



Shenzhen American International School

深圳市深美外籍人员子女学校

SAIS Parent Handbook

深圳市深美外籍人员子女学校家长手册

2025-2026

Mission 使命

The mission of the Shenzhen American International School 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.

深美使命是提供一个包容和全球化思维的学习环境，让学生培养知识求索、批判性思维技能，并对本地和国际问题有深刻的理解，从而使他们成为富有同情心和原则性的全球公民。

Vision 愿景

Empowering Future Leaders for a Borderless World

培养未来领袖，为无国界的世界赋能

I have read and agree to abide by the SAIS parent handbook. I will follow the instructions of the parent 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圳市深美外籍人员子女学校家长手册。为了帮助学生达成成就，我将遵循家长手册指引并与学校紧密合作。

Student Name:

学生姓名

Class:

班级

Parent Signature:

家长签名:

Date:

日期:



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2025-2026

Welcome to Shenzhen American International School (SAIS). We are looking forward to having your child as an integral member of our learning community.

欢迎您来到深美外籍人员子女学校。我们期待您的孩子成为我们学习社区的主要成员。

Expectations for Parents 对家长的期望

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、学生和家长们之间关系的成功至关重要。

Parents can expect that we will provide: 家长可以期待我们将提供:

- Qualified, committed and enthusiastic teachers 合格、敬业、热情的教师
- Well maintained, safe facilities and equipment 维护良好，设施设备安全
- Expectation for high standards of work and behavior 期望高标准的工作和行为
- Regular communication on student progress and happenings within the school 定期与学生沟通学习进度和校内动态
- Personal, Social, and Academic guidance for your child to support them throughout their time in SAIS 在深美期间为您的孩子提供个人、社会和学术指导，支持他们的成长
- Opportunities for parents to be heard and involved 让父母有机会被倾听和参与

The school expects parents to: 学校希望家长:

- Take an interest in the academic progress of their children 对孩子的学习进展感兴趣
- Regularly check managebac/schoolsbuddy and wecom for updates 定期查看 Managebac/schoolsbuddy 和学校企微的更新通知
- Actively participate in parent meetings and attend school events related to their children 积极参加家长会，并参与与他们孩子有关的学校活动
- Provide adequate home study facilities and encourage their child in their studies 提供足够的家庭学习条件，鼓励孩子学习
- Support high standards in all areas of student involvement in the school 支持学生在校高标准参与所有领域的活动

We look forward to a wonderful year of intellectual, emotional, and social growth for your child through our Project Based Learning approach.

我们期待您的孩子通过项目式学习中度过一个在智力，情感和社交方面都有所成长的学年。



1. Introduction 介绍

• **School Mission Statement 学校使命**

The mission of the Shenzhen American International School 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.

深美使命是提供一个包容和全球化思维的学习环境，让学生培养知识求索、批判性思维技能，并对本地和国际问题有深刻的理解，从而使他们成为富有同情心和原则性的全球公民。

• **Vision and Values 愿景与价值观**

Vision: Empowering Future Leaders for a Borderless World

愿景：培养未来领袖，为无国界的世界赋能

Core Values: Using the IB learner profile to encourage students to be global citizens who can make a difference

价值观：通过 IB 框架学习，鼓励学生成为能够有所作为的全球公民

• **Welcome Message from the Principal 校长寄语**

Dear SAIS Community,
亲爱的深美社区成员：

Welcome to Shenzhen American International School! It's my great pleasure to start this school year with each of you. SAIS is more than a place of learning — it's a vibrant, diverse community where students grow into confident, compassionate, and capable global citizens. 欢迎来到深美外籍人员子女学校！能与各位共同开启新学年，我深感荣幸。SAIS 不仅仅是一个学习的地方，更是一个充满活力、多元包容的社区，让每一位学生成长为自信、富有同理心且能力卓越的世界公民。

We are proud to embrace the mission of the International Baccalaureate, fostering curiosity, critical thinking, and global awareness. Our bilingual environment empowers students to communicate effectively, appreciate different cultures, and see the world through a broader lens. 我们自豪地践行国际文凭（IB）的使命，培养好奇心、批判性思维与全球意识。双语环境赋予学生高效沟通的能力，让他们欣赏不同文化，并以更宽广的视野观察世界。

At SAIS, education is about the whole child. Alongside strong academics, we nurture social, emotional, and physical well-being. Through academics, arts, sports, and community projects, our students discover their passions, develop leadership, and take responsibility for the world around them. 在 SAIS，教育关注“全人发展”。在扎实的学术之外，我们同样重视学生的社交、情感与身心健康。通过学术、艺术、体育与社区项目，学生们发现热情、锻炼领导力，并主动担起对周围世界的责任。



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What truly makes SAIS special is our people. Our students and teachers bring perspectives from across the globe, creating a rich and inspiring learning environment. Here, differences are celebrated, friendships are built, and learning extends far beyond the classroom. 真正让 SAIS 与众不同的是我们的“人”。师生们带来全球各地的独特视角，共同营造丰富而激励人心的学习环境。在这里，差异被珍视，友谊在萌芽，学习远远超越课堂的边界。

I look forward to an exciting year of learning, growth, and shared success with all of you. 期待与大家携手迎接一个充满学习、成长与共同成就的精彩学年！

Warm regards,
此致
敬礼

Joseph M. Cirelli, Principal 约瑟夫校长
Shenzhen American International School 深美外籍人员子女学校

2. School Overview 学校简介

Shenzhen American International School (SAIS) is a Cognia accredited school which was established upon the approval of both the Ministry of Education of the People's Republic of China and the Department of Education of Guangdong Province in May, 2005. SAIS provides exceptional education services to foreign nationals as well as students from Hong Kong, Macau and Taiwan. SAIS is an internal testing center for SAT and AP exams and became a IB world school for PYP in May, 2025.

深圳市深美外籍人员子女学校(SAIS)是一所经 Cognia 认证的学校，于 2005 年 5 月经中华人民共和国教育部和广东省教育厅批准成立。深美为外籍人士子女、港澳台、以及海归留学生子女提供高质量的国际教育，深美是 SAT 和 AP 考试内部考点。2025 年 5 月份正式成为 IB 世界学校，可提供 IB 小学课程项目。

SAIS uses an Inquiry-Based student led learning approach to provide high-quality concept based academic instruction by serving grades Pre-K to grade 12 in Shekou campus.深美在蛇口校区开设学前班至高中 12 年级课程，采用严谨的项目式学习法帮助学生深度学习高质量学术知识。

The school's campus is well-equipped and is located adjacent to the Shekou Youth Activity Center and Shekou Sports Center, providing ample space for various indoor and outdoor sports activities. SAIS is situated west of Sihai Park, which covers an area of 13.5 hectares and serves as a learning laboratory for studying plants, animals, climate, air, water quality, and microbial environments. Learning in the park is not limited to science subjects but also includes mathematics, humanities, physical activities, and art courses.

深美学校教学楼设施齐全，紧邻蛇口青少年活动中心及蛇口体育中心，为学生室内外各类体育运动提供充足场地。深美位于四海公园西，四海公园占地面积 13.5 公顷，是一个研究植物、



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动物、气候、空气、水质及微生物环境的学习实验室。在公园学习不仅限于科学科目，还涉及数学、人文、体育活动及美术课程。

3. Administration 管理

● Contact Information 联系信息

Open communication is important to us. There are several ways to contact us.
开放的沟通对我们很重要。以下是几种方式可以联系我们：

- For concerns about your child or your child's classroom, please message your child's Chinese homeroom teacher by wecom, or email directly. If your concerns aren't addressed, you may email to the leadership team.

关于孩子和班级的问题，请直接邮件或微信先与中方班主任老师联系，如问题无法解决，也可以联系学校管理层

- 校长 Principal Mr. Joseph Cirelli: josephcirelli@szsais.org;
- 中学部负责人 HOD of secondary program Ms. Kim Hu: kim@szsais.org;
- 执行校长 Executive principal Ms. Chery Li: cli@szsais.org;
- 副校长 Vice principal Ms. Lucy Zeng: lzens@szsais.org;

- For admission enquiries please contact the Admission Office at 86316699/86194960 or admissions@szsais.org.

关于入学咨询请致电招生办 86316699/86194960 或发邮件 admissions@szsais.org。

- For school uniform and transportation, please contact admin Ms. Seven Wu by wecom or email at sevenwu@szsais.org;

关于校服和校车，请联系行政吴老师 Seven Wu，或邮件 sevenwu@szsais.org;



- For meal ordering, changing or cancelling, etc, please scan this mini app .

关于午餐问题，换餐或者取消用餐，请扫码这个微信小程序..





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- **School Hours and Calendar** 上学时间与校历

Our class hours are 8:30am-3:30pm. Students should arrive at school before 8:20am in order to be prepared for the school day. For students who pay to have breakfast at school, they can have it between 8:00-8:20am.

我们上学时间为上午 8:30 至下午 3:30。学生应在早上 8 点 20 分前到达学校，以便为上学做准备。对于在学校付费吃早餐的学生来说，他们可以在早上 8:00-8:20 之间吃早餐。

Early Years Timetable 幼儿部时间安排

The Early Years students are from age 3-5. The timetable is flexible and may change from day to day. Students have breakfast and a afternoon snack in the classroom every day and eat lunch in the cafeteria approximately 11:00 AM. Students of age 4 and below take a nap in the afternoon.

早教班的学生年龄为 3-5 岁。时间表很灵活，可能每天略有不同。学生们每天在教室里吃早餐和下午点心，上午 11 点左右在餐厅吃午餐。4 岁及以下的学生下午有午休。

Daily Timetable 小学时间安排

Daily Timetable

	G1-5
8:30-9:15	Period 1
9:20-10:05	Period 2
10:10-10:55	Period 3
11:00-11:55	Lunch & Recess
12:00-12:40	Period 4
12:45-1:30	Period 5
1:35-2:15	Period 6
2:15-3:00	Period 7
3:00-3:30	Homeroom

Secondary School Timetable 中学时间安排

Secondary Daily Timetable

8:00-8:30	Morning Time
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8:30-9:15	Period 1
9:20-10:05	Period 2
10:10-10:55	Period 3
11:00-11:40	Period 4
11:45-12:25	Lunch & Recess
12:30-1:15	Period 5
1:20-2:05	Period 6
2:10-2:55	Period 7
3:00-3:30	Learning Lab

4. Academics 学术

- **Curriculum Overview 课程简介**

SAIS uses an Inquiry-Based student led learning approach to provide high-quality concept based academic instruction by serving grades Pre-K to grade 12 in Shekou campus. We follow an IB framework, aligning with the Common Core State Standards, mathematics adopts the Singapore mathematics standard, and the Chinese class draws on the Chinese national curriculum standard. Course highlights: inquiry-based integrated teaching mode. 深美在蛇口校区开设学前3岁至12年级课程，采用严谨的项目式学习法帮助学生深度学习高质量学术知识。深美遵循美国洲际核心课程标准并开设IB课程，数学课程采用新加坡数学教学标准，中文课程借鉴中国国家课程标准，课程亮点：探究式融合授课模式。

The International Baccalaureate Primary Years Programme (IB PYP) differs from traditional American classroom teaching in that it more effectively stimulates students' enthusiasm for learning. In the IB PYP, students learn how to tackle complex problems, situations, and challenges through an inquiry-based approach. The well-structured curriculum helps students grasp key academic content while emphasizing the development of critical thinking, collaboration, and innovation skills. Students also create high-quality, credible projects and presentation reports. These experiences prepare them to become future entrepreneurs, scientists, inventors, and world leaders.

国际文凭小学课程(IB PYP)不同于传统的美国课堂教学，它更有效地激发学生的学习热情。在IB PYP中，学生学习如何通过探究式的方法解决复杂的问题、情况和挑战。结构良好的课程帮助学生掌握关键的学术内容，同时强调批判性思维，合作和创新技能的发展。学生还可以创作高质量、可信的项目和演示报告。这些经历使他们成为未来的企业家、科学家、发明家和世界领袖。



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• **Assessment and Reporting 测试与报告**

SAIS issues student report cards quarterly. We assess students in multiple ways through exhibitions, projects and student action. SAIS also gives its students the NWEA Measures of Academic Progress (MAP) test to measure academic growth. First and second grade students need to attend MAP testing such as Reading and Math, while third grade and up students need to attend MAP testing for English Language, Math and Reading. Sixth grade and up students also do MAP science testing.

深美会每个季度发一次成绩报告。学校也通过展览、项目作品和学生行动等多种方式来测评学生。深美亦会对学生进行学术进度测评测量学生学术进步情况。一二年级学生需要参加阅读和数学测试，而三年级及以上学生需要参加英文、数学和阅读测试。六年级以上学生还需要参加科学测试。

Three times a year (September, January/February and May/June) we will give the MAP Test to 1st grade and up. After the tests, each teacher will have time to review them with their team lead to see how best to leverage the data in their class that they can adjust the strategy to support your child.

每年三次(9月、1月/2月和5月/6月)，我们将对一年级及以上的学生进行MAP测试。测试结束后，每个老师都有时间和他们的团队领导一起回顾，看看如何最好地利用课堂上的数据，他们可以调整策略来支持你的孩子。

• **Academic Integrity 学业操行**

SAIS students are expected to have the highest standard in regard to academic integrity. Students are expected to do their own work. If they do use another person's work, they must cite all sources. If students plagiarize and use other students work as their own, they will receive a zero on the assignment.

深美以最高的标准要求学生的学术操守，期望学生能够独立完成学习任务。如果他们引用了他人的学术作品，必须标注所有的引用资料。如果学生抄袭他人作品，该学生作业零分。

If you are in need of any reports from the school we must have 1 week notice to prepare the report. This includes but is not limited to letters of recommendation and report cards. You can scan the QR code to request the letter or report cards.

假如您需要学校提供任何报告如推荐信、成绩单等，请务必提前一周通知学校以便审核及出具。您需要扫码在读证明/成绩报告二维码进行登记申请。

We will not change grades, attendance, or grade level on any official document. Please do not ask.

学校不接受任何关于修改分数、出勤率或就读年级等官方文件内容的申请，亦不接受此类情况的问询。

• **Extracurricular Activities-Afterschool program (ASA) 课后课**

SAIS offers mainly teacher-led afterschool programs and vendor-led cooperated afterschool programs. Students and parents have the opportunity to choose ASA which you are interested in. ASA includes these areas such as languages, athletics, visual arts & design,



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and activities, which are developed based on students interests and teachers' resources. Parents can select the ASA programs for your child by schools buddy parent portal. Participants will need to complete and submit the selections online by following SAIS schoolsbuddy ASA Selection guidebook. Students who do not behave appropriately will be asked to leave the program. Classes end at 4:30pm and students must be picked up then. SAIS reserves the right to charge a fee if staff must wait for pick up.

深美外籍人员子女学校主要提供老师主导课后课程以及校外合作课后课程，学生及家长可根据自己兴趣进行选择。课后课包括语言、体育、视觉艺术与设计等活动等领域，这些领域是根据学生的兴趣和教师的资源开发的。家长可以通过学校 Schoolsbuddy 家长门户网站为孩子选择课后课项目。参加者将需要按照 SAIS 学校课后课选课指南在线填写并提交选择。不遵守课堂纪律的学生将有可能被要求退出课后课。课后课于下午 4:30 结束，家长需按时前来接回孩子。如多次使校方人员留下照看学生，学校有权收取一定滞留费用。

School buses are dismissed at 4:40pm on Mondays, Tuesdays, Wednesdays, Thursdays. As teachers have professional development training afterschool on Fridays, students can take bus home at 3:35pm that day. Parents can voluntarily sign up your child for cooperated ASA programs held outside of campus, parents shall be aware of picking up your child from course location.

校车周一二三四于 4:40 发车，由于每周五 3:35 放学老师需要进行教师专业培训，周五放学 3:40 发车。家长自愿选择报名校外场地上课后课的校车学生，家长须知到上课地点接孩子。

ELE2 students and above may attend ASA's. If an ELE student cries or misbehaves during class, he/she maybe not ready yet and will not be able to continue. Please make sure your child is ready for extended hours before enrolling him or her. If there are behavior problems during the school day most likely the child is not mature enough for after school clubs.

ELE2 以上年级的孩子可以参加学校课后课。如果 ELE 班的学生在课后课中哭闹或者不听话，她/他估计还没准备好并且将不能够继续参加。在报名参加之前，请您确认孩子是否作好延长上学时间的准备。如果孩子在平时上课中经常出现纪律问题，那么我们考虑让孩子更熟悉学校的环境和规则后再参加课后课。

For cooperated outsider vendor, if you have any concerns or questions, you can also reach out to them directly.

对于合作机构提供的课外课程，如有任何顾虑或问题，您也可直接联系他们。

For ASA afterschool dismissal, students will exit from the main entrance. Please do not rush to the doors while picking up your child.

关于课后课放学，学生将从正门离开。当您接孩子时请别拥挤到门口。

5. Admissions 招生

- **Application Process 申请流程**

SAIS currently educates students in Pre-School through Grade 12 in Shekou campus. Although we encourage students to begin the school year at SAIS we do accept



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applications throughout the year and provided that space is available, students can enroll at any time. If any inquiry, parents can contact admission office.

深美蛇口校区目前招收学生从学前班到 12 年级。虽然我们鼓励学生学年开始前入学，但我们全年都接受申请，如果有学位，学生可以随时注册。如有任何疑问，家长可与招生办公室联系。

- **Tuition and Fees 学费及费用**

Please refer to see tuition and fees of current school year, you can find the terms of conditions on school website. Once you paid the tuition, you are obligated to agree to the payment terms.

请参阅本学年的学费和费用，您可以在学校网站上找到条件条款。一旦你付了学费，你就有义务同意付款条款。

- **Terms and Conditions 条款及条件**

Application Fee 入学申请费

The application fee is non-refundable and payable when the student's application is completed and submitted to the school. The fee is not applicable to other school fees and is valid for up to one academic year beyond the submitted application. Applications will be reviewed when this fee is paid in full.

入学申请费需在向学校提交申请并完成申请表填写之后支付。此项费用不可退还。入学申请费不属于学杂费，而是提交申请时一次性缴纳的费用，有效期为一学年。学校在收到申请费用之后才会开始审核申请材料。

Enrollment Deposit 预定学位费

A non-refundable enrollment deposit is due within 3 working days of an offer of acceptance or by March 30th for returning families. This deposit secures a seat until the August 10th tuition payment deadline and will be credited towards tuition fee. Once the due date has passed, a seat may be offered to new applicants.

新生家庭需要在收到录取通知函后的三个工作日内支付学位预定费。续读学生家庭则需要 3 月 30 日前支付该项费用。学位预定费不可退还。此项费用可确保在 8 月 10 日学费最后缴费期限前为已入学或已录取的学生保留学位，并且将在应付的学费总额中被扣除。如果学位预定费未能按时支付，此学位将会开放给新的申请学生。

School Fund 学校发展基金

The School Fund is a one-time non-refundable fee that is used to support investments in school facilities and related costs, including new construction or renovation projects, and other upgrades to school facilities, the electronic devices like IPAD or laptop for their learning usage, and all the expenses for the daily teaching and learning. This fee applies to new entrants only. The fee is due for returning families after an absence of 3 or more years. 学校发展基金是一次性支付的不可退还的费用，用于支持学校对设施的投入和相关开支，包括新建或翻新的土建项目、校园设施的更新换代、学生使用的电子设备如 Ipad 或笔记本电脑、



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以及教学中使用的消耗品。此费用仅向新生收取。已离开学校三年或以上且再次返回就读的学生家庭，需要再次交纳学校发展基金。

Tuition Terms 学费条款

Tuition fees can be paid annually or per semester. Details included in enrollment or re-enrollment forms will be forwarded to the finance department to prepare payment notifications. Even if tuition fees are paid by a company or another organization, parents/guardians are ultimately responsible for ensuring that all fees are paid on time.

学费可以按照学年支付或者学期支付。招生入学表格或者继续入读表格中的相关详细信息将会被转给财务部来准备付款通知。即使学费是由某公司或其他机构支付，家长/监护人仍负有最终的责任，确保所有的费用都已经按时支付。

To secure a place for the new academic year, returning students must pay a non-refundable reservation fee by March 30th. New students must pay the reservation fee or the full tuition and fees within three working days of receiving the acceptance letter. Students cannot attend classes until all tuition and fees have been paid in full.

为了保留新学年的学位，3月30日之前，继续入读的学生需要支付不可退还的预定学位费。对于新加入的学生，在收到录取函3个工作日内，就需支付预定学位费或者学杂费。如果学杂费未付清，学生不可以上课。

If tuition and fees are not paid by the specified deadlines, the school reserves the right to deny students entry into the school premises, including classrooms. Students with outstanding fees will not be allowed to attend school and will not have access to academic reports and transfer certificates until the balance is fully settled.

如果在规定日期没有付清学杂费用，学校保留拒绝学生入学、进入学校场所包括班级教室的权利。欠交学杂费的学生将不能上学，也不能获取学习报告和转学证明，直到学费付清。

For any questions regarding these procedures, please contact the school's admissions office at admissions@zsais.org for the Shekou campus.

关于此程序的任何疑问，请直接联系学校蛇口校区招生办公室办公室邮箱 admissions@zsais.org。

Withdrawal and Refund Policy 退学条款和退费规定

Early Withdrawal 退学时间	Annual Tuition Refund 学年学费退款比例	Semester Tuition Refund 学期学费退款比例
Before school year starts 学年开学前	80%	40%
During school start date to October 31 st 在开学后至 10月31日期间	60%	20%



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During November 1 st to December 31 st 在 11 月 1 日至 12 月 31 日期间	40%	0%
During January 1 st to March 31 st 在次年 1 月 1 日至 3 月 31 日期间	20%	20%
During April 1 st to school ends 在 4 月 1 日至学年末期间	0%	0%

- No refunds will be given for temporary leave.
- No refunds will be issued if a student is expelled or asked to withdraw due to serious violations of school discipline or rules.
- Students applying for withdrawal must submit a complete written refund application to the admissions center at least one week prior to the withdrawal date.
- The issuance of any refunds, academic reports, or certificates is contingent upon the completion of the withdrawal process, the return of all school property, and the settlement of all outstanding fees with the school.
- 临时请假不予退款。
- 如学生严重违反学校纪律或破坏校规被开除或劝退的，不予退款。
- 申请退学的学生须至少在退学日之前一周提交完整的书面退款申请至招生中心。
- 任何退费或学习报告或证明的签发，取决于家长是否已办妥离校手续，学生是否已归还所有学校物品，以及是否已与学校结清各项费用。

Meal Fee and Transportation Fees 校车费和餐费

Transportation Fees incur upfront costs. Therefore, parents are advised to carefully consider and select these options, as payments for these fees are non-refundable. For Meal fee, please follow meal policy once you make your payment for your child.

校车会产生前置成本，所以请家长们仔细考虑并选择，一旦付款，无法退还。关于餐费，为您孩子付款后请遵照校餐政策。

Temporary Leave 暂时离校

If a student applies for temporary leave, the parent/guardian must notify the school in writing as soon as possible, detailing the reason for the leave and the expected return date. Tuition fees will not be refunded for students on temporary leave. If the student does not return on the scheduled date, fails to notify the school of an extended leave, or fails to continue paying the required tuition and other fees, the student will be considered withdrawn. If a student wishes to return after being away for more than two years, they must reapply for admission and complete the necessary enrollment procedures.

若学生申请暂时离校，家长/监护人必须尽早以书面形式通知学校，详细说明暂时离校原因与复课日期。暂时离校学生不能申请退还学费。学生若未能在预定日期复课，或未能通知学校



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延迟复课，或未能继续交纳必须的学费与其他费用，该学生将被视作离校。若学生离校超过两年后申请回校，则需要再次提出入学申请，并完成相应入学流程。

Late Payment 逾期付款

A late payment charge of one point five percent (1.5%) per month, compounded monthly, will be charged on all school fees that are overdue. Upon joining the school, the parents agree to pay, to the extent permitted by law, the school's expenses of enforcement and collection of the tuition fees and related expenses, including attorney's fees and costs. 对逾期未付的所有学杂费，将会收取每个月百分之一点五的滞纳金，每月叠加。一旦学生入学，家长即（相当于）同意支付，在法律允许的期限内，学校由于强制执行收取学杂费用所引起的相关费用，包括律师费和其他费用。

Late Admittance 插班入学

There is no reduction in the annual tuition for students admitted during the first six weeks of the school year. Those admitted after the first six weeks of the school year will have the tuition adjusted on a pro-rated basis. A full school year consists of 180 student days. 在学校学年开始后插班入学的学生，学费将按照剩余教学日的天数计算。整个学年的教学日为 180 天左右，准确数字将参照学校发布的当年校历确定。

Force Majeure Clause 不可抗力条款

A "Force Majeure Event" refers to events beyond the control of the school, including but not limited to: severe weather, natural disasters, accidents, riots, war, terrorist attacks, public disturbances, communication infrastructure failures, public network outages or interruptions, bans or actions by government or public authorities, changes in laws or regulations, strikes, fires, explosions, widespread shortages of raw materials or energy, epidemics, quarantine situations, and infectious diseases occurring in local areas or the school community.

“不可抗力事件”指的是，学校不能控制的事件，包括：恶劣天气，自然灾害，事故，暴动，战争，恐怖袭击，公共骚乱，通讯设施瘫痪，公共网络故障或中止，政府或公共机构的禁令或行为，法律或法规的变更，罢工，火灾，爆炸，原材料或能源普遍缺乏，流行病，疫情隔离，当地区域或学校社区发生的传染性疾病。

In the event of a Force Majeure Event leading to the school's inability or delay in fulfilling any obligations under this contract, the school will promptly provide written notification to parents, detailing the nature and extent of the Force Majeure Event. During the continuation of the Force Majeure Event, the school, having taken reasonable and prudent measures to prevent and reduce the impact of the Force Majeure Event, shall not be held liable for any non-performance of its obligations due to the Force Majeure Event. The school will make every effort to provide educational services during the Force Majeure Event. Under such circumstances, the school shall not assume any liability and no refunds will be issued. 不



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如发生不可抗力事件，导致学校未能或延迟履行本合同下的任何义务时，学校应立即给予家长书面通知，说明造成不可抗力的情况的性质和程度范围。在不可抗力事件继续发生期间，学校在已采取合理和谨慎的行动措施以防止和减少不可抗力事件影响的前提下，学校对因不可抗力事件而无法履行的义务不承担任何责任。学校应尽最大努力在不可抗力事件期间提供教育服务，在这种情况下，学校不承担任何责任并不予退款。

6. Student Life 学生生活

• Student Code of 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任的工作人员报告各种形式的欺凌、破坏和其他虐待行为。

• School Uniform Dress Code 校服着装要求

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。

Uniforms are mandatory from Monday to Thursday; students can wear personal clothing on Fridays. Uniforms should be worn to all school-related events, including off-campus activities and celebrations. Students are not allowed to modify the uniform's design, length, color, or add markings. Uniforms must be clean, unwrinkled, and free from stains;



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accompanying shoes should be clean and well-fitted. Students with soiled or unwearable uniforms can contact the Admin Office for replacements. Dress code may not apply during school-related performances. Continual violation may result in consequences like student credit deduction and parental notification.

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。上学和参与与学校相关的活动时均应穿着校服。学生不得涂鸦或更改款式。学生着装要整洁。校服弄脏或无法穿着的学生可以联系行政办公室更换。与学校相关的演出期间可能不适用着装要求。持续违规可能会导致扣除学生学分和通知家长等后果。

• **Student Organizations and Clubs** 学生组织与俱乐部

In middle school and high school, students have the opportunity to 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 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。

• **Birthday Management** 生日管理

The time for birthday celebrations is the last half an hour (3:00-3:30pm) before the end of the school day. Please work directly with your student's teacher to schedule. 庆祝生日时间是在放学前半个小时即下午 3:00-3:30。请与孩子带老师直接预约安排。

If parents invite class students to your child's birthday party outside of the school, you can invite less than half of the class to participate or if you would like to invite more than half of the class, you must invite the whole class so that no one feels excluded. 如果家长邀请班级学生参加您孩子的校外生日派对，您可以邀请少于一半班级的学生参与，或者如果您邀请一半以上班级学生参加，您必须邀请全班学生参与，这样大家都不会觉得被孤立在外。



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- **Early Years Life Preparation 学前教育生活准备**

For Early Years students please send an extra set of clothing (pants/socks/underwear and shirt) in their backpack. If there is an accident, we have a dry set of clothing. There will be a 45 minute to one-hour nap time during the school day. Please have your child bring a blanket to school at the beginning of the week, it will be sent home to be cleaned on Friday. ELE 学前教育班的家长，请给您的孩子多备一套衣服（裤子/袜子/内裤/上衣）放在书包里。如有意外情况发生，他们能够换上干净的衣服。学前教育班的孩子每天会有 45 分钟到一个小时的午休，请您在每周一给孩子准备床上用品（被子枕头）带来学校，每周五带回家清洗干净。

The classroom temperature will be set an appropriate temperature. You can send an extra jacket with your child for when they feel cold.

我们会把教室里的温度调到合适温度。家长可准备一件外套给孩子带来学校以备不时之需。

Please cut your child's fingernails weekly. We want to avoid accidental scratching while the students play.

请每周及时给您的孩子剪指甲，避免学生活动时意外划伤。

- **Building Independence 培养独立性**

SAIS wants to build independence in our students and one of the ways we do that is to ask parents to drop your child outside the school and have them walk into the campus by themselves. They also walk the stairs everyday to lunch, recess, and to other classes so we know they are able to do it. We are asking you to assist us by not carrying your child to the school but encouraging them to do it independently.

深美希望培养学生一定的独立自主能力。其中一个方法就是：我们建议父母送孩子到学校门口，然后让孩子自己进校园。他们能每天走楼梯到饭堂吃午饭、到操场玩和去其它教室，我们知道他们能够做到。我们希望家长配合，不要抱您的孩子到学校但多鼓励孩子独立自主。

- **Student ID 学生卡**

SAIS issues a student ID card 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 broken, parents can request to make a new one from admin office, they will be charged 50RMB per ID card.

深美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。

7. Safety and Security 安全与保障

- **Closed Campus 封闭式校园**

SAIS is a closed campus so as to provide a safe and secure learning environment. All visitors must sign in at the reception desk and wear their visitor badge when in the building. Please return your badge upon signing out when leaving.



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深美外籍人员子女学校采用封闭式校园管理，为学生们提供了安全的学习环境。来访者必须在前台先登记，之后需佩戴来访证才可以参观学校。离校前请归还来访证。

- **Student Visitors 学生来访者**

SAIS does not permit our students to have visitors on campus.
深美不允许学生有来访者。

- **Dismissal 放学事项**

When school is over, early years students on the 1st floor will exit from main gate and all other students on the 2nd floor and above will exit from the south (Exit C) doors. School bus students will line up in the auditorium to exit from the main gate. Parents are not allowed to take the school bus home with the child for any reason. Non school bus students should be picked up in front, and parents can wait outside at the open area.

学校放学的时候，一楼的幼儿年级学生从学校正门离开，二楼及以上的所有其他年级学生从南门C出口离开。校车学生将在礼堂排队再从正门离开。任何情况下父母都被不允许和孩子一起坐校车回家。父母可以校门外开放区域等待接孩子。

Parents shall provide SAIS written notice if the parents give permission for someone else to pick up their child. Communicate with the teacher for appropriate pickup location.

如果您安排其他人接您的孩子，请向学校提供书面保证书。请与老师沟通合适的接送位置。

We will ask for identification from anyone we don't know who is picking up a student. If we receive no phone call or written notice we will call to confirm the person is okay to pick up the student. The person needs to show the ID before we release the student.

如果有陌生人来接您的孩子，我们会要求提供证明。如果没有接到电话通知或者收到书面证明书，我们会致电父母确认此人是否可以接该学生，并且在接走学生之前，此人需要出示身份证。

Parents shall provide SAIS a written notice if the parents give permission for their child to come to school and go home by himself/herself. SAIS is not responsible while the child is not on campus.

如果父母同意孩子独自上学和回家，请给学校提供书面通知书。学生走出学校后，深美不再对其负责。

Every Friday, parents are allowed to go to the classrooms to pick up your child from 3:15-3:30pm. It gives you the opportunity to meet the teacher and talk a little bit when needed. If you would like to come at 3:15pm, you can register in security check and show the photo to proof that you are the parent/guardian of the child before your entrance.

每周五，家长可以在下午 3:15-3:30 之间进入到教室接孩子。需要的话您可借此机会和老师见面聊聊。如果您下午 3:15 来，您需要在保安处进行登记并在进来前出示您家长/监护人与孩子合照证明。



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- **Bullying Prevention and Intervention 暴力预防与干预**

At SAIS, we are committed to fostering a safe and inclusive environment for all students. We take the issue of bullying seriously and have implemented a comprehensive anti-bullying program that includes education, prevention strategies, and intervention measures. We believe that parents play a crucial role in this endeavor, and we ask for your active collaboration in addressing and preventing bullying behaviors.

在深美，我们致力于营造一个安全和包容的环境，让所有学生都能在这里茁壮成长。我们非常重视欺凌问题，并实施了全面的反欺凌计划，包括教育、预防策略和干预措施。我们认为家长在这一努力中扮演着至关重要的角色，并请求您与我们积极合作，共同应对和预防欺凌行为。

We request that parents educate themselves on the signs of bullying and work with us to create a supportive home environment that discourages aggressive behaviors. Should your child report incidents of bullying, either as a victim or witness, we kindly ask for your immediate communication with our teachers so that we can take prompt and appropriate action. Together, we can cultivate a culture of respect, empathy, and kindness, ensuring that every student feels valued and protected.

我们要求家长自我教育，了解欺凌的迹象，并与我们一起创建一个支持性的家庭环境，以抑制攻击性行为。如果您的孩子报告了欺凌行为，无论是作为受害者还是目击者，我们恳请您立即与我们学校老师沟通，以便我们能够及时采取适当行动。通过与我们的合作，您向孩子展示了反对欺凌和促进积极学校氛围的重要性。

Our school provides regular workshops and resources on bullying prevention, and we encourage parents to participate in these educational opportunities to better understand and support our collective efforts. By partnering with us, you demonstrate to your child the importance of standing against bullying and promoting a positive school climate.

我们学校定期提供关于预防欺凌的研讨会和资源，我们鼓励家长参与这些教育机会，以更好地理解和支持我们的共同努力。通过与我们合作，您向孩子展示了反对欺凌和促进积极学校氛围的重要性。

- **School-wide Security Camera monitoring 校园监控**

SAIS campus is under 24 hours camera monitoring. The purpose of this is to help ensure the safety of our students and to use the footage as evidence when needed, to better understand a serious incident that threatened the health, safety, and well-being of a member of the SAIS community. 深美校园安装有 24 小时安全监控。目的是为了确保护学生安全和当需要事实真相记录来更好地清楚如严重危及到深美群体中的健康安全。

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential. Only designated staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence. Cameras are not to be installed for the purpose of monitoring staff performance. 如果任何已记录的图像包括请求信息或查看项目的可识别人员，则该记录应视为机密。只有指定的工作人员才可以查看



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实时图像或屏幕记录的图像，以免违反机密性。关于受保护信息的任何无意的观点均应保密。安装监控不是为了监测工作人员的工作表现。

The principal holds the authority for the records of SAIS. No SAIS parents are allowed to see the videos without the express permission of the principal because of confidentiality. Only the government officials who show a written pass from the related security department are permitted to check SAIS security camera records, according to Item #22 and #23 from the Public Security Image Management Regulations of Guangdong Province. 校长对学校监控有控制权。由于隐私保密的原因任何深美员工或家长未经校长同意都不可以查看监控。根据《广东省公共安全图像系统管理办法》的第二十二及第二十三条，仅有政府部门工作人员在有相关安全部门的书面批示情况下才能被允许查看深美的监控。

Here is the procedure if any incident occurs, 如任何事件发生，以下是流程：

- a. SAIS will investigate the incident. 学校将对事件进行调查；
- b. The principal gives authority to designated staff to review the incident if needed. 如需要校长授权指定员工查看事件过程；
- c. SAIS will inform the parents what we find out but is not required to share the video. 学校将通知家长关于调查的结果，但不一定会给予看监控；
- d. Stills from the video may be shared by permission of the principal, only in extenuating circumstances. 只有在特定情况下经校长允许才能给予看监控；

The purpose of the cameras is to provide additional information in emergency cases and is not to be used on a regular basis or as a way of supervising staff or daily classroom occurrences. 监控的目的是在紧急情况下提供额外的信息，而不是经常使用或者作为监视员工或日常班级情况的一种方式。

8. Communication 沟通

SAIS sends regular notices via wecom school notice, as well as on the school's official WeChat account. It is parents' responsibility to read these communications. 深美定期通过学校通知、学校官方微信公众号发出通知及动态。阅读学校的沟通信息亦是家长的责任。

- **Parent-Teacher/School Communication Guidelines 家长与教师/学校沟通指引**

- 1) Class parents wecom group 班级微信群

Class group rules 班级群规

:

- Only parents who are in school contact can receive school notice and join the class group. 仅加入学校通讯录，关注学校通知的家长方可进班级群
- The purpose of the class group: class announcements, parents positive communication, informal class activities, class community and resources sharing.
学校班级群目的：群通知，家长正向交流，非正式班级活动，班集体，资源分享
- The class group is for parents, students cannot join the group.



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班级家长群，学生不能入群

- For student's privacy safety, please contact Chinese homeroom teacher privately about any individual case, including ask for leave, clarification or enquiry etc.
为了孩子隐私安全，孩子个人情况，请私下联系中方班主任，比如请假，咨询等
- In order to create a positive atmosphere, if any negative comments that effect other parents, after the communication and reminders the parent who continues doing so will be requested out of the group. If parents have concerns, parents should communicate with the Chinese homeroom teacher in private that we can help parents to coordinate and solve the problem accordingly. 为了营造正向积极氛围，如发布负面评论打扰影响到其他家长的，沟通提醒后仍继续的家长将会请出群。如有顾虑，应私下与中方班主任沟通反映，才能针对性协调帮助家长解答或解决问题。
- The class group is managed by the Chinese homeroom teacher. As teachers mainly focus on students during school hours, teachers may not be able to check and reply in time. However, teachers will try to reply when they are free, which we expect parents can understand and support them. 班级群由中方班主任老师管理，老师上课期间以学生为主，可能无法及时查看回复信息，老师会尽量在空闲时间回复。希望家长理解支持。

2) One to one student family wecom group 一对一家庭企业微信群

Any individual case, including sick leave, clarification or enquiry, you can contact teachers on this small group.

任何私人事情，包括请病假、解释或咨询，您可在这小群联系老师。

3) Schedule the meeting 预约会议

If you have a concern and need to meet with your child's teacher outside of parent conferences, please contact the teacher to schedule a conference. Communication is important, but our school time is for the children. You may request a meeting when classes are not in session by using email or work wechat to schedule a time when the teacher is free to meet.

除了家长会后，如有事情需要与班级老师沟通、请先联系班主任老师预约安排时间。沟通是非常重要的，但学校的上学时间以学生为主。请通过邮件或企业微信预约老师的时间。

4) 定期家长会

There will be two student-led conferences held during the school year. Report cards will be sent home each quarter.

在学年期间将举行两次学生主导的家长会。成绩报告将于每季度发放回家。

5) School wecom school notice 企业微信学校通知

To receive school-wide notices, please scan this QR code to join SAIS WeCom, contacts. In this way, you can receive school notices on your WeChat. After you join it, it will be

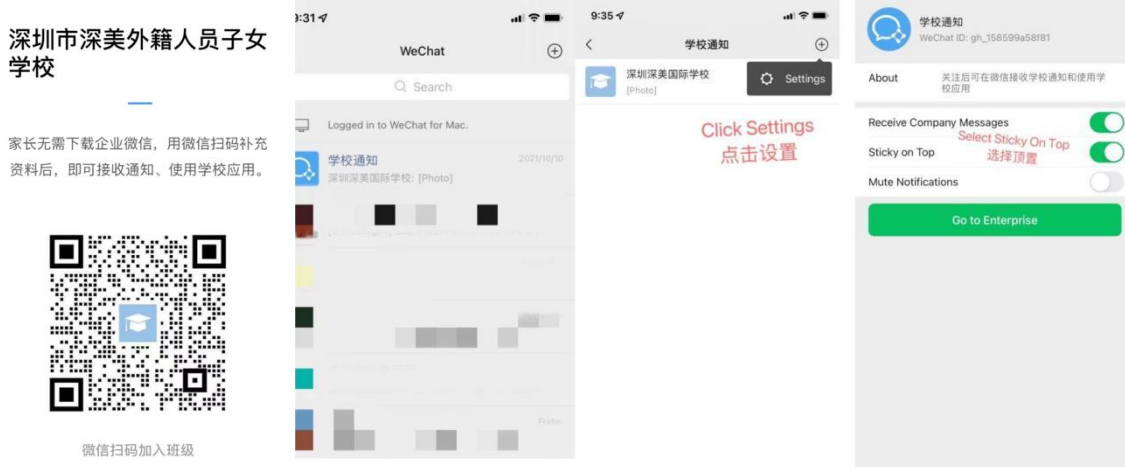


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shown on your WeChat under the name of “学校通知”. You can go to setting and sticky on top! QR code for parents to join our school contact, parents will be invited to join the class group automatically once they select the grade.

为了接收全校性的通知，请扫以下二维码加入深美学校通讯群，以便您能够在您的微信上接收学校通知。你加入之后，您的微信端可以看到“学校通知”。请设置其顶置! 家长扫码加入学校通讯录，选择 2025-26 年级班级后系统会邀请家长进班级群



6) Managebac 学术系统

SAIS set up your email in school managebac system as your login in account. New parents should receive a welcome email from managebac to login in and reset your password. You can also reset your password if you forget. In the future, you will find your child’s attendance, timetable, school or teachers’ notice, academic status etc. information there that you can know your child’s information.

学校把您的邮箱设置为 managebac 学生管理系统的家长登陆账号。新生家长应该可以收到 managebac 系统发出的欢迎邮件去登录和重设您的密码。如果您忘记密码可以选择重设密码。今后您可以在那里查看孩子的考勤、课表、学校和老师信息等了解孩子的学习情况。

For more tutorial information, please refer to MB Parent Guide.

更多的指南信息，请查看 MB 家长指南。

7) Schoolsbuddy 课后课及活动管理系统

SAIS can set up your email in school schoolsbuddy system as your login in account. New parents should receive a welcome email from schoolsbuddy to login in and reset your password. You can also reset your password if you forget. This school year, SAIS starts to use schoolsbuddy for parents to choose afterschool programs and any school events etc. information there.

学校把您的邮箱设置为 schoolsbuddy 学生活动管理系统的家长登陆账号。新生家长应该可以收到 schoolbuddy 系统发出的欢迎邮件去登录和重设您的密码。如果您忘记密码可以选择重



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设密码。这学年深美启用 schoolbuddy 系统提供家长选课后课以及课查看任何学校活动信息校历。

For more tutorial information, please refer to SB Parent Guide.

更多的指南信息，请查看 SB 家长指南。

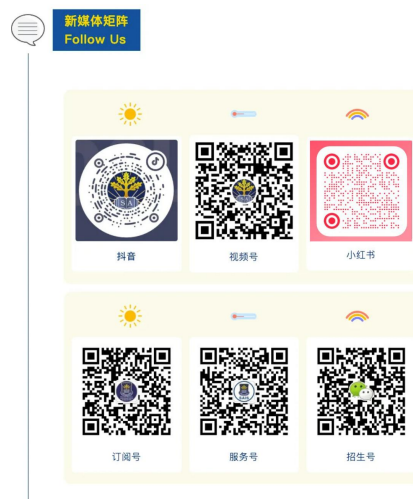
8) School Newsletters and Updates 校刊学校动态

SAIS issues monthly newsletter that you can know the updates of SAIS. 深美会发布月刊以便您了解深美动态。

9) School website 学校官网

You can learn more about SAIS at www.szsais.org. 查看官网更多了解深美。

10) Social Media and Online Platforms 学校新媒体及在线平台



- **Parent contact number 家长联系方式**

It is extremely important that the phone number we have on file will be answered when we call. In case of an emergency, we must be able to reach a parent. Your assistance with this important matter is appreciated.

家长在学生档案填写有效正确的电话是十分重要的，以防有紧急事件，我们需要立刻联系到家长。如家长联系方式有更改，请通知招生中心。感谢您的配合。

- **Respect and Communication 尊重与沟通**

Our teachers are dedicated, and we require respect from parents during all communication, whether it is digital or in person. Any threats or actions, physical or otherwise, towards SAIS staff could lead to the school terminating the contract between a parent and the school. If a contract is terminated for this reason normal refund policies would be followed.



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深美教师非常敬业，我们要求家长不管当面沟通还是书面交流时尊重对方。对深美员工产生任何威胁或举措、肢体等其他冲突，可导致学校与家长合同的终止。如因此合同被终止，参照正常退款政策。

SAIS are a small community and because of that we require that all of our parents respect each other during all interactions. If there is conflict, we encourage our parents to find a time and work it out between themselves. We are all working toward the good of our children and students, and most conflict comes because of misunderstandings. Open and clear communication allows both parties to be heard.

深美是一个小社区群体，我们需求所有家长交流互动时要相互尊重。如有冲突，我们鼓励家长之间能找时间沟通并商讨解决。我们一切都是为了孩子，大多数冲突原因都是因为误解。开放和清晰的交流能够让双方理解和接纳。

9. Parent Involvement 家长参与

- **Parent-Teacher Association (PTA) 家长教师委员会 (家委会)**

Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) at SAIS plays a vital role in fostering a collaborative and supportive school community. We warmly invite all parents to join the PTA, where you can actively participate in shaping the educational experience of your children and other students. The PTA serves as a bridge between home and school, organizing events, volunteering opportunities, and providing valuable resources that enhance the learning environment.

深美家长教师协会（PTA）在促进建立协作和互助的学校社区方面发挥着至关重要的作用。我们热忱邀请所有家长加入 PTA，让您能够积极参与塑造您孩子及其他学生的教育体验。PTA 作为家校之间的桥梁，负责组织活动、提供志愿服务机会以及有价值的资源，以改善学习环境。

By becoming a member of SAIS PTA, you will have the chance to engage in various PTA activities, including social events, fundraisers, and educational workshops. Your involvement can range from attending meetings to volunteering for specific projects that support our students' academic and extracurricular pursuits. The PTA is not only about fundraising but also about creating a sense of community and advocating for the best interests of all students.

成为深美 PTA 家长后，您将有机会参与各种 PTA 活动，包括社交活动、筹款活动和教育研讨会。您的参与可以从出席会议到为支持学生学术和课外活动的特定项目提供志愿服务不等。PTA 的工作不仅仅是筹款，还包括营造社区氛围，以及为学生们的最佳利益代言。



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We believe that the PTA's effectiveness is amplified when parents work together with us collaboratively. Your participation helps to strengthen the PTA's ability to make a positive impact on our school's programs and services. We look forward to your contributions and the energy you bring to our collective efforts to provide the best possible education for our children.

我们相信，当家长与我们携手合作时，PTA 的效能将得到增强。您的参与有助于加强 PTA 对学校项目和服务产生积极影响的能力。我们期待您为集体努力做出贡献，并带来活力，共同为我们的孩子提供尽可能优质的教育。

For more information on how to join and get involved with the PTA, please contact the PTA Coordinator directly. 有关如何加入 PTA 并参与的更多信息，请直接联系 PTA 协调员。

• **Parent Workshops and Events** 家长工作坊及活动

School Academic Events 学校学术类活动

SAIS values student presentations and performances and schedules meetings to communicate important information. There are therefore regularly scheduled events that are key aspects of your child's education, such as Student-Led Conferences, Exhibitions of Learning, the School Maker Fair, Open Houses and informational parent meetings, class presentations, and more. It is very important that you are informed about your child's education and are there to follow their progress and celebrate their learning. Please prioritize attending all these important school events.

深美重视学生展示和表演，也会安排会议来交流重要信息。因此，我们会有定期安排关于您孩子教育关键方面的活动，比如学生主导的家长会、学习成果展、学校创客节、开放日、家长信息说明会、班级展示以及更多。您知道您孩子的教育、并且跟踪他们的进步和庆祝他们的学习成就是非常重要的。请优先参加所有这些重要的学校活动。

Optional School Events 选择性学校活动

In addition to the required school events, there are also classes or workshops for parents, a Sample of SAIS opportunities, and more. These are optional but it is also important that if you sign up, you commit to attending or communicating if you can no longer attend, so the school can plan accordingly.

除了学校规定的活动之外，我们还有为家长开设的课程或工作坊、深美样本课程体检的机会等等。这些都是选择性参与活动，但同等重要的是，如果您有报名，您需要承诺参加，如果您不参加，您需要告知与学校沟通，这样学校能根据情况做计划安排。



10. Transportation 交通

• **School Bus Services 校车服务**

Currently we provide school bus service to students living in Nanshan and Futian districts at an additional cost. There will be a bus monitor on each school bus. 目前我们为居住在南山和福田的学生提供有偿校车服务。每个校车配备一名校车老师。

• **Transportation Policies and Procedures 校车规章制度**

The following rules and regulations insure the safest, most enjoyable and efficient transportation for our students. It is expected that bus student parents follow all the transportation policies and procedures.

以下规章制度是为了给学生们创建最安全舒适的乘车环境而制定的，它要求每个乘坐校车的学生家长遵守校车规章制度。

- Parents can choose the school bus service provided by SAIS. The school Board and administrative staff are not responsible for any accidents that occur when the bus service is used.

家长可选择由深美提供的校车服务。深美协助做校车接送安排，学校董事会、行政职员不承担任何使用巴士服务所发生的事故责任。

- During the school year, routes will be adjusted to improve school bus service. Parents are required to submit the bus application form at the Admission Center 5 business days before the student takes the bus.

学年期间，为改善校车服务，路线将有一定调整。家长须在学生乘坐校车 5 个工作日前到招生中心递交校车申请表。

- School bus service is only available to students who live within the Shenzhen Special Economic Zone. For students living outside the district, parents are advised to drop their students off at the nearest school bus pick-up point. Students can take the bus after arriving at the pick-up point.

校车服务仅提供给居住在深圳特区范围内的学生。对于居住在特区范围外的学生，学校建议家长将学生送到最近的一个深美校车接送点，学生可到达接送点后再乘坐校车。

- Arrival: be on time, 5 minutes early; wait in an orderly manner (on sidewalk, off street). For students going to school, the bus driver only waits 2 minutes. For after-school students, especially at school stops in the city center, parents have the obligation to wait for students at the bus stop or to teach students how to get home by themselves.

为保证按时到达学校，学生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）。对于上学学生，校车司机只等待 2 分钟。对于放学学生，特别在市中心的校车站，家长有义务在车站等待学生或教会学生如何自己回家。

- Students needing to ride any bus other than their regular assigned bus must give the monitor a note from their principal giving permission. Monitors may not accept notes from parents.



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

- The school is not responsible for delays caused by natural causes or traffic problems. 对于因为自然原因或交通问题而造成的校车延误不在学校责任范围内。
- School bus service arrangements do not require students to go out early; The order of pick-up and drop-off is the best arrangement according to the individual situation of the students.

学校校车服务安排路线不需要学生很早出门；接送顺序是根据学生的各自情况而做出的最佳安排。

- SAIS will notify parents in writing of any changes to normal school bus routes. If parents need to change the school bus transfer for special reasons, they need to notify the school in writing 24 hours in advance. If a student is absent, parents should contact the school and inform the class teacher as soon as possible.

深美将书面通知家长任何正常校车路线的变更。如果家长因为特别原因需要改变校车接送，需要书面形式 24 小时前通知学校。如果学生缺席，家长须尽早联系通知学校其跟车老师和班主任。

- Misbehavior: Continued disorderly conduct or refusal to follow the driver and/or monitors directions 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:

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

11. Food and Nutrition 食物与营养

● School Meal Program 校餐项目

SAIS offers a lunch program during school days. Xinhui is the school's catering company, which provides variety of healthy and nutritious meals, such as regular school buffet lunch, and vegetarian lunch. You can scan wechat mini app for ordering, cancelling or switching a different lunch option. You can find school lunch menu at our school website or see it on schoolsbuddy parent portal links.

深美在上学期期间提供午餐计划。鑫辉是学校的餐饮公司，提供普通学校自助午餐、素食午餐等多种健康营养的膳食。您可以扫码小程序订购、取消或更改其他午餐选项。您可以在我们学校的网站上找到学校的午餐菜单，或者在 Schoolsbuddy 家长门户网站上看到菜单链接。



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- **Lunch and Food Order In Restriction 禁止点外卖午餐与食物**

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。

12. Special Programs and Services 特别项目与服务

- **International Exchange Programs 国际交流项目**

Organized Excursions: 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.

出游组织：获得许可的外出教育访问，实地考察和研讨会，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。

When students enroll in secondary program, there are more opportunities for students to explore outside SAIS. A key component of SAIS's secondary school plan are experiences that help our students to develop as well-rounded, versatile, confident, multi-lingual young leaders. Experiencing other cultures, living independently, and being exposed to other



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languages, people, and educational programs will enrich our students' school experience, provide them with life-long lessons, and help them to be able to navigate their futures successfully. Students will have multiple opportunities to travel both locally and internationally, to present at conferences, to interact with students in other schools, and to do educational exchange programs over the summer and during the year.

当学生进入到中学时，学生将会有更多的机会去校外探索。SAIS 中学计划的关键组成部分是为学生提供各种机会以获得丰富的经验，帮助他们发展为全面，多才多艺，自信，会说多种语言的年轻领导者。体验其他文化，独立生活以及接触其他国家的语言，人们和教育，这将会充实我们学生的学习生活，让他们获得终身有益的经验，并帮助他们在未来取得成功。在一整个学年中及暑假期间，学生将有多种机会在本地和国际游学、出席会议，与其他学校的学生互动以及进行教育交流计划。

- **Language Support Services 语言支持服务**

SAIS offers paid ESL programs for students who are in need. You can contact your Chinese homeroom teacher for more information. According to our schools policies and the education bureau rules and regulations teachers are not allowed to teach students without being approved by SAIS. 深美为有需要的学生提供付费 ESL 课程。您可以联系您的中方班主任了解更多信息。根据我们学校的政策和教育局的规章制度，没有经过学校的批准，老师是不允许给学生补课的。

13. Policies and Procedures 规章制度

- **Attendance Policy 出勤政策**

Attendance Recording: Teachers take attendance via the Student Information Management System at the beginning of each class. Late arrivals are recorded as 'Late to Class'. The policy emphasizes the importance of attendance, punctuality, and communication between students, parents, and the school to ensure a conducive learning environment.

考勤记录: 每堂课开始时，教师都会通过学生信息管理系统进行点名。迟到将被记录为“上课迟到”。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 Progress Reports. Attendance Requirements: Students must attend at least 90% of school days (no more than 18 absences per year) to pass courses. Unplanned absences beyond designated days are prohibited. Truancy may result in expulsion. Excessive absences could lead to grade repetition.



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准时：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。出勤要求：学生必须出席至少 90% 的上课时间（每年缺勤不超过 18 次）才能通过课程。禁止无故缺席。逃学可能会导致开除。过度缺勤可能会导致留级。

Early Dismissal: 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.

早退：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: Frequent tardiness disrupts class and affects attendance records. No grace period for late arrivals; students arriving after 8:20am are marked tardy. Absences exceeding half a day or an hour must be reported to homeroom teachers via wecom.

缺勤：经常迟到会扰乱课堂秩序并影响出勤记录。迟到没有宽限期；上午 8:20 之后到达的学生将被标记为迟到。缺勤超过半天或一个小时必须通过 wecom 向班主任报告。

Please send a message to your child's homeroom teacher by your individual wechat group. You may leave a message if it is before school hours. School staff will contact parents about missing students before 9:30am. If your child is being picked up and not riding the bus, please contact your bus monitor by phone. When picking your child up before the end of school please sign them out at the security desk and provide proper identification.

如果您的孩子需要请假，请发信息告知班级老师，学校老师将会在 9 点半前联系家长了解关于缺勤的学生情况。如需自行接走坐校车的孩子，请电话提前通知校车老师。如需在放学时间前接走孩子，请在学校前台登记签名并提供相应证明。

We would like students to receive a full and comprehensive education from the school.

Being chronically late to school or absent it is an impediment to children's education.

Students should be at school before 8:20am. The parents of any students who are tardy or absent repeatedly will be called for a parent meeting. 我们希望学生们能接受全面的教育。

经常迟到或缺勤对学生的教育是一种障碍。学生应在 8 点 20 前到校。经常迟到或缺勤的学生家长将会被点名到校开家长会。

• **Student Behavior Policy 纪律规章制度**

SAIS has a proactive approach to discipline, which means we have a focus on prevention and the well-being of the SAIS community. When challenging behaviour incidents occur beyond what a teacher can address safely in their classroom, a school administrator will be brought in and the parent notified.



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深美对纪律保持一种积极主动的管理方法，这也就是说我们着重正面管教来保证深美群体的利益。当纪律事件发生在老师的课堂可控范围之外时，学校管理者将会介入并通知家长。

Students who misbehave will have consequences, which will be determined by the homeroom teacher or one academic administrators. 由于学生行为导致不良后果的，年级主任学情况进行以下处理。

- 1) Verbal/Written Warning, the parents will be informed if necessary
口头/书面警告，必要时通知家长。
- 2) Parent/Guardian, Student, Principal conference if we need to address the issue.
如果需要共同解决问题，家长/监护人，学生及校长三方会召开会议。
- 3) Suspension a day or more from school in the case of a serious incident or repeated issues.
如果情况严重或次数频繁，学校将以停课一天或以上进行处理
- 4) Expulsion from school in the case of severe incidents or harm to other students or staff. 情节严重或对其他学生或工作人员造成伤害的，给予开除处分。

• Homework Policy 家庭作业制度

Regular and purposeful study outside of class is essential if full advantage is to be gained from the work at school. Cooperation of guardians 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。

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 无评分奖励



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- Communication with parents and/or Progress Concern Reports 与家长沟通和/或进展关注报告

Based on research about homework, students will have an expectation of reading (or being read to) for at least 30 minutes every night. There will also be opportunities for following up on projects at home for those students who are interested. However, formal homework assignments outside of independent reading is not given to students in Kindergarten and below. Primary students are expected to have homework 2-4 times a week depending on which grade. For middle school students, they have homework assignments every week. For more information refer to the middle school student handbook.

根据对家庭作业的研究，建议学生每天晚上至少有 30 分钟的阅读时间(或被阅读时间)。对于那些感兴趣的学生，也有机会在家里跟进项目。然而，除了独立阅读之外，幼儿园及以下的学生没有正式的家庭作业。根据年级的不同，小学生每周要做 2-4 次家庭作业。对于初中生和高中生来说，他们每周都有家庭作业，具体信息请参照中学生手册。

- **Gift Policy 礼物规则**

We appreciate that parents like to recognize their child's teacher and give gifts, and we especially encourage acknowledging our teachers during Teacher Appreciation days. However, please don't buy expensive gifts for the teachers; try to keep gift values under 300 RMB. Gifts are in no way to be given in expectation of preferential treatment. 我们感谢家长喜欢赠送礼物来表彰认可孩子的老师，我们尤其鼓励在感恩教师日向我们的老师表达谢意。尽管如此，请不要给老师买贵重的礼物；尽量把礼物价值控制在 300 元以下。赠送礼物绝对不能指望得到优待。

- **Technology Use Policy 技术使用政策**

Personal Electronic Devices 个人电子设备

If a student brings their watch phones or any electronic device to school, they should be kept in their backpack. 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. 如学生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。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。

Do not call your child directly during school as it disrupts their focus and education.
请不要在学生上课期间打电话给学生以免打断学习、让他们分心。



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If you need to connect with your child during the day please follow the normal communication guidelines stated above.

如在上学期期间需要联系您的小孩，请遵照以上沟通指引。

Computer Policy 电脑管理制度

Digital learning and technology enhancement are important parts of the SAIS experience. Students use technology extensively in projects, including research, presentations, 3D modeling and printing, virtual reality, and integration of a host of electronic components. 数字学习以及科技融入是深美教学经验的重要组成部分。学生在项目中广泛地使用科学技术，包括研究、展示、3D 建模和打印、虚拟现实和电子元件的集成。

SAIS provides computers to support instruction and research. In order to ensure that the computers are fully available for these purposes, SAIS has established the following policy on responsible use of its computer system. 深美提供电脑支持教学及研究。为了确保电脑能充分发挥其使用的目的性，深美制定以下电脑使用责任制度。

Students have the opportunity to use shared iPads/computers (K to Grade 5) or 1:1 MacBooks (Grades 6 and up) provided by the school as a regular learning tool. Students will be assigned a specific SAIS-owned device, for use throughout the duration of the academic year. The device is labeled and recorded, which is assigned to each student. iPads and Macbooks which are owned by SAIS are not to be taken home and should be kept in the homeroom where a locked storage cabinet with charging capabilities is available. The only occasion for which a device should be removed from the homeroom is for use in a special subject classroom on campus. Devices should always be accounted for and locked up in the correct storage cabinet in the homeroom at the end of each day. It is the student's responsibility to make sure his or her device is put away properly.

学生有机会使用学校提供的共享平板/电脑（K 至五年级）或学生（六年级及以上）与苹果电脑比例 1:1 使用作为常规学习工具。在整个学年期间，学生将被分配使用指定的学校自有电脑设备。电脑设备会被贴上便签和登记，并分配给学生。学校的平板及苹果电脑不能带回家，且应保存在教室带充电的电脑存放柜里。仅有去其他科目课程上课时电脑可以带出自己班级在校园范围内使用。电脑应每天放学前放回指定的电脑存放柜锁好。确保自己使用的电脑放置归位好是学生的责任。

Proper Use 合理使用

Students are responsible for safeguarding devices such as iPads/computers and Macbooks while using them. Students (or their parents) will be charged for repairs or replacement if they damage a device that is owned by SAIS, whether the damage is caused intentionally, by negligence or by accident. If a device that is assigned to a specific student goes missing,



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the student to whom the device is assigned will be held responsible unless it can be proven that another individual is guilty of theft. The teacher and principal will conduct an investigation to determine the cause of any damage or loss before determining who is to be held responsible. All classrooms are equipped with camera monitoring to which the principals have access.

学生在使用平板或电脑时有责任保护这些设备的安全。如果损坏学校电脑设备，不管是有意地、疏忽还是不小心造成的，学生（或学生家长）将被要求支付相关费用。如果分配给学生的电脑设备丢失，该学生亦将要承担负责任，除非能证明另一人犯有盗窃行为。老师和校长将进行调查，以确定任何损害或丢失的原因，然后确定谁应承担责任。每个教室都安装有监控设备，校长可以查看监控。

Consequences for Improper Use 使用不当的后果

Violations of this policy may lead to suspension of the user's device or referral to the appropriate authority for disciplinary action. Those consequences can include:违反制度可能会导致暂停使用其设备或接受相应的纪律处分。那些后果包括：

- Repair fee: If a device is broken due to student's personal reason and not covered by the manufacturer's warranties, parents should cover the cost to repair. The cost is determined by the original manufacturer or its authorized dealer. 维修费用：因学生使用不当造成的损坏，如果没有在厂家的保修范围，则需由家长付给维修费。维修费的多少由生产厂家或其授权经销商确定。
- A device will be taken away or restricted access applied for a specified time frame. 没收设备或在特定时间段禁止使用。
- The student will be asked to give a presentation to other students about internet safety or introducing computer policy again. 学生将被要求再次向其他学生做一个关于互联网安全或电脑制度说明报告。
- Severe misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by government authorities. SAIS will attempt to tailor any disciplinary action to the specific issues related to each violation. 严重滥用还可能导导致纪律处分和/或法律行动，包括停学、开除或收到政府部门的刑事起诉。深美将针对每一项违反行为的具体问题采取相应的处理措施。

SAIS reserves the right to monitor all technology use on campus as well as any technology use that enters the school community. This includes, but is not limited to, personal devices such as tablets, mobile phones and personal computers. 深美保有对校园内以及带入校园的所有电子设备使用监督的权利。这包括但不限于个人设备，如平板电脑、移动电话和个人电脑。



14. Health and Safety 健康与安全

- **Weather Warning 天气预警**

SAIS will announce school closures by School Notice, WeChat group or notification on the school website accordingly based on the level of typhoon and rainfall. Parents can pay attention to the weather broadcast closely.


学校会根据台风等级和降雨量通过学校企微通知、家长群或学校网站发布学生停课通知。家长可密切关注天气情况。

<u>The level of typhoon</u> 台风等级	<u>Status</u> 状态	<u>School closure or not</u> 是否停课	<u>Comments</u> 注意事项
White 白色风球 	In 48 hours 48 小时内可能或已经受热带气旋影响	No 不停课	The school is on. 正常上课
Blue 蓝色风球 	In 24 hours, wind speed level is 6 or higher. 24 小时内平均风力达 6 级以上	No 不停课	Be cautious and take the time to come to school safely. Students can delay arrival to school accordingly. 注意出行安全，学生可根据天气情况晚到学校
Yellow 黄色风球 	Within 24 hours, average wind speed level is 8 or higher. 24 小时内平均风力达 8 级以上	Yes 停课	If it occurs during the school day, absent students don't have to come to school. Students on campus are taken care of. Parents can pick up the child earlier if parents prefer to. 如果在上课过程中出现此信号，未到校的学生不必返校，学校会保证已经在校的学生的安全。家长可提前来接孩子回家。
Orange 橙色风球 	Within 12 hours, average wind speed level is 10 or higher. 12 小时内，风力达 10 级以上	Yes 停课	Stay at home, school closure 学校停课，学生待在家中



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<p>Red 红色风球</p> 	<p>Within 6 hours, average wind speed level is 12 or higher.</p> <p>6 小时内风力达 12 级或以上</p>	<p>Yes</p> <p>停课</p>	<p>Stay at home, school closure</p> <p>学校停课，学生待在家中</p>
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<u>The level of rainfall</u> 暴雨等级	<u>Status</u> 状态	<u>School closure or not</u> 是否停课	<u>Comments</u> s 注意事项
<p>Yellow 黄色暴雨</p> 	<p>Within 6 hours</p> <p>6 小时内</p>	<p>No</p> <p>否</p>	<p>The school is on.照常上课</p>
<p>Orange 橙色暴雨</p> 	<p>Within 3 hours, rainfall capacity in 50ml</p> <p>3 小时内，降雨将达 50ml</p>	<p>No</p> <p>否</p>	<p>Be cautious and take the time to come to school safely. Students can delay arrival to school accordingly.</p> <p>注意出行安全，学生可根据天气情况晚到学校</p>
<p>Red 红色暴雨</p> 	<p>Within 3 hours, rainfall capacity in 100ml</p> <p>3 小时内，降雨将达 100ml</p>	<p>Yes</p> <p>停课</p>	<p>If it occurs during the school day, absent students don't have to come to school. Students on campus are taken care of. Parents can pick up the child earlier if parents prefer to. 如果在上课过程中出现此信号，未到校的学生不必返校，学校会保证已经在校的学生的安全。家长可提前来接孩子回家。</p>
<p>延迟上学</p> 	<p>On school days, when weather broadcast these following rainstorms, with parents' help students can delay to come to school if necessary.</p> <p>在上学期期间，如遇</p>		



	以下天气信号，学生可在家长的陪同下推迟返校。
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• **Air Quality 空气质量**

<u>The level of Air Quality</u> 空气质量等级	<u>Status</u> 状态	<u>School closure or not</u> 是否停课	<u>Comments</u> 注意事项
Green 绿色 Good 优 AQI:0~50	Air quality is considered satisfactory, and air pollution poses little or no risk. 空气质量视为优，空气污染少或没有。	No 不停课	Outdoor activities are on. 正常户外上课
Yellow 黄色 Moderate 良好 AQI: 51~100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution. 空气质量还行，但是对不适应的部分人来说有一些适量健康顾虑。	No 不停课	Outdoor activities are on. 正常户外上课
Orange 橙色 Unhealthy for Sensitive Groups 对敏感群体不利 AQI: 101~150	Members of sensitive groups may experience health effects. The general public is not likely to be affected. 敏感群体学生可能会有健康反应。大部分群体不会受到影响。	No 不停课	No outdoor activities for the sensitive groups 对于敏感群体学生取消户外运动
Red 红色 Unhealthy 不健康: 151~200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects. 每个人可能都会受到健康影响；敏感群体可能会更严重。	No 不停课	No outdoor activities 取消户外上课
Purple 紫色	Health warnings of emergency conditions. The entire	No	No outdoor activities and sports events



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Very Unhealthy: 非常不健康 201~300	population is more likely to be affected. 紧急健康警告，所有人都会受到影响。	不停课	取消户外课和运动会
Dark Red 深红 Hazardous 危险: 301~500	Health alert: everyone may experience more serious health effects 健康警示：每个人都要受到严重健康问题都影响。	Yes 停课	Stay at home, school closure 学校停课，学生待在家中

The school has air purifiers in lower grade classrooms. In order not to disturb the class, there are three fixed times to purify, which is central-controlled and recorded by the assigned staff.

学校为低年级班级配置空气净化器。为了不妨碍课堂上课，学校安排三个时间定期进行空气净化，这由指定的学校员工集中控制管理并记录。

• Health Related Information 健康相关信息

A child must be fever free for 24 hours without the assistance of medication before they may return to school.

如学生有发烧的情况，必须要在 24 小时不发烧不需服用药物的情况下才能返校。

If a child has vomited, they need to stay home. If they arrive at school and have thrown up they will be sent home. If a student becomes sick during the school day, the SAIS nurse will call and let you know the student needs to go home. If the parent cannot pick the student up they must have someone who can. Sick students may not stay at school for their own and other's safety. It also helps not to infect other students in the class.

如学生出现呕吐情况，必须要待在家中。如果在校期间学生呕吐，则需家长来接孩子回家。学生在上学期间生病，校医会给家长打电话告知来接学生。如果家长有事不能接孩子，必须找到其他可以接孩子的人。为了学生自己和他人的健康，生病的学生不得继续留在学校，以防传染给其他学生。

If the student requires medical attention, the student will be sent to the nurse immediately. The nurse will call home if necessary. The student's parent will be informed by the teacher either by email, phone, a note or in person according to the severity of the accident/incident. 如学生需要服用药物，将被立即送往校医处。校医会电话联系家长，班级老师也会根据情况通过发邮件、打电话或留言的方式通知家长。

A. Disclosure of Health and Medical Information 健康信息

1. Parents or guardians are responsible for notifying the school of their child's health needs and are expected to provide relevant, timely and accurate information about health concerns that could affect the child's behavior and learning and/or the well-being of other students and staff. Health and medical concerns are to be



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reported annually or when the nature of the health or medical concern changes, on the appropriate forms provided.

家长或监护人有义务及时告知学校孩子的健康状况和医疗需求，以及可能会影响学生行为、学习和/或其他学生、校方人员的准确信息。健康情况需要每年向学校汇报或者在健康状况有变动的情况下通知学校并填写学校提供的健康记录表。

B. Administration of Medication 药物管理

1. Wherever possible, students are expected to take required medications at home or under the supervision of a parent/guardian.
深美希望学生尽可能地在家里服用需要的药物，或者在父母/监护人的监督下服用。
2. In the case of prescription medications that are required to be taken at school, the school nurse will administer such medication if requested by parents/guardians. Directions must accompany any medication to be administered at school.
对于处方药物需于在校期间服药的情况，家长可向校医要求监督并帮助孩子服药，同时必须提供服药剂量时间等的指引。
3. Responsibility for the administration of medications while off-site may be assigned to a teacher or staff member.
如遇学生外出活动等不在校内，或由指定的老师、学校员工协助学生服药。
4. School personnel must receive approval from a parent/guardian in order to administer prescription or non-prescription medication to a student.
校方人员必须得到学生父母/监护人的同意方可向学生提供处方或非处方药物。
5. Information concerning the administration of medication to a student must be recorded.
涉及给学生提供的药物信息必须登记记录。
6. Students may assume responsibility for the safe handling and self-administration of medication.
如学生自行服药及自行保管药品，将视为对此行为相关情况负责。
7. Medications are to be stored in accordance with the following requirements: 药物存放需遵循以下要求：
 - a. Prescription and non-prescription medications must be contained in approved containers clearly labeled with the student's name, common name of medication, dosage and administration instructions
处方药物或者非处方药物必须干净地存放在盒子里，并且粘贴上学生的名字，药物的通用名字，药物剂量和服用方法。



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- b. All medications that are stored at the school (e.g. epi-pens, Benadryl) are to be kept in a secure facility within the nurse's office.
所有存放在学校的药物需保存在校医室的安全设施里。
 - c. A record of medications in storage must be maintained.
贮藏处的药物记录必须持续跟进记录。
 - d. Unused medications are to be returned to the parent/guardian at the end of the school year.
未使用的药物将在学期末归还给父母/监护人。
8. Arrangements to administer medications will remain in effect only if they are satisfactory to the principal and staff members responsible.
只有经校长同意以及在校方人员的职责范围内，向学生提供服药帮助的安排方可持续生效。

C. Medical and Health Related Emergencies 医疗健康及相关紧急情况

1. When a student is deemed to require immediate medical attention due to accident or illness the following procedures are to be followed:
当学生因事故或疾病而被视为需要立即就医时，应遵守下列程序：
*The definition of immediate medical attention: bleeding that may require stitching, eyes and other important senses and body parts. 紧急急救的定义：流血并可能需要缝针，眼睛和其他重要感官和身体部位。
 - a. Provide emergency first aid as required and contact emergency medical services. Ensure an adult remains with the student until relieved by parent/guardian or emergency medical personnel.
根据需要提供紧急急救并与急救中心联系。确保学生有成人陪同，直到家长/监护人或急救医务人员到来为止。
The nurse shall do basic treatment and report to the administrator about the emergency needed. The nurse and additional SAIS staff members make the decision about the emergency and should accompany the child to the hospital or the clinic nearby as early as possible.校医会做基本处理并向行政领导报告紧急情况。校医和学校行政人员对紧急情况做决定并一起陪同学生尽快去就近对医院或诊所。
 - b. Contact a parent/guardian or emergency contact person as soon as possible.
尽快与家长/监护人或紧急联络人取得联系。
 - c. Notify the Principal of the incident as soon as possible.
尽快通知事故负责人。
 - d. Complete an Incident Report as soon as possible after the event.
在情况发生后尽快完成事故报告。
2. If a student is transported to a medical facility without a parent/guardian being contacted, a staff member must accompany the student until relieved by a



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parent/guardian or until the student is discharged from medical care, at which time the attending staff member will accompany the student back to school unless otherwise directed by the parent/guardian.

如遇学生送到医疗处但无家长/监护人在身边，校方人员须陪同学生直到家长/监护人出现为止，或直到医生允许学生离开，陪同的校方人员将随学生一起回到学校，除非家长/监护人有其他安排。

3. Notwithstanding the requirement to provide the most immediate care to the student, all decisions regarding medical treatment are to be left to the parent/guardian.

尽管需要向学生提供最及时的医疗处理，关于医疗的所有决定都将由父母/监护人作出。

4. A student who suffers a minor injury or becomes ill at school is to receive treatment within the parameters of first aid training and resources available to staff members.

受轻微伤或在校生病的学生，校医会根据情况先进行初步处理。

5. Any student being treated for illness or injury is to be monitored by staff.

任何因生病或受伤而受到治疗的学生都接受学校工作人员的监督。

6. A student being dismissed from school due to illness or injury must be released to a parent/guardian or designate. Students are not to be dismissed without supervision unless directed to do so by a parent/guardian.

因生病或受伤而需离校的学生必须交由家长/监护人或指定人接走。除非有家长或监护人的指示，否则学生不得独自离校。

D. Allergies and other Medical Conditions 过敏或其他疾病

1. Parents/guardians are responsible for informing the school of any allergies or other medical conditions that may impact a student's health, well-being, attendance or performance at school. This information must include:

父母/监护人有责任通知校方人员影响您孩子健康、身体状况、出勤率或者在校表现的过敏源或者其他疾病，包括：

- a. Nature of allergy or condition
天生的过敏或疾病过敏体质或会引起过敏的情况
- b. Symptoms and/or indications requiring intervention
症状和/或需要干预的指示
- c. Emergency treatment procedures
紧急情况应对步骤
- d. Possible side effects or reactions to treatment
潜在的治疗副作用或反应
- e. Emergency contact information



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紧急情况的联系方式

2. Any medication or anti-allergen that a student may require must be properly stored and labeled for identification in a secure facility within the nurse's office. 任何个人药物或抗过敏的药物必须妥善存放在护士办公室的安全设施内并贴上标签以便鉴别。
3. Accurate and current records of all students with severe allergies or medical conditions that may require emergency interventions are to be maintained in the nurse's office and confidentially circulated to all staff members needing to know. 对于有严重过敏或健康状况、有可能症状发生需要紧急干预的学生，其医疗记录应存档于校医室，并且让需要知道的员工悉知并保密。

E. HFMD (Hand-Foot- Mouth Disease) or contagious diseases 手足口病或其他传染病

Parents will be notified to take the student home and visit a doctor if the school Nurse suspects a contagious condition such as conjunctivitis or coronavirus. It is the responsibility of the parents to prove that the child is safe to attend school if there is any question about a contagious condition. See below for more details.

如校医发现疑似患有传染性疾病的学生，家长会被通知带学生回家看医生。家长有义务并证明孩子是在健康安全的情况下上学，如有任何关于传染的问题，详情如下：

The classroom and school are regularly and thoroughly disinfected and cleaned, and SAIS staff is aware of preventative measures and treatment. However, during the peak season of Hand-Foot- Mouth Disease (HFMD), if the child has suspicious symptoms or is diagnosed with HFMD, he/she will be sent home immediately. The child shall stay home until cleared by the doctor.

学校和教室都会定期全面打扫和消毒。学校员工都储备有预防和处理传染病的知识。在手足口病高发的时期，如果学生一旦出现疑似症状或经诊断为手足口病，学校将立即通知家长来接学生回家，直到医生检查出具痊愈证明。

According to the precaution instructions from Shenzhen Education Bureau and Hygiene Prevention Station, SAIS is informed to take extra precautions to prevent HFMD from spreading as below,

根据深圳教育局和卫生局的规定，学校将采取以下预防措施防止手足口疾病进一步扩散：

- a. Two cases or more occurred in one class within a week, close the class for ten days.
同一班级中一周内出现两例病例，全班停课十天
- b. Five cases or more occurred in different classes within a week, close the grade or school for ten days accordingly.
五个或以上班级一周内出现病例，根据情况全年级或者全校停课十天。



15. Closing Remarks 结语

As we conclude this parent handbook, we would like to express our heartfelt gratitude to each parent for entrusting us with the care and education of your precious children. Your unwavering support and active involvement have been instrumental in fostering a nurturing and stimulating learning environment. We are deeply appreciative of the partnerships we have forged, as together we strive to empower our students to reach their full potential.

随着这本家长手册的结束，我们衷心感谢每一位家长将您宝贵的孩子托付给我们照顾和教育。您坚定不移的支持和积极参与对于营造一个温馨且富有启发性的学习环境至关重要。我们非常感激我们建立的合作伙伴关系，因为我们共同努力，致力于帮助学生充分发挥其潜力。

Furthermore, we extend a warm invitation for your valuable feedback. Your insights and suggestions are invaluable in helping us continuously improve our practices and ensure that our school remains a beacon of excellence. Please feel free to share your thoughts and experiences with us, either through the designated channels or during our upcoming parent-teacher conferences. Together, let us continue to build upon the strong foundation we have established, fostering a community where every child thrives and every parent feels heard and valued. Thank you again for being a vital part of our journey.

此外，我们热忱地邀请您提供宝贵的反馈意见。您的见解和建议对我们不断改进做法、确保学校保持卓越地位具有不可估量的价值。请随时通过指定渠道或在即将举行的家长会期间与我们分享您的想法和经验。让我们继续在我们已建立的坚实基础上共同努力，打造一个每个孩子都能茁壮成长、每位家长都能被倾听和重视的社区。再次感谢您成为我们旅程中不可或缺的一部分。