

Beijing SMIC Private School

High School Student Handbook
School year 2019~2020



Welcome! SMIC High School Students!
欢迎各位同学加入北京市中芯学校高中部大家庭！

We are delighted to have you with us this year! Through your hard work, cooperation, teamwork and a willingness to help each other, we are going to see you grow and reach your academic, social and personal goals for a successful future.

有你的加入我们非常高兴！在这里，通过努力工作、积极合作、团队协作以及互帮互助，你将不断成长并实现学业目标、社交目标以及个人目标，开启美好成功未来。

Our Vision 我们的愿景

Educating and nurturing students to become global citizens of honor and self-discipline who are committed to independent thinking and service to others.

教育和培养学生成为具有荣誉感和自律精神的全球公民，发展独立思考和服务他人的能力。

Our Mission 我们的使命

The heart and soul of the school is a combined partnership with families and community to provide positive, student-centered education that balances academic excellence with physical, social and emotional well-being using both an American-style curriculum and Chinese cultural traditions.

学校遵循与家庭和社区合作的教育理念，通过采用美国式课程和中国文化传统中西合璧的方式提供积极、以学生为中心的教育，帮助学生实现爱好学习、身体健康、社交能力以及精神健康多方面的全面发展。

Expected Student Learning Results (ESLRs) 学生预期学习成果

The goal of Beijing SMIC School—International is that every student will demonstrate the following: 北京中芯国际学校旨在培养帮助每一位学生实现下列学习成果：

1. Oral and Written Communication 良好的口头及书面表达能力：

- Students will speak and write clearly and persuasively
学生能够清晰流利地进行口头和书面表达。
- Students will communicate in culturally appropriate ways
学生能够根据不同的文化背景进行适当的交流。

2. Collaboration 协作：

- Students will be productive members of diverse teams
在不同的团队高中生都能够进行卓有成效的团队合作。
- Students will practice strong interpersonal communication skills
学生将练习培养良好的人际沟通技巧。
- Students will commit to shared success, leadership, and initiative
学生将专注于共享成功、培养自身领导力和积极性。

3. Self-directed Learning 自我导向学习：

- Students will become independent, creative thinkers, taking responsibility for their learning
学生将成为独立、具有创造力的思考者，实现自我导向的自主学习。

- Students will learn to maintain an open mind, willing to make new mistakes in order to improve and grow 学生将学会保持开放思维，不惧怕犯新的错误，从而不断完善自我并实现自我成长。
- Students will become proficient in acquiring, processing and communicating information 学生能够熟悉获取、处理和沟通信息的方式。

4. Critical and Creative Thinking 批判和创造性思维:

- Students will analyze and evaluate complex issues and events 学生能够分析和评价复杂的问题和事件。
- Students will employ a variety of problem solving strategies to develop multiple solutions 学生能够采用各种问题解决策略，提出多个解决方案。
- Students will find information, determine its reliability and use it to develop sound arguments and make wise decisions 学生能够发现信息、判断信息的可靠性并使用发现的信息提出合理的论据并作出明智的决定。

PHILOSOPHY STATEMENT 办学理念陈述

Beijing SMIC High School is committed to providing a safe and peaceful educational environment. Members of our community commit to doing their best, both academically and socially. As students grow into being responsible citizens, they must develop a variety of habits, including independent decision making, respect for authority and the rights of others. As part of this learning process, students must be held accountable for their actions and recognize that there are consequences for their choices.

北京市中芯学校高中部致力于提供安全安静的教育环境。我们的社区成员都努力在学术和社交方面做到最好。随着学生逐渐成长为有责任意识的公民，学生必须养成各种习惯，包括独立理性决策以及尊重权威和尊重他人权利。作为学习过程中的一部分，学生必须对自己的行为负责，并应该意识到自己所做的选择会导致的后果。

Contact Information 联络信息

Principal 校长

Christie Lee, Christie_lee@bjsmicschool.com

Academic Development Center 学术发展中心

Cheri Bokern, Director 主任, cheri_bokern@bjsmicschool.com

Cindy YAO 姚歆, Assistant 助理, cindy_yao@bjsmicschool.com

MEN Yali, Librarian 图书馆长, yali_men@bjsmicschool.com

Students Development Center 学生发展中心

Elena CHEN 陈南, Director 主任, elena_chen@bjsmicschool.com

Health Center 健康中心

Hehua WANG, School Nurse 校医 hehua_wang@bjsmicschool.com

Integrated Service Center 综合服务中心

Brandon GONG 巩华, Director of Admin Office 行政办公室主任

brandon_gong@bjsmicschool.com, 5643 3800 ext. 2101

Security Guard Office 门卫室

5643 3800 ext. 2222

THE STUDENT'S BILL OF RIGHTS 学生的权利

1. A safe and supportive learning environment, free from discrimination or harassment.
在一个安全且具有支持性的学习环境中学习生活，不受歧视或骚扰。
2. Be treated with respect and dignity by teachers, administrators and fellow students.
被教师、行政人员以及同学尊重，有尊严。
3. Prepared, knowledgeable and supportive teachers.
准备充分、知识渊博、富有支持力的老师。
4. Clearly stated academic/behavioral criteria and timely feedback on their performance.
明确的学术/行为标准，对学生的表现的及时反馈。
5. Fair and unbiased treatment from teachers in respect to grading policies, acknowledgement and classroom activities.
老师在课程评分方法、认可及课堂活动方面公平公正的对待。
6. An academic challenge in their classes according to their ability.
根据学生能力在课程上对学生提出的学术挑战。
7. Express themselves freely provided that it is constructive and does not cause offence.
在有教育意义且不会引起冒犯的条件下自由表达观点。
8. Assemble with other students in a peaceful manner.
以和平的方式与其他学生集会。
9. Maximum use of school facilities (as budget allows) with the permission of the faculty.
在学校允许的范围内最大化利用学校设施（在预算允许的范围内）。
10. Inquire teachers about grades received or assignments given, provided it is done politely.
礼貌地向老师询问获得的成绩或者安排的作业。

THE STUDENT'S RESPONSIBILITIES 学生的义务

1. Respect others and their rights.

尊重他人及他人的权利。

2. Be truthful and honest at all times.
始终保持真诚和诚实。
3. Be accountable for all their actions or inactions.
对自己的作为和不作为负责。
4. Attend class on time and fully prepared.
按时上课并提前充分做好准备。
5. Seek an appropriate academic challenge in your choice of courses.
在选择的课程中寻求适当的学术挑战。
6. Follow through on all activities to which they commit themselves.
在自己同意参加的所有活动中坚持到底。
7. Promote and support extra-curricular activities.
促进和支持课外活动。
8. Abide by the school rules, including the uniform policy.
遵守学校规章制度，包括校服制度。
9. Do not slander or abuse others - this includes misuse of “virtual forums” such as the Internet and e-mail.
不得诽谤和辱骂他人—包括滥用互联网和邮件等“虚拟论坛”。
10. Do not damage or destroy school facilities, including electronic media and data.
不得损坏或破坏学校设计，包括电子媒体和数据。
11. Do not reflect negatively on SMIC.
不要做出有辱中芯荣誉的事。

Teachers, administrators and counselors work to educate students so that they are aware of their responsibilities; the school looks to the wider community for support in this endeavor.

老师、行政人员和辅导员致力于教育学生，帮助学生了解自己的责任；学校寻求更广泛的社区为这项工作提供支持。

Students who ignore their responsibilities will be subject to counseling and consequences. The intent of this intervention is to help students learn from their mistakes and restore themselves to good standing. Restoration can be costly and will consider the needs of the wider community.

将会与忽视自己责任的学生进行谈话，并由学生自己承担相应的后果。这种干预方式旨在帮助学生认识到自己的错误并恢复自己良好的行为。恢复自己良好的行为可能需要付出高昂的代价，并需要更广泛的社区支持。

Off Campus Behavior 校外行为

Once a student decides to attend Beijing SMIC High 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. All individuals are responsible to conduct themselves in a way that promotes the values of Beijing SMIC Private School. Similarly, Beijing SMIC High School is concerned with what every community member does both on and off campus (including social media posts), since the name and reputation of both the school and the broader community are at stake. Therefore, ***always assume that the Student Attitudinal Goals are in effect.*** Whether openly stated or not, the principles and policies of the Student Attitudinal Goals are continually applicable.

如果学生决定参加北京市中芯学校高中部，则入学后续遵守相关规定。作为北京市中芯学校的成员，无论学生去哪里，始终代表着中芯的形象。人们可以通过学生的任何行为判断北京市中芯学校的名声。所有的个体学生都有责任以提升北京市中芯学校的价值观为己任，保持良好的行为举止。同样，由于学校和更广泛的社区的名称和声誉都存在一定更显，北京市中芯学校高中部非常重视学生的校内和校外行为（包括在社交媒体上发表的言论）。因此，始终视为学校的学生态度目标是有效的。无论是否公开声明，有关学生态度目标的原则和政策始终适用。

Section 1 Academic Program and Expectations 课程计划与对学生期盼

The Educational Program 课程计划

Information about the educational program, SMIC curriculum, Advanced Placement Courses, transfer credits, graduation requirements and course listings can be found in the Course of Study booklet published annually by the Academic Center.

有关教育规划、中芯课程、大学先修课程、转学分、毕业要求以及课程列表，请参见学术中心每年发布的课程学习手册。

➤ Grading Scale & GPA 成绩评价等级与平均学分绩点

Grade 成绩	Percentage Range 百分比范围	Regular GPA 常规平均学分绩点	Advanced Placement (AP) GPA* 大学先修课程 (AP) 平均学分绩点*
A	100 - 93%	4.00	5.00
A-	92-90%	3.67	4.67
B+	89-87%	3.33	4.33
B	86 - 83%	3.00	4.00
B-	82-80%	2.67	3.67
C+	79-77%	2.33	3.33
C	76 - 73%	2.00	3.00
C-	72-70%	1.67	2.67
D+	69-67%	1.33	2.33
D	66 - 63%	1.00	2.00
D-	62-60%	.67	1.67
F	<60%	0.0	0.0

For the purpose of student awards, if a student earns a B in AP Biology, the grade will be considered an A for the purpose of calculating grade point average. Yet, the final grade will still be recorded as a B on the transcript.

为设定学生奖项，如果学生在大学先修生物学中获得B，则在计算平均学分绩点的过程中将该等级视为A。但是，成绩单中的最终成绩仍为B。

➤ **Deadlines for Course Changes** 课程更改截止日期

There is no add/drop period for the current year. 本年度无选课加退选期间。

Teachers of Advanced Placement and accelerated classes must schedule at least one major assessment before the end of the fourth week of class to adequately evaluate student performance and progress in the class.

为充分评估学生在课堂上的表现和进步情况，大学先修课程和速成班的老师必须在课程第四周结束前安排至少一项主要评估项目。

➤ **Grade Classification** 年级分类

For purposes of grade classification, students must earn the following credits to be considered a member of each high school grade level specified below:

为进行年级，学生必须获得以下学分才能被视为下面指定的每个高中年级的成员：

- 0 – 5.0 = 9th grader
- 0 -5.0=9 年级
- 5.5 – 12 = 10th grader
- 5.5 -12=10 年级
- 12.5– 18 = 11th grader
- 12.5 - 18=11 年级
- 18.5 – up = 12th grader
- 18.5 -上=12 年级

➤ **PowerSchool** 信息系统

Through PowerSchool, teachers will continually update student progress, post upcoming assignments and communicate with parents and students. Through this platform, teachers will post any assignments and messages for the next class **in a timely manner.**

通过 PowerSchool，老师可以持续更新学生进步情况，公布新的作业并与家长和学生保持沟通。通过该平台，老师可以及时进行作业和信息的发布你。

Students are required to check PowerSchool daily. This is the only official messaging location for classes, assignments and messages. In this way, students are able to monitor their progress, communicate with the teacher, and insure their readiness for learning.

要求学生每天登陆 PowerSchool 平台查看相关信息。该平台为公布班级、作业和信息的唯一官方平台。通过该平台，学生可以监控自己的进步情况、与老师保持沟通并确保提前做好学习准备。

Parents are encouraged to check PowerSchool frequently. In this way, they are able to encourage and support their student's learning, track progress, and communicate with the teacher.

鼓励家长经常查看 PowerSchool 平台上的信息。通过该平台，家长可以鼓励并支持学生的学习、跟踪学生的进步情况并与老师保持沟通。

➤ **Progress Reports (Academic Warning) 进展报告（学业警告）**

PowerSchool records are updated by the teacher with each new assignment and assessment. This information is constantly available to teachers, students, parents and administration. Therefore progress reports to parents are kept to a minimum. Progress reports will be emailed at the midpoint of each semester. Only parents of students earning a 75% or lower, or whose academic behavior puts their achievement **at risk**, will be sent a progress report. **Progress reports** provide students an opportunity to improve their grade prior to the end of the semester.

➤ **Report Cards 成绩报告单**

Report cards will be available on PowerSchool at the end of each semester following the final examination. Comments are required for ALL classes, both core and electives.

期末考试结束后，每学期期末可在 PowerSchool 平台上查看成绩报告单。需要对所有核心和选修课程做出评论。

Because grade reports are issued only at the end of each semester, “Incomplete” grade requests will be determined by the teacher, Academic Director and principal on a case by case basis. Official documentation, such as a letter from the student’s doctor, may be required.

由于仅在每学期期末发布成绩单，因此将由老师、教务处主任和校长根据具体情况决定“不完整”成绩请求。可能会需要学生的主治医师提供的证明等其他官方文件。

➤ **Official Document Charges 官方文件费用**

Items 项目	First Copy 首份复印件	More Copies 更多复印件	Preparation Time 准备时间
Transcript 成绩单	Free 免费	100 RMB per copy /份	3-5 days 天
Enrollment Verification 在读证明	Free 免费	Free 免费	1 day 天
Official Statement 官方声明	Free 免费	Free 免费	1 day 天
Report Card 成绩报告单	Free 免费	50 RMB per copy /份	1 day 天
Domestic Delivery (SF Express) 国内邮递 (顺丰)	30 RMB 元		
Overseas Delivery (DHL) 海外邮递 (敦豪)	300 RMB 元		

➤ **Holding Transcripts 成绩单获得资格**

Students will not receive transcripts or other official documents until all school obligations have been met. These could include such things as returning uniforms or borrowed materials, paying tuition, withdrawing from school, etc.

学生将在完成所有学校规定的义务之后获得成绩单或者其他官方文件。这些义务可能包括归还校服或者从学校借阅的资料、支付学费、退学等。

➤ **Transfer Credits 转学分**

Transfer credits from other schools (for courses meeting 5 days per week) can count toward meeting graduation requirements, but will not be averaged for GPA or class ranking. **Students must provide official transcripts (signed, sealed and translated) from previous institutions (grades 9-12) in order for transfer credits to be considered toward graduation.**

On-line or off-campus recovery or supplementary courses, which are approved in advance by both SMIC and SCS, may be counted toward graduation requirements and included in GPA averaging if course standards, completion deadlines, etc. are met.

➤ **Homework Policy 课外作业规定**

1. Homework should serve a positive purpose for learning and supporting the instructional program; therefore, all teachers will assign homework. Homework should not be used as a disciplinary tool or for busywork.

课外作业应在学习和支持教学大纲方面发挥积极的作用；因此，所有老师都应该布置课外作业。课外作业不应该被视为纪律管理工具或者外加作业。

2. Homework assignments should be meaningful, with an emphasis on quality rather than quantity. 布置的课外作业应有意义，重点强调质量而非数量。

3. Each assignment will build toward the course’s objectives and the school’s Expected Student Learning Results.

所有作业都应以课程目标和学校预期的学生学习成果为导向。

4. Teachers tailor homework assignments to the needs of students who may have different learning styles, primary languages, needs for enrichment or practice, and home support systems.

老师针对拥有不同学习方式、主要语言、巩固或练习需要以及家庭支持系统的学生布置个性化课外作业。

5. Teachers give a variety of homework assignments, which may include, but are not limited to, worksheets, individual or group projects, research, application, experimentation, or reflection.

老师会布置各种课外作业，包括但不限于活页练习题、个人或小组项目、研究、应用、实验或反思。

6. On average, total daily homework for all classes should not exceed three hours per night, or a total of 15 hours per week.

所有课程的课外作业平均起来每晚占用的时间不应超过 3 个小时，每周占用的时间不应超过 15 个小时。

7. Homework in AP and accelerated classes usually exceeds the above guidelines.

大学先修课程和速成班的课外作业通常会超出上述规定的时间。

➤ **Late Work Policy** 迟交作业规定

For late assignments, teachers may deduct no more than 50% of the points earned as a penalty. Teachers may establish their own late penalties per class so long as they do not deduct more than 50% of the assignment’s possible points as a penalty. (For example: Teacher A may assess a 50% penalty to the first day an assignment is late with no additional penalty for days beyond the first. Teacher B may assess 10% per day for five days until a total of 50% is reached. Both policies meet the standard established by this policy.) Students may have zeroes recorded in PowerSchool in order to demonstrate the impact of not completing the assignment. Any assignment not completed within 5 school days will receive no credit.

对于未按时交作业的学生，老师可以扣除不超过 50% 的点数作为惩罚。为起到惩罚作用，只要老师扣除的点数不超过作业总点数的 50%，老师可以自行制定针对每个班级的未按时交作业惩罚措施。（例如：如果出现未按时交作业的学生，老师 A 可以在发生第一次未按时交作业的情况时做出扣除 50% 点数的惩罚，而老师 B 可以在连续五天内每天扣除 10% 的点数，直到最多扣除 50%。这两种方法都符合本政策中确定的标准要求。）为了体现未按时完成作业的影响，PowerSchool 平台中可能会记录 学生得分为 0。任何未在 5 个教学日内完成任何作业的学生将不会获得学分。

➤ **Make Up Work for Absences** 缺课补交作业

Missing assignments and assessments will be recorded as “zero” on PowerSchool until or unless they are completed.

If an absence is anticipated and excused, it is the student’s responsibility to contact each teacher to get the assignments that will be missed. The teacher may choose to require that some work

be completed before the absence occurs. Teachers have the privilege of establishing make-up deadlines which reflect the anticipated nature of the absence.

For excused, unanticipated absences, the student is responsible the first day he or she returns to school to contact each teacher to obtain missed assignments and activities that can be completed for makeup. For a one-day absence, students are responsible for submission and/or completion of the previously assigned class work including quizzes, two days after their return to the classroom. Example: Absent Monday, make-up work due on Wednesday. For extended absences (two days or more), students are granted the same number of days to complete the work as days absent. Teachers have the privilege of establishing make-up deadlines providing the days allowed are not less than those specified in this policy. Each teacher will communicate his or her makeup policy at the beginning of the course to the students.

如果因故但非预计之内缺课，则学生应在返回学校的第一天联系每位老师获得并完成缺课期间错过的作业和活动。如果缺课一天，则学生应在返回学校的两天后提交和/或完成布置的课堂作业，包括随堂测验。例如，周一缺课，则周三应完成作业。如果缺课时间延长（两天或者两天以上），则允许学生在同样的时间内完成缺课期间的作业。老师有权确定补交作业的截止日期，但允许的时间不应超过本政策中规定的时间。所有老师均应在课程开始前向学生说明相应的补交作业规定。

Assignments are due at the beginning of the class period on the day following the make-up period. Example: If absent Monday and Tuesday, then make-up work is due Friday at the beginning of the class period.

学生应在补交作业期限结束后的一天的课堂开始前补交作业。例如：如果星期一和星期二缺课，则应在星期五课堂开始前补交作业。

In some cases, due to the complexity and/or spontaneity of the assignment, the teacher may determine that the assignment cannot be completed. In these situations the student's grade will be calculated as per the individual teacher's written grading policy or an alternate assignment may be given.

在某些情况下，由于作业的复杂性和/或自发性，老师可以自行决定学生是否无法完成作业。在这些情况下，将根据每个老师的书面评分政策计算学生的成绩，或者是布置替代作业。

Unexcused absences forfeit the privilege of make-up assignments and assessments, all of which will be recorded as a zero.

如果出现无故缺课，则不再允许补交作业和评分，均计为0分。

➤ **Make Up Final Exams for Excused Absences** 因故缺课期末考试补考

Under extraordinary circumstances, families may request approval from **the Administrative (Brandon Gong's)** office for their child to make up a missed final exam/project because of an excused absence. Forms to apply for this request are available from the Academic office. While the School seeks to accommodate family needs, the school reserves the right to discontinue the privilege of make-up final exams.

Students who request early or late final exams must make them up on the day and time designated by the Academic office. If students do not make up the final exam/project by the required deadline they will receive no credit for the final exam/project missed.

Students taking make up final exams/projects will receive a departmentally approved make up final exam/project. Make ups exams/projects will contain material comparable to the original final exam or project but **may be different**.

➤ **Accelerated and Advanced Placement Offerings** 速成及大学先修课程

Accelerated and Advanced Placement courses are offered to students who are able to study advanced material at an accelerated pace. Placement in accelerated courses and AP courses is determined based on **teacher recommendation**, a student's ability to perform above the course average, hold positive and eager learning attitudes, demonstrate strong interest and problem-solving abilities, and/or score in the top rank on Measures of Academic Progress (MAP) testing.

Please note: 请注意:

- All accelerated and AP courses have prerequisites; please check the prerequisites for each course since they vary by department and by course. Departments offering AP courses should encourage only those students who are prepared for the rigors of an AP course to take these courses.

所有速成和大学先修课程都有先决条件；由于不同的院系和课程拥有不同的先决条件，请查看每项课程的先决条件。提供大学先修课程的院系应仅鼓励针对大学先修课程做好充分准备的学生参加这些课程。

- Due to the rigor of AP courses, students are encouraged to take no more than 3 AP courses per year. Requests for more AP courses in one school year may be made by completing a petition. Forms are available in the Academic office.

考虑到大学先修课程的严格性，建议每名学生每年参加不超过三科大学先修课程。可以通过填写申请表的方式申请在一个学年内参加多科大学先修课程。可从学术办公室索要申请表。

- Since dropping an AP course is not allowed, students and parents should fully consider the demands of an AP course before enrolling.

由于不允许中途退出大学先修课程，因此选择参加大学先修课程前学生和家長应充分考虑参加大学先修课程的必要性。

- Students who enroll in an AP course are expected to take the AP exam in May to earn advanced standing in college and, in some cases, earn credits towards a college degree.

参加大学先修课程的学生预计将在 5 月参加大学先修课程，旨在获得大学先修学分，且在某些情况下可以获得大学学位。

- AP exams and any costs relating to the exam are the responsibility of the student. Refunds will not be made if the student does not take the exam or does not pass it.

参加大学先修课程考试以及支付与考试相关的任何费用均属于学生的义务。如果学生未参加考试或者未能通过考试，则费用不退。

- The AP course title remains on the transcript of the student who takes the AP course but does not take the AP exam, and this student should be graded by the standards set for that AP course.

参加大学先修课程但是未参加大学先修课程考试的学生的成绩单上依然会列出大学先修课程项目，且应根据大学先修课程标准对学生进行评级。

- A student may not ask to take an AP exam which is not offered by our school, unless she/he gets the special recommendation of the Academic Director. All courses with the AP designation have been approved by the College Board Audit Review to establish official AP status.

除非经教务处处主任的特别推荐，否则学生不得参加我校未提供的大学先修课程考试。为确定大学先修课程的官方地位，大学委员会审核评论部已经批准了带有大学先修字眼的所有课程。

Academic Probation Policy 试读规定

➤ Purpose 目的:

The purpose of academic probation is to maintain high academic standards for all students, to provide the means for students to improve their academic performance, and to achieve success in school. Students on academic probation must be monitored closely to ensure success, which requires a team effort.

规定试读标准的目的是为了让学生保持高学术水准, 为学生改善学业成绩提供途径, 也为了办好学校。试读学生必须接受密切监督, 确保他们成功, 而这需要集体的努力。

➤ Criteria 标准:

1. A student will automatically be placed on academic probation when his or her academic performance, measured PowerSchool, falls to a grade of 59% or lower in any subject or falls to a 69% (or below) in two or more subjects. Parents/guardians will be notified by email whenever the student begins academic probation.
一个学生在 PowerSchool 里面有一门成绩在 59% 或以下, 或两门及以上成绩在 69% 或以下, 将被自动进入试读, 学生一旦开始试读其家长/监护人将被电邮告知。
2. The Academic Director and Students Affairs Director will check the academic status of each student every Tuesday morning. Tuesday will be the SOLE day for checking the academic status.
教务主任和德育主任每周二将查看学生学业状况, 这种查看只在每周二进行。
3. As a student comes onto the academic probation, he/she will be instructed to complete the attached “In Academic Probation Form.” Upon exiting academic probation, she/he must get the signature of the Academic Director.
当一名学生进入试读, 他/她将被指示填写附后的“在试读期表格”, 脱离试读期需由教务主任签字。

➤ Loss of privileges and After School Study club requirement

失去特权及参加课后学习小组的要求:

When a student is placed on Academic Probation, he/she will lose privileges such as participating in clubs, sports, student council, and other extracurricular activities. When the student's grade(s) improves and rises above the probationary level, participation privileges will be reinstated. Student council members will be removed from the council if he/she is in academic probation consecutively for more than 4 weeks

当一名学生进入试读期, 他/她将失去某些特权, 比如参加社团、运动队、学生会, 以及其他课外活动。当学生的成绩改善并超过试读水平, 将重新拥有上述特权。连续在试读四星期的学生会成员会被移除。

After School Study club is the only club in which students on Academic Probation must participate. 课后学习小组将是试读学生唯一必须参加的社团。

SMIC HS In Academic Probation Form

Name:

Date:

Week:

Subject/subjects causing me to be on academic probation is/are:

Course	%	Reasons	What to do

Complete the flowing when you are off academic probation:

Student signature:

Academic Director signature:

Date:

Date:

➤ **Responsibilities 义务:**

1. Students - Students must make every effort to complete homework promptly, seek help, as he/she feels necessary, meet regularly with the teacher(s) whose class he/she earned a D+ or below, and attend meetings with counselors and teachers. Students are responsible for making arrangements for the weekly meeting with his or her teacher(s).

学生 — 学生尽全力及时完整课外作业、根据需要寻求帮助并与成绩为 D+或者低于 D+的课程老师定期见面并参加辅导员与老师召开的会议。由学生负责安排与老师的每周例会。
2. 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; hiring a tutor if agreed upon.

家长/监护人 — 家长/监护人应鼓励学生、在家为学生提供有助于学习的环境并与学校工作人员就学生的进步情况保持密切联系；如果达成一致，可聘用家庭教师。
3. Teachers - Teachers need to be available to meet with students on a regular basis, complete a weekly progress report if needed, and communicate with the student, parents/guardians, counselor, and AA Director. Any specific questions that the student or parents/guardians have regarding the content of a progress report should be directed to the teacher.

教师 — 教师需要定期与学生见面，必要时填写每周进步报告，并与学生、家长/监护人、辅导员和教务处主任沟通。学生或家长/监护人对进步报告内容的任何具体问题应直接向老师提出。

Grade Retention 留级

➤ High School (grades 9-12): 高中部（9~12 年级）：

SMIC-I believes in the importance of varied types of assessments for determining student mastery of content and skills. In accordance with this philosophy, a single exam cannot take the place of varied and authentic assessments in determining student mastery. As a result, in high school, students are not able to re-take exams to pass classes. Any class in which a student receives a grade of 59% or lower, must be retaken in order for the student to receive credit. Failure of a high school course is determined by the average of both semesters of a class taken, or the semester grade in the case of single semester classes. Failing one quarter or one semester does not require a student to retake the course unless the course is a one semester course. Students who do not earn enough credits may not advance to the next grade level if they haven't accumulated enough credits to be considered at that level.

中芯学校国际部认为为确定学生对内容和技能的掌握程度进行各种类型的评估非常重要。根据这一理念，要想确定学生的掌握程度，仅凭一次考试无法完成各种的评估，且无法获得真实的评估结果。因此高中部学生不能通过重新参加考试来通过学科评估。为了让学生获得学分，如果任何学生任何科目的成绩 $\leq 59\%$ ，则学生应留级重新参加考试。高中课程不及格取决于所选课程的两个学期的平均值，或单个学期课程的学期成绩。除非课程仅持续一学期，否则不要求未能通过一季度或者一学期考试的学生留级。如果未获得足够学分的学生累计学分也未达标，则不允许升入下一级。

High School Graduation Credit Requirements 高中部毕业学分要求

High school students may substitute other courses previously taken from other schools with the approval of the Academic Director and Southlands. This same substitution procedure can be used for certain courses taken within the school as well.

经教务处主任及索斯兰学校批准后，高中部学生可以替代之前在其他学校参加的课程。该替代程序同样适用于校内的其他部分课程。

Department 学部	Courses 课程	Total required credits for graduation 毕业要求总学分
English* 英语*	English 1 – 4 (advanced) 英语 1~4（进阶） English 1 – 4 (regular) 英语 1~4（标准） Informational Text handling** 说明性文本处理 Public Speaking/Debate/Forensics 1- 4 演讲/辩论 AP Lang 大学先修语言课程 AP Lit 大学先修文学课程	4

World languages* 世界语言*	Chinese Language and Culture 1 中国语言与文化 1 Spanish 1 – 4 西班牙语 1~4 AP Chinese Lang and Cult 大学先修中国语言与文化课程 AP Spanish Lang and Cult 大学先修西班牙语语言与文化课程	2 (must be same lang both years, more recommended) 2 (两年语言必须相同, 推荐更多)
Social studies* 社会科学*	Intro to Economics 经济学入门 U.S. History 美国历史 World History 世界历史 Government AP Human Geography 大学先修人类地理学课程 AP Macro-/Micro-Economics 大学先修宏观/微观经济学课程 AP Psychology 大学先修心理学课程 AP World History 大学先修世界历史课程	3

Department 学部	Courses 课程	Total required credits for graduation 毕业要求总学分
Math* 数学*	Algebra 代数学 Geometry 几何学 Algebra II and Trig 代数学二与三角函数 Pre-Calculus Statistics 初级微积分统计学 Calculus 微积分学 AP Statistics 大学先修统计学 AP Calculus (A/B, B/C) 大学先修微积分学 (A/B、B/C)	3 (4 recommended) 3 (4 推荐)
Science* 自然科学*	Environmental Science 环境科学课程 Biology 生物学	2 (3 recommended) 2 (3 推荐)

	Chemistry 化学 Physics 物理学 AP Environmental Science 大学先修环境科学课程 AP Biology 大学先修生物学课程 AP Chemistry 大学先修化学课程 AP Physics 1 大学先修物理学课程	
Health/PE 体育与健康	P.E 1-4** 体育 1~4 Health** 健康	2

Department 学部	Courses 课程	Total required credits for graduation 毕业要求总学分
Visual and performing Arts 视觉与表现艺术	Band 1- 4 (after school) 乐队 1~4 (放学后) Wind Instruments 1-4 管乐器 1~4 Dance 1- 4 舞蹈 1~4 Studio Art 1-3 工作室艺术 1~3 Painting and Murals 1-4 绘画与壁画 1~4 AP Studio Art 大学先修工作室艺术 Drama 1- 4 戏剧 1~4	1
General Electives 普通选修课	Model United Nations 1-4 模拟联合国 1~4 Yearbook Design /Journalism 1-4 年鉴设计 1~4 Media studies** 媒体研究	1 college prep from core*, 2 general 1 大学核心预科课程*, 2 普通
Total required credits 应修总学分		24

Specific courses required for SCS diploma are in italics.

Courses will be offered based on student demand and availability of teachers. Not all courses will be offered every year or semester. Levels and/or courses may be combined based on need or feasibility.

All courses are year-long and carry one credit unless otherwise indicated (i.e. **), in which case they are one-semester, half-credit courses.

➤ **English for Academic Purposes Program (Provisional Acceptance)**
学术英语课程（有条件录取）

Students demonstrating academic talent and above average motivation, but whose English skills are not sufficient for success in academic English classes, can be provisionally accepted to the EAP program. The English for Academic Purposes courses are designed to develop the listening, speaking, reading, writing, note-taking and study skills required for full English-immersion classes. Students have up to two semesters to develop the required skills to attain full admission the SMIC-International high school. Students who do not achieve the required proficiency by the end of the second semester will not be accepted to the International program.

EAP courses are foundational and do not provide credit toward graduation. EAP students will be allowed, however, to earn credit in visual and performing arts, mathematics and science courses.

学术英语课程是基础性课程，不计入毕业学分，但参加学术英语课程的学生将被允许参加视觉和表演艺术，数学及科学课程，并获得学分。

The “Western study skills and habits” course is strongly recommended for all students new to the International Program, regardless of their English placement level.

Department 学部	Courses 课程	Total required credits for graduation 毕业要求总学分
English for Academic Purposes	Extensive reading and response 泛读与回应 Listening and Speaking 听说 Study skills 学习技巧 Western study skills and habits	No credit toward graduation 不计入毕业要求学分

Section 2 BEHAVIORAL EXPECTATIONS AND DISCIPLINARY POLICIES 行为期盼与纪律处分

ATTENDANCE POLICY 考勤制度

Good attendance is important for many reasons. You receive 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 education, Beijing SMIC High School has set a compulsory attendance quota.

保证良好的出勤率非常重要。每天到校学习可以最大化教育成果。多项研究表明，学业成绩与持续出勤率之间存在着紧密的联系。北京市中芯学校高中部不鼓励家长因为度假、旅行或除了家庭紧急情况以外的其他原因向学校请假。考虑到出勤率对于学生的教育质量至关重要，北京市中芯学校高中部制定了强制性出勤规定。

More than 5 absences from any given class in a semester, the student will not receive credit for that course and will receive a failing grade.

如果一学期内任何一门规定课程的缺课次数>5 次，则该学生此门课程无法获得学分，且成绩为不及格。

Consistent school attendance sets you, the student, up for academic excellence and success. Therefore, you should strive to be at school every day.

按规定出勤是学生获得优秀学习成绩和成功的重要保证。因此，所有学生均应每天按时出勤。

➤ Tardy 迟到

- Students entering the school gate AFTER 7:50 am is regarded as tardy.
- 学生 7 点 50 分之后进校即视为迟到。

- 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.

如上课铃响之后，学生仍未在教室，则视为迟到。学生必须携带上课所需的材料按时达到教室。

- Excessive tardies will be dealt with a **Discipline Referral Form (pink slip)** with the following consequences:

如果迟到次数频繁，学生将会收到**纪律处分表（粉单）**并应承担以下后果：

- Three tardies for one course=1 absence

同一门课迟到三次=缺课一次

Tardy Allowance Per Semester 迟到次数	Result 后果
3 times 迟到 3 次	1 absence/1 pink slip 旷课一次/纪律处分表
4 th - 5 th tardy 迟到 4-5 次	Lunch detention/ 1 pink slip 午餐留堂/纪律处分表
After 5 th tardy 迟到 5 次以上	1 hour after school detention/1 pink slip 放学后留校 1 小时/纪律处分表

➤ **Tardy (Excused) (因故) 迟到**

If a student arrives late to class with an excused tardy slip from the office or from another teacher, they will be marked as “tardy excused” in PowerSchool. These tardies are tracked, but are not subject to the disciplinary consequences above unless they become excessive.

如果学生上课迟到并有教务处或者其他老师开具的因故迟到单，则将在 PowerSchool 中标记为“因故迟到”。上述迟到在系统中可追踪，但因故迟到的学生不会受到上述纪律惩罚，除非次数过多。

Allowable reasons for an excused tardy are: 因故迟到的原因:

- late school bus 校车晚点
- finishing a test or project in another class (within the first five minutes of class) 完成其他课堂的某项测试或项目活动（在课堂的前五分钟内）
- returning from the nurse’s office 从校医处返回
- returning from Academic office or Student Affairs office 从教务处/德育室处返回

➤ **Notifying Absence 缺课通知**

- Parents should inform the Administration Office for **ALL absences by 8:00 am**.
如果上午 8:00 前缺课，家长应告知行政办公室。

- Attendance is taken in PowerSchool at the beginning of each class period. Each absence will be record and reported on the Student Report Card at the end of each quarter.
每堂课开始时老师会通过 PowerSchool 记录缺课信息。每季度末会在学生成绩报告中记录和报告所有缺课信息。

- For pre-planned absences, students should obtain a **Student Leave Form** from the Administration Office. This form must be signed by ALL subject teachers, the Academic Director, as well as the Student Affairs Director, and then returned to the Administration Office.

如果存在事先计划的缺课，则学生应从行政办公室获得**学生请假表**。请假条必须由所有学科老师、德育主任以及教务处主任签字，并交还给行政办公室主任。

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

缺课分为因故缺课和无故缺课两种。两种缺课的定义及后果如下。

➤ **Excused Absences 因故缺课**

In the event that a student is to be absent from school for the following reasons below, a parent or guardian must notify the Academic Office **prior** to being absent and fill out the **Student Leave Form**:

如果学生因下列原因缺课，家长或者监护人必须在学生缺课之前告知教务处并填写学生请假表：

- Doctor's appointment. 就医
- Attending funeral services of immediate family member. 参加直系亲属的葬礼
- Family emergencies. 家庭紧急情况
- Approved participation in co-curricular activity, such as sports events or academic competitions. 经批准参加课程辅修活动，例如体育赛事或者学科竞赛
- Visa renewal. 签证续签

A student is considered to be "*in attendance*" if present at a school-sponsored activity (e.g., field trip), for at least half of the regular school day.

如果学生参加学校组织的活动（例如出游）的时间超过半天普通教学日，则视为学生“正常上课”。

- If a student is out for up to 1 day, the signature(s) of the subject teacher(s) is/are required.
如果学生外出不到 1 天，则要求任课教师签字。
- If a student is out for 2-4 days, Academic Director and Student Affairs Director signatures are required on top of those of the subject teachers involved.
如果学生外出 2~4 天，则要求任课教师签字外加教务主任及德育主任签字。
- If a student is out for more than 5 days, Principal's signature is required on top of all signatures listed above.
如果学生外出时间超过 5 天，则要求上述所有签字外加校长签字。

Student Leave Form must be submitted prior to planned absences to the Admin Office.
学生必须在预计缺课之前向行政办公室提交学生请假表。

■ **Community Service Requirement 社区服务要求**

Rationale for Community Service 社区服务的合理性

1. Community service promotes responsible citizenship, development of self worth, decision making, and problem solving as a life-long learning process.

社区服务作为一个终身学习的过程，促进学生培养负责任的公民意识、自我价值的发展、决策和问题的解决。

2. Community service provides an opportunity for students to “give back” to the community and helps to promote a positive image of youth in the community.

社区服务为学生提供回馈社会的机会，并有助提升青少年在社区的正面形象。

3. Community service integrates various academic skills, disciplines, and educational experiences in a meaningful way in a real life setting.

社区服务以一种有意义的方式将各种学术技能、学科和教育经验融入到现实生活中。

4. Community service provides an opportunity for students to work with adults and to feel ownership in the community.

社区服务为学生提供了一个机会，让他们与成年人一起工作，并感受到社区的主人翁感。

5. Community service provides opportunities for various cultural, ethnic, and socioeconomic groups to work together.

社区服务为不同的文化、种族和社会经济群体提供了合作的机会。

6. A spirit of volunteerism can be instilled in students who grow to appreciate the rewards of helping others and of giving their time and energy without receiving monetary rewards.

学生会渐渐具有志愿精神。这种精神是懂得感恩又不求回报。

7. Community service promotes a greater awareness of global issues and instills a sense of self-worth in our students.

培养学生胸怀世界的精神以及提升学生自我价值感。

8. Colleges consider students that have been involved with service as strong candidates for admission and employment.

大学认为那些参与过服务的学生是入学和就业的有力候选人。

9. Many college scholarships are available to students that have been involved and taken a leadership role in service.

许多大学奖学金提供给那些参与并在服务中发挥领导作用的学生。

SMIC High School students are expected to do community service (both on campus and off campus) during their high school years (G9-G12). A total of 80 hours of community service

(International Track- 4 years) must be completed in order to earn SMIC High School diploma and walk in the graduation ceremony. This service may be performed any time after a student's completion of G8 up through the end of G12. The school offers an abundance of opportunities for students to serve (by peer tutoring, accompany the elders etc.) The Student Affairs office has a list of all community service clubs that are approved to earn community service credit. Any service performed outside of school must be pre-approved by the Director of Student Affairs. Service to one's own family does not count towards this requirement. Many students use the summer to complete this requirement.

我们期望学生能够在高中部学习期间(G9~G12)能够提供一些社区服务。根据中芯的毕业条件，学生必须至少完成 80 小时(国际部 4 年共 80 小时)的社区服务。学生可在完成 G8 学业之后一直到 G12 结束的任何时间提供这种社区服务。学校为学生提供各种各样服务社区的机会(包括通过同学辅导、参加敬老陪伴)。德育处提供经批准能获得社区服务学分的所有社区服务社团清单。在校外提供的任何服务必须预先经过德育主任批准。为自己的家庭提供服务不符合该等社区服务要求。许多学生利用暑假的时间完成这一要求。

Time requirement 社区服务时长 Year: 2019

Current E9 Students and students that transfer to SMIC High School after 9th grade will have the requirement of 80 hours.

目前 9 年级及 9 年级转入的学生的社区服务时长要求：80 小时

Current E10 students and students transfer to SMIC HS during 10th grade year: 60 hours required

目前 10 年级及十年级转入：60 小时

Current E11 students and students transfer to SMIC HS during 11th grade year: 40hours required

目前 11 年级及 11 年级转入：40 小时

Current E12students and students transfer to SMIC HS during 12nd grade year: 20 hours required

目前 12 年级及 12 年级转入：20 小时

****Hours completed while in attendance at another high school will not be accepted. However, after the student completes the SMIC HS requirement, hours completed prior to transferring to SMIC HS may be submitted. These hours will be verified and will appear on the student's community service document.**

在另一所高中完成的社区服务时长将不被记录在中芯社区服务时长里。然而，在学生完成 SMIC HS 要求后，可以提交在转到 SMIC HS 之前完成的小时数。这些时间将被核实，并将出现在该学生的社区服务文件中。

Community Service Procedures: 社区服务流程

SMIC HS provides some community service opportunities for students. (See attached lists of agencies and service opportunities) Students are encouraged to find, but not required, to get approval of a new site before beginning service hours. When the student finds an approved agency or project, the following procedures should be followed.

中芯高中目前可以为学生提供一些社区服务机会。（见所附机构和服务机会清单）。我们也鼓励学生自己在开始服务前找到新的非盈利机构。当学生找到经批准的机构或项目时，应遵循以下程序。

- Contact the agency and ask to speak to the volunteer coordinator
- 与机构联系，要求与志愿者协调员交谈
- Set up a time for an interview and/or orientation if required by the agency
- 根据机构要求，安排面谈和/或其他安排
- Inform the agency of your schedule or other conflicts and discuss the service time.
- 通知机构你的时间表以及任何可能发生的冲突，确定社区服务时间
- Inform the Student Affairs Office.
- 告知德育处。
- Take the SMIC HS Community Service Slip (the Yellow Slip) EACH time service is done at agency. Ask the volunteer coordinator to initial EACH time.
- 在学校的“社区服务单”上记录服务时长，并取得相关负责人的签字。请单次记录。
- Treat people at each site with respect and follow agency guidelines and procedures.
- 遵守各机构规定，尊重待人。
- Students are responsible for turning in all Yellow Slips. This is not the responsibility of the agency or the parent or the school. If you are not able to volunteer on a particular day, it is YOUR responsibility to call the agency.
- 请承担责任，善始善终，如果有特殊情况不能履行责任，请自行联络，并及时上交社区服务单到德育室。
- Check with the Student Affairs Office periodically to ensure hours have been entered.
- 请及时与德育室跟进确保社区服务时间已被记录。

****Important note: Service will only be accepted if the agency director or volunteer coordinator can verify the hours. This is especially important at hospitals and nursing homes that have strict guidelines for volunteers. Hours will be denied if the proper procedure is not followed at the agency. The agency or the Student Affairs Director can remove students at any time. Verification and acceptance of hours is determined by the Student Affairs Director and/or principal.**

重要提示:只有在机构主任或志愿者协调员能够核实工作时间的情况下，服务才会被接受。这在医院和疗养院尤为重要，因为这些医院和疗养院对志愿者有严格的指导方针。如果该机构没有遵循适当的程序，将拒绝提供小时数。非盈利机构和德育主任可以根据学生不良表现停止学生社区服务机会。学时的核实和接受由德育主任和/或校长决定。

Where can students do the community service? 社区服务的范围

- On campus (school day hours) 在中芯高中校园内

This includes but not limits to library work; office work; peer tutoring; activities assistance; drama play assistance; sports teams assistance. Students cannot miss any class to do community service.

包括但不限于图书馆工作；办公室工作；同侪辅导；学校活动援助；戏剧表演辅助；运动队协助。注意：学生们不能错过任何一节教学课做社区服务。

- Off campus (weekends and vacations) 在中芯高中校园外

1. Hours can be completed at any non-profit agency, volunteer work at schools, nursing homes or hospitals. **HOURS WILL NOT BE ACCEPTED THAT ARE DONE FOR A PRIVATE BUSINESS OR INDIVIDUAL.**

社区服务工作时间要求可以在任何非盈利机构完成，也可以在学校、疗养院或医院做志愿者工作。注意：私人企业或为个人工作的时间将不被认定为社区服务予以接受。

2. Hours must be completed on-site at the agency and under the supervision of an agency representative. Hours may not be completed at home on behalf of the agency.

社区服务工作时间必须在所选机构现场完成，并由机构代表监督。学生不可以在家完成社区服务工作。

3. Lighthouse program is not regarded as community service.

学校“灯塔计划”项目不可以作为社区服务项目。

4. Charity club's Xiaojia Program is counted as community service.

学校慈善社团的“小家”项目可作为社区服务项目

Students need to check with the SA office before starting the community service.

请务必于执行社区服务之前与学校德育处沟通确定是否符合社区服务要求。

STUDENT CONDUCT AND DISCIPLINE 学生行为守则

➤ Behavior Expectations 行为期盼

The goal of every student and staff member at SMIC is to maintain the integrity of the learning environment. In other words, all students and staff should actively work to better the school and its grounds so that we can strive as a community to learn and work with excellence. The learning environment does not exclusively apply to the classroom, but also includes the physical, personal, and emotional environment of SMIC Beijing. Keeping the learning environment free from physical debris as well as emotional litter like negativity and harsh words is paramount in preserving a healthy space for learning to take place.

北京中芯学校所有学生及教职工的目标是维护诚信的学习环境。所有学生和教职工均应致力于提升学校及其周边，协同共建卓越的学习和工作环境。学习环境不仅限于课堂，还包括北京中芯学校每位成员的身体、心理和情感环境。远离对身体上的损伤以及消极性和刻薄话等情绪化垃圾，对于保持健康的学习空间至关重要。

By enrolling as a student at SMIC High School, students are held to all of the rules and regulations mentioned in this book.

学生在中芯学校高中部登记入学后，应遵守本手册中提及的所有规章制度。

As stated in our school ESLRs, SMIC High School Beijing prepares students to be persons of character. The Academic Integrity Code is not only at the core of the discipline system at SMIC High School, Beijing, it is also the foundation of our school community. The system will be successful if the members of the community are willing to hold one another accountable.

按我校学习目标所述，北京中芯学校高中部旨在培养有品格的学生。“学术诚信规范”不仅是北京中芯高中部学科体系的核心内容，也是学校社区的基础。如果社区成员愿意互相督促、扶持，则该体系可成功实现。

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle; is one of mutual trust, honesty, and respect. It is a community where each individual is expected to live with integrity and to encourage his/her peers to live with integrity as well. A community where students are not pressured by peers to lie and cheat, and where students are not ridiculed for their commitment to live with integrity. **It is our hope that our students' commitment to a lifestyle of integrity will far outlive his/her time at SMIC High School, Beijing.** We hope our students see the benefits of a lifestyle of integrity and allow the principles of the Academic Integrity Code to govern all aspects of their lives.

一个优秀的社区不仅仅是承诺遵守一系列规定，还应该致力于追求美好的生活方式相互信任、诚实、彼此尊重。社区中的每一位成员都应该诚信生活并影响身边的人诚信生活。社区中的每一位学生不会迫于同学的压力而撒谎和欺骗，并且每一位学生不会因为努力诚信生活而被嘲笑奚落。我们希望对诚信生活的承诺不仅限于在校学习期间，而是对学生们产生更长远的影响。我们希望我们的学生能够发现诚信生活态度所带来的益处，并在生活中的方方面面都遵守“学术诚信规范”中的原则规定。

In keeping with our Expected Students Learning Results, we hold students to a standard of excellence in all areas. By taking responsibility for their own actions, students, as well as

faculty, will strive for excellence while recognizing that we all are constantly learning and growing.

根据制定的学生预期学习成果，我们要求学生在各个方面都能实现卓越成绩。通过对自己的行为负责，学生以及所有教职工将努力追求卓越，同时认可每个人都在不断学习、不断成长。

➤ **Student Conduct 学生行为**

Students are representatives of SMIC School and the larger community. Because of this, students should strive to exemplify SMIC values and goals on and off campus.

学生是中芯学校和更广泛的社区的代言人。因此，学生不管是在校内还是在校外都应该努力践行中芯的价值观和目标

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

如果学生的校外行为对校内行为产生影响，学校会相应采取措施。

➤ **Discipline Guiding Principles 纪律指导原则**

- 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.

我们认为在一个有纪律性的环境中应尽全力维护对学生和成年人的尊重和尊严。

- We believe that students should know that poor choices may result in loss of privileges.

我们认为学生应该认识到不明智的选择会导致丧失参加特别活动权利。

- We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else. 我们相信学生应该能够根据引导解决自己制造的问题，同时不会给其他任何人带来麻烦。

- We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad. 我们认为不论结果好坏，应允许学生自己做出决定并承担后果。

- We believe that there should be a logical connection between misbehavior and resulting consequences. 我们认为品行不端与导致的结果之间应存在一定的逻辑关系。

➤ **Progressive Discipline and Procedure 渐进性处分与步骤**

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, teacher's feedback, and student's own feedback. The following is the discipline procedure:

如出现违纪情况，我们应该合理处置。在选择和管理每位学生的纪律处分措施的过程中，我们将考虑学生之前的处分记录、老师的反馈以及学生自己的反馈。处分步骤如下：

➤ **Student Behavior Point System 学生行为评分系统**

SMIC's behavior system allows for transparency over time so that students and administrators can easily track growth per quarter as well as for the duration of the school year. Every student enrolled in the High School will begin with **100 Points** at the start of the every semester. Students can earn positive and negative points based on their behavior. Consequences for misbehavior will be marked on the Student Behavior Points Tracking Page in the SA Office. Points will be deducted for minor and major offenses accordingly. If a student contributes his or her time to the services of others, a teacher can issue them a yellow slip for positive points with descriptions of their conduct. If a student violates the behavior contract, they are issued a disciplinary referral, also known as a pink slip. The number of points deducted from the behavior score depends on the severity of the violation. Similarly, the number of positive points earned for learning goal mastery will vary (see sections on "Encouraged Behaviors" and "Discouraged Behaviors" for more details).

中芯的行为评分系统采用透明机制，学生和行政人员可以方便追踪每季度和整个学年的成长轨迹。每学期开始时，所有入读高中部的学生的分数均为 100 分。根据学生的不同表现会获得正分和负分。如果出现品行不端行为的后果，会在学生事务办公室的学生行为分数跟踪页中进行标记。如果出现轻微违纪行为和严重违纪行为，将会扣除相应的分数。如果学生将自己的时间奉献给服务他人的事业，则老师将会向学生发放鼓励单进行加分，并加入黄单描述。如果学生违反行为协议，则学生会获得一张纪律处分表，也称为惩罚单。扣除的分数取决于违纪行为的严重程度。同样，学生的学习目标实现情况不同，获得的分数也不同（有关更多详细信息，见“提倡的行为”及“不提倡的行为”章节中的内容）。

Teachers and administrators will write Pink slips and turn them in to the SA office. The SA Director will then take record with the slips for every student. 老师和行政人员将填写惩罚单，并提交给德育室。德育主任将据此记录每个学生的情况。

If a student drops **below 90 points**, a notification will be sent to parent through Email. If a student drops **below 80 points**, a parent-student conference will be called involving the student, parents, and administrators. At the same time, a behavioral plan with SA and AA will be signed. When it drops to **70 points and below, the student will lose privilege of attending school-wide activities** i.e. field trips, extracurricular activities and special events, **and finish some required service tasks**. The student will receive additional support and remediation to prevent further escalation of losing more points. If a student drops to **60 points or below**, he/she will be serve out-school suspension,

如果学生得分**低于 90 分**，学校将通过邮件告知家长；**低于 80 分**，将召开由学生、家长和行政人员参加的家长会议并与学校签定行为计划。如果学生得分**低于 70 分**，则应丧失校内活动特权，如校外考察、校外出行、课外活动和特殊活动等，并将被要求完成校内服务任务。为了避免丢失更多分数，将为学生提供额外的支持并采取纠正措施。如果学生得分**低于 60 分**，则将进行校外停学。

➤ Discouraged Behaviors 不鼓励行为

Pink slips are a tangible reminder to students that they are on a wrong path and should work diligently to correct their behavior and exemplify SMIC attitudes. For each incident, the point values are determined by the HS Student Affairs Director after speaking with the involved parties. The Student Development Center Director will work with students and teachers to help promote and provide support for a positive, healthy school environment.

惩罚单是用一种量化的方式，提醒学生犯了错误，应该积极努力纠正自己的行为并践行中芯倡导的态度行为。每次事件，在与当事方谈话后由高中部德育主任决定扣除的分数值。德育主任将与学生和老师合作，帮助促进积极健康的学校环境并提供支持。

There are four major types of violations at SMIC. These types of violations will help determine the appropriate consequence to be handed out to the student.

中芯共列出了四种主要的违纪行为并明确了学生需承担的后果。

Level	Misconduct
Level 1 Incidental Violations 1-8 points to be deducted pink slip	<ul style="list-style-type: none"> • Running, non-PE related • Yelling • Off task behavior • Talking during instruction • Lack of study materials • Disruptive • Missing homework • Inappropriate dress code • Late for flag-raising ceremony • Disruptive behaviors in the library, i.e. speaking loud, distracting others • Misuse of technology in the library, i.e. watching movies, playing games • Book overdue
Level 2 Minor Violations 8-15 points to be deducted pink slip	<ul style="list-style-type: none"> • Inappropriate display of affection • Use of technology during unapproved times • Failure to comply with facilities policies • Tardy frequently • Minor vandalism (i.e. writing on a desk) • Repeated Level 1 violations • Vulgar words • Having food and/or drink, or litter in the library and classes without permission • Inappropriate handling of library facilities, incl. furniture • Scribbling, note-taking on the library books, folding pages, etc.
Level 3 Major Violations 15-30 points to be deducted pink slip; to be recorded on official student record and conduct score deduction	<ul style="list-style-type: none"> • Lying • Cheating • Plagiarizing • Bullying • Fighting • Minor theft, incl. library books • Skipping class • Using alcohol • Major vandalism (i.e. destruction of property, incl. library books) • Smoking • Gambling • Not complying to rules on a school trip • Repeated Level 2 violations (3+ times) • Willfully repeatedly violating school policy

<p>Level 4 Illegal Violations 30+ points to be deducted pink slip; to be recorded on official student record and conduct score deduction</p>	<ul style="list-style-type: none"> • Drug use • Weapon Use • Assault • Blackmail • Extortion • Breaking any laws set by the government • Major Theft
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Violation Chart-the listed violations are only examples and are not limited to these behaviors.
违纪行为表列出的违纪行为仅是示例，并不仅限于这些行为。

*Note: In some cases an investigation may be necessary before a conclusion may be made.

*注释：某些情况下，在得出结论之前可能需要进行调查。

Here are some examples of deducting points from violations.

下面是因出现违纪行为而被扣分的示例。

Plagiarism and Dishonesty (15-30 points) 剽窃及不诚实

Plagiarism is defined as using someone’s work or ideas as your own. This includes copying answers from a classmate’s assignment or reading outside sources for a non-research based assignment. If you do use outside sources (books, websites, etc.), you *must* cite them properly using guidelines set out by your teacher. Similarly, all testing rules set by individual teachers must be followed by students. Plagiarism will result in a zero. A second plagiarism offense will go into the student’s permanent record. A subsequent offense can result in expulsion from school.

剽窃是指将他人的作品或者创意用作自己的作品或者创意。包括从同学的作业中抄袭答案或引用外部资源不加以标注。如果确实使用了外部资源（书、网站等），必须根据老师规定的指导原则适当引用。同样，学生应遵守各科老师的测试要求。如发现任何剽窃行为，则判为0分。如果出现第二次剽窃行为，则将在学生档案中永久记录。后期再犯可能会被开除。

Any kind of action which violates academic integrity will disqualify a student to receive Director’s, Principal’s and Chancellor’s Awards.

任何违反学术诚信的行为将被取消期末颁奖典礼主任奖、校长奖以及校董奖评奖资格。

We encourage all SMIC students and staff to exemplify integrity, which is why dishonesty is discouraged. Dishonesty is defined as lying or misleading 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.

我们鼓励中芯的所有学生和工作人员努力践行诚信，抵制不诚实行为。不诚实是指说谎或者误导他人偏离真相。包括拟造家长签字，在学校社区范围内对他人不诚实或者故意欺骗他人的行为。

Vandalism (10-15 points) 破坏行为 (10~15 分)

Vandalism is diminishing the quality of property. This can apply to property of SMIC School or the property of students and teachers. Vandalism disrupts the learning environment of the community at SMIC as it distracts teachers and students and damages helpful classroom or personal items.

破坏行为会损耗财物的质量，包括中芯学校的财物以及学生和老师的财物。由于破坏行为分散老师和学生的注意力并对教室或者个人物品造成损失，因此破坏行为会影响中芯社区的学习环境。

Theft (15-30 points) 盗窃 (15~30 分)

Theft is the taking of another's property without permission. This behavior undermines the trust and foundation of community. Some specific examples include taking another student's food without asking, keeping a teacher's school supplies, or not returning a borrowed book from library at the end of the year.

盗窃是指未经他人允许擅自占用他人财物的行为。这种行为会破坏社区的信任感和基础。这类行为包括未经询问拿走其他学生的食物，私拿老师的教学用品或者年底前仍未归还从图书馆借阅的书籍。

Class Disruption (1-8 points) 课堂破坏行为 (1~8 分)

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

课堂破坏行为是指任何妨碍老师或者同学充分教学或学习的行为。课堂破坏行为示例如下：

- * talking during instruction 上课期间交头接耳
- * distracting classmates 分散其他学生的注意力
- * being off-task 开小差

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 selfishly directs class attention toward themselves.

由于课堂破坏行为直接破坏学习环境，因此非常严重。如果一名学生破坏课堂纪律，则所有其他学生都无法全身心的投入到学习中。当学生自私地将课堂注意力引向自己时，老师也无法履行自己的工作职责。

Physical Confrontations and Rough Housing/Horseplay (1-8 points) 身体对抗及打闹/恶作剧 (1~8 分)

Horseplay is defined as physical rough play. This is behavior that is inappropriate for school based on the fact that it is a learning environment. Examples of horseplay include:

恶作剧是指行为粗野的举动。由于学校是学习场所，因此这类动作行为不适当的。恶作剧示例：

- * running inside the school building 在学校建筑物内奔跑
- * pushing or kicking classmates 推搡或者踢同学
- * yelling inside the building 在建筑物内叫喊
- * throwing objects 扔东西
- * physical fighting with another student or staff member 与其他学生或者工作人员发生身体对抗

Ultimately, physical confrontations undermine the integrity of our community. We want to support each other physically, verbally, and emotionally as we respect every student and faculty member.

身体对抗最终会有损学校社区的诚信。我们尊重每一位学生和教职工，希望大家相互支持，身心健康。

Vulgarity (1-8 points) 使用污言秽语 (1~8 分)

One concrete way to value community is through encouraging, uplifting speech. Students should strive to edify each other with their words. For this reason, profanity in any language (English, Chinese, Korean, etc.) is discouraged on school grounds or online through social media and electronic communication.

使用鼓励性的、积极向上的语言是良好社区的一个重要方面。学生应该努力用语言熏陶他人。由此，任何学生不应通过社交媒体和电子设备在学校或者互联网上使用侮辱性的语言（无论英语、汉语还是韩语等）。

Bullying (15-30 points) 欺凌行为 (15~30 分)

Bullying is unwanted, aggressive, and often repeated behavior among peers (according to the U.S. Department of Health and Human Services). Bullying can be verbal, social, physical and cyber.

（根据美国卫生与公众服务部的调查）欺凌行为是一种不受欢迎、侵略性但是经常在学生之间发生的行为。欺凌行为包括语言、社交、身体欺凌以及网络欺凌。

Type of Bullying 欺凌行为的类型	Definition 定义	Examples 示例
Verbal bullying 言语欺凌行为	Using words in verbal or written form to bully another person 使用口头或者书面语言欺凌他人	<ul style="list-style-type: none"> * Calling someone a derogatory name * 给他人起带有歧视性的外号 * Threatening another student * 恐吓其他学生 * Teasing someone about an unwanted topic, etc. * 用某个不受欢迎的话题戏弄他人等
Social bullying 社交欺凌行为	Intentionally hurting a person's relationship with another to elevate yourself 故意破坏一个人与另一个人之间的关系来抬高自己	<ul style="list-style-type: none"> * Embarrassing someone in front of peers * 在同学面前让某人尴尬 * Intentionally leaving a classmate out of a group * 在团队中故意孤立同学 * Spreading rumors * 散布谣言

Type of Bullying 欺凌行为的类型	Definition 定义	Examples 示例
Physical bullying 身体欺凌行为	Hurting a person's body or belongings 损害他人的身体或者财物	<ul style="list-style-type: none"> * Hitting 袭击 * Spitting 吐痰 * Tripping 绊倒 * Breaking another's possessions 破坏他人的财物 * Making derogatory hand gestures 做出侮辱性的手势

<p>Cyber bullying** 网络欺凌行为**</p>	<p>Any bullying behaviors stated above that take place online through social media or other avenues of electronic communication 通过社交媒体或者其他电子通讯方式在网络上发生的任何上述欺凌行为</p>	<ul style="list-style-type: none"> * Posting an embarrassing picture of another student * 张贴其他学生的尴尬照片 * Creating chat groups to spread rumors or tear down a specific person or group of people * 创建讨论组散布谣言或者诋毁某个人或者某群人
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In bullying situations, there is a bully (the main culprit who instigates the bullying behavior) and bystanders (individuals that witness the bullying but do not stop it). All involved parties are subject to punishment depending on the situation. If any student witnesses or suspects bullying, they must report it IMMEDIATELY to the HS Student Affairs Director.

在欺凌行为中包括欺凌弱小者（欺凌行为的主使者）和旁观者（看到欺凌行为但是并未制止该等行为的个人）。根据具体情况，涉及的所有相关人都将受到处分。如果任何学生看见或者怀疑发生任何欺凌行为，必须立即向高中部德育主任报告。

****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.**

****请注意虽然网络欺凌行为主要发生在校外，但是由于会直接影响学校社区，因此会在校内受到处分。**

Technology Misuse (1-15 points) 滥用科技产品 (1~15 分)

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

不管是否拥有科技产品（学生自己、学校以及其他学生），都应该遵守学校有关使用科技产品使用的规定。如果学生违反这些规定，则学校将会没收学生的电子产品并会开出惩罚单（更多详尽规定，见科技产品政策部分）。

If a student’s device is confiscated, parents MUST come to the HS Student Development Center Office to retrieve the device.

如果学生的电子产品被没收，家长必须亲自到高中部德育室领取被没收的电子产品。

Tardiness and Skipping Class (1-8 points) 迟到及逃课 (1~8 分)

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. Likewise, students should return from any class breaks promptly without lingering.

上课铃响起后，学生必须在座位上坐好准备上课。如果学生上课经常迟到，学校将采取纪律处分。同样，任何课间休息之后学生应立即返回教室，不得逗留。

Skippping 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 in between the time when school dismisses and buses leave.

Our school has several areas that are off-limits to students. These are typically marked by red signs for student awareness. Some of these areas include unsupervised classrooms, teacher workrooms/copy rooms, laboratories, staircases and certain teacher offices, etc.

出于安全原因考虑，逃课被视为严重违纪行为。学校工作人员应始终清楚学生的去向。放学后学生离开校园之前由中芯学校负责学生的人身安全。在学校放学和校车驶离期间，校车司机不得因任何原因离开校园。学校内有多处对学生禁止开放。为方便学生识别，这些区域通常有红色标志进行警告。此类区域包括无人看守的教室、老师办工作室/复印室、实验室、楼梯间和部分老师办公室等。

Consequences for Discouraged Behaviors 针对不提倡行为的处罚措施

In addition to pink slips and earning negative behavior points, student behavior can have other direct consequences: 除了惩罚单和扣分外，还会有其它处罚：

*** Immediate consequence- 直接处罚**

- Student reports to SA office 到德育办公室说明情况
- Student writes description of their offense 学生针对自己的行为写情况说明
- SA Office confers with student regarding how to improve their behavior. 德育室办公室与学生一起商定改进行为措施。

*** Detention 留校**

- students will be asked to serve lunch detention (without devices) during lunch recess. 午餐休息时间留堂（不可携带任何电子设备，包括电脑）。
- For more serious or repeat offenses, students may be issued afterschool detention. 如果出现更严重或者重复违纪行为，放学后留校。

*** Loss of a privilege 丧失特别活动权利**

- Community-building special events such as the school dance or field trips are privileges for students who exemplify SMIC values. Attendance at these events is not guaranteed. A student with repeated or Level 3 or Level 4 violations will not be allowed to participate.
- 积极践行中芯价值观的学生享有参加学校舞会或者实地考察等社区建设特别活动。重复出现违纪行为或者出现3级或4级违纪行为的学生不允许参加此类活动。

*** Property confiscation 财物没收**

- A student's property, such as a toy or cell phone, may be kept in the Student Development Center in order to ensure others are able to learn in a distraction-free environment.
- 为了确保其他学生能够在一个不易分心的环境中学习，学生携带的玩具或者手机等其他财物将会存放在德育室。

*** Parent conference 家长面谈**

- Parent conferences may be held with SMIC administrators and faculty in order to help struggling students make better choices and succeed.
- 为了帮助存在困难的学生做出更好的选择并实现成功，中芯行政人员及教职员可召开家长会。

*** In-school suspension 校内停学**

- Students may be removed from the classroom if they are unable to positively contribute to the learning community based on their behavior. They will complete all classwork and homework in the Student Development Center under SA supervision.
- 如果学生的行为对积极的学习环境造成影响，学生可能会被要求离开教室。被要求离开教室的学生将会在德育主任监督下在学生发展中心完成所有课堂作业和课外作业。

- According to different level severity, in-school suspension may be applied for more than one day.
- 根据严重程度的不同，可能会执行超过一天的校内停学。

➤ **Behavior Plans 行为协议**

Behavior Plans are written between the HS SA Director, AA Director and a student who has trouble following the encouraged behavior guidelines of SMIC Private High School. If a student has earned consecutive or excessive negative behavior points, a behavior contract may be written to incentivize students to begin making positive changes and earn points back to their behavior score.

行为协议由德育主任、教务主任以及无法遵守中芯高中倡导的行为准则的学生共同起草。如果学生行为分数被连续地扣除或者所扣分数超出规定，则为了激励学生做出积极改变并重新获得行为分数，应制定行为协议。

A Behavior Plan is a document written by the SA Director in collaboration with the struggling student. Each contract is tailored to the student's specific situation, but in general states the areas for improvement as well as an exact time period for the contract. The SA Director gives the contract to the student's subject teachers. For the duration of the contract, each teacher reports the student's progress to the SA Director. If the student showed improvement in the specified areas, the student will earn a number of positive points onto their behavior grade (the specific amount of points will be determined beforehand for each specific situation).

行为协议是由高中部德育主任和存在困难的学生起草的书面文件。每份协议都是根据学生的具体情况量身定制，但总体而言列明了学生应该改进的方面以及协议确切的时间段。高中部德育主任会将签署后的协议交给学生的科教师。在协议有效期内，每位老师向德育主任汇报学生的进步情况。如果学生在规定的方面有进步表现，则学生会获得行为分数（具体得分根据事先确定地具体情况而定）。

➤ **Parent Communication 与家长沟通**

For offenses and repeat behaviors, parents will be notified through Powerschool system or Email system. In emergency situations and serious offenses, 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.

如果学生出现违纪行为或者重复违纪行为，学校会通过 PowerSchool 系统或者邮件系统通知家长。如果出现紧急情况及严重违纪行为，中芯行政人员将会直接通过电话与家长联系。为了支持和鼓励学生，可能会要求家长到中芯与学校的行政人员面谈。

➤ **Probation 留校察看**

If the disciplinary actions stated above have been exhausted and do not provide enough support for struggling students, a student may be placed on behavioral probation. Essentially this is a more intensive version of a behavior contract. The student, their parent(s), the HS SDC Director, Principal will collaborate on a probation contract, complete with specific, measurable guidelines to help the student succeed. If the student fails to adhere to the guidelines in the probation contract, the student will not be invited to return to SMIC High School.

如果已经采用上述纪律处分且未能为存在困难的学生提供足够的支持，则可能会做出留校察看的处分。这一措施是对行为协议的升级措施。为帮助学生成功改进，学生、家长、高中部德育主任、校长将会共同签署一份留校察看协议，并提出具体且可衡量的指导措施。如果学生未能遵守留校察看协议中的指导措施，则不再允许学生返回北京中芯高中部。

➤ Discipline Procedure 纪律处分程序

For every level of sanctions there is a procedure to address the behavior. The following charts show how the different levels are to be addressed and communicated to the teachers, SA office, and parent/guardian.

为解决学生的行为问题，每一级的处分都有相应的步骤。下表中列明了不同等级处分与老师、学生事务办公室及家长/监护人沟通交流的步骤。

Teachers Communication Chart 教师学生工作沟通表

	Level 1 1 级	Level 2 2 级	Level 3 3 级	Level 4 4 级
School/Parent Communication 学校/家长沟通	Teacher may contact the parent/guardian via phone or email; however it is not necessary. 老师可通过电话或者邮件与家长/监护人取得联系。	Teacher will contact the parent/guardian via phone or email. 老师可通过电话或者邮件与家长/监护人取得联系。 If the teacher assigns after school detention, they must inform the parent/guardian 24 hours before the school detention. 如果老师安排了放学后留校，则老师必须在留校前的 24 小时内通知家长/监护人。	The SA Director will contact the parents to inform them of the violation. Once the consequence has been determined the SA Director will send an official notice to be signed by the parent/guardian. 德育主任将联系家长通知家长学生的违纪行为。如果已经确定结果，则学生事务主任应向家长/监护人提供一份正式通知，要求家长/监护人签字。	The SA Director will contact the parents to inform them of the violation. Once the consequence has been determined the SA Director will send an official notice to be signed by the parent/guardian. 德育主任将联系家长通知家长学生的违纪行为。如果已经确定结果，则学生事务主任应向家长/监护人提供一份正式通知，要求家长/监护人签字。

Section 3 CAMPUS LIFE INFORMATION 校园生活信息

Health 健康

➤ Student Health Center 学生健康中心

The school nurse's office is on the first floor of Building A, Room A114. If a student is hurt or sick, contact an adult immediately. If the student is able to move, please help them to the office. 校医室位于 A 楼一楼 A114 房间。如果学生受伤或生病，应立即联系成年人。如果学生自己能够移动，应帮助学生到校医室就诊。

➤ Illness and Medication 生病及治疗

The High School requires that a student stay home if he/she has a contagious illness. We hope that the student 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 will be sent home. 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. Once the student feels well enough to return to school, he/she must **FIRST** visit the Nurse's Clinic for clearance before returning to class. It is imperative parents follow procedures to ensure personal wellness and to prevent exposing sickness to all.

如果学生发生传染性疾病，高中部要求学生在家休息。我们希望学生在家能够尽早康复，同时避免传染给学校的其他人。如果学校认为学生病情严重将送学生回家休息治疗。体温超过 37.5 摄氏度或者 99 华氏温度的学生也被视为病情严重，并回家休息治疗。学生发热后 24 小时内不允许返校。不论何等原因如果学生出现呕吐情况，学校将立即送学生回家休息。如果学生感觉恢复良好返回学校，必须先到医务室确认，而后再返回课堂。为确保学生个人健康并防止传染所有其他人，家长必须遵循学校规定的程序。

➤ Personal Hygiene 个人卫生

Beijing SMIC High School wants to see our students maintain good health and practice good personal hygiene. Part of respecting self and demonstrating excellence is having high grooming standards. Students should shower daily, wear deodorant, groom their hair and nails, and brush teeth multiple times per day. Uniforms should be laundered often to reduce odor and ensure cleanliness.

北京市中芯学校高中部希望学生能够保持良好的健康，并保持良好的个人卫生习惯。保持很高的仪容标准是尊重自我和展示卓越的一部分。学生应每天淋浴、喷除臭剂、梳理头发、剪指甲，并每天多次刷牙。为减少气味和保持清洁，应经常清洗校服。

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

在学校期间，学生应通过如下方式保持个人卫生：洗手、正确使用洗手间设施，使用后清理。

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

洗手间不是社交场合，也不是与朋友一起嬉闹的地方。使用洗手间时，学生应注意节约用水和节约用纸。学生应尽力按需用水和纸不浪费。上完洗手间之后学生应洗手。

➤ **First Aid 急救**

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. If you are unable to locate the nurse, go to the Students Development Center Office for help.

如果出现需要急救的紧急情况，首先向距离最近的成年人或者学生寻求帮助。在成年人到达（请求他人去寻找成年人）之前，应留在原地不动。如果自己可以独立行动，请前往医务室寻求帮助。如果无法找到校医，请前往德育办公室寻求帮助。

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

在生命攸关的情况下，立即拨打 119 获取急救服务，向接线员提供具体位置，然后将位置和紧急状况第一时间告知遇到的学校工作人员。

➤ **Fire and Emergency Drills 消防与应急演练**

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 the quickest and safest route out of the building so 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 of school officials. Teachers will take attendance at each designated evacuation site. Remain outside until an all clear is signaled.

听到火灾报警后，请注意张贴在建筑物墙壁上的紧急疏散路线以及悬挂在天花板上的大厅出口标志，沿着张贴的路线逃离。老师将引导指明最迅速和最安全的逃生路线，请遵循老师的指示，迅速、安静和高效逃离建筑物逃离后迅跑到建筑物 50 米以外并远离车

道。在警报、疏散和重新进入建筑物期间，遵循学校工作人员的口头指令。老师应在每个指定的疏散地点清点人数。所有警报解除前，继续在室外等待。

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

损坏警报设备或引发假警报将会受到学校的纪律处分，并可能被刑事起诉。

➤ **Bad Air-Weather Day 较差空气质量应对措施**

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

由于空气质量或天气状况不理想，会取消早操、体育课和/或午餐休息等室外活动。学校会使用空气质量监测器全天监测空气质量指数。

The following guidelines are for the cancellation of outdoor activities:

根据以下指导原则确定是否取消室外活动：

- $PM_{2.5} \geq 200$ The PE classes will be cancelled. 体育课取消
- $PM_{2.5} \geq 230$ The lunch recess outdoor will be cancelled. 午餐后外出活动取消
- $PM_{2.5} \geq 300$ Any outdoor activity will be cancelled. 任何室外活动取消

Dress 服装

➤ **High School Uniform Policy 高中校服规定**

From Monday to Friday, students can choose uniform outfits accordingly; every Friday is the school spirit day that students can wear outfits with school logo on it, eg: clubs outfit; student council outfit

周一至周五，学生可以从以下四个套装中自由选择校服。每周五可以穿着表达学校精神的服装，比如社团的社服或者学生会会服。

Notice: self-prepared long black casual pants/black jeans.

自行准备长裤。要求：黑色休闲长裤或黑色牛仔裤。

Please observe the Beijing SMIC High School Uniform Policy. A Referral Form (Pink Slip) will be issued if any of the dress code are violated.

请严格执行学校校服规定，着装不符合北京市中芯学校高中部校服穿着规定，会得到开罚单后果。

➤ Dress Code 着装要求

Students should dress in a respectful manner that shows they are prepared, motivated to learn, and care about the SMIC community. Abiding by the school dress code is one more way SMIC students can learn responsibility.

学生的着装应尊重他人，体现出已经准备好且有动力展开学习活动，并关心中芯社区。遵守学校的着装要求是中芯学生会承担责任的另一种方式。

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

为了营造一个健康、不分散注意力的学习环境，学校要求学生着装符合下列要求：

For special events, like dances or out of school activities, SMIC encourages the following types of clothing:

如果舞会或者校外活动等特殊活动，中芯倡导下列着装方式：

- Shirts that cover the chest well. 完整遮盖住胸部的衬衫
- Tops with straps wider than three fingers (approximately 5 cm).
肩带宽于三指的上衣（约 5 厘米）
- Shorts longer than a student's fingertips when arms are naturally at their side.
手臂自然下垂后比学生的指尖长的衬衫
- Skirts that come to the knee. 及膝裙
- Clothing that is opaque (not able to be seen through). 不透明的衣服
- Clothing that completely covers the midriff. 完全遮住上腹部的衣服
- Hats are acceptable during field trips, sports days, or days that require prolonged exposure to the sun, and should be taken off when inside the school building.
在实地考察、运动日或需要长时间暴露在太阳下的日子，允许学生戴帽子，但是在学校建筑物内应将帽子摘下。

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

为了营造一个健康、不分散注意力的学习环境，学校不希望学生出现下列着装情况：

- a. The wearing of personal outerwear after entering the building and going to the locker. 进入学校建筑物并达到储物柜后穿着个人外套
- b. Clothing that exposes a student's body excessively. 过度暴露学生身体的衣服
- c. Distracting, unsafe footwear. 分散他人注意力且不安全的鞋类
- d. Khaki or navy blue pants with holes, rips, distress marks, words, pictures, other colored fabrics, etc. 有洞、碎片、不良标记、文字、图片的卡其色或深蓝色裤子以及其他彩色面料的裤子等

Formal dress 礼服

Formal business dress is required for certain school events throughout the year such as commencement, awards ceremonies and any other event deemed by the school as requiring proper dress.

学生应在部分学校活动中穿着正式的礼服，例如开学典礼、颁奖典礼以及任何其他学校认为必须穿着适当礼服的活动等。

For boys: 男生:

- a. A suit jacket. 西服外套
- b. Traditional-style, button-down-the-front dress shirt with a collar and sleeves (long or short). No Hawaiian or flannel shirts allowed.
前排设计有纽扣的传统礼服衬衫，带衣领和袖子（长袖或短袖均可）；不允许穿着夏威夷或者法兰绒衬衫
- c. A dress tie is optional. 可选择佩戴礼服用领带
- d. Solid-color, classic fit chino-style pants or similar style dress slacks.
纯色经典奇诺裤或者类似风格的裤子
- e. Socks and a belt must be worn. 必须穿戴袜子和腰带
- f. Leather shoes. No athletic, army, or work style shoes, boots, sneakers, or sandals are permitted. 皮鞋。不得穿戴运动风格、部队风格或者工装风格的鞋子、靴子、运动鞋或者凉鞋。
- g. Formal school uniform is also acceptable. 允许穿戴正式的学校制服。

For girls: 女生:

- a. A tailored skirt that comes to the top of the knee or longer or solid-color, classic fit chino style pants or similar style dress slacks.
及膝或者更长的西服裙，或者纯色经典奇诺裤或者类似风格的裤子
- b. Traditional-style, button down the front blouse with a collar and (long or short) sleeves, long enough to tuck in. No sun dresses, halter tops, strapless tops, or dresses/blouses with plunging necklines are permitted.
前排设计有纽扣的衬衫，带衣领和袖子（长袖或短袖均可），长度能够塞进下装；不得穿戴太阳裙、吊带、无肩带上衣或者低胸领的裙子/衬衫。
- c. Stockings, socks or tights should be worn. 应穿戴长袜、短袜或者紧身裤袜。
- d. Dress shoes or dress boots. No athletic/sneaker shoes.
正装皮鞋或皮靴；不得穿戴球鞋/运动鞋。
- e. Formal school uniform is also acceptable. 允许穿戴正式的学校制服。

Note: All head apparel and sunglasses can be worn outside but must be removed inside the school building.

注释：可在室外佩戴头饰和太阳镜，但是进入学校建筑物之后应摘掉。

➤ **Dress Violation Consequences** 着装违纪行为的后果

First period teachers will monitor dress code adherence and write a pink slip upon seeing violations. The teacher will then send the student to the Student Affairs office with pink slip in hand. The Student Affairs Director will contact the student's parents to help them obtain the correct uniform. Behavior points will be deducted for dress code violations.

第一节课老师会监督着装要求的遵守情况，如发现任何违纪行为将会向违纪学生发出警告通知书。之后老师将学生以及警告通知书送往德育室。德育主任将会与学生家长联系帮助学生穿戴正确的校服。如果出现违反着装要求的行为，将会扣除行为分数。

Additionally, PE uniform adherence is built into the student's grade for PE. If a student is out of uniform, it will negatively affect both their PE grade and their behavior grade.

此外，学生体育成绩分数中加入了体育服着装要求一项。如果学生没有穿校服，则会对自己的体育成绩和行为成绩产生不利的影响。

Campus 校园

➤ **Closed Campus** 封闭校园

Beijing SMIC High School 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. Parents must contact the corresponding Admin Office Director and gain permission to take their student out of school before picking them up.

北京市中芯学校高中部采用校园封闭式管理的模式。教学日期间学生不得离校。未经行政人员批准，学生不得在上课时间（包括校车发车时间）离校。家长在接学生之前必须联系行政办公室主任，并得到许可。

This rule also applies to deliveries by students during school hours. In order to ensure the safety of our community, students should either bring food from home or eat in the cafeteria; outside food delivery by students is prohibited.

这一规定同样适用于上课时间学生的外卖。为了确保学校社区的安全，学生应该从家中带食品或者在学校自助餐厅就餐；学校严禁学生订外卖。

Please note that the school is responsible for the safety of bus riders until they get off the school bus near their home. For this reason, students should remain on campus in between the time school dismisses and the time they board the bus.

请注意学校负责乘坐校车学生从上车到家附近下车期间的安全。因此，在学校放学和登上校车之间的时间段内学生应待在学校内。

Students are not allowed to re-enter the campus at the end of the school day **after 5:00 p.m.** without a guard's escort.

不在学校保安人员的陪同下不允许学生在教学日的下午 5:00 之后进入学校。

➤ **After-school procedures 放学程序**

Bus students should pack up their belongings quickly and go to the front gate, exiting only when their bus supervisor instructs them.

乘坐校车的学生应快速收拾自己的物品并前往前门，且只有在校车监督员指示时方可离开。

Students who walk home by themselves should promptly leave campus at 4:30-4:45 pm.

步行回家的学生应在下午 4:30 至 4:45 离开学校。学校 5 点清校。

Students in after-school clubs and/or athletics need to be at the location of their activity by 3:40 pm and remain there until the dismissal time.

参加课后社团和/或运动项目的学生需在下午 3:40 之前达到相应的活动地点并在解散时间之前始终待在活动地点。

➤ **Leaving School Early 早退**

SMIC HS School students are forbidden to leave school early without prior communication with our main office from their legal parent or guardian. The SA office will then provide the student an early dismissal slip to excuse them to leave the SMIC campus at the designated time.

未经事先与总办事处人员与学生法定父母或者监护人沟通，中芯高中部不允许任何学生早退。为允许学生在指定的时间离开中芯，德育室将为学生提供一张早退单。

Students leaving early must present the guards at the front gate a student I.D. card, and dismissal slip. The guard will take the slip from you.

早退的学生必须在前门向办案人员出示学生证和离校单。保安人员将保留学生出示的离校单。

Students caught leaving early without permission are considered guilty of **Tuancy**. Parents will be called to the school and the student will be assigned one day's out-of-school suspension.

未经许可早退的学生将被视为逃学。学校将会致电家长到校沟通，且学生将被罚一天的校外停学。

➤ **Loitering 闲荡**

At 5:00 p.m., Beijing SMIC High School students should not remain on the SMIC campus unless they are enrolled in an after-school club or athletic program with permission.

下午 5:00, 北京市中芯学校高中部学生不应继续在校园逗留, 除非参加课后社团或者运动项目(有许可).

Consequences 后果

- * A BJSMIC High School student who is found on campus after 5pm without permission is considered loitering, and/or trespassing. This also applies to any property owned by the school. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.
- * 下午 5:00 之后仍未离开北京中芯高中部的学生将被视为闲荡和/或擅自进入。这一规定同样适用于除教学楼外的其他学校地界。帮助或协助他人实施上述违纪行为的学生应被视为负有同等责任, 并可能承担同样的后果。
- * Those students caught loitering on school grounds are committing a major offense and will result in a conference with the Director of Student Development Center.
- * 如果发现学生在学校场地闲荡, 将被视为严重违纪行为, 且对此德育主任将会与涉事学生谈话。
- * Excessive loitering could result in a loss of bus privileges or termination of enrollment.
- * 多次在学校场地闲荡可能会导致失去乘坐校车的权利, 或者终止继续在本校就读。

➤ **Off-Limit Areas 禁区**

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.

为了保证学生人身安全, 学校内有多处学生禁地。下列区域以及任何其他明确标示的区域应该被视为“学生禁区”。

- Third Floor of Teaching Building 教学楼三楼
- Around the Guard Stations 警卫站附近
- Teacher’s workroom 老师办工作室
- Teacher’s restrooms 老师洗手间
- Unsupervised classroom 无人看守的教室
- Copy room/offices (unless approved by staff or administration)
复印室/办公室 (除非经工作人员或者行政人员批准)

- Any areas under construction or repair 任何施工区域或者维护区域
- Physical Education equipment room (unless approved by PE teacher or staff)
体育器材室（除非经体育老师或者工作人员批准）
- Band storage area and band room (unless approved by band teacher or staff)
乐器材存储区或者乐队练习室（除非经乐队指导老师或者工作人员批准）
- Art rooms (unless approved by art teacher or staff)
美术教室（除非经美术老师或者工作人员批准）
- Roof garden (unless approved by administration)
屋顶花园（除非经行政人员批准）
- Staircase 楼梯间
- Any area clearly posted as “off-limits” 任何明确标示为“禁区”的区域

➤ **School Bus 校车**

Riding the bus is a privilege that may be taken away. Students must respect the bus teacher, their bus driver, and the other passengers. All bus riders must abide by bus rules and must obey their bus teacher/driver without hesitation. Students must clean up after themselves on the bus and ensure their own safety by keeping their body and possessions in their seat per bus rules.

乘坐校车是学生的特权，但是如学生违反学校校车规定可能会被取消这一特权。学生必须尊重校车老师、校车司机以及其他乘客。所有乘坐校车的学生必须遵守校车规则，必须立即服从校车老师/司机的要求。学生在校车上必须保持整洁，并按照校车规定将自己的身体和财物保留在座位上，确保自身安全。

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.

如果学生造成校车损坏，则学生应根据校车修理费用进行相应的赔偿。此事也将报告校长办公室。

- If a student is absent, contact the bus teacher immediately and report the student's absence. It is imperative that this information reaches the bus teacher so as to avoid the need to wait at the bus stop.
- 如果学生未在校车上，应立即联系校车老师报告学生的缺勤情况。为避免继续在校车站等待，必须将该等信息报告给校车老师。
- If a student misses the bus after school, the student will return to the SA Office so that a phone call can be made. Parent must make another arrangement for pick-up.
- 如果放学后学生错过校车，学生应返回学生事务办公室并拨打电话。家长须另行安排接学生。
- If a bus student makes another arrangement to not ride the bus after school, the parent must contact the bus teacher and homeroom teacher.
- 如果乘坐校车的学生另有安排放学后不乘坐校车，家长必须联系校车老师和班主任老师。

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

在校车上严重或者连续品行不端会导致失去乘坐校车的权利。

➤ **Lunch 午餐**

All students must report to the cafeteria for lunch at the assigned time unless they are required to be in detention. HS lunch begins at 11:25 am and ends at 12:15 pm. If a student brings their lunch, they must consume it in the cafeteria with other students. At 12:15, students should exit lunch promptly, cleaning up after themselves and report to their next class. If they have arranged for extra help or make up work completion with a teacher beforehand, students may leave the cafeteria at 11:55 am.

除了被要求午间留堂的情况，所有学生必须在指定的时间到达学校餐厅就餐。高中部的午餐时间是上午 11:25~下午 12:15。如果学生自带午餐，必须到学校餐厅与其他学生共进餐。在 12:15 学生应迅速结束用餐，自行清理，并到达下午上课地点。如果事先与老师安排了额外的辅导或补课，学生应在上午 11:55 离开学校餐厅。

Students serving lunch detention must report to the SDC Office no later than 11:55 am. If they are tardy for lunch detention, students will have to make it up the following school day.

被要求午间留堂的学生必须在上午 11:55 到学生发展中心办公室报到。如果学生拖拉迟到，则应再下一个教学日再次午间留堂。

Students are responsible for keeping up with their meal card and bringing it with them to lunch daily. If a student loses their meal card, they should report the incident to the cafeteria staff, via whom the card can be replaced for a certain amount of fee.

学生负责保存自己的就餐卡并在每天就餐时随身携带。如果学生就餐卡丢失，应报告给学校餐厅工作人员，以便通过他们在缴纳一定费用后更换就餐卡。

Deliveries from outside vendors are strictly **prohibited** unless otherwise approved by the Student Director or Academic Director. Students cannot have food in classes unless a special permission is given by the teacher.

除非经过德育主任或者教务处主任批准，不允许学生定外卖。除非任课老师有特别许可，课上禁止吃食物。

➤ **Lockers 储物柜**

Every student will have their own locker, which will be assigned by their Advisor. Students should ensure the safety of their belongings by using a school-issued combination lock, keeping the locker closed and the lock fastened. Lockers should be kept free of food, and property should neatly be stored for the safety of the community. Each student is responsible for the cleanliness of their own locker.

每个学生都有自己的储物柜，由各自的辅导员指定具体的储物柜。学生应使用学校发给学生的密码锁确保其物品的安全，保持储物柜关闭并锁上。储物柜内不应存放食物，且为了社区的安全，应妥善储存自己的物品。学生分别负责自己储物柜的清洁工作。

Lockers are the property of SMIC Private School and are subject to be searched at any time by school administration.

储物柜是中芯学校的财产，学校行政人员可不定期进行抽查。

Students should be respectful and mindful of others, as space surrounding the lockers is limited. Please promote community and kindness by not lingering at the lockers and blocking others from accessing their belongings.

由于储物柜周围的空间有限，因此学生应该尊重和注意身旁他人的存在。为创造良好而友善的群体环境，请不要在储物柜周围徘徊，妨碍他人存取财物。

➤ **Lost and Found 失物招领**

A lost and found spot can be found in the school premise. SMIC Private School is not responsible for 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 Student Affairs Office.

学校内设有失物招领点。中芯学校不对个人或者学校用的物品的丢失负责。学校不对盗窃或个人责任提供保险。我们希望学生展现对群体的关爱，在将发现的物品交给学生事务办公室。

Parents 家长

➤ **Signing-In/Signing-Out 签到/签退**

Any student becoming ill during the school day must obtain permission from the school nurse, or Administration 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 Administration Office. Students returning to school within the school day are expected to sign back in at the Administration Office upon their return.**

任何学生如果在教学日期间生病且需提前离开学校，必须得到学校校医或行政办公室的许可。在与学生家长联系后，学生将在父母或监护人的签名登记之后离开。**学生必须在行政办公室签退。在教学日期间返回学校的学生返回后应在行政办公室重新登记签到。**

➤ **Visitation 探访**

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:

探访仅限于在校学生的家长和监护人，以及学校批准在校开展活动的机构。所有访客必须遵守下列概述程序：

- Do NOT show up to school without informing the Administration Office.
未经行政办公室许可，不得进入学校。
- Make an appointment if possible three (3) days in advance with the intended party.
如可能，提前三天与被探访者预约。
- Use **the main gate** and **sign-in** at the guard station.
从大门进入并在警卫站**登记**。
- All parents must receive a visitor's pass, which will be returned upon exit.

所有家长必须获得访客通行证，离开时退还。

➤ **Student Pick-up and Drop-off** 接送学生

Student pick-up and drop-off by parents must use **the main gate**. Do not park the vehicle in the school bus lane before and after school. Students must be careful to enter and exit the vehicle during the pickup hour.

家长应从**大门**接送学生。放学前后不得将车辆停放在校车专用车道上。学生必须在接送时间内小心安全地进出车辆。

- If a student is picked-up after school and the parent is running late, please notify the Student Director. If the parent does not show up for more than 10 minutes after the scheduled pick-up, the student will have to stay in the lobby of Building A.
- 如果学生为接送生但是家长迟到，家长应通知学生主任。如果在约定的接送时间后超过 10 分钟家长未到，则学生应在 A 楼大厅等候。
- If a child is picked-up after school and you have made an arrangement with another parent to pick-up your child, please notify the Student Director of the change.
- 如果学生为接送生且家长决定由其他学生家长帮忙接学生，则应将变化情况通知学生主任。

➤ **Parent-School Communication** 家校沟通

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.

学校和家长之间的定期沟通是良好的教育系统中极为重要的一部分。家长需要了解学生在学校的情况，由此能够在家中为学生提供帮助。老师需要了解可能影响学生学习的任何外部因素。

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 number and preferred parent contact information.

学校将通过电子邮件通知家长任何学校即将举行的活动或发布的通知。请确保向学校提供最新的电子邮箱地址、手机号码以及首选家长联系信息。

Teachers will use PowerSchool and email and Wechat for their own communication with parents specifically about their class and individual student concerns.

老师将使用 PowerSchool、电子邮件和微信与家长具体沟通学生班级和学生的个人问题。

➤ **Withdrawal from School 退学**

A student desiring to stop attending the school must pick up and fill out a Student Withdrawal Form from the Admission Office. The form must have signatures from each departments 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.

想退学的学生必须从招生办领取并填写学生退学表。作为退学程序的一部分，学生退学表必须由各部门签字。除了交回学生证、学校注册卡、就餐卡、教科书和图书馆借阅书籍之外，学生退学时还应支付任何收费、罚款或费用。

Personal and School Technology Facilities 个人及学校技术设施

➤ **SMIC High School Technology Use Policy 中芯高中部技术使用规定**

The ability to use technology is a 21st century skill, often required for communication, research, and enhancing critical and creative thinking. However, in order to maintain the integrity of our school's vision and mission, the following technology use policies will be followed:

使用信息技术是一种二十一世纪能力，是进行交流、研究所必须掌握的，也能够提升批判性和创造性思维能力。然而，为了保持学校愿景及使命的统一，在使用技术时，需遵循如下规定：

PowerSchool is the official means of communication between teachers, students and parents. Teachers will post assignments, grades and comments on PowerSchool. Teachers may require some assignments to be submitted through this electronic platform. Therefore students are required to check PowerSchool daily for assignments, upcoming tests and quizzes, and messages for each class. Parents are likewise encouraged to check PowerSchool frequently to stay informed about their child's progress in classes.

PowerSchool 系统是教师、学生和家长之间的官方交流工具。教师将在 PowerSchool 上布置作业，并给出分数和评价。教师可能会要求通过此电子平台提交部分作业。因此，学生应每日检查 PowerSchool 上有没有作业、考试和测验计划，以及各班级消息。建议家长经常查看 PowerSchool，以了解其子女的课业进展情况。

Beijing SMIC High School's international track students are required to bring their laptops or tablets to each class each day. Phones do not count as a substitute. The teacher will determine when and how when students may use their personal electronic devices. Violations of this policy, or any administrative regulations and guidelines governing the use of technology may result in disciplinary action which could include loss of network access, loss of technology use, suspension, expulsion, or other appropriate disciplinary action.

北京市中芯学校高中部国际部学生需要每日携带笔记本或平板电脑上课，不可使用手机作为替代。教师有权决定学生何时可以使用、如何使用其个人电子设备。如发生对本规定或与技术使用相关行政规定和指南的任何违纪行为，将面临包括禁止上网、禁止使用技术、停课、开除或其他适用的纪律处罚。

Important notice: Cellphones or headphones cannot be used during classes without invitations from teachers. Students cannot wonder around the campus with their earphones on. Cellphones can be used in the library or the cafeteria. No video games are allowed on campus.

Students may use their cellphones, headphones and ear buds in class by teacher invitation only.

重要提示：课堂内不允许使用手机，如果有老师许可，允许使用手机或耳机。校园内不可以戴耳机通行。图书馆级食堂允许使用手机及耳机。整个校园内不允许玩网络游戏。

Users are encouraged to: 使用者应当:

- Use IT tools to support their learning in ways consistent with the mission of the school;
使用IT工具，以符合学校目标的方式为学习提供辅助；
- Conduct research using the Internet for instructional purposes related to class curriculum and personal interest and development;
利用互联网对班级课程及个人兴趣开发相关的教学目标展开研究；
- Access information that will facilitate their educational goals, such as selection of the college or university they seek to attend;
获取能够助力完成教育目标的信息，如选择其期望就读的高等院校；
- Increase their awareness of career path opportunities;
提升其对于职业发展机会的认识；
- Infuse technology into their course work;
将技术融入其课业当中；
- Improve their information literacy and research skills;
提升其信息素养及研究能力；
- Find ways to use technology for service to others.
学会利用技术服务他人。

Unacceptable Use: 禁用范围:

The list of inappropriate uses of IT tools and accounts currently includes, but is not limited to, the following (This list may be updated at any time.):

截至目前，IT工具和账户的不当使用范围包括但不限于如下（列表可能持续更新）：

- Attempting to covertly or overtly use technology in ways that are inappropriate, not indicated by the instructor or that run counter to the educational purpose of the class.

试图隐蔽或公开以不当的、教师未允许的、或违背教育目的方式使用技术。

- To maintain the academic atmosphere, students should not use technology for recreational use such as gaming during class or passing periods.

为维护学习气氛，学生不得将技术用于娱乐目的（如课上或课间打游戏等）。

- Intra or inter class communication between students when not designated and/or supervised by an adult for a specific time period (such as a class) and deemed inappropriate.

特定时间范围（如课堂上）未经许可和/或在无成人监管下，班级之间或班级内部学生不得相互沟通。

- Using the Internet or school network for any illegal activity, including gambling, computer hacking (and all variations thereof) and copyright or intellectual property law violations;

利用互联网或学校网络从事任何违法活动，如赌博、网络黑客（及所有类似行为）或违反版权/知识产权法的行为；

- Downloading, installing or accessing unauthorized software or other executable files (e.g., .exe, .bat, .pif, .reg) without the permission of IT staff; this includes but is not limited to the use of unauthorized operating systems or other root level programs that could be installed on school computers or devices.

未经IT工作人员许可，下载、安装或访问未获授权的软件或其他可执行文档（如.exe, .bat, .pif, .reg格式文档）；包括但不限于使用未经授权的操作系统或可在学校计算机/设备上安装的其他根级程序。

- Posting messages on or through the network or Internet, including those that are anonymous, that use abusive or profane language, or that use the system to harass, insult or verbally attack others or disrupt normal school functions;

在网络或互联网上或通过此类网络（包括匿名）发布信息时使用辱骂或低俗言语，或利用此系统骚扰、侮辱或口头攻击他人，或扰乱学校正常秩序；

- Gaining unauthorized access to resources or files;

未获授权擅自接触资源或文档；

- Impersonating another person, such as using some else's name, password, account, or credentials;

冒名顶替他人，例如，使用他人的姓名、密码、账户或资质；

- Stealing or vandalizing data, equipment or intellectual property;

偷窃或毁坏数据、设备或知识财产；

- Attempting to gain access to or gaining access to student records, grades or files outside of the adult supervised and approved shared drives or individual authorized account;

试图接触或已接触存储在未有成人监管或许可的共享驱动器上，或个人授权账户中的学生记录、分数或文档；

- Use of school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams).

使用学校或个人电子设备做出不道德行为，包括但不限于作弊、擅自勾结或剽窃（如，利用手机信息传递答案或拍摄试卷照片）。

➤ **School Equipment and Facilities** 学校设备与设施

Beijing SMIC High 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.

为了改善提高学生的学习体验，北京市中芯学校高中部为学生提供技术资源。学生应该根据学校的使命、现有学校政策、互联网服务提供商的政策以及所有中国国家和地方法律行使其使用这些资源的特权。任何不道德、非法、破坏性、攻击性或恶作剧活动均不合适。学生在学校使用技术系统的任何部分时应对自己的行为负有最终责任。

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 this Technology Acceptable Use Policy. Privacy of information stored on devices used on campus at SMIC School should not be expected.

在校园内使用时，所有计算机、设备、本地硬盘、网络驱动器、用户帐户、个人驱动器空间及其内容均视为中芯学校的财产。因此，为了确保学生遵守学校的可接受使用政策，**经中芯学校授权的人员可不必事先通知而随时检查此类财产**。使用者不应期望存储在中芯学校设备中之信息的隐私性得到保障。

Students of Beijing SMIC Private School shall:北京市中芯学校学生应:

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

尊重和保护电子资源的完整性、可用性以及安全性。

- 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 High School (SMIC School) is prohibited and may result in disciplinary and/or legal actions.

学校的网络系统为学生提供重要的教育资源。禁止销毁、破坏、黑客入侵或者损坏北京市中芯学校高中部（中芯学校）使用的数据、网络、硬件、软件后台系统和破坏此类和其他资源；如出现该等行为，将会受到纪律处分和/或法律制裁。

- 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.

中芯学校的所有成员均有义务维护网络和账户的安全。如发现任何安全风险，应报告给老师或者行政人员。

- 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.

应按照与中芯学校的使命一致的方式使用学校的资源。学校的电脑、电子资源以及网络带宽均属于有限共享资源，因此应该予以节约和维护。

- 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.

未经特定许可，非中芯学校拥有和管理的设备不得接入中芯学校的网络。学校禁止任何设备干扰教育进程或者运营，并予以移除、扣留和调查，且会导致纪律处分和/或法律制裁。

- 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.

除非另有说明，否则学生可以使用学校的“学生”无线网络。请注意，任何直接或间接干扰学校或者学生的教育过程的设备都可能会被扣留和调查，直到此种干扰被发现、了解并排除。

Respect and protect the intellectual property of others. 尊重和保护他人的知识产权。

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.

不得侵犯他人版权。不得制作版权保护的音乐、游戏、电影、软件或其他材料的非法复制品。

- Do not plagiarize other people’s work.

不得剽窃他人的作品。

- Do not audio record or video record classroom teaching or school activities without permission from the teacher and/or students involved.

未经相关老师和/或学生许可，不得录制课堂教学和学校活动的声音和视频。

- 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.

未经老师和所有相关学生家长的许可，不得将课堂教学或学校活动的图片、音频或视频发布到互联网上。

Respect and protect the privacy of yourself and others. 尊重和保护自己和他人的隐私。

- Do not view, use, copy passwords, data, or access networks to which you are not authorized.

不得查看、使用、复制密码、数据或访问未经授权的网络。

- Protect your privacy when using the Internet; do not distribute private information about yourself or others without your teacher's or parents' knowledge and approval.

使用互联网时注意保护自己的隐私；在老师或者家长不知道和批准的情况下，不得散布有关自己或者他人的私人信息。

- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.

实名上网；不得冒名他人上网。尊重和践行胸怀世界的校训。

- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.

仅以友好和尊重的方式与他人沟通。应注意任何人在线撰写的任何内容都将在未来某个时候被发现。

- Report threatening or discomfoting communication or materials to a teacher and/or parent.

向老师和/或家长报告威胁性的或者令人不安的沟通过程或者材料。

- 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.

不得故意访问、传播、复制或创建那些破坏学校友好气氛的材料，例如有威胁性、粗鲁、歧视或意图骚扰的信息，否则可能会受到纪律处分。

- 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.

不得故意在中芯学校网络或硬件中传输或植入计算机病毒、宏或任何类型的恶意代码。不得使用能够暗中捕获数据的任何类型的硬件设备、网络设备或软件应用程序。

- 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.

不得故意访问、传输、复制或创建非法材料，如淫秽、色情、被盗材料、受版权保护作品的非法复制品，且不得使用学校资源进一步采取其他犯罪行为，否则将会导致纪律出发和/或法律制裁。

- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

除了获得学校批准的项目，否则不得在学校内购买、出售、宣传或以其他方式经营生意。

- Cyberbullying 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 forfeit the right to use technology in school. Cyberbullying consequences fall under the same guideline as Bullying.

网络欺凌行为是指通过互联网和技术骚扰和伤害他人的行为。校内校外均禁止网络欺凌行为。传播嘲讽、戏弄和不受欢迎的材料的学生将被迅速严肃处理，并可能失去在学校使用科技产品的权利。对网络欺凌行为的处理采用一般欺凌行为的处理准则。

➤ **Procedures for Alleged Violations 涉嫌违纪行为处理程序**

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

发现可能违反《可接受科技品使用规定》的学生或教职工应立即向德育室报告。涉嫌违纪人员将被移交至相应的机构进行调查。纪律处分包括但不限于：

- All electronic devices are confiscated if used without teacher permission and supervision in and out of class.

在课内课外未经老师批准和监督使用的所有电子设备将被没收；

- Computer Use privileges restricted to certain times of the day
仅限于一天的部分时段使用计算机；
- Computer Use privileges suspended completely

彻底停止使用计算机的权利；

- Parent meeting
家长约谈；
- Installation of additional filtering and monitoring software
安装其他过滤和监控软件；
- Suspension from school
停学；
- Recommendation for expulsion from school
建议开除。

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

如果电子设备已经被没收，涉事学生家长必须到德育室领回设备。无例外。

➤ **Limitation of School Liability** 学校责任的限制

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 or loss of data, or financial obligations that result from unauthorized or improper use of the network or the Internet.

中芯学校不对学生接触不适当或不可接受的材料负责，且不保证互联网上任何信息的准确性或质量。学校不对因服务中断或数据丢失导致的损害，或者未经授权或不当使用网络或互联网而导致的财务义务负责。

图书馆使用及行为规则 SMIC High School Library Rules of Conduct

1. 开放时间 Opening Hours

-- 图书馆开馆时间为7:45 – 16:30 Opening hours: 7:45 – 16:30

-- 借还书及参考咨询服务开放时间为9:30 - 16:00

Counter & reference service: 9:30 – 16:00

-- 没课的同学可以在图书馆开馆期间自习

Students may study in the library during their free period between the classes.

2. 图书借阅规定 Borrowing privileges

-- 如果需要将书带出图书馆，请先找图书馆老师办理借阅手续。

Check out books at the library counter before you bring the book out of the library.

-- 所有高中学生和教职员均使用饭卡作为借书卡，自动享有借阅权利。具体借阅规定参见下表。

Your card will serve as your library card and automatically have borrowing privileges through one of the categories listed below.

读者类型	借阅目的	借阅数目	借阅时间
学生		5本/次	7天
任课教师	非教学	3本/次	28天
	教学用书	10本/次	1学期
行政人员		3本/次	28天

User Type	Purpose	Check outs	Loan Period
student		5 books	7 days
Teacher	Non-teaching	3 books	28 days
	Teaching	10 books	1 semester
Staff		3 books	28 days

-- 当图书到期，请及时归还或续借。

Please return or renew the book expired.

-- 若有1本书超期，就不能再借阅其他图书，需将超期图书归还或续借后才能再次借阅。

You will not be able to borrow any other books if you got an overdue book until you return or renew it.

-- 所有读者应对自己借阅的书籍负责。如有损坏或丢失请及时找图书馆老师进行赔偿。

You are responsible for all items borrowed under your account. Lost or damage library book should be reported to the library immediately.

3. 赔偿丢失或损坏的图书，有如下两种方式：

The compensation of a book loss or damage can be made in the following 2 ways:

-- 买一本与所丢或损坏图书相同的书，外加图书单价的20%的图书加工费用。

The borrower buys a same book and pays a surcharge of 20% of the book price.

-- 以图书单价的1.5倍进行赔偿。

The borrower pay for a Library materials replacement charge: book price + 50% surcharge.

4. 图书馆使用须知 Use Library Properly

-- 图书馆内禁止饮食，请吃完或将饮料、食物留在图书馆外的休闲角后再进馆。馆内可以饮水，但请使用有盖的杯子。

Food and beverages are not allowed in the library. Please have your food at the cozy corner before you go into the library. Only water in a securely covered container is permitted.

-- 在图书馆中请保持安静。小声与同学讨论问题、当使用手机或IPAD等电子设备学习时，请使用耳机，以免影响其他自习的同学。

Please keep quite in the library. Be considerate, speak gently when discussing project work with your teammate; Use earphone when you study using mobile or IPAD.

-- 爱护图书馆设施，书籍轻拿轻放，椅子轻轻移动。

Protect library facilities, take the book from shelf and move the chair gently.

-- 一次最多从书架取书2本.阅读完毕请将图书放回原处.

Take no more than 2 books every time from the shelf. Put the book back to the shelf on where you take it after reading.

-- 爱惜图书，不在书上做笔记、不折书页，使用书签，不在阅读时吃东西喝水。

Take good care of library books; help to keep them in good condition. Don't write in the books、use bookmark instead of bending page down、don't eat or drink while reading, etc.

-- 离开图书馆时请将座位收拾整齐，把垃圾带出去，椅子放回原位。

Please take the rubbish out, put your chair back in place when you leave the library.

-- 如果违反上述规则，经图书馆老师或其他工作人员提醒却不予以改正的，将由图书馆老师联络德育主任，并酌情采取处罚措施.

If the above rules are violated, and the student refuse to correct his/her behavior after the alert by librarian or other staff, the librarian will contact the student affair director to take the appropriate punishments.

BEIJING SMIC HIGH SCHOOL
北京市中芯学校高中部
STUDENT BEHAVIOR AGREEMENT
学生行为协议

Beijing SMIC High School staff is 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.

北京市中芯学校高中部工作人员致力于为学生创建相互尊重和照顾的学习环境。学生和家长应阅读、同意下列学生行为协议，并在本手册文末签署该协议。请交回至你的年纪教室老师。

1. I will be on time for classes and attend them regularly.
1. 我会按时上课并定期参加课程学习。

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.
2. 由于我希望在安全的环境中学习，因此我不会携带任何危险物品到学校，包括但不限于火柴、鞭炮、玩具枪和刀具等。

3. I want to maximize my learning experiences at Beijing SMIC High School; thus I will not use any of the following during school hours: playing cards, in-line skates, skateboards, sneakers with wheels, scooters, and 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 teacher and classmates. If an issue comes up that I need to deal with, I will work with my classmates and teacher to manage the problem.
3. 我希望在北京市中芯学校高中部最大程度地提高自己的学习经历；因此在校期间，我承诺不会使用任何下列物品：扑克牌、轮式溜冰鞋、滑板、带轮运动鞋、踏板车以及电子游戏设备。我承诺只有经老师实现批准并在有老师监督的情况下才会使用智能手机（词典和学习应用软件）、笔记本以及 MP3 音乐播放器。为了成为一名有责任心的学习者，我承诺努力与老师和同学一起学习。如果出现我需要处理的问题，我承诺将与同学和老师一起解决问题。

4. I will respect the Beijing SMIC High School administrators and teachers and learn with them.
4. 我承诺尊重北京市中芯学校高中部的行政人员和老师并与他们一起学习。

5. I will respect my classmates.

5. 我承诺尊重我的同学。
6. I will respect the property of the Beijing SMIC High School and classmates. I will be responsible for repairing or replacing damaged property.
6. 我承诺尊重爱护北京市中芯学校高中部以及同学的财物。我将负责修复或者更换被我破坏的财物。
7. To enhance learning in the classroom and around the school, I will dress suitably, modestly and accordingly. The Beijing SMIC High School will decide appropriate clothing, hairstyles, etc.
7. 为了增强课堂内在学校周边的学习效果，我承按照学校要求得体着装。北京市中芯学校高中部将决定适当的学生着装和发型等。
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.
8. 我承诺按时完成自己的作业。如果我需要帮助，我将向老师或者同学寻求帮助。我非常重视学术诚信，因此不会抄袭他人的作业或者允许他人抄袭我的作业。
9. When I leave the campus after the class is over, my parents and I will be fully responsible for my safety.
9. 我承诺在离开校园之后由我父母及自己全权负责我的安全。

-Sign and return only the last 2 pages to SA Office (International Track)-

-----在最后两页签字并交回至德育室办公室（国际部）-----

Beijing SMIC High School

北京市中芯学校高中部

Student Photo/Video Release Form

学生照片/视频授权协议书

Dear Parents,

尊敬的家长：

The school will be updating marketing materials, such as the school website brochures, the yearbook and advertisements more 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 to be used for these purposes. Please mark your selection below

学校将经常更新学校网站宣传册、年鉴和广告等学校宣传材料。通过在校学生和老师的照片将更能真实地展现中芯学校的真实环境。本表单是寻求您对学校在此类材料中使用您的孩子的照片的许可。请在下方标记您的选择。

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape 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 for compensation for use, or for damages.

作为该生的家长或监护人，我特此同意在学年期间学校将拍摄的照片/视频用于广告、宣传和/或教育目的（包括出版物、展示或通过报纸、互联网或其他媒体广播）。我是在完全知情和同意的情况下做出承诺，并放弃所有使用或赔偿的索赔。

Check the appropriate box and sign below. 勾选相应的框并在下面签字。

- Yes, I give consent for Beijing SMIC English School to photograph/video my child for school purposes and/or at school events for the rest of the school year.**
- 是，我同意北京中芯国际英语学校在学年剩余时间内出于学校目的和/或学校活动目的拍摄/录制我的孩子的照片/视频。**
- No, I do not authorize Beijing SMIC High School to photograph/video or use photographs/videos for my child for any event.**
- 否，我不同意北京市中芯学校高中部在任何活动中拍摄/录制我的孩子的照片/视频或者使用我的孩子的照片/视频。**

Student Signature: _____

Parent Signature: _____

Date: _____

- Return to SA Office (International Track)-

—交回至德育室（国际部）—



Beijing SMIC High School

北京市中芯学校高中部

Student Handbook Acknowledgement

学生手册确认函

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

我已经阅读了北京市中芯学校高中部学生手册中的所有内容，并同意在北京市中芯学校高中部就读期间遵守和服从高中部学生手册中包含的所有政策规定。

Student signature: _____

Date: _____

To be signed by the parents(家长签字)

I have reviewed the entire Beijing SMIC High School 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 High School.

我已经与我的儿子/女儿一同阅读了北京市中芯学校高中部学生手册中的所有内容，且我支持高中部学生手册中包含的所有内容并确保我的孩子在北京市中芯学校高中部就读期间遵守这些政策规定。

Parent's Signature: _____

Date: _____

- Return to SA Office (International Track)-

—交回至德育室（国际部）—