



Middle and High School Student Handbook

中学学生手册

2025-2026

Students will... 学生	Parents will... 家长
Please read this handbook carefully and don't hesitate to ask the teachers if you have any questions. 仔细阅读本手册，如有不明之处，需向老师了解清楚。	Please read this handbook carefully and don't hesitate to ask the teachers if you have any questions. 仔细阅读本手册，如有不明之处，需向老师了解清楚。
Be prepared for every school day. 每天上课前需做好准备。	Set their child up and support them to be prepared for the start of the school year. 督促并帮助孩子做好开学准备。
Study hard and always do their best. 努力学习，持之以恒。	Ensure that the school always has all the correct contact information. 确保向学校提供准确的联系方式，并及时更新。
Conduct themselves with dignity and respect others, while following the school rules. 尊重自己也尊重他人，同时不忘遵守校规。	Stay informed about their child's progress and attend parents' conference when needed. 及时了解子女的表现，出席家长会。
Keep trying. Our greatest glory is not in never falling, but in rising every time we fall. 尝试新事物！牢记：困境才能助你成长。	Encourage their child to explore new knowledge and to combine getting education with entertainment. Ensure the students get comprehensive improvement. 鼓励子女探新求知、寓学于乐，实现全面发展。
Try to speak English all the time! Remember, all the subjects in the exams you will be taking will be in English, which require you to have adequate reading comprehension and writing skills. 无时无刻地使用英语！请时刻牢记：你所参加的所有考试都是英语的，你所学的所有科目，不单是英语，都是英语的。所有的这些都要求你掌握大量的英语词汇，具备足够的阅读理解和写作能力。	Support their child's English learning at home by providing them with as many opportunities to practice English as possible. For example: movies, visiting places that require them to use English etc. 在家庭生活中鼓励并尽可能提供机会让孩子多使用英语。比如：看英语电影、到使用英语的地方去旅行等等。
Always show respect to all staff and fellow students at SAIS. 尊重所有教职员工及同学。	Reach out to teachers and staff at SAIS when they feel that they need support. 感到需要帮助时及时联系学校的老师。
Begin to plan academic careers early, and get to know the countries and universities that they are interested in. 及早开始思考未来所学专业，搜索资料了解心仪的国家和学校。	Encourage their children to follow their dreams and their hearts. Students who are passionate about their field of study will excel! 鼓励孩子勇敢追随自己的梦想和心声。兴趣是最好的老师，热爱所学领域的孩子往往更优秀！



Shenzhen American  
International School

Mission & Vision 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和全球化思维的学习环境，让学生培养求知欲、批判性思维技能，并对本地和国际问题有深刻的理解，从而使他们能够成为富有同情心和原则的全球公民。

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:

Grade 年级:

Student Signature 学生签名: :

Date 日期:

Parent Signature 家长签名:

Date 日期:



## Expectations for Parents and Students 对家长和学生的期望

The acknowledgment of expectations is essential to the success of the relationships, between the school, our students and our parents. 达成期望共识对于学校、学生和家長之间关系的成功至关重要。

Parents can expect that we will provide:

家長可以期待我們將提供：

- Qualified, committed and enthusiastic teachers 合格、敬業、熱情的教師
- Well maintained, safe facilities and equipment 維護良好，設施設備安全
- Expectation for high standards of work and behavior 期望高標準的工作和行為
- Regular communication on student progress and happenings within the school 定期與學生溝通學習進度和校內動態
- Personal, Social, and Academic guidance for your child to support them throughout their time in SAIS 在深美期間為您的孩子提供個人、社會和學術指導，支持他們的成長
- Opportunities for parents to be heard and involved 讓父母有機會被傾聽和參與

The school expects parents to:

學校希望家長：

- Take an interest in the academic progress of their children 對孩子的學習進展感興趣
- Regularly check Managebac and Wecom for updates 定期查看 Managebac 和學校企微的更新通知
- Actively participate in parent meetings and attend school events related to their children 積極參加家長會，並參與與他們孩子有關的學校活動
- Provide adequate home study facilities and encourage their child in their studies 提供足夠的家庭學習條件，鼓勵孩子學習
- Support high standards in all areas of student involvement in the school 支持學生在校高標準參與所有領域的活動

Students can expect:

學生可以期待：

- A quality learning environment 優質的學習環境
- Highly motivated teachers who will be prepared and supportive of their learning 上进心强的老师做好准备并支持他们的学习
- Teachers who will show an interest in them 会对他们感兴趣的老师
- Clear guidelines for study and behavior 明确的学习和行为准则

The school expects that students will:

學校期望學生：

- Attend school regularly and punctually 按時按時上學
- Abide by school rules 遵守校規
- Be actively involved in their learning 積極參與他們的學習
- Make use of their talents and abilities 充分利用他們的才華和能力



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Shenzhen American International School proudly offers the Advanced Placement (AP) program, a rigorous college-level curriculum meticulously crafted to empower high school students to earn college credits while still in secondary education. Our institution is dedicated to fostering a robust focus on advancing student learning and delivering an exceptional education experience, facilitated by our devoted and highly qualified faculty and staff.

深美外籍人员子女学校提供高级进阶 (AP) 课程, 这是一项具有大学水平课程, 精心设计, 比一般的高中课程更深入、复杂和详细。学生通过 AP 考试换取的学分, 可以同等换取相应的美国大学学分。我们敬业且高度合格的教职员工致力为学生带来全球的顶尖课程和教育体验。

This handbook serves as your comprehensive guide to acquaint you with our school's diverse programs, regulations, activities, and the comprehensive guidance and support system we provide. 本手册旨在为您提供我们学校的多元化课程、规章制度、活动以及支持体系的全面指南。

At our core, we firmly believe that our instructional program should present abundant opportunities for students to demonstrate their knowledge and capabilities. This principle extends across all academic domains and permeates our wide range of extracurricular and co-curricular activities, creating platforms for students to apply their acquired knowledge and showcase their skills effectively.

我们的核心信仰是为学生提供充分的机会来展示他们的知识和能力。这一原则贯穿于所有学术领域, 并贯穿于我们广泛的课外和课内活动, 为学生提供充分展示他们所学知识和技能的优质平台。

## 1. 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. Academic Assistance 学术辅导

Tutoring Services: We offer after-school tutoring for subjects you may find challenging.

Check the schedule at the learning center. 辅导服务: 我们为你觉得有挑战的科目提供课后辅导服务。请查看学习中心的安排表。

### 2. Counseling and Wellness 心理咨询与健康

1) Counseling Services: Our counselors are here to support you emotionally and socially. Visit them in the counseling office for guidance and advice. 咨询服务: 我们的咨询师在这里为你提供情感和社交支持。请到咨询办公室寻求指导和建议。

2) Wellness Programs: Participate in our wellness workshops to maintain a balanced lifestyle. 健康项目: 参加我们的健康工作坊, 保持平衡的生活方式。

### 3. Special Education Needs 特殊教育需求

Special Needs Support: If you have special learning needs, our team is ready to provide tailored support. Speak with your counselor for more information. 特殊需求支持: 如果你有特殊的学习需求, 我们的团队已准备好提供定制化的支持。请与你的咨询师联系以获取更多信息。

### 4. Extracurricular Opportunities 课外活动机会

Clubs and Activities: Engage with peers through our diverse clubs and activities. Find the list and sign-up details on the school portal. 社团与活动: 通过我们多样化的社团和活动与同伴互动。在学校门户网站上查看列表和报名详情。

### 5. Student Advocacy and Feedback 学生倡导与反馈



- Student Voice: Your opinions matter. Share your thoughts through our student feedback system or participate in student government. 学生声音: 你的意见很重要。通过我们的学生反馈系统分享你的想法, 或参与学生会。
6. Family and Community Engagement 家庭与社区参与  
Parent-Teacher Association (PTA): Stay connected with school updates and events through the PTA. Your participation is encouraged. 家长教师协会 (PTA): 通过 PTA 了解学校的最新动态和活动。我们鼓励你的参与。
  7. Crisis Support 危机支持  
Emergency Protocols: In times of need, refer to the emergency procedures outlined in your student planner. 紧急情况应对: 如遇需要, 请参阅学生计划书中概述的紧急程序。
  8. Resource Access 资源获取  
Library and Media Center: Utilize our library for research and study materials. Our media center offers digital resources to enhance your learning. 图书馆与媒体中心: 利用我们的图书馆进行研究和学习。我们的媒体中心提供数字资源, 以增强你的学习体验。
  9. Technology Resources 技术资源  
IT Support: Need help with school-issued devices or software? Visit the IT helpdesk for quick assistance. 技术支持: 需要帮助解决学校发放的设备或软件问题? 请访问 IT 服务台以获得快速帮助。
  10. Continuous Improvement 持续改进  
Your Feedback Counts: We strive to improve. Share your feedback on the support services through your class representative or the student council. 你的反馈很重要: 我们努力改进。通过你的班级代表或学生会分享你对支持服务的反馈。

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。

## 2. Code Of Student Conduct 学生行为守则

SAIS believes that an effective instructional program requires an orderly school environment, and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents, as well as respect for the local and global community property.

深圳市深美外籍人员子女学校坚信有效的学习需要一个有序的学校环境, 教与学的有效性在一定程度上反映在学生的行为表现上。强调积极的行为营造了相互尊重和欣赏员工、学生和家之间个人差异以及尊重当地和全球社群的氛围。深美希望学生的行为符合他们的成熟程度, 并表现出对其他学生权利和福利的适当尊重。学生应按照所有学校活动所依据的教育宗旨行事, 包括照顾学校设施和设备。深美外籍人员子女学校认为, 学生行为的标准必须通过学生、家长/监护人、教职员工和社区之间的互动来制定, 营造一种鼓励学生在自律和性格发展中成长的氛围。

Students should apply themselves to the learning and application of such life enhancing skills as self-control, conflict management, problem-solving, decision-making, and effective intra-/inter-personal communication. They should also learn to appreciate that negative behavior has its consequences, and that good behavior shapes the desired community environment. Students are encouraged and expected to report all forms of bullying, vandalism, and other abusive acts to a trusted member of staff.

学生应致力于学习和应用, 诸如自我控制、冲突管理、解决问题、决策和有效的个人内部/人际沟通等生活提升技能。他们还应该学会理解消极行为的后果, 以及良好行为塑造理想的社区环境。我们鼓励并期望学生向值得信赖的工作人员报告各种形式的欺凌、破坏和其他虐待行为。



### 3. Message from Principal 校长寄语

Welcome, SAIS Students! I want to extend my warmest greetings as we embark on this exciting journey together in the Middle School (MS) and High School (HS) divisions of SAIS. As we begin this educational adventure, I'd like to share our school's mission and my heartfelt message with you. At SAIS, we are not just any school; we are a community committed to emphasizing holistic education. Our mission goes beyond providing academic knowledge; we aim to nurture your independence and personal growth.

欢迎，SAIS 的同学们！我要在我们一起踏上中学（MS）和高中（HS）部的激动人心的旅程时，向大家表示最热烈的欢迎。在我们开始这段教育之旅时，我想与大家分享一下学校的使命和我衷心的寄语。在 SAIS，我们不仅仅是一所普通的学校；我们是一个致力于强调全面教育的社群。我们的使命不仅仅是提供学术知识；我们也努力培养你们的独立性和个人成长。

During your time at SAIS, our goal is to help you become well-rounded individuals. We encourage excellence not only in academics but also in extracurricular activities and life skills. Our mission is to transform you from passive learners into active participants. This transformation will prepare you for a smooth transition from being teenage students to becoming responsible and competent young adults, fully prepared to excel at renowned universities worldwide.

在你们在 SAIS 度过的时光里，我们的目标是帮助你们成为全面发展的个体。我们鼓励卓越不仅仅体现在学术上，还包括课外活动和生活技能。我们的使命是将你们从被动学习者变成积极参与者。这个转变将为你们顺利过渡，从青少年学生变成具备充分准备，能够在全球知名大学脱颖而出的负责任和有能力的年轻成年人。

When you graduate from SAIS, we hope you will help us fulfill our mission by becoming:

A socially responsible global citizen who respects personal and cultural differences.

A critical thinker who values diverse perspectives and tackles problems with innovative ideas.

A lifelong learner who eagerly embraces challenges.

当你们从 SAIS 毕业时，我们希望你们能帮助实现我们的使命，成为：

一个具有社会责任感的全球公民，尊重个人和文化差异。

一个重视不同观点，用创新思想解决问题的批判性思考者。

一个积极迎接挑战，终身学习的人。

Remember, every great journey begins with a single step. Together, as part of the SAIS community, we will learn, grow, shape the future, and achieve our dreams. I am eager to witness the incredible achievements and milestones that await each of you. Welcome to SAIS, and let's make this journey extraordinary together!

记住，伟大的旅程始于第一步。作为深美的一份子，我们将一起学习、成长、塑造未来，并实现我们的梦想。我迫不及待地期待见证每一个人即将迎来的不可思议的成就和里程碑。欢迎来到深美，让我们一起共创这段非凡的旅程！

### 4. The school's Learner Goals inform all instruction and school activities. 学校的教育目标是一切教育教学活动的宗旨

Global Citizens who - 世界公民

• balance academic achievement with service 将学术成就与服务相结合

• recognize and respect differences in people and cultures. 认识并尊重人与文化的差异

### 5. The School Day Schedule / 学校作息表



Secondary Timetable				
Period	Time	Monday	Tuesday	
Morning Check-in	8:00AM - 8:40AM			
	8:40 AM-8:45 AM			
P1	8:45 AM-9:30 AM			
	9:30 AM-9:35 AM			
P2	9:35 AM-10:20 AM			
	10:20 AM-10:25 AM			
P3	10:30 AM-11:15 AM			
	11:15 AM-11:20 AM			
P4	11:20 AM-12:05 AM			
	12:05 AM-12:50 PM			
P5	12:50 PM-1:35 PM			
	1:35 PM-1:40 PM			
P6	1:40 PM-2:25 PM			
	2:25 PM-2:30 PM			
P7	2:30 PM-3:15 PM			
	3:15 PM-3:30 PM			
ASA	3:30PM-4:30 PM			

## 6. Code Of Behaviour - 4C'S / 学生行为守则——4C 准则

SAIS is a community of students, teaching staff, and administrative staff. In order to gain the greatest benefit from all that this school has to offer, all members have an obligation to themselves, their friends and those who support them to behave in an acceptable and appropriate manner. SAIS 是一个由学生、教职员和行政人员组成的社区。为了充分享受学校所提供的一切，所有成员都有责任以可接受和适当的方式行事，不仅是对自己，还包括对朋友和支持他们的人的责任。

At SAIS we value and respect the 4 C's:  
在深美，我们遵循“4C 准则”：

CARE	COURTESY	COMMITMENT	COOPERATION
关爱	有礼	承诺	合作

CARE means...

关爱：

being sensitive to other people's feelings 能敏感察觉他人感受

managing conflict with other people 能合理处理人际冲突

being honest with oneself and others in the school community 在学校社区，诚实对待自己和他人

handling equipment/books/materials in a responsible manner 负责任地使用仪器/书本/物品

taking pride in the school, e.g. wearing correct school uniform 以校为荣，例如，在不同的场合穿着不同的校服



being responsible for one's own actions 对自己的言行负责

COURTESY means...

有礼:

being well mannered 礼貌待人

acting in a pleasant manner 举止得体

showing respect for oneself, and others 尊重自己和他人

COMMITMENT means...

承诺:

working to the best of one's ability 尽己所能

bringing correct equipment to class 携带合适的学习用品进入课堂

completing homework 完成作业

handing assessment work in on time 按时交作业

being organized and prepared for class 有条理, 做好课前准备

CO-OPERATION means... 合作:

paying attention in class 专心上课

following instructions of teachers and others in authority 听从教师和其他专业人士的指引

being able to work in a group situation 能进行团队协作

being in the right place at the right time 在正确的时间到正确的地点

## 6. STUDENT SUPPORT 学生关怀与支持

The Chinese Homeroom (CHR) and Foreign Homeroom (FHR) have an important role in the pastoral care of the students. They are usually the class supervisor that a student will speak with about their feelings with regards to school life. Over time, the Homeroom teachers should become the people who know the students in their group the best. 班主任在学生关怀中扮演着很重要的角色。通常来说学生会跟班主任直接分享他们对校园生活的看法或者感受。久而久之, 班主任会成为学校里最了解学生的人。

CHR and FHR are vital in maintaining a good relationship between parents and the school as well as supporting the students in dealing with school life. When a teacher has concerns about the effort or attitude of a student in class, they can request that the Homeroom Teacher call and relay the concerns to the parents.

班主任在维系家长与学校的关系中起着至关重要的作用, 学校也会竭尽所能的帮助学生去适应校园生活。当任课老师发现学生的学习态度或者学习成果上有问题时, 会及时告知班主任。班主任确认情况之后会及时跟家长进行反馈及沟通。

The role of the CHR / FHR involves. 班主任的工作包含:

Give individual attention and care to students about their academic study and school life, provide guidance to students for their healthy and wholistic development, lead the efforts in realizing the non-academic development targets set for students.

关注、关心学生个体学习、生活情况, 引导学生健康全面成长, 落实学生非学术发展目标的实现。

Establish and identify positive energy in the homeroom, organize student activities, cultivate student ability and skills in a group context. 做好班级管理、班风建设、组织好班级活动, 使学生作为团队一员发展相关能力。

Liaise between school and parents. 日常家校沟通。



Homeroom teachers	Chinese Homeroom Teacher (CHR)	Foreign Homeroom teacher (FHR)
Middle and High School	Ms. Helen	Mr. Dan

## 7. ACADEMICS / 教务

### Foundation Program G6–8 基础课程 G6–8

Provides a well–rounded and holistic education for students in grades 6–8. This approach ensures that students can develop academically, physically, artistically, and socially, giving them a solid foundation for their overall growth and future success.

为 6 至 8 年级的学生提供全面和整体的教育。这种方法确保学生在学术、体育、艺术和社交方面都能有所发展，为他们的全面成长和未来成功奠定坚实的基础。

#### Subject Offer

English  
Natural Science  
Social Science  
Chinese  
Mathematics  
Art  
Music  
World Languages  
Physical Education  
Computer Science  
ASA (After School Activity)

### High School Program – G9–G12 Advanced Placement (AP)

Offering an AP program in high school provides rigorous college–level courses, potential college credits, and fosters advanced critical skills, benefiting students' readiness for higher education. 在高中提供 AP (大学预修课程) 课程，提供了严格的大学水平课程，有可能获得大学学分，并培养高级的批判性技能，有助于学生为更高的教育做好准备，从而受益匪浅。

4 core subjects and 4 electives for High school. 高中的核心科目 (所有高中学生必修) 包括:

Core subjects ((mandatory for all High School students)

英语, 数学, 自然科学, 社会科学

Option 1: Advanced ESL, English Literature, AP English Composition

Option 2: AP Pre–Calculus, AP Cal AB, AP Cal BC, AP Statistics

Option 3: Biology, Chemistry, Environmental Science and Physics

Option 4: AP Psychology, AP World History, AP Microeconomics,

Option 5: French, Japanese and Chinese

Option 6: AP Arts and Design 2D/3D/Drawing, AP Music Theory, AP Computer Science Principle/A

Option 7: PE



- 选项 1: 高级英语作为第二语言、英国文学、大学先修英语写作
- 选项 2: 大学先修预备微积分、大学先修微积分 AB、大学先修微积分 BC、大学先修统计学
- 选项 3: 生物学、化学、环境科学与物理学
- 选项 4: 大学先修心理学、大学先修世界历史、大学先修微观经济学
- 选项 5: 法语、日语与中文
- 选项 6: 大学先修艺术与设计 (二维 / 三维 / 绘画)、大学先修音乐理论、大学先修计算机科学原理 / 大学先修计算机科学 A
- 选项 7: 体育

## 8. AFTER SCHOOL ACTIVITY (ASA) / 课外活动

Take place after school on Monday to Friday  
from 3:35pm to 4:35 pm  
活动在周一至周五的下午放学后进行,  
时间是从下午 3:35 到 4:35

Minimum Requirements for ASAs and Student Organizations:  
课外活动和学生组织的最低要求:  
Must have academic or social redeeming/measurable value  
必须有可取的/重要的学术或社会价值  
Must have overall objectives and an outcome  
必须要有整体的目标与成果  
Are approved prior to offering by the Student Affairs Office.  
必须经得学生事务处的同意后方可举办  
Must have a supervising teacher or staff member  
必须有教职工作为指导老师



Teacher 's will ... 教师的职责:  
Take attendance.  
检查出勤情况  
Plan activities  
规划活动  
Keep students on track  
确保学生的活动参与情况  
Be on time for every activity  
准时参加每次活动  
Stay until the end  
全程参与每次活动  
Keep students until the end  
不允许学生提前离开  
Hold students accountable for participation  
确保学生的活动参与度  
Think about a possible showcase for the session  
有效展示活动成果  
Report any issues to the Class tutor  
及时向班主任汇报相关情况

Students will...  
学生应当:  
Always show respect for the SAIS adult sponsor running the ASA, organization  
尊重每一位带领、参与课外活动、学生组织的指导老师  
Be on time for class/practice/event etc.



按时上课/参加训练/参加活动等

Stay until the end

完整参与每项/每次活动

Have a good attitude

抱以积极的态度参与每项/每次活动

Make the most of this time

充分利用每次活动的时间

Contribute positively to the class/group/team

积极主动地为自己的班/组/队努力付出

Once have committed, follow through! 有始有终, 坚持到底!

## 9. REPORT CARDS AND GRADING / 成绩单和平均成绩的计算

Grades/成绩

There are two semesters in one year

Semester 1

Quarter 1 (August 18 to October 24)

Quarter 2 (October 25 to January 9)

Semester 2

Quarter 3 (January 10 to March 31)

Quarter 4 (April 1 to June 11)

一年有两个学期:

• 第一学期

第一季度 (08月18日至10月24日)

第二季度 (10月25日至1月9日)

• 第二学期

第三季度 (1月10日至3月31日)

第四季度 (4月1日至6月11日)

Semester 1	Quarter 1	Quarter 2	
	Class Grade	Class Grade	Midterm Exam Grade
Semester 2	Quarter 3	Quarter 4	
MS G6–G8	Class Grade	Class Grade	Final Exam Grade
HS G9–G12	Class Grade	Class Grade	Mock/Final Exam Grade (April) + Final Project Grade (Jun)

Quarter 1 and 3 planning (No major Exam)

Class Grade:

project work/ topical tests/ group work/ online work/ presentations/ research/ debates etc.

All assessments will be recorded on Managebac.

第一和第三季度的规划 (无主要考试)

班级成绩评估:

- 项目作业/主题测试/小组作业/在线作业/演示/研究/辩论等。
- 所有评估结果将被记录在 Managebac (课程管理系统) 中。



Quarter 2 and Quarter 4:  
Class Grade and Examination  
第二季度和第四季度:  
班级成绩和大考试

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## 10. Grade Point Average (GPA)

GPA stands for "Grade Point Average," and it is a numerical representation of a student's academic performance in a specific educational institution or program. GPAs are commonly used in schools, colleges, and universities to assess and quantify a student's overall academic achievements. The GPA scale varies from one educational institution to another, but it typically ranges from 0 to 4.0 in the United States and Canada, with variations in other countries.

GPA 代表“平均绩点”，它是学生在特定教育机构或课程中学术表现的数字表示。GPA 通常用于学校、大学和大学，以评估和量化学生的整体学术成就。GPA 的评分标准因教育机构而异，但在美国和加拿大通常在 0 到 4.0 之间，其他国家可能有所不同。

Here's how GPA is generally assessed:  
以下是一般评估 GPA 的方式：

Grades for Individual Courses: In most educational systems, each course a student takes is assigned a grade based on their performance. Common letter grades include A, B, C, D, and F (or their equivalents). These letter grades are associated with a numerical value on the GPA scale.

单个课程的成绩：在大多数教育体系中，学生所选的每门课程都会根据他们的表现分配成绩。常见的字母分数包括 A、B、C、D 和 F（或它们的等价物）。这些字母分数与 GPA 评分标准上的数字值相关联。

Example GPA scale in the US:

A: 4.0  
B: 3.0  
C: 2.0  
D: 1.0  
F: 0.0

美国的示例 GPA 评分标准：

A: 4.0  
B: 3.0  
C: 2.0  
D: 1.0  
F: 0.0

Course Credits: Courses often carry different credit values depending on their complexity and duration. For example, a standard course might be worth 3 credits, while a more advanced course could be worth 4 or more credits. Credits are used to determine the weight of each course in the GPA calculation.

课程学分：课程通常根据其复杂性和持续时间具有不同的学分值。例如，标准课程可能价值 3 学分，而更高级的课程可能价值 4 学分或更多。学分用于确定 GPA 计算中每门课程的权重。

GPA Calculation: To calculate GPA, you multiply the numerical value of each grade by the number of credits for the course and then sum these values. The total



is divided by the total number of credits taken. The formula is generally:

GPA 计算: 要计算 GPA, 您需要将每个课程的分数字值乘以课程学分的数量, 然后将这些值相加。总和除以所修学分的总数。一般的公式如下:

For example, if a student earned the following grades and credits in four courses:

Course 1: A (4.0 GPA) with 3 credits

Course 2: B (3.0 GPA) with 4 credits

Course 3: C (2.0 GPA) with 3 credits

Course 4: A (4.0 GPA) with 3 credits

例如, 如果一个学生在四门课程中获得了以下分数和学分:

课程 1: A (4.0 GPA), 学分 3

课程 2: B (3.0 GPA), 学分 4

课程 3: C (2.0 GPA), 学分 3

课程 4: A (4.0 GPA), 学分 3

$$\text{GPA} = ((4.0 * 3) + (3.0 * 4) + (2.0 * 3) + (4.0 * 3)) / (3 + 4 + 3 + 3)$$

$$= (12 + 12 + 6 + 12) / 13 = 42 / 13 \approx 3.23$$

$$\text{GPA} = ((4.0 * 3) + (3.0 * 4) + (2.0 * 3) + (4.0 * 3)) / (3 + 4 + 3 + 3)$$

$$= (12 + 12 + 6 + 12) / 13 = 42 / 13 \approx 3.23$$

Weighted GPA: In some educational systems, GPAs may be weighted to account for the difficulty of courses. For instance, honors or advanced placement (AP) courses may have a higher point value to reflect their increased rigor. Weighted GPAs can exceed the standard 4.0 scale.

加权 GPA: 在某些教育体系中, GPA 可能会加权以考虑课程的难度。例如, 荣誉或高级课程 (AP) 可能具有更高的分值, 以反映它们的严格性增加。加权 GPA 可以超过标准的 4.0 评分标准。

Cumulative GPA: The cumulative GPA represents a student's overall academic performance across all courses and semesters. It's calculated by considering all courses taken up to that point in a student's academic career.

累积 GPA: 累积 GPA 代表学生在所有课程和学期中的整体学术表现。它是通过考虑学生学术生涯中截止到该时点的所有课程来计算的。

Overall, GPA serves as a standardized way to evaluate and compare students' academic performance, making it easier for institutions to assess eligibility for scholarships, admissions, and other academic opportunities.

总之, GPA 作为一种标准化的方式, 用于评估和比较学生的学术表现, 使教育机构更容易评估荣誉、奖学金、入学和其他学术机会的资格

当然, 这是根据您指定的修改后的权重分配的 GPA 计算, 带有英文和中文翻译:

Academic Achievement (90%): 学术成就 (90%) :

Attendance (10%): 考勤 (10%) :

This category evaluates students' attendance and contributes 10% to the overall GPA. 这个类别评估学生的出勤情况, 占总 GPA 的 10%。

With this modified weight distribution: 有了这个修改后的权重分配:

$$\text{Overall GPA} = (\text{Academic Achievement} * 90\%) + (\text{Attendance} * 10\%) \quad \text{总 GPA} =$$

$$(\text{学术成就} * 90\%) + (\text{考勤} * 10\%)$$

## 11. Academic Integrity 学业操守

SAIS students are expected to maintain the highest standards of academic integrity. It is expected that students complete their own work. If they choose to use another person's work, they must properly cite all sources.



深美学校对学术诚信有着最高的期望。我们期望学生能够独立完成他们的学业任务。如果他们选择引用他人的作品，必须正确注明所有引用来源。

Importance and Consequences 重要性与后果:

Maintaining academic integrity is of utmost importance in an educational institution like SAIS. Here's why:

重要性与后果:

在像 SAIS 这样的教育机构中，保持学术诚信至关重要。以下是原因:

Fosters a Culture of Learning: Upholding academic integrity fosters a culture of genuine learning and knowledge acquisition. It encourages students to engage with the material, think critically, and develop their skills.

培养学习文化: 坚守学术诚信培养了真正学习和知识获取的文化。它鼓励学生参与材料，进行批判性思考，并发展他们的技能。

Ensures Fairness: It ensures fairness among all students, as everyone is held to the same standards. When students are honest about their work, it guarantees that grades reflect true abilities.

确保公平: 它确保了所有学生之间的公平，因为每个人都受到相同的标准约束。当学生对他们的工作诚实时，它保证了成绩反映真实的能力。

Promotes Ethical Behavior: Encouraging academic honesty instills ethical behavior, which extends beyond the classroom and into students' future careers and lives.

促进道德行为: 鼓励学术诚实有助于培养道德行为，这超越了课堂，延伸到学生未来的职业和生活。

Builds Trust: Academic integrity is the foundation of trust within the educational community. Trust is crucial between students, faculty, and administrators.

建立信任: 学术诚信是教育界内部信任的基础。在学生、教职员工和管理者之间，信任至关重要。

Consequences of academic dishonesty are also significant:

学术不诚实的后果也很严重:

Zero on Assignments: As stated in the policy, using another person's work without proper citation can result in receiving a zero on the assignment, which can significantly impact a student's overall grade.

作业得零分: 如政策所述，未正确引用他人的作品可能导致在任务上获得零分，这可能会严重影响学生的整体成绩。

Academic Probation: Repeated violations of academic integrity may lead to academic probation or even expulsion from the institution.

学术审查: 反复违反学术诚信规定可能导致学术审查，甚至可能被开除出学校。

Damage to Reputation: Academic dishonesty can harm a student's reputation and future academic and professional prospects.

声誉受损: 学术不诚实可能会损害学生的声誉和未来的学术和职业前景。



## 12. General Guidelines for Student Behaviour 学生行为准则指引

- All SAIS community members are to be treated with respect.  
所有 SAIS 社区成员都将受到尊重;
- All students are to be involved in their own personal discipline. SAIS seeks to help students to develop appropriate self-management skills, social skills and modes of personal behavior.  
所有学生都要参与到自己的个人纪律管理中来。SAIS 旨在帮助学生培养适当的社交技能和个人行为模式;
- All students are expected to model the learner profile and as such to use common courtesy, good manners and show respect for themselves, their peers and elders and be responsible member of the SAIS community.  
所有学生都应仿效学习者培养目标的形象, 例如, 使用共同的礼貌、礼貌和尊重自己、同龄人和长辈, 并成为 SAIS 社区负责任的成员;
- All students could propose amendments to the SAIS school expectations.  
所有学生都有机会对 SAIS 学校的期望提出修正;
- Where students do not meet the schools' expectations, support will be provided for students to assist students in meeting the SAIS behavior expectations. Behavioral expectations must be understood and will be implemented consistently by teachers. SAIS follows a set of logical consequences, which are used to respond to behaviors not meeting the schools' expectations. (See the Behavior Expectations and Consequences section, below).  
如果学生不符合学校的期望, 学校将支持学生帮助其达到深美的行为期望。行为期望必须被理解, 并由教师始终如一地执行。深美遵循一系列逻辑后果, 这些后果用于对不符合学校期望的行为做出响应(请参阅下面的行为期望和后果部分)。
- The behavior code is applicable during the school day, coming to and from school on the school buses, on school trips and at all events organized by the school.  
行为守则适用于学校日、校车往返学校的路途中、SAIS 旅行以及学校组织的所有活动;
- Parents will be informed when a student's behavior is causing serious concern.  
当学生的行为引起严重关切时, 家长会被告知。

### Student Essential Agreement 学生公约

#### Daily Etiquette 每日常规礼仪

- Students shall put the safety and health of themselves and others to the first place in daily behavior.  
学生应始终把自身及他人的生命安全健康放在校园生活的首位;
- Students always dress according to the school's uniform policy appropriately.  
学生应按照学校的统一规范着装, 并时刻保持适当的行为;
- Students shall knock before entering office doors.  
学生在进入办公室门前应敲门;
- The teacher's desk and personal space is off limits to all students.



教师的课桌和个人空间对所有学生都是禁区；

- Students shall not criticize and ridicule teachers in any way.

学生不得以任何方式批评和嘲笑教师；

- Students must actively keep the school campus clean; no spitting or littering.

学生必须积极保持校园清洁：没有随地吐痰或乱扔垃圾；

- Students are encouraged to observe Love, Care and Support for all students.

鼓励学生遵守对所有学生的爱、关心和支持；

- Students shall always maintain school property in good condition and should not deface, or graffiti on school property.

学生应时刻保持对学校财产良好状况的维护，不得在学校财产上涂污、涂鸦；

- Students will make effort to conserve electricity, and water and other public resources.

学生应努力节约电力、水和其他学校资源。

#### Class Etiquette 课堂礼仪

- 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。

#### PE Class Etiquette 体育课礼仪

- Students must wear appropriate clothes and shoes for P.E. and sporting activities.

学生必须穿合适的衣服和鞋子参加体育和体育活动。

- Students can only use sports equipment with the permission of the teacher.

学生只能在获得老师许可的情况下使用运动器材。

- Students are not allowed to do dangerous sports or activities.

学生不得从事危险的运动或活动。

- Students must warm up before doing exercise.

学生在做运动前必须热身。

- Students always follow instructions from teachers.

学生总是遵从老师的指示。

#### Break Etiquette 课间礼仪

- Students are not allowed to rest in recess area without teachers' presence.

在没有老师在场的情况下，学生不得在课间休息。

- Students shall maintain moderate exercise in the activity of recess area.

学生在课间休息区活动时应保持适度运动。

- Students cannot overexert themselves and be too tired for their classes.

学生不能过度疲惫而影响上课状态。

- Students shall always use the right side of the stairs to avoid accidents.

学生应始终使用楼梯的右侧以避免事故。

- After break and lunch times students should go back to class in an orderly manner.



#### Break Etiquette 课间礼仪

课间休息和午餐时间过后，学生应排队有条不紊地返回课堂。

- In case of accidents, students shall immediately inform the duty teachers.  
发生事故时，学生应当立即通知值班教师。

#### Public Places Etiquette 公共场合礼仪

- Students shall wear school uniforms or dress appropriately as required during the event.

学生应在活动期间穿校服或穿着得体。

#### Public Places Etiquette 公共场合礼仪

- Students shall take the initiative to greet the teachers and walk quietly when entering the campus or on the hallway.

学生应在入校时或走廊主动向老师打招呼以及安静行走。

- In case of meeting other visitors, students shall greet them first and then shake hands with them after they offer their hands.

遇到其他来访者时，学生应问候并与他们握手。

- During the process of handshaking, students shall look at the other person's eyes and smile naturally and greet them with a friendly expression and natural and generous attitude.

在握手的过程中，学生应该看着对方的眼睛，自然地微笑，用友好的表情和自然而大方的态度迎接他们。

- Students shall respond to any kind greeting politely instead of completely ignorant. Students shall raise the hand, nod and bow to greet the acquaintance in various occasions.

学生应礼貌地回应任何问候，而不是完全无礼。学生应举手、点头和鞠躬，在各种场合迎接朋友。

#### Canteen Etiquette 餐厅礼仪

- Students 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 try 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。

#### Assembly Etiquette 集会礼仪

- Students must arrive in time for assemblies and sit in their assigned seats.

学生必须及时到达集会，坐在他们指定的座位上。

- Once inside the assembly hall students are not allowed to go in and out without permission.

一旦进入会场，学生不得未经许可进出。

- After assembly is over students will leave in an orderly fashion.

集会结束后，学生们将有序地离开。

- Students should pay attention and participate fully in assembly activities.

学生应重视并充分参与集会活动。



- During assemblies' students should respect our teachers and remain orderly and quiet.  
在周一的集会上，学生们应该尊重我们的老师，保持秩序和安静。

#### ASA Etiquette 课外课礼仪

- 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。
- 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。

#### 13. CLASSROOM ROOM CLEANLINESS / 教室卫生

Note: Students are expected to ensure that the classroom stays clean, and not to touch the property of the teachers stored in the room. Touching or borrowing items from a teacher's desk or shelves is not permitted without specific permission.  
提醒：学生应当确保教室整洁，不随意触碰老师放在教室的物品资料。未经允许，不得随意移动或借用教师桌面或柜子的物品。

Students are expected to respect all classrooms that they use which means leaving the room neat and tidy.  
学生应当爱护教室环境，时刻保持教室整洁。  
All rubbish should be placed in bins.  
垃圾应当扔进垃圾桶。

#### Eating and Drinking in the classroom 教室内饮食

Drinks taken into the classroom should be in reusable flasks. Cartons, cans, and disposable bottles are not permitted. 饮料必须装在可多次使用的水杯中。不得携带一次性饮料盒、罐、瓶进入教室。

Students are expected to fill up their bottles before lessons begin, and to be in their classrooms on time for the start of the lesson. 学生应当在课前打水，确保按时回到教室上课。

It is not permitted to eat food in the classrooms at any time of the day.  
任何时间都不允许在教室内吃东西。

Prohibited food and drink items may be confiscated without any additional warnings.  
违反规定带入教室的食品和饮品将被直接没收



10 Steps to a Clean Classroom!  
十个步骤打扫教室

Arrange the tables in the correct order

按序整齐摆放书桌；

Put all the chairs under the desks 所有椅子推在在桌子下面；

Sweep the floor 扫地；

Ensure that the bin is clean and tidy. 确保垃圾桶干净整洁；

Double check the insides of desks, clearing rubbish, books and other items

再次检查抽屉，清理垃圾、书本或其他物品；

Put all rubbish in the bin and never in the mop bucket

垃圾需倒进垃圾桶，不得留在垃圾铲里；

Empty the rubbish bin if full. 及时清空垃圾桶；

Tidy and wipe down the teacher desk. 保持讲台整洁；

Clean/wipe the blackboard and white board.

清洁/擦拭黑板和白板；

Mop the floor with cleaning solution.

地板须扫拖干净。



#### 14. Campus Cleanliness 校园环境卫生

Good campus environmental sanitation is a necessary condition for school education and teaching activities. 良好的校园环境卫生是学校教育教学活动的必要条件。

• Responsible for your learning area clean every day, keep the whole day clean and tidy. And regularly participate in the school wide cleaning.

对自己的学习区域卫生包干负责，天天打扫，保持全日整洁干净。并定期参与搞全校性卫生大扫除。

• Students should consciously maintain public health and resolutely implement the "three non-requirements of hygiene": do not spit, do not litter such as paper bags, do not bring off-campus garbage into the campus.

自觉维护公共卫生，坚决执行“卫生三不要求”：不随地吐痰，不乱丢纸屑包装袋等垃圾，不把校外垃圾带入校园。

• Take your trash away and put the chair back under the desk neatly when you leave.

当离开时自己的垃圾自己清走，椅子要推回桌子下归位整齐。

• Your desk surfaces and desk drawers are neatly arranged.

自己的课桌面和桌抽屉的物品摆放整齐。

• If you find disorderly piles of papers in the public area and see them in irregular

arrangement, help to throw them into the trash can and arrange them neatly.

如果经过公共区域发现有乱堆的纸张和看到不整齐摆放的，学生应协助随手丢到垃圾桶和摆放整齐。

#### 15. Standards of Students' Behaviour 学生行为规范 Unacceptable behavior 不可接受的行为

Given that students have a right to be in an orderly and safe learning environment, they are expected to behave, both inside the school premises as well as on school buses, in a friendly and orderly manner and to show respect for all people and property. Unacceptable behavior in such contexts includes repeatedly disrupting the class, shouting, leaving the class without authorization, showing disrespect for teachers and other students, lingering, failure to do work to the best of one's ability, fighting, using inappropriate language, playing rough, behaving disrespectfully with others, throwing objects at others, bullying someone and indulging in acts of vandalism. Verbally abusing a teacher can lead to compulsory expulsion immediately in the light of seriousness.

鉴于学生有权在一个有秩序和安全的学习环境中学习，他们应在校舍内和校车上表现友好和有秩序，并尊重所有人和财产。在这种情况下，不可接受的行为包括反复扰乱课堂、大喊大叫、擅自离场、不尊重老师和其他学生、拖延时间、未能尽最大努力学习、打架、使用不恰当的语言、玩粗暴、对他人不尊重、向他人投掷物品、欺凌他人和肆意破坏。其中辱骂老师视情节严重会直接导致即刻强制性退学。

#### 16. School work 学校作业

Students must work to the best of their ability. Failure to demonstrate effort, interest, and pride in one's work results in unacceptable standards.

学生们必须尽其所能学习。没有表现出对作业的努力、兴趣和自豪，就会导致无法接受的标准。



### Changing Classes between Lessons 课间换课

When it is necessary to move between lessons this should be done quickly and orderly. No lingering should be allowed. Teachers and T.A.'s should ensure that the class group is not left unsupervised for an unreasonable length of time. Students are expected to abide by school rules.

当需要在课间转移时，应该迅速而安静地完成。不允许有任何拖延。教师和助教应确保班集体在无理时间段内不可出现无人监督的情况。学生应该遵守校规。

### Organized Excursions 组织的出游

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。

### Property 资产

Students are expected to respect such school property as furniture, buildings, books, materials and equipment. Students have an important role to play in ensuring that the physical environment is kept clean and attractive. Students are responsible for schoolbooks and other educational materials and equipment in their possession and are not to deface or damage them. Fines will be charged for any damage or loss. In case of intentional damage to school or personal property of others, such behavior renders parents or guardians liable for restitution. Fines equivalent to the minimum cost of the item damaged or destroyed will be charged. Incidents of pilfering will be dealt with in a similar manner.

学生应尊重学校的家具、建筑、书籍、材料和设备等资产。学生在确保物理环境保持干净和有吸引力方面发挥着重要作用。学生对自己所拥有的教科书和其他教育材料及设备负责，不得污损或损坏。如有损坏或遗失，将收取罚款。如果故意损坏学校或他人的个人财产，父母或监护人承担赔偿责任。将收取相当于物品损坏或销毁的最低费用的罚款。盗窃事件将以类似方式处理。

### Lunch and food 午餐和食物

For all students' safety, we will not permit the delivery of food and drinks during the school day. Students may purchase food from the school food provider or bring a lunch to school, they may not "order in". This includes coffee and other drinks. In general, we like to encourage healthy habits among our students. Please do not allow your child to bring candy or junk food to school. Class parties or school organized events, such as Halloween, are the exception.

为了所有学生的饮食安全，深美不允许学生在校期间订外卖食物和饮料。学生应订学校餐或自带午餐到学校，而不允许叫外卖餐，包括咖啡等饮料。总的来说，我们鼓励学生养成良好的健康饮食习惯。请不要给孩子带糖果或垃圾食品来学校。班级派对或学校组织的活动比如万圣节等除外。

Students are expected to have their lunch in school. Only on rare occasions are students allowed to go home for lunch. In such a case, students are to have a written request from their parents. Students who have obtained permission to leave the school at lunchtime must sign out and in at a designated office and be



picked up by their parents.

学生应该在学校吃午饭。只有在极少数情况下，学生才被允许回家吃午饭。在这种情况下，学生必须得到父母的书面要求。获准在午餐时间离校的学生必须在指定的办公室签到并由家长来接。

### Behavior in Common Areas 公共场所的行为

While in the corridors, canteen, play area and other common areas, students are expected to behave as they would in class. Standards of behavior and hygiene in toilets to be taught and followed through where required.

而在走廊、创客空间区域、食堂、游乐区和其他公共区域，学生们应该像在课堂上一样的表现。厕所的行为和卫生标准应予以教育，并在需要时予以遵守。

### Bullying 欺凌

All forms of verbal and physical behavior that is meant to hurt, intimidate or jeopardize the integrity and the dignity of a person, such as name calling, ridiculing, taunting, threatening and use of physical violence are all forms of bullying. Bullying of any kind is strictly forbidden in SAIS and the necessary measures to prevent and stop such acts shall be taken by staff immediately. All cases of bullying should be reported to the principal.

旨在伤害、恐吓或危害一个人的完整性和尊严的所有形式的言语和身体行为，如辱骂、嘲笑、嘲弄、威胁和使用身体暴力，都是欺凌的形式。学校严禁任何形式的欺凌行为，老师应立即采取必要措施防止和制止此类行为。所有欺凌行为都应向校长报告。

### Prohibited items 禁止携带物品

Any object that can cause physical or moral harm is absolutely prohibited. 任何可能造成身体或精神伤害的物品都是绝对禁止的。

### Valuable items 贵重物品

Students are responsible for their own property and should not bring valuables or excessive amounts of cash to school. Students should use re-usable containers. 学生对自己的财产负责，不得携带贵重物品或过多现金到学校。学生应使用可重复使用的物品。

### Smoking and Alcohol Use 吸烟和饮酒

Students are absolutely prohibited from smoking, consuming alcoholic drinks, and using substances prohibited by law. Under no circumstances should school personnel imbibe alcoholic drinks or smoke on the school premises in the presence of students.

学生绝对禁止吸烟、饮酒和使用法律禁止的物质。在任何情况下，学校人员都不应在校园内饮酒或吸烟。

### Pornographic materials 色情材料

Such materials are absolutely prohibited by law and sanctions will be applied against any student responsible for their possession, dissemination and sale.

这些材料是绝对被法律禁止的，任何对持有、传播和销售这些材料负责的学生都将受到制裁。

### Weapons/dangerous objects 武器/危险物品

Sharp objects, knives and other weapons which can be used to threaten, bully or harm others are absolutely prohibited from the school premises, during travel to and from school, and during school excursions. Sanctions will be applied.

锋利的物体，刀具和其他武器，可用于威胁，欺负或伤害他人是绝对禁止进入



校园，在往返学校期间，在学校短途旅行。制裁将会实施。

## 17. Student ID & Locker Key 学生卡和书包柜钥匙

SAIS issues a student ID card and assign a locker to each registered student. Students should be responsible for their IDs and wear it as requested. If the student lost his/her student ID and/or it was damaged, parents can request to make a new one from Admin office. This will be charged at 50RMB per ID card. The locker key shall be returned to school by the end of school year. The student shall pay 50rmb/key if it's lost or not returned in time.

学校会发一张学生卡给每一位注册学生。学生应该保管好自己的学生卡并按要求佩戴。如果学生卡遗失或破损，家长可以向行政办申请制作新卡，新卡费用为50元一张。学生在学年末需要交还书包柜钥匙，如未及时归还或遗失须补交50元/个钥匙，便于学校重新配锁。

## 18. Encouragement, Affirmation and Rewards 鼓励、肯定和奖励

Any system of sanctions that is in operation should be matched by a very strong and frequently used positive encouragement and affirmation structure. Reinforcement of good behavior takes place when it is recognized, acknowledged and supported. Such a system is not just a matter of issuing merits. It is a question of sensible use of language in one's everyday interactions with students and of communicating the value one attaches to good behavior. Such an approach has the potential of reducing insecure students seeking attention by joining disaffected others. The operation of a system that combines encouragement, affirmation and rewards with sanctions must be constant and consistent. The most crucial phase of any scholastic year are the first few weeks at which point it is made clear to students what is expected of them and how behavior can be rewarded or sanctioned.

任何正在实施的处置制度都应非常有力和经常使用的积极鼓励和肯定结构相匹配。当良好行为得到认可、承认和支持时，就会得到强化。这样的制度不仅仅是一个颁发荣誉的问题。这是一个在与学生的日常互动中合理使用语言的问题，以及传达一个人对良好行为的重视。这种方法有可能减少缺乏安全感的学生通过加入心怀不满的其他人来寻求关注。鼓励、肯定和奖励与处置相结合的制度的运作必须是持续和一致的。任何一学年最关键的阶段都是头几周，在这段时间里，学生们清楚地知道对他们的期望是什么，以及如何奖励或惩罚他们的行为。

## 19. Sanctions 违规干预

Good conduct in class and around the school is of paramount importance. It reflects the attempt by the whole school community to present a positive image of itself as a caring, learning community. Conduct that is not conducive to this aim is deemed unacceptable. It is accepted that there is a need for sanctions to register disapproval of unacceptable behavior in class and around the school. The application of sanctions cultivates a purposeful atmosphere and drives the message home that offenses will be dealt with in support of most of the school community who conduct themselves well.

在课堂上和学校周围的良好品行是至关重要的。它反映了整个学校社区试图呈现一个积极的形象，作为一个关心，学习社区。不利于实现这一目标的行为是不可接受的。人们普遍认为，有必要对课堂上和学校周围不可接受的行为进行处罚，以表示不赞成。实施制裁可以培养一种有目的的氛围，并向学生传达这样的信息：犯罪行为将得到处理，以支持大多数表现良好的学校社区。



## Principles underlying sanctions: 处分的基本原则:

- founded on respect for the fundamental principle of certainty.  
基于对确定性基本原则的尊重;
- imposed equitably and on the basis of respect for the human rights of the persons concerned; 在尊重有关人员人权的基础上公平地实施;
- flexible enough to take account of individual circumstances.  
充分灵活地考虑到个人情况;
- attempt to stem misbehavior as soon as it occurs.  
一旦不当行为发生, 就试图制止;
- rather than determining a set of sanctions for specific misbehavior, we distinguish between minor, serious and very serious acts.  
我们没有针对特定的不当行为制定一套处置措施, 而是将轻微、严重和非常严重的行为区分开来;
- provide a clear explanation be given to students about the rationale for and nature of sanctions.  
向学生提供关于处置干预的理由和性质的明确解释;
- provides school personnel with an opportunity to vary and negotiate both upwards and downwards, reflecting a commitment to deal with students as individuals.  
为学校人员提供了向上和向下变化和协商的机会, 反映了将学生作为个体对待的承诺;
- does not punish the whole group (class), unless the whole group was involved in the incident.  
不惩罚整个群体(班级), 除非整个群体都参与了事件;
- is a learning opportunity that reinforces good behavior.  
本身就是一个强化良好行为的学习机会。

Parents should be kept fully informed from the outset of instances of serious or very serious. Misbehavior on the part of their children and their co-operation in tackling the problem requested. They should be involved at an early stage rather than as a last resort measure.

家长应从一开始就充分了解其子女的严重或非常严重的不当行为, 以及他们在处理所要求的问题时的合作。他们应该在早期阶段参与, 而不是作为最后的手段。

### Level 1 sanctions 一级措施

for minor offences that are one-off or infrequent.

只犯过一次或不常犯的轻微违纪

- Reminders of school rules and of classroom standards and expectations.  
提醒学生遵守校规、课堂标准和期望
- Quiet word, aside from other students, a verbal rebuke, or a reprimand for failing to meet standards.  
从其他学生中单独出来安静谈话, 对未达到的期望进行口头警示

### Level 2 sanctions 二级措施

for more serious types of incidents or an accumulation of incidents of misbehavior.

较严重的事件或累积的不当行为事件;

- the pupil may need to be moved within the classroom, or taken off task  
学生可能需要在教室内移动, 或脱离任务
- time-out: 暂停静坐
- students removed from class for a cooling-off period (should not be left in an unsupervised situation), could sit outside of the classroom for some tasks.  
离开课堂进行冷静期的学生(不应留在无人监督的情况下), 其可以在教室外静坐



自习;

- provide such students with a meaningful task such as cleaning up one's own mess

为这些学生提供一项有意义的任务，比如收拾自己的烂摊子

- documenting incident(s) 记录事件
- written note to parents on Managebac or Wecom; 或微信上给家长的书面通知;

- responded by parents acknowledging the case 家长回复确认事件
- parent conference 家长会

### Level 3 sanctions 三级措施

for very serious offences. 严重违纪

sending students to the principal 把学生送到校长那里

suspension from the rest of the day's lessons; 停课当天其余课程;

temporary change of class; 临时换班;

suspension for a few days: such a sanction can only be authorized and applied by the principal after the student's parent or guardian has been informed.

休学几天:只有校长授权并在通知学生的父母或监护人后才能执行。

expulsion: this should be resorted to only in the most extreme cases of indiscipline and only after every effort at rehabilitation and every other sanction exhausted.

开除:只有在最极端的违纪情况下，只有在尽一切努力恢复名誉和用尽所有其他处置干预措施后，才应采取开除措施。

All sanctions will be recorded on Student's file. 所有处分将记录在学生档案。

### Infractions and Consequences 违纪及处分说明

Infrequent infractions that are specified within the classroom expectations, when they arise in the classroom, must be resolved immediately, respectfully, and responsibly according to the classroom expectations by both the teacher and the student, and recorded in WeCom and Managebac.

在教室守则中明确规定的不常见违规行为，在课堂中出现时，必须由教师和学生立即、恭敬和负责地根据课堂守则解决，并记录在企业微信中。

Repeated failure and/or blatant refusal to comply with classroom expectations, violations to school rules and regulations may result in increased severity of the consequence per occurrence, and must be dealt with following the procedure:

学生若屡次违规和/或公然拒绝遵守课堂守则及违反学校规章制度，可能导致每次违规后果加重，必须按照以下程序处理：

Infraction should be recorded immediately in WeCom and Managebac and reported to the Homeroom teacher. The student is asked to be outside the classroom for no more than 10 minutes as a quiet reflection time, but he/she cannot wander around the campus.

违规行为应立即在企业微信中记录，并报告给班主任。学生被要求在课堂外静坐不超过10分钟，以进行反思，但不得在校园内漫游。

The Homeroom teacher should consider the severity of the infraction, other factors surrounding the incident, and the past record of the same or similar infractions. Then, evaluate the severity of the infraction, determine the consequences according to the code of conduct suggested, and report the issue and consequences to the school principal(s).

班主任应考虑违规的严重程度、事件周边的其他因素以及过去相同或类似违规的记录。然后，评估违规的严重程度，根据下表的行为准则确定后果，并将问题和后果报告给校长。



If the possible consequences include disciplinary warning, severe disciplinary warning, in-school suspension, out-of-school suspension, probationary enrollment in further study (Middle school), or school expulsion (High school) according to the code of conduct table below, the Homeroom teacher must involve the school principal to determine a consequence for the infraction.  
如果可能的后果包括纪律警告处分、严重纪律警告处分、校内停课、校外停课、劝退或开除，则班主任必须让校长参与确定违规后果。

Possible consequences for breaches of academic honesty policy, electronic devices usage agreement, attendance policy, and student personal presentation policy are all listed in policies compiled in this student handbook.  
违反学术诚信政策、电子设备使用协议、出勤政策和学生个人形象政策可能产生的后果都列在本学生手册中编撰的政策中。

## 20. Policies: 政策

### Dress Code Policy 着装政策

At SAIS, each student serves as a representative of both them and the school community. Wearing uniforms symbolizes a positive attitude, collective respect, and campus culture.

在深美，所有学生上学和参加与学校相关的活动时均应穿着校服。这样不仅能够加强学生对学校的自豪感，还能加深他们对学校社群的归属感。

Purpose of the Dress Code: 着装规范的目的

Encourages students to maintain a positive self-image and awareness of appropriate presentation.

鼓励学生保持积极、文明的形象，以优雅的仪态展现青春、健康、阳光、活力的学生风采。

Eliminates potential issues of inappropriate or offensive attire.

消除不当或冒犯性着装的潜在问题。

Establishes a safe and disciplined learning environment.

建立安全、有纪律的学习环境。

### Uniform Rules: 校服规则

Uniforms are mandatory from Monday to Thursday; students can wear personal clothing on Fridays.

周一到周四每天必须穿校服，周五学生可以穿个人服装。

Uniforms should be worn to all school-related events, including off-campus activities and celebrations. 学生上学和参加与学校相关的活动时均应穿着校服。

Students are not allowed to modify the uniform's design, length, color, or add markings.

学生不得涂鸦或更改款式。

Uniforms must be clean, unwrinkled, and free from stains; accompanying shoes should be clean and well-fitted.

学生着装要整洁。

Students with soiled or unwearable uniforms can contact the Admin Office for replacements. 校服弄脏或无法穿着的学生可以联系行政办公室更换。

Dress code may not apply during school-related performances.

与学校相关的演出期间可能不适用着装要求。

Continual violation may result in consequences like student credit deduction and parental notification.

持续违规可能会导致扣除学生学分和通知家长等后果。

### School Uniforms: 校服

SAIS will introduce uniform programs with formal and PE sets for summer and winter.



深美校服从学生穿着的场合上可分为礼服和运动服；从季节上可分为夏装和冬装。

PE uniforms and athletic shoes are mandatory for safety during PE classes.  
体育课安全起见，统一穿着运动服和运动鞋。

Footwear Guidelines: 鞋子建议

Sensible shoes or training shoes are recommended.  
建议穿舒适的鞋子或训练鞋。

Closed-toe shoes with securely fastened shoelaces are required.  
需要穿鞋带可牢固固定的闭趾鞋。

Sport shoes or boots (not calf length) are acceptable.  
运动鞋或靴子（非小腿长度）是可以接受的。

Sandals or slip-on shoes are only allowed in case of medical reasons.

Separate shoes for PE and regular classes are necessary.  
仅在出于医疗原因的情况下才允许穿凉鞋或拖鞋。

Jewellery and Accessories: 珠宝及配饰

Earrings and studs are allowed in ears with a maximum of two earrings.  
允许佩戴耳环和耳钉，最多可以佩戴两个耳环。

Small hoops can be worn in ear lobes but must be removed for PE lessons.  
可以戴在耳环，但在体育课上必须取下。

Discreet and minimal jewellery is allowed. 允许佩戴低调且简约的珠宝。

Appearance Standards: 外观标准:

Tattoos, extreme hair dye, outrageous haircuts, and makeup are prohibited.  
禁止纹身、极端染发、夸张的发型和妆容。

Expensive or conspicuous accessories are not permitted.  
禁止佩戴昂贵或过度显眼的配饰。

Hats are not allowed on campus.  
校内禁止戴帽子。

Conclusion: 小结

The dress code ensures a respectful and positive appearance for students while fostering a disciplined learning environment.

着装要求确保学生尊重和积极的外表，同时营造一个纪律严明的学习环境。

Here are some potential dress code consequences:

以下是一些潜在的不当着装后果:

Level 1 Sanctions 一级措施

Verbal Warning: In less severe cases, a student or individual may receive a verbal warning from a teacher, supervisor, or authority figure explaining the dress code violation and the need to rectify it.

口头警告: 在不太严重的情况下，学生或个人可能会收到老师、主管或权威人士的口头警告，解释违反着装规范的行为以及纠正的必要性。

Change of Clothing: Students may be asked to change into appropriate clothing that adheres to the dress code.

更换衣服: 学生可能会被要求更换符合着装要求的合适衣服。

Level 2 Sanctions (Repeatedly 3 times does not follow the dress policy)

二级措施 (重复三次违反着装规定)

Parental Contact: In some instances, the school may contact the student's parents or guardians to inform them of the dress code violation and seek their cooperation in resolving the issue.

联系家长: 在某些情况下，学校可能会联系学生的家长或监护人，告知他们学生存在违反着装规范的情况，并寻求他们的合作来解决问题。

Level 3 Sanctions 三级措施

Loss of Privileges: In cases of repeated violations, issue notice letter and recorded and Parents will be informed.



警告：如果屡次违规，发出通报并记录档案，并通知家长。

#### Serious Violation 严重违反

In-School Suspension: For repeated or more serious dress code violations, students might face in-school suspension, where they are removed from regular classes for a specified period while still being present within the school environment and warning letter.

校内停学：如果屡次或更严重地违反着装规定，学生可能会面临校内停学，即在指定时间内离开正常班级，但仍留在学校环境中，学生将会收到警告信。

Parent-Teacher Conference: A dress code violation led to a meeting between the student, their parents or guardians, to address the issue and find a solution.

家长教师会议：由于违反着装规定，学生、其家长或监护人召开会议，以解决该问题并找到解决方案。

All infractions will be documented, tracked on Managebac and Wecom.

所有违规行为都将在 Managebac 和 Wecom 上记录和跟踪。

## 20. Attendance Policy 出勤政策

### Importance of Regular Attendance: 出勤的重要性:

Regular attendance is crucial for quality education at SAIS. It reflects commitment and accountability, enhances interaction with peers and teachers, and supports learning and academic achievements.

按时出勤对于 SAIS 的优质教育至关重要。它反映了承诺和责任，有助于加强了与同学和老师的互动，并学术成就提供有利的支持。

### Attendance Recording: 考勤记录

Teachers take attendance via the Student Information Management System at the beginning of each class.

每堂课开始时，教师都会通过学生信息管理系统进行点名。

Late arrivals are recorded as 'Late to Class'.

迟到将被记录为“上课迟到”。

Teachers' notes of explanation can excuse tardiness due to teacher/counsellor meetings. The policy emphasizes the importance of attendance, punctuality, and communication between students, parents, and the school to ensure a conducive learning environment.

教师的备注可以作为因教师/辅导员会议而迟到的借口。该政策强调出勤、准时以及学生、家长和学校之间沟通的重要性，以确保有利的学习环境。

### Punctuality:

Punctuality is expected, and students should attend all classes on time. Attendance is recorded in the Student Information Management System and reflected in Student Progressive Reports.

要求学生应准时参加所有课程。出勤情况将记录在学生信息管理系统中，并反映在学生的报告中。

### Attendance Requirements: 出勤要求

Students must attend at least 90% of school days (no more than 15 absences per year) to pass courses.

学生必须出席至少 90% 的上课时间（每年缺勤不超过 15 次）才能通过课程。

Unplanned absences beyond designated days are prohibited. 禁止无故缺席。

Truancy may result in expulsion. 逃学可能会导致开除。

Excessive absences could lead to grade repetition.

过度缺勤可能会导致留级。

### Early Dismissal: 早退

Students can leave school premises during the day only if a parent/guardian presents ID and principal/designate permission. Proper check-out at the security



office is mandatory.

只有在家长/监护人出示身份证件和指定许可的情况下，学生才能在白天离开学校。必须在保安办公室办理适当的离校手续。

Absences: 缺勤

Frequent tardiness disrupts class and affects attendance records.

经常迟到会扰乱课堂秩序并影响出勤记录。

No grace period for late arrivals; students arriving after 8:00 am are marked tardy.

迟到没有宽限期；上午 8:00 am 之后到达的学生将被标记为迟到。

Absences exceeding half a day or an hour must be reported to homeroom teachers via Wecom. 缺勤超过半天或一个小时必须通过 Wecom 向班主任报告。

Homework should be completed to make up missed work.

作业应该按时完成，以弥补错过的学业。

Planned absences should be reported in advance to the homeroom and teaching teams.

有事确实需要，应提前向班主任和教学团队请假。

Long-Term Absence: 长期缺勤

Absences longer than two days are considered long-term and must be planned ahead. Students need to submit a planned absence form to the homeroom teacher for approval.

缺勤时间超过两天被视为长期缺勤，必须提前计划。学生需要向班主任提交计划缺勤表，以获得班主任批准。

Excused and Unexcused Absences: 有故和无故缺勤

Excused absences require acceptable documentation within 3 days of return.

因故缺勤需要在返回后 3 天内提供相关的文件。

Excused: sickness, bereavement, paperwork, vaccine appointments, family weddings, city-wide alerts, inclement weather, religious holidays, quarantine.

免责范围：疾病、丧亲之痛、文书工作、疫苗预约、家庭婚礼、全市警报、恶劣天气、宗教节日、隔离。

Unexcused: off-campus competitions, non-school-related activities, traffic, car accidents, family responsibilities.

无故的：校外比赛、与学校无关的活动、交通、车祸、家庭责任。

Attendance Policy – Consequences 出勤政策 – 后果

An effective attendance policy is crucial for maintaining a productive learning environment. Here are the consequences associated with attendance-related issues:

有效的出勤政策对于维持高效的学习环境至关重要。以下是与出勤相关问题相关的后果：

1. Tardiness:
2. Unexcused Absences:
3. Excessive Absences:
4. Truancy:
  1. 迟到
  2. 无故缺勤
  3. 缺勤过多
  4. 逃学

First Truancy Incident: Mandatory parent conference with the school administration to address the issue and develop an action plan.

第一次逃学事件：强制性与学校行政部门召开家长会议，以解决问题并制定行动计划。

Continued Truancy: Referral to appropriate community resources, such as social services or counselling, to address underlying issues contributing to truancy.

持续逃学：转介至适当的社区资源，例如社会服务或咨询，以解决导致逃学的根本问题。



Medical and Documented Absences: 医疗缺勤和有记录的缺勤

Students with Frequent Medical Absences: Medical documentation required, and a plan should be developed in consultation with parents, teachers, and school nurses to ensure the student can keep up with missed coursework.

经常因病缺勤的学生: 需要提供医疗文件, 并应与家长、教师和学校护士协商制定计划, 以确保学生能够跟上错过的课程

Extended Medical Absences: Depending on the severity of the medical condition, an individualized education plan (IEP) may be necessary to accommodate the student's needs.

长期医疗缺勤: 根据医疗状况的严重程度, 可能需要个性化教育计划 (IEP) 来满足学生的需求。

How to apply for leave: 如何申请休假

Any Absence: 任何缺勤

Inform the CHR and fill out the absence form. 通知中方班主任并填写请假单

Medical Leave: 病假

Provide a doctor's document for medical leave. 提供医生的病假文件。

Planned Leave: 有计划休假

Apply in advance to CHR. 提前向中方班主任提出申请

Approval needed from principal. 需要校长的批准

CHR Notification: 中方班主任通知

For any absence, the CHR will reach out to parents for confirmation and then notify all members via WeCom by 7:30 AM. Additionally, by 7:45 AM, the CHR will provide updates on Managebac. All related documents will be securely maintained by the CHR.

如果缺勤, CHR 将联系家长进行确认, 然后在上午 7:30 之前通过 WeCom 进行通知。此外, 到上午 7:45, CHR 在 ManageBac 系统进行更新。所有相关文件将由 CHR 安全保存。

Flow Chart for SAIS Students Asking for Leave / 学生请假流程

### **Situation 1: Student applies for leave when at school / 第一类: 学生在校请假**

Student completes leave application form from CHR.

学生须先从班主任处取得请假申请表并按要求填写申请。

CHR speaks with parents and signs their names to confirm the information is correct.

班主任与家长电话沟通, 确定请假信息的真实性。

Student hand in the form to CHR will sign /stamp if student needs to go out of school. Must inform on Wecom.

学生把表格交给学部长, 如需外出, 则需要学部长的签名/盖章。请假信息将被录入考勤系统备案。

### **Situation 2: Student applies for leave when at home / 第二类: 学生在家请假**

Parents contact CHR and give the reason why the student need to ask for leave.

家长联系班主任请假并说明原因。

CHR needs to update the leave information on the Managebac and inform via Wecom.

班主任需要在请假系统上更新请假信息。

Student needs to fill in the application form when he/she returns to school and hand it to the CHR for recording purpose.

学生须在返校后补填请假单并交给学部长。

Situation 3: Student applies for leave for more than 2 days / 第三类: 学生需



要请假 2 天以上

Student or parents inform to CHR and fill in the leave Form  
学生或者家长亲自到学生事务处填写请假/休学申请表。

The Deputy Principal approves or unapproved the leave.  
副校长对请假进行审批。

CHR inputs the leave into Managebac and inform on Wecom.  
班主任把学生的请假信息录入考勤系统。

#### Illness and going to sick bay / 患病及休息室使用要求

Students who feel ill during a lesson should ask their teacher for permission to go to Sick Bay.

学生上课期间感到不适，应当获得任课教师同意后前往休息室。

Outside of lesson time, students who are sick must ask the CHR /FHR to go to Sick Bay. Students not in a lesson who feel very uncomfortable may ask a friend to go with them straight to sick bay and then to tell the CHR / FHR .  
学生在非上课时间生病不适，必须经得班主任同意前往休息室。学生在非上课时间严重感到身体不适的，可以直接到休息室，由同学代为转告通知班主任。

No electronic devices are allowed in Sick Bay. Students are also not allowed to complete work while in sick bay.

休息室为学生生病时休息使用，严禁使用电子产品或做作业。

Students who ask to visit doctor/ hospital should go through the normal procedure of asking for leave through the CHR. When students are very ill, parents will be contacted and asked to collect the student from school.

需到医院就诊的学生应当通过班主任遵循正常的请假程序，如果学生病情严重，学校将通知家长把学生接回就诊。

#### Computer/ iPad/ phone usage Policy 电脑/ iPad / 手机使用政策

Computer Management: 电脑/iPad 管理

Digital learning and technology integration are fundamental to SAIS education.

在深美，数字化学习和技术整合至关重要。

Students extensively use technology for various projects including research, presentations, 3D Modelling, virtual reality, and electronic component integration.  
学生广泛地将技术用于各种项目，包括研究、演示、3D 建模、虚拟现实和电子元件集成。

SAIS offers computers to support instruction and research.

深美提供计算机来支持教学和研究。

A responsible computer use policy ensures devices are available for their intended purposes.

有序，负责的计算机使用政策可确保设备用于其预期的用途。

Device Provision: 设备提供

Students receive 1:1 MacBooks (Grades 6 and above).

学生使用共享的 iPad/电脑 (K 至 5 年级) 或收到 1:1 MacBook (6 年级及以上)

Each student is assigned a SAIS-owned device for the academic year.

每个学年都会为每个学生分配一台深美所有权的设备。

Devices will be placed within locked storage cabinets with charging capabilities when not required in class.

设备将存放在教室中，锁在带充电功能的存储柜中。



### Proper Use and Responsibility: 正确使用和责任

Students are accountable for safeguarding iPads, computers, and MacBooks during usage.

学生有责任在使用过程中保护 iPad、电脑和 MacBook。

Students or parents are liable for repair/replacement costs due to intentional, negligent, or accidental damage.

学生或家长有责任承担因故意、疏忽或意外损坏而造成的维修/更换费用。

Students are responsible for their assigned devices; lost devices incur responsibility unless theft is proven.

学生对指定的设备负责；除非偷窃被证实，否则设备丢失将承担责任。

Investigations by teachers and principals determine responsibility for damage or loss.

教师和校长将对损坏进行调查以确定损坏或损失的责任。

Camera monitoring is available in classrooms accessible to principals.

校长有权查看教室的监控。

### Electronic Device Management: 电子设备管理

手机设备在每天早上 8:00 前在 35 教室由中方或外方班主任统一查收到学校指定带锁储物柜中直到下午 4:30 归还到学生。

Mobile Phone Usage Rules: 手机使用规定

Mobile phones usage are strictly prohibited on the school campus.

校园内严禁使用手机。

Phones are to be placed in the provided box by teacher or keep in your bag.

手机应放入老师提供的指定的盒子中。

Phones should be set to silent mode.

手机应调至静音模式。

Usage requires teacher permission.

使用手机需要经过老师许可。

Consequences for Mobile Phone Misuse: 滥用手机的后果

1st infraction: 一级措施

Warning about violating the mobile phone policy. Phone confiscated and returned at the end of the lesson.

违反手机政策将被警告，并没收手机至课程结束时。

2nd infraction: 二级措施

Removal of the device for the entire day, returned at the end of the day.

Recorded on Managebac.

全天没收设备，在学习自习时间归还。并记录在 Managebac 上。

3rd infraction: 三级措施

Phone confiscated and returned at the end of the day. Formal notice letter sent to parents and recorded.

手机没收至当天课程结束时归还。学校以正式形式通知家长并记录在案。

Continued escalation of consequences.

持续违规会导致后果持续升级。

One-week phone confiscation.

没收手机一周。

Phone returned at the end of the week.

手机没收至周末。

Parent teacher conference and Formal warning letter sent to parents.

家长和教师通过会议来共同解决这个问题，同时学校会向家长发出正式警告信。

Possibility of additional disciplinary measures.

可能的额外纪律措施

Consideration of suspension or more serious consequences.

考虑停课或更严重的后果。

These measures emphasize responsible mobile phone usage, maintain an effective learning environment, and ensure the safety and well-being of all students. The



school's communication channels are available for students and parents to facilitate necessary contact during the school day.

这些措施强调合理负责使用手机，维护有效的学习环境，并确保所有学生的安全和福祉。学校提供学生和家長在上课期间进行必要的联系的沟通渠道。

Phones are not permitted for use anywhere within the school premises without explicit teacher permission.

未经教师明确许可，不得在校区内的任何地方使用电话。

## 21. Homework 家庭作业

Regular and purposeful study outside of class is essential if full advantage is to be gained from the work at school. Co-operation of parents and dorm advisors in the supervising of this homework is needed for success. Ultimately, students should be able to complete homework independently. 如果要从学校的工作中获得充分的优势，定期和有目的的课外学习是必不可少的。成功完成这项作业需要家长和宿舍指导老师的合作。最终，学生应该能够独立完成作业。

### Homework Practices 家庭作业练习

Students need to keep a record of work set for homework. This enables students to organize their time and provide focus for their homework time. Management of homework application needs to be monitored and will be discussed regularly with teachers.

学生们需要把作业记录下来。这使学生能够组织他们的时间，并为他们的家庭作业时间提供重点。作业申请的管理需要被监控，并将定期与老师讨论。

The belief at SAIS is that homework is an important part of becoming a life-long learner and is encouraged to enable students to realize that learning is not confined within the school environment. With encouragement and monitoring children can:

SAIS 的信念是，家庭作业是成为终身学习者的重要组成部分，鼓励学生认识到学习不局限于学校环境。在鼓励和监督下，孩子可以：

- Establish self-discipline and develop good study habits 建立自律，养成良好的学习习惯

- Have the opportunity to extend learning and reinforce skills. 有机会扩展学习和强化技能。

Student Homework Responsibilities 学生作业责任

- Write down homework assignments for different subjects and keep a homework diary

写下不同科目的家庭作业，写家庭作业日记

- Ask for clarification if instructions are not clear or understood

如果指示不清楚或不被理解，请寻求澄清

- Ensure all homework submitted for marking is clear and neatly presented

确保所有提交批改的作业都清晰、整齐地呈现

- Set aside a regular 'homework time' on a daily basis.

每天留出固定的“家庭作业时间”

- Establish a work plan to ensure timely completion of homework and projects.

制定学习计划，确保按时完成作业和项目。

Homework is seen as continuation and reinforcement of concepts and content studied in class. Students are expected to complete all assigned tasks in an efficient and timely manner. If a student cannot complete a task in the designated timeframe and has a legitimate reason, the

student must submit a written note (electronic is fine) to the respective subject teacher requesting an extension to the submission deadline.

家庭作业被视为是对课堂上所学概念和内容的延续和强化。学生应及时高效地完成所有分配的任务。如果学生不能在指定的时间内完成任务，并且有正当的



理由，学生必须向相关科目的老师提交一份书面通知(电子的也可以)，请求延期提交截止日期。

### Late Work 迟交作业

Students are expected to submit their work on time. Student work is assessed against a set of assessment criteria related to respective subjects. Unless a valid reason is provided, students who turn in late assignments on a consistent basis may receive the following:

学生们要按时提交作业。学生的作业根据一套与各自学科相关的评估标准进行评估。除非提供有

效的理由，否则一直晚交作业的学生可能会收到以下情况：

- No achievement levels awarded 没有颁发成就等级
- Communication with parents and/or Progress Concern Reports 与家长沟通和/或进展关注报告
- Overall GPA score would be pulled down. 总平均学分绩点得分被拉低。

### Homework Policy

SAIS homework policy aims to address critical issues related to homework culture, student engagement, inclusivity, and realism. This policy is designed to be targeted, inclusive, and realistic, with a clear commitment from teachers and consistent implementation. This will not change overnight. It will take commitment firstly from teachers, consistency of implementation and positivity about potential impact for us to improve the use of homework in the school.

SAIS 的家庭作业政策旨在解决与家庭作业文化、学生参与、包容性和现实性相关的关键问题。该政策旨在有针对性、包容性和现实，要求教师明确承诺并进行一贯的执行。这不会一夜之间改变。首先需要教师的承诺，执行的一致性以及对学校家庭作业利用潜力的积极看法，以便我们改进家庭作业的使用。

## 22. Student Council 学生会

In middle school and high school, students can participate in the Student Council. Elections are held at the beginning of the school year for the Student Body President and the Student Body Vice President., Treasurer, Event coordinator and grade representative. The Student Council is dedicated to building a sense of community within the school and enhancing the learning environment at SAIS. They play a crucial role in supporting student clubs and fostering a positive school culture. This experience provides a valuable opportunity for service and serves as excellent preparation for future leadership roles.

学生会：

在初中和高中，学生有机会参加学生会。学年初，学校会举行学生会主席和学生会副主席的选举。一旦当选，主席和副主席将选择一个内阁来支持他们。学生会致力于在学校内建立社区感和改善深美的学习环境。他们在支持学生俱乐部和促进积极的校园文化方面发挥着至关重要的作用。这一经历为学生提供了宝贵的服务机会，也为未来的领导角色提供了卓越的准备。

The purpose of the Student Council is to:

学生会的目的是：

Promote Student Voice: Give students a platform to voice their ideas, concerns, and suggestions about school life.

促进学生发声： 为学生提供表达他们对学校生活的想法、关切和建议的平台。

Enhance School Community: Organize events and activities that foster a sense of belonging and togetherness among students.



增进学校社区： 组织活动和事件，促进学生之间的归属感和团结。

Support Learning Environment: Collaborate with school administration to improve the learning environment and educational experience at SAIS.

支持学习环境： 与学校管理层合作，改善深美的学习环境和教育体验。

Leadership Development: Provide opportunities for students to develop leadership skills and gain valuable experience in a leadership role.

领导力发展： 为学生提供发展领导技能和在领导岗位上积累宝贵经验的机会。

Members include:

学生会成员包括:

President (主席): The student elected as the head of the Student Council, responsible for leading the council and representing the student body.

主席： 学生会选出的领导学生会的学生，负责领导学生会并代表全体学生。

House 代表： 在学生会内代表他们所在 House 的利益和关切。

The Student Council plays a vital role in shaping the school environment and ensuring that students' voices are heard and acted upon. It provides a platform for student leadership and community engagement, contributing to a vibrant and inclusive school community. 学生会在塑造学校环境和确保学生的声音得到倾听和采纳方面发挥着至关重要的作用。它为学生的领导和社区参与提供了一个平台，有助于建立充满活力和包容性的学校社区。

## 22. Travel on School Buses 乘坐校车

- While travelling on a school bus, students must behave in an orderly and respectful manner.

在乘坐校车时，学生必须举止有序、尊重他人。

- Arrival: be on time, 5 minutes early; wait in an orderly manner (on sidewalk, off street).

到达：请提前五分钟到达候车站点，有秩序等候，（在人行道或者道路边上等待）。

- Boarding: enter bus in single file; be seated and buckle your seatbelt; students may be assigned seats by the driver and/or monitor. No food and drinks on the bus.

乘车：单人依次上车，按照校车老师和司机分好的座位入座后系好安全带。禁止在车上吃东西。

- Exiting: wait for bus to come to a complete stop before standing; exit single file in an orderly manner and walk away from the bus.

下车：待校车停稳后再起身，单人依次离开校车。

- On the bus: seated and belted; may not stand or walk on a moving vehicle; no eating or drinking; no throwing of any object; no extension of hands, arms, heads or objects out the windows; do not open emergency door unless directed to do so by the driver and/or monitor.

行车中：学生不得在行进的车子里起立或者来回走动；不能在车上饮食；不能乱扔杂物；不得把头、手等身体部位伸出窗外或向窗外扔垃圾；没有司机或校车老师的指令，不得打开应急通行门。

- Students needing to ride any bus other than their regular assigned bus must give the

monitor a note from their parents and principal giving permission. Monitors may not accept notes from parents.

学生需要乘坐其他线路的校车必须通知校车老师并征得家长和校长的同意，校车老师不得允许学生私自换校车。

- Misbehaviour: Continued disorderly conduct or refusal to follow the driver and/or monitors may result in suspension from riding the bus. The school principal will determine the appropriate consequence per bus incident report.

不正当行为：经常不遵守校车规定或不听从司机和校车老师指引的学生或被处以停坐校车。



校长会根据校车乘车报告对学生进行合理处理。

Levels of discipline: 处理等级:

- Verbal/Written Warning 口头或者书面警告
- Parent, Student, Principal conference 家长、学生以及校长三方会议
- Suspension from bus 停坐校车



### 23. Levels of Discipline / 违纪等级

At SAIS we respect that students are learning not only academic but social and moral values as well. As global citizens we plan to guide them in instruction around negotiating and collaborating with others. However, at times students may make errors in judgment that require disciplinary action. Below are outlines of those possible areas with school expectations and consequences for student choices.

As an additional note, the disciplinary record will be erased one year from the date of receipt of the disciplinary action, after which the student's disciplinary violation will be re-recorded. Any disciplinary violations during a student's study will be recorded until graduation. Therefore, if students violate the same mistake, the consequence will be more serious than the first time.

除非另作说明，纪律处分记录将从收到纪律处分当天起一年后消除，之后学生违纪将重新记录。学生在读期间的违纪行为会一直记录在案，直到毕业为止。因此，如果学生再次违纪，后果将加重。

#### Level 1 – Minor Violations / 一级违纪-轻微违纪行为

Minor violations are those most associated with a student's lapse of judgement or loss of focus. Normally, these violations are addressed by the Teacher in the classroom or referred to the CHR/ FHR.

轻微违纪行为是指一般与学生的判断失误或不集中注意力有关的行为。一般情况下，老师负责处理这些行为或通报班主任：

Unprepared for Class 没有做好课前准备

Student Work not Ready 没有准备好作业或老师布置的任务

Minor Verbal Aggression 轻微的言语攻击行为

Noncompliance 不服从的行为

Tardy for Class 上课迟到

Inappropriate Use of Technology 不适当地使用电子技术设备

Not handing in phones on time 不按时上交手机

Uniform Violation 违反校服着装规定

Do not listen in class, sleep and other irrelevant behaviour in class

上课不听讲，睡觉等与学习无关行为

Failure to perform cleaning duties. 不履行清洁职责

#### Level 2 – Major Violations / 二级违纪-中度违纪行为

Major violations are most often recurring minor violations where the student has failed to learn better habits of behaviour. Major violations also involve behaviours that are more dangerous and potentially more harmful to the student, his/her classmates and to the school. Normally, these violations are addressed by the CHR/ FHR and HOD:

中度违纪行为，是指学生经常重复发生轻微违纪行为，没能学习更好的行为习惯。同时，中度违纪行为涉及更加危险和对学生、同学和学校造成更大潜在伤害的行为。一般情况下，老师会向学负责任上报这些违纪行为：

■ Chronic/Repeated Level 1 Violations 长期/重复一级违规（轻微违纪行为）

■ Skipping Class 逃课

■ Overt Insubordination 公然不服从行为

■ Academic Dishonesty 学术不诚信行为

■ Use/Possession of Alcohol, electronic cigarettes or Tobacco

■ 使用/持有酒精类饮品、烟草制品、电子烟的行为



- Physical Aggression 肢体攻击行为
- 未经允许使用图书馆电脑 Using library computers without permission

### Level 3 – Severe Violations / 三级违纪-严重违纪行为

Severe violations pose a threat to the student's continued enrolment at the school. Normally, these violations are addressed by Principal.

严重违纪行为对学生继续在学校就读构成威胁，学部长将直接向副校长或校长上报这些违纪行为：

Chronic/Repeated Level 2 Violations 长期/重复二级违纪（中度违纪行为）

Bullying – All Forms 霸凌行为（不论任何形式）

Physical Assault 人身伤害行为


Destruction of School Property 毁坏学校财产的行为

Use/Possession Banned Drugs or Paraphernalia 使用/持有违禁药品及与有关的物品

Unauthorized Entry into School 未经许可进入学校或将与学校不相关人员带入学校的行为

Theft 盗窃行为

Carry sharp weapons, controlled knives, etc. 携带利器、管制刀具等

Breaking Chinese Law,  it is important for students to remember that we all must abide by the “laws of the land”; it is important to respect the laws of the PRC. Such laws will supersede any school rules.

违反法律的行为。学生应谨记要尊重中国法律，遵守国法。法律效力高于任何学校规定。

### 24. Examination Procedures / 考试流程

The following guidelines have been developed to assist management and teachers to standardize instructions for SAIS Internal Examination practices.

下文的指引为学校管理部门及教师规范组织校内考试提供依据。

Overview and rationale: 总体要求及其原因

Examinations have a standardized set of rules and instructions that are shared with students prior to the examination period.

学校设有一套标准化的考试规则及说明，学生参加考试前需了解考试要求。

#### INFORMATION FOR CANDIDATES 考生须知

The length of examination papers will be indicated in the published exam schedule and on the front of each examination paper. 考试时长将同时显示在学校公布的考试时间表上以及各考卷封面上。

a) Students will not be permitted to leave early from examinations until the end of the exam.

考试结束前考生不得提前离场。

Candidates should be in the examination room 15 minutes before the examination is scheduled to start. It is the responsibility of students to ensure that all their material is removed from the examination room. Only items being used for the examination must be in the examination room. All books, files and other materials must be removed. Desks must be clean and clear of any writing. Candidates are not allowed to borrow stationery and dictionary from others.

考生需在开考前 15 分钟到达考场。考生有义务保证不带任何与考试无关的个人物品进入考场。考生必须且只能携带考试所需的物品入场，任何书本、文件夹及其他资料必须留在场外，考试桌面必须干净无字迹。考试期间不允许借文具及字典

Calculators (non-programmable) may be taken into the exams of Mathematics,



Physics, Computer, Chemistry and Economics.

计算器（不具备编程与储存程序的功能）可在纯数、进阶数学、统计、力学、物理、化学、会计和经济考试时使用

(a) Special items for exams may be used and this information will be determined by teachers and given to students prior to the exam, for example Mathematics Formulae and Statistical Tables and Chemistry Data Booklet.

特定考试所需材料可在考试期间使用，并在考试开始前分发给学生，如数学公式纸、统计表和化学数据册子。教师对材料的使用规则有决定权。

(b) A clear plastic water bottle can be taken into the examination room. No other drink containers are allowed.

无外包装膜的透明塑料水瓶/壶可带入考场。其他有包装遮挡的饮料或水壶不得带入。

(c) Students must complete written examination papers in black or blue pen, not pencil. Multiple choice papers should be completed using an HB pencil.

在试卷上书写答案时考生必须用黑色或蓝色水笔/圆珠笔，不得用铅笔作答。选择题考卷需用 HB 铅笔答题。

3) In the event of illness on the day of an examination, the student should notify the College's Academic Office before the exam begins. If this is not possible, the student or parent/guardian should notify the academic office as soon as possible.

如考试当天患病，考生应在开考前告知学校教务处。如果无法提前告知，考生本人或其父母/监护人应尽快告知。

4) Students should be aware of the rules and penalties applying to Examinations  
考生应当了解考试规则与处罚制度

(a) Collusion between candidates: Cancellation of that subject paper of each of those involved, together with an inspection of prior papers in any common examination for evidence of collusion.

考试期间交头接耳：所有涉及其中的考生将被取消本场考试的成绩，他们之前同时参与的考试试卷将被调出，作为调查考试作弊的凭证。

(b) Possession of unauthorized materials: Cancellation of candidate's paper where unauthorized materials are relevant to the subject being examined (whether actual use is established). Such items as mobile phones are considered unauthorized materials. 夹带未经允许的材料进入考场：考生本场考试将被取消。未经许可带入的物品（不论是否被使用）将被视为与本场考试相关的材料。例如手机一类物品就被视为未经许可的材料。

(c) Markings on materials: Cancellation of candidate's paper where markings on student materials are relevant to the subject being examined. (Whether or not actual use is established). 在物品上做标记：如物品上的标记被视为与本场考试科目相关，考生本场考试将被取消。（不论是否被使用。）

(d) Removal of examination materials: Unauthorized removal of examination materials from the examination room will result in cancellation of part(s) removed.

带走考试材料：未经许可把考试材料带出考场者，被带走部分考卷成绩将作废。

(e) Examination room behavior: Blatant disregard of examination room regulations will result in removal of the candidate from the examination room. These include such matters as failure to follow instructions.

考场行为：考生公然无视考场纪律将被请出考场。违反考纪的行为包括不听从考试工作人员指挥等。

(f) Once being regarded as cheating in exams, candidates may receive a warning letter, as well as cancellation of results. Receiving three warning letters within an academic year may result in expulsion from school.

一旦被认定为作弊，考生除了被取消成绩之外，还将会收到警告信。一学年内收到三封警告信将面临被劝退处理。



## How to be a Successful Student 如何成为一名成功的学生

Successful students: 成功的学生:

1. Try not to do too much studying at one time. 尝试不要一下子学习太多。  
If you try to do too much studying at one time, you will tire, and your studying will not be very effective. Space the work you must do over shorter periods of time. Taking short breaks will restore your mental energy.  
如果你尝试一下子学习太多, 你会很疲倦并且你的学习不会高效。把时间划分成短的区间, 把你要做的事情在不同的的时间段内完成。短暂的休息有助于恢复精力。

2. Plan specific times for studying. 明确规划学习时间

Study time is any time you are doing something related to schoolwork. It can be completing assigned reading, working on a paper or project, or studying for a test. Schedule specific times throughout the week for your study time.  
学习时间指的是做任何与课业相关事情的时间。它可以是完成指定的阅读, 书面作业, 完成一个项目, 或是考试复习。为你一周的学习规划明确的时间。

3. Try to study at the same times each day. 尝试每天定时学习

Studying at the same times each day establishes a routine that becomes a regular part of your life, just like sleeping and eating. When a scheduled study time comes up during the day, you will be mentally prepared to begin studying.  
每天定时学习有助于建立日常习惯, 使之成为你生活中一个规律的部分, 就像睡觉和吃饭一样。当每天到了计划性的学习时间时, 你已从精神上准备好开始学习。

4. Start studying when planned. 计划好便开始学习

You may delay starting your studying because you don't like an assignment or think it is too hard. A delay in studying is called "procrastination." If you procrastinate for any reason, you will find it difficult to get everything done when you need to. You may rush to make up the time you wasted getting started, resulting in careless work and errors.  
你可能因为不喜欢一个功课或者觉得太难而延迟开始学习。延迟开始学习称为学习拖延症。如果你因任何理由拖延, 而当你不得不开始学习时, 你会发现很难完成所有学习任务。你可能会匆忙去弥补你所浪费的时间, 这将导致粗心和错误。

5. Work on the assignment you find most difficult first. 先做最难的功课

Your most difficult assignment will require the most effort. Start with your most difficult assignment since this is when you have the most mental energy.  
最难的功课需要最多的努力。从最难的功课开始做起, 因为它往往需要最多的精力。

6. Review your notes before beginning an assignment. 做功课前先复习笔记

Reviewing your notes can help you make sure you are doing an assignment correctly. Also, your notes may include information that will help you complete an assignment.  
复习笔记可以帮助你确保你在正确地完成功课。同样地, 你的笔记可能会包含一些能帮助你完成功课的信息。

7. Tell your friends not to call you during your study times.

告诉朋友学习期间不要打电话

Two study problems can occur if your friends call you during your study times. First, your work is interrupted. It is not that easy to get back to what you



were doing. Second, your friends may talk about things that will distract you from what you need to do. Here's a simple idea — turn off your cell phone during your study times. 如果你的朋友在你学习期间给你打电话可能会造成两个问题。首先，你的学习会被打断。要回到你刚才在做的事情并不是那么容易。其次，你的朋友可能会和你聊一些让你分心的话题。简单的办法，学习期间关闭手机。

8. Call another student when you have difficulty with an assignment.  
当功课遇到困难给同学打电话

This is a case where "two heads may be better than one."  
这就是“两个脑袋比一个脑袋好使”的情况。

9. Review their schoolwork over the weekend. 周末温习学校功课

Yes, weekends should be fun time. But there is also time to do some review. This will help you be ready to go on Monday morning when another school week begins. 是的，周末应该是玩乐的时间。但还是应该用一点时间来温习。温习功课帮助你为下周的学习做好准备。

These study habits can help you throughout your education. Make sure they are your study habits.

以上学习习惯会在整个学习阶段对你起到很大的帮助。一定要养成这些良好的学习习惯。