

Beijing SMIC Private School

English Track
Elementary Student Handbook
2020-2021



Community. Excellence.
Honor. Joy.

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Elementary Student Handbook



Education is a team effort, and we know that students, parents, teachers, and staff members all working together can make this a successful year for our students. Both students and parents should become familiar with the Elementary Student Handbook. It is a general reference guide to promote school safety and an atmosphere for learning. Please be aware that the handbook is updated yearly, while policy and revisions may occur throughout the year. If you have any questions, please contact the school office.

Vision

Equipping students to become persons of honor, character, and excellence, who joyfully serve to improve the quality of their global communities.

Mission

By providing a student-centered, holistic, educational, and global experience, students are inspired to:

- Incorporate Chinese language and cultural values in their lives
- Pursue excellence in their academic development
- Be passionate, self-motivated learners
- Develop strong characteristics of responsibility, respect and integrity
- Lead healthy, active and balanced lives
- Become compassionate members of their community

Learning Goals

The Beijing SMIC English Track and its community aim to equip students who are committed to:

- **Community Building** – Students will develop a sense of responsibility and the necessary skills to engage in social, environmental, and charitable causes to improve their community
- **Academic Excellence** – Students will pursue academic, physical, and personal goals and embody an attitude of health, confidence and striving after their highest potential
- **Self-Directed Learning** – Students will be engaged in the learning process, promote intellectual curiosity, and generate well-informed, grounded perspectives
- **Exceptional Character** – Students will strive to embody responsibility, respect, and integrity
- **Global Connection** – Students will gain an understanding of the diverse cultures represented at the Beijing SMIC English Track and will consider their place in an interconnected world

ELEMENTARY CLASS SCHEDULE

Periods	Time
Homeroom	7:50-8:00 a.m.
1 st period	8:00-8:45 a.m.
2 nd period	8:50-9:35 a.m.
3 rd period	9:40-10:25 a.m.
Morning Exercise/Assembly	10:25-10:50 a.m.
4 th period	10:55-11:40 a.m.
5 th period	11:45-12:30 p.m.
Lunch/Recess	12:30-1:20 p.m.
6 th period	1:25-2:10 p.m.
7 th period	2:15-3:00 p.m.
Afterschool Paid Electives	3:00-4:30 p.m.

Elementary Directory School Phone: 6785-3030

<u>Administrator</u>	<u>Department</u>	<u>Extension</u>
Anna Yang	ET Office Manager	ext. 3333
Adam Ke	ET Assistant	ext. 3105
Tanya Qiu	ET Assistant	ext. 3204
Shirley Ding	ET Assistant	ext. 3105
Lucy Hu	Health Clinic	ext. 3102

Beijing SMIC English School
No.9 Liangshuihe 2nd Street
Beijing Economic Technology Development Area
Beijing, China 100176
Website: et.bjsmicschool.com

ATTENDANCE POLICY

Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. **Parents are discouraged from removing students from school for extended periods of time due to vacation, trips, or reasons other than family emergencies.** Because attendance is so critical for the quality of your child's education, Beijing SMIC English Track has set a compulsory attendance quota. **Students will be limited to 10 absences per semester.**

Punctuality

- Arrive at school **NO** earlier than 7:30 am. Elementary students are to go directly to the multipurpose room (2200-1) and wait until supervising teachers release them for homeroom at 7:45 am.

Tardy

- A student is considered tardy if he/she arrives to school after 7:50am.
- Students who arrive after the homeroom period has begun (**7:50am**) must report to the ET Office (Room 2105) to obtain a **Tardy Slip** (see form in Appendix) to enter class.
- Students are considered tardy during passing periods if they are not in their classroom when the bell for the upcoming class period stops sounding. Students must be in class on time with all of the appropriate materials they need for class.
- Excessive tardies will be dealt with a **Discipline Referral Form** (see form in Appendix) with the following consequences:

Tardy Allowance Per Quarter	Result
1-3	None
4 th - 5 th tardy	Recess detention
After 5 th tardy	1 hour after school detention

Notifying Absences

- Parents should inform the ET Office (6785-3030, ext. 3105) and homeroom teacher for **ALL absences by 7:45am.**
- Attendance is taken on ManageBac at the beginning of each class period. Each absence and tardy will be recorded and reported on the Student Report Card at the end of each quarter.

Excused Absences

In the event that a student is to be absent from school for the reasons below, a parent or guardian must notify the ET Office **prior** to being absent and fill out the **Student Leave Application** (see form in Appendix):

- Doctor's appointment.
- Attending funeral services of immediate family member.
- Family emergencies
- Approved participation in extracurricular activities, such as sports events or academic competitions
- Visa renewal

Student Leave Application must be submitted prior to planned absences to the homeroom teacher, and then sent to the ET Office.

- If a student is out for 2 days, the Homeroom teacher's signature is required.
- If a student is out for 3-5 days, the Department Head's signature is required.
- If a student is out for more than 5 days, the Principal signature is required.

Absences due to extreme circumstances (such as those listed above) are the only absences that count as excused and makeup work will be permitted.

In the event of illness or death in the immediate family, documentation must be submitted to the ET Office immediately upon return to school, and the student will need to make up any exams missed on the first day back to school. In the event that a student misses more than one exam, the Department Head and/or Learning Center will arrange times with the student to make up all exams.

Make-up Work For Excused Absences

For every day a student is absent:

- (Work assigned during absence) He/she has the same number of days to make up the work that is missed.
- (Work assigned before absence) He/she is expected to have the work ready for submission on the day of returning to school.
- In some cases, due to the complexity and/or spontaneity of the assignment, the teacher may determine that the assignment is unable to be repeated. In these situations, the student's grade will be calculated as per the individual teacher's grading policy.

Late Work Policy

Late work is an assignment that a student has submitted late, not make-up work from an absence.

- Classroom teachers will determine all late work policies
- All make-up work will be subject to the policy of the teacher.

ACADEMIC EXPECTATIONS

Academic Integrity

Academic integrity refers to honesty and responsibility within academic efforts. Academic assignments exist to help students learn and grow throughout their academic career. The SMIC Elementary English Track encourages students to discover and develop their skills while maintaining honesty in completing work with their own effort. Grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

Grading System and Progress Reports

All parents must set-up and login to ManageBac, and become familiar with the program. Parents will have total access to check their child's progress throughout the year. ManageBac account information will be provided for new students.

Teachers will send home a **Progress Report** slip for parents to check their child's grades mid-quarter. It is the parent's responsibility to send a brief message using the ManageBac Grading System in regards to their student's performance, or write "No Message" if there is nothing to discuss. Please sign and return the progress report slip the next day.

Report Cards

The academic calendar is divided into four quarters, and report cards are distributed one week after the end of each quarter. Report cards will be sent home with the students from their homeroom teachers. At the end of the school year, report cards will be available for pick up from the English Track Office.

Transcript

If you are in need of a transcript, please notify the English Track front office and allow 3 days for processing and pick up.

Student Conduct Grading Policy

Each student will be graded by the subject teacher on their individual conduct in each class. These grades will show on their report cards. The grading scale for conduct is as follows:

E	G	S	N
Excellent	Good	Satisfactory	Needs Improvement

Excellent – The student exemplifies and exhibits good character that is **above and beyond** those defined in our student learning outcomes in their classes

Good – The student exemplifies and exhibits consistently good character as defined in our student learning outcomes in their classes

Satisfactory - Most of the time in classes, the student exemplifies and exhibits good character as defined in our student learning outcomes in their classes

Needs Improvement – The student does not regularly exemplify and exhibit good character as defined in our student learning outcomes in their classes, and may have frequent behavioral or academic referrals for improvement.

Honor Roll & School Awards

Beijing SMIC English Track highly values hard work and academic excellence. The opportunity to showcase and highlight students who have been highly successful in their academics or character is one we value greatly. The Honor Roll is a list of academically excellent students who also display excellent character. Students that achieve an A+ (97-100) in every core subject and maintain 18 behavior points or more will receive recognition as part of the Principal's Honor Roll. Students that achieve an A (90 and above) in every core subject will receive recognition as part of the standard Honor Roll.

Each grading period, names of students eligible for the Honor Roll and other distinctions will be recognized. Semester student awards will be handed out at the end of each semester at the awards assembly. Semester student awards include the following: Best Overall Award, Excellence in Each Subject Award, and the Good Citizenship Award. If a student remains on the Honor Roll all year, they will receive special recognition at the end of the school year.

Academic Probation

1. Purpose and Procedures

The purpose of academic probation is to maintain high academic standards for all students and to provide the means for students to improve their academic performance and achieve success in their academic education. Procedures and responsibilities need to be developed to help facilitate communication among student, teachers, academic probation advisor, parents, and administrators.

2. Criteria for Academic Probation

A student will automatically be placed on academic probation when his or her academic performance, measured by quarterly report cards, falls to a grade of “F” in one or more core subjects, or falls to a grade of “D” in two or more core subjects within a quarter. Core subjects are English, Chinese, Math, and Social Science.

“*Academic Probation*” will be noted on that quarter’s report card.

3. Conference

The first time that a student is placed on academic probation, the Department Head will send a letter to parents. A conference will be scheduled with the student, parents, the Department Head, the homeroom teacher, and the relevant subject teacher(s). The purpose of the conference will be to review the reasons for the student’s poor academic performance and to outline strategies for improvement. A summary of the conference and remediation program will be written up, and a copy of the letter will be kept in the student’s file.

4. Remediation

A variety of remediation methods may be implemented for each student. These may include:

- Weekly progress reports completed by teachers
- Weekly e-mail updates to parents
- Daily checks/initialing of the HW notebook by subject teachers and a parent

5. Loss of privileges

The first time a student is placed on Academic Probation, his/her participation in extra-curricular activities will continue on a provisional basis. Students who remain on Academic Probation for an additional (consecutive OR non-consecutive) quarter, may lose privileges such as participating in clubs, sports, student council, and other extracurricular activities.

6. Consequences of Repeat Probation

Parents will be notified each quarter that a student is on academic probation. If a student has an “F” average in two or more core classes for two or more quarters throughout the school year, promotion to the next grade level may be evaluated by the Administrative Team. If a student is already repeating a grade and continues to have an “F” average in two or more core classes by the end of the repeated school year, he/she will be asked to withdraw from the school.

7. Teacher and Student Responsibilities

	Teacher Responsibility	Student Responsibility
Integrity	<p>The teacher will provide students with clear instruction on the expectations regarding proper citation and formatting.</p> <p>The teacher will design and assign assessments that encourage critical thinking and the use of the students' own voice rather than a repetition of facts.</p> <p>The teacher will closely supervise all assessments, and use active proximity to monitor the students' behavior mid-assessment.</p>	<p>The student is responsible for checking their understanding with the teacher if they are uncertain or unclear regarding the expectations of the assignment.</p> <p>The student will do his or her best to strive to use outside sources appropriately, and to rely on sources only to support the student's own work and voice.</p> <p>The student will provide original work on all assignments and will not share or copy work from other students unless directed by the teacher.</p>
Classroom Management	<p>The teacher will ensure that the classroom environment encourages open and respectful participation.</p> <p>The teacher will use appropriate and measured consequences for any infractions of classroom and school expectations.</p> <p>Teachers will be explicit in communicating behavioral expectations of the class so that the students are clearly aware of what is deemed compliant or non-compliant.</p> <p>Teachers will be sure to incorporate positive reinforcement as a way to motivate good behavior throughout the class.</p>	<p>The student will respect the learning environment, teacher, and his or her peers.</p> <p>The student will respond appropriately to teacher correction, and will modify behavior as directed.</p> <p>The student will take accountability for his/her actions, and take the time to reflect and determine ways their actions could improve in the future.</p>

Academics	<p>Teachers will provide frequent formative and summative assessments, and gather data on student performance to improve instruction.</p> <p>Teachers will provide students with immediate, specific, descriptive, and actionable feedback whenever assessing students.</p> <p>Teachers will hold students accountable for work not completed thoroughly and on time, including detaining the student during recess times and after school as necessary until the work is completed.</p>	<p>The student will complete all assessments to the best of their ability, regardless of the “point value” give to the particular assignment.</p> <p>The student will complete assignments thoroughly and on time, and will remain as requested by any teacher to finish assignments that are not completed in a manner deemed acceptable.</p>
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- a. Student—The student must make every effort to complete homework promptly, seek help as he/she feels necessary, meet regularly with the teacher(s) in whose class he/she earned a “D” or below, and attend meetings with counselors and teachers. The student is responsible for making arrangements for the weekly meeting with his or her teacher(s).
- b. Parent(s)/Guardian(s)—Parent(s)/guardian(s) need to encourage the student, provide an environment at home conducive to study, and maintain close communication with school personnel regarding the student’s progress.
- c. Teachers—Teachers are an integral part of the probation program. The teacher needs to be available to meet with the student on a regular basis, complete the weekly progress reports if needed, and communicate with the student, parents, counselor, Department Head, and Academic Affairs Director. Any specific questions that the student or parents have regarding the content of a progress report should be directed to the teacher.
- d. Department Head —The Department Head is responsible for sending out academic probation notices to parents on a quarterly basis. The Department Head will work closely with the aforementioned parties on a regular basis to ensure all parties are upholding their responsibility for the success of the student on probation. At the end of the school year, parents will be notified by the Academic Affairs Director as to the student’s status, either for promotion, retention or termination.

Parent-Teacher Communication

Parents are encouraged to communicate with teachers through one of the following 3 methods: ManageBac, Class Dojo, or email. Parents are permitted to request a parent-teacher conference, but must make an appointment with the teacher prior to the date of the conference.

Parents having concerns should first contact the appropriate teacher. If the concerns are not resolved on that level, please contact the Administrative Team regarding issues of academics, student behavior, or other concerns.

Grading Scale

A = 90-100 %
B = 80-89 %
C = 70-79 %
D = 60-69 %
F = below 60 %

English Track Student Achievement Center

The Student Achievement Center (SAC) is a place in our Elementary program in which students are able to receive support from trained teachers in a space that is comfortable and relaxing. Research shows that there are times when students may be overwhelmed, uncomfortable, or anxious when completing certain academic tasks. The SAC gives student an opportunity to reach their highest potential by providing an environment in which students can concentrate without feeling pressure if it is impeding their success. The SAC also provides students who may be dealing with emotional or behavioral issues a place to escape within the school. Students have pressures in life just as adults do, and there are times when they need a listening ear to get them back on track. Students who have difficulty maintaining control of their bodies or need to release energy can also have a place in the SAC, as it is equipped with Yoga Balls, special carpets, bean bag chairs, and stress-relieving objects to help release negative energy. The SAC is open to all students pending teacher recommendation and approval. We hope to continue to provide a safe space for all students in their time of need, as well as a place where they can be supported in their learning if need be.

BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in accordance with the English Track Learning Goals. The Learning Goals help set guidelines to foster healthy behavioral habits to promote community, excellence, self-motivated learning, character and global connection in all areas of campus, including the classroom, hallways, restrooms, cafeteria, playground, auditorium and LQ gym.

The school will respond to out-of-school behavior when it could affect in-school behavior.

Discipline Guiding Principles

- We believe that every attempt should be made to maintain the respect and dignity of both the student and the adult during a disciplinary situation.
- We believe that students should know that poor choices may result in loss of privileges.
- We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
- We believe that students should be given opportunities to make decisions and live with the consequences, good or bad.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

Progressive Discipline and Procedure

When situations arise, we strive to assign consequences that fit the misbehavior. In the course of choosing and administering disciplinary actions for each student, we will take into consideration any past history, the teacher's feedback, and the student's own feedback. The following is the basic discipline procedure for SMIC:

- Direct and clear warning(s) from the teacher or staff member
- Teacher-directed consequence(s)
- Contact with parents
- Office referral (pink slip) to Student Affairs Office

For further explanation of progressive discipline, see the Appendix.

Student Behavior Point System

Every student enrolled in the English Track Elementary will begin with **20 Points** at the start of every school year. Consequences for misbehavior will be marked on the Student Behavior Point Tracking Page in the SA Office. Points will be deducted for minor and major offenses accordingly.

If a student drops **below 12 points**, a parent-student conference will be called involving the student, parents, and administrators. A student will be put on a behavioral contract when it drops to **10 points and below**. The student will receive additional support and remediation to prevent further escalation of losing more points. If a student drops to **6 points or below**, he/she will not be able to participate in school-wide privileges, i.e. field trips, extracurricular activities and special events.

Minor Offenses (1-2 points)

1. Disruptive behavior in any part of the school, including the bus.
2. Deliberately disobeys a teacher or staff member
3. Roughhousing
4. Excessive tardiness
5. Lying
6. Entering off-limit areas
7. Habitual running in the hallway and in the building
8. Breaking school restroom rules
9. Uniform infractions
10. Use of foul or obscene language
11. Bringing non-educational items to school without permission – such as playing cards, CD players, electronic games, skateboards, in-line skates, Heelys shoes
12. Use of electronic devices without a teacher's permission or supervision
13. Refusal to follow library expectations

Major Offenses (3 or more points)

1. Hitting, kicking, or pushing with intent to do harm
2. Stealing or knowingly receiving/possessing stolen property
3. Skipping class
4. Bullying (verbally, physically, emotionally, and cyber-bullying)
5. Vandalism of school property
6. Dishonesty/cheating/plagiarism
7. Bringing dangerous items to school (i.e. lighter, tobacco products, alcohol, knives, and any type of weapon)
8. Forging a parent's or teacher's signature
9. Repeatedly engaging in minor offenses without remorse or correction of behavior
10. Breaking any laws set by the local government
11. Physically assaulting a teacher or staff member.

Consequences

Consequences for behavioral problems are assigned by teachers and administration, as appropriate. For behavior problems, here are some examples of consequences:

- Losing lunch recess privileges
- Reflective writing
- Written or verbal apologies
- Exclusion from special events
- Community service
- Cleaning, repairing and/or repayment
- Loss of Student Behavior Points
- After school detention (3:10- 4:10 p.m.)
- Removal from class for individualized work assignments
- Parent pick-up at time of offense
- Loss of field trip privileges, clubs and extracurricular activities and events

Sandstorm Slip for Positive Behavior

We love to encourage the following uplifting behaviors as standards in the English Track:

1. Wearing the school uniform
2. Being courteous and considerate of others
3. Respecting administrators' and teachers' authority and rules
4. Respecting school property
5. Respecting classmates and their property
6. Being punctual in attending classes
7. Being diligent in the completion of assignments to the best of their own ability
8. Being a team player and exhibiting sportsmanship in group activities and team sports
9. Being involved in school-sponsored events and competitions
10. Serving in the community and in need-based activities
11. Acting with commitment in carrying out teacher-assigned responsibilities
12. Offering creative alternatives for improving the school

When we see students going above and beyond the expected standards, we will recognize these students with Sandstorm slips for demonstrating responsibility, respect and integrity.

EVENTS AND ACTIVITIES

Tuesday Assembly

Tuesday Assembly is from 10:25-10:40 am. in the auditorium. The purpose of weekly assemblies is to encourage and cultivate the student learning goals through character education training, and create a sense of school community. A specific character trait is introduced on the 1st Tuesday of every month to highlight student activities while providing a general framework for students in how to engage in exercising what they learned in the assembly. It is also an informational assembly to keep the students and teachers up-to-date about what is happening on campus. We encourage our students to exemplify good character in all events and activities the school offers.

- Students are expected to attend morning assembly on time and in an orderly fashion.
- All students are expected to stand still and remain quiet during the playing of the national anthem. All staff, parents, visitors to the school, and any other attendees are also expected to stand still and remain quiet during the playing of the national anthem. After the morning assembly is finished, classes will be dismissed by grade to go back to their classrooms.

Morning Exercise

Morning Exercise is from 10:25-10:40 a.m., Monday through Friday, except for Tuesday (assembly day). Homeroom teachers will escort their class to the designated area for morning exercise on time. Students should quietly line up according to their homeroom before the activity. The attending PE teacher/homeroom teacher will provide instructions for that morning's exercise. Students are to follow all instructions and complete the morning exercise task in a timely manner according to the instructions.

Special Events and Activities

<ul style="list-style-type: none">• Red Ribbon Week• Favorite Book Character Day• Sports Day• Thanksgiving Celebration• Christmas Charity Concert• International Day• Fall Awards Assembly	<ul style="list-style-type: none">• Adventure Run Fundraiser• Spelling Bee• Math Bowl• Science Fair• Dragon Boat Festival• Spring Awards Assembly and 5th Grade Graduation
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ONLINE LEARNING POLICIES

Full online learning at Beijing SMIC Private School will apply when students and teachers are not allowed to (or cannot due to distance) go to school. As such, the teachers will deliver classes via Zoom or an equivalent platform.

TECHNOLOGICAL REQUIREMENTS:

- The student should have a Zoom account (or any other video-conferencing platform the HR teacher requires).
- The student should have a working and reliable computer, laptop, or device they can use for online learning.
- The student should have a stable wifi/internet connection to attend online classes.
- Having a printer is strongly encouraged but not required.

ATTENDANCE POLICY:

- All attendance will be taken through the teacher-led Zoom classes, which are to be 40 minutes long per class period (Note: ELA is to have two class periods)
- **Tardies will be assessed to students entering the class more than 5 minutes late.**
- **Absences will be assessed to students entering the class more than halfway through (more than 20 minutes).**
- Discipline for excessive tardies, absences, and late work will remain the same as in-school policies, with all classroom teachers determining make-up work policies.
- If there is internet trouble, it is the responsibility of the student and/or parent to communicate this to the teacher, otherwise the student may be counted late or absent for class. Any repeated internet trouble may require a meeting between the parents and the teacher to brainstorm possible solutions.
- These policies are subject to classroom teacher jurisdiction, and all classroom teachers reserve the right to make exceptions as they see fit.

ACADEMIC EXPECTATIONS:

- Academic standards for online learning remain the same as regular schooling, in that students will be expected to take responsibility for submitting quality work on time, do their utmost in preparing for tests/assessments, etc. However, teachers will give consideration and accommodations to students with valid and unusual circumstances, provided the parents communicate the concern to the teacher in a timely manner.
- If the parents/students are remiss in informing the teacher of the reason, the teacher reserves the right not to allow the student to do make up work, and the current grade will stay.
- If the issues persist, the teacher may request parents for a conference.

BEHAVIORAL EXPECTATIONS:

All previously discussed behavioral expectations still apply, but several key changes are noted for online learning:

- Classroom teachers reserve the right to use clear policies to maintain order in the online learning environment. These include but are not limited to disciplining students for the following:
 - Commenting while the teacher is talking, commenting inappropriate material
 - Distracting the class with what is shown on a student's camera

- Refusing to follow teacher instructions
- Delaying a class by not paying attention
- Private messaging other students during class or school hours
- Cheating on a test by using class notes or the internet
- Online classroom discipline may look slightly different than in-school discipline, in that a teacher may choose to use the following methods to discipline students:
 - Written warnings on the class chat
 - Loss of classroom rewards, such as class money, privileges, changing their name, avatar, or other online classroom incentives
 - Temporary removal from the class group (upon which the student can go back and watch the recorded class lesson video at another time)
 - Loss of Student Activity points
 - Parent teacher conferences, or meetings with the Student Affairs director
 - Suspension of the student

ACTIVITIES:

In the midst of online learning, classroom teachers will do their best to replace standard activities the school normally conducts. These could include the spelling bee, science fair, class competitions, awards assemblies, and many more. While this can be difficult to carry out, nearly all of these activities will be voluntary, and classroom teachers will usually understand if any parents do not feel safe allowing their children to participate due to COVID-19. Please give your homeroom teacher advance notice of any withdrawal from an activity so that the class can plan accordingly.

HEALTH:

In an increasingly complicated world with new health challenges posed by COVID-19, we ask that all students and parents refer to the school and government's frequently updated guidelines as to what is required by law for students that fall ill. These guidelines will be updated continuously, and will entail:

- What students need to wear as a face covering on school grounds (currently a mask)
- How far away from others students need to sit in the classroom and at lunch (currently 1m)
- What actions students feeling certain symptoms should take (escort to nurse)
- Where class will be held in case of an emergency breakout
- Instructions on how frequently to wash hands, disinfect, etc.
- Other helpful information on how to contain the virus

BRINGING DEVICES TO SCHOOL:

Under online learning, SMIC will allow only G4 and G5 to bring acceptable electronic devices to school to take pictures of work to send to their homeroom teachers. These include cell phones, iPads, or other devices with a camera (**not laptops**). While they can be brought to school, they will be stored in a bin under supervision of the homeroom teacher all day, and will **ONLY** be used to take pictures of work. Parents should not expect students to be able to respond to messages on these devices during the day.

For other health concerns due to COVID-19, please refer to the most recent guidelines set by the school or government, or contact the school nurse office or ET office at the information provided in the appendix section.

Note: The school reserves the right to make changes in the online guidelines/policies discussed above as necessities arise. Parents/students will be notified of significant changes should they occur.

HEALTH

Bad Air – Poor Weather Days

There are days when air quality or poor weather conditions prevent students from participating in outdoor activities, such as morning exercise, PE, and/or recess. The school uses an air quality monitor to check the Air Quality Index throughout the day.

The guidelines for canceling outdoor activities are:

- 200+ AQI for morning exercise and PE classes
- 230+ AQI for recess
- 300+ AQI for sports programs in the LQ gym

Student Illness and Medication

The English Track requires that a student stay home if he/she has a contagious illness. The school follows strict guidelines set by CDC for all infectious diseases, and will notify parents when a student may return to school. We hope that all students who fall sick can recover as quickly as possible at home so that the illness will not spread to the rest of the school. Students determined too sick for school will be sent home, and a parent/guardian must pick-up the student immediately. Students with a 37.5 Celsius or 99 Fahrenheit temperature are considered too sick and will be sent home. Students are **NOT** allowed to return to school within **24 hours** of having a fever. If a student vomits for whatever reason, the student will also be sent home immediately, and will remain home for 24 hours before returning to school. Students recovering from an illness must **FIRST** visit the Nurse's Clinic for clearance before returning to class. It is imperative that parents follow the school and government's procedures to ensure personal wellness, and to prevent exposing sickness to all. We ask parents to fully support the Health Clinic when students are sent home.

Medication

We request that medication be given at home to alleviate the responsibility of our staff. If a student is to receive any medication during the school day, the student must fill out the Medication Form (see Appendix). This form must be brought to the school nurse along with clear instructions as to how to administer the medicine in a sealable bag. The homeroom teacher will release the student whenever medication needs to be taken in the clinic, assuming they have been given prior knowledge by parents. Please contact your homeroom teacher to let them know if your student needs to take medication during the day.

Medication must be properly labeled with the student's name and grade on its original packaging.

First Aid

Upon an occurrence that requires emergency first aid, locate the closest adult or student and ask for help. It is important to remain in the location until adult help arrives (send someone to call for an adult). If you are able to move on your own, go to the Nurse's Clinic for help.

In life or death situations, dial 119 for emergency services. Give your specific location to officials, and then notify the first school official you encounter of the location and nature of the emergency.

Fire and Emergency Drills

Upon hearing the fire alarm, note the emergency evacuation route posted on the building walls and the hall exit signs hanging from the ceiling. Teachers will direct students to the quickest and safest route out of the building, so all students must follow directions. Exit following the posted route out of the building, and move 50 meters from the exit door and off of the driveway. Remain with your teacher during alarms, evacuations, and reentries into the building. Movement out of the building should be swift, quiet, and effective. Follow any verbal directions from school officials. Teachers will take attendance at each designated evacuation site. Remain outside until an all clear sign is signaled.

Tampering with alarms or setting off a false alarm will result in severe school disciplinary action and/or criminal prosecution.

INCLEMENT WEATHER

School Closing

In the case of smog (air pollution), snow, or other weather-related events, the following measures will be implemented for school wide cancellation:

Two Plans of Action for School Closing:

1. In the case of unsafe driving conditions due to smog, snow, or icy roads, the local government will broadcast on TV the closing of schools. They will also inform the school officials of such closures.
2. The Inclement Weather Team will make an informative decision to cancel school if the government does **NOT** make the call, and will alert the head of each department in case of a school closure or delay by 6:30am. Parents will be notified via email, ManageBac, and/or ClassDojo from homeroom teachers, and announcements will be posted on the school website.

Smog Day School Cancellation

In the event that BDA experiences severe air pollution or other emergency conditions, the school will notify parents immediately by WeChat, school email, and/or the school website. The school has set aside special make-up days in case of school closures.

The school will continue with **NORMAL** scheduling and not “slow instruction” (adjusted scheduling to be communicated by the school) when the following have all occurred:

- BDA PM 2.5 is below 400 AQI. The BDA AQI reading will be taken at 6:15am to determine the status quo, and announcements will be made to the EPTA WeChat.
- Parents and the school may use the following BDA website for compliance:
<http://aqicn.org/city/beijing/yizhuangkaifaqu/>
- No half days are scheduled
- No delayed entries are scheduled
- Buses run normally

When this list has all occurred, it will be safe to say (barring uncontrollable circumstances) that normal scheduling has resumed. Normal attendance will be taken at 8am, and students will be given an unexcused absence if they do not show up for school. Parents who drive students to school are suggested to carpool with other parents in case the government restricts cars on the road. The school will not be responsible for student transportation issue if they do not ride the school bus.

The school will be **CANCELLED** with no assigned school work and no teachers posting school work when the BDA AQI is above 400 for two consecutive school days. In this situation, the following measures will be taken:

- BDA AQI reading will be taken at 6:15am to determine the status quo
- Parents and the school will use the same website for compliance
<http://aqicn.org/city/beijing/yizhuangkaifaqu/>
- ET will contact parents through EPTA WeChat no later than 6:20am, and PTA representatives will contact their respective classes
- ET will offer limited childcare; however, no teacher led curriculum instruction will be offered
- No school bus
- Parents desiring childcare will need to provide transportation to and from the school
- No school lunch will be provided
- Parents must prepare a snack and lunch for their child for the day
- Teachers will be on a rotation duty to oversee childcare
- School will be dismissed at 3pm, and ALL after school activities will be cancelled.

STUDENT INFORMATION

School Uniform

Students shall dress in a manner that ensures the health, welfare, and safety of the student body. This dress code is in place to enhance a respectful, positive, and academic school environment. A student wearing distracting or unsafe attire will be sent to the ET Office and/or the SA Office, and a phone call will be made to bring another change of clothing. If parents cannot be reached, alternative clothing will be provided for the student.

The school uniform is to be worn daily (Monday-Friday) to create a community of academia and school spirit. The uniform consists of:

- The school logo on top of grey, red, yellow, white, or black polo tops
- A solid navy or solid khaki pair of long pants/shorts/skirt/jumper with the polo top
- Girls who choose to wear shorts, skirts, or jumpers, must wear only those that are **at least fingertip length**, when their arms are flat against their sides
- On Fridays, a “Spirit T-shirt” may be worn on as optional attire. “Spirit T-shirts” must be bought through SMIC; homemade shirts will not be accepted.
- Uniform hoodies and cardigan sweaters can be worn over the polo tops in cooler weather.
- All head apparel as well as sunglasses may be worn outside, but must be removed inside the school building.

We discourage students in wearing heavy jackets, down coats, or other winter outerwear during the day inside the classroom. The classroom temperature should be controlled to an acceptable level for all students to dress within reason when indoors. **All students must wear proper closed-toed running shoes for indoor/outdoor PE class and any Intramural Sports classes. No open toed shoes, sandals, or crocs are allowed.**

NOTE: In the case of new students who have not yet ordered uniforms, please wear an acceptable polo or clean shirt without distracting graphics or logos. If a teacher or staff member deems that a given shirt is inappropriate, the student will be asked to go to the SA office to change clothes, or have alternate clothing brought from home. Pants, shoes, and other attire must be in accordance with the guidelines set above.

Hygiene

SMIC’s English Track wants to see our students maintain good health and practice good personal hygiene. Students are expected to maintain high standards of personal hygiene. The following are guidelines for all students:

- Bathing regularly
- Keeping hair clean and neat
- Keeping fingernails clean
- Wearing a clean uniform daily / washing it often

The restroom is a confidential place for only personal business. It is not a social hang out or a place to have fun with friends. When using the restroom, students should be very mindful of water and paper conservation. Students should try to use the least amount of paper or water that is needed, no more. Students are to wash their hands after they use the restroom each time.

Cafeteria and Lunch

All students must report to the cafeteria for lunch at their assigned time.

- Elementary Lunch starts at 12:30 pm, and recess begins at 12:55 pm.
- All students are expected to be with their class in the cafeteria during lunchtime, even if they choose not to eat. All students will be encouraged to eat until they feel full.

Students will be issued meal cards. It is the student's responsibility to keep their meal card safe, and to remember to bring it with them daily. If they forget or lose their meal card, please see the Cafeteria Office or ET Office for further instructions. A nominal fee will be added for the replacement.

Deliveries from outside vendors are strictly prohibited unless otherwise approved by a school administrator. Parents dropping off lunches must wait outside GATE 2 until they are picked up.

Students must wash their hands before eating snack and lunch. Students will sit with their class in their designated seating area and clean-up after themselves. If a student has brought their own lunch, they must take it to the cafeteria themselves and eat with the other students. **NO** students are permitted to leave the cafeteria until recess begins. Students are to remain seated during lunch and not waste any food, if possible. If a student repeatedly wastes food, his or her homeroom teacher may talk with them about asking for less food to start. Students should refrain from talking out loud, yelling, and/or outbursts during lunch. Students should expect all classrooms to be locked during lunch and recess time.

Food Items

Morning Snack is from 10:40-10:50 am. in the cafeteria. Students may purchase school snacks or bring their own. We encourage small portion sized, healthy snacks like fruit, granola bars, etc. Candy, potato chips, or other unhealthy snacks will be monitored closely by supervising teachers to make sure they are not consumed in excess. Juice boxes or milk cartons are to be consumed entirely during snack time, and not brought up to the classroom.

Lunch items are to be consumed in the cafeteria unless approved of ahead of time by the SMIC School Administration. Student lunches may not be eaten in the classroom or out in the hallway. Special parties, luncheon meetings, homeroom treats, or consumer items must be approved by the Administrative Team. Students in the classroom are responsible for clean-up after the party is over.

Each student should have a **clear plastic water bottle or a metal thermos** for drinking water. Water bottles must have the students' name and grade written on them with permanent marker. **No glass containers are allowed.** Water bottles are kept in a designated area in the classroom.

Respect for School Property

It is the student's responsibility to help protect and take care of school property. The trees, bushes, grass, and flowers on school campus are living things and we must respect them. Do not trample the greenery or go in areas that are off-limits. If you see litter on the school ground, please pick it up and throw it into a trashcan – there are many nearby.

Students are expected to help take care of all things in their classrooms. Students are also expected to daily sweep the classroom floor to keep it clean and safe. Each student is expected to keep his/her desk area and cubby/locker clean and tidy. Students are responsible for their belongings, **NOT** the homeroom teacher.

School property, such as PE equipment or textbooks, is to be respected and kept in good condition. Intentional destruction of school property will be recognized as vandalism, and parents will be obligated to pay for damages.

Don't forget to use the blue recycle bin! Recycle papers, cardboard boxes (flatten first), and emptied plastic or glass bottles.

Library Expectations

The school library is a quiet and safe place to learn, read, and study. Students are of course welcome to use the library, but must follow the library expectations listed below:

- Enter and exit calmly
- Walk at all times
- Listen and use inside voices
- **Do NOT** bring backpacks, food, water, or electronic devices into the library. Please keep your personal things in the locker area outside of the library
- Students are NOT allowed to use electronic devices in the library (personal books or magazines are allowed to be brought into the library)
- Please take the paper bookmark called "*Daishuban*" before entering the library
- Take only one book at a time. Put it back once you are finished reading. Ask for help if you can't remember where the book belongs. **Do NOT** place books on the ground, or in a place they don't belong
- During ET Reading Class in the library, only English books are allowed

- Protect all facilities and equipment in the library. **NO** hiding, ripping, drawing, or stealing books is allowed. Keep the library neat and clean
- **Do NOT** take a book out of the library if you did not go through the borrowing process
- Push in chairs and put back all bookmarks before leaving the library
- Return checked out books before the due date

Textbooks

Textbooks are school property and should be treated with care. Students will receive a book form when textbooks are administered, and will need to write down the condition of each textbook. This form will be used to validate and check the condition of each book when they are returned at the end of the year.

Charges will be made for textbook damage or wear beyond a reasonable amount. Textbooks lost or not accounted for at the end of the year will be billed to the student.

The cost of replacing a textbook includes shipping and handling costs in addition to the cost of the textbook itself. Lost or severely damaged textbook fees may also be applied, which may exceed 600RMB+ total. These will be handled in the ET Office.

Final grades will be withheld from students who fail to pay for lost book(s) at the end of the year. The cost for the Chinese section textbooks is included in the school fees. The student will be responsible for taking care of their own books and supplies.

Lost & Found

Beijing SMIC English School is NOT responsible for the loss of personal or school-owned materials. The school carries no insurance for theft or personal liability. The Elementary Office has a bin as an official place for lost and found items. To turn in 'found' items and attempt to claim 'lost' items, please go to the ET Office.

Valuables

Students are encouraged not to bring anything of value to school, as there is always a danger of it being stolen. The school is not responsible for items brought voluntarily to the school. We strongly suggest that personal items not be brought to school. If personal items are brought to school they should be clearly marked with one's name.

English Speaking Policy

In an effort to enhance the English level of SMIC students, all students are expected to speak English at all times during school. This includes but is not limited to class time, breaks, any school activity or event, or any other time the student is on school grounds.

Exceptions to the English Speaking Policy:

- During Chinese or another foreign language class.
- When speaking with the Chinese or other foreign language teacher outside of class.
- When speaking with parents who are unable to communicate in English.

Hall Passes

Students who need to move to and from the halls **during class time** must have a hall pass from their classroom teacher. Permission to leave the classroom is at the discretion of the teacher.

Off-Limit Areas

In order to keep the student body safe, there are certain areas that are off-limits to students. The following should be regarded as “off-limits” as well as any areas clearly posted.

- Building 1 and the above causeways between Buildings 1 and 2
- Inside the guard stations
- Teacher’s workrooms
- Unsupervised classrooms
- Copy room/offices (unless approved by staff or administration)
- Any areas under construction or repair
- Physical Education equipment room (unless approved by PE teacher or staff)
- All elevators
- Any area clearly posted as “off-limits”
- **Students are NOT allowed to use school facilities, i.e. the basketball courts, playgrounds, soccer fields, after school has been dismissed, unless there is direct supervision by staff who have granted approval. All students waiting for parent pickup must stay near GATES 1 and/or 2.**

***Students should NEVER be on any SMIC playground equipment, basketball court, and/or soccer field unsupervised. SMIC School is not responsible for anyone on the playground unsupervised at all times.**

Closed Campus

Beijing SMIC English Track has a **closed campus** policy. Students are to remain on school property during the school day. Students may **NOT** leave school grounds during school hours

(including bus departure time) without authorization from the administration. Students may not order food from outside vendors and have it delivered to school. Parents **MUST** contact the ET Office and homeroom teacher to gain permission to take a student out of school before picking them up.

***Students are not allowed to re-enter the campus at the end of the school day after 3:00 p.m.**

PARENT INFORMATION

Signing-In/Signing-Out

Any student who falls ill during the school day must obtain permission from the school nurse, or ET Office, to leave school early. After contact has been made with the student's parents, the student will have permission to be signed out by a parent or guardian. **Students must sign-out from the ET Office. Students returning to school within the school day are expected to also sign-in at the ET Office.**

Parent & Guest Visitation Policy

Visitation is limited to the parents and guardians of the students enrolled and organizations approved by the school to conduct business on campus. All visitors must follow the outlined procedure:

- Do NOT show up to school without informing the ET Office
- Do NOT visit classrooms without making an appointment with the classroom teacher
- Make an appointment if possible 3 days in advance with the intended party
- Use **GATE 2** and **sign-in** at the guard station
- All parents must receive a visitor pass
- Walk along the driveway near the basketball courts and use the center double-doors to enter Building 2
- Sign-in and sign-out of the ET Office

If a student needs to leave early during the day, inform the homeroom teacher in advance.

Students may obtain an **Early Leave Form** (see Appendix) from either the homeroom teacher or ET Office before a student is permitted to leave the campus. Student will present the form to the security guard prior to exiting the campus.

Student Pick-up and Drop-off

Parents must only use **GATE 2** for student pick-up and drop-off. Do not park vehicles in the school bus lane before and after school. Students must safely enter and exit the vehicle during the pick-up and drop-off hours.

- If a student is picked up after school and the parent is running late, please notify the child's homeroom teacher. If the parent does not show up more than 10 minutes after the scheduled pick-up, the student will go to the SA Office.
- If you have made an arrangement with another parent to pick up your child, please notify the homeroom teacher of any change.

School Bus Policy

Riding the school bus is a privilege, which may be taken away.

- * Sit in assigned seats; bus teachers have the right to assign any student a specific seat in the bus, and to expect reasonable conduct similar to conduct in a classroom.
- * Reach the assigned bus seat without disturbing or crowding other students, and remain seated while the bus is moving.
- * Obey the bus teacher promptly and respectfully, and recognize that he/she has an important responsibility. It is everyone's duty to help ensure safety.
- * Keep the bus clean and sanitary; refrain from eating food or consuming drinks on the bus at any time.
- * **Do NOT** engage in loud talking or screaming; unnecessary distraction diverts the bus driver's attention, and could result in a serious accident.
- * Keep your head, arms, and hands inside the bus at all times.
- * Be courteous to fellow students, the bus teachers, and drivers.
- * Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden)

Students who cause damage to the bus will be required to pay for damages according to the actual repair expense, and will be referred to the Principal's Office. **Serious or persistent cases of misbehavior on the school bus will result in loss of privilege to ride the school bus.**

- If a student is absent, contact the bus teacher immediately to report the student's absence. It is imperative that this information reaches the bus teacher, so as to avoid waiting unnecessarily at the bus stop.
- If a student misses the bus after school, the student will return to the ET Office so that a parent phone call can be made. Parents must make another arrangement for pick-up.
- If a bus student makes another arrangement instead of riding the bus after school, the parent must first contact the bus teacher and homeroom teacher.

Bus Schedules:

Schedule A is the everyday normal bus stop and route to and from school.

Schedule B is an alternate bus schedule using the same bus route but students are picked up and dropped off at a different time. Students and parents will be notified when Schedule B goes into action.

Parent-School Communication

Regular communication between the school and parents is an extremely important part of a good educational system. Parents need to be aware of what is going on at school so that they can support their children at home. Teachers need to be aware of any external factors that may affect a student's learning.

Parents will be informed by email about any school-wide upcoming events or notices. Please make sure that the school has your updated email address, cell phone number, and preferred parent contact information.

Homeroom teachers will use email, Managebac, and/or ClassDojo for their own communication with parents specifically about their class and individual student concerns.

Withdrawal from School

A student who needs to withdraw from school must complete the Student Withdrawal Form in the ET Office. The form must have signatures from each department as part of the checkout procedure. Any charges, fines, or fees must be paid at the time the student withdraws from school, in addition to turning in the Student ID card, School Registration card, meal card, textbooks, and library books.

TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Beijing SMIC English School provides technology resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies, the policies of our internet service providers, and all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive or mischievous is inappropriate. The student is ultimately responsible for his/her conduct and will be held accountable for his/her actions while using any facet of the technological system at the school.

Equipment and Facilities

When used on campus at the school, all computers, devices, local hard drives, network drives, user accounts, personal drive space, and their contents are considered property of SMIC School. As such, **this property can be checked at any time by authorized SMIC School personnel without notice**, in order to maintain compliance with the Technology Acceptable Use Policy. Privacy of information stored on devices used on campus at SMIC School should not be expected.

Students of Beijing SMIC Private School shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the Beijing SMIC English School (SMIC School) is prohibited, and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the SMIC School community. Any security risks should be reported to a teacher or administrator.
- Resources shall be used in a manner consistent with the mission of the SMIC School. Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by the SMIC School may not be connected to the SMIC School network without specific permission. Devices that disrupt the educational process or operation of the SMIC School are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students may use the “Student” wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize others’ work.
- Do not audio record or video record classroom teaching or school activities without permission from the teacher and/or students involved.
- Do not post pictures, audio, or video of classroom teaching or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself or others without teacher or parent knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate, such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary action.

- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the SMIC School network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Cyber bullying is the harassing and harming of a person via the Internet and technology. It is prohibited in and out of school. Students transmitting taunts, teases, and unwanted materials will be dealt strongly and swiftly, and may thus forfeit the right to use technology in school. Cyber bullying consequences fall under the same guidelines as bullying.

Procedures for Alleged Violations

Students or faculty members who have discovered a possible violation of the Technology Acceptable Use Policy should report it promptly to the ET Office. The alleged violator will be referred to the proper authorities for investigation. Disciplinary actions may include but are not limited to:

- All electronic devices being confiscated if used without teacher permission and supervision in and out of class.
- Computer use privileges being restricted to certain times of the day
- Computer use privileges being suspended completely
- Parent meetings
- Installation of additional filtering and monitoring software
- Suspension from school
- Recommendation for expulsion from school

***If electronic devices have been confiscated, a parent must pick up the device in the SA Office. No exceptions.**

Limitation of School Liability

SMIC School is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages that may occur as a result of interruption of service, loss of data, or financial obligations that result from unauthorized or improper use of the network or the Internet.

APPENDIX

What is Progressive Discipline?

Progressive discipline describes the fact that there are different levels of student misbehavior, with corresponding levels of appropriate disciplinary consequences. Simply explained, “The punishment fits the misbehavior”. Progressive discipline also takes into consideration that a student may repeatedly misbehave on a lower level, and may not respond positively to the disciplinary action appropriate for that lower level. For example, if a student **repeatedly** misbehaves in a minor way and receives a minor consequence each time, but does not change his/her behavior, the repeated minor offense may automatically “progress” to become a major offense, requiring more serious disciplinary consequences. A student who repeatedly does not respond to the appropriate consequence for misbehaving “progresses” to the next level of discipline.

Why can two students receive different consequences for the same act of misbehavior?

It is correct that in a system of progressive discipline, two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first-time offender, having no previous record of misbehavior, while the other student may have a previous history of misbehavior. Under the progressive discipline plan, repeated violations may automatically progress to a more serious consequence. Every student’s behavior record and behavior progress are unique and individual. Therefore, two students who may have actually committed the same offense together may receive a very different disciplinary consequence.

Who has the authority to decide which consequence is given to the student after an act of misbehavior?


The classroom teacher and school administration have the legal authority and responsibility to assign an appropriate consequence for a student’s misbehavior. The school administration may confer with a parent before assigning a consequence, depending upon the severity of the behavior and consequence. The staff of the school and the principal will utilize the guidelines set forth in the Student Handbook to promote that an orderly educational atmosphere exists for all students.

What are the responsibilities of the students, the parents and the school staff?


Students, parents and the staff of your school all have the responsibility to work together in cooperation to promote appropriate student behavior. The school staff have an obligation to all students to provide an educational atmosphere where every student can learn, unhindered by the inappropriate behavior of others. Moreover, the school staff have the responsibility to treat all students fairly, equitably, and to select appropriate disciplinary consequences for each individual student when an infraction occurs.

What discipline was given to another student? Why may I not know?


Often parents become frustrated because they want to know what disciplinary action was given to a student other than their own child. School authorities are prohibited from revealing student discipline information to anyone other than the student's parent or legal guardian. While it may be frustrating that a school official cannot offer specifics on how another student was disciplined, parents can be assured that the other student's parents will be informed of the misbehavior, and that an appropriate action will be taken. The confidentiality provisions are in place to protect the rights of every child as an individual.





Sandstorm Slip for Positive Behavior





_____ displayed:

☐ 
Exceptional Character

☐ 
Self-Directed Learning

☐ 
Community Building

☐ 
Academic Excellence

☐ 
Global Connection

Date: _____ Teacher Signature: _____

Description: _____



Beijing SMIC Private School
北京市中芯学校
学生请假单
APPLICATION FOR STUDENT LEAVE

学生姓名 Student Name:		年级 Grade:	Date:
请假期限 Duration of Leave		合计 TOTAL	请假类别 Type of Leave
自: 年/月/日 From: YYYY / MM / DD	至: 年/月/日 To: YYYY / MM / DD		
		_____天 days	<input type="checkbox"/> 假 ILLNESS (Doctor's note required for 2 days or more) <input type="checkbox"/> 事假 OTHER (please explain below)
说明 Explanation:			
家长签名 Parent Signature	初中班主任 Elementary Homeroom (Required for 2 days)	教务处 (批 3 天—5 天假) Academic Affairs Office (Required for 3-5 days)	校长室 (批 6 天以上假) Principal's Office (Required for 6 days or more)
	<input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Not Approved 签名 Signature:	<input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Not Approved 签名 Signature:	<input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Not Approved 签名 Signature:

家长注意 Note to Parents:

1. 事假须于请假期限前完成请假手续, 病假或突发事件则须在假后 3 天内填妥上交此表, 否则假期将按旷课处理。
This form must be completed and turned in either before leave if it has been planned ahead, or within 3 days after returning from leave if it is a sick leave or an accident. Failure to do so will result in all absences counted as unexcused.
2. 未经批准擅自休假期者将按旷课处理。
Unapproved leave will count as unexcused absences.
3. 学生旷课期间所缺课程学校不负责补课。
Students will not be allowed to make up for work missed during unexcused absences.

各位老师: 请将填妥之表格交英文部办公室。
Faculty: Please return the completed form to E Office.



Beijing SMIC English School Discipline Referral Form
北京市中芯学校 学生违规处罚规定表

Student Name 学生姓名: _____ Grade 年级: _____ Date 日期: _____ Time 时间: _____

Incident reported by 学生意外报告人: _____ HR 班主任/Advisory Teacher 课程老师: _____

Incident 学生意外:

Plagiarism 剽窃	Theft 盗窃	Rough housing 暴力打闹	Uniform infraction 违反校服规定	Disrespect 不礼貌待人
Dishonesty 不诚实守信	Fighting 打架斗殴	Bullying 恃强欺弱	Misuse of items 滥用物品	Other 其他:
Vandalism 故意毁坏学校财产	Class disruption 扰乱课堂	Vulgarity 讲脏话	Tardiness/ skipping class 迟到, 逃课	

Location of incident 学生事故发生地:

Classroom 教室	Outdoor space 教学楼外	Cafeteria 餐厅	Office 办公室	Restroom 洗手间
Hallway 走廊	Stairs 楼梯	Auditorium 大礼堂	Field trip 校外教学点	Other 其他:
Library 图书馆	Multipurpose Room 活动室	Restricted Area 学生禁止区	Special event 特殊活动	

Description of Incident/对学生意外的描述:

Prior Teacher/Staff Interventions 学生意外发生之前教职员工采取了哪些措施:

Warnings 警告	Time-out 罚站	Parent/guardian contact 联系父母或监护人	Parent/guardian conference 家长/监护人会
Written reflection 写反思	Detention	Loss of privilege 禁止学生行使部分学生权益	Other 其他:

----- For Student Affairs Director Only 以下内容只由德育主任填写 -----

Action/措施:

Letter of apology 道歉信	Student Contract 学生保证书	Parent/guardian contact 联系父母或监护人	Parent/guardian conference 家长/监护人会
Written reflection 写反思	Detention	Loss of privilege 禁止学生行使部分学生权益	Other 其他:

Details of Administrative Action/行政措施具体实施:

Behavior points lost/学生日常行为表现扣分: _____ Student's current behavior score/学生目前行为表现分: _____

Student signature/学生签名: _____ Student Affairs Director signature/德育主任签名: _____



Medication Authorization Procedure (only if needed)

1. For safety reasons, when a student brings medicine to school, a “Medicine at School” form must be filled out and signed by a parent/guardian. This form must be presented to the school nurse, who will give the dose according to the form.
2. Parents must also notify the homeroom teacher, so they are alerted.
3. Parents should remind the students to go to the Health Clinic and take the medicine on time. If the student does not come to the clinic on time, the school is not responsible for any health consequences.

Note: The school will only take care of short-term, urgent medicinal needs, which do not include health maintenance medicines, like vitamins or herbal supplements.

Thank you for your understanding and cooperation.

中芯学校 SMIC School 服药委托单 Medicine at School					
班级 Class		学生姓名 Student's name		药品有效期至 Medicine Expiration Date:	
服药日期及时间 Dates and Time to be taken	服药时间 At _____ 上午/下午(am / pm); 服药日期 ____ 月 (Month) ____ 日 (Day) ____ 年 (Year)			病名 Disease	
服药内容 Medicine	____ 药粉 Powder ____ 药水 Liquid ____ 中药 Herb ____ 其他 Other ____			剂量 Does:	
紧急联系人 Emergency Contacts	1.	电话 Tel:	2.	电话 Tel:	
备注 Remarks	<ol style="list-style-type: none">1. 如学生须在校服药, 务必填妥此服药委托单, 附在药袋 (剂量: 以当天在校须服用的部分为原则), 学生服药时交给保健老师。Please fill in and attach this form to the medicine bag (one-day dose only) if your child needs to take medicine at school. This form must be given to the health-care teacher upon arrival at school.2. 如填写不详, 又无法联络到紧急联系人, 则无法协助学生在校服药。If this form is not filled in clearly and none of the emergency contacts can be reached, the school will NOT let the child take medicine.3. 此服药委托单可复印使用。Please make copies for future use.				
家长签名 Parent's signature			日期: Date:		



北京市中芯学校

Beijing SMIC Private School Student Behavior Agreement

Beijing SMIC Private School staff are committed to helping students learn in an environment of respect and care. Students and parents are asked to read, agree with, and sign the following Student Behavior Agreement at the end of the handbook. Please turn it in to your homeroom teacher.

1. I will be on time for classes and attend them regularly.
2. Since I want to learn in a safe environment, I will not bring any dangerous items to school, including but not limited to matches, firecrackers, toy guns, and knives.
3. I want to maximize my learning experiences at Beijing SMIC Private School; thus I will not use any of the following during school hours: playing cards, in-line skates, skateboards, sneakers with wheels, scooters, electronic games. Smart phones (dictionaries and educational apps), laptops, and MP3 music players may only be used with prior teacher permission and supervision. To become a responsible learner, I am committed to learning with my teachers and classmates. If an issue comes up that I need to deal with, I will work with my classmates and teachers to manage the problem.
4. I will respect the Beijing SMIC Private School administration and teachers, and learn with them.
5. I will respect my classmates.
6. I will respect the property of the Beijing SMIC Private School and my classmates. I will be responsible for repairing or replacing damaged property.
7. To enhance learning in the classroom and around the school, I will dress suitably and modestly. The English Track will decide appropriate clothing, hairstyles, etc.
8. I will be responsible in completing my own work when it is due. If I need assistance, it is my responsibility to ask my teachers or classmates. I value academic honesty; therefore I will not copy others' work or allow others to copy my work.

Date: _____

Student Name: _____

(Please Print)

Student Signature: _____

----- Return to your Homeroom Teacher-----



Beijing SMIC Private School Student Photo/Video Release Form

Dear Parents,

The school will be updating marketing materials, such as the school website brochures, the yearbook, and advertisements regularly. They would like to show the true environment of SMIC by using pictures of the students and teachers that attend the school. This form is to give your permission for pictures that may have your child in them to be used for these purposes. Please mark your selection below

As a parent or guardian of this student, I hereby consent to the use of photographs/videos taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims of compensation for use or for damages.

Check the appropriate box and sign below:

☐ **Yes**, I give consent for Beijing SMIC Private School to photograph/video my child for school purposes and/or at school events for the rest of the school year.

☐ **No**, I do not authorize Beijing SMIC Private School to photograph/video or use photographs/videos of my child for any event.

Date: _____

Student Name: _____
(Please Print)

Parent Signature: _____

----- Return to your Homeroom Teacher -----



Beijing SMIC Private School ET Student Handbook Acknowledgement

I have read the entire Beijing SMIC Private School ET Student Handbook, and I agree to respect and obey the policies contained therein while attending Beijing SMIC Private School.

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____

To be signed by the parent:

I have reviewed the entire Beijing SMIC Private School ET Student Handbook with my son/daughter, and I agree to support the policies contained therein and ensure that my child follows these policies while a student at Beijing SMIC Private School.

Parent Name: _____
(Please Print)

Parent's Signature: _____

Date: _____

----- Return to your Homeroom Teacher -----

Beijing SMIC Private School ET Student Permission For Walking Home Alone

In order to ensure the safety of our students, Beijing SMIC Private School asks that any student walking home have a signed permission form in the ET Office. Students who walk home will be dismissed at dismissal time and walk directly home. Any student who does not have this form on file will **NOT** be allowed to walk home alone.

Should you as parents feel your child is mature enough to cope with this responsibility, please complete and return this form, giving permission for your child to do so.

As a parent, it is your responsibility and not the school's to explain and educate your child the safety aspects of walking home on their own. Situations that arise once a child has left school premises fall under parent responsibility, not the school's.

Check the appropriate box and sign below.

☐ **Yes**, I give permission for my son/daughter to walk home from school, and I fully accept all responsibilities once my child leaves the school.

☐ **No**, I do not give permission for my child to walk home alone under any circumstances.

Date: _____

Student's Name: _____ Class: _____
(Please Print)

Parent's Signature: _____

Mother's phone number: _____

Father's phone number: _____

Phone number other than Mom or Dad: _____

----- Return to your Homeroom Teacher -----