

# Beijing SMIC Private School

English Track  
Middle School Student Handbook  
2020-2021



Community. Excellence.  
Honor. Joy.

# TABLE OF CONTENTS

Vision .....	3
Mission .....	3
Middle School Definition of Learning .....	3
Middle School Philosophy .....	3
Middle School Character Values .....	4
Character Traits .....	4
Student Expectations - Sandstorm Statutes .....	6
Learning Environment .....	7
Physical Environment .....	7
Intellectual Environment .....	7
Personal Environment .....	7
Academic Expectations .....	8
Academic Integrity .....	8
Plagiarism .....	8
Cheating .....	9
Grades .....	9
Grade Scale (Letter, Numerical, and Grade Point) .....	10
Grade Reporting .....	10
Progress Reports .....	10
Report Cards .....	10
ManageBac Guidelines .....	10
Homework Policy .....	11
Daily Homework Policy .....	11
Make Up Work for Absences Policy .....	11
Make Up Tests\Exams for Excused Absences Policy .....	11
Assessment Policies .....	11
Online Learning Policies .....	12
Health .....	14
Student Conduct .....	14
Dress Code .....	14
Public Displays of Affection .....	15

<b>Personal Hygiene .....</b>	<b>15</b>
<b>Behavior System .....</b>	<b>16</b>
<b>Off Campus Behavior .....</b>	<b>16</b>
<b>Unacceptable Behaviors .....</b>	<b>16</b>
<b>Consequences for Unacceptable Behavior .....</b>	<b>19</b>
<b>Behavior Contract .....</b>	<b>20</b>
<b>General Procedures .....</b>	<b>21</b>
<b>Technology Use Policy .....</b>	<b>21</b>
<b>Teacher-Parent Communication .....</b>	<b>21</b>
<b>Bad Air Policy .....</b>	<b>22</b>
<b>Bus Procedures .....</b>	<b>22</b>
<b>Lunch Policy .....</b>	<b>23</b>
<b>Attendance Policy .....</b>	<b>23</b>
<b>Student Health Center .....</b>	<b>26</b>
<b>Closed Campus .....</b>	<b>26</b>
<b>Lost and Found .....</b>	<b>26</b>
<b>Lockers .....</b>	<b>26</b>
<b>Textbooks .....</b>	<b>26</b>
<b>Sandstorm Slip Example .....</b>	<b>27</b>
<b>Student Leave Slip Example .....</b>	<b>28</b>
<b>Discipline Referral Form Example .....</b>	<b>29</b>
<b>Medication Authorization Form .....</b>	<b>30</b>
<b>Student Behavior Agreement .....</b>	<b>31</b>
<b>Video / Photo Release Form .....</b>	<b>32</b>
<b>Handbook Acknowledgement Form .....</b>	<b>33</b>
<b>Walking Home Alone Form .....</b>	<b>34</b>

# Middle School Student Handbook



Education is a team effort, and we know that students, parents, teachers, and staff members working together can make this a successful year for everyone. Both students and parents should be familiar with the Middle School 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 revisions may occur throughout the year. If you have any questions, please contact our 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

## Middle School Definition of Learning

Learning is actively participating in the acquisition of information and transforming that information into deep seeded knowledge and skills that can be implemented in a practical and effective manner. This exploration and progression (advancement) of an individual's intellect and passions, to acquire new knowledge and to promote transformational growth while developing sustainable skills, character and values, will enable students to contribute positively to humanity. As learners we display this behavior when we experience:

- Thinking visibly and inquiring to extend learning
- Collaborating and problem solving
- Creating solutions and applying learning to new situations
- Transferring and innovating learning
- Communicating and reflecting learning effectively

## Middle School Philosophy

Beijing SMIC Middle School believes in developing character along with intelligence through a learning environment grounded in a student-centered approach. This differentiated process in a mixed-ability environment, engaging all students to achieve academic success as they reach their recognized intellectual potential. Students' prior knowledge is foundational to attaining

proficiency in new and continuing middle school curriculum, where learning is relevant and experiential in nature. In the classroom, the teacher functions as the learning leader, facilitating all activities.

Opportunities for student voice, self-direction, choice, and intrinsic development are plentiful through the use of core ethical values, which are found inside our advisory program. Students comprehend the importance of being in a culture of care, where we empathize and understand the importance of community. A global community where students are valued and accepted will in turn encourage them to value and accept others.

Our assessments are formative, summative, transformative and reflective. These assessments, along with support by the teacher, create opportunities for continued growth. Feedback is given from the perspective of how to improve student learning which encourages, motivates, and inspires students throughout the attainment environment. We believe that this fun and challenging, student-centered approach is the best way to fulfill Beijing SMIC's Middle School Mission.

## MIDDLE SCHOOL CHARACTER VALUES

In the Middle School we develop the following Core Ethical Values:

- Responsibility
- Respect
- Effort
- Integrity
- Gratitude
- Empathy
- Care

In order to engage in:

- Collaboration
- Communication
- Creativity
- Critical Thinking
- Fun

### Character Traits

- **Collaboration** – To what extent does the student interact cooperatively with others? How well does the student give and accept constructive feedback?

Collaboration is a joint effort of multiple individuals or work groups to accomplish a task or project. Examples include:

- Listening to the ideas of others
  - Being a team player
  - Appreciating the ideas of others
  - Being dependable and doing ones part
- **Respect** – To what extent does the student show respect to adults, peers, and property? To what extent does the student listen attentively and following directions in class? Is the student disruptive in class?

Respect is treating others with honor and dignity. Examples include:

- Valuing others and respecting differences
  - Using good manners
  - Not bullying or harassing others
  - Treating people the way we want to be treated
- **Responsibility** – To what extent does the student complete assignments as instructed and on time? To what extent does the student work and takes notes properly, independently and in a timely manner.

Responsibility is being accountable for one’s own actions and choices (and their consequences) without blaming others. Examples include:

- Following through on your word
  - Completing home and school responsibilities
  - Working hard to set and achieve personal goals and not giving up
  - Getting involved in and contributing to the school and community
  - Helping others
- **Effort** – To what extent does the student give their best effort on homework, classwork, group work and class discussions?

Effort is working hard towards a goal or achievement. Examples include:

- Trying one’s best on every assignment and task
  - Showing determination and patience when striving to reach ones goals
- **Integrity** – Having the courage to do what is right, even when it’s difficult.

Examples include:

- Being truthful with yourself and others.
- Doing one’s own work; not using others’ work without giving credit.
- Treating others equally and being open to all points of view.
- Being reliable, keeping promises, and following through on one’s word.

## STUDENT EXPECTATIONS - (SANDSTORM STATUTES)

The following 10 statutes serve as a basic guide of how students are expected to conduct themselves at Beijing SMIC Middle School.

1. Demonstrate empathy, care and gratitude with every person you interact with at SMIC School.
2. Be respectful and act with integrity.
3. Personal technology such as phones and gaming devices should be given to your advisory teacher. Tablets and computers can be used in class only for the explicit purpose for which permission was granted.
4. Students may not order outside food to be brought to them while at school.
5. During recess, which starts 20 minutes into our lunch period, students may only be:
  - a. Outside playing
  - b. In the library
  - c. In a classroom with a teacher if that teacher allows you to be there
  - d. On bad AQI days students may be in the library or the 3<sup>rd</sup> floor multi-purpose room. Students may be on their electronic devices during recess on bad AQI days if they are in these designated areas
6. When students are inside the school, especially in an area with lessons being conducted, students should speak quietly and act in a fashion so as not to disrupt ongoing lessons.
7. One of the reasons homework is assigned is to teach responsibility and time management. Therefore, in general, homework is to be done at home. It may be done at school after 3 pm, or in the library during lunch time. However, it should **never** be done at school on the day the assignment is due.
8. Each day, once a student arrives at school, they should not leave school grounds until after 3pm (except for school activities with teachers present or if being picked up by a guardian after properly notifying school administration).
9. Do not enter a classroom without a teacher's permission.
10. Use common sense, and when in doubt about what to do, refer to rules #1 and #2.

# LEARNING ENVIRONMENT

Among the most significant goals in our program is to pave the way for students to succeed in an ever increasingly interconnected world. The modern school environment, therefore, must offer more than walls, decorations, and furniture. At Beijing SMIC Private School, we want our learning environment to serve students on many levels. Our classrooms create an atmosphere that encourages collaboration - a lab or workshop – and generates a sense of community and even a family-like home for our students. The hallways visually promote the school’s learning outcomes and showcase student work as an encouragement to all.

Our learning environment is used to showcase much of what our students have learned. It is expected that our students respect the learning environment at all times.

## Physical Environment

Classrooms and hallways are part of an exciting narrative that can tell the story of students’ achievements and aspirations. The Beijing SMIC School community is dedicated to creating a physical environment that includes a myriad of displays showcasing student accomplishments. Students should protect this physical environment in order to show respect to one another.

To protect the physical environment students are expected to:

- Throw away trash
- Keep lockers organized
- Keep the hallways and classrooms clean
- Be gentle when using school furniture and resources
- Do not touch , deface, or vandalize displayed work
- Keep technological devices (phones, computers, tablets etc.) in lockers when not used for class

## Intellectual Environment

What is talked about and how it is discussed in the classroom should foster the intellectual growth of our students. To promote the intellectual environment students will:

- Have self-control and avoid talking out of turn in class
- Attempt to view the world through multiple perspectives
- Strive to understand what teachers and classmates are saying
- Be responsible for how they think and what words they choose to speak

## Personal Environment

The Beijing SMIC Private School is a loving community. As such, students should treat their classmates as family and respect the emotions, the person, and belongings of everyone. It is crucial to create an atmosphere which enables students to feel safe, and for them to know that their community is here to support them. Students should:

- Be supportive and polite to teachers and classmates
- Report to a teacher when they feel threatened or disturbed
- Collaborate meaningfully with others

# ACADEMIC EXPECTATIONS

Students are expected to follow the Sandstorm Statutes as well as act honorably and respectfully in all aspects of school life.

## Academic Integrity

It is critical for students to value honesty, responsibility, and respect throughout the process of learning and community building.

Examples of promoting academic integrity:

- Putting forth a high effort in completing school work
- Seeking a wide variety of sources to determine potential bias
- Checking ManageBac and making up work when absent from class
- Avoiding academic dishonesty and misconduct in all its forms
- Contributing positively to group projects

If a student is suspected of violating academic integrity, the teacher will schedule a conference with the student, parent, and MS director. In some cases, a student's advisory teacher may provide feedback on how to correct or discourage violations of academic integrity.

## Plagiarism

The Beijing SMIC Private School academic program strives to develop students capable of creative and independent thoughts and ideas. This requires all students to become aware of the different forms of plagiarism. Subject teachers, at each grade level, will review and regularly reinforce the definition of plagiarism to help ensure students do not unknowingly violate academic integrity policies. As a quick reference guide, please be aware of the following types of plagiarism:

- **Direct Plagiarism** – The word-for-word copying of an original source without giving credit to the source
- **Paraphrased Plagiarism** – Paraphrasing without crediting ideas from another author that the reader might mistake for your own
- **Plagiarism Mosaic** – The borrowing of words, ideas, or data from an original source and blending this original material with the student's own material without crediting the source
- **Insufficient Acknowledgment** – Not giving the original source due credit when words, ideas, or data are used in student work and are not clearly differentiated from the student's work

## **Cheating**

SMIC School strongly discourages students from diminishing their own character through cheating. It is important that students earn a good reputation through their educational and professional careers. Cheating, in any form, is devastating to both the student and the school community.

Examples of academic cheating include:

- Copying another person's homework or test answers
- Allowing a classmate to copy homework or test answers
- Using phones or other unauthorized materials during an assessment
- Plagiarism
- Attempting to bribe a teacher or classmate to gain an advantage for yourself or another
- Not telling the teacher that the score on your test is marked incorrectly

## **GRADES**

The Beijing SMIC English School grades are compiled based on a variety of assessment methods. The school views grades as a way of gathering information to help develop effective strategies to improve the educational experiences of the student.

### **Standard Based**

Our school values standards based assessment alongside traditional percentage-based grades. We assess students based on whether they are Developing, Approaching, Meeting or Exceeding certain subject-specific standards.

\*Character grades will also be assessed based on character traits listed above.

### **Traditional Percentage-Based:**

A - 90 % -100%: Outstanding

B - 80-89%: Above Average

C - 70-79 %: Average

D - 60-69%: Below Average

E - 59%: Needs Improvement

\*Please note that traditional grades alone are not indicative of a student's overall performance.

## Grade Scale (Letter, Numerical and Grade Point)

General GPA		
A	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 -	0.0

### Grade Reporting

Students should expect to see homework posted with detailed instructions on ManageBac the same day the work is assigned. Under normal circumstances students should expect grades to be posted on ManageBac within 5 working days.

### Progress Reports

Progress reports are submitted after Quarters 1 and 3. Parents and students, however, are expected to check ManageBac on a regular basis. Paper reports will not be issued. Progress reports are digital only.

### Report Cards

Report cards will be issued at the end of each semester (January and June). Paper reports will not be issued. Report cards are digital only.

### ManageBac Guidelines

Beijing SMIC Private School uses ManageBac to allow students and parents to keep track of student progress and assignment completion.

ManageBac is a valuable tool that can be used to help students become self-directed and pursue academic excellence. Students should login every day to turn in assignments, check the calendar, and communicate with their subject teachers.

Parents are encouraged to be involved in their child's educational experience at SMIC by monitoring their child's progress on ManageBac. Parents will be given instruction on how to create a ManageBac account.

## Homework Policy

Homework plays an important role in the educational process. It teaches responsibility, accountability and serves to reinforce information taught during lessons so as to increase retention. Therefore, when homework is assigned it is expected that students will complete and submit it on time.

## Daily Homework Policy

- i. On average, total daily homework for the five core classes should not exceed:

Grade Level	Total Daily Average	Total Weekly Average
6th-8th	2 hours	10 hours

- ii. For late assignments, teachers may deduct 10% of the grade per day for five days until a total of 50% is reached. If an assignment is not turned in, then a zero may be recorded. However, if a student turns in the work prior to the end of the semester, these zeroes will be removed and the late grade recorded (not to exceed 50%)

## Make Up Work for Absences Policy

When absent, students are expected to check ManageBac for missed assignments and complete them, if possible. If the assignment or situation makes this difficult, then it is the student's responsibility to communicate with the teacher to form a plan and timetable for submitting missed work.

## Make Up Tests\Exams for Excused Absences Policy

A parent may request approval from the subject teacher for their child to make up a missed test\exam\project due to an excused absence.

## Assessment Policies

Students are expected to retake or make corrections on all assessments that fall below 70%. The retake/corrections cannot exceed 75%.

The final exam week will take place typically near the 2<sup>nd</sup> to last week of each school semester. That week and the two days prior to it, are designated as "Prep Week". During this period, no new assignments will be given or due. This policy is intended to allow students the opportunity to study for their exams without the pressure of additional assignments. Study guides and review sheets are acceptable assignments to be offered to students, but they will not be graded.

## 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

Following CDC policy, Beijing SMIC Private School requires that any student with a contagious illness stay at home to speed recovery and prevent spreading the illness to others. Parents should inform the school as soon as possible if their student is diagnosed with an infectious disease.

Students will need to go home to rest when they have any of the following symptoms:

1. The temperature under the armpit is  $\geq 37.5$  degrees Celsius. Students may return to school at **the earliest 24 hours** after the fever has subsided.
2. Severe cough
3. Vomiting or diarrhea: Students may return to school **24 hours** after the symptoms have completely disappeared.
4. Pink-eye (conjunctivitis) is identifiable by redness of the eye mucous membrane, and may include secretions, pain, and itching. To return to school, the student should present a doctor's note to the school nurse confirming that the student is healthy enough to return to school, and does not have a communicable disease.
5. Skin, head, or face rash: The student may return to school with a doctor's confirmation that the student does not have a communicable disease.
6. Other suspected infectious diseases
7. Following CDC policy, students who are discovered to have symptoms of an infectious disease in class will be isolated until they can be sent home to recover. To return to school, the student should present a doctor's note to the school nurse confirming that the student is healthy enough to return to school, and does not have a communicable disease.

## STUDENT CONDUCT

Students are representatives of Beijing SMIC Private School and should strive to exemplify SMIC values and goals on and off campus.

### Dress Code

In order to foster a healthy, non-distracting learning environment, students should abide by the following dress code:

- Students will wear their seasonally appropriate PE uniforms and athletic tennis shoes for PE/athletics.
- Outside of PE/athletics students are expected to wear their normal school uniform with school-appropriate shoes:

- For tops, students may choose to wear either the short-sleeve or long-sleeve polo shirt.
- Students may choose to wear either khaki, navy blue, or black structured pants (e.g. no leggings or athletic pants) or shorts that extend at least 7cm above the knee. Girls may wear a khaki, navy blue, or black knee-length skirt (bottoms are to be purchased by parents separately).
- Students may also wear their SMIC outerwear.

In order to foster a healthy, non-distracting learning environment, the school discourages the following in regards to student dress:

- Wearing personal outerwear after entering the building and going to the locker
- Clothing that exposes a student's body excessively
- Distracting or unsafe footwear
- Clothes with holes, rips, distress marks, words, pictures, other colored fabrics, etc.

### **Dress Violation Consequences**

First period teachers will monitor dress code adherence and send the student to the SA Office if the student is wearing clothing that does not foster a healthy, non-distracting school environment. The SA will contact the student's parents to help them obtain the correct uniform. After three uniform infractions they will receive a pink slip.

### **Public Displays of Affection**

So as to not create distractions at school and during all school related activities, romantic public displays of affection are prohibited. Students should not:

- Hold hands in a romantic fashion
- Hug in a romantic fashion
- Kiss
- Be in unsupervised areas of the school
- Engage in any romantic behavior that might cause distractions

### **Personal Hygiene**

Students should shower daily, wear deodorant, groom their hair and nails, and brush their teeth multiple times per day. Uniforms should be laundered often to reduce odor and ensure cleanliness.

While at school, it is expected that students maintain personal hygiene by washing their hands, using restroom facilities properly, and cleaning up after themselves.

# BEHAVIOR SYSTEM

Students are expected to adhere to the Sandstorm Statutes (see above) at all times while at Beijing SMIC Private School.

## Off Campus Behavior

Once a student decides to attend Beijing SMIC Private School, certain responsibilities accompany that choice. As members of the Beijing SMIC Private School community, wherever a student goes, the name of SMIC goes with them. A student's actions will be judged as an extension of the reputation of Beijing SMIC Private School. Therefore, all individuals are responsible to conduct themselves in a way that promotes the values of Beijing SMIC Private School. Similarly, Beijing SMIC Private School is concerned with what every community member does on and off campus (including social media posts), since the reputation of the school is at stake. Therefore students should always act in a fashion that best represents themselves as members of the SMIC community.

## Unacceptable Behaviors

### *Plagiarism and Dishonesty*

All SMIC students and staff are expected to exemplify integrity. As such, plagiarism and dishonesty are unacceptable.

Plagiarism is presenting someone else's work or ideas as your own. This includes copying answers from a classmate's assignment or allowing someone to copy your work. If you do use outside sources (books, websites, etc.), you *must* cite them properly using guidelines set out by your ELA teacher. Plagiarizing any assignment may result in a zero and possible further disciplinary action. Further descriptions of plagiarism may be found in the "academic expectations" section of this handbook.

Dishonesty is defined as lying or leading another person away from the truth. This includes forging a parent's signature, being untruthful to others within the school community, or intentionally tricking someone into an act.

### *Vandalism*

Vandalism is diminishing the quality of property. This can apply to the property of Beijing SMIC Private School, other students, or teachers.

### *Theft*

Theft is taking someone else's property without permission. This behavior undermines the trust and foundation of community. Some specific examples include taking another student's food without asking, not returning a teacher's school supplies, or not returning a textbook or library book on time.

### *Class Disruption*

A class disruption is anything that deters a teacher from being able to fully teach or prevents students from being able to learn to the best of their ability. A few examples of class disruption include the following behaviors:

- Talking during teacher instruction
- Distracting classmates
- Being off-task
- Causing other students to become distracted

Class disruptions are serious as they disrupt the learning environment in a direct way. When a student disrupts a class, the rest of the class cannot fully devote their attention to the task at hand. Teachers are also prevented from being able to fulfill their job responsibilities when a student diverts class attention away from the lesson.

Teachers will often give short breaks in the middle of our block periods. During these breaks students should remain in the classroom. Students needing to leave the classroom during this time (such as for using the bathroom or getting something from their locker) should obtain permission from the teacher. Students should not socialize in the bathroom or hallway during this time as it disrupts ongoing lessons.

### *Physical Confrontations and Aggressive Behavior*

Aggressive behavior disrupts our learning environment and causes others to feel unsafe. Therefore, the following behaviors are discouraged:

- Running inside the school building
- Pushing or kicking classmates
- Yelling inside the school building
- Physical fighting with another student or staff member

### *Vulgarity*

Students are representatives of Beijing SMIC Private School and should strive to exemplify SMIC values and goals. Therefore, profanity in any language is discouraged. This includes social media and electronic communication.

## *Bullying*

Bullying is the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others verbally, socially or physically.

<b>Type of Bullying</b>	<b>Definition</b>	<b>Examples</b>
Verbal bullying	Using words in verbal or written form to bully another person	<input type="checkbox"/> Calling someone a derogatory name <input type="checkbox"/> Threatening someone <input type="checkbox"/> Teasing someone about an unwanted topic, etc.
Social bullying	Intentionally hurting a person's relationship with another	<input type="checkbox"/> Embarrassing someone in front of peers <input type="checkbox"/> Intentionally leaving a classmate out of a group <input type="checkbox"/> Spreading rumors
Physical bullying	Hurting a person's body or belongings	<input type="checkbox"/> Hitting <input type="checkbox"/> Spitting <input type="checkbox"/> Tripping <input type="checkbox"/> Breaking another's possessions
Cyber bullying**	Any bullying behaviors stated above that take place online through social media or other avenues of electronic communication	<input type="checkbox"/> Posting an embarrassing picture of another student <input type="checkbox"/> Creating chat groups to spread rumors or tear down a specific person or group of people <input type="checkbox"/> Using online devices to spread rumors

If any student witnesses or suspects bullying, they must report it immediately to the SA. Anyone responsible for bullying behavior, including bystanders (those who witness bullying but do not report it), is subject to punishment depending on the situation.

\*\*Please note that while cyber bullying typically takes place outside of school hours, it is a punishable offense inside of school since it directly affects the school community.

## *Technology Misuse*

Students must comply with the school's technology policy, regardless of who owns the device (themselves, the school, or another student). If a student breaks this policy, the electronic device will likely be confiscated and a pink slip will be issued (see Technology Policy for more details).

**For the first offense of technology misuse, the student's device will be confiscated. The student must come to the SA's Office after school to retrieve the device. For the second offense, the student's parents must come to the MS Director's office for consultation and to retrieve the device.**

### *Tardiness and Skipping Class*

Students should be in their seat and ready for class when the bell rings. If a student is perpetually late for class, disciplinary action will be taken.

Students should return from any class breaks promptly without lingering.

Skipping class is considered a major offense for safety reasons. A student's whereabouts should be known by staff at all times. SMIC School is responsible for the safety of students until they leave campus when school ends. Bus riders cannot leave campus for any reason between the time school dismisses and buses depart.

### *Restricted Areas*

Our school has several areas that are off-limits to students. These are typically marked by signs to help students notice them. Some of these areas include unsupervised classrooms, teacher workrooms/copy rooms, the fifth floor, the elevator, certain teacher offices, etc.

### *Bringing Dangerous or Illegal Items to School*

Students should not bring any unsafe items to school, such as...

- Any sort of weapon (guns, knives etc.)
- Illegal drugs
- Alcohol
- Pornography
- Tobacco Products

**Note** - Potentially dangerous school supplies such as scissors or a compass for math class should be taken out only with permission of the teacher and should be used in an appropriate manner.

## **Consequences for Unacceptable Behavior**

### *Pink Slips (Excluding uniform infractions)*

One pink slip — lunch detention

11:30-12:00

Two pink slips — after school detention

Tuesday & Thursday 3:15-4:30

Three pink slips — parent contact

Pink slips are to be signed by parents, white slips are given to the SA, and blue slips are given to Advisors. In addition to pink slips, student behavior can have other direct consequences depending on the severity of behavior:

- Detention
  - For first time offenses, students may be asked to serve lunch detention, which takes place during recess.
  - For more serious or repeat offenses, students may be issued an after school detention, which would be served from 3:15 to 4:30 pm.
- Loss of privileges
  - Special events such as the school dance or field trips are privileges. Attendance at these events is not guaranteed. A student who repeatedly or flagrantly fails to adhere to the student handbook may lose the privilege of being involved in a special event.
  - The SA may revoke the privileges of a student whose behavior does not correlate with our core ethical values.
- Property confiscation
  - A student's property, such as a toy or cell phone, may be kept in the SA's Office in order to ensure others are able to learn in a distraction-free environment.
- Parent conference
  - Parent conferences may be held with SMIC administrators and faculty in order to help students make better choices and succeed.
- In-school suspension
  - Students may be removed from the classroom if they are unable to contribute positively to the learning community. For an in-school suspension, students will complete classwork and homework under closer teacher or administrator supervision.

### **Student Behavior Point System**

Every student enrolled in the English Track Middle School will begin with **20 Points** at the start of every school year. Points will be deducted for behavior 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.

#### *Yellow Slips*

Yellow slips are given when a student displays exemplary behavior outside of normal academics or moral expectations.

### **Behavior Contract**

Behavior contracts are written between the SA and a student who has had trouble following the encouraged behavior guidelines of Beijing SMIC Private School. Such contracts incentivize students to begin making positive changes.

A behavior contract is a document written by the SA in collaboration with the student, parents, and teachers. Each contract is tailored to the student's specific situation, states the areas for improvement, disciplinary measures to be taken, and the exact time period for the contract. The SA provides a copy of the contract to the student's subject teachers, who report on the student's progress to their department head, who in turn reports to the SA.

### **Parent Communication**

For serious or repeated offenses, parents will be notified via email. In emergency situations, SMIC administrators will communicate with individual parents via phone. In order to support and encourage students, parents may be asked to come to SMIC to meet with school administrators.

## **GENERAL PROCEDURES**

### **Technology Use Policy**

Technology is a wonderful tool that empowers students and teachers alike. For this reason, we require all students to own their own electronic device (tablet or laptop computer). Nearly all teachers at SMIC require the use of electronic devices for assignments.

However, technological devices can also be distracting. As specified in the Sandstorm Statutes, students should give cellphones and gaming devices to their Advisory Teacher. Computers and related technology should be kept in their lockers unless a teacher specifies that it will be needed for a lesson. If a teacher requires students to use their device, they will allow time for them to retrieve the devices at the beginning of class and promptly return the devices at the end of class. Students should lock their devices in their lockers immediately after class.

Students may not carry their devices on their person. All electronic devices may only be used in the presence of a teacher. Students are not permitted to use them without a teacher's permission. Violation of this policy may result in the confiscation of a student's device and/or other disciplinary actions.

### **Teacher-Parent Communication**

As a school, we want to communicate regularly and effectively with parents. There are two avenues for this: formal and informal communication. The preferred method of formal communication is email. Informal methods of communication include WeChat, ManageBac, and text messaging. The type of communication used should be determined by the urgency of the message. For example, if a student suddenly becomes ill and cannot come to school, informal communication is acceptable. However, if a parent would like to set up a meeting, formal email communication is best. Additionally, parents may call the ET Front Office to set up meetings with teachers and/or the administration.

Please be considerate and allow teachers sufficient time to respond.

## **Bad Air Policy**

To protect student health, outside activities may be cancelled, depending on the quality of the air, as determined by an Air Quality Index (AQI) monitor. The list below shows the AQI levels at which various activities will be cancelled:

- 200+ AQI for outdoor PE classes
- 230+ AQI for lunch recess
- 300 AQI for sports program in indoor gym space

## **Smog Day School Cancellation Notice**

The school administration uses air quality readings from an AQI monitor on SMIC campus as well as the following website:

<http://aqicn.org/city/beijing/yizhuangkaifaq>

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 closing.

School continues with NORMAL class schedule when the BDA PM 2.5 is below 400 AQI.

- BDA AQI readings will be taken at 6:15 am to determine whether there will be school, and an announcement will be sent to EPTA WeChat.

School is CANCELLED with no assigned school work and no teachers posting school work when the BDA AQI is above 400 for two consecutive school days:

- ET will contact parents through EPTA WeChat no later than 6:30 am, 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 will need to provide transportation to and from school.
- No school lunch
- Parents must prepare a snack and lunch for the day.
- Teachers will be on rotation duty to oversee childcare.
- School will be dismissed at 3 pm, and ALL after school activities will be cancelled.

## **Bus Procedures**

Riding the bus is a privilege. Students must respect the bus monitor, the bus driver, and the other passengers. All bus riders must abide by bus rules and must obey their bus monitor/driver. Students must clean up after themselves on the bus and ensure their own safety by keeping their body and possessions in their seat.

If a student causes damage to the school bus, they will be required to pay for the damage according to the repair expense. They will also be referred to the Principal's Office.

Serious or persistent cases of misbehavior on the school bus will result in the loss of the privilege of riding the school bus.

## Lunch Policy

All students should go to the cafeteria at the beginning of lunch time and must stay in the cafeteria until recess begins. Students who bring a lunch should eat it in the cafeteria in their designated area. Students should clean up after themselves and exit the cafeteria at least twenty minutes after the lunch period begins. They should then go to the appropriate areas as designated by the Sandstorm Statutes. Students should not be outside of these appropriate areas until five minutes before their next lesson, unless they have prior teacher permission.

Students serving lunch detention must report to the appropriate location no later than 15 minutes after lunch begins. Students who are tardy for lunch detention will have to make it up the following school day.

Students are responsible for keeping up with their lunch card and bringing it with them to lunch daily. Students who lose their meal cards should report the loss to the cafeteria staff. The card can be replaced for a small fee.

Food deliveries from outside vendors are strictly prohibited unless otherwise approved by the administration.

## ATTENDANCE POLICY

If you're sick or need to be absent for an acceptable reason, your parent must contact your Advisory Teacher via **their email or call the ET Office at 67853030 ext. 3105**

The email should include the following:

*\*Student name and grade*

*\*Dates of absence*

*\*Reason for absence*

*\*Name of the parent or guardian reporting the absence*

Absences are categorized as either excused or unexcused. Below are the definitions and consequences for each.

For pre-planned absences, students should obtain a Student Leave Form from the English Track Office. This form must be filled out by a parent/guardian and then signed by subject teachers as well as the Advisory Teacher. The form should then be returned to the English Track Main Office.

### I. Excused Absences

For an *excused absence* a parent or guardian should notify the Advisory Teacher.

Excused absences include the following:

- Doctor's appointment
- Attending funeral services of immediate family member
- Family emergencies
- Religious observance
- Approved participation in co-curricular activity, such as a sporting event or academic competition
- Visa renewal
- Any reasons that receive MS director and/or teacher approval

A doctor's report must be provided to the school nurse in the event of 3 or more days of illness.

## **II. Unexcused Absences**

*Unexcused absences* include, but are not limited to, the following:

- Situations where the parent or guardian does not contact the main office
- Skipping class
- Oversleeping
- Missing the bus

If a student misses any assignments because of an unexcused absence, they could miss the opportunity to make up the work per the discretion of the subject teacher.

A student cannot attend and participate in extracurricular events (such as sporting events, social events like the Spring Dance, etc.) if they did not attend the majority of school that same day.

### **Consequences for Unexcused Absences**

- Excessive absences and/or tardiness are not acceptable and habitual offenders will not be able to participate in extracurricular events and activities.

### **Tardiness Policy**

Tardiness occurs when a student is not on time for class. If a student is late more than 15 minutes it will be recorded as an absence. Tardy students who provide a teacher-issued permission note will not be recorded tardy.

- Students are considered tardy if they arrive after 7:45 a.m.
- Students are not late if the school bus is stuck in traffic.
- Students are not late on days with inclement weather.
- If a student is late, they may be excused from their classes if their parent or legal guardian contacts their Advisory Teacher.

### **Consequences:**

Any student who is perpetually late without a proper excuse will receive a pink slip, which is sent to the SA Office.

### **Long Term Absence & Extraordinary Educational Opportunity Policy Statement**

There are times students encounter an opportunity for a critical experience that is related to education. SMIC English Middle School is aware that while such events may not be a direct part of their coursework, they provide a unique chance to further their education.

Under certain circumstances, the days a student devotes to these opportunities can count as excused absences, and opportunities to make up missing work will be offered. To be considered an educational opportunity absence, the content of the experience must be relevant (for example, a student participating in an overseas piano concerto competition).

Long-term absences are acceptable when there is a death in the family or other emergencies happen that are beyond the control of the family.

### **Homework Requests**

Students who are absent are expected to make up missing work. Requesting missing homework assignments is allowed; however, the best way to find out what work has been assigned is by checking ManageBac. Students are responsible for approaching their subject teachers to complete all work within the teachers' specified time limits.

### **Leaving School Early:**

SMIC students may not leave school early unless their legal parent or guardian has already informed the ET Office. The office will then provide the student an early dismissal slip to excuse them in leaving the SMIC campus at the designated time.

Students leaving early must present their student I.D. card and dismissal slip to the guard at the front gate. The guard will take the slip.

### **Consequences:**

Leaving school grounds early without permission is a major offense and will be dealt with appropriately at the discretion of administration.

### **Loitering Policy**

After SMIC subject classes officially end each day, students should not remain on the SMIC campus unless they are enrolled in an after-school club, participating in an athletic program, or have permission from a teacher.

#### **After-school procedures:**

- Bus students should pack up their belongings and go to the front gate, exiting only when their bus supervisor instructs them.
- Students not riding the bus should remain inside the gate until their parent or guardian arrives to pick them up.
- Students who walk home should leave SMIC's campus after their final class ends.
- Students in after-school clubs and/or athletics should be at the designated location within 15 minutes of their final class ending.

## **OTHER CONCERNS**

### **Student Health Center**

Students who are sick or hurt should go to the ET Nurse's Clinic on the first floor of building 2. If the ET Nurse is unavailable, the student should instead proceed to the CT Nurse on the first floor of building 1.

In emergency situations, students should call 119, then notify the first school administrator you encounter about the emergency.

### **Closed Campus**

Beijing SMIC Private School is a closed campus. Students may not leave school grounds during school hours without authorization from the administration. Parents must contact the English Track Office or MS director to gain permission to take their student out of school before picking them up.

### **Lost and Found**

A lost and found bin can be found outside the SA Office. SMIC School is not responsible for the loss of personal or school-owned materials. The school carries no insurance for theft or personal liability. We hope that students will show consideration for their community in turning in found items to the ET office.

### **Lockers**

Every student will have their own locker assigned by their Advisor. Students should ensure the safety of their belongings by using a self-bought combination lock, keeping the locker closed and the lock fastened. All codes are to be reported to the advisor. Lockers should be kept free of food, and property should be stored neatly for the safety of the community. Each student is responsible for the cleanliness of their own locker.

The area above the lockers should be kept clean and free of student belongings as well as trash. Every Friday this area will be cleared by teachers and staff.

Lockers are the property of SMIC School and may be searched at any time by the school administration. Students should be respectful and mindful of others, as space surrounding the lockers is limited.

### **Textbooks**

Textbooks are school property and should be treated with care and returned one week before the end of the school year. Students are required to pay fees should a book be missing or damaged.



## 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 自: 年/月/日 From: YYYY / MM / DD		合计 TOTAL _____天 days	请假类别 Type of Leave <input type="checkbox"/> 假 ILLNESS (Doctor's note required for 2 days or more) <input type="checkbox"/> 事假 OTHER (please explain below)
至: 年/月/日 To: YYYY / MM / DD			说明 Explanation:
家长签名 <b>Parent Signature</b>	初中班主任 <b>Elementary Homeroom</b> (Required for 2 days)	教务处 (批 3 天—5 天假) <b>Academic Affairs Office</b> (Required for 3-5 days)	校长室 (批 6 天以上假) <b>Principal's Office</b> (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 卫生间
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	<p>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.</p> <p>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.</p> <p>3. 此服药委托单可复印使用。Please make copies for future use.</p>				
家长签名 Parent's signature				日期: Date:	



## 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** -----