你可以在体育课和其他学校活动中都会穿着它。

- **Is there any special equipment I need for school? 我需要带什么物品去学校呢?**

You will need to bring a school bag or rucksack/backpack that is big enough to put an A4 folder in. SAIS will provide all the materials you need for school but if you want to bring your pencil case and crayons in, you can. Remember! Put your name on the schoolbag. It is also a good idea to have a spare set of clothes at school in case you need to change

你需要带一个足够大，可以放下 A4 文件夹的书包或双肩背包。SAIS 会提供你在学校所需要的所有物品，但如果你想自带文具盒和蜡笔的话也是可以的。记住！在书包上写下你的名字。另外，在学校准备一套备用衣服也是个好主意，以防需要换洗。



- **If I lose something like my coat how will I find it? 如果我丢失了像外套这样的东西，我该怎么找回它呢？**

All your clothes should have your name in them. Many things you buy in SAIS have a label that you can write your name on. If you have your things labelled, then you can reach out your homeroom teachers and check in the area outside the classroom or in the lost property baskets.

你所有的衣物都应该有你的名字。SAIS 提供或者购买的许多物品都有标签，你可以在上面写上你的名字。如果你的东西都有标签，那么你可以告知你的班主任老师并且在教室外的区域或失物筐里找找。

- **Can I bring toys or Jewelry to school? 我可以带我的玩具或者珠宝去学校吗？**

Please do not bring toys or Jewelry into school as they may get lost and then you would be upset. If you are worried about school and think that bringing in a 'soft/comfort toy' will help you settle in, then ask your mom or dad to talk to your teacher about this.

请不要把玩具或珠宝带到学校，因为它们可能会丢失，而那样你会很难过的。每个班级通常都有一些球和跳绳可以玩。如果你担心在学校感到不安，觉得带一个“安抚玩具”会帮助你适应，那么可以让你的妈妈或爸爸和老师商量一下这件事。

- **Can I bring personal electronic devices to school? 我可以带我的个人电子设备去学校吗？**

If you bring your watch phones or any electronic device to school, it should be kept in the backpack and do not disturb in the class. SAIS is not responsible for loss or damage to any personal electronic devices that a student brings to school. It is the student's responsibility to take care of their things. SAIS does not allow students to play video games during school hours.

如您带电话手表或任何电子设备到学校，应自行妥善保管于书包内，不能扰乱课堂。如出现丢失或损坏，学校概不负责。学校不允许学生在上学时间玩电子游戏。

- **Campus cleaning and maintenance 校园整洁和维护**

Students/teachers expectation for each classroom 期望:

Students are also responsible for keeping the classrooms tidy and organized.

- ✓ Basic sweeping of the floor after hand crafting, projects or parties during class hours
在课堂上手工制作，项目或聚会要简单清扫一下



Shenzhen American International School 深圳市深美外籍人员子女学校

- ✓ Emergency easy clean during class hours 在上课期间紧急简单清理
- ✓ Clean up the toys and materials back to the shelves and keep them neatly afterschool 放学后把玩具和材料放回柜子上并保持整洁
- ✓ Maintain the table/desk surface clean after the projects such as paint, play dough, which makes the surface dirty 如有画画、橡皮泥弄脏桌面的保持桌面整洁
- ✓ Keep the classroom sink clean after using it 使用教室洗手池后清洁水池
- ✓ Put back the chairs under the desk after the class 下课后椅子推回到课桌里面
- ✓ DON'T STICK THE PAINT/ART WORKS ON COLOR WALLS without asking!!! 不到处张贴
- ✓ To keep it tidy, there should be no stuff stored above wall shelves and bookshelves. 教室柜子和墙柜上方不能乱放物品
- ✓ Stack the chairs on the tables at the end of the day 下课后椅子推回到课桌里面
- ✓ We would like to keep classroom open and welcome, don't cover the windows with full KT boards or blinds. 教室必须保持开放和欢迎，窗户不能用大面积 KT 版全部遮盖

It's teamwork to facilitate the building always looking good. Students are expected to engage in campus clean maintenance together, such as we set 10 minutes labor time/community service time from 3:20-3:30pm before school dismissal or any time each day. Each student has an assignment such as clean desks surface, clean the glass, sink, organize the furniture and return the supplies to where it should be.

这是团队合作，使校园始终看起来很好。学生应共同参与校园清洁维护，如我们每天下午 3:20-3:30 放学前或任何时间安排 10 分钟的劳动时间/社区服务时间。每个学生都有一个任务，如清洁桌子表面，清洁玻璃，水槽，整理家具，并将用品放回原位。

The teacher and students are responsible for keeping their room picked up and neat. It is important that the classroom environment be organized and a beautiful space. In addition to optimizing the space for learning, we have many visitors touring the building and we want them to see that SAIS is an amazing and unique place to learn.

老师和学生有责任保持他们的房间整洁。教室环境的组织和美观是很重要的。除了优化学习空间外，我们还邀请了许多来访者参观这座校园，我们希望他们看到深美是一个神奇而独特的学习场所。



Code of Conduct 行为准则

● Are there any school rules? 还有一些其他的学校规则吗?

At SAIS we have behavior standards. You will begin the year by agreeing on the 'Essential Agreements' that your class and teacher decide for your classroom rules. Our behavior standards are based on the belief in equal treatment and that you are responsible for your behavior. That means there will be natural consequences to the way you behave. This may mean 'time out' or writing why you chose to do something and how you could behave differently in the future.

在 SAIS 我们有学生行为标准。年度开学前，你的班级老师会和你一起为课堂规则制定“基本协议”。我们的行为标准是基于对平等对待的信念，并鼓励且相信你能对自己的行为负责。这意味着您的行为将会有对应需要你去明白的后果。这可能意味着“暂时离开”或写下一份行为改正计划。

● What are the expectations that should I follow in the SAIS community? 在 SAIS 这个学习家庭，我需要满足什么期望?

- ✓ We expect all students to abide by school rules . Therefore, lying, cheating, and stealing of any kind will not be allowed.
我们期望所有学生要遵守校规。因此，任何形式的撒谎、作弊和偷窃都是不允许的。
- ✓ Students will show respect for all people. Physical and verbal abuse will not be allowed.
每一位学生都应该尊重所有人。不允许有身体上或言语上的偏激行为。
- ✓ Students will show respect for property; their own, the property of others, and the school's.
学生应该尊重财产；无论是自己的，他人的，还是学校的财产
- ✓ Students will behave with regard to their own safety and the safety of others.
学生应该对自己和他人的安全负责。
- ✓ Attend school regularly and punctually 按时按时上学
- ✓ Be actively involved in your learning 积极参与你们的学习
- ✓ Make use of your talents and abilities 充分利用你们的天赋和能力
- ✓ Conduct every 10 minutes cleaning to keep your desk/classroom clean before you leave the school according to campus neatness plan 根据校园环境整洁计划放学离开学校前每天 10 分钟劳动保持自己课桌/教室整洁



Curriculum 课程概览

- **What curriculum does the school use to support my learning? 我的学习是由哪一种课程框架支持的呢?**

The school follows the International Baccalaureate Primary Years Programme (IBPYP) to support your learning. It is a comprehensive curriculum framework that focuses on the development of the whole child. The IBPYP emphasizes inquiry-based learning, international-mindedness, and the cultivation of essential skills.

**Specific details can be found in Appendix 1 at the end of the document*

学校遵循国际文凭小学项目 (IBPYP) 来支持你的学习。这是一个全面的课程框架, 侧重于整个孩子的全面发展。IBPYP 强调基于探究的学习、国际化思维和基本技能的培养。(具体的细节可以看文件末的附录 1)

- **Will I get much homework? 我会有很多的作业吗?**

Your class teacher will tell you about homework and reading at home. Your parents can help you if needed but you are expected to do the homework that is set, and hand it in on time.

**Specific details can be found in Appendix 1 at the end of the document*

你的班主任会告诉你有关家庭作业和在家阅读的情况。如果需要, 你的父母可以帮助你, 但是你应该按时完成并交上所布置的家庭作业。(具体的细节可以看文件末的附录 2)

- **Do we have school trips? 我们会有郊游/研学的活动吗?**

SAIS shows a great understanding that organizing excursions for PYP students is essential. We will have special sports days, field trips, swimming, and track and field activities. We also go on trips if we are studying something in class as it helps our learning. For instance, if we are studying the characteristics of different plantations in various regions, we may take a trip to a natural history museum. Similarly, if we are studying about living creatures, we may go to the seaside.

深美深切明白组织游览活动对发展小学项目 (PYP) 的重要性。我们将举办特别的运动日、郊游、游泳和田径活动。如果我们在班上学习某些内容, 我们也会进行一些相关的实地考察, 这有助于我们的学习。例如, 如果我们正在学习不同地区的植物特征, 我们可能会去自然历史博物馆。同样, 如果我们正在学习生物, 我们可能会前往海边。



Students Support 学生支持

Student Support Systems: A Reference Guide 学生支持体系：参考指南

At SAIS, we are dedicated to your comprehensive development and well-being. This reference guide provides an overview of the support systems designed to help you succeed academically and personally.

在深美，我们致力于你们的全面发展和福祉。本参考指南概述了旨在帮助你们在学术和个人层面取得成功的支持体系。

1. ESL Program (English as a Second Language)

- We offer specialized courses assist students who are non-native English speakers in improving their speaking, reading, writing, and listening in English.
- SAIS 提供专业课程，帮助非英语母语学生提升英语口语、阅读、写作及听力技能。

2. ASA Extracurricular Opportunities (After-School Activities)

- We provides a range of clubs and activities outside of regular school hours to enrich students' experiences. (Your parent can find the list and sign-up details on the Schoolbuddy portal)
- 我们在常规校时之外提供一系列的俱乐部与活动，丰富学生的校园生活。（详情与报名信息请登录学校 Schoolbuddy 平台查阅）

3. Student Council and Advocacy (学生会权益与倡导)

- In SAIS, we established a student-led organization that represents the student body and acts as a bridge between students and school administration.
- SAIS 创立了由学生领导的组织，代表全体学生，搭建学生与校方沟通的桥梁。

4. Technology Resources 技术资源

- We ensure that students not only have access to the latest technology to support their learning but also provide training and support for using technology effectively and responsibly.
- 我们不仅确保学生能接触并使用最新科技以支持学习，还提供培训与支持，帮助学生有效且负责任地使用技术。

5. Counseling Services 咨询疏导服务



- SAIS offers confidential and professional support for students facing personal, social, or academic challenges. A safe space has provided for students to discuss issues and receive guidance on emotional well-being, stress management, and personal development.
- SAIS 为学生提供保密的专业个人在校咨询服务。我们为学生提供安全的空间，讨论问题、获取情感健康、压力管理及个人成长的指导。

6. Special Education Needs 特殊教育需求

- If you have special learning needs, our team is ready to provide tailored support. Speak with your counselor for more information.
- 如果你有特殊的学习需求，深美的教师团队会为你定制属于你的个人学习计划。

Conclusion We are here to support you every step of the way. Make use of these resources and don't hesitate to ask for help when you need it. Remember, your success is our priority.

结语：我们将在每一步为你提供支持。请利用这些资源，需要帮助时不要犹豫。请记住，你的成功是我们的优先事项。

Add-on Supports 其他支持

- **If I fall over and hurt myself in the playground or I feel ill, what should I do? 如果我在操场摔倒了或者我生病了，我该怎么办？**

When you are playing outside there are always teachers or supervisor on duty. If you fall over in the playground, they can help you or take you to our nurse. If you do not feel very well, then tell your teacher and perhaps one of the other students can take you down to see the nurse. If the nurse thinks that you should go home, we will call your guardian and ask them to get you.

当你在操场玩耍时，都会有班级老师在场值班。如果你在操场上摔倒了，他们会帮助你或带你去找我们的护士，她的名字叫 Angel。如果你感觉不舒服，那就告诉你的老师，也许其他学生可以带你去找 Angel。如果护士认为你需要回家，我们会给你爸爸或妈妈打电话，请他们来接你。



● **If I encountered bullying what support can I have? 我遭遇了霸凌我应该怎么办?**

Any form of harassment or bullying will not be tolerated at SAIS. Any such incident should be reported to a teacher, principal, head of school, or appropriate staff member. Administrators are here to offer proactive support and are responsible for taking action, investigating, responding and communicating with all parties.

在 SAIS，任何形式的骚扰或欺凌都不会被容忍。当你遇到此类事件应该及时马上向你的班主任老师寻求帮助。你的老师会向校长、校长或适当的工作人员举报。学校行政管理人员将提供积极的支持，并负责采取行动、调查、回应并向所有相关方通报情况。

● **Do we have a STUDENT COUNCIL here to support? 我们有学生会组织可以支持我的在校学习吗?**

Yes, the Student Council may help address your concerns related to school activities, welfare, academic matters, or any other issues that impact you as a whole. They can serve as a bridge between you and school administration and work to improve the overall school environment. What's more, if you have any ideas whether it's suggesting new school events, addressing specific school issues, or proposing improvements to the student experience, your input and proposals are always welcome to share! **YOUR VOICE MATTERS!**

是的，学生会可以帮助解决与学校活动、福利、学术事务或其他任何影响你个人的有关的问题。他们可以充当你和学校管理层之间的桥梁，并努力改善整体的校园环境。此外，如果你有任何想法，无论是建议新的学校活动、解决特定学校问题，还是提出改进学生体验的建议，都欢迎分享你的意见和提案！你的发声很重要！

Things to Bring to School!

- Cup or water bottle for drinking
- Waterproof trousers and jacket and rain boots
- Spare clothes
- School PE clothes
- Schoolbag

During Summer Time

- Hats
- Sunscreen
- Sweat towel

上学需要带的东西!

- 喝水的杯子或水瓶
- 防水裤子和雨衣以及雨靴
- 备用衣服
- 学校体育课服装
- 书包

夏日装备:

- 帽子
- 防晒霜
- 汗巾



Appendix 1 附录 1

● Curriculum Overview 课程简介

Our school's curriculum is a fusion of the International Baccalaureate (IB), Common Core State Standards, and the Singapore Math program. It aims to provide students with a comprehensive educational experience. The IB program encourages inquiry-based learning and international-mindedness. It emphasizes community service and critical reflection. The Common Core standards provide a strong foundation in English language arts and mathematics, emphasizing critical thinking and problem-solving. The Singapore Math program is used for teaching mathematics, focusing on a deep understanding of mathematical concepts and problem-solving. This curriculum aims to create well-rounded individuals who excel academically, exhibit social responsibility, and embrace cultural diversity. It seeks to nurture future leaders, critical thinkers, and lifelong learners prepared for a dynamic global landscape.

我们学校的课程融合了国际文凭（IB）、美国共同核心标准和新加坡数学课程。它旨在为学生提供全面的教育体验。IB 课程鼓励基于探究的学习和国际意识。它强调社区服务和批判性反思。共同核心标准在英语语言艺术和数学方面提供了坚实的基础，强调批判性思维和问题解决能力。新加坡数学课程用于教授数学，注重对数学概念和问题解决的深入理解。该课程旨在培养全面发展的人才，他们在学术上出色，具有社会责任感，并接纳文化多样性。它旨在培养未来的领导者、批判性思考者和适应充满活力的全球格局的终身学习者。

● Primary School Curriculum Framework 小学部课程框架

International Baccalaureate (IB) Primary Years Programme (PYP) is the current curriculum framework used is the Primary Years Programme (PYP) of the International Baccalaureate (IB) which uses a transdisciplinary inquiry approach. SAIS officially became the PYP world school in 2025 and implemented the PYP since 2023.

国际文凭组织（IB）小学课程（PYP）是深美目前执行的课程框架，以跨学科领域探究的学习方法引导教学主线。SAIS 于 2025 年正式成为 IB 世界学校，并于 2023 年开始实施 PYP 课程。

● What will the students be learning? 学生将会学习什么?

The PYP is a concept driven framework which focuses on the bringing together; learning, learning, and teaching, and the learning community. It integrates subject areas to support inquiry and learning in meaningful contexts. The transdisciplinary nature of the curriculum enables students to experience how subject knowledge and



understanding work together in the real world, while also experiencing individual components as well. Classes from Kindergarten to Grade 5 are actively involved in six units of inquiry each per year, each one being approximately six weeks in length. Students in our Early Childhood experience four units of inquiry per year, two per term.

小学课程（PYP）是一个概念驱动的框架，侧重于将学习、教学和学习社区融合在一起。它整合了6大学科领域，以支持有意义的情境中的探究和学习。课程的跨学科性质使学生能够在现实世界中体验学科知识和理解如何相互作用，同时也能体验到各个组成部分。从学前班到五年级的班级每学年开展共六个探究单元，每个单元大约为六周。我们的幼儿园阶段学生每学年共开展四个探究单元，每个学期一个探究单元。

● How does the PYP work?小学课程是如何开展的?

The Primary Years Programme (PYP) is a student-centered and inquiry-based approach to learning. It revolves around six transdisciplinary themes, allowing students to explore real-world issues and make connections across subjects. Units of inquiry provide in-depth exploration of essential questions and conceptual understanding. The development of the Learner Profile attributes is emphasized, fostering well-rounded individuals. Assessment focuses on the process and product, utilizing various strategies. Action is encouraged, aiming for students to apply their learning and make a positive impact. The PYP promotes international-mindedness, nurturing appreciation for different cultures and perspectives. Overall, it aims to develop lifelong learners who are critical thinkers, effective communicators, and engaged global citizens.

小学课程（PYP）是一种以学生为中心、以探究为基础的学习方法。它围绕着六个跨学科主题展开，让学生能够探索现实世界问题并在不同学科间建立联系。探究单元提供了对关键问题和概念理解的深入探索。培养“学习者素质”属性被强调，培养全面发展的个体。评估侧重于过程和成果，采用多种策略。鼓励行动，希望学生能够将所学知识应用于实践并产生积极影响。PYP 倡导国际化思维，培养对不同文化和观点的欣赏。总体来说，它旨在培养终身学习者，培养批判性思维能力、有效沟通和积极参与全球公民的能力。

● Attributes of the IB Learner Profile:IB 十大培养者目标

1. Inquirers（成为探究者）：

We nurture our curiosity and develop skills to conduct research and investigate independently. We actively acquire knowledge and seek to understand the world around us.

IB PYP 注重对学生好奇心的引导，学生的好奇心理得以正确引导，从而引导他们独立地探索未知领域，并且锻炼他们从事有目的并具有建设性的研究能力。



2. Thinkers (成为思考者) :

We apply critical and creative thinking skills to solve complex problems. We analyze information, make reasoned judgments, and consider multiple viewpoints.

他们能够主动地用批判性并且具创造性的思维方式来进行正确的选择，从而可以自己来解决复杂的问题。

3. Communicators (成为善于交流的人) :

We express ourselves effectively in various ways and different contexts. We listen attentively and respect diverse perspectives. We collaborate and communicate confidently with others.

他们能够从容自信并且又灵活地运用多种语言来接受和表达自己的思想。

4. Risk-takers (成为冒险家) :

We embrace challenges and take calculated risks. We have the courage to explore new possibilities, to try new things, and to persevere in the face of obstacles.

他们能够临危不惧、信心十足、独立自主地去探索新的方法、用新的途径来应付复杂的局面。使他们既有勇气又敢于坚持自己的观点。

5. Knowledgeable (成为知识渊博的人) :

We strive to develop a deep understanding of concepts, ideas, and issues across a broad range of subjects. We engage with different perspectives and foster a lifelong love for learning.

在学习期间，他们会花大量时间来探索具有全球性意义的重要主题，通过这些方法他们获取到大量丰富的知识。

6. Principled (成为有原则性的人) :

We act with integrity and honesty, taking responsibility for our actions. We demonstrate respect, fairness, and empathy towards others. We make ethical and informed choices.

使他们成为原则性强，诚实、正直、有正义感、公平的人。

7. Caring (成为有爱心的人) :

We show empathy, compassion, and respect towards the needs and feelings of others.

We act to make a positive difference in the lives of others and the world around us.

使他们成为有爱心，顾及别人的需求与感受的人，他们会身体力行，助人为乐。

8. Open-minded (成为心胸宽广的人) :

We appreciate our own culture and values, while also respecting and understanding other cultures and viewpoints. We are open to new ideas, willing to take risks, and embrace different perspectives.

使他们成为心胸宽阔，尊重他人及其文化习俗、观点以及传统和价值观的人，并且在考虑问题时融入这些差异。

9. Balanced (成为全面发展的人) :



We strive for a well-rounded development of the mind, body, and emotions. We understand the importance of maintaining a healthy lifestyle and managing our time effectively.

希望他们可以懂得身心健康同时懂得发展的重要性。

10. Reflective (成为善于反思的人) :

We think critically about our own learning experiences and personal growth. We assess our strengths and weaknesses and set goals for continuous improvement. We learn from our mistakes and celebrate our achievements.

他们可以反思自己的学习效果并且分析他们自己的优势和弱势。

● **The Unit of Inquiry are centred around six transdisciplinary themes**
探究单元是围绕六个跨学科主题展开的

1. Who we are: This theme focuses on exploring the nature of ourselves, our identities, beliefs, and values, and how we express ourselves.

我们是谁: 这个主题侧重于探索我们自身的本质、身份、信仰和价值观, 以及我们如何表达自己

2. Where we are in place and time: In this theme, students investigate the concepts of time, space, and their connections to personal histories and the wider world.

我们在何处, 何时: 在这个主题中, 学生研究时间、空间及其与个人历史和更广阔世界的联系。

3. How we express ourselves: This theme delves into the various forms of expression, including language, art, communication, and the role of creativity in human societies.

我们如何表达: 这个主题深入探讨语言、艺术、交流以及创造力在人类社会中的作用。

4. How the world works: Here, students explore the concepts of physical and natural sciences, technology, and their impact on the world.

世界是如何运转的: 在这个主题中, 学生探索物理和自然科学、技术及其对世界的影响。

5. How we organize ourselves: This theme explores the concepts of systems, organizations, and communities, including political, economic, and social structures.

我们如何组织自己: 这个主题探索系统、组织和社区的概念, 包括政治、经济和社会结构。

6. Sharing the planet: Students investigate environmental sustainability, global interdependence, and the responsibilities and challenges related to living in a shared world.

分享地球: 学生研究环境可持续性、全球相互依存以及在共享世界中的责任和挑战。



These six themes provide a cohesive framework for students to engage in meaningful and transdisciplinary inquiry, promoting a holistic understanding of the world and their place within it (这六个主题为学生提供了一个有机的框架，使他们能够进行有意义的跨学科探究，促进对世界及其自身定位的全面理解)。

● **The PYP Exhibition PYP 展示会**

The PYP exhibition takes place in Grade 5. The PYP exhibition is an opportunity for students to showcase their learning and understanding of a chosen theme or issue. They engage in an in-depth inquiry process, where they research, collaborate, and take action on a real-world problem or topic of interest. The exhibition encourages students to apply critical thinking, research skills, and creativity to produce a final presentation or project. It is a significant milestone in the PYP and promotes student agency, self-reflection, and community involvement.

PYP 展览在五年级进行。PYP 展览是学生展示他们对选定主题或问题的学习和理解的机会。他们参与深入的探究过程，进行研究、合作，并对一个现实世界的问题或感兴趣的课题采取行动。展览鼓励学生运用批判性思维、研究技能和创造力，以制作最终的呈现或项目。这是 PYP 中的一个重要里程碑，促进学生的主动性、自我反思和社区参与。

● **Organized Excursions or Field Trip 出游学习和研学**

Organized excursions for PYP students are essential as they provide invaluable learning opportunities, broaden perspectives, develop social and emotional skills, facilitate experiential learning, enhance motivation, and create lasting memories.

小学项目（PYP）学生组织的游览活动至关重要，因为它们提供了宝贵的学习机会，拓宽视野，发展社交和情感技能，促进经验学习，提高动力，并创造持久的回忆。

Educational visits, field trips and seminars are authorized and may be taken as an extension

of the classroom to contribute to the achievement of the educational goals of the school. While on such excursions, students are to consider themselves as guests and ambassadors

of SAIS. Students must treat teachers, helpers and guides with respect and courtesy.

Schools are required to notify parents and to obtain their written consent in advance.

教育访问，实地考察和研讨会是授权的，可以作为课堂的延伸，以促进学校教育目标的实现。在这样的短途旅行中，学生们将自己视为来宾和深美学校大使。学生必须尊重和礼貌地对待老师、助手和导游。学校必须事先通知家长并获得他们的书面同意。



Appendix 2 附录 2

● Homework in primary school 小学部的家庭作业

Homework in SAIS considered as a critical component of continued learning and development. It is aim to develop students who are knowledgeable, reflective, inquirers, thinkers and balanced. As such, SAIS student will be receiving homework appropriate to their grade level.

在 SAIS 中，作业被视为持续学习和发展的重要组成部分。它旨在培养知识丰富、思考反思、富有需求性、思维能力和平衡性的学生。因此，SAIS 的学生将根据他们的年级水平完成适当的作业。

Purpose of Homework 作业的目的

- Reinforcing and practicing skills learned in the classroom;
- Developing independent learning skills;
- Extending learning beyond the classroom;
- Preparing for upcoming lessons;
- Encouraging parental involvement;
- Assessing understanding and progress;
- Cultivating a strong work ethic;

- 强化和练习在课堂上学到的技能;
- 培养独立学习能力;
- 将学习延伸到课堂之外;
- 为即将到来的课堂准备;
- 鼓励家庭对于学术的参与;
- 评估学生对学习的理解和个人进步;

Rational 合理性

- Promotes a deep understanding of concepts;
- Develops independent thinking and problem-solving skills;
- Enhances time management and organizational skills;
- Encourages self-directed learning;
- Supports inquiry-based learning;
- Facilitates collaboration and communication;
- Develops resilience and perseverance;

- 强化对概念的深入理解;
- 培养独立思考和解决问题的能力;
- 加强时间管理和组织能力;
- 鼓励自主学习;
- 支持探究学习;
- 促进协作和沟通;



➤ **Home Reading Program 家庭阅读计划**

A home reading program is a structured initiative designed to encourage and support reading at home for students. It typically involves assigning reading materials, setting goals, and providing resources to help students engage in regular reading outside of school. Some students are able to select their own books and keep a record of the books they read. The teacher may select books for students who are reluctant readers or those who require a sequential selection.

家庭阅读计划是 SAIS 一项有组织的倡议，旨在鼓励和支持学生在家阅读。它通常包括分配阅读材料、设定目标和提供资源，以帮助学生在校外进行定期阅读。一些学生可以自己选择书籍，并记录他们阅读过的书籍。对于不喜欢阅读或需要按顺序选择的学生，教师可以根据学生的个人兴趣为他们选择合适的阅读书籍。

➤ **Units of Inquiry 探究单元学习**

Students may be asked to engage in simple research for their units of inquiry. Parents are encouraged to discuss the research areas, and help children find out for themselves, but not give immediate answers to questions.

学生可能会被要求为他们的探究课题进行简单的研究。我们鼓励家长积极讨论研究领域，并正确引导孩子自主探究，寻找答案。

➤ **Daily Homework Time Guideline 每日家庭作业建议时长**

Grade 年级	Math 数学	Language Arts 语言	READING 阅读	Chinese 中文作业/阅读
ELE	N/A	N/A	15 mins	15 mins
Kindergarten	N/A	N/A	15 mins	15 mins
Grade 1	10 mins	10 mins	10 mins	10-15 mins
Grade 2	10-15 mins	10-15 mins	10 mins	10-15 mins
Grade 3	10-15 mins	10-15 mins	10 mins	10-15 mins
Grade 4	15-20 mins	15-20 mins	15 mins	15-20 mins
Grade 5	15-20 mins	15-20 mins	15 mins	15-20 mins