

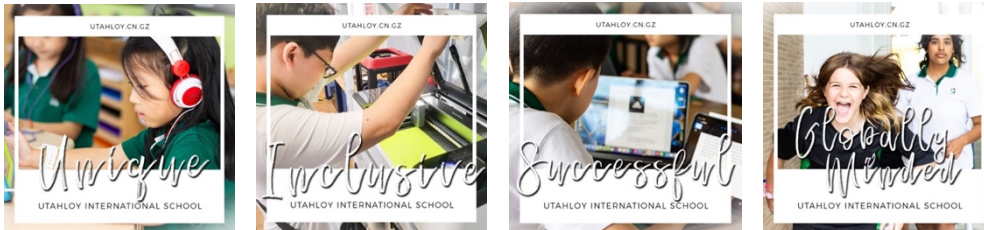


Utahloy International School Guangzhou (UISG)

家长学生手册

Parent Student Handbook

2024-2025



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1.0 Introduction and Overview 概览

1.1 Purpose of the Handbook 手册目的

The purpose of the Parent Student Handbook is to provide Parents and Students with general information about UISG including details on rules and policies, expectations for students, contact information, school structures and procedures, parent, and student agreements. We encourage Parents and Students to read this document carefully and should you have any questions please direct them to the Primary or Secondary School office.

《2023/24 年家长学生手册》为家长和学生说明 UISG 的一般信息，其中包含有关条例和政策、学生行为守则、相关人员联系信息、学校架构和程序、家长和学生的协议信息。学校鼓励家长和学生仔细阅读本文件，如有任何疑问，可直接向中小学办公室咨询。

1.2 Our Mission 使命

UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum.

UISG 是一个探究驱动的学习社区，包容每个人的多样性和独特性，并致力国际文凭教育的连续性

Unique

独特

- Commits to high quality education that values inquiry-led, student-centered learning through the IB Continuum.
- 致力通过 IB 教育的连续性实现高质量的教育，重视以探究驱动、以学生为中心的学习
- Promotes mother tongue learning and recognises the importance of language acquisition in an international context.
- 促进母语学习，并认识语言习得在国际环境中的重要性
- Creates a stimulating and protective learning environment based on understanding and respect of the UN Rights of the Child.
- 在理解和尊重联合国的《儿童权利公约》的基础上，创造激励和保护的学习环境

Inclusive

包容

- Creates a caring and harmonious environment where students and their individual talents and needs are respected and cherished.
- 创造一个关怀和谐的环境，尊重和珍惜学生的个人才能和需求
- Recognises student academic needs and well-being as the responsibility of the whole school community.
- 学生学术需求和福祉是整个学校社区的责任
- Incorporates students' inter-cultural experiences into all teaching programmes.
- 将学生间跨文化交流体验纳入教学计划
- Develops and promotes effective cultural, social, and sporting exchanges.
- 发展和促进积极的文化、社交和体育交流

Successful

成功

- Engages in challenging education that empowers students to be curious, independent, creative, and innovative learners.
- 富有挑战性的教育，使学生成为求知、独立、有创造力和创新的学习者
- Ensures a safe physical and virtual learning environment.
- 确保安全的线下和线上的学习环境
- Attracts, fosters, and retains qualified, internationally minded staff who contribute to the professional learning community so to inspire students to reach their full potential.
- 引入、培养和留任合格的、具有国际视野的员工，使其能为专业学习社区做出贡献，从而激励学生充分发挥潜力
- Engages collaboratively with all school stakeholders.
- 与学校所有利益相关者携手合作
- Encourages integrity and ethical behaviour in all aspects of school life.
- 鼓励正直和道德的行为

Globally Aware

全球意识

- Celebrates international and intercultural education through the study of languages, cultures, and perspectives within and beyond our school community.
- 通过语言、文化以及学校社区内外不同观点的学习，体验，进行国际的和跨文化的教育
- Promotes understanding of the Chinese language through interaction with the local Chinese community.
- 通过与当地社区的互动，促进对中文的理解
- Promotes empathy and active service.
- 培养同理心和组织社区服务
- Embraces responsibility in shared guardianship of the planet.
- 共同承担守卫地球的责任

1.3 Guiding Definitions 指引

High quality learning

高质量的学习

UISG recognises that each learner is unique, and that knowledge is constructed in context. UISG believes that high quality learning is inquiry based, and occurs when learners are challenged, inspired, and motivated. A strong home-school partnership strengthens student engagement and enables teachers and parents to guide students to be independent lifelong learners.

UISG 认为，每个学习者都是独一无二的，而知识是在环境中所构建的。高质量的学习以探究驱动为基础，当学习者受到挑战时，也将受到激励和启发。紧密的家校合作，使教师和家长引导学生参与其中并使其成为独立的终身学习者。

Intercultural learning

跨文化学习

UISG is a community with over 50 different nationalities and has a mosaic of cultural and linguistic diversity. Intercultural learning is building respect for self and others and promoting mother tongue language. Intercultural learning is promoted throughout the curriculum and by celebrating cultural diversity.

UISG 是一个拥有 50 多个不同国家的社区，有着丰富多样的文化和语言。跨文化学习是为了建立对他人和自身的尊重，同时促进各学习者的母语发展。跨文化学习贯穿在学习课程中，并通过庆祝文化多样性的活动来促进。

Global citizenship

全球公民

Global citizenship is social responsibility and engaging in global civic action. It deals with our uniqueness, our commonalities and stewardship of the planet.

全球公民参与到相应的全球公民行动中，是一种社会责任的体现，涉及独特性、共性以及对地球的管理。

International mindedness

国际化思维

International mindedness is a constant process of understanding ourselves and appreciating the complexity of our world, our international and cultural identities, and relationships between nation-states.

国际化思维的培养是一个持续的过程，认知以及了解自我本身，世界的复杂性，国际和文化身份，以及民族国家之间的关系。

1.4 Welcome from the Head of School 校长欢迎致辞

Dear Parents and Students,

亲爱的家长和学生们，

Welcome to Utahloy International School Guangzhou (UISG), a truly international school serving families from over 50 countries. As a leader in the region, UISG utilizes the globally recognized programmes of the International Baccalaureate (IB) to provide children with an exceptional education from Nursery to Year 12. Our school is an inquiry-driven learning community that embraces the uniqueness of all and commits to an International Baccalaureate education.

欢迎来到广州誉德莱国际学校 (UISG)，UISG 服务来自 50 多个国家的家庭，是一所真正国际学校。作为该地区的领导者，UISG 采用了全球公认的国际文凭 (IB) 课程，为学生提供从幼儿园到 12 年级的优秀教育，学校鼓励学生以探究为驱动力进行学习，接纳所有学生的独特性，并致力于提供国际教育。

Our Commitment to Excellence

我们对卓越的承诺

At UISG, we strive for academic excellence and the development of the intellectual, artistic, creative, physical, and emotional dimensions of each individual student through:

在 UISG，我们努力追求学术卓越，并通过以下方式培养每个学生的智力、艺术、创造力、体能和情感方面的全面发展：

- **Engagement:** Engaging every student as an individual and unique learner.
 - **Technology:** The progressive use of information and communications technology.
 - **International Mindedness:** Fostering inter-cultural understanding.
 - **Artistic Performance:** Celebrating artistic performance and engagement in physical pursuits and competitions.
 - **Environmental Respect:** Promoting respect for and understanding of the environment.
-
- 积极参与：将每个学生作为个体和独特的学习者参与其中。
 - 了解技术：积极利用信息和通信技术。
 - 开拓视野：培养跨文化理解。

- 表演艺术: 庆祝艺术表演, 参与体育运动和竞赛。
- 尊重环境: 促进对环境的尊重和理解。

Educational Programs

课程

Our educational programme is rooted in and structured around the IB Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP). We are excited to offer an innovative IB Computer Science course, as well as robotics programs that prepare students for the digital age. Our Imaginarium design classrooms foster creativity and critical thinking, allowing students to explore their ideas in a hands-on environment.

教育课程以国际文凭小学课程(PYP)、中学课程(MYP)和大学预科课程(DP)为根基和结构。我们提供创新的 IB 计算机科学课程, 以及数字时代机器人项目。通过创客空间培养创造力和批判性思维, 让学生在实践中探索。

Our well-qualified and experienced teachers, recruited from across the globe, bring diverse perspectives that enhance the development of international mindedness in our students. UISG is accredited by the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC), providing our school and its graduates with worldwide recognition.

我们的教师具备良好的资质和丰富的经验, 他们来自世界各地, 为学生带来不同的视角, 增强学生的国际视野。UISG 获得了国际学校理事会(CIS)和西部大学联盟(WASC)的认证, 为我们的学校及其毕业生提供了全球认可。

After-School Activities and Sports

课外活动和体育

In addition to academic programs, UISG offers a wide range of after-school activities and sports, encouraging students to pursue their interests and develop new skills. Our students participate in various competitions with other schools in the region, fostering teamwork, sportsmanship, and a sense of community.

除学术项目, UISG 还提供各种课外活动和体育运动, 鼓励学生追求自己的兴趣, 培养新技能。我们的学生参与到了该地区与其他学校的各种竞赛中, 从中培养了团队合作精神、竞技精神和社区意识。

Facilities

设施

UISG students enjoy outstanding facilities within a picturesque setting. In addition to general classrooms, a library, and specialized classrooms for single subjects, our facilities feature a swimming pool, outdoor basketball courts, playgrounds, football fields, and a multi-function hall.

UISG 学生在风景优美的环境中享受出色的设施。除了一般教室、图书馆和专门的课室外, 我们的设施还包括游泳池、户外篮球场、游乐场、足球场和多功能厅。

Governance

管理

UISG is overseen by the Utahloy Education Foundation (Hong Kong), which governs UISG and its sister school, Utahloy International School Zengcheng. The UEF is dedicated to offering students a first-class international education with an emphasis on academic achievement, intercultural understanding, and respect for all.

UISG 由香港誉德莱教育基金会监管, 负责管理 UISG 及其姐妹学校-增城誉德莱国际学校。UEF 致力于为学生提供一流的国际教育, 强调学术成就、跨文化理解和对所有人的尊重。

I look forward to meeting you in person and wish you and your child an excellent school year!
我期待能亲自见到您, 祝您和您的孩子新学年愉快!

Yours in Education,
谨以致意,

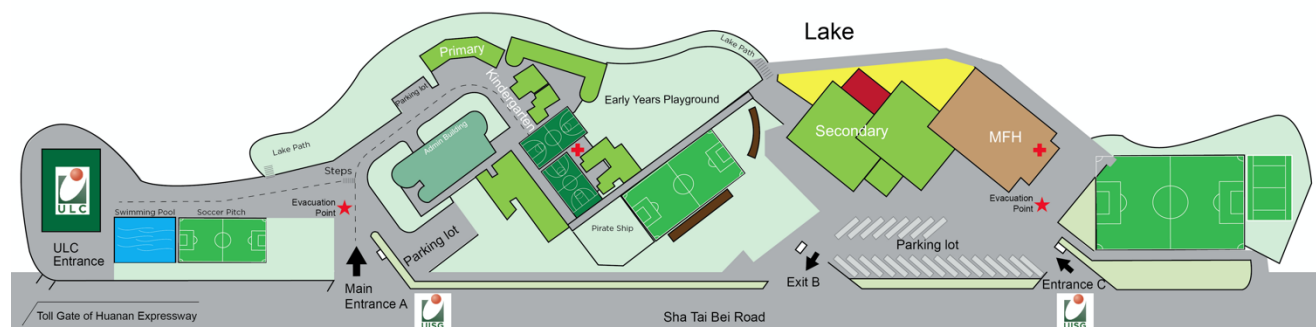
Dr Daniel Mullen
Daniel Mullen 博士
Head of School
Utahloy International School Guangzhou

1.5 School Year Calendar 校历

[Link to the School Calendar](#)

[校历直达链接](#)

1.6 Campus Map 校园地图



1.7 History of UISG 广州誉德莱外籍人员子女学校校史

Established in 1997, Utahloy International School Guangzhou (UISG) was one of the first International Schools in China. The school opened with a small number of primary students and is now a K to 12 school with nearly 600 students, representing more than 50 nationalities, in just over a decade.

广州誉德莱外籍人员子女学校成立于1997年, 是成立于中国的首批国际学校之一。学校开办之初仅有少数的低年级学生, 经过十几年的发展, 学校现今成为一所为来自50多个国家的学生提供幼儿园至12年级国际教育及课程的国际学校。

UISG was authorized to deliver the IB Middle Years Programme (MYP) in 2002, the Diploma Programme (DP) in 2004, and the Primary Years Programme (PYP) in 2008. UISG was first accredited by CIS and WASC in July 2012 and was re-accredited and re-authorized in 2018.

我校三个国际文凭课程 (IB) 均已获授权。UISG 于 2002 年获国际文凭中学课程认证授权, 于 2004 年获国际文凭大学预科课程认证授权, 于 2008 年获国际文凭小学课程认证授权, 于 2012 年 7 月获国际学校协会 (CIS) 及西部院校协会 (WASC) 的认证, 并于 2018 年通过再认证。

Academic excellence is achieved through high expectations, strong motivation, a challenging IB curriculum, and excellent teaching. Students who graduate from UISG matriculate to reputable institutions around the world, mostly in the USA, UK, Canada, Australia, South Korea, Japan, and Hong Kong. We are proud to be an inclusive school that succeeds in securing places in higher education for all graduating students.

通过高期望，自我驱动，富有挑战性的 IB 课程，优秀的教学来实现学术卓越。从 UISG 毕业的学生入读世界各地的知名大学，主要是在美国，英国，加拿大，澳大利亚，韩国，日本和香港。我们很自豪能成为一所包容的学校，为所有毕业的学生进行卓越的教育。

Language diversity at UISG is embraced and celebrated. Students develop a strong sense of self-identity and positive self-esteem. UISG has earned an international reputation for its Mother Tongue Programme. In the Primary School, our Mother Tongue Language teachers work together with the PYP teachers to deliver Units of Inquiry. Students are also provided Chinese language instruction to develop both an additional language and a link to the school's host country. The school offers Language & Literature classes in Chinese, Korean, Japanese, French, German, and Spanish to students throughout Years 6 to 10 as part of the Middle Years Programme and, as a progression, either Language and Literature or Literature courses in the same languages as part of the Diploma Programme. In addition, our expertise and network in the community has allowed us to offer school-supported Literature courses in Thai, Hungarian and Farsi in recent years.

在广州誉德莱外籍人员子女学校，语言多样性总是受到热烈欢迎的。学生在母语习得的过程中会产生积极且强烈的自我认同感和自尊，UISG 以其母语课程项目赢得了国际声誉。在小学，母语老师和 PYP 课程老师共同协作，进行探索单元。学生还可学习中文发展多语言技能，为他们的母国与中国建立连接。作为 MYP 课程的一部分，学校为 6-10 年级的学生提供汉语、韩语、日语、法语、德语和西班牙语的语言&文学课程。同样，在后续的 DP 课程学习中，语言&文学课程的学习同样包含在内。此外，近年来，社区专家及网络使学校能够提供泰国语、匈牙利语和波斯语进行文学课程支持。

Mother tongue languages are not the only languages that UISG values. In addition, five languages are taught as Language acquisition courses at various levels/phases in Years 6 to 12. UISG students thrive in an international, multilingual learning environment.

除母语课程外，在 6-12 年级，还设有另外五种语言习得课程。UISG 的学生们在国际化、多语言的学习环境中成长。

Since its foundation, UISG has been known as a school characterised by warm relationships amongst teachers, students, and parents. The school places great importance on providing a caring and supportive environment for teaching and learning. A strong pastoral care programme provides support for our student community. All members of the UISG community are expected to positively contribute to the learning environment by respecting, caring for and supporting each other and the physical environment.

自成立以来，教师，学生和家长之间的和谐关系就成为 UISG 的特色之一。学校十分重视为教与学提供充满关怀与支持的环境，并为学生社区提供一系列的关怀举措。UISG 社区的所有成员都通过相互尊重、彼此关心和支持，为 UISG 的学习环境做出积极的贡献。

1.8 UISG Community 广州誉德莱国际学校社区

The UISG community consists of more than 50 different nationalities. In a world where borders are disappearing, the mix of nationalities and backgrounds offers a welcome breadth of cultural experiences to the school community. This enables students to develop an understanding and

appreciation of the cultural diversity that surrounds them and to have respect for the values of other cultures, races, religions, and ways of life. Indeed, this presents a perfect match with the aims and framework of the IBO.

UISG 社区由超过 50 个不同国家的社区成员组成。在逐渐包容的这个世界上，不同国籍和背景社区成员为学校社区带来了积极广泛的文化体验。这能帮助学生认知和理解周边的文化多样性，从而尊重其他文化、种族、宗教和生活方式。而这，与国际文凭组织的目标与框架是相一致的。

The school's professional teaching staff represents a variety of educational backgrounds and international experience. Teachers are required to undertake professional development on an ongoing basis and remain abreast with the current research in education. The diversity of students and teachers encourages the multicultural atmosphere within the school. The low student to teacher ratio creates an academically focused environment in a friendly, caring school community where students, parents and teachers are encouraged to share their views and ideas.

学校的师资队伍具有丰富的教育背景和国际经验。教职员须参加职业发展培训，其中包含学校本身要求的专业发展课程，并熟悉当下的教育研究。对于有奉献精神，并愿意与学校和其他教师分享学习经验的员工，可以参加外部 PYP, MYP 和 IBDP 研讨会。低学生教师比例创造了一个以学术为中心的环境，与家庭氛围和友好、关怀的学校社区平行，鼓励学生、家长和教师分享他们的观点和想法。

1.9 Glossary 术语

Terms used at UISG	Alternative terms
UISG_使用词条	应避免混淆的其他词条
Head of School	Director, Superintendent
Primary School or Division	Elementary School, Junior School
Secondary School or Division	High School, Middle/High School
Primary Years Programme (PYP)	Key stage 1, Infants, Juniors
Middle Years Programme (MYP)	Key stage 3 or 4, IGCSE
Diploma Programme (DP)	IB, A Level, Sixth Form, AP
IB Diploma Courses Programme	UISG Certificate, IB Certificate
Extra-curricular activities	After school activities
Head of Year	Year Level Coordinator
Homeroom teacher	Form teacher, Advisor
Learning Support	SEN (Special Education Needs)
Year	Grade
EAL (English as an Additional Language)	ESL (English as a Second Language), ELL (English Language Learners)
Early Years (EY)	Early Childhood
UISG	Utahloy International School Guangzhou
UNC	Utahloy Nursery Centre, Nursery
Casa	Kindergarten
IC	Kindergarten, Nursery, Toddler
Nido	Toddler, Baby, K

2.0 Governance 管理

2.1 UEF Vision and Mission 誉德莱教育集团的愿景和使命

Vision

愿景

UEF's vision is to offer the best international education in South China and enable students to thrive and create a better tomorrow within a harmonious community.

UEF 的愿景是提供华南地区最好的国际教育，让学生在和谐的社区环境中茁壮成长并拥有美好的未来。

Mission

使命

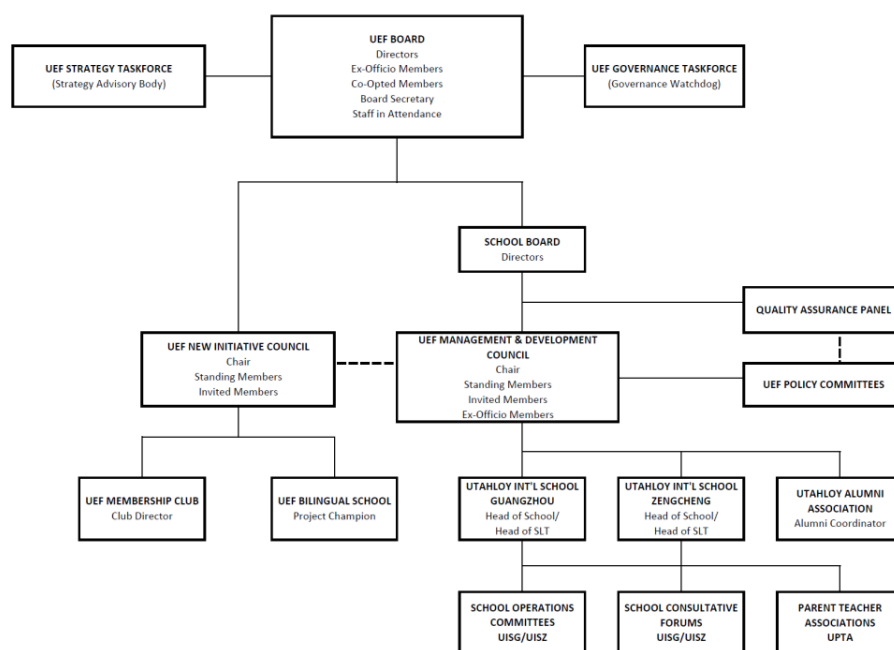
UEF's mission is to inspire and nurture confident, creative, technologically innovative, caring, environmentally responsible and global minded students. UEF is committed to an inclusive, student-centered, all-round, international education, incorporating Western and Eastern values, provided in a beautiful environment, with highly qualified teachers.

UEF 的使命是鼓舞和培养自信、有创造力、科技创新、关心他人、对环境负责和具有全球意识的学生。

2.2 UEF Governance Organization Structure UEF 管理组织架构

UEF has a balanced governance structure that effectively enables a variety of stakeholders to participate in the decision-making process.

UEF 有一个平衡的治理架构，能使各方利益相关者有效的参与到决策过程中。



Reference: UEF Governance Manual V10-10 2023

2.3 Accreditation and Evaluation 认证与评估

All effective organisations value accreditation; UISG is no exception to this. As a school, we greatly value the support provided by external accrediting agencies in working with us to strive towards our goal of ongoing school improvement.

所有组织都重视认证，UISG 也不例外。作为一所学校，我们也十分重视与外部认证机构提供的支持，以此帮助 UISG 不断进步。

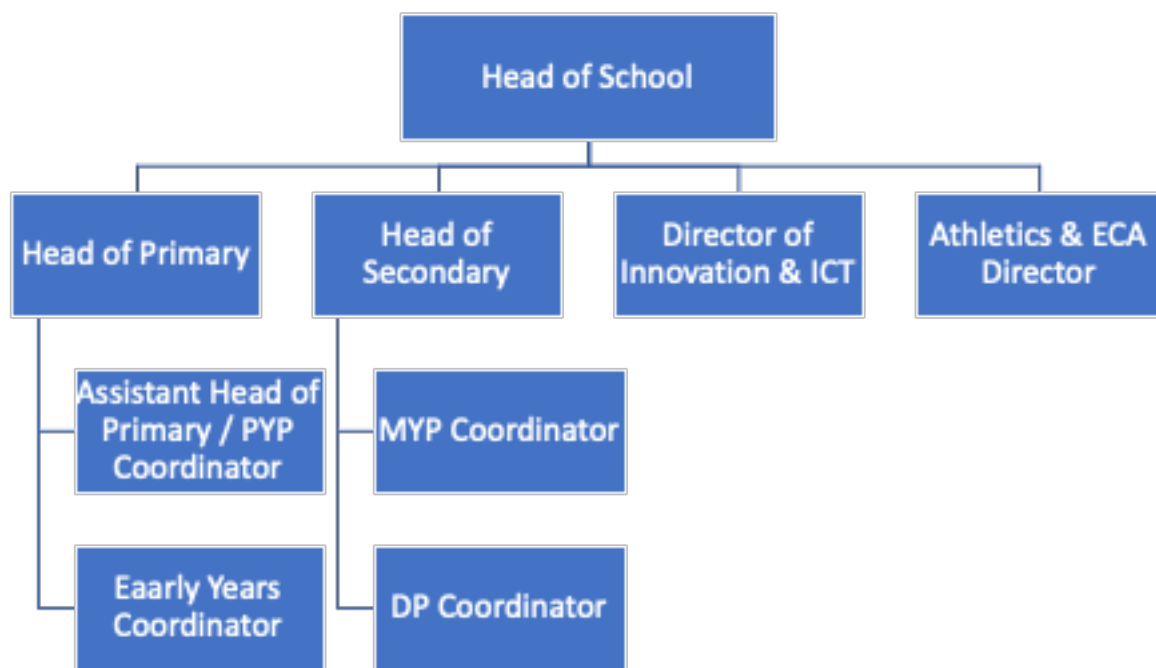


UISG is accredited by two internationally recognised accrediting agencies, Council of International Schools (CIS) and Western Association of Schools and Colleges (WASC) and is authorised by the International Baccalaureate Organization (IBO) to offer three programmes (PYP, MYP and DP). The most recent accreditation and programme evaluation visit took place in May 2018. UISG completed the CIS Preparatory Visit in May 2022, and submitted its Self-study to CIS in the first semester of the 2023-2024 school year. A full, synchronised CIS-WASC accreditation and IB evaluation visit took place in January 2024.

UISG 获两个国际组织认证机构认证：国际学校协会（CIS）和西部院校协会（WASC），并已获 PYP, MYP, DP 的课程认证。最近一次的认证评估日期为 2018 年 5 月进行。UISG 于 2022 年 5 月完成了 CIS 的预访问，并将于 2023-2024 学年第一学期向 CIS 提交自学报告。2024 年 1 月将进行 CIS-WASC 认证和 IB 评估正式的联合访问。

3.0 School Faculty 全体教师

3.1 Senior Leadership Team 高级领导团队



Head of School 校长
Dr Daniel Mullen

Head of Primary 小学校长

Ms Chantelle Parsons

Head of Secondary 代理中学校长

Mr Martin Grist

Director of Innovation and ICT 创新与信息通信技术指导

Ms Betsy Verb

Athletics & Extra-curricular Activities Director 体育及课外活动指导

Mr Tawanda (Ryan) Matopodzi

Early Years Coordinator 幼儿园校长

Ms Jai Roa

Assistant Head of Primary & Primary Years Programme (PYP) Coordinator

小学副校长—小学课程协调员

Mr Jonathan Harris

Middle Years Programme (MYP) Coordinator MYP 课程协调员

Ms Xochitl Gonzalez

Diploma Programme (DP) Coordinator DP 课程协调员

Mr Kyle Gray

3.2 Non-Academic Leadership Team 非教职领导团队

<i>Last Name</i> 姓	<i>First Name</i> 名	<i>Email</i> 联系邮箱	<i>Post</i> 职位
		finance@uisgz.org	FINANCE DEPARTMENT 财务部
Wong	Terry	twong@uisgz.org	Finance Manager 财务经理
			ADMINISTRATION 行政部
Lin	Letitia	lilin2@uisgz.org	Administration Manager 行政经理
Zeng	Abby	schoolbus@uisgz.org	Buses 校巴
			HUMAN RESOURCES 人事部
Zhong	Serena	szhong@aiozg.cn	Human Resources Manager 人事经理
			PA/OFFICE STAFF 秘书/办公室职员
			PA to the Head of School 校长秘书
Xie	Livy	primaryschooloffice@uisgz.org	PA to Primary School 小学秘书
Zou	Fancy	secondaryoffice@uisgz.org	PA to Secondary School 中学秘书

			IT DEPARTMENT IT 部
Chen	Gavin	gchen@uisgz.org	IT Manager IT 经理
			HEALTH AND SAFETY 健康与安全
Long	Julian	jlong@uisgz.org	Health and Safety Officer 健康与安全主管
			ADMISSIONS AND MARKETING 招生和市场部
		admissions@uisgz.org	

3.3 Primary & Early Years 小学部

3.3.1 Primary & Early Year Leadership 小学领导团队

Head of Primary 小学校长

Ms Chantelle Parsons: headofprimary@uisgz.org

Early Years Coordinator 幼儿园协调员

Ms Jai Roa : eycoordinator@uisgz.org

Assistant Head of Primary – Primary Years Programme Coordinator 小学副校长—小学课程协调员

Mr Jonathan Harris: jharris@uisgz.org

Primary Secretary 小学秘书处

Ms Livy Xie primaryschooloffice@uisgz.org

3.3.2 Heads of Department (HoDs) 学科主管

The Heads of Department oversee the integration of specific subjects into our PYP curriculum. We have Heads of Department for the following subjects or subject areas.

学科主管统调 PYP 课程中的具体学科。以下为 UISG 学科或科目领域的部门负责人。

Primary English Language Coordinator 小学英语协调员	Ms Nina Ashkinadze	nashkinadze@uisgz.org
Primary Mother Tongue Languages Coordinator 小学母语语言协调员	Mr Lars Jirmann	ljirmann@uisgz.org

3.3.3 Heads of Year (HoY) 年级主管

The Heads of Year are the pastoral heads of each year group. It is their job to coordinate the homeroom teachers to monitor the academic and pastoral progress of the students in their year group.

年级主管负责统领年级事务，其职责是与班主任协作，关注并督促所在年级学生的学业和生活进步。

Head of K-K3 K-K3 级长	Ms Joanne Avendano	javendano@uisgz.org
Head of Year 1	Ms Ann Weke	aweke@uisgz.org

一年级级长		
Head of Year 2 二年级级长	Ms Carmen Gee	cgee@uisgz.org
Head of Year 3 三年级级长	Mr Jay Groleau	jgroleau@uisgz.org
Head of Year 4 四年级级长	Mr Mike Daly	mdaaly@uisgz.org
Head of Year 5 五年级级长	Mr Gary Wells	gwells@uisgz.org

3.3.4 Single Subjects and Other Roles 小学学科老师及其他教职员工

Primary Counsellor 小学顾问	Ms Sharon Lun	slun@uisgz.org
Primary Learning Support Coordinator 小学学习支持协调员	Mr Joe Mock	jmock@uisgz.org
PE Y3-Y6 体育教师&课后活动协调员	Mr Sidney Bartlett	sbartlett@uisgz.org
PE K-Y2 体育教师	Mr Umarnath Paradesi Sahadevan	usahadevan@uisgz.org
Music Y3-Y6 Y3-Y6 音乐教师	Mr. Ian Ramos	Iramos@uisgz.org
Music K-Y2 K-Y2 视觉艺术教师	Ms Jessie Chen	jchen@uisgz.org
Visual Arts K-Y2 K-Y2 视觉艺术教师	Ms Tia Smith	tsmith@uisgz.org
Visual Arts Y3-Y6 Y3-Y6 视觉艺术教师	Ms Karen Mead	kmead@uisgz.org
Whole School Librarian 图书馆馆长	Ms Woori Choi	wchoi@uisgz.org
Japanese Teacher 日语教师	Ms Naoko Yamaguchi	nyamaguchi@uisgz.org
Language Teacher 法语教师	Ms Anne-Catherine Hanquet	chanquet@uisgz.org
German Teacher 德语教师	Mr Lars Jirmann	ljirmann@uisgz.org
Korean Teacher 韩语教师	Ms Agatha Kim	akim@uisgz.org
Korean Teacher 韩语教师	Ms Kathy Kim	kkim@uisgz.org
Chinese Teacher 中文教师	Ms Holly Huang	hhuang@uisgz.org
Chinese Teacher 中文教师	Ms Margie Wu	mwu@uisgz.org

Chinese Teacher 中文教师	Ms Angel Liu	aliu@uisgz.org
Chinese Teacher 中文教师	Ms Michelle Liang	mliang@uisgz.org

3.3.5 Homeroom Teachers 班主任教师

Year Level 年级	Name 姓名	Email 邮箱
K/K1R	Ms Cindy-Anne Doubell	cdoubell@uisgz.org
K2R	Ms Melody Ramos	mramos@uisgz.org
K3R	Ms Joanne Avendano	javendano@uisgz.org
K3Y	Mr Tom Munro	tmunro@uisgz.org
Year 1R	Ms Anne Weke	aweke@uisgz.org
Year 1G	Ms Anu Damani	adamani@uisgz.org
Year 2Y	Ms Carmen Gee	cgee@uisgz.org
Year 2R	Mr Paul Chapman	pchapman@uisgz.org
Year 3R	Ms Zeenal Desai	zdesai@uisgz.org
Year 3Y	Mr Jay Groleau	jgroleau@uisgz.org
Year 4R	Mr Andrew Schlag	aschlag@uisgz.org
Year 4Y	Ms Alessandra Aronne	aaronne@uisgz.org
Year 4G	Mr Mike Daly	mdaly@uisgz.org
Year 5Y	Mr Gary Wells	gwells@uisgz.org
Year 5R	Ms Anna Barbosa	abarbosa@uisgz.org

3.4 Secondary 中学部

3.4.1 Secondary Leadership Team 中学领导团队

Head of Secondary School 中学校长

Mr Martin Grist, mgrist@uisgz.org

Middle Years Programme (MYP) Coordinator MYP 课程协调员

Ms Xochitl Gonzalez, xgonzalez@uisgz.org

Diploma Programme (DP) Coordinator DP 课程协调员

Mr Kyle Gray, kgray@uisgz.org

Secondary Secretary 中学秘书处

Ms Fancy Zou, secondaryoffice@uisgz.org

3.4.2 Student Support 学生支持

School Counsellor	Ms Remy Wu	rwu@uisgz.org
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学校顾问		
Learning Support 学习支持顾问	Ms Maria Castaneda	mcastaneda@uisgz.org
College Counsellor 大学升学指导	Ms Ye In Oh	yoh@uisgz.org

3.4.3 Heads of Department (HoDs) 部门负责人

The Heads of Department oversee their specific academic disciplines and the members of staff in their department. We have Heads of Department for the following subjects or subject areas.

部门负责人负责统协其所在学科的事务及教师。学校有以下科目或学科领域的部门负责人。

Chinese 中文	Ms Cindy Li	cli@uisgz.org
Design 设计	Mr Sterling Toppings	stoppings@uisgz.org
Humanities/Individuals & Societies 人文与社会	Mr Issah Quarmsom	iquarmsom@uisgz.org
Language and Literature 语言文学	Ms Frederique Lemesle	flemesle@uisgz.org
Language Acquisition 语言习得	Mr Dylan Kelly	dkelly@uisgz.org
Mathematics 数学	Mr Peter Ayuaya Masira	amasira@uisgz.org
Sciences 科学	Mr Michael Donkor	mtonkor@uisgz.org

3.4.4 Heads of Year (HoY) 年级长

The Heads of Year are the pastoral heads of each year group. It is their job to coordinate the homeroom teachers to monitor the academic and pastoral progress of the students in their year group.

年级主任负责统领年级事务，其职责是与班主任协作，关注并督促所在年级学生的学业和生活进步。

Head of Year 6 六年级级长	Ms Vanessa Brett	vbrett@uisgz.org
Head of Year 7 七年级级长	Ms Minette Coetzee	mcoetzee@uisgz.org
Head of Year 8 八年级级长	Mr Joshua Natal	jnatal@uisgz.org
Head of Year 9 九年级级长	Mr Tyler Lockington	tlockington@uisgz.org
Head of Year 10 十年级级长	Mrs Julie Mullen	jmullen@uisgz.org
Head of Year 11	Ms Katuska (Kati) Santibanez	ksantibanez@uisgz.org

十一年级级长		
Head of Year 12	Dr Priyanka Pal	ppal@uisgz.org
十二年级级长		

3.4.5 Other Secondary Leadership Roles 其他中学领导成员

Student Life Coordinator 学生生活协调员	Ms Jennifer Lazareck	jlazareck@uisgz.org
Athletics & Extra-curricular Activities Director 体育及课外活动指导	Mr Tawanda (Ryan) Matopodzi	tmatopodzi@uisgz.org
Service as Action Coordinator 6-8 7-8 年级社区服务行动协调员	Mr Jose (Chema) Roura	jroura@uisgz.org
Service as Action Coordinator 9-10 9-10 年级社区服务行动协调员	Ms Frederique Lemesle	flemesle@uisgz.org
Creativity, Activity, Service (CAS) Coordinator 创意、活动、服务 (CAS) 协调员	Ms Hyo Lee	hlee@uisgz.org
Personal Project Coordinator 个人项目协调员	Mr Lance Yurt	lyurt@uisgz.org
Theory of Knowledge (TOK) Coordinator 知识理论协调员	Mr Kalle Buchholz	kbuchholz@uisgz.org
Extended Essay Coordinator, Year 12 12 年级拓展性论文协调员	Mr Lance Yurt	lyurt@uisgz.org
Extended Essay Coordinator, Year 11 11 年级拓展性论文协调员	Mr Kyle Gray	kgray@uisgz.org

3.4.6 Secondary Teaching Faculty 中学教学团队

Name 姓名	Email 邮箱	Subject 科目	Department 部门
Alan Chung	achung@uisgz.org	Science	Sciences
Angelica Liu	aliu2@uisgz.org	Chinese	Chinese
Ayuaya Masira (Peter)	amasira@uisgz.org	Mathematics	Mathematics
Azusa Sawada	isawada@uisgz.org	Japanese	Language and Literature
Banomali Das	bdas@uisgz.org	Visual Arts Teacher	Arts
Bela Toth	btoth@uisgz.org	English	Language Acquisition
Benny Kharismana	bkharismana@uisgz.org	Visual Arts, Design Technology	Art/Design
Brandon Bewza	bbewza@uisgz.org	Economics, B&M, I&S	I&S
Chema Roura	jroura@uisgz.org	Spanish	Language Literature & Language Acquisition
Cindy Li	cli@uisgz.org	Chinese	Chinese
Doreen Wu	dwu@uisgz.org	Learning Support	Student Support
Dylan Kelly	dkelly@uisgz.org	English as an Additional Language	Language Acquisition
Francis Mponda	fmponda@uisgz.org	Mathematics	Mathematics

Frederique Lemesle	flemesle@uisgz.org	French	Language and Literature
Hunt Luker	hluker@uisgz.org	Secondary Teacher Librarian	Library
Hyo Lee	hlee@uisgz.org	Individuals and Societies, CAS	I&S
Issah Quarmon	iquarmon@uisgz.org	Economics, B&M, I&S	I&S
Ivana Popa	ipopa@uisgz.org	English	Language Acquisition
James Whiston	jwhiston@uisgz.org	PHE	PHE
Jay Hyunju Jeon	hjeon@uisgz.org	Korean	Language and Literature
Jennifer Lazareck	jlazareck@uisgz.org	Theatre	Arts/Design
Jere Junakovic	jjunakovic@uisgz.org	EAL	Language Acquisition
Johnson Ndubuisi	jndubuisi@uisgz.org	Science	Sciences
Joshua Natal	jnatal@uisgz.org	Music	Arts
Julie Mullen	jmullen@uisgz.org	MYP Math & Science	Math & Science
Kalle Buchholz	kbuchholz@uisgz.org	German	Language and Literature
Karen Mead	kmead@uisgz.org	Arts	Arts
Kash Hardasani	khardasani@uisgz.org	I&S	I&S
Kati Santibanez	ksantibanez@uisgz.org	Spanish, English	Language and Literature, Language Acquisition
King Rodriguez	krodriguez@uisgz.org	Physical Health & Exercise	PHE
Kyle Gray	kgray@uisgz.org	History, DP Coord.	I&S
Lance Yurt	lyurt@uisgz.org	English, TOK	Language and Literature, Language Acquisition
Lindsey Sanna	lsanna@uisgz.org	English	Language and Literature, Language Acquisition
Lindy Zhang	lzhang3@uisgz.org	Chinese	Chinese
Malcolm Mawhinney	mmawhinney@uisgz.org	Music, Theatre	Arts/Design
Maria Castaneda	mcastaneda@uisgz.org	Secondary Learning Support Coordinator	Student Support
Martin Grist	headofsecondary@uisgz.org	Head of Secondary	Head of Secondary
Merry Lai	mlai@uisgz.org	Mathematics	Mathematics
Michael Donkor	mtonkor@uisgz.org	Science	Sciences
Minette Coetzee	mcoetzee@uisgz.org	Science, Mathematics	Sciences, Mathematics
Nina Peck	npeck@uisgz.org	English as an Additional Language	Language Acquisition
Priyanka Pal	ppal@uisgz.org	Science	Sciences
Rahul Kulkarni	rkulkarni@uisgz.org	Mathematics	Mathematics
Remy Wu	rwu@uisgz.org	Social Emotional Counsellor	

Tawanda (Ryan) Matopodzi	tmatopodzi@uisgz.org	Athletics & Extra-curricular Activities Director	PHE
Sandee He	she2@uisgz.org	Chinese	Chinese
Seamus Butler	sbutler@uisgz.org	English	Language Acquisition
Serkar Elchi	selchi@uisgz.org	Design, DP Comp Sci	Design
Soledad Couto Frias	mfrias@uisgz.org	Spanish/French	Language Acquisition
Sterling Toppings	stoppings@uisgz.org	Design	Art/Design
Toulouse Roy	troy@uisgz.org	I&S	I&S
Tyler Lockington	tlockington@uisgz.org	English	Language and Literature, Lang Acq
Vanessa Brett	vbrett@uisgz.org	English, I&S	Language and Literature, Lang Acq, I&S
Xochitl Gonzalez	xgonzalez@uisgz.org	Sciences, MYP Coord.	Sciences
Ye In Oh	yoh@uisgz.org	College Counsellor	Student Support
Yucca Yan	yyan@uisgz.org	Chinese	Chinese
Zach Kang	zkang@uisgz.org	Korean	Language and Literature

3.5 Whole School Leadership Roles 全校领导成员

Library 图书馆	Ms Woori Choi	wchoi@uisgz.org
Performing Arts 表演艺术	Mr Malcom Mawhinney	mmawhinney@uisgz.org
Physical & Health Education 体育与健康	Mr King Rodriguez	krodriguez@uisgz.org
Visual Arts 视觉艺术	Mr Benny Kharismana	bkharismana@uisgz.org

4.0 Academic Programmes 学术课程

4.1 The International Baccalaureate (IB) 国际文凭课程 (IB)

The IBO is a recognized leader in the field of international education. It is a non-profit, mission-driven foundation that offers four challenging programmes for students aged 3 to 19. The Diploma Programme (DP) was established in 1968 to provide students with a balanced education, facilitate geographic and cultural mobility, and promote international understanding. Since then, innovative and committed teachers and examiners from around the world have played a significant role in the development of the IB Programmes.

国际文凭组织是国际教育领域公认的领导者。这是一个非盈利、以使命为导向的基金会，为 3 至 19 岁的学生提供 4 个具有挑战性的课程，其大学预科文凭课程于 1968 年设立，旨在为学生提供均衡的教育，促进地域、文化以及国际社会间的交流了解。自那以后，来自世界各地的富有创新和敬业精神的教师和考官为国际文凭课程项目的发展发挥了重要作用。



4.1.1 IB Mission Statement IB 使命宣言

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

国际学士学位旨在培养求知、知识渊博、关怀他人的年轻人，通过跨文化理解和相互尊重，为创造一个更美好、更和平的世界贡献力量。

To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

为此，该组织与学校、政府和国际组织合作，开发具有挑战性的国际教育项目并对此进行严格的评估。

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

这些项目旨在鼓励世界各地的学生成为积极的、富有同情心的终身学习者。对于与自身不同的观点，求同包容。

4.1.2 How the IB defines international education? IB 如何定义国际教育？

- Developing citizens of the world in relation to culture, language and learning to live together 从文化、语言、学习以及包容开放等方面培养世界公民
- Building and reinforcing students' sense of identity and cultural awareness 培养和加强学生的自我认知和文化认知
- Fostering students' recognition and development of universal human values 培养学生对人类普遍价值观的认识和发展
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning 激发好奇心和求知欲，发现和享受学习的乐趣
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas 使学生具备独立或合作学习的能力以获取知识和技能，并在广泛的领域应用技能和知识
- Providing international content while responding to local requirements and interests 与国际接轨的同时，遵守当地政府要求
- Encouraging diversity and flexibility in teaching methods 鼓励教学方法的多样性和灵活性
- Providing appropriate forms of assessment and international benchmarking 提供适宜的评估形式及国际基准

4.1.3 The Programmes At-a-Glance 课程概览

The PYP, MYP and DP Programmes form a coherent sequence of education by promoting the education of the whole person through an emphasis on intellectual, personal, emotional, and social growth.

通过 PYP、MYP 和 DP 连续性的课程项目，培养智力、人格、情感和社会成长，促进全人教育。

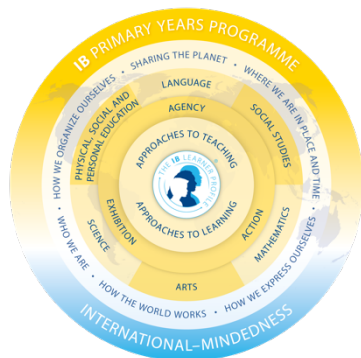
The education of the whole person is evident in all domains of knowledge, involving the major traditions of learning in languages, humanities, sciences, mathematics, and the arts in all three programmes.

全人教育的重要性在所有知识领域都是显而易见的，这包含在三个课程项目中的主要传统科目的学习—语言、人文、科学、数学和艺术。

All three programmes: 三个课程项目：

- Require study across a broad range of subjects drawing on content from educational cultures across the world 要求学习广泛的世界各地的教育文化的学科
- Give special emphasis to language acquisition and development 重视语言的习得和发展
- Encourage learning across disciplines 鼓励跨学科学习
- Focus on developing the skills of learning 专注培养学习技能
- Include, to a varying extent, the study of individual subjects and of transdisciplinary areas 单学科跨领域不同层次的学习和研究
- Provide students with opportunities for individual and collaborative planning and research 包含为学生提供个人的或合作的研究项目的机会
- Include a community service component requiring action and reflection 社区服务的行动与回顾

4.1.3.1 Primary Years Programme (PYP) 小学课程项目 (PYP)



The PYP is designed for students aged 3 to 12. Through the inquiry-based transdisciplinary framework learners develop skills and knowledge. The Programme challenges students to develop independence and be active participants in their learning journey. PYP 是为 3 到 12 岁的学生设计的，其通过探究性的跨学科框架，发展学习者以学科为基础的技能 and 知识。该项目侧重发展学生的独立性，并积极地参与到自身的学习旅程中。

4.1.3.2 Middle Years Programme (MYP) 中学课程项目 (MYP)

The MYP is designed for students aged 11 to 16. It provides a framework of learning which encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world. It fosters the development of skills for communication, intercultural understanding and global engagement, qualities that are essential for life in the 21st century.



MYP是为11至16岁的学生设计的，它提供了一个学习框架，鼓励学生成为创造性、批判性和反思性的思考者。MYP侧重智力发展，鼓励学生将传统学科的学习与现实世界联系起来。其促进了沟通技能、跨文化理解和全球参与，这些素质对21世纪的生活至关重要。

4.1.3.2 Diploma Programme (DP) 大学预科项目 (DP)



The DP is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional, and physical well-being of students. The Programme has gained recognition and respect from the world's leading universities.

4.1.4 The learner groups believe in communities.

DP是一个学术上具有挑战性和平衡性的教育方案并包含最终考试，为16至19岁的学生设计，该课程项目的设置旨在发展学生智力、社交、情感和身体素质，最终在大学和未来的生活取得成功。该课程项目已获世界一流大学的认可。

国际文凭学习者培养目标列举

特质，可以帮助个人和集体成为当地、国家以及全球社区负责任的成员。

积极探究
知识渊博
勤于思考
善于交流
坚持原则
胸襟开阔
懂得关爱
勇于尝试
全面发展
及时反思



积极探究
知识渊博
勤于思考
善于交流
坚持原则
胸襟开阔
懂得关爱
勇于尝试
全面发展
及时反思

4.2 Language Learning 语言学习

UISG recognizes that language acquisition and proficiency are instrumental to the success of our students. In accordance with our mission statement, language development addresses each student's social, emotional, and intellectual needs to prepare each child for life in a multilingual, multicultural world. Teaching and learning language at UISG are inherent in all subject areas and all teachers are language teachers, regardless of discipline or year level. UISG supports the development of each child's mother tongue language and additional languages.

UISG 认识到语言习得和熟练程度是学生成功的重要一环。正如我们的使命和愿景所言，语言发展满足了学生的社会、情感和智力需求，让我们的学生在这一个多语言、多元文化的世界生活做好准备。UISG 的语言教学是所有学科领域的固有属性，任何学科或年级的教师都是语言教师。UISG 支持母语和其他语言的学习。

4.2.1 Mother Tongue Languages 母语课程项目

Mother Tongue languages are offered to students as appropriate. Eligible students can enrol in Mother Tongue Language programmes in:

本校酌情提供母语课程。符合条件的学生可就读下列母语课程：

Primary 小学

English, Chinese, Korean, Japanese, German and French from K2-Y5 level.

2-5 年级母语课程：英语、汉语、韩语、日语、德语、法语。

Secondary 中学

English, Chinese, Korean, Japanese, Spanish, German and French from Y6-12

6-12 年级母语课程：英语、汉语、韩语、日语、西班牙语、德语和法语。

4.2.2 English as an Additional Language (EAL) 英语提升课程 (EAL)

At UISG we appreciate that most students have learned English as an additional language and that their level of proficiency in English varies according to each individual student. English is the shared academic language of the school, and our aim is to support the development of English for each student in the best way possible.

在 UISG，英语是大多数学生的第二语言，学生们的英语熟练程度因人而异。英语是学校的授课语言，学校目标是以最优的方式来支持每个学生的英语学习和发展。

In Primary, all teachers support English language learners with the guidance of the Primary English Language Coordinator.

在小学，所有教师在小学英语协调员的指导下支持英语学习者。

English classes in Secondary are grouped by MYP language acquisition phases (ability). As English proficiency improves students are moved to more appropriately challenging classes. Class movement can only happen at the end of semester or end of year. Students who are phase 4 and below receive extra English classes.

中学英语课程按 MYP 语言习得阶段(能力)分组。随着英语水平的提高, 学生将学习更具挑战的课程。班级调配只在学期末或学年末进行。第四阶段及以下的学生将接受额外的英语授课课程。

4.2.3 Additional Languages 其他语言

In Secondary, once MYP students have an English proficiency of phase 5 or above they can study an additional language (Chinese, French or Spanish). Students who “phase up” in to phase 5 in Year 9 or 10 do not start a third language. Students in the DP can take up to three languages as part of their Diploma studies.

在中学阶段, 一旦 MYP 学生的英语水平达到第 5 阶段或以上, 学生就可以选修一门额外的语言(中文、法语或西班牙语)。九年级或十年级进入第五阶段的学生将不学习第三语言。在 DP 课程阶段, 学生可至多选择三种语言的学习。

4.3 Academic Integrity 学术诚信

All students are expected to act with integrity in academic and non-academic contexts. Students are encouraged to use the designated reference system (MLA 9). We hope that in their years in school students will have learned the meaning of academic integrity, which means that everything submitted for assessment, such as all homework, coursework and exam answers must be the student’s own work. It means that every time a student uses someone else’s words or ideas they must acknowledge or reference them.

无论在学术和非学术方面, 我们期待所有的学生的行为都是正直诚信的。我们鼓励学生使用指定的 MLA9 参照系统, 并希望学生在校时光中能明白何为学术诚信。这也意味着, 学生所提交的被评估内容包含作业, 课程作业以及考试答案都必须是学生自行完成的。这同时意味着, 每当学生使用了他人的想法或其他内容时, 他们必须承认/引用它。

Malpractice most commonly involves collusion or plagiarism. However, there are other ways in which a candidate may be in breach of regulations.

舞弊最常见的是串通或剽窃。然而, 在其他方面也可能会违反规定。

The following are some examples of actions involving misconduct by students:

以下是一些学生不当行为的示例:

- Plagiarism – present the work of someone else as your own (copying from a published source without giving credit)
剽窃—将他人的作品视为自己的作品(抄袭已发表的作品而未注明出处)
- Collusion – to knowingly share your assessment work with another student – both students are considered at fault
串通—在双方知情的情况下, 学生相互串通进行作业评估—双方学生都将被认定存有不当行为
- Duplicate work to meet the requirements of more than one assessment component
提交重复的作品, 以应对多个评估作业
- Make up data for an assignment
作业数据造假
- Impersonate another candidate (student)
冒充他人(学生)
- Forge the signature of a teacher, parent, or fellow student
伪造老师、家长或同学的签名
- Hand in work completed by another student or a tutor.

提交其他学生或导师完成的作业

- Using AI (Artificial Intelligence) to create your assignments.
使用人工智能 (AI) 创建作业。
Specifically, regarding examinations, a student's misconduct may include:
具体来说, 关于考试, 学生的不当行为可能包括:
- Stealing examination papers
偷窃试卷
- Using an unauthorised calculator during an examination.
在考试中未经许可使用计算器
- Taking unauthorised material into an examination room
将未经许可的资料带入考场
- Disrupting an examination by an act of misconduct, such as distracting another candidate
扰乱考试的不当行为, 如干扰其他考生
- Exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination
交换、协助或试图协助传递与考试有关的信息
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
不遵从监考人员或其他考试人员的指示

The school subscribes to www.turnitin.com and teachers can scan student work for plagiarism against all material on the internet, other student work (including that of students at other schools and universities) and a large volume of published material that has been converted to an electronic format to allow cross checking. As a result, students must learn to document and acknowledge sources of their research correctly. They must process their sources and integrate them appropriately into knowledge meaningful to themselves.

为防止剽窃, 学校订阅了www.turnitin.com, 教师扫描学生作品上传至该网站, 以交叉比对互联网上所有材料和其他学生作品(该网站同时也包含其他学校和大学的学生作品), 大量的已转换为电子格式的出版物。学生必须学会承认和正确记录研究来源。资源须经适当的处理, 并将其整合成有意义的知识。

It is the responsibility of all teachers to assist students in learning about correct academic honesty practices to ensure that students know the correct, age-appropriate methods for documenting the works of others. Breaches in academic integrity will be investigated first by teachers to determine if students knowingly committed an act of academic malpractice. Individual cases can be forwarded to Heads of Department, IB Coordinators and/or Heads of Section.

所有教师都有责任帮助学生认知正确的学术诚信行为, 以确保学生知道正确的、适龄的方法借鉴引用他人的作品。对于违反学术诚信的行为, 将首先由教师进行调查, 以确定学生在进行该行为时, 是否已认知此行为为学术不端。个案将提交至学科主管、IB 协调员和/或中学校长进行处理。

The school's MYP and DP coordinators must inform the International Baccalaureate Organisation (IBO) if s/he identifies any malpractice in relation to a candidate's submission of externally marked pieces such as examinations, e-assessments, Internal Assessments, World Literature Essays, TOK Essays, Extended Essays, and MYP assessed work in Year 10 (including the Personal Project), when the final draft is completed and the candidate has signed the cover sheet stating that the work is their own. If the school has found evidence of plagiarism, such evidence will be communicated to

the IBO. Also, when an examiner, or the IBO, suspects malpractice, the school is required to investigate and provide the IBO with relevant documentation concerning the case.

在任何涉及提交第三方的作品，如在考试，e-assessments、内部评估、世界学术论文、TOK 论文、扩展论文和 Y10 MYP 评估作品，包括个人项目中，当最终草稿完成且考生在封面上签名声明作品是其自身完成时，如学校协调员发现考生有任何不端行为（如剽窃）的证据，将通知国际文凭组织(IBO)。此外，当考官或国际文凭组织怀疑存在舞弊行为时，学校必须进行调 查，并向国际文凭组织提供相关文件。

4.4 Service Learning 服务式学习

Service learning is a core element of IB programmes. Students must complete this component to successfully finish both the MYP and DP Programmes. Action (learning by doing and experiencing) is a key component in constructivist models of education, including the kind of teaching and learning common to all IB programmes.

服务式学习是 IB 课程的核心元素，学生必须完成这个部分，才能成功完成 MYP 和 DP 课程。行动(通过实践和体验学习)是教育模式的关键组成部分，这在所有 IB 教学和学习中也是共通的。

Through responsible action, tightly connected with sustained inquiry and critical reflection, students develop the attributes described by the IB learner profile, these are essential for success in future academic pursuits and becoming a responsible global citizen. The service as action continuum is summarized by the following diagram:

通过采取负责任的行动，将孜孜不倦的探究和批判性的反思紧密联系，学生在这其中发展 IB 学习者的相关元素，这是成功的学术追求和成为一个负责任的全球公民的必要条件。服务式行动总结如下图：

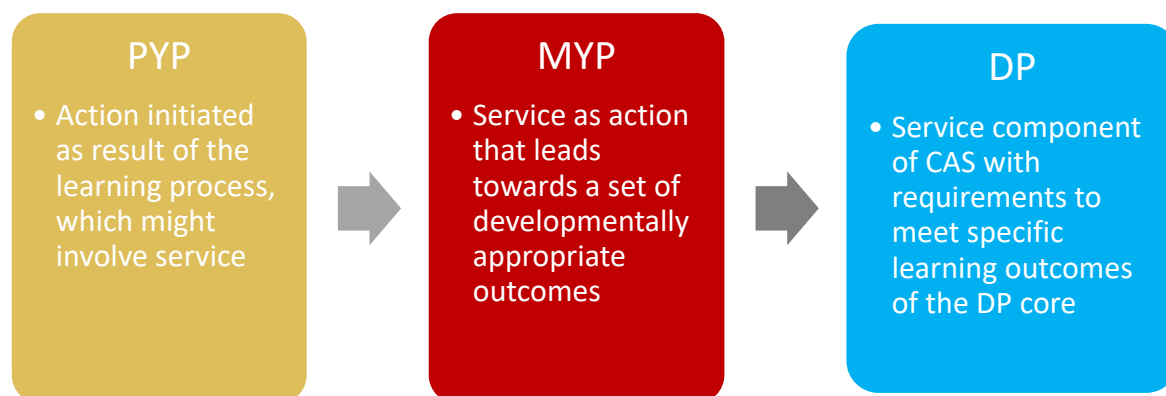


FIGURE 1: ADAPTED FROM MYP: FROM PRINCIPLES INTO PRACTICE (MAY 2014: 23)

4.4.1 Service in the MYP MYP_课程中的服务行动

As part of the MYP Programme, each child will complete a Service as Action (SA) component. By developing the Service as Action programme at UISG, education becomes relevant, as classrooms extend to the larger community.

作为 MYP 课程一部分，您的孩子将需完成服务式行动(SA)部分。通过在 UISG 进行的服务式行动，将教育范围从教室延伸至更大的社区。

- Our students benefit socially, academically, and emotionally from SA, developing skills and appreciating the value of civic responsibility, and applying what they have learned in the classroom and sharing their interests.
学生们从服务式学习中，在社会交往、学术和情感方面受益。发展相关技能，明白公民责任价值的重要性。运用课堂所学知识，分享所得。
- Our parents benefit by finding new paths for conversation and involvement in their child(ren)'s education and by supporting service learning at UISG.
家长们在支持服务式学习教育的过程中找到与孩子新的对话途径
- Our community benefits by receiving much needed help from the UISG community.
社区群体将从 UISG 社区获得相关帮助
- Our staff members benefit by finding themselves professionally energised by collaborating with their colleagues and community partners to develop exciting curricula.
我们的员工通过与同事和社区合作伙伴合作开发的课程，从中受益并活用专业

What is Service?

什么是服务？

Service as action is a research-based approach to teaching and learning in which students use academic knowledge and skills to address genuine community needs based on their own interests, providing structured time for reflection on the service experience.

服务式行动是一种以研究为基础的教学方法，学生利用学术知识和技能，根据自己的兴趣，解决社区需求，并花时间对自身进行的服务回顾与反思。

What is not Service?

什么不能算作服务？

- Any activity that provides material rewards such as money, gifts, or services.
任何提供物质奖励（如金钱、礼物或其他服务）的活动
- Household chores or babysitting.
做家务或照看小孩
- Any activity associated with involvement, expectations or requirements of another affiliation or work experience that only benefits the student.
只对学生有利的参与，对另一方有所要求或要求工作经历的任何活动
- An activity where there is not a leader or approved responsible person on-site to evaluate and confirm student performance and safety.
在活动中，没有领导或经批准的负责人在场评估和确认学生的表现和安全

Types of activities

活动形式

If you are not sure about where to start with your SA programme, the list of suggestions below will provide some ideas:

如果你不确定从哪里开始你的 SA 计划，下面的建议将为您提供一些想法：

- Helping children and schools
为孩子和学校提供援助
- Helping senior citizens
帮助老年人
- Reducing crime and promoting safety
减少犯罪促进安全

- Promoting school community enhancement
促进学校社区发展

Important information – Fundraising (money or goods)

筹款须知（资金或物品）

So, you have decided you want to complete a fundraising activity. That could be great, BUT it is important that you consider the following:

如果，你决定要完成一项筹款活动。这很好，但重要的是，你需要考虑以下几点：

- Is there a need to raise money or goods in this situation?
在该情况下是否需要筹集资金或物品？
- Am I raising the money or asking for the goods in an appropriate way?
我是否以恰当的方式筹集资金或所要求的物品？
- Am I going to be publicly asking others to donate?
我将公开呼吁捐款吗？

Curriculum-related service

课程相关联服务

Every year in the Middle Years Programme, students have the opportunity of experiencing at least one service-related unit of inquiry. This means that students will be guided by their teachers to find ways in which they can apply what they know and what they learn to address authentic needs within the community. For example, in science, students may become more aware of the ways in which they use water and develop a personal action plan to reduce their water waste.

在 MYP 课程中，学生每年都有机会接触到一个或以上社会服务相关的单位。这意味着学生将在老师的指导下找到方法，运用他们所知所学来满足社区内的真正需求。例如，在科学课上，学生可能意识到水的使用方式，并制定个人行动计划来减少他们的水浪费。

Requirements

要求

In the MYP and the DP, Service as Action (SA) and CAS are a requirement for each year of the programmes. Students must meet their school's requirements to be eligible for the IB MYP Certificate and the IB Diploma.

在 MYP 和 DP 课程中，服务式行动和 CAS 是每一年的项目要求。学生必须达到学校要求，以获取 IB MYP 证书和 IB 文凭证书。

Learning Outcomes

学习成果

There are seven learning outcomes for service.

服务包含七种学习成果。

With appropriate guidance and support, MYP & DP students should, through their engagement with service as action/CAS:

在适当的指导和支持下，MYP&DP 学生应通过参与服务式行动/CAS：

- Become more aware of their own strengths and areas for growth
更加了解自己的优势和成长空间
- Undertake challenges that develop new skills
接受挑战，培养新技能
- Discuss, evaluate, and plan student-initiated activities
讨论，评估和计划学生发起的活动

- Persevere in action
坚持行动
- Work collaboratively with others
与他人协同合作
- Develop international mindedness through global engagement, multilingualism and intercultural understanding
通过全球参与、多语言和跨文化理解发展国际意识
- Consider the ethical implications of their actions
从道德层面出发，对付诸的行动进行思考

Requirements per year level

各年级要求

Students will engage in a challenging SA programme that meets at least the minimum requirements as detailed in the table below, for each year level. An individual plan will be made at the beginning of the year and agreed upon with the SA Coordinators.

参加具有挑战性的 SA 课程，各年级的学生需满足下表详列的最低要求。个人计划将在学年初制定，并与 SA 协调员达成一致。

Learning outcomes 学习成果	Y6/7	Y8	Y9	Y10
Awareness 认知	X	X	X	X
Challenges and new skills 挑战和新技能	X	X	X	X
Initiative 主动性	X	X	X	X
Perseverance 坚持不懈		X	X	X
Collaboration 合作			X	X
Global value 全球意识				X
Ethics 道德				X

More specific details will be provided by the SA Coordinators to students and parents.

详情将由 SA 协调员为学生和家长进一步提供

- Years 6-8 SA Coordinator: Mr Chema Roura, jroura@uisgz.org
Y6-Y8 SA 协调员 Chema Roura, jroura@uisgz.org
- Years 9-10 SA Coordinator: Ms Frederique Lemesle, flemesle@uisgz.org
Y9-10 SA 协调员 Ms Frederique Lemesle, flemesle@uisgz.org

Irrespective of their academic performance, failure to complete the Service requirements of the MYP programme will result in a student not being awarded the MYP Certificate by the IB. Parents are notified on the end of year reports if a student has completed the Service requirements for the year.

不论学生的学术成绩如何，如果学生未能完成 MYP 课程的服务要求，将无法获得 IB 颁发的 MYP 证书。如果学生已完成该学年的服务要求，在学生年末报告中将通知家长。

4.4.2 Creativity, Activity, Service (CAS) in the Diploma Programme

大学预科课程中的创意，活动，服务（CAS）

Creativity, Activity, Service (CAS) is at the heart of the Diploma Programme. It is one of the three core elements in every student's Diploma Programme experience. It involves students in a range of activities alongside their academic studies throughout the Diploma or Courses Programme. CAS encourages students to be creative, active, and keen to serve others. The emphasis is on experiential learning through participation, experience, and reflection.

创新、活动、服务(CAS)是大学预科课程的核心，也是每个学生在大学预科课程阶段所经历的三个核心要素之一。它包含了学生在整个大学预科课程或学业外的一系列活动。CAS鼓励学生具备创新思维，积极主动，乐于助人，其重点是通过参与，体验和反思回顾从实践经验学习。

The three strands of CAS

CAS 三要素

CAS is organized around the three strands of creativity, activity and service defined as follows:

CAS 是围绕创造、行动和服务三个部分构成的，定义如下：

- Creativity—exploring and extending ideas leading to an original or interpretive product or performance
创造—探索和扩展思维引出生成原创性或说明性作品或表现
- Activity—physical exertion contributing to a healthy lifestyle
行动—体力消耗有助于健康的生活方式
- Service—collaborative and reciprocal engagement with the community in response to an authentic need
服务—协作和互惠参与响应社区真实需要

(IB CAS guide, 2015)

Universities like to see a wide range of activities on a student's application along with their academic results. Each student's CAS portfolio shows their individual talents, commitment to others and an ability to apply their academic knowledge to the real world. Therefore, it is worth giving some thought to which major projects a student will undertake as part of their CAS programme.

学生申请中，各个大学不仅期望看到他们的学术成绩，还有各种各样的活动。每个学生的CAS作品集展示了他或她的个人天赋、行动力、以及将其所学应用于现实生活的能力。因此，需要考虑学生将在CAS项目中主要承担哪些项目。

CAS enables students to enhance their personal and interpersonal development through experiential learning. At the same time, it provides a counterbalance to the academic pressures of the rest of the Diploma Programme.

CAS使学生通过体验式学习发展个人和人际关系能力。同时，它也在大学预科课程中起到平衡学术压力的作用。

Student Responsibilities

学生职责

- Self-review at the beginning of your CAS programme and set personal goals for what you hope to achieve through your CAS programme
在你的CAS计划开始前进行自我评估，并为你希望通过CAS计划设定个人目标
- Plan, do and reflect (plan activities, carry them out and reflect on what you have learned)
计划，行动，反思和回顾(计划活动，执行它们，并反思回顾你所学到的)

- Undertake regular reviews with the CAS advisor and/or coordinator
与 CAS 顾问或协调员定期审查
- Take part in a range of activities, including at least one project, some of which you initiate yourself
参与一系列的活动，至少包含一个项目，其中一些是你自身发起的
- Keep records via ManageBac of your activities and achievements, including a list of the principal activities undertaken
通过 ManageBac 保存活动和成就的记录，包括已展开的主要活动的清单
- Show evidence of how you have achieved the seven CAS learning outcomes
证明自己是如何取得七项 CAS 学习成果的
- Complete three mandatory CAS interviews in order to pass the Diploma Programme
完成三次 CAS 访谈以通过大学预科课程项目

The CAS Learning Outcomes

CAS学习成果

As a result of your CAS experience, including your reflections, there should be evidence that you have:

总的来说，作为你 CAS 体验的成果，其中包含你的反思与回顾，应该有证明表明你有：

- **Learning outcome 1 - Identify own strengths and develop areas for growth.**
学习成果 1—确定自身优势，发展相应的领域
You are able to see yourself as an individual with various skills and abilities, some more developed than others, and understand that you can make choices about how you wish to move forward.
你可以把自身看作是一个拥有各种技能和能力的个体，其中一些技能和能力比其他更具优势，自身知道可以选择如何向前迈进。
- **Learning outcome 2 - Demonstrate that challenges have been undertaken, developing new skills in the process.**
学习成果 2—证明在这个过程中接受了挑战，并发展了新的技能
A new challenge may be an unfamiliar activity, or an extension to an existing one.
一个新的挑战可能是一项不熟悉的活动，或者是现有活动的扩展。
- **Learning outcome 3 - Demonstrate how to initiate and plan a CAS experience.**
学习成果 3—论证如何发起和策划 CAS 项目
Planning and initiation will often be in collaboration with others. It can be shown in activities that are part of larger projects, for example, ongoing school activities in the local community, as well as in small student-led activities.
策划和发起通常是与他人合作进行。这也可以在较大的一些活动项目中体现出来，例如在当地社区举行的学校活动，以及由学生领导组织的小型活动。
- **Learning outcome 4 - Show commitment to, and perseverance in, CAS experiences.**
学习成果 4—表现对 CAS 项目的承诺和恒心
At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise during the activities.
最基本的是，定期参与，处理活动过程中出现的问题并承担相应责任
- **Learning outcome 5 - Demonstrate the skills and recognize the benefits of working collaboratively.**

学习成果 5—展示相关的技能，并认识到协作发展的益处

Collaboration can be shown in many different activities, such as team sports, playing music in a band, or helping in a kindergarten. At least one project, involving collaboration and the integration of at least two of creativity, activity, and service, is required.

协作可以体现在许多不同的活动中，如团体运动，乐队演奏或在幼儿园帮忙。

在其中一个项目上，涉及到创新，行动，服务中协作与集成的两个方面，是必须的。

- **Learning outcome 6 - Demonstrate engagement with issues of global significance.**

学习成果 6—参与全球性问题，并作展示

You may be involved in international projects but there are many global issues that can be acted upon locally or nationally (for example, environmental concerns, caring for the elderly).

你可参与国际项目，有许多全球性的问题可以在当地或国家采取行动(例如，环境问题，照顾老人)。

- **Learning outcome 7 - Recognize and consider the ethics of choices and actions.**

学习成果 7—从道德层面进行认知，选择并行动

Ethical decisions arise in almost any CAS activity (for example, on the sports field, in musical composition, in relationships with others involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisors.

伦理决策几乎出现在 CAS 的任何活动中(例如，在体育领域，在音乐创作，在服务行动中与其他人的关系)。思考伦理问题的证明可以从多种方式显现，包含在日志条目或与 CAS 顾问的对话中。

IB CAS guide, 2015

Failure to complete the CAS requirements of the programme will result in a student not being awarded an IB Diploma by the IBO, irrespective of the total number of points they have earned in their academic subjects through internal assessment and the May exams. Successful completion of CAS is also an internal requirement of UISG for High School Graduation.

如果学生未能完成 CAS 课程的要求，无论他们的内部评估和 5 月考试获得的学术科目总分数如何，都将无法获得国际文凭组织颁发的 IB 文凭。成功完成 CAS 也是 UISG 高中毕业的要求。

4.5 External Assessments 公开考试

To ensure that our curriculum meets the highest standards, UISG supports internal assessment methods by externally assessing students' progress throughout the three IB programmes. This is done through the NWEA MAP (Measures of Academic Progress) Testing and the International Baccalaureate Organisation (IBO).

为了确保我们的课程达到最高标准，UISG 内部评估方法，是通过外部的评估——NWEA MAP 系统(学业成长评估测验)和国际文凭组织 (IBO)，衡量学生在三个 IB 课程体系中的学习进步。

4.5.1 Measures of Academic Progress (MAP) 学业成长评估测验

Measures of Academic Progress (MAP) is a computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning and make student-focused, data-driven decisions.

学业成长评估测验(MAP)是一个计算机化的适应性评估程序,该程序为教育者提供他们需要的信息,以改进教学,并做出以学生为中心、数据驱动的决策。

Students will be tested in mathematics, language usage and reading. We use the growth and achievement data from MAP to develop targeted instructional strategies and to plan school improvement.

学生将接受数学、语言运用和阅读方面的测试。学校使用 MAP 的相关数据制定针对性的教学策略和计划并进行改进。

Quick MAP Facts MAP 快讯:

- Generates test questions based on student responses.
根据学生的回答生成测试问题
- Measures growth over time.
随着时间推移,评估相对应也会增长
- Is one test at one point in time. It does not measure intelligence or a student's capacity for learning.
MAP评估仅作为当下测试的参考,不衡量智力或学生的学习能力
- Provides information used to target individual instruction.
提供目标个人信息,予以进一步指导

Student MAP Scores

学业成长评估测验成绩

Student MAP testing results are reported in RIT scores (short for Rasch Unit). A RIT score is an estimation of a student's instructional level and measures student progress or growth in school. You may have a chart in your home on which you mark your child's height at certain times, such as on their birthday. This is a growth chart to show how much your child has grown from one year to the next. MAP assessments measure growth in a similar way, except they measure your child's growth in mathematics, reading, and language usage. The RIT scale is an equal-interval scale much like meters and centimetres on a yardstick. It is used to chart your child's academic growth from year to year. This type of score increases the value of the tests as a tool to improve student learning because it enables teachers to pinpoint what students have learned and what students are ready to learn.

学生 MAP 测试结果以 RIT 成绩(RaschUnit 的缩写)报告输出。RIT 成绩是对学生学业水平的评估,衡量学生在学校中的进步或成长。您的家中或有一张增长图表,它用来标出孩子在特定时间(比如孩子的生日)的身高,用以记录和衡量孩子从今年到下一年长高了多少。MAP 评估的作用也是如此,其用来衡量孩子在数学,阅读和语言使用方面的成长。RIT 参照是一种等间隔尺度,类似码尺上的米和厘米的关系。它被用来绘制您孩子每年的学业成长图表,作为衡量学生在学习进程中工具,测试和分数帮助教师能够查明学生已经学习了什么,学生准备学习什么。

How are tests given?

测试如何进行?

In UISG students take the MAP test on their own devices. The test adjusts to a student's skill level so that each student takes an individualized test.

UISG 学生在自用设备上进行 MAP 测试,该测试根据学生的技能水平进行调整,使每个学生都参加个性化的测试。

4.6 Transitioning between Programmes 课程过渡

UISG recognizes that in addition to the demands of the IB programmes and living overseas, Secondary students experience a continuation of physical, emotional, psychological, social, moral and intellectual developments. For many students, living in China requires a transition to a new country, a new culture and for many a new language. UISG supports students through this transition. UISG认识到除了IB课程和海外生活的需求，中学生经历身体，情感，心理，社会，道德和智力的发展的延续。对UISG许多学生来说，在中国生活需要一段过渡期，去适应一个新国家的生活方式以及一种新的文化，对许多人来说，还需要学习一门新的语言，UISG会支持并帮助学生度过这个时期。

Transition from PYP to MYP is supported by an induction programme towards the end of Semester 2. The Year 5 students are welcomed to the Secondary School and have the opportunity to find out more about the MYP and to experience a range of lessons in different subjects over an integrated programme. Students follow a secondary timetable and are introduced to the different MYP subject groups. Parents are invited to the school for a transition information session.

从PYP到MYP的过渡，由第二学期终段进行的PYP到MYP的指引项目提供支持。五年级的学生将到中学部，了解更多关于MYP课程项目的信息，体验不同学科的课程。学生将根据中学部的上课时间表，到不同的MYP学科组进行体验。家长也将被邀请到学校参加PYP到MYP课程过渡的信息会议。

Transition from MYP to DP in the Secondary School includes:

从MYP到DP课程项目的过渡包含：

- Information on the IB Diploma and IB Courses Programmes
关于IB文凭和IB课程项目的信息
- University Counselling and career profiling
大学咨询和职业规划
- Subject presentations and taster presentations
主题陈述及座下评论员陈述
- Sharing and dialogue between teachers
与教师之间的分享和对话
- Information sessions with students and parents
家长和学生间的信息会议
- A Year 10 to 11 transition week.
10年级到11年级的过渡A周

4.7 Graduation & Awards Ceremonies 毕业及证书颁发典礼

4.7.1 Early Years Graduation Ceremony 幼儿园毕业典礼

This event takes place in early June. It is designed to recognise achievements of our students completing their final year of Early Years.

幼儿园毕业典礼通常在六月初举行，该毕业典礼能帮助我们的学生认识到他们已经成功的完成了幼儿园阶段的最后一个学年，并获得了成长。

4.7.2 PYP Graduation Ceremony PYP_毕业典礼

This event takes place in early June. It is designed to recognise achievements of students completing their final year of the Primary Years Programme and all its requirements.

PYP 毕业典礼通常在六月初举行，该毕业典礼能帮助我们的学生认识到他们已经成功的完成了小学课程项目阶段的最后一个学年，并完成了所有相关要求。

4.7.3 MYP Awards Ceremony MYP 毕业典礼

This event takes place in June following the completion of the Middle Years Programme. It is designed to provide an opportunity to recognise the achievements of Middle Years students.

MYP毕业典礼在学生们完成MYP课程后的六月举行，该毕业典礼让MYP的学生们认识到自己在MYP课程项目中所取得的成就。

4.7.4 UISG High School Diploma Graduation Ceremony UISG 高中毕业典礼

Year 12 Graduation, the final formal event of the Diploma Programme, takes place each year on the last Saturday in May. The event is separated into two parts: the Graduation Ceremony, to which parents, families, and members of the teaching staff are invited; and a banquet, which follows the ceremony. This event is a social gathering for the graduates, their families, and the Year 12 teaching staff. Additional tickets are available for purchase by students or teachers.

该典礼是 12 年级学生最后一次的正式活动，通常在学年 5 月的最后一个星期六举行，活动分为两个部分，毕业典礼及晚宴。家人亲朋以及其他教职员工都将被邀请参与。毕业典礼后，将举行晚宴，该晚宴是毕业生，家长和 12 年级老师们的一次社交聚会。老师和学生们可通过购买额外的票邀请其他人参加该晚宴。

4.8 Graduating from UISG 毕业

Graduation from UISG is an internally assessed, but externally regulated, High School Programme that is awarded to each student at the culmination of their Secondary education. Students can graduate with certificates:

从 UISG 毕业是经过内部评估和外部审核，授予每个学生高中课程证书的中学教育的高潮。毕业生将获得以下证书：

- High School Diploma
高中文凭证书
- High School Certificate
高中证书

The level of Graduation awarded is dependent on the following criteria:

毕业证书的授予取决以下标准：

- Attendance level
出勤率
- Achievement levels on Year 12 Semester 1 and 2 reports
12 年级第一和第二学期的学业水平报告
- Successful completion of CAS requirements
成功完成 CAS 项目

5.0 Primary Specific Information 小学信息

5.1 Primary Years Programme PYP 课程

The PYP is designed for students aged 3 to 12. Through the inquiry-led transdisciplinary framework learners develop subject-based skills and knowledge. The programme challenges students to develop independence and be active participants in their learning journey.

PYP (小学课程项目)是为3到12岁的学生设计的,通过探究性的跨学科框架,学习者发展以学科为基础的技能 and 知识,学生在其中发展其独立性并积极参与到学习旅程中。

The PYP requires all teachers in the Primary to plan units of inquiry and learning engagements collaboratively around six transdisciplinary themes (four in K-K2). The collaboration facilitates a carefully thought-out and sequential development of concepts, skills, knowledge, and attitudes, while the organising themes provide both students and teachers with a rich and inviting learning environment in which they can explore. In brief, the six transdisciplinary themes are: Who we are; Where we are in place and time; How we express ourselves; How the world works; How we organise ourselves; and Sharing the Planet.

PYP 要求所有小学教师围绕六个跨学科主题 (K-K2 四个跨学科主题) 共同进行学习单元规划。合作促进了主题概念、技能、知识和态度的深思熟虑和循序渐进,而主题架构为学生和教师提供了一个丰富和吸引人的学习环境,让他们可以探索其中。简而言之,六大跨学科主题是:我们是谁;我们所处的位置和时代;我们如何表达自己;世界是如何运转的;我们如何管理规划自我;共享地球。

In the PYP, students are taught to understand that learning is about asking questions and discovering answers, which in turn may generate new and perhaps more complex questions in need of exploration. Our teachers work with students through this programme of guided inquiry, they also help students understand what their relationship and responsibility is towards what they are learning. The IB Learner Profile is central to the PYP and describes the attributes that are valued in all learners; students as inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, caring, open-minded, balanced and reflective.

在 PYP 中,学生被教导,并理解学习是提出问题和发现答案的,反过来也即是说,在这个过程中,可能产生新的,更复杂的问题,需要进一步探索。老师通过课程中的指导探究模块与学生一起进行探索,同时老师们帮助学生认识到,学生和老师的关系和责任是什么,基于他们学习的内容。PYP 围绕 IB 学习者为核心进行,并在其中阐明了所有学习者所重视的属性,即探索,思考,交流,勇于开拓,知识渊博,原则性,具有同理心,开放性思维,全面发展和自我反思。

5.2 The Primary School Day 小学日常

Lesson	Start	Finish	Length
Registration & Class Meeting	08:20	08:50	30 minutes
1	08:50	09:30	40 minutes
2	09:35	10:15	40 minutes
Break	10:15	10:40	25 minutes
3	10:45	11:25	40 minutes
4	11:30	12:10	40 minutes

Lunch/Break	12:10	13:00	50 minutes
Homeroom	13:05	13:35	30 minutes
5	13:40	14:20	40 minutes
6	14:25	15:05	40 minutes
Homeroom	15:10	15:20	10 minutes

Homeroom teachers share timetables with parents early in the year, detailing regular sessions and specialist lessons such as Physical Education, Music, and Art.

在学年开始，班主任会将课表分享给家长，详述常规课程以及一些特别课程诸如体育，音乐和艺术。

Students in the Early Years and Primary classes spend most of their time with their homeroom teacher, but some subjects are taught by specialists. Early Years students in K-K1 will have specialist teaching in: The Arts (Music, and Visual Art), Physical Education, and Chinese. K2-Y5 students will have specialist teaching in: Music, Art, Physical Education, and Mother Tongue languages (French, German, Japanese, Korean or Chinese) or Chinese for beginners/intermediates as appropriate. In the case of an unexpected teacher absence, a qualified teacher will be used as a replacement, this may be one of our teacher certified teaching assistants.

幼儿园和小学的学生大部分时间都是与他们的班主任老师在一起。但有些科目则是由其他专业老师进行授课。K-K1 的幼儿园学生有以下科目由其他老师另外授课，如，艺术（音乐和视觉艺术）、体育、和中文课程。K2-K6 的学生将在音乐，艺术，体育，母语课程（法语，德语，日语，韩语或汉语）进行专业教学。在教师意外缺席的情况下，学校将安排一个合格的教师作为替代，那位教师或是取得相关资质的助教。

5.3 Assessment 评估

To assess our learners effectively teachers use a range of tools and strategies. This ensures that they have an accurate picture of what students can do, what they know and how much they understand. This enables teachers and students to identify next steps and to uncover any areas where additional support may be necessary.

为了有效评估学习者，一系列的工具和策略将会被运用。这使得教师对学生能做什么、了解什么以及学生理解程度有一个准确的了解。在了解过后，教师和学生便能确认下一步应该如何进行，并发现学生是否有或需额外支持的模块。

5.3.1 Student centred assessment 以学生为中心进行评估

Students learn in different ways and each student is unique. Teachers and students plan a range of assessment tasks to provide students with a range of ways in which they can share their learning. The assessment task may take many different forms such as an oral presentation, performance, quiz or written composition.

每个学生学习的方式各不相同，但是，学生们都是独一无二的。教师和学生所设置一系列的评估任务，让学生得以通过多样的方式，分享他们的学习。评估可以采取多种不同的形式，如口头陈述、表演、测验或书面作文。

5.3.2 Self and peer assessment 自我及同伴评估

The development of critical thinking skills is essential for higher order thinking. Taking students beyond just recalling facts, self and peer assessment requires students to reflect upon what they

have seen, heard or done. Students analyse the quality and accuracy of the information produced and consider how improvement can be applied in the future.

批判性思维技能的发展对于更进一步的思考是必不可少的。学生不仅仅是陈述事实，自我评估和同伴评估要求学生他们在他们所看到、听到或做的基础上进一步分析。学生分析产生信息的质量和准确性，并考虑如何在未来应用改进。

5.4 Reporting in Primary 小学报告

5.4.1 Managebac – Documenting Student’s Learning Journey 记录学生学习历程

Managebac is the online platform used for learner portfolios for Kindergarten to Year 5. ManageBac is a reflective tool and a record of a student’s involvement in learning. It is a tool to inform parents of their child’s learning journey, and ManageBac also encourages reflective thinking and allows students to make their learning visible.

ManageBac 是一个在线平台，用于从幼儿园到五年级的学习档案记录，它是一个反思回顾的工具，记录了学生在学习历程中的学习与参与，家长可以从其中了解到孩子的学习历程。该平台让学生的学习变得可视化，也让家长和学生通过这些记录进行反思和思考。

Teachers will ensure that parents have access to their child’s ManageBac portfolio.
教师将确保家长能够访问孩子的 ManageBac 档案。

Parents will be sent instructions via email at the beginning of the school year to enable access to the portfolio on ManageBac. Subsequently, parents will be guided through the process during Year Level Information Sessions (during the first few weeks of the year), including an explanation of their role in the process.

在学年初始，家长将收到关于如何访问 Managebac 的电子邮件。随后，家长将在学级见面会（通常学年开始后的前几周）中得到进一步的指引，其中也会介绍到家长在这一过程中所承担的角色。

5.4.2 Written Reports 书面报告

A formal written report is provided at the end of each semester. This report is electronically generated and is accessible online using the ManageBac system. The report covers all aspects of student development - knowledge, skills, and attitudes - and it reflects on units of inquiry, mathematics, English language as well as single-subjects. This report includes engagement and achievement levels. In addition, students will be reported on their Approaches to Learning (ATLs), which translates to ‘child as a learner’. Reports are published via ManageBac and are available to parents.

每学期末学校都会提供一份正式的书面报告，该报告是电子生成，可通过 ManageBac 系统在线访问。该报告涵盖了学生发展的所有方面—反馈了探究单元、数学、英语和其他单一学科的知识学习、技能获得和学习态度，包含参与度和成绩水平。此外，孩子作为学习者本身，将阐述他们的学习方法(ATLs)。报告通过 ManageBac 发布，家长可登陆查阅。

Progress reports are generated at the end of each Unit of Inquiry for all students in the Primary School. These reports are designed to be a snapshot of each students’ progress within the specific unit of inquiry. These will be shared with parents through Managebac and included in the end of semester formal written report.

在每一探究单元完成时，所有小学生进度报告将会生成。这些报告旨在简要介绍每个学生在特定调查单元中的进展情况。这些内容将通过 Managebac 与家长分享，当然也包含在学期末的正式书面报告中。

5.4.3 Conferences 会议

Conferences are held three times a year. These conferences provide a valuable opportunity to learn about your child's learning, progress, and areas for development. Different conference formats take place during the year which include parent-teacher, parent-teacher-student and student-led.

会议每学年举行三次。这些会议为家长了解孩子的学习、进步和发展领域提供了宝贵的机会。会议以不同的形式举行，如家长-教师会议，家长-教师-学生会议和学生主导的会议。

6.0 Secondary Specific Information 中学信息

6.1 Middle Years Programme 中学课程项目

The IB Middle Years Programme, for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world and become critical and reflective thinkers.

IB 中学课程项目面向 11 至 16 岁的学生，为其提供了挑战性的学术框架，鼓励学生认知和理解传统学科与现实世界之间的联系，成为批判和反思的思考者。

6.1.1 MYP Assessment MYP 评估

Assessment is criterion-referenced, meaning students around the world are measured against pre-specified criteria for each subject group. With each summative assessment, students will be provided with the criteria they are being assessed on at the beginning of the assessment in a rubric. Students should always use this rubric to assess their progress when completing a piece of assessed work.

评估是有相关标准的，因此，世界各地的学生都是按照每个学科组预先设定的标准进行评估的。每次的总结性评估开始前，学生将被告知评估标准。学生在参与评估时，应使用此评估准则来进行自我评估。

Student work is moderated within each department in the Secondary School to ensure that all teachers are rating student work at the same levels.

学生评估工作将在中学各个部门内进行协调，以确保教师的客观评估。

In the final year of the MYP programme, students complete eAssessments and ePortfolios which are assessed and moderated by the IBO. Results are published at the beginning of the following August.

在 MYP 课程的最后一年，学生完成由国际文凭组织（IBO）评估和主持的 eAssessment 和 ePortfolio。考试结果将于 8 月初公布。

Please note that, for transcript purposes, grades are generated based on the culmination of all units completed during Year 10. Grades awarded by the IBO are published on externally recognised Certificates and/or Records of Achievement.

请知悉，就成绩单而言，成绩是根据 10 年级所有单元的成绩计算的。国际文凭组织（IBO）授予的成绩将显示在证书和/或成绩记录中。

6.1.1.1 MYP eAssessment 中学课程项目 eAssessment

MYP eAssessment provides external evaluation for students in MYP in Year 10 (15–16 years old) that leads to the internationally recognized IB MYP certificate. MYP eAssessment represents a balanced, appropriately challenging model that comprises examinations and coursework.

MYP eAssessment 是为 10 年级（15–16 岁）的 MYP 学生提供的外部评估，学生进行评估，进而获取国际认可的 IB MYP 证书。

MYP eAssessment consists of two-hour on-screen examinations in some courses and ePortfolios for other courses. All assessments focus on conceptual understanding and the ability to apply knowledge in complex, unfamiliar situations. They offer robust and reliable assessment of student achievement in the MYP.

MYP eAssessment 包含一些课程的两小时屏幕考试，一些其他课程则进行 ePortfolios 进行评估。所有评估侧重于概念理解和在复杂的、不熟悉的情况下应用知识的能力，为学生的 MYP 成绩提供了强有力和可靠的评估。

<i>On-screen exams</i> 屏幕考试	<i>ePortfolios</i> 电子学档
Language & Literature 语言&文学	Design 设计
Mathematics 数学	The Arts (Music, Drama or Visual Arts) 艺术（音乐，戏剧或视觉艺术）
Integrated Humanities 综合人文	Physical & Health Education 体育健康教育
Integrated Science 综合科学	
Interdisciplinary Studies 跨学科研究	
Language Acquisition 语言习得	
Personal Project 个人项目	

All Year 10 MYP students must complete a Personal Project.

所有 10 年级的 MYP 学生必须完成一项个人项目。

6.2 Diploma Programme 大学预科课程项目

The IB Diploma Programme is designed as an academically challenging and balanced programme of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The programme is normally taught over two years and has gained recognition and respect from the world's leading universities.

大学预科课程项目面向 16 至 19 岁的学生，其课程包含学术挑战和平衡发展，并且需要通过最终考试，该课程项目旨在帮助学生在大学和生活上的取得成功。课程为期两年，并获得了世界领先大学的认可。

6.2.1 DP Assessment DP 评估

Students take written examinations at the end of the programme, which are marked by external IB examiners. Students also complete assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.

学生在课程结束时参加笔试，笔试由外部 IB 考官打分。学生也要在学校完成评估任务，这些任务要么由老师打分然后再由外部评估人员打分，要么直接发送至外部考官进行打分。

The IB Diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole programme and to satisfactory participation in the creativity, action, service requirement. The highest total that a Diploma Programme student can be awarded is 45 points.

要获得 IB 文凭，需至少取得 24 分，同时达到整个课程评估在表现，创造力，行动方面的最低要求。文凭最高分为 45 分。

6.2.2 Diploma certificates 文凭证书

Year 11 and 12 students can choose a less rigorous pathway of course certificates which will provide entry to many courses at colleges and universities in most countries around the world. This option is called the Course Candidate Programme.

11 年级和 12 年级的学生可以选择一个不那么严苛的文凭认证途径，凭此也可进入世界上大多数学院和大学学习课程。该选项被称为 IB 证书项目。

In order to be registered as a course candidate, students study a minimum of four subjects, normally their mother tongue language, an additional language, mathematics and one other subject, although other combinations are possible. Students must also complete the CAS component and may undertake the Theory of Knowledge (TOK) course and/or the Extended Essay. In the final year of study, students will sit the same external examinations as their peers completing the full DP. When the results are published by the IBO, course candidates will receive an individual result for each course studied.

进行 IB 证书课程项目，学生至少学习四门科目，通常是母语、一门附加语言、数学和一门其他科目，但也可以是其他组合。学生还需要完成 CAS 部分，或可进行知识理论（TOK）课程和/或延伸论文。在课程的最后一年，学生与他们的同学在同一考场，参加全部课程的外部评估考试。国际文凭组织公布成绩后，参加 IB 证书课程项目的学生将收到每门课程的个人成绩。

One benefit of becoming a course candidate is that it allows students to focus on a particular career route or to allow more time to study for national university entrance exams of their home country as well as other major university entrance tests such as the SAT and TOEFL exams.

IB 证书课程项目的一个好处是，它允许学生专注于特定的职业路线，或者花更多的时间来准备和学习国家的大学入学考试以及其他重要的大学入学考试，如 SAT 和托福考试。

Utahloy High School Graduation is independent of the IB examinations.

誉德莱高中毕业独立于 IB 考试。

6.3 School Based Examinations 学校考试

6.3.1 Mock eAssessments - Year 10 模拟 eAssessments– 10 年级

In order to provide students with the opportunity to familiarise themselves with online assessments, students in Year 10 sit mock examinations during semester 2 for the eAssessments.

为了让学生有机会熟悉 eAssessments，十年级的学生在第二学期参加模拟 eAssessments。

6.3.2 Year 11 Examinations 11 年级考试

Year 11 examinations include sample questions from previous IB Diploma examinations, allowing students to assess the level they have reached in each subject. Results of these exams are used as evidence to help teachers determine anticipated/predicted grades to share with universities during the application process.

11 年级的考试包含以往 IB DP 考试的样题，帮助学生评估他们在每个文凭科目中所达到的水平。这些考试的结果被用以帮助教师用以预期成绩，并在大学申请过程中提及。

6.4.3 Mock Examinations Year 12 12 年级模拟考试

In order to provide students with maximum preparation for the May IB Diploma examinations, mock examinations will be held during the first half of semester two. All Diploma and course candidates will complete examinations on a schedule similar to the official May examinations. Results of the mock exams are used to help determine student predicted grades, which are shared with the IB.

为了让学生在五月的 DP 考试有着最充分的准备，IB DP 模拟考试将在第二学期的上半学期举行。所有文凭及证书考试的学生将按与五月正式考试相似的考试时间表进行考试。模拟考试的结果被用来帮助学生预测成绩，并与 IB 组织共享。

6.5 Reporting in Secondary 中学报告

6.5.1 Written Reports 书面报告

A report is provided at the end of each semester. This report is electronically generated and is accessible online using the ManageBac system. The report contains Semester grades and also covers student development - knowledge, skills, and attitudes.

每学期末将生成一份正式的报告，可通过 ManageBac 系统查看。报告包含学生的学科成绩，也涵盖学生发展的各个方面——知识、技能和态度。

Progress reports are generated in the middle of each semester for all students in the Secondary School. These reports are designed to be a snapshot of each student's progress.

在每个学期的中段，所有中学生都会有进度报告。这些报告可作为每个学生的进步快照。

All reports show teacher judgements against three sets of learning behaviours:

所有的报告从三个方面显明教师对学习表现的判断：

Engages and Participates

参与度

The student focuses on the task at hand, collaborates with teachers and peers, asks questions, inquires independently, initiates problem-solving, and contributes to class learning.

学生专注任务，与老师和同学合作，提出问题，独立探究，主动解决问题，为课堂学习做出贡献。

Seeks and Uses Feedback

寻求和接受反馈

The student takes initiative to ask for help, seeks guidance throughout the inquiry process, accepts constructive feedback, applies feedback to tasks, and uses rubrics to inform work.

学生主动寻求帮助，在整个探究过程中寻求指导，接受建设性的反馈和意见，将反馈应用到任务中，并将评估准则结合到任务中。

Applies Organizational Skills

组织技能应用

The student is punctual and prepared for learning, meets deadlines, and balances time commitments.

准时，做好学习准备，遵守最后期限和时间承诺。

Reports are published via ManageBac and are available to students and parents.

报告通过 ManageBac 发布，供学生和家長查阅。

6.5.2 Conferences 会议

Parent-Student-Teacher Conferences are held twice a year a few days after progress reports are issued. These conferences provide a valuable opportunity to meet with all your child's teachers.

Conferences can be pre-booked online or on the day of the conferences.

家长/学生/教师会议每年举行两次，在进度报告发布后几天举行。通过会议，家长可与孩子的所有老师进行会面。会议可以在线预定或在会议当天预定。

6.6 Homeroom 班级

All Secondary students are placed into a homeroom. These classes meet two times each day; in the morning for registration and notices and in the afternoon. Each homeroom has a designated teacher who stays with their group for the entire year. In addition, each Year level has a Head of Year who oversees the pastoral activities. For Year 6 to 12 students, each two-week cycle, students have an extended homeroom session called Life skills. Homeroom is an important time for teachers and students to meet. During this time the homeroom teachers serve as mentors and use the opportunity to get to know students outside of assessed academic subject areas. The homeroom teachers serve as the immediate point of contact between home and school. Homeroom teachers also often accompany their students on their annual camp.

所有的中学生都将被分配在对应的班级中，班级每天会面两次，分别是上午和下午，进行报到和通知事宜。每个班级都将分配一个指定老师，与学生们在整个学年相处。此外，每一级都有一名负责人，负责监督户外活动。6 年级到 12 年级的学生，每两周都将参加扩展班级课程，名为生活技能。班级课程是师生见面的重要时间。在这段时间里，班主任担任导师，利用这个机会去了解自身评估学科之外的学生。班主任是家庭和学校的直接联系点。班主任也经常陪同学生参加年度露营。

Homeroom classes are also used to check student attendance and make sure that the planner is being properly used.

班级课程也用于检查学生出勤率，并确保学生守则的正确应用。

In MYP, the homeroom teachers act as the Service as Action advisors. In the DP, homeroom teachers act as the CAS advisor for students and they play a vital role in helping students with their university applications.

在 MYP 中，班主任担任服务和行动顾问。在 DP 中，班主任作为学生的 CAS 顾问，在帮助学生申请大学时起着至关重要的作用。

6.7 Textbooks, Reference Books, Resources and Supplies 教材，参考书目，资源和供应

Each Secondary School department will supply students with textbooks, reference books, laboratory supplies and materials to enhance teaching and learning. typical to use multiple resources and reference books in IB programme courses rather than using a single textbook. Reference books and textbooks are recorded as being issued to individual students and, upon return of the same book, responsibility is erased from the record system. Students will be charged for lost or damaged books. All accounts, including those for lost items, must be cleared through the Finance Office prior to a transcript or report being issued at the time of leaving school.

各中学学科部门会为学生提供教科书、参考书、实验室用品及教材，以进行教学。在某些科目中，可能会发放教科书给学生。在 IB 课程中，更多的是使用多种资源和参考书，而不仅仅是单一的教科书。发放给学生的教科书或参考书目将进行记录，学生在归还时，记录系统将显示归还，并移除相关责任。学生丢失或损坏书目将收取费用。所有在校时使用的学生账户，包括丢失的物品，离校取得成绩单或报告前需在财务办公室结清。

6.8 Daily Lesson Schedule 课表

The Secondary School works on a 2-week cycle, and is comprised of Week A and Week B. The allocation of these weeks can be seen on the published school calendar. Each day is broken into six 50-minute periods, with two homeroom sessions daily. There are 5-minute crossover times to ensure that students and staff have time to travel between classes.

中学课表以两周为一周期，分别为 A 周和 B 周。具体 AB 周可在公布的校历上查阅。每天分为六个 50 分钟的时间段，每天有两次班级会议。5 分钟课间时间，以确保学生能顺利到达下一节课的上课地点。

Block	Times
Morning Homeroom	8:15 – 8:20
Period 1	8:25 – 9:15
Period 2	9:20 – 10:10
Period 3	10:15 – 11:05
Break	11:05 – 11:20
Period 4	11:20 – 12:10
Period 5	12:15 – 1:05
Lunch	1:05 – 2:00
Afternoon homeroom	2:00 – 2:25
Period 6	2:30 – 3:20

7.0 Student Conduct 学生守则

7.1 The Learner Profile and Behaviour Expectations 学习者概要及行为指南

At UISG, students are encouraged to consider their behaviour in the context of the IB learner profile. Teachers work with their students to develop essential agreements which explain, in positive terms, appropriate and acceptable conduct to ensure a safe, caring constructive learning environment. Students and staff members are expected to respect and follow these essential agreements.

在 UISG，我们鼓励学生基于 IB 学习者概要和态度的前提下思索自身的行为。教师与学生共同制定基本协议，用积极的语言阐述恰当的和可接受的行为，以建设安全、相互关怀的学习环境。学生和教职员工应共同遵守这些基本协议。

It is expected that students will adhere to the essential agreements. However, there will inevitably be times when some students need to be reminded of their responsibilities to themselves and to the school. There may be occasions when it is necessary for students to reflect on their behaviour in relation to the essential agreements and for staff to implement disciplinary procedures.

学生被期望遵守基本协议。然而，不可避免地，有一些时候，一些学生需要被提醒他们对自己和学校的责任。在某些情况下，学生有必要反思他们在基本协议中的行为，员工也有必要实施应对程序。

7.2 Code of Conduct and Behaviour for Learning 行为准则和学习行为

Members of the UISG community respect themselves and others by:

UISG 社区成员需：

- Taking responsibility for individual behaviour.
对个人行为负责
- Acting in a safe and responsible manner.
对其行为表现安全负责
- Showing a willingness to understand other people's points of view.
愿意理解他人的观点
- Taking care of the school environment.
爱护学校环境
- Showing consideration for the whole school community.
关心整个学校社区
- Demonstrating self-management skills.
展示自我管理技能

7.2.1 Behaviour for Learning 学习表现

The purpose of the UISG Behaviour for Learning policy is to help children learn appropriate behaviour. We believe that appropriate behaviour needs to be taught, modelled, monitored, and re-taught. This is a continuous learning process that children develop and refine over a lifetime. If responsibility and participation are prerequisites to high self-esteem and self-discipline, students need to feel that they are trusted to assume responsibilities and given opportunities to make critical decisions. It is important to remember that students have the right to be in school; however, with that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning.

UISG 学习行为守则的目的是为了帮助学生学习恰当的行为。我们相信恰当的行为需要被教导、示范、督促和重新教导。这是一个持续的学习过程，学生们需要在一生中不断发展和完善。如果责任感和参与感是自尊和自律的先决条件，那么学生需要感到他们被信任承担责任，

并能够参与到重要决定中。重要的是，学生有上学的权利；但是，有了这项权利，就有责任尊重他人的责任，并积极和富有成效地投入到自己的学业中。

To encourage this, the students need a safe place where they can be themselves, learn to know themselves and take important steps toward developing positive behaviours. School is a place where there is a joint effort to learn, relate, and grow. Our goal is to encourage children to realise that by being given responsibility they will learn to make appropriate decisions.

为了实现这一点，学生需要一个安全的地方，在那里，他们可以做自己，学习如何认知自我，发展积极的行为。学校是一个大家共同努力学习、交流和成长的地方。我们的目标是鼓励学生们意识到，通过承担责任，他们将学会如何做出恰当的决定。

7.2.2 Inappropriate Behaviour 不恰当的行为

When a student behaves in an inappropriate manner, the priority is to open a dialogue with the student to ensure the student understands that their behaviour was inappropriate. It is necessary to find out why the child thought it was acceptable. This is particularly important in a multi-cultural school.

当一个学生有不恰当的行为时，首先要与学生进行谈话，以确保学生知道自己的行为是不恰当的。有必要找出为什么孩子认为他/她的行为是可以接受的。这一点在多文化学校中尤为重要。

<p style="text-align: center;">Level Zero</p> <p>Late to lessons 上课迟到</p> <p>Lack of equipment 没有带课程要求物品</p> <p>Missed deadlines 错过最后期限</p> <p>Failure to complete homework 未完成家庭作业</p> <p>Low level disruption such as inappropriate talking or interruption, distracting other students, inappropriate language 轻度干扰，如不恰当的谈话或打断，分散其他学生的注意力，不恰当的语言</p> <p>Inappropriate use of devices (gaming during classroom time) 设备使用不当（在课堂上玩游戏）</p>	<p style="text-align: center;">Level One</p> <p>Graffiti 墙上乱写乱画的东西</p> <p>Intentional minor damage to school property or equipment 故意对学校财产或设施造成轻微损害</p> <p>Inappropriate body contact 不适当的身体接触</p> <p>Offensive use of language 冒犯言语</p>
<p style="text-align: center;">Level Two</p> <p>Intentional damage to school property or equipment 故意损坏学校财产或设备</p> <p>Forgery of parent signature 伪造家长签名</p> <p>Use or possession of pornographic material 使用或持有色情资料</p> <p>Skipping lessons 逃课</p>	<p style="text-align: center;">Level Three</p> <p>Includes third logged level 2 offence 包含三次的二级行为违规的记录</p> <p>Possession or consumption of alcohol 饮酒拥有或消费酒精</p> <p>Smoking/vaping 吸食烟草或电子烟</p> <p>Possession of fireworks 持有烟火炮竹等易燃物品</p> <p>Truancy</p>

	<p>旷课，逃学</p> <p>Violent behavior including fighting 包含打架在内的暴力行为</p> <p>Bullying or Cyberbullying 霸凌或网络欺凌</p> <p>Theft 偷窃</p> <p>Distribution of pornographic material 传播色情资料</p>
<p>Level Four</p>	
<p>Possession, consumption or distribution of drugs or alcohol 持有毒品，消费或分销毒品或酒精 Possession or use of illegal drugs (controlled substances) at school is strictly forbidden. Any student who is found to be in possession of illegal drugs, caught engaging in the use of illegal drugs, or discovered to be under the influence of illegal drugs, will immediately be referred to the local police. This rules applies to when students at school, on the school bus, or at any school-sponsored activity outside of school. 严禁在学校持有或使用非法药物（受管制物品）。任何学生一旦被发现持有非法药物，被发现使用非法药物，或被发现受非法药物影响，学校将立即移交当地警方。这条规则适用于学生在学校、校车上或任何学校赞助举办的校外活动中。</p> <p>Use or possession of dangerous or imitation weapons 使用或拥有危险或仿制武器 Major theft 重大盗窃</p>	

Inappropriate behaviour is designated as level zero, one, two, three or four offences depending on the severity. This list is indicative only and each case is considered carefully by the UISG Primary or Secondary leadership to decide on the actions taken.

根据程度，不恰当行为被分为零级、一级、二级、三级和四级。这份清单仅供参考，每一个案例都由 UISG 的中学或小学领导审慎考虑，以决定将要采取的行动。

7.2.3 Possible Consequences for Inappropriate Behaviour 不恰当行为的应对措施

- Discussion with student to inquire about the behaviour
与学生讨论，探究学生行为背后的原因
- Behaviour note logged into ManageBac
将行为表现记录到 ManageBac 中
- Apology, oral or written
口头或书面致歉
- Written reflection
写反思
- Parents informed
通知家长
- Conflict Resolution Session with counsellor and/or other students
和辅导员和/或其他学生进行调解会议
- Financial restitution
经济赔偿
- Behaviour contract

保证书

- Internal suspension
内部停学
- External suspension
外部停学
- Permanent exclusion
退学

Parents will be kept informed of inappropriate behaviour and any sanctions. A parent meeting may be arranged. Inappropriate behaviour, incidents and sanctions are logged on ManageBac.
家长会被告知不恰当的行为和处置方式，或安排家长会。不当行为、事件和处置记录在 ManageBac 上。

7.2.4 Response to Bullying and Harassment 欺凌和骚扰的应对

This section is aimed to guide students and parents in responding to incidents of alleged bullying or harassment.

本节旨在指导学生和家长应对他们认为可能是欺凌或骚扰的事件。

UISG is committed to providing a safe and bully-free environment in which all students are accepted and respected. The school proactively prevents bullying through age-appropriate education and ensures students and employees are trained in recognizing, responding to, and reporting bullying. UISG 致力为所有学生提供一个安全，无欺凌，包容及相互尊重的环境。学校通过适龄教育积极预防欺凌行为，并确保学生和员工接受判别、应对和报告欺凌行为的相应培训。

Definitions 定义

Bullying and harassment* are defined so that all members of the school community have a common understanding of these terms.

欺凌和骚扰的定义是为了让学校社区的所有成员对这些术语有一个共同的理解。

Bullying 欺凌

Bullying occurs when a student repeatedly attempts to hurt, humiliate, or exclude another less powerful student. Bullying is a denial of a student's fundamental need for belonging and acceptance. The four main ways in which school bullying happens are:

当一个学生多次试图伤害、羞辱或排斥另一个较为弱势的学生时，就会发生欺凌行为。欺凌是对学生归属感和被接受的基本需求的否定。校园欺凌发生的四种方式主要为：

- **Physical bullying**, when a student uses physical force to hurt another student by hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in their way or holding them down. It is also bullying to interfere with another student's belongings, to take or break their possessions, and to demand or steal money.
身体欺凌，指学生殴打、拳打脚踢、推搡、踢打、随地吐痰、掐人、挡住他们的去路或按住他们来伤害另一名学生。侵害另一名学生的财物，也是一种欺凌行为，如拿走或打碎他们的财物，索要或盗窃钱财。
- **Verbal bullying**, when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also verbal bullying when a student uses hostile gestures, such as making faces, staring, giving the evil eye, eye rolling and spitting.

言语欺凌，指学生用言语伤害另一名学生，包含威胁、嘲讽、恐吓、侮辱、讽刺、谩骂、调侃、贬低和嘲笑。当学生使用不友善的手势时，如扮鬼脸、凝视、瞪大眼睛、翻白眼和随地吐痰，也属于言语欺凌。

- **Relational bullying**, when a student tries to hurt another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumours about them, giving them the silent treatment, ostracizing or scapegoating. This also includes writing words or creating cartoons, posters or drawings designed to hurt another student.

关系欺凌，即一名学生试图故意将另一名学生排除在外、散布关于他们的流言蜚语、伤害另一名学生的友谊和关系，不对另一名学生做出任何回应、排斥他们或将他们当作替罪羊。写文字或创作漫画、海报或绘画来伤害另一名学生也属于关系欺凌。

- **Cyberbullying** occurs when students use mobile phones, text messages, e-mails, instant messaging, chatrooms, blogs, and social media to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages texts, posting embarrassing pictures and information about others on blogs or social media, impersonating another student online, forwarding to others a text or e-mail that was meant for your eyes only and spreading hurtful rumours.

网络欺凌，包含学生使用手机、短信、电子邮件、即时消息、聊天室、博客和社交媒体等方式攻击另一名学生。相关例子包括发送威胁或侮辱性短信，在博客或社交媒体上发布他人的不雅图片和信息，在网上冒充另一名学生，向他人转发短信或电子邮件，传播伤害谣言。

Bullying is a wider category than harassment. **Harassment**** is a form of discrimination, including unwanted physical or verbal behaviour that offends or humiliates a person.

Generally, harassment is a behaviour that persists over time though serious one-time incidents can sometimes be considered harassment. Harassment occurs when someone:

欺凌比骚扰的范围更广泛。骚扰是一种歧视行为，包括冒犯或羞辱他人的不必要的身体或言语行为。一般来说，骚扰是一种持续一段时间的行为，严重的一次性事件视实际情况可被视作骚扰。当某人：

- Makes unwelcome remarks or jokes about your race, religion, sex, age, disability or any other of the grounds of discrimination;
对种族、宗教、性别、年龄、残疾或任何其他歧视理由发表不友好的言论或开玩笑；
- Threatens or intimidates you because of your race, religion, sex, age, disability or any other of the grounds of discrimination;
因种族、宗教、性别、年龄、残疾或任何其他歧视理由进行威胁或恐吓；
- Makes unwelcome physical contact with you, such as touching, patting, or pinching.
让人感到不适的身体接触，如触摸、拍打或捏。

Sources 资料索引：

*Solution Coach Handbook, No Bully Program, The Power of Zero, © 2020

**chrc-ccdp.gc.ca/en/about-human-rights/what-harassment, 26 July 2023

Response to allegations 对指控的回应：

UISG does not tolerate bullying or harassment for any reason. It is also a serious violation of the Behaviour for Learning Policy if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

UISG 绝不容忍任何形式的欺凌和骚扰。学生报复或要求他人威胁或伤害报告欺凌或骚扰的学生时，是严重违反学生守则的行为。

Any member of the school community may inform a school staff member of an alleged incidence of bullying or harassment. A report of bullying or harassment should be presented to a child's classroom teacher/advisor, head of year, counsellor, or head of section (of Early Years, Primary, or Secondary). The head of year, counsellor, and respective head of section will always be informed of such allegations. This report will then be directed to the child's homeroom teacher/advisor, their counsellor, and the head of section (Early Years, Primary, or Secondary).

学校社区的任何成员都可以向学校教职人员报告欺凌或骚扰事件。欺凌或骚扰应报告予学生的班主任/辅导员、年级长、学校顾问或相关的校长（幼儿园、小学或中学）。年级长、学校顾问和中小学校长需获悉此类报告。该报告将发送给孩子的班主任/辅导员、学校顾问和相关的中小学校长（幼儿园、小学或中学）。

All allegations of bullying and/or harassment are swiftly investigated. Following a report, an investigation will occur as soon as possible. The targeted or bullied student and the alleged bully or offender will be interviewed in addition to any others who may have information pertinent to the investigation. Under the authority of the Divisional Head, the investigation will seek to determine if the allegation is conflict, bullying, or harassment. The head of section will determine if a school rule has been broken and, where appropriate, will also seek advice as to whether a law may have been broken.

所有关于欺凌和/或骚扰的指控都会迅速开展调查。除了在指控中涉及的被欺凌学生及被指控的欺凌者外，还将约谈在报告中其他的信息相关人员。在中小学校长的指引下，调查将试图明确指控是否为冲突、欺凌抑或骚扰。中小学校长将明确该行为是否违反了校规，如有需要，学校将对该指控是否违反法律征求意见。

Consequences 后果:

If it is determined that a student has bullied or harassed, there will be a consequence or sanction assigned according to Section 7.2.3 (Possibly Consequences for Inappropriate Behaviour, and 7.2.5 Disciplinary Committee, if required), which will be age appropriate. Restorative sessions will also take place 1 to 1 or in small groups of students and will be led by the school counsellor. When possible, a written apology will be presented. The apology will also be verbal if the target of the bullying behaviour is agreeable.

如果确定学生进行了欺凌或骚扰行为，将根据第 7.2.3 节的规定进行处罚。处罚具适龄性，很少有年龄较小的学生被送回家（一种停学形式）。恢复性会谈将以 1 比 1 或小组形式进行，由学校顾问进行引导。在某些情况下，将要求相关学生提交书面道歉。如果欺凌行为的目的是玩笑性质的，道歉或为口头的。

At UISG, we believe that punishment generally fails to promote character development in the bully (offender), and alone, may have more harmful effects, than a combined attempt to restore the relationship between the students involved. As a caring school community, we believe all students are worthy of our best efforts to restore relationships.

在 UISG，我们认为惩罚通常无法帮助欺凌者的性格发展，而单独的处罚举措，比起修复学生间的关系，可能会产生更为不利的影响。作为一个充满关怀的学校社区，我们相信所有的学生都值得我们尽最大的努力来恢复他们彼此间关系。虽然停课通常为欺凌的处罚举措，但开除仅会作为最后的手段。

7.2.5 Disciplinary Committee 纪律委员会

In cases when there is a very serious breach of school rules by a student or other situations deemed necessary the Disciplinary Committee of the school will be consulted on the request of the Head of the School. Without prejudice to other sanctions, the Head of School may be able to give up to three days of suspension in order to give time for the committee to convene.

如果学生严重违反校规或在其他必要的情况下，学校校长将咨询学校纪律委员会。在不影响其他处置措施的情况下，校长或暂缓最多三天的停课，以留出时间给委员会开会讨论。

The Disciplinary Committee is composed of one or more members of the Section Heads (EY, Primary, Secondary), Head of Year, Assistant Head of Secondary, Counsellor, the Head of the School or delegate, members of faculty as well as one or more representatives of the parents of the student. 纪律委员会由一名或多名中小学校长、年级长、副中学校长、学校顾问、校长或其代表或管理人员、教员以及一名或多名学生家长代表或学生代表。

The Parent/Guardian of the student concerned will be contacted by email, letter or telephone correspondence at least two days before the meeting of the Disciplinary Committee. The correspondence will put forward the objections against the student, the means at the disposal of the student to present their defence, and their right to consult their file.

学生的家长/监护人将在纪律委员会开会前至少两天通过电子邮件、信件或电话联系。函电可提出学生的异议，学生辩护方式，以及查阅其档案的权利。

The Parent/Guardian of the student in question will be able to be heard upon the request of the Head of School and the Disciplinary Committee. On the day of the meeting, the student will be invited to provide all the explanations which they will judge useful in clarifying the debate.

应校长和纪律委员会的指示，将听取有关学生的家长/监护人的意见。在会议当天，学生将被邀请进行自我澄清辩护。

Based on these explanations and those of the Parent/Guardian or a representative, the Disciplinary Committee will impose any sanction which it considers justified.

根据其解释以及父母/监护人或其代表的解释，纪律委员会将实施其认为合理的处置方式。

The Disciplinary Committee decision will, on the same day, be communicated to the student and their Parent/Guardian, confirmed by letter and email, also specifying that it could be the subject of recourse. Any appeal by the student and/or their parents/guardian must be made in writing to the Head of School within seven days of the date of the decision of the Disciplinary Committee.

纪律委员会的决定将在同一天传达给该学生及其家长/监护人，并通过信函和电子邮件确认，该决定可申诉。学生和/或其监护人提出的任何申诉，须在纪律委员会作出决定之日起七天内以书面形式向校长提出。

On receipt of an appeal, the Head of School will forward it to the chairperson of the MDC. The MDC, either at a meeting or in circulation, will determine whether to consider the appeal itself or to nominate a Special Committee to consider the appeal. The MDC or Special Committee will meet to consider the appeal within ten days of the date of the appeal and will provide its decision on the appeal in writing. That decision is final.

校长接获申诉后，会将申诉书转交 MDC。MDC 将在会议中或通过内部传阅的方式，决定是否考虑此申诉交由专门委员会进一步裁定。MDC 或专门委员会将在申诉之日起十天内审议申诉，并将以书面形式出示对该申诉的裁定。该裁定将作为最终结果。

Any sanction will be noted in the student's file and will be erased at the end of two years, except in the case of expulsion. The sanction will be kept on file by the Counsellor.

任何处分将在学生档案中注明，两年后将被删除，开除学籍的情况除外。处置措施将由社会情感顾问存档。

7.5 Dress Regulations 着装规定

The UISG uniform is set for K to Year 10. There is no set uniform for Year 11 and 12, but students are expected to dress in a respectful manner, being mindful of the school as a learning institution. A student not wearing full and correct uniform must carry a note of exemption from their Section Head. Individual students are responsible for attaining this note before 8:25 am on a school day.

UISG的校服是为K到10年级设计的，11年级和12年级没有校服，但学校是一个学习的场所，学生在其需穿着得体。未穿正式校服的学生须得到小学校长/中学校长同意书。未穿校服的学生需在教学日的上午8:25之前完成同意书的签署。

Where set, the full and correct school uniform is to be worn in its entirety (not only parts) all day, to and from school.

在校期间，须穿着整套校服(而不是单独一件)。

Uniform items must be purchased from the School Uniform Shop, located on the school campus. A price list and order form are available.

校服须从校园内的校服商店购买。可提供价格表和订单。

It is advised that all uniform items are marked with the student's name.

我们建议，在校服上标明学生的姓名。

7.5.1 Uniform 校服

7.5.1.1 K to Year 3 K 年级到 3 年级

BOYS 男生:

1. Green polo t-shirts (short sleeves for summer, long sleeves for winter) with the school logo can be worn loose.
印有学校标志的绿色宽松 polo 衫(夏季短袖，冬季长袖)
2. Grey school shorts or long grey trousers must be worn.
灰色学校短裤或长裤
3. Students can wear PE uniform on days when they have PE lessons.
学生在上体育课的时候可以穿体育服
4. Black socks and shoes must be worn. Belts in black or grey colour can be worn.
必须穿黑袜子和黑鞋子。可以系黑色或灰色的腰带
5. School cap with the official logo must be worn when playing outdoors during break and lunchtime.
课间及午餐时间时，须佩戴带有校徽的校帽

Cold weather approved items: green school hoodie, grey cardigan and black school winter jacket, all with the official school logo. Only grey scarves with school logo are permitted.

寒冷天气：带有校徽的绿色学校连帽衫，灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

GIRLS 女生:

1. Green polo t-shirts (short sleeves for summer, long sleeves for winter) with the school logo can be worn loose.
印有学校标志的绿色宽松 polo 衫(夏季短袖, 冬季长袖)
2. Grey school skirts (or long grey trousers) must be worn.
灰色校裙或校裤
3. Students can wear PE uniform on days when they have PE lessons.
学生在上体育课的时候可以穿体育服
4. Black socks and shoes must be worn.
必须穿黑袜子和黑鞋子
5. School cap with the official logo must be worn when playing outdoors during break and lunchtime.
课间及午餐时间时, 须佩戴带有校徽的校帽

Cold weather approved items: Full black leggings or full stockings, green school hoodie, grey cardigan, and black winter school jacket, all with the official school logo. Only grey scarves with school logo are permitted.

寒冷天气: 黑色紧身裤或长袜, 带有学校 logo 的绿色学校连帽衫, 灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

7.5.2.2 Year 4 to Year 5 4 年级到 5 年级

BOYS 男生:

- White polo t-shirts (short sleeves for summer, long sleeves for winter) with the school logo can be worn loose.
印有学校标志的白色宽松 polo 衫(夏季短袖, 冬季长袖)
- Grey school shorts or long grey trousers must be worn.
灰色学校短裤或长裤
- Students can wear PE uniform on days when they have PE lessons.
学生在上体育课的时候可以穿体育服
- Black socks and shoes must be worn. Belts in black or grey colour can be worn.
必须穿黑袜子和黑鞋子。可以系黑色或灰色的腰带
- School cap with the official logo must be worn when playing outdoors during break and lunchtime.
课间及午餐时间时, 须佩戴带有校徽的校帽

Cold weather approved items: green school hoodie, grey cardigan, and black school winter jacket, all with the official school logo. Only grey scarves with a school logo are permitted.

寒冷天气: 黑色紧身裤或长袜, 带有学校 logo 的绿色学校连帽衫, 灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

GIRLS 女生:

- White polo t-shirts (short sleeves for summer, long sleeves for winter) with the school logo can be worn loose.
印有学校标志的白色宽松 polo 衫(夏季短袖, 冬季长袖)
- Grey school skirts (or long grey trousers) must be worn.
灰色学校短裤或长裤
- Students can wear PE uniform on days when they have PE lessons.

学生在上体育课的时候可以穿体育服

- Black socks and shoes must be worn.
必须穿黑袜子和黑鞋子
- School cap with the official logo must be worn when playing outdoors during break and lunchtime.
课间及午餐时间时，须佩戴带含学校 logo 的校帽

Cold weather approved items: Full black leggings or full stockings, green school hoodie, grey cardigan and black winter school jacket, all with the official school logo. Only grey scarves with school logo are permitted.

寒冷天气：黑色紧身裤或长袜，带有学校 logo 的绿色学校连帽衫，灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

7.5.2.3 Year 6 – 10 6—10 年级

BOYS 男生:

- Grey school shorts or long grey trousers
灰色学校短裤或长裤
- White collared buttoned shirt (short sleeves for summer, long sleeves for winter) with the official school logo or a white polo shirt (short sleeves for summer, long sleeves for winter) with the official school logo can be worn daily. Students must own at least one white buttoned short with the official school logo to wear on formal occasions or when requested by the school, with a tie.
每天穿着带学校 logo 的白领纽扣衬衫（夏季短袖，冬季长袖）或带有学校 logo 的白色 Polo 衫（夏季短袖，冬季长袖）。学生必须拥有至少一件印有学校 logo 的白领纽扣衬衫，以便在正式场合或学校要求时穿着，佩戴领带
- Students should not wear PE uniform in any other lessons aside from PE. Students will change into and out of PE uniform in the changing rooms. If PE is held in period 1, then students can come to school in PE uniform, and change after.
除体育课外，学生不得在任何其他课程中穿体育服。学生们在更衣室更换体育服。如果体育课在第一节课，那么学生可以穿上体育制服来学校，上完体育课后再更换校服
- Black socks and shoes must be worn. Belts in black or grey colour can be worn
必须穿黑色袜子和鞋子。可佩戴黑色或灰色皮带

Cold weather approved items: green school hoodie, black cardigan and black school winter jacket, all with the official school logo. Only grey scarves with the school logo are permitted.

寒冷天气：黑色紧身裤或长袜，带有学校 logo 的绿色学校连帽衫，灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

GIRLS 女孩:

- Grey school skirts or long grey trousers,
灰色学校校裙或校裤
- White collared buttoned shirt (short sleeves for summer, long sleeves for winter) with the official school logo or a white polo shirt (short sleeves for summer, long sleeves for winter) with the official school logo can be worn daily. Students must own at least one white buttoned short with the official school logo to wear on formal occasions or when requested by the school, with a tie.

每天穿着带学校 logo 的白领纽扣衬衫（夏季短袖，冬季长袖）或带有学校 logo 的白色 Polo 衫（夏季短袖，冬季长袖）。学生必须拥有至少一件印有学校 logo 的白领纽扣衬衫，以便在正式场合或学校要求时穿着，佩戴领带

- Students should not wear PE uniform in any other lessons aside from PE. Students will change into and out of PE uniform in the changing rooms. If PE is held in period 1, then students can come to school in PE uniform, and change after.

除体育课外，学生不得在任何其他课程中穿体育服。学生们在更衣室更换体育服。如果体育课在第一节课，那么学生可以穿上体育制服来学校，上完体育课后再更换校服

- Black socks and shoes must be worn. Low heels are acceptable, so long as they do not pose a health and safety risk.
必须穿黑色袜子和鞋子。可佩戴黑色或灰色皮带

Cold weather approved items: Full black leggings or full stockings, green school hoodie, black cardigan and black winter school jacket, all with the official school logo. Only grey scarves with school logo are permitted.

寒冷天气：黑色紧身裤或长袜，带有学校 logo 的绿色学校连帽衫，灰色开衫和黑色学校冬季夹克。佩戴含学校 logo 的灰色围巾。

7.5.2 Dress Code Years 11-12 11-12 年级着装规范

The aim of the dress code is to ensure a smart appearance for both the students and the institution, to ensure the safety of students and provide some personal choice to students in what they wear.

着装规定是为了让学生和学校都有一个整洁利落的面貌，为确保学生的安全，学校为学生的穿着提供一些个人选择。

Year 11 and 12 students have the option to wear school uniform (compulsory for Years 7-10).

Students who consistently do not follow the dress code may be required to wear the school uniform. 11 年级和 12 年级的学生可以选择穿校服（7-10 年级学生必须穿校服）。不遵守着装规范的学生或将被强制要求穿校服。

The following applies to all Year 11 and 12 students:

11 年级及 12 年级学生需遵循以下内容：

Clothing which is torn, frayed or overly faded is not permitted. Clothing with offensive or inappropriate language or images is not permitted. Shoes should be appropriate for school. Trainers and boots are acceptable. Sandals and open-toed shoes are permitted, but for safety reasons, students may be asked to change into closed shoes in Science, Visual Arts and Design workshops. High heels and flip-flops are not permitted for safety reasons.

不允许穿撕破、磨损或过度褪色的衣服。不允许穿着带有冒犯性或不恰当语言或图像的服装。应穿适合上学的鞋子，可穿运动鞋和靴子。凉鞋和露趾鞋是允许的，但出于安全考虑，学生或被要求在科学室、视觉艺术室和设计室换上包趾鞋子。出于安全考虑，不允许穿高跟鞋和人字拖。

Appropriate Boys' Clothing :

男生适宜穿着：

- Shirt with a collar, polo shirt, T-shirt (long or short sleeved)
- 带领衬衫、polo 衫、T 恤（长袖或短袖）
- Jumper, smart sweatshirt, jacket or hoodie
- 套头衫、运动衫、夹克或连帽衫

- Trousers, chinos or neat jeans
- 裤子：棉质宽松便裤或整洁的牛仔裤
- Smart shorts
- 利落的短裤

Examples of Inappropriate Boys' Clothing:

男生不适宜穿着：

- Sleeveless vest tops
- 无袖背心
- Beach or PE shorts, sweatpants
- 沙滩或体育短裤，运动裤

Appropriate Girls' Clothing :

女生适宜穿着：

- Blouse, shirt, polo shirt, tailored top, T-shirt (long or short sleeved or sleeveless)
- 短上衣、衬衫、polo 衫、定制上衣、t 恤(长袖、短袖或无袖)
- Jumper, cardigan, jacket, sweatshirt or hoodie
- 套头衫、开襟羊毛衫、夹克、运动衫或连帽衫
- Skirt or dress - no shorter than 15 cm above the knee.
- 裙子或连衣裙—长度不短于膝盖以上 15 厘米
- Trousers or jeans
- 西装裤或牛仔裤
- Smart shorts - no shorter than 15cm above the knee
- 短裤—长度不短于膝盖以上 15 厘米
- Leggings with a skirt or a longer top
- 紧身裤搭配裙子或较长的上衣

Examples of Inappropriate Girls' Clothing:

女生不适宜穿着：

- Spaghetti straps, strapless, low-cut, backless or crop tops which show midriff
- 细肩带、无肩带、低胸、无背或露背上衣
- PE, beach or very short shorts, sweatpants
- 体育裤，沙滩裤，热裤，运动裤

On formal occasions, students may be given specific dress requirements and will be expected to wear appropriate clothing for the event.

在正式场合，学生可能会有特定的着装要求，学生需穿着合适的衣服参加活动。

Students who come to school inappropriately dressed will be asked to change clothes or remove items. If they do not have a change of clothes, they may be given a school uniform or other clothing to wear for the rest of the day. They must return it washed within 48 hours. Parents will be informed. Students who consistently wear inappropriate clothing to school risk being sent home to change and parents contacted.

穿着不合适的学生将被要求更换衣服或移除相关物品。如果学生无法更换衣服，学生或可领取备用校服以供他们在余下的上学时间穿着。学生须在 48 小时内将清洗完成的校服交还学校。家长将会收到相关通知。经常穿着不适宜的衣服上学的学生可能会被送回家更换衣服以及联系家长。

7.6 Attendance at UISG 出勤考核

Students must be at school for 8:15 am registration. Students arriving after 8:15 am registration will be marked late. This does not apply when the school bus is late. All absences will be considered 'unexcused' unless parents submit a medical certificate to the section office for long-term or emergency care. These will be considered on a case-by-case basis and may be considered 'excused' only when applicable. Students must never leave the school premises without proper permission to the school office in advance from their parent or caregiver.

Regular attendance is crucial for meeting both graduation requirements and IB requirements for instructional time. Eighty percent (80%) attendance is the minimum requirement for graduation from UISG. Absences marked as 'excused' may not be counted towards the graduation requirement and will be considered on a case-by-case basis. Detailed information on graduation requirements can be found in the 'DP Transition Guide'.

学生须在早上 8:15 到学校报到。超过这个时间到校的学生将被判定为迟到，校车晚点除外。未经家长或监护人许可，学生不得离开学校。80%的出勤率是从 UISG 毕业的最低要求。

Parents of absent students must log all attendance absences on ManageBac or provide either a brief note, e-mail or call the Section Office to explain their absence. A planned request for absence should be e-mailed to the Head of Section as early as possible, preferably no later than 48 hours before the absence.

缺勤学生的家长须在 ManageBac 上登记缺勤，或简短的声明、电子邮件、致电小学/中学秘书解释缺勤原因。请假应尽早通过电子邮件发送给中学校长或小学班主任，最好提前 48 小时请假。

If a student knows they will be absent, it is their responsibility to see a teacher to find out what work will be missed. It is the student's responsibility to see a teacher after an absence to find out what work was missed.

如果一个学生预先知悉自己将缺勤，学生应与老师进行沟通，确认在缺勤期间内自己可能会遗漏哪些作业。学生在缺课后返校上学，有责任与老师进行沟通，确认在缺勤期间遗漏了哪些作业。

7.7 Submission of work 作业提交

Work submission deadlines are not optional. If there are reasons why it may be difficult to meet a deadline, students should discuss it with the teacher well in advance.

作业提交的截止日期是不可更改的。如果因为某些原因，学生无法在截止日期前完成任务，那么学生应该提前与老师提出并讨论。

8.0 Student Life 学生生活

8.1 Break & Lunch Time 休息&午餐时间

For students in K, K1 and K2 classes, the cost of lunch and snacks is included in the semester fees. K3 to Y5 unches are not included in the fees. Menus are sent home regularly and are available on the school website and through WeChat. The canteen menu provides a variety of healthy and nutritious foods. We can accommodate a range of dietary requirements, e.g., allergies to dairy, vegetarian. Please ensure that all relevant information is provided to your child's homeroom teacher.

对于 K、K1 和 K2 班的学生，午餐和零食的费用包含在学费中。K3 - Y5 午餐不包括在学费中。

菜单将定期告知家长并发布在学校网站和微信。食堂提供各种健康营养的食物。学校可满足一系列的饮食要求（如对奶制品过敏、素食）。请确保将所有相关信息都提供给您孩子的班主任。

Refrigerators are available to store lunches and there are facilities for heating lunches for Y2-Y5 in the canteen. Please remember to label containers, packets or drink bottles to ensure that children receive the correct lunch. Students in K-Y1 have their ordered lunches delivered to their classroom. Y2-Y5 students eat lunch in the canteen. Y2-Y5 students who choose to bring their own food use the canteen in the same way as those who have bought food at school.

对 Y2-Y5 的孩子，学校提供冰箱储存午餐并且在食堂有加热午餐的设备。

请家长记得在容器、包装袋或饮料瓶上贴上标签，以确保您的孩子拿到正确的午餐。学校员工将把 K-Y1 班级订好的午餐送至教室。Y2-Y5 学生在食堂吃午饭。Y2-Y5 选择自带午餐的学生的学生同样可与在食堂订购午餐的学生在食堂用餐。

Y6 to Y12 students can bring lunches from home or use their ID cards to purchase meals from the canteen. Lunches are not included in the school fees for Secondary students. Microwaves are available for students to heat food brought from home.

Y6 到 Y12 的学生可以从家里带午餐或用学校 ID 卡到食堂购买食物。午餐不包括在中学生学费中。学生可以用微波炉加热从家里带来的食物。

Water dispensers are placed around the school. Please ensure that your child has a refillable and clearly labelled non-breakable drink bottle.

学校配置有饮水机。请确保您的孩子有一个可重复使用且清晰标明学生名字的不易碎水瓶。

8.1.1 Fruit Snack 水果零食

To promote a healthy lifestyle and optimum learning, fresh fruit is provided each morning for all students. It is delivered directly to the primary classrooms. The older students can help themselves from outside the canteen entrance.

为了倡导健康的生活方式并为学习助力，学校每天早上为所有学生提供新鲜水果。水果将直接送到小学教室，年长的学生可在食堂门口自取。

8.1.2 School Canteen 学校食堂

The canteen supplies a wide variety of delicious food. The canteen supports the school-wide 'fit for life' programme by providing the highest standards of nutrition and hygiene. All food is prepared fresh daily in the canteen. Meals available daily include a hot buffet, sandwiches, salads, and snacks. Vegetarian options are available. The canteen is open daily at recess (for Secondary students) and at lunch. It is not open for students in between lessons.

食堂供应各式各样的美味食物，并以最高规格的标准的卫生和营养搭配支持全校师生及员工的生产生活。食堂所有的食物都是当天新鲜供应。每日提供的膳食包括午餐定食、三明治、沙拉和零食。有素餐可供选择。食堂每天休息时间（中学生）和午餐时间开放。课间不向学生开放。

If any children have food allergies/special eating requirements, they should notify their homeroom teacher and school nurse so that this can be noted and information passed onto the canteen.

如果任何儿童有食物过敏/特殊的饮食要求，家长应使班主任和学校护士知悉，相关信息将传达至食堂相关工作人员。

8.1.2.1 The Wolves Café The Wolves 咖啡馆

The Wolves Café is open daily from 7:30 am to 3:15 pm for coffee and light snacks. DP students, staff, and parents visiting the school are welcome to come in and relax.

The Wolves 咖啡馆日常从 7:30 到下午 3:15 营业，提供咖啡和小食。欢迎 DP 学生（Y11-Y12）、老师和前来参观的家长小憩片刻。

8.1.2.2 Making payments 付款

K3 to Y2 Students paid by semester. UISG has an online WeChat system for ordering food for students. All lunch orders will have to be placed through the WeChat online system.

K3 至 Y2 学生的学费按学期收费。UISG 有一个微信网上系统可以为学生订购食物。所有午餐订单都须通过微信网上系统进行。

Year 3 to Year 12 Students: UISG has an online system for loading money to the child's canteen card. 三年级到十二年级的学生：UISG有一个网上系统，可以把钱存入孩子的学校ID卡。



K3-Y2 Ordering Meals Guideline

STEP 01
Scan QR code
follow official account



STEP 02
Click "Canteen" - "Canteen System"
Log in your account
(Enter your child's ID No., Initial password is "111111")



STEP 03
Click "Order (K3-Y2)"
Select the date for your order, Choose the food
Click "confirm" to submit your order





Account Top-up Guideline

STEP 01

Scan QR code
follow official account



STEP 02

Click "Canteen" - "Canteen System"
Log in your account
(Enter your child's ID No., Initial password is "111111")



STEP 03

Click "Account Top-up"
Choose your top-up amount
Confirm the recharge and Pay with wechat



UISG

Alternatively, Y3 to Y12 students can have their ID cards credited by handing money at the Finance Department or use WeChat pay on a mobile phone to charge money. Their ID cards are then credited. Receipts are provided for all purchases.

Y3 到 Y12 的学生也可通过在财务部以现金的方式充钱到学校 ID 卡中，或者使用手机微信支付进行充值。充值完成后将提供收据。

Students can check how much credit they have remaining at the machine outside the canteen.

学生可在食堂外的机器上查看自己还有卡里还有多少余额。

Students should maintain credit by 'topping-up' their cards (minimum RMB 100) during break time or at lunch.

学生可以通过在课间休息或午餐时间“充值”他们的 ID 卡（充值金额不低于 100 元人民币）。

The Finance Department is available to show how to use the mobile phone to do the WeChat Payment or the online system for loading money.

财务部可以演示如何使用手机微信在网上系统进行充值和支付。

8.2 Assemblies 集会

Assemblies are an important facet of school life at UISG as they allow the school community to come together. There are assemblies for Year levels, Early Years, Primary, Secondary and Whole School.

集会是 UISG 学校生活的一个重要组成部分，它让学校社区成员齐聚一处。有年级集会、幼儿园集会，小学集会、中学集会和全校集会。

8.3 Student Recognition 学校对学生的认可

UISG recognises academic achievement, effort, improvement, and the qualities outlined in the IB Learner Profile.

UISG 认可和肯定在 IB 学习者培养目标中罗列的学术成就、努力、进步和品质。

8.3.1 Primary School 小学

The Primary School (Y1-Y5) will come together regularly to celebrate and share student learning and achievements. An Early Years assembly (K-K3) takes on a similar format monthly. K- K3 levels also participate in musical productions and Chinese New Year Festivities.

小学（Y1-Y5）将定期举行集会，庆祝和分享学生的学习和成就。幼儿园（K-K3）也将每月举办类似活动。K3 学生将在农历新年后参加小学集会，为一年级做准备。

8.3.2 Secondary School 中学

Students who exemplify the school's values of Unique, Inclusive, Successful and Globally Aware will be recognised by teachers through ManageBac. Parents and homeroom teachers will be automatically notified by email.

学生如能体现独一、包容、成功和全球意识的学校价值观，将在 ManageBac 中获得教师的认可与肯定。家长和班主任将通过电子邮件。

Students will be regularly acknowledged for their demonstration of the attributes of the Learner Profile. These acknowledgements will be given in homerooms, year level meetings or during a Secondary Assembly.

对于展现 IB 学习者培养目标特质的学生，学校将定期对他们予以表彰。表彰将于班级，年级会议或中学集会中进行。

8.3.2.1 Year 10 Scholarships 十年级奖学金

UEF Year 10 Academic Scholarships

UEF Year 10 学术奖学金

The UEF will recognise up to two outstanding Year 9 students each year who will re-enroll in Year 10 at UISG. The UEF Academic Scholarship recognizes academic excellence in Year 9, and more broadly,

outstanding citizenship and contribution to the school. There are also scholarships for up to two outstanding Year 10 new applicants to UISG .

Recipients receive RMB 25,000 towards their Year 10 school fees.

誉德莱教育集团每年至多表彰两名在 9 年级具有优秀学术成就，优秀品格，对学校社区做出贡献的继续就读 10 年级的学生。获得此奖项的学生可获 25000 元的 10 年级学费减免。

8.3.2.2 Year 12 Graduation Awards 12 年级毕业奖

The following awards are presented to Year 12 students during their Graduation Ceremony/Dinner. 突出 12 年级学生在毕业典礼/晚宴上获得以下奖项。

- **UEF Special Recognition Award**
誉德莱教育集团特别奖
- **UISG Global Citizen Award**
UISG 全球公民奖
- **Valedictorian NEW**
毕业生优秀代表（新）
- **Wolves Athletics Legacy Award NEW**
For contribution to the Athletics Programme during the graduate's Secondary Career
杰出狼队运动员奖（新）
在中学阶段，在课外运动中有突出贡献的毕业生
- **Top Scholar Award NEW**
This award will be present to the Year 12 student with the highest predicted DP score. The student will have completed the full DP at UISG. If necessary, Year 9 and 10 academic results will also be considered.
杰出学者奖（新）
该奖项将颁发给 DP 预测分数最高的 12 年级学生。学生需在 UISG 完成完整的 DP 课程。如有必要，九年级和十年级的学业成绩也将被考虑在内。
- **Dr John Clark Art Institute of the Orient Award for the Arts NEW**
This award is funded by a generous donation from former UEF consultant, Dr John Clark.
John Clark 博士东方荟萃艺术学院奖（新）
该奖项由前誉德莱集团顾问 John Clark 博士慷慨资助

8.3.3 Whole School Awards 学校奖项

- **International Mindedness Award – presented at the end of Semester 1 to one student from each year group (Year 1 to 12)**
国际思维奖——在第一学期结束时颁发给各年级（1-12 年级）的一名学生
- **Global Citizenship Award – presented at the end of Semester 2 to one student from each year group (Year 1 to 11)**
全球公民奖——第二学期结束时颁发给每一年级组的一名学生（1 至 11 年级）

Sports Awards

运动奖项

Awards for athletes are presented at annual Sports Awards assemblies.

运动奖项将在年度体育授奖集会上授予。

8.4 Homework 家庭作业

Homework at UISG encourages real-life problem-solving, logical thinking, creativity, and imagination. Homework should embody a balance of academic and holistic engagements, fostering the development of good study habits and supporting a commitment to well-being. Homework should be seen as one way of supporting and fostering lifelong learning and connecting families with the learning of their children.

UISG 的家庭作业引导学生解决现实生活中的问题、并从中发展逻辑思维、创造力和想象力。家庭作业应平衡学术和整体活动，并从中培养良好的学习习惯，同时兼顾学生的福祉。家庭作业应被视为培养终身学习的一种方式，并将家庭与孩子的学习联系起来。

8.4.1 Homework in Primary 小学家庭作业

Time Allocation Guidelines

时间分配指导

- K2: from November onwards, students receive short tasks (including home reading)
K2: 从 11 月开始，学生们会收到小任务(包括家庭阅读)
- K3: up to 20 minutes per school night (including home reading)
K3: 上学日每晚最长不超过 20 分钟(包括家庭阅读)
- Y1-Y2: 30 minutes per school night (including home reading)
Y1-Y2: 上学日每晚不超过 30 分钟(包括家庭阅读)
- Y3-Y4: 35-45 minutes per school night (including home reading)
Y3-Y4: 上学日每晚 35-45 分钟(包括家庭阅读)
- Y5: 45-60 minutes per school night (including home reading)
Y5: 上学日每晚 45-60 分钟(包括家庭阅读)

Homework is not an expectation during school holidays or weekends. Mother Tongue/Chinese homework will be given on 2 nights a week and the other 2 nights will be given by the homeroom teacher.

在学校假期或周末，不鼓励布置家庭作业。一周布置两晚母语/中文作业，其他两晚的母语/中文作业将在课室进行。

8.4.1.1 Home reading expectations 家庭阅读

All students are expected to read, or be read to, daily. Parents are encouraged to read with their children or tell stories to them daily, especially in their mother tongue language, to aid in literacy and language development.

所有的学生都应该每天阅读，或由家长/监护人引导阅读。学校鼓励家长每天和孩子一起阅读或讲故事（特别是用母语），以帮助识字和语言习得。

Parents are expected to:

家长应:

- Listen to their child talk about their schoolwork and give their child some time each afternoon/evening when they have their undivided attention.
听孩子谈论他/她的功课，每天下午/晚上给孩子一些集中的时间
- Provide a place, with appropriate materials, e.g., a table or desk with a comfortable chair where they can work without distraction from television, internet or siblings.
提供一个的区域，放置一些相关的物品。例如一张桌子或书桌，并带有一把舒适的椅子，这样孩子们就可以在不被电视、网络或其他兄弟姐妹干扰的情况下专心致志

- Check with their child to see that every assignment is complete and is their best effort. Ask their child's opinion of the completed task. Reflect with your child on their homework. Support their child but do not do the work for them.

与孩子一起检查，确保每个作业都已完成，并且是以孩子最大努力完成的。询问孩子关于完成作业的想法。与孩子一起回顾与反思家庭作业。家长可以给予孩子支持与帮助，但不要帮孩子完成作业

- Promote good time-management skills.
发展良好的时间管理技能

8.4.2 Homework in Secondary 中学家庭作业

Homework in Secondary includes but is not limited to:

中学作业包括但不限于：

1. Completion of work from a lesson
完成课程作业
2. Reviewing concepts and vocabulary developed in class
复习课堂上学习到的概念和词汇
3. Reading in preparation for work in the classroom
阅读下一堂课的内容
4. Reading for pleasure in Mother tongue and English
母语和英语的自主阅读
5. Completing a formative assessment task
完成评估任务
6. Undertaking research work
展开研究工作
7. Preparing for summative assessment tasks
为总结性评估任务做好准备
8. Extension activities which are designed to stretch students beyond the basic level of knowledge and skills
扩展活动发展和进一步提升学生的知识和技能

Homework will need to be completed most school evenings and over the weekend. Students can expect to receive an increasing amount of homework as they get older. MYP student homework loads will vary depending on the requirements of individual courses throughout the year and due to the unit-based nature of the MYP programme.

大多数上学日的晚上和周末都需要完成家庭作业。随着年龄的增长，学生预期会收到越来越多的家庭作业。由于 MYP 课程以单元为基础，学生的家庭作业量将根据全年各个课程的要求而有所出入。

Younger Secondary students will often require supervision and support as they develop appropriate study habits.

较低年级的中学生往往需要监督和支持，以帮助他们养成良好的学习习惯。

If no homework is specifically set by a subject teacher, it is expected that the student will use their time to review previous topics studied, read ahead in preparation for the next topic or to read and/or research for enjoyment. Students in Y10 to Y12 may have homework expectations over holiday breaks.

如果科目老师没有布置作业，学生应利用时间复习之前的学习科目，提前阅读准备下一学习内容，或自主阅读和/或研究。Y10 至 Y12 的学生在假期时可能会有家庭作业。

8.5 Class Size 班级规模

UISG believes that class sizes influence the quality of teaching and learning; thus, a maximum class size is set in all cases. The following is the maximum numbers of students per class in each level:
UISG认为班级规模影响教学质量；因此，所有班级都有最大限制的学生人数。以下是每个年级班级的最大学生人数：

K – 12, K1 – 16, K2 – 20, K3 – 22 students

K 年级—12 人；K1 年级—16 人；K2 年级—20 人；K3 年级—22 人

Year 1 to Year 10 – 24 students

Y1 到 Y10 年级—24 人

In certain circumstances, the Head of School may approve an increase in the maximum levels prescribed above.

在某些条件下，校长特批的情况除外。

Year 11 & 12 - UISG strives to ensure a teacher: student ratio that fully supports the teaching and learning requirements of the IB Diploma Programme.

11 年级和 12 年级—UISG 将确保师生比例符合 IB DP 课程的教学要求

UEF Policy states that the minimum class size is six students. With the approval of the Head of School, there is the possibility of running a class with fewer students.

UEF 政策规定班级最少人数为 6 人。如经校长的同意，较少学生数量的班级或将不作开设。

8.6 Class Placements 班级安排

Students are placed in homerooms with the aim of having academic, linguistic, and cultural diversity. The school reserves the right to place students accordingly.

学生们将被安排在课室中，进行学术、语言和多样文化课程的学习。学校保留相应安排学生班级的权利。

8.7 Lost Property 失物存放

All lost property is stored near the Primary and Secondary offices. On a weekly basis the two school secretaries will go through the lost property and organise the return of named items. At the end of each Semester, all unclaimed items will be displayed in the Atrium for 3 days. At the end of that time, any unclaimed items will be disposed of or, if possible, donated to charity.

失物存放点设置于中小学办公室旁。中小学秘书将每周检查失物，并组织归还标有学生名字的物品。学期结束时，所有无人认领的失物将在中庭展示 3 天。届时，无人认领的物品都将被处理，或捐赠给慈善机构。

8.8 Lockers 储物柜

All Secondary students are assigned a locker at the commencement of the school year. It is the responsibility of the student to ensure that:

在新学年开始时，所有中学生都会被分配一个储物柜。学生有责任确保：

- The locker is secured at all times with a lock
无论任何时间，储物柜都需上锁

- Lost keys must be replaced at the student's expense
钥匙如果丢失，需自行更换
- Lockers are kept neat and tidy at all times
储物柜应始终保持整洁
- No food or drink items are left in lockers overnight
不要把食物或饮料放在储物柜直至过夜
- Visits to their locker are at lesson transition time, break or lunch time only.
在课间、休息或午餐时间时使用储物柜

Students who regularly bring items too large for one locker, e.g., musical instruments, sports equipment may request a second locker, which may be granted based on need and availability.

Alternatively, some large items can be left on top of lockers.

如需经常带储物柜存放不下的大件物品（如乐器、体育器材）的学生可以要求其他的储物柜—根据学生需求以及是否有多余的储物柜进行安排。或者，一些大件物品可以放在储物柜的顶部。

8.9 Houses 小组

All students and teachers are part of the Utahloy House system. They are allocated to one of four houses: Pandas, Warriors, Tigers, and Dragons.

所有的学生和教师参与到了誉德莱组别中，他们将被分配到四个组别中的其中一个：熊猫，勇士，老虎或龙。

The family environment is enhanced through the House system. Members of the same family will be in the same house. Throughout the year students will represent their house, competing in a range of activities, such as Sports Day. Each house has house captains who help to organise members of their house for such events.

小组系统的设立有助于建立学校家庭氛围。同一家庭的成员将分配到同一组别中。在整个学年中，学生将代表他们的组别，参加一系列活动，如运动会。每个组别都有负责人，安排组别成员参加此类活动。

8.10 Student Leadership 学生领导力

UISG encourages all students to take an active part in the school community as well as their own learning. UISG develops opportunities for student involvement in the areas of decision making, building community, encouraging self-esteem, developing effective communication and leadership qualities.

UISG 鼓励所有学生在兼顾自身学业的同时积极参与到学校社区中。UISG 让学生有机会参与到决策、社区建设中，树立学生自尊、培养学生有效沟通的能力、提升学生领导力。

8.10.1 Primary 小学

Utahloy Action Committee (UAC)

The UAC is comprised of Year 5 students who are elected annually by Year 4-5-6 students and staff as role models and leaders in the Primary School. The UAC discusses and initiates ways to improve the school, decides on the most effective ways to bring about change and communicates with the people who can help them to make changes happen. The UAC represents all Primary students and promotes school spirit by planning and leading monthly assemblies. The UAC is also responsible for organizing team spirit during house events and encouraging participation in events.

Utahloy 行动委员会（UAC）由 5 年级学生组成，每年由 5-6 年级的学生和教职员选举产生，为小学标杆及领导团体。UAC 讨论并提出改进学校的方法，决定实现改变最有效的方法，并与相关教职员进行沟通。UAC 代表所有小学生，通过策划和领銜每月的集会，弘扬学校精神。UAC 还负责组织内部活动，发扬团队精神，并鼓励学生们参与活动。

Primary Student Council

At UISG we are proud to have student representatives who take part in the Student Council. The Student Council is a platform which enables children to take responsibility for themselves, the learning community they are in and gives the children 'a voice'. It encourages students to make a positive contribution to their school by inquiring, acting, and reflecting.

在 UISG，我们很自豪有学生代表参加小学学生会。学生会是一个平台，让孩子们对自己、对他们所在的学习社区负责，让学生们在其中有“发言权”。它鼓励学生通过探究、行动和反思为学校做出积极贡献。

Student Council Structure

1. Utahloy Action Committee

The Student Council is led by Utahloy Action Committee (UAC), which is formed by selected Y5 students. How the UAC works: students will ...

- Identify areas for development in our school
- Brainstorm solutions
- Put the solutions into actions
- Reflect on and evaluate the impact of those actions

学生会结构

1. Utahloy 行动委员会

学生会由 Utahloy 行动委员会（UAC）领导，该委员会由选定的 Y5 学生组成。

UAC 如何运作：学生将...

- 确定学校发展领域
- 集思广益，提出相关解决方案
- 将解决方案付诸行动
- 反思和评估这些行动的影响

2. Year Council

In each year group from Y1 to Y4, there will be two representatives. Each representative will be from a school house: Panda, Warrior, Dragon, or Tiger house. For example, Year 2 will have 2 reps, 1 from each house. Through these representatives, all students can raise issues, share ideas, and take part in discussions in a democratic manner. Wider issues that arise at Year Council meetings will then be discussed further at UAC which ensures that as many pupil voices as possible are heard.

2. 年级代表

在 Y1 至 Y4 的每个年度组中，将有名代表。每位代表分别来自不同的 House—熊猫，勇士，龙，老虎。以 Y2 为例，Y2 将有 2 个代表，分别来自不同的 House。通过这些代表，所有学生将通过民主的方式提出问题、分享想法和参与讨论。然后，UAC 将进一步讨论年级代表会议上提出的问题，确保能够倾听到更多学生的声音。

8.10.2 Secondary 中学

There are many opportunities for student leadership in Secondary through sports, Activities Outside the Classroom (AOCs), the House Programme and Service initiatives. Students are encouraged to

take on greater and greater leadership as leadership is an integral part of service learning in an IB school.

中学囊括体育活动、课后活动（AOCs）、组别项目和服务计划，学生在其中能找寻到许多提升自身领导力的机会。学校鼓励学生提升自身领导力，因为领导力是 IB 学校中服务式学习的一个组成部分。

The Secondary Student Council exists as a forum for the to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student, faculty, and community relations. Student Council members are directly elected by their peers. Student Council officers include President, Vice President, Secretary and Treasurer. Each year level, from 6-12, will also elect representatives. Student Council members are guided by a member of staff and liaise on a regular basis with the UISG Secondary Leadership Team and the UISG Senior Leadership Team and address areas of interest concerning the student body.

中学学生会是以论坛形式运行，协助学生在学校事务和活动中发声，为学生提供获取领导经验的机会，促进学生、教师和社区关系的和谐发展。学生会成员由学生选举产生。学生会成员包含主席、书记、秘书和会计。年级代表也将从 6 到 12 年级选出。一名教职员负责指导学生会成员，并定期与 UISG 中学领导团队和 UISG 高级领导团队进行沟通，转达学生群体关心的问题。

9.0 Student Services 学生服务

The Student Support Centre provides students with two separate, but interrelated parts.

学生支持中心为学生提供两个独立但相互关联的部分。

- Social Emotional counselling handles social, mental health and crisis intervention issues
社会情感咨询模块帮助进行心理健康与危机干预
- Learning support handles student access and extension to academic learning, this includes support for students requiring additional assistance and resources to accommodate their learning needs
学习支持模块帮助学生获得扩展学术学习的机会，包括为需要额外帮助和资源以满足其学习需求的学生提供支持

The department works with students, parents, heads of year, homeroom and subject teachers as appropriate in order to facilitate a balanced, positive framework for students as the centre of the process.

学生支持中心与学生、家长、年级负责人、班主任和学科教师携手，促进完善以学生为中心的平衡、积极的支持框架。

9.1 Counselling 咨询

The school counsellors are responsible for supporting students, parents, and staff. Their work is a combination of proactive and reactive services aimed at ensuring the wellness of students. Students, staff or parents may contact the respective counsellor or their division if they have a concern. Both the Primary and Secondary Schools have full-time social-emotional counsellors.

学校顾问支持学生、家长和工作人员，旨在确保学生的健康。学生、教职员或家长如有任何疑问，可与辅导员或所属部门联络。小学和中学均有全职的学校顾问。

9.1.1 Social-Emotional Counsellors 社会情感顾问

In the Primary School students can self-refer or may be referred by their homeroom teacher. The Primary Counsellor is Ms Sharon Lun, slun@uisgz.org, who can support students in both English and Chinese.

小学，学生可主动要求咨询，也可以由班主任建议。小学顾问为 Sharon Lun 女士（slun@uisgz.org），可为学生提供中英文咨询服务。

In the Secondary School, the Counsellor will assist students in responding to personal issues. A referral may be made by a Head of Year. The Secondary Counsellor is Ms Remy Wu, rwu@uisgz.org, who can support students in both English and Chinese.

中学有一位全职顾问，Remy Wu 女士，帮助学生疏导个人问题。学生可自行前往或经由校长介绍前往，咨询语言涵盖中英双语。

9.2 College Counselling 升学指导

College counselling at UISG is a supportive service offered to all students in the UISG Secondary School. Our College Counsellor is Ms Ye In Oh, yoh@uisgz.org.

UISG 升学咨询是向 UISG 中学所有学生提供的一项支持服务。学校的升学顾问为 Ye In Oh 女士，yoh@uisgz.org.

The university application process requires the student, staff, and the family to work together. The following are general expectations and responsibilities:

大学申请过程中需要学生、教职工和家庭携手努力。以下我们需要携手共同完成的内容：

Students and parents/guardians are required to:

学生和家長/監護人應：

- Research universities and choose which ones to apply to
比对大学，选择心仪院校
- Discuss together university options and financial arrangements for university study
学生与家长共同商讨大学志愿及大学期间的财务规划
- Know the deadlines for their university applications
知悉大学申请的截止日期
- Prepare for and take university admissions tests
准备并参加大学入学考试
- Pay for university application fees, and fees for sending application documents
支付大学申请费用及寄送申请材料的费用
- Ensure that the required documents are sent to universities on time
确保大学所要求的申请材料按时寄送到大学
- Send final IB scores, and other admissions testing scores to universities
将最终的 IB 成绩和其他入学考试成绩发送至申请的大学
- Give teachers adequate time to write recommendation letters
留有充足的时间给老师撰写推荐信
- Ask the college counsellor if unsure of any part of the application process
如申请过程中的有任何环节不确定，可向升学顾问咨询

UISG will:

UISG 将：

- Provide opportunities for students to meet university representatives

为学生提供与大学代表见面的机会

- Provide information and guidance about college and career choices
提供大学和职业的相关信息和指导
- Provide information about admissions tests (SAT, TOEFL, IELTS)
提供关于入学考试(SAT, 托福, 雅思)的信息
- Offer and provide a one-to-one meeting with the college counsellor
学生可与升学指导顾问一对一会面
- Provide predicted IB scores as requested for university applications
预计所申请大学要求的 IB 成绩
- Provide official transcripts as requested for university applications
提供大学申请所需的官方成绩单
- Provide up to 3 teacher or staff recommendation letters
最多提供 3 位教师或教职员工的推荐信
- Keep student personal information confidential
保密学生个人信息

Information sessions are available for students throughout the year along with ongoing monitoring of SAT/TOEFL standardized testing, IB course grades and outstanding applications at universities. Throughout upper Secondary School, students will be exposed to a range of learning opportunities and will be increasingly encouraged to participate in shaping their own futures.

宣讲会将于全年举行, 同时学校将持续关注 SAT/TOEFL 标准化考试、IB 课程成绩和一流大学的申请条件。在整个中学后期阶段, 学生将接触到各种信息, 期待学生们能够参与到自己的未来规划中。

Parents are also encouraged to meet with the College Counsellor and parent workshops are offered during the school year to help parents support their child with the university application process. 学校鼓励家长与大学升学顾问会面, 并在学年期间举办宣讲会, 协助家长并为孩子的大学申请提供指引。

9.2.1 Privacy Guidelines 隐私政策

Sensitive personal information shared with the College Counsellor is kept confidential. The school has the right to share university acceptances with the community but will not include specific student information when doing so unless the student gives consent. Admissions test scores, university preferences, and university rejections will not be shared with others without a student's consent.

与升学指导顾问所共享的敏感个人信息将完全保密。学校有权与社区共享大学录取信息, 在未得到学生许可的前提下, 将不包含学生的个人具体信息。未经学生许可, 入学考试成绩、大学偏好和大学拒信将不会透露。

9.2.2 Procedure for Obtaining and Sending Official Documents from UISG UISG 获取和发送官方文件的流程

UISG can send transcripts, predicted IB scores, and teacher recommendation letters from the administration office by DHL service. Students must supply the College Counsellor with full details of each university they choose to send documents to, specifying whether the documents needed are electronic or hard copy versions. Sufficient notice (usually one week) must be given to the College Counsellor to ensure all documents can be collated and sent to the required university within the deadline.

UISG 行政部将通过 DHL 快递服务发送成绩单、预估的 IB 分数和推荐信。学生须向升学指导顾问提供接受文件资料的每所大学的详细信息，并说明所需文件是电子版还是纸质版。学生需提前通知升学指导顾问（通常是一周），以确保所有文件都能在截止日期内整理好并发送到所要求的大学。

9.2.3 IB Predicted Scores IB 预估成绩

As stated by the IBO, a predicted grade is a teacher's prediction of the grade a candidate is expected to achieve in the subject, based on all the evidence of the candidate's work and the teacher's knowledge of IB standards.

在国际文凭组织 (IBO) 的陈述中，预估成绩是指教师根据考生的成绩和教师对 IB 教学标准的了解，预估考生在该科目中预期达到的分数。

For early university deadlines (September, October), IB predicted grades are aggregated by the DP Coordinator using the end of Year 11 marks. Final official predicted grades are predicted using Year 12 mock exams. The DP Coordinator should be given at least 5 working days' notice to provide the predicted IB scores document.

对于大学早期的截止日期（九月，十月），IB 预估成绩由 DP 课程协调员以 11 年级终末成绩合计。最终官方预估分数通过 12 年级模拟考试进行预估。学生应至少提前 5 个工作日告知 DP 协调员，以备 DP 协调员提供预估 IB 成绩。

9.2.4 University Recommendation Letters 大学推荐信

Students may ask up to 3 UISG teachers or staff for recommendation letters if their chosen university requires subject specific recommendation letters. When asking for a recommendation letter, the student should make clear what type of recommendation letter is required (confidential sealed letter, paper copy for future use, or online submission). Students should give teachers a month's prior notice when requesting a recommendation letter. When asked, a teacher should inform the student of their availability and ability to write a recommendation for the student. Teachers should send a digital copy of the recommendation letter to the College Counsellor when complete.

如果学生所选择的大学要求专业推荐信，学生可以向 UISG 教师或工作人员要求最多不超过 3 封的推荐信。在要求推荐信时，学生自身需明确需要什么类型的推荐信（保密推荐信、供将来使用的纸质推荐信或网上提交的推荐信）。学生需要推荐信时应提前一个月通知老师。当教师被学生问及时，教师应告知学生他们是否有能力为学生撰写推荐信。教师完成推荐信后，将以电子副本的方式发送给升学指导顾问。

When universities require confidential recommendation letters, the letter will be given to the student in a sealed envelope or sent directly to the university online. Students should not expect to see recommendation letters. UISG will notify universities of any unethical practice, including altering or opening sealed letters.

当大学要求保密推荐信时，将以密封的信封给学生或直接发送到大学。学生在此过程中不应看到推荐信的内容。如学生有任何不道德行为，如私自打开或更改密封信件，UISG 将告知大学。

9.2.5 High School Transcripts 高中成绩单

UISG produces high school transcripts for submission to universities on behalf of graduates or former students. High school transcripts are a record of marks for all subjects taken from Year 9 to Year 12 and include both Semester 1 and Semester 2 grades. Grades presented are based on the

International Baccalaureate 1 to 7 grading scale. The school is not responsible for collecting and including grades from other schools attended by students.

UISG 可为毕业生或校友提供高中成绩单给大学。高中成绩单含 9 年级至 12 年级所有科目的成绩记录，包括第一学期和第二学期的成绩。所提供的成绩基于国际文凭 1 至 7 分评分表。学校不负责收集学生就读的其他学校的成绩。

9.3 Learning Support 学习支持

As with any educational setting, we can expect to find students with specific learning needs within our school. These needs encompass physical and cognitive disabilities and impairments, learning difficulties, and challenging behaviours through to gifted and talented abilities. Sometimes we have prior knowledge of the needs before enrolment and sometimes we become aware of a child's needs when they are immersed in the school. It is also noteworthy that as many students are gaining fluency in English, learning differences are sometimes harder to identify.

与任何教育环境一致，在学生入学前，学校希望能预先了解学生的特殊学习需求，包括身体和认知的残疾和障碍、学习困难和行为问题。有时，在学生入学前，学校已通过家长提供的信息或通过和孩子在学校的接触了解到他们需求。但同样值得注意的是，当学生的英语水平逐步提高时，他们的学习困难有时也难以觉察。

If you have concerns regarding possible learning differences your child has, please contact either:
如您对孩子在学习差异上或有一些担忧，可联系：

- K - Year 5 Mr Joe Mock, jmock@uisgz.org
- Years 6-12 Ms Maria Castaneda, mcastaneda@uisgz.org

9.4 Student Recommendation Letters 学生推荐信

Sometimes students and/or parents request recommendation letters from teachers to apply for other schools.

有时，学生和/或家长要求教师出具推荐信，用作其他学校的申请。

The following procedure must be followed:

相关程序如下：

- Recommendation requests are sent to the Admissions Department
发送推荐信请求至招生部门
- The Admissions Department confirms the student's status, e.g., fee payments, official withdrawal notice
招生部门确认学生在校信息，如费用支付情况，正式退学通知
 - Recommendation letters are not written if students have outstanding fees.
如学生有未支付的费用，学校将不出具推荐信
 - The Admissions Department will contact all families who request recommendation letters who have not confirmed an intention to withdraw from UISG.
招生部门将联系所有要求提供推荐信的家庭，确认这些家庭从 UISG 退学/转学的意向
- The Admissions Department contacts the Section Office and requests are made to the designated teachers.
招生部门联系小学或中学办公室，让指定教师填写推荐信
- All completed recommendation letters are sent to the Head of Section for final checking, printing, and stamping.

所有完成的推荐信均会移交至小学/中学校长作最后核对、然后打印及盖章

- The original copy is sent to the student/school and a copy is filed in the student's record for future reference.
原件将发送给学生/学校，副本将留存在学生记录中，以备将来参考
- Reference requests take about one week to process.
推荐信申请流程大约需要一周

9.5 The Library 图书馆

The UISG library provides a stimulating and multilingual range of books, periodicals, newspapers and digital resources to support the PYP, MYP and DP. We encourage and challenge our students to be ethical and discriminating users of information. Just as importantly, we collaborate with teachers and our parent community to foster curious, confident and lifelong readers.

UISG 图书馆提供多语种图书、期刊、报纸和数字资源，以支持 PYP、MYP 和 DP 课程教学。学校鼓励和培养学生成为有道德及有能力的信息使用者。同样重要的是，教师和家长社区合作，培养求知、自信的终身阅读者。

The library catalogue, databases and other information about the library can be accessed at the following address: <http://lib.uisgz.org/lib>

可通过以下地址访问图书馆目录、数据库和有关图书馆的其他信息：

<http://lib.uisgz.org/lib>

Library Hours 图书馆开放时间

Monday to Friday 8:00am - 4:15pm

周一至周五 8:00am - 4:15pm

9.5.2 Circulation 书籍借阅

Students may borrow library books as follows:

学生书籍借阅：

- K-K3 one book per week
K-K3 可借一本书籍，一周内归还
- Year 1 two books per week
Year 1 可借两本书籍，一周内归还
- Year 2 three books per week
Year 2 可借三本书籍，一周内归还
- Year 3 three books per week
Year 3 可借三本书籍，一周内归还
- Year 4 & 5 four books per week
Year 4 & 5 可借四本书籍，一周内归还
- Year 6 four books for 3 weeks
Year 6 可借四本书籍，三周内归还
- Years 7 to 12 six books for 3 weeks (excluding textbooks)
Years 7 to 12 可借六本书籍，三周内归还（包含教科书）

There are no fines for late books; however, if books are overdue, students will not be allowed to borrow books until they are returned.

逾期还书不处以罚款，但学生还书之前不能借阅其他书籍。

Parents can borrow books from our school library. To do so, bring your UISG ID and ask for Ms Woori Choi, Head Librarian. If you have any questions, please feel free to email Ms Choi at wchoi@uisgz.org.

家长可从学校图书馆借书，只需携带 UISG 发放的家长卡，向图书管理员主管 Woori Choi 女士提出申请。如果您有任何疑问，可发送邮件至邮箱 wchoi@uisgz.org 详询 Woori 女士。

9.5.4 Librarians 图书管理

For Whole School or K to Year 4 library questions or concerns, please contact head librarian, Ms Woori Choi, wchoi@uisgz.org.

如果您对整个学校或 K-Y4 年级图书相关事宜有任何疑问或反馈，请联系图书管理员主管 Woori Choi 女士 wchoi@uisgz.org

For Year 5 to Y12 library questions or concerns, please contact the Secondary Teacher Librarian, Mr Hunt Luker, hluke@uisgz.org.

如果您对 Y5-Y12 图书相关事宜有任何疑问或反馈，请联系中学图书管理员 Hunt Luker 先生 hluke@uisgz.org

9.5.3 Printing 打印

The computers in the library are connected to the photocopiers outside the library. Students may use their personal ID card to pay for printing.

图书馆的电脑与图书馆外的影印机相连。学生可使用学校 ID 支付打印费用。

9.5.4 Reference Books 参考书目

Students must check out subject reference books in the library. At the end of each academic year, all books should be returned. If Year 11 students, or other students require books over the summer, they can be checked out again for the holiday. At the beginning of each academic year, students must have a clear library record before they may check out any reference books or library books.

学生须在图书馆查阅学科参考书。学年结束时，应归还所有书籍。如 11 年级的学生或其他学生在暑假期间需要阅读书籍，需归还所有书籍后重新借阅。学年开始时，学生的图书馆书籍借阅记录需记录良好（无逾期或未归还书籍），方可再次借阅书籍。

9.5.5 Lost Books 书本遗失

Students must pay for their lost textbooks or library books in the library. If a student later finds the missing book, they can return it to the library, and they will be reimbursed.

学生如果遗失图书馆借阅书籍，需缴纳赔偿金。如果学生后期重新找到丢失书籍，可将其归还图书馆，并获取相应退款。

10.0 Activities Outside the Classroom 课外活动

10.1 Activities Outside the Classroom (AOCs) 课外活动

After school and at lunch times, all Primary and Secondary students are given the opportunity to participate in activities and clubs outside of the classroom learning programme. There are a wide range of activities on offer, providing students a chance to try something they might not otherwise

get the opportunity to take part in, e.g., art club, chess club, a cooking class, Chinese calligraphy, robotics, Model United Nations, jazz band, choir, orchestra, etc.

放学后和午餐时间，所有中小學生都有机会参加课外活动和俱乐部。学习提供不同类型的课外活动，让学生们有机会尝试一些之前没有体验过活动，例如艺术俱乐部、国际象棋俱乐部、烹饪班、书法、机器人、模拟联合国、爵士乐队、合唱团、管弦乐队等。

This year, Primary clubs and extra-curricular activities will be offered outside of the classroom schedule while Secondary student-led AOCs will still be operated within the Secondary Timetable.

今年，小学俱乐部及课外活动也将在课外时间段提供，而中学生主导的 AOC 仍在中学课表时间段内进行。

Activities and clubs are offered by teachers, teacher assistants, as well as outside providers. Prior to the commencement of each new activity session, parents will have an opportunity to sign up for activities on SchoolBuddy.

相关活动和俱乐部由教师、助教以及外部供应商提供。每当新一轮的课外活动开始前，家长可在 SchoolBuddy 上为孩子报名参加活动。

For older Secondary students, AOCs provide a fantastic opportunity for students to develop new skills and improve on existing talents. We encourage students to take the initiative of running their own activities as well as participating in clubs run by other students or members of staff. All students are then asked to reflect on their progress as part of their SA (Service as Action) or CAS (Creativity, Activity, Service) portfolio. For students applying to a specific university course, AOCs that have related skills/interests are specifically recommended as they enhance the student's university application.

对于较高年级的中学生而言，AOC 为他们提供了发展新技能和现有才能的绝佳机会。学校鼓励学生积极主动发起相关活动，或参加由其他学生或教职员开办的社团，并在 SA（服务式行动）或 CAS（创造力、活动、服务）板块中反思回顾自我。对于申请某些特定大学课程的学生，AOC 的相关技能/兴趣是尤其推荐的，因为这可以为学生的大学申请增添亮点。

10.2 Field Trips 实地考察

Field Trips are an important part of the overall school curriculum. The benefits include:

实地考察是学校课程的重要组成部分。带来的益处包括：

- The opportunity to apply their learning in a new environment
在新环境中应用所学知识
- Taking responsibility for their learning
对自己的学习负责
- Interacting with their peers and their teachers in a different setting
在不同的环境中与同学和老师互动

Field Trips are planned to support the Programme of Inquiry in the Early Years and Primary School and the Middle Years and Diploma Programmes at the Secondary level. They are designed to provide optimum learning experiences and build on or provoke further learning. Shared experiences enable students to engage in discussion with their classmates and to participate fully in follow up learning engagements. Any such opportunities are fully funded by the parents.

实地考察的计划旨在支持小学及中学 MYP/DP 课程发展计划，提供最佳的学习体验，激发进一步的学习。经验分享使学生间相互进行讨论，并参与后续学习活动。任何此类活动均由家长全额缴纳费用。

10.3 School Camps 学校营地活动

Overnight or extended field trips and annual camps are an important part of the overall school curriculum, allowing students to travel to various destinations throughout China. Annual camps are fully funded by the school, while athletics and extra-curricular trips, e.g., Wolves Athletics teams, MUN conferences, etc., are funded by parents.

过夜扩展实地考察和年度营地活动是学校整体课程的重要组成部分，学生可到中国不同地方进行不同的体验。年度营地活动由学校全额资助，而运动赛事及课外活动如狼运动队，模拟联合国会议等，则由父母出资。

The benefits include:

带来益处包括：

- Opportunities for real-life learning within natural environments.
在自然环境中进行真实学习的机会
- Participation in group challenges and problem-solving activities.
参与小组活动和解决问题
- Opportunities for learners to explore outdoor and environmental related pursuits.
为学习者提供探索户外与环境的机会
- Appreciation of China's diversity, cultural knowledge and respect for the environment.
欣赏中国的多样性、文化知识和尊重环境
- Opportunities to extend themselves beyond their comfort zone.
让自己有机会走出舒适区
- Opportunities to connect the academic curriculum through real-world experiences.
将现实世界的经验与学术课程融会贯通

Primary 小学

Year 3-5 participate in extended 1-3-day field trips.

3-5 年级参加 1-3 天的实地考察

Secondary 中学

Each camp allows students to take part in both community service projects, such as helping in village schools or orphanages and a range of outdoor activities, such as rock climbing, abseiling, camping, hiking, mountain biking, rafting, and surfing.

学生营地活动或将纳入社区服务项目，如帮助乡村学校或孤儿院，以及一系列户外活动，如攀岩、绳索、露营、徒步旅行、山地自行车、漂流和冲浪。

10.3 International Trips 国外旅行

From time to time, international trips will be organised for students, especially in the older grades, e.g., university tours, international study or service trips or other excursions. Such trips will be fully funded by parents. These trips will normally take place during the student and teacher holidays.

学校将不时为学生组织国际旅行，尤其是高年级的学生，例如大学旅行、国际学习，服务旅行或其他短途旅行。这些旅行将由家长全额资助。旅行通常在学生和教师假期期间进行。

10.4 Wolves Athletics 运动

All students are encouraged to try out for each sport. All players should attend a minimum of two training sessions a week and participate in matches after school and on weekends.

学校鼓励所有学生参加运动。所有球员每周至少参加两次训练，在放学后和周末参加比赛。

Whenever possible, UISG will attempt to have an SDRC/ACAMIS squad whose players travel to the tournaments, and a developmental team who also train throughout the year and play in exhibition matches. Members of the developmental squad would always have the potential of moving to the SDRC/ACAMIS squad.

如果条件允许，UISG 将组建一支 SDRC/ACAMIS 球队，其球员将前往锦标赛，并组建一支发展队伍，该队将全年进行训练并参加表演赛。发展队伍的成员将有机会进入 SDRC/ACAMIS 球队。

Due to the limited resources of host schools, only 10-12 athletes can be chosen for each boys' and girls' team. Players will be selected for teams based on a range of factors that include attitude, effort, behaviour, ability and commitment. It is also an expectation that all students selected for tournaments are up to date with their academic work.

由于主办学校资源有限，每支男女队只能选拔 10-12 名运动员。球员将根据包括态度、努力程度、行为、能力和承诺在内的一系列因素被选入球队。同时，我们也期望所有被选中参加比赛的学生不在学业上落后。

10.4.1 ACAMIS

The Association of China and Mongolia International Schools (ACAMIS) allows international school children to participate in sporting and cultural events across China. Schools are responsible for hosting tournaments or cultural events in rotation, allowing students to travel throughout China to participate in these tournaments or events. Students from Year 9 to 12 participate in ACAMIS events.

中蒙国际学校协会 (ACAMIS) 允许国际学校的孩子参加中国各地的体育和文化活动。学校负责轮流举办比赛或文化活动，让学生在中国各地参加这些比赛或活动。9 至 12 年级的学生参加 ACAMIS 的活动。

10.4.2 SDRC

The Southern Delta Region Conference (SDRC) is the ACAMIS-equivalent for students in Year 6 to 8. The aim is to bring together schools from southern China, principally the Pearl River Delta region, including Guangzhou, Shenzhen, and Hong Kong.

南三角地区会议 (SDRC) 相当于 6-8 年级学生的 ACAMIS。其目标是将华南地区的国际学校整合到一起，主要是珠江三角洲地区，包括广州、深圳和香港。

10.4.3 GISES

Guangzhou International Schools Elementary Sports (GISES) aims to bring together primary school students and allow them to compete and develop as young athletes. The organisation provides these opportunities for students in Years 2 to 5. Events are organized either during the school day or on weekends. All students are encouraged to participate and attend practice sessions.

GISES 组织旨在将所有小学生聚集一起，为 2-5 年级的学生提供作为年轻运动员竞争和发展的机会。活动在上学日或周末组织。我们鼓励所有的学生参与并参加练习。

10.5 Private Music Lessons 私人音乐课程

The school brings in private music tutors from the community to teach students as part of the ECA Program. Offerings vary each year according to the availability of instructors. The school has recently had tuition available in: guitar, drums, bass, flute, saxophone, clarinet, violin, and piano. Lessons are available in a one-to-one lesson or as a small group lesson depending on parental choice. Lessons are fully funded by the parents.

UISG 现阶段提供以下私人音乐课程：吉他、鼓、贝司、长笛、萨克斯管、单簧管、小提琴和钢琴。课程由校外专业人士进行授课。根据家长的选择，课程分为一对一课程或小组课程。课程费用由家长全额支付。

The school provides training in child protection for these instrumental teachers and adheres to the guidelines written in the UISG Child Protection Policy.

学校将为这些器乐教师提供儿童保护方面的培训，并要求其遵守 UISG 儿童保护政策中的指导方针。

11 Home and School Communication 家庭和學校社區

11.1 Communication 沟通

Effective communication is crucial to the smooth and successful operation of the school. UISG has a variety of strategies to ensure that parents remain informed of student progress and aware of school events. Publications include the following:

良好的沟通对学校的运作至关重要。UISG 采取多种策略，确保家长能够随时了解学生的进展和学校活动。相关内容发布于以下渠道：

- Online updates of school events and important messages on the school's website, ManageBac and WeChat.
学校网站、ManageBac 和微信公众号更新学校活动和重要信息
- Emails via ManageBac for Early Years, Primary and Secondary School parents and students.
通过 ManageBac 为幼儿园，小学和中学家长和学生发送电子邮件
- Annual Yearbook
年鉴

In addition to scheduled reporting times, open dialogue between the school and home is encouraged. Parents or teachers may request additional meetings to discuss issues relating to students. A mutually convenient time will be arranged.

除了在校历上安排的相关会议，我们也鼓励学校和家庭之间进行对话。家长或教师可要求召开额外会议，讨论与学生有关的问题。双方可提前协商时间。

All teachers can be contacted by email.

所有教师均可通过电子邮件取得联系。

11.1.1 Early Years 幼儿园

In Early Years, the ManageBac system is the main online vehicles of communication. Weekly communication of Early Years events will be sent through the ManageBac system. ManageBac allows parents access to students' reports and grades. It also allows parents to log absences. ManageBac will focus on classroom specific announcements and pedagogical guidance from the Head of Primary and/or the Early Years Coordinator

在幼儿园，ManageBac 系统是主要的在线通信工具。幼儿园活动的每周沟通将通过 ManageBac 系统发送。家长可访问 ManageBac 查询学生报告和成绩，家长还可通过 ManageBac 更新孩子出勤状态。ManageBac 将集中发布来自幼儿园校长在课堂上的具体公告和教学指导等相关信息。

11.1.2 Primary 小学

In Primary, the ManageBac system platform is the main online vehicle of communication. ManageBac is used for primary leadership, homeroom, year level and teacher and parent communication. On Fridays, year level information will be communicated to parents. Information about upcoming Primary events will also be sent through ManageBac. ManageBac allows parents access to students' reports and portfolios. It also allows parents to log absences.

在小学，ManageBac 系统平台是主要的在线交流工具。ManageBac 用于小学领导团队、班主任、年级以及教师和家长沟通。年级信息将在周五发送给家长。有关即将举行的主要活动的信息也将通过 ManageBac 发送。家长可以通过 ManageBac 访问学生的报告和档案。家长还可通过 ManageBac 更新孩子出勤状态。

11.1.3 Secondary 中学

At the Secondary level, the ManageBac system is an online platform that allows parents access to students' assignments and grades. It also allows parents to email individual subject teachers.

在中学阶段，家长可通过 ManageBac 系统查询学生的作业和成绩。家长还可通过其给学科老师发送电子邮件。

Secondary Student Planner 中学生规划

All Secondary students are given a UISG Student Planner at the beginning of the school year. The planner is designed to support students with their learning and is used for organising review activities, planning assignment timelines, and recording homework each day. Year 6 to 10 students must have a planner with them when they are in class. Year 11 and 12 students may choose to use an alternative form of planner, but all students must be able to show their homeroom teacher the method used to plan work.

所有中学生在学年开始时将收到 UISG 学生规划本，该规划本旨在助力中学生的学习，其用于规划复习、计划作业时间和记录每天的作业。6 至 10 年级的学生上课时须带着规划本。11 年级和 12 年级的学生可以选择使用其他形式的规划表，所有学生都须向班主任展示学习计划中使用的方法。

The planner must be kept in good condition. Planners which are badly damaged or considered unusable for school purposes must be replaced and paid for by the student. Replacements can be purchased from the Secondary School Office at the cost of 50 RMB each.

规划本需注意保存。严重破损或无法正常使用的规划本需进行更换，学生需支付相关费用。可从中学办公室购买，每本 50 元。

11.2 Utahloy Parent Teacher Association 誉德莱家长教师协会

Links are maintained through the vital and active parent teacher association called UPTA (Utahloy Parent Teacher Association), which was founded in 2006. All parents and teachers of UISG are automatically members of the UPTA and welcome to join meetings and activities.

誉德莱家长教师协会(UPTA, Utahloy Parent Teacher Association)成立于2006年，并活跃于家长群体和学校的沟通中。UISG的所有家长和教师均为UPTA成员，欢迎各位参加相关会议和活动

The UPTA provides a good channel of communication between parents and the school. Parents can receive information and raise questions if there are areas of concern. In turn they can give valuable

recommendations and support, sharing ideas by drawing upon the varied backgrounds, cultures, professions and talents of its members.

UPTA 为家长和学校之间提供了良好的沟通渠道。家长可以通过该渠道了解信息，并提出关于学校在某些方面的疑虑，不同背景、文化、职业和才华的成员们可通过其分享想法，提出宝贵的建议并提供相关支持。

The UPTA plans and coordinates fundraising events for the school community. Some regular events include a Welcome Picnic at the start of the school year, food sales at the Festival of Light in December and a Primary and Secondary School Book Fair. These are good social opportunities for parents, teachers and families to enjoy themselves together. Funds are raised for charity donations and/or to improve the school's environment and support future activities.

UPTA 计划并组织学校社区的筹款活动。常规活动包含开学时的欢迎会、12月璀璨之夜的食品销售以及中小学书籍义卖。这是家长、教师和家庭成员参与社群交流的绝好机会。募集资金用于慈善捐款和/或改善学校环境和组织后续活动。

Parent Representatives 家长代表

Each EY and Primary classroom has a Class Parent representative who provides a vital link between families. Volunteers are called for early in the year and class reps meet on a regular basis. They assist in coordinating classroom helpers, provide additional support for a range of school events and play a key role in welcoming new families.

每个幼儿园和小学班级都有一位“班级家长代表”，其为班级家庭之间的重要纽带。

班级家长代表于学年初招募志愿者，并举行定期会议。

班级家长代表们与班级中的协助者们携手，为一系列的学校活动提供额外支持，并在迎新会活动中发挥重要作用。

Class Representatives in the Primary School help facilitate cooperation and harmony between home and school. There are many opportunities for parents to volunteer, become a part of the charity work undertaken by the UPTA or to assist in the many projects. The Early Years programme welcomes parent involvement in the early stages of children's development and integration into school life.

小学班级代表有助于促进家校之间的合作与和谐。家长们有很多机会参与到 UPTA 的慈善工作中，或助力相关的项目成为一名志愿者。幼儿园欢迎及鼓励各位家长参与到孩子的早期发展及与孩子一起融入学校生活中。

There are workshops and seminars for parents run in cooperation with the school. Cooking classes help share culture and recipes from a wide variety of countries. The UPTA meets twice a semester, and all parents are encouraged to attend. Please ask for the contact names of this year's UPTA Board - and come and join us! Email: UPTA_GZ@uisgz.org

UPTA 与学校合作，为家长举办了相关的讲习班及研讨会。其中，在烹饪课上，家长们能分享来自不同国家的文化和食谱。UPTA 每学期开两次会议，并鼓励所有家长参加。如需详询今年 UPTA 委员会成员，请电邮 UPTA_GZ@uisgz.org，UPTA 期待您的加入！

11.3 Translations 翻译

Due to the number of nationalities at UISG it is not possible to translate information into all languages. However, when a parent does not speak English, every effort will be made to have information translated. This usually includes Chinese and occasionally Korean and Japanese.

由于 UISG 社区中有多个国籍的社区成员，学校信息无法翻译成所有语言。然而，当家长无法使用英语的情况下，学校会尽可能尽一切努力将信息翻译为相关语言，通常为中文，韩语和日语。

11.4 Dealing with Concerns 问题处理

Parents and students who have concerns on any matters regarding their child's education or other general concerns should follow these procedures:

家长及学生如对教育事宜或其他一般事宜有任何问题，应遵循以下程序：

- Discuss the concern with the homeroom/subject teacher.
告知班主任/科目老师就您的问题进行讨论
- If not satisfied, discuss the concern with the appropriate Head of Year.
如果您对先前讨论的结果并不满意，可与年级长进行会议
- If still not satisfied, arrange a meeting with the Head of Section.
如仍不满意，与小学校长，中学校长安排会议
- If still not satisfied, arrange a meeting with the Head of School. Most complaints and grievances can, and should, be resolved at the level at which they arise: between the student and the teacher or other school employee, if necessary, with the help of the Head of School. In all cases, student complaints will be dealt with seriously, courteously, and promptly.
若仍然不满意，则安排与校长进行会面。大多数投诉和不满可在相应的层级得到解决：学生与教师或其他学校员工之间，必要时可在校长的协助下解决问题。任何情况下，相关投诉都将严肃、礼貌、及时的处理

If any matter cannot be resolved at the school level, the Head of School may consult the Chair of the MDC. However, if the student or parent feels that their complaint has not been handled fully or fairly, an appeal to the MDC is available to the student or parent. On receipt of an appeal, the Head of School will forward it to the chair of the MDC. The MDC, either at a meeting or in circulation, will determine whether to consider the appeal itself or to nominate a Special Committee to consider the appeal. The MDC or Special Committee will meet to consider the appeal within ten days of the date of the appeal and will provide its decision on the appeal in writing. That decision is final. All appeals must be made in writing, to the person or body designated, and within the time specified.

如果问题无法在学校层面得到解决，校长或将与 MDC 主席商议。如果学生或家长认为他/她的投诉没有充分解决或得到公平对待，可以向 MDC 提出申诉。校长接获家长的申诉后，将呈递至 MDC 主席。MDC 将在会议中或通过内部传阅的方式，决定是否将此申诉交由专门委员会进一步裁定。MDC 或专门委员会将在申诉之日起十天内审议申诉，并将以书面形式出示对该申诉的裁定。该裁定将作为最终结果。所有申诉须以书面提出，并在规定的时间内提出。

12.0 Health and Safety 健康与安全

Health and safety issues are of paramount importance to UISG. Health and safety issues or concerns should be raised by any member of the school community.

健康和安全问题对 UISG 是至关重要的。如学校社区的成员对健康和安全方面有任何担忧，均可提出。

The Health and Safety Committee shall have the responsibility of ensuring that all areas of the school meet the highest standards regarding health and safety. Parents and students are encouraged to contact any member of the administration who will pass their concerns onto the Health and Safety Committee.

健康与安全委员会应确保学校的所有区域达到健康与安全的最高标准。学校鼓励家长和学生向相关管理人员反应健康与安全问题，相关问题将会呈至健康与安全委员会进行讨论。

12.1 Health & Health Services 健康&保健服务

The school has two clinics, staffed by nurses, providing medical services to students from 8:30am to 5:00pm. A note is made on ManageBac for any student visiting the medical room and requiring treatment. This note is automatically sent to the parent and the homeroom teacher. The nurse notifies the section office, who calls the parent if the student needs to go home or go to the hospital.

学校有两个诊所，配备护士，从上午 8:30 到下午 5:00 为学生提供医疗服务。任何到医务室就诊并需要治疗的学生，需在 ManageBac 进行注明。注明将自动发送给家长和班主任。护士通知小学或中学办公室，如果学生需要回家或去医院，小学或中学办公室将致电家长。

12.1.1 School Nurses 驻校护士

Secondary Building 中学

Telephone 020 8720 2019 / 020 8704 4675

Early Years Building 小学

Telephone 020 8720 2019

12.1.2 Important contact information 重要联系信息

Health & Safety Officer 健康&安全主管: **Julian Long** jlong@uisgz.org

Guangzhou Nan Fang Hospital 广州南方医院

Address: No. 1838, Guangzhou Da Dao Bei, Guangzhou, China

地址: 广州大道北 1838 号南方医院

Postcode: 510515

Emergency Room: 24-hours on duty

急诊: 24 小时值班

Out-patient clinic working hours: [normal clinic]

门诊工作时间

Monday-Friday 周一至周五: 8:00AM - 12:00PM and 2:30PM - 5:30PM

Saturday and Sunday 周六/日: 8:00AM - 12:00PM

Appointments switchboard

预约总机: 020-61641888

HuiQiao Medical Centre 惠侨门诊部

【30%附加费用 30%Surcharge】

Working hour 工作时间:

Monday-Friday 周一至周五: 8:00AM-12:00PM and 2:30PM-5:30PM

Saturday 周六: 8:00AM-12:00PM

Sunday: Off

周日休息

Receptionist Telephone

前台电话: 020-62787098

Outpatient consultation

门诊咨询: 020-62787279

Inpatient appointments

住院预约: 020-61642284

Guangzhou Emergency Centre Hotline: 120

广州急救热线: 120

Note: They have service in English as well as Chinese.

注: 热线提供中英双语服务

12.2 Accidents 意外事故

UISG maintains a safe place for students, staff, and visitors and to have immediate first aid available in the event of an accident. The school takes the prevention of accidents seriously and will do all that can be done to prevent all accidents.

UISG的政策要求, 为学生、员工和访客营造一个安全的环境, 在发生事故时立即提供急救。学校高度重视事故预防, 将尽一切可能防止事故发生。

12.3 Illness and Infectious Diseases 疾病及传染病

Infectious diseases 传染性疾病

It is important that parents keep children at home if they are unwell. UISG maintains a 'fever free' environment and will send students home if they have a temperature over 37.3°C or any other signs of possible infectious illness. If a student has an infectious disease, it is important that the child is kept at home until recovered and there are no more infectious symptoms. Parents should inform the school as to the nature of the infection, particularly if it is contagious.

如果孩子身体不舒服, 父母应让孩子在家休养。UISG 保持“无发热”环境, 如果学生体温超过 37.3 摄氏度或有任何其他可能的传染病迹象, 学生将被送至回家。如果学生患传染疾病, 孩子应在家中休养, 直至康复和无相关症状。家长应通知学校有关疾病症状, 尤其是具有传染性的。

Children should not come to school if they have any of the following, including but not limited to:

如果孩子有下列任何一种情况, 包括但不限于:

- fever
发烧
- diarrhoea

- 腹泻
- vomiting
呕吐
- discharge from eyes or ears
眼耳有分泌物
- heavy nasal discharge
严重流鼻涕
- persistent cough
持续性咳嗽
- unidentified rash.
原因不明的皮疹

It is strongly advised, that in these instances, the child receives medical attention. A medical note may be required before the child is allowed back to school (see table below).

在这种情况下，学校强烈建议让儿童得到相关的医疗照顾。学生返校前，或需出示一份医疗证明(详见下表)。

If a child becomes ill while at school, they will be taken to the nurse for assessment. If the child needs to go home, the parents will be contacted and the child should be picked up as soon as possible, preferably within 60 minutes. The child will be kept in the clinic or an isolation area and monitored by the nurse until a parent or another designated individual arrives. Children who become ill at school will not be allowed to ride the school bus.

如果孩子在学校期间生病了，学生将被带到护士那里进行检查。如果护士进行评估后，认为孩子需回家休养，学校将让家长尽快到学校接孩子（建议 60 分钟内）。家长到校前，孩子将留在诊所或隔离区内，由一名护士观察情况，直到家长或另一个指定的人接送。生病的孩子不允许乘坐校车。

In the event of a doctor's approval that a child may return to school, the administration may still require the child to be excluded for the following reasons:

如果医生同意孩子可以重返学校，行政部或出于以下原因建议学生在家继续休养：

1. The illness prevents the child from participating comfortably in school activities.
由于疾病，孩子无法正常参加学校活动。
2. The illness results in a greater care need than the teacher and assistants can provide without compromising the health and safety of other children.
该疾病导致孩子要求教师和教学助理提供更多的护理需求。该护理需求或将损害其他孩子的安全和健康利益，教师和教学助理无法提供。
3. It is below the minimum school exclusion time period for the infection (see below).
孩子仍处于学校建议的休养期（详阅下表）。

In the instance of any child being diagnosed with an infectious disease, where appropriate, a letter will be sent to the appropriate class, or year, or school section parents informing them of the infectious disease. Deep cleaning of the appropriate classrooms will take place. The nurse will complete daily checks of all students in the appropriate classes, whilst the disease is prevalent. By following this procedure, we can maintain a healthy environment for all and minimise the risk of infections spreading.

如任何儿童被诊断患有具有传染性质的疾病，在合宜的情况下，将向相应的班级、年级或小/中学家长发送信息说明。并对相应教室进行深度消毒。当疾病高发时，护士将对相应班级的所有学生进行每日检查。通过遵循这一程序，学校希望能够为所有社区成员维护一个安全健康的环境，并将疾病感染的风险降至最低。

Infectious disease guidelines 传染性疾病指南

Disease	Symptoms	Minimum school exclusion time period	Doctor's visit and medical note required
Covid-19 新冠肺炎	Fever, persistent cough, shortness of breath, fatigue, muscle and body aches, headache, loss of sense of smell, sore throat, runny nose, nausea and diarrhea 发烧, 持续咳嗽, 呼吸急促, 疲劳, 肌肉和身体疼痛, 头痛, 嗅觉丧失, 喉咙痛, 流鼻涕, 恶心和腹泻 Asymptomatic students (test positive without symptoms) are also excluded from school. 无症状感染学生(新冠检测呈阳性但无表现明显症状)需暂缓上学	If positive, student stays home for 1 week unless and they are symptom free or they test negative and are symptom free. 学生若检测为阳性, 需在家休养一周直到症状消失或检测结果为阴性并没有相关症状	A doctor's note is not required. 无需提供相关医学证明
Fever 发热	Temperature above 37.3°C 温度高于 37.3 摄氏度	After 48 hours with no fever without using fever reducing medicines 48 小时后无发热症状, 未使用退烧药物	A doctor's note is not required. 无需提供相关医学证明
Diarrhea 腹泻	Loose stools which are watery, constant need to go to the toilet 大便呈水样, 需要经常上厕所	After 24 hours of being symptom free 症状消失后 24 小时	A doctor's note is not required. 无需提供相关医学证明
Vomiting 呕吐	'Throwing up' from the mouth or nose 从嘴或鼻子“呕吐”	After no vomiting for 24 hours 24 小时无呕吐症状	A doctor's note is not required. 无需提供相关医学证明
Conjunctivitis 结膜炎	Pink or red colour in the white of the eyes Watery eyes Itchy or scratchy eyes Discharge from eyes Crusting of eyelids or lashes 眼睛白色部分成红色或粉色 流泪 眼睛发痒 眼部有分泌物排出 眼睑或睫毛处形成痂皮	After 24 hours of antibiotic medicine and no discharge from infected eye/s or medical note. 服用抗生素 24 小时后, 感染眼无分泌物/或出具医疗记录。	Recommended 建议
Chicken pox 水痘	Rash which turns into itchy fluid filled blisters that eventually turn into scabs. Often seen on chest, back and face first but can cover the entire body 皮疹转为发痒的充满液体的水泡, 最终变成结痂。	After the lesions have crusted over, 5 days minimum 皮损结痂超过 5 天后	Yes 需要

	通常先出现在胸部、背部和面部， 逐渐扩散至整个身体		
Ear infection 耳部感染	Often middle ear, ear pain, fever, irritability, rubbing or tugging at ear, difficulty sleeping, pus or discharge from ear 常为中耳，耳痛，发烧，烦躁，摩 擦或拉扯耳朵，入睡困难，耳朵有 脓或分泌物	After 24 hours of antibiotic medicine with no fever without using fever reducing medicines 服用抗生素 24 小时 后无发热，未使用退 烧药物	Yes 需要
Hands, Foot and Mouth Disease 手足口病	Mouth sores (Herpangina), rash on palms of hands and soles of feet, fever. 口腔溃疡(疱疹)，手掌和脚底皮 疹，发烧	After being fever free for 48 hours and no open mouth sores or open sores on their hands and feet 48 小时无发烧症状， 无口腔溃疡或手脚溃 疡	Recommended 建议
Headlice 头虱	Lice, nymphs or nits found in the hair or attached to the hair shaft 在头发或头发边缘发现虱子或若虫	After application of lice medicine and treatment has begun 开始用药后	Recommended 建议
Impetigo 脓疱病	Red itchy sores that break open and leak a clear fluid or pus. A crusty yellow scab forms over the sore 红色发痒的疮，裂开并漏出透明的液 体或脓液。溃疡上形成一个坚硬的黄 色痂	48 hours after treatment has begun and the sores have healed. 治疗48小时后，伤口愈 合。	Yes 需要
Influenza 流行性感冒	Fever, cough, sore throat, runny stuffy nose, muscle and body aches, headaches, fatigue 发烧，咳嗽，喉咙痛，流鼻涕，鼻 塞，肌肉和身体疼痛，头痛，疲劳	24 hours at least since last fever or chills without using fever reducing medicines. 发烧或发冷后至少 24 小时，期间未使用退 烧药物。	A doctor's note is not required. 无需提供相关医 学证明
Measles 麻疹	Tiny white spots (Koplik spots) appear in the mouth, this is followed by the measles rash of flat red spots which spread and high fever, cough, runny nose and red watery eyes 口腔中出现微小的白斑（Koplik 斑），随后是扁平的红点组成的麻 疹皮疹，并伴有高烧、咳嗽、流鼻 涕和眼睛红肿	5 days after the first sign of the rash 皮疹出现 5 天后	Yes 需要
Mumps 流行性腮腺炎	Puffy cheeks and swollen jaw, fever headache, muscle tenderness and tiredness 面颊浮肿，下巴肿胀，发热头痛， 肌肉压痛，疲劳	5 days after the first sign of swelling 第一次出现肿胀症状 后 5 天	Yes 需要

Mononucleosis (Epstein-Barr virus) 单核细胞增多症(爱泼斯坦-巴尔病毒)	Extreme fatigue, fever, sore throat, head and body aches, swollen lymph nodes on neck and armpits, swollen liver or spleen, rash 极度疲劳, 发烧, 喉咙痛, 头痛和身体疼痛, 颈部和腋下结节肿大, 肝脏或脾脏肿大, 皮疹	Until recovered 直至痊愈	Yes 需要
Norovirus 诺如病毒	Diarrhea, vomiting, nausea and stomach pain 腹泻、呕吐、恶心和胃痛	After 48 hours being symptom free 症状消失后的 48 小时	Recommended 建议
Pinworms 蛲虫	Small white roundworms causing itching in the anal area 引起肛门发痒的白色小蛔虫	24 hours after treatment with medication 用药 24 小时后	Recommended 建议
Ringworm 癣菌病	Circular rash usually red and itchy 红色圆形皮疹, 发痒	48 hours after treatment with antifungal medication 抗真菌药物治疗 48 小时后	Recommended 建议
Respiratory Syncytial virus (RSV) 呼吸道合胞病毒	Respiratory virus causing mild cold symptoms, runny nose, decreased appetite, coughing, sneezing, fever, wheezing 呼吸道病毒引起轻度感冒症状、流鼻涕、食欲下降、咳嗽、打喷嚏、发烧、喘息	5 days minimum 最少 5 天	A doctor's note is not required. 无需提供相关医学证明
Rubella 风疹	Red rash appearing on the face and spreading to the rest of the body, usually lasts about three days. Other symptoms 1-5 days before the rash appears include low grade fever, headache, mild pink eyes, general discomfort, swollen lymph nodes, cough and runny nose 脸上出现红疹, 并扩散到身体其他部位, 通常持续三天左右。皮疹出现前 1-5 天的其他症状包括低烧、头痛、轻度红眼、全身不适、淋巴结肿大、咳嗽和流鼻涕	5 days after the rash first appeared 皮疹出现后 5 天	Yes 需要
Shigella 志贺氏菌	Diarrhea (sometimes bloody), fever, stomach pain, feel the need to pass stools even when bowels are empty. Severe stomach cramping 腹泻(有时带血), 发烧, 胃痛, 即使无便意也觉有排便需要, 严重的胃痉挛	5 days minimum until no shigella in stools 至少 5 天, 直至粪便中未检测出志贺氏菌	Yes 需要
Strep throat 链球菌性喉炎	Sore throat, starting quickly, pain when swallowing, fever, red and swollen tonsils, tiny red spots on top of mouth, swollen gland in the neck	48 hours after starting a course of antibiotics, if no fever. 抗生素疗程后 48 小时, 无发热症状	Yes 需要

	喉咙痛，吞咽疼痛，发烧，扁桃体肿胀，口腔上有小红点，颈部腺体肿胀		
Whooping cough 百日咳	Mild cough and fever initially turning into a rapid cough with a high pitched 'whoop' sound, vomiting during or after coughing and exhaustion. 初期轻微咳嗽和发烧，转为伴有尖锐的呼哧声咳嗽，咳嗽时或咳嗽后呕吐和疲劳	5 days after antibiotics have begun 抗生素使用后 5 天	Yes 需要

All information for the diseases in the table above is taken from the Centre for Disease Control (CDC) except for the information on Covid-19, which is taken from the local authority.

上表所列疾病资料均来自疾病控制中心（CDC）；新冠肺炎相关应对遵循地方当局指引。

Head Injuries 头部受伤

If a child has been bumped on the head or received a head injury, even if it is very slight, the parents will be informed and required to collect their child and take them home.

如果孩子被撞到头部或头部受伤，即使是非常轻微的情况，家长也会被告知并被要求接孩子回家。

12.4 Medication at School 校内药物使用

Non-prescriptive medication can only be given with permission from parents. If a student requires the school nurse to administer medication during school hours, the nurse must receive a consent note from a parent/guardian with the student's name, the reason for giving the medicine, dosage, time and for how many days (along with a doctor's note). Medications must be clearly labelled. Medication must be administered by the nurse. Older Secondary students may self-medicate, but this must be done in the medical facility. Exceptions are inhalers which must be kept with the student or homeroom teacher. If a student requires an epi-pen this must always keep with them; a second one should be kept in the medical facility.

非处方药品仅在父母同意的情况下方可使用。如您要求学校护士在上课时间给学生服药，须向护士出示写有学生姓名、服药原因、剂量、时间、天数(并附医生证明)的家长或监护人同意书。药品须有明确的标签，并由学校护士监管。年龄较大的中学生可自行用药，但必须在护士室内进行。例外情况，吸入器由学生或班主任保管。如学生需使用肾上腺素注射器，一支注射器必须一直带在身边，另一支应该保存在护士室内。

12.5 Students leaving school early 学生提前离校

If a student needs to be sent home due to an injury or illness, the section office will contact the parents to inform them.

如果学生因受伤或生病需回家，小学/中学公室将联系家长。

Early Years, Primary and Years 6 to 9 students must be collected by a parent or guardian.

幼儿园，小学及中学 6-9 年级学生需由家长或监护人接送回家。

Years 10 to 12 students must receive parent permission prior to being sent home unsupervised.

10 年级和 12 年级的中学生须在得父母首肯的前提下方可自行回家。

All students must sign out at their respective section office and collect an 'off campus sign out sheet'.

所有学生都须在小学或中学办公室签到，并签到“离校登记表”。

It is important to proceed to reception and complete the sign out sheet. This informs the school who has left the campus.

学生离校时需在接待处登记离校。根据此步骤，学校将悉知离校学生。

Security cannot allow a student out of school without the signed permission slip.

未获离校许可并取得带有签名的离校同意，门卫将不允离校。

12.6 Medical insurance and disclaimer 医疗保险及免责声明

UISG does not carry or maintain any health, medical, or disability insurance coverage for students including for any various activities/field trips. Each parent is expected to ensure appropriate medical insurance coverage for their child/ren as the school will not cover any medical expenses whatsoever relating to students.

UISG不为学生提供或续约任何健康、医疗或伤残保险，包括各种活动/实地考察。由于学校将不承担学生相关医疗费用，每位家长都应确保为其子女购买合适的医疗保险。

12.7 Medical treatment and vaccinations 医疗及疫苗接种

Parents and/or legal guardians will keep their child/ren up to date with vaccinations recommended for their age group as they progress through the school. It is the full responsibility of parents/guardians to ensure appropriate medical insurance coverage as the school will not cover any medical expenses whatsoever relating to students.

孩子入学或在校期间，父母和/或法定监护人需为其子女及时接种针对其年龄组的推荐疫苗。家长/监护人有责任为孩子选择并购置适合的医疗保险，学校不为学生支付相关任何医疗费用。

By signing a permission form, parents and/or legal guardians may give permission for school staff to administer minor first aid or treatment when required and to give immediate medical assistance to a student in the event of medical emergency.

家长和/或法定监护人需要签署同意书以允许学校工作人员在发生医疗紧急情况时立即向学生提供医疗援助，包含急救和应急治疗。

Please refer to the admissions package for further details regarding conditions and declarations. 详情请参阅招生文件。

12.8 Injuries and emergencies 受伤和紧急情况

The school nurse will contact the Head of Section or Assistant Head of Section (in Primary or Secondary) as well as the parents in the event of an injury or illness. In the event of a serious injury or illness, the parents will be contacted so that we can transport the student to a hospital or medical clinic for further treatment. Usually, the nurse will accompany the student to the facility and meet the parents there.

如学生受伤或生病，学校护士将联络中小学校长或中小学副校长及家长。如果学生受伤或生病较严重，一般情况下，学校将与家长取得联系，学生将在护士的陪同下送往医院或诊所作进一步诊疗，与家长在医疗机构碰面。

Unless parents specify otherwise, the students will be taken to Nan Fang Hospital. Please see section 12.1.2 for address and phone numbers.

如家长无特别说明，学生将被送往南方医院。有关地址和联系电话，详阅 12.1.2 节。

12.9 Air Quality 空气质量

When the reading reaches above 200 (for PM2.5, PM5 or PM10) on the Air Quality Index, children and staff will enforce an “indoors day.” This means that there will be no outside play or lessons, e.g., recess/lunch breaks or PE lessons.

按政策规定，当空气质量指标(PM2.5, PM5, PM10)高于200时，学校将禁止学生外出活动。这意味着学生不能在户外玩耍，也不能上体育课或课间休息时在外活动。

The air quality level is monitored by the Health and Safety Officer. When the air quality level reaches 200 or above, the Health & Safety Officer contacts the Heads of Section and Head of PE and emails all staff about the restriction. The move from outside to inside will occur as soon as practical.

空气质量水平由健康和安全主管进行监控。当空气质量指数达到200或以上时，健康与安全主管将联系中小学校长和体育部负责人，并发邮件给所有员工。户外活动将转移为室内活动。

RED flags are placed at strategic locations around the school campus to indicate, “No outside activity”.

在校内以下地点将放置红色的旗帜，表示禁止外出活动。

1. Outside the A Block/Canteen building
A 号楼/餐厅外
2. On the basketball courts
篮球场
3. Outside the Lecture Theatre
阶梯教室外

The levels are monitored more frequently by the Health and Safety Officer if above 200. Once the reading drops below 200, teachers will be contacted, and the flags removed.

如果空气质量指数超过200，健康与安全主管后续将密切监测空气质量指数，一旦指数低于200，就会再次联系老师，并移除旗帜。

12.10 Hot Weather 炎热天气

Extreme hot weather 酷热天气

Extreme hot weather is defined as temperatures at either over 40°C or a red heat wave warning (CMA). At this stage all outdoor activities must be postponed or cancelled. In extreme hot weather the Health and Safety Officer informs all staff about the outdoor restriction. The move from outside to inside will occur as soon as practical.

极端酷热天气指温度超过40摄氏度或出现红色热浪警报(CMA)。在此阶段，所有户外活动都必须推迟或取消。在极端酷热天气下，健康及安全主管将通知所有员工限制户外活动。所有在外活动的师生都将尽可能快速有序地回到室内。

Red flags are placed at strategic locations around the school campus to indicate, “No outside activity”.

在校内的显眼地点都将放置红色旗帜，表明禁止外出活动。

- Outside the A Block/Canteen building
A 号楼/餐厅外
- On the basketball courts
篮球场
- Outside the Lecture Theatre
阶梯教室外

The levels are monitored frequently by the Health and Safety Officer and team. Once the reading drops below 40°C or the red heat warning has been downgraded, teachers will be emailed, and the flags removed. Teachers will be reminded to be cautious and vigilant and adhere to the dangerous hot weather practices and restrictions if taking students outside.

健康与安全主管及其团队将密切监测温度，一旦其低于 40 摄氏度，抑或红色高温警告降级或解除，将发送电子邮件给教师，并移除旗帜。教师将被提醒要谨慎和警惕高温天气，如果带学生到室外，请遵守危险炎热天气相关规定。

Dangerous hot weather 危险炎热天气

Dangerous hot weather is defined as temperatures at either 37°C – 39°C or an orange heat warning (CMA). At this stage outdoor activities will be restricted. In dangerous hot weather the Health and Safety Officer emails all staff about the outdoor restriction. Any outdoor activity is restricted to 15–20-minute intervals, at which point a compulsory 5–10-minute water break must take place.

Students must be in shady areas for breaks. The length of activity time and break will be dependent on the activity and is the responsibility of the teacher to determine.

危险炎热天气指温度在 37 摄氏度至 39 摄氏度，或橙色高温预警 (CMA)。在此阶段，所有户外活动都被限制。在危险炎热天气下，健康及安全主管将通知所有员工限制户外活动。任何户外活动都限制在 15–20 分钟，在此期间包含 5–10 分钟的饮水休息。学生们需在阴凉的场所休息。活动时间和休息时间的长短将视活动本身，由教师决定。

When other conditions have a significant influence on temperature (e.g., high humidity, which may cause stress or possible health risks to children), the Health and Safety Officer, along with the UISG ERT, makes the final decision on whether outdoor activities should cease or restricted activities should be enforced.

(CMA = China Meteorological Administration)

当考虑到温度或对其他因素有重大影响时 (例如，高湿度，可能会造成压力或可能对儿童的健康风险)，健康和官员与 UISG 应急小组一起，就是否应停止户外活动或应执行限制性活动作出最终决定。

12.11 Child Protection 儿童保护政策

The UISG Community works together to ensure the safety and wellbeing of children. The UISG Child Protection Policy and procedures describes the process to be followed in cases of suspected child abuse. The term “child” refers to a person under the care of a UEF school. The term “community” includes all staff, students, parents, and relevant stakeholders.

UISG 社区共同协作，保护儿童的安全和福祉。UISG 儿童保护政策和程序阐述了在怀疑儿童遭到虐待的情况下应遵循的程序。“儿童”一词是指受 UEF 学校照顾，关怀的人。“社区”一词包括所有教职员工、学生、家长和利益相关者。

UISG plays a vital role in the local community as protector of children. UISG aims to ensure that all children in the school’s care are afforded a safe and secure environment to grow and develop.

UISG 作为儿童的保护者在当地社区发挥着至关重要的作用。UISG 的目标是确保所有受其照料的儿童都有一个安全可靠的成长和发展环境。

UISG recognises that:

- The protection and welfare of children is of paramount importance
- The education of all members of the UISG community is critical for the implementation of this child protection policy.

UISG认识到:

- 儿童保护和福祉至关重要
- 普及 UISG 社区所有成员的儿童保护教育对于执行儿童保护政策至关重要

UISG must:

- Maintain policies and procedures that ensure safe practices that minimize the possibility of harm or accidents happening to children
- Adopt procedures to protect staff from conduct which may leave them open to accusations of abuse or neglect
- Develop a practice of openness with parents and encourage parental involvement in ensuring the protection of their children
- Fully respect confidentiality requirements in dealing with child protection matters, subject to reporting requirements
- Fully cooperate with the relevant authorities in relation to child protection and welfare matters
- Ensure that policies, procedures, and handbooks are kept up to date and accessible to the community.

UISG将:

- 维护政策和程序，确保安全实施，将伤害或事故发生的可能性降到最低
- 实施程序以保护工作人员，使其免受虐待或忽视的指控
- 向家长公开儿童保护政策，鼓励父母参与到对其子女的保护
- 根据报告要求，在处理儿童保护事项时充分遵循保密条款
- 在儿童保护和福利方面与有关当局合作
- 确保政策、程序和手册保持更新，并向社区开放

12.12 School Closure 学校停课

The school may close, either to students only, or to both staff and students in exceptional circumstances. This may occur when the relevant weather signals are broadcasted by the Baiyun Weather Bureau, or a mandate from the Guangzhou Education Bureau. The school is subject to closure if the conditions are too dangerous to ensure the safety of the students and staff, regardless of the weather warning signals. According to the weather warning signals at the time of the writing of this policy, the following signals may trigger the closure of the school:

特殊情况下，学校可能会对学生，或同时对学生和教职工关闭。当白云气象局或广州市教育局发布相关天气预警信号时，可能会出现学校关闭的情况。

无论天气预警信号如何，如果存有安全风险，学校将会关闭，以确保学生和教职员工的安全。根据本政策制定时的天气警告信号，下列天气预警信号可能会触发学校停课：

Typhoon: 台风预警信号: Yellow 黄 Orange 橘 Red 红	Rainstorm: 暴雨预警信号: Red 红色
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There are two possible situations that may arise: early departure of buses from school ~~orange~~ and the cancellation of the entire school day. In the event of a school closure parents are contacted via WeChat and ManageBac and a message will be posted to all parents using SchoolsBuddy. These will

be kept up-dated so that parents are informed of when school will resume. This will ensure that full communication takes place within the UISG community.

有两种可能出现的情况：校巴提前离校和当天停课。

如果学校关闭，将通过微信和 ManageBac 联系家长，并在 SchoolsBuddy 上发布消息。后续信息将及时更新，同时告知家长学校复课时间。消息将在 UISG 社区内传达。

12.13 UISG Security Regulations UISG 安全法规

12.13.1 For Parents 家长须知

- The school urges all parents to obtain a Parent Card when they join the school community. Any parent who does not already have a Parent Pass should email reception at parentpass@uisgz.org and apply for one as outlined below.
学校敦促所有家长在加入学校社区时获得家长卡。如果您还没有家长卡，请发送电子邮件至 parentpass@uisgz.org 进行申请
- Parents must show their parent card to enter the school. If you do not have a parent pass, another ID will be required.
家长进入学校须出示家长卡。如果您没有家长卡，则需要出示其他身份证明
- At Morning drop-off and afternoon pick-up, parents need to sign in and sign out at the security gate.
在早上和下午接送时，家长需要在门卫处进行登记
- Morning registration time is 8:20am. For Morning drop-off, the sign in/sign out system will be made available from 8:00am to 9:00am, in case students arrive late.
早上报到时间为 8:20。签到将从早上 8 点开放至 9 点，供迟到学生签到
- Afternoon pick-up time is 3:20pm. For afternoon pick up the sign in/sign out system will be made available from 3:00pm to 4:00pm.
下午接送时间为 3:20，签退将从下午 3:20 点开放 4 点
- All children must be picked up by 3:30pm and leave the school premises by 4:00pm unless involved in an after-school activity.
除学生需参加 AOC 的情况外，所有的学生都应在下午 3:30 前被接走，并在下午 4 点前离开学校
- Parents visiting the school outside of morning drop off and afternoon pick up times (9:00am to 3:00pm) must have an appointment to do so.
家长如需在接送时间外（上午 9 点至下午 3 点）访问学校，须进行预约
- On arrival at the school parents must sign in and report to reception. Parents must sign out when they leave the school.
家长到达学校后，需在接待处签到。家长离开学校时须进行登记
- Special events/meetings. On these days parents are required to sign in and sign out at the security gate.
如有特别活动/会议，家长须在门卫处签到和签退

12.13.2 Student Passes for Years 3-5: Walking to/from School 三至五年级学生走路接送卡

Parents may request a student pass allowing year 3 – 5 students to enter and leave school unaccompanied by an adult. This is usually for students living in the neighboring area that wish to leave through Gate C or E.

家长可以申请学生走路接送卡，并同意允许三至五年级的学生在没有成人陪同的情况下进出学校规定的门口。这通常是住在学校附近地区的学生准备的，他们被允许能从 C 门或 E 门进出上学或者放学。

To obtain a pass:

如何办理:

- Parents must email the primary office or Head of Primary to give written permission for their child to enter/leave gates C or E unaccompanied following the normal school operating hours.

家长必须通过发送电子邮件到小学办公室或小学校长处，以书面许可他们的孩子在上
学或者放学时间内同意无人陪同进入/离开学校的 C 或 E 门。

- The request should include:

要求包括以下内容:

- The full name of the child and grade level,
请提供孩子的全名和班级
 - The gate that will be used,
想申请哪个门口进出
 - The home address that the child will be walking to/from,
您的家庭住址
 - Applicable dates that the pass will be valid for (i.e. semester 1),
学生走路接送卡的有效期 (即一个学期)
 - Emergency name & contact number,
紧急联系人姓名与电话号码
 - Full name of the parent requesting the pass.
家长需提供您的全名
-
- Reception/Facilities will create a pass and inform security accordingly,
由前台人员制卡/并告知保安人员
 - The Head of Primary reserves the right to refuse or revoke a student pass based on inappropriate or unsafe behavior,
小学校长有保留拒绝或撤销如学生有不适当或不安全行为的权利。
 - Students under Year 3 will not be granted a student pass and must be collected by an adult from school,
小学三年级以下的学生将不允许办理，并且必须由一名成年家长来取卡
 - Once students leave the school gates, the parent/guardian accepts full responsibility for the child(ren).
一旦学生离开学校门，家长/监护人将承担对孩子的全部责任。

Student Expectations:

学生须知:

- Must stay on the paths and ensure they walk home,
必须按规定路线走路回家
- The pass will only apply to the child listed and not friends,
学生走路接送卡仅由限本人使用
- Should not litter or cause unrest in the community,
保持好校园整洁并遵守纪律
- Leave school at 3:20 or 5pm on ECA days and go straight home,
请在下午 3 点 20 分放学时间/ECA 活动日下午 5 点结束后准时回家
- May not remain on campus past 3:20 unless they are in an ECA,
不得在下午 3 点 20 分放学后还逗留学校，除非有 ECA 活动日
- Cannot enter the tennis courts or swimming pool under any circumstances.
在任何没有得到允许的情况下都不能进入网球场或游泳池。

12.13.3 Applying for a Parent's pass 家长卡申请

- Complete an application form with the required parents' information.
填写申请表上所要求的信息
- Attach a digital photo. It is preferable that the photo is passport/visa size and standard with a white background.
附上照片。最好是护照/签证大小和标准的白色背景的照片
- Email the completed application form to parentpass@uisgz.org. Your Parent Card will be available to collect at Reception in ten working days. You are required to show photographic proof of identity (e.g., passport/ID card) and sign the acknowledgement of Code of Conduct and Guidelines regarding Entry and Exit of the school on receiving the Parent Card.
将填妥的申请表电邮至 parentpass@uisgz.org。家长卡可于十个工作日内到接待处领取。
在领取家长卡时，您需出示身份证明（如护照/身份证），并签署相关确认书

12.13.4 For Visitors 访客须知

UISG has the obligation to ensure that the school is a safe place for all students. Regulating who is on the premises is of highest priority. Visitors are only able to enter the school after approval has been granted by the Head of Section or the school administration. Below are the procedures for all visitors to enter and exit the school.

因学生在校内，UISG 需确保学校为安全场所。校内进出人员的管理为首要之重。访客只有在获得校长或学校行政部门批准后方可进入学校。以下是访客进出学校的程序。

- Visitors are not allowed to visit the school without prior arrangement.
未经事先预约，访客不得进入学校
- Visitors should be accompanied at all times whilst on the school campus.
访客在校时，须有人全程陪同
- On arrival visitors must register with the security office at Gate A before entering the campus. To register visitors must show an Identification Card or Passport and sign in.
访客到校后，须在校园 A 门的门卫处进行登记。登记访客须出示身份证或护照并签到
- Once registered, visitors will be given a visitor pass.
登记完成后，访客将获得访客通行证
- Visitors must then proceed to the reception desk. The receptionist will inform the appropriate person of their arrival.
访客须前往接待处。接待员将通知被访学校人员
- Visitors must always wear their visitor card throughout the school visit.
访客在校期间，需全程佩戴访客通行证
- Visitors are required to return the visitor card and sign out at the security office, Gate A, when leaving the school.
访客离开学校时，须归还访客通行证，并在 A 门门卫处登记离校
- All visitors must abide by the UISG Code of Conduct.
所有访客均须遵守 UISG 相关行为准则

12.14 Visiting Students 学生访客

Former Secondary students of UISG are welcome to return and visit the school but they must email the Secondary Office in advance secondaryoffice@uisgz.org to request permission. The Head or Assistant Head of Secondary will give permission and inform teachers of the visit. On arrival, they must sign in at the Main Reception and get a Visitor's Pass. Former Primary students may visit the

school by obtaining approval from the Head or Assistant Head of Primary. Parents must email the Primary Office in advance to request permission.

UISG 欢迎曾就读的学生返校参观拜访，曾在 UISG 就读中学的学生，返校前须发送电子邮件 secondaryoffice@uisgz.org 至中学办公室，并获取相关许可。中学校长或中学副校长将给予许可，并通知被访教师。曾就读学生抵达后，须在接待处签到，并获得访客通行证。之前在 UISG 就读小学的学生须在获得小学校长或小学副校长批准后方可访问学校。家长须提前发送电邮至小学办公室申请许可。

Former students will not normally be allowed to spend the whole day at school unless they are in class with teachers by agreement. Otherwise, they can arrive at 1:15pm and spend lunch seeing friends and teachers, go to Homeroom with the teacher's agreement and stay for lesson 6 either with an individual teacher or in the library with the agreement of the Librarian.

通常情况下，曾就读的学生不被允许在校滞留一天，除非他们在获得教师的许可下在教室上课。曾就读学生可在下午 1 点 15 分到达，与朋友和老师共进午餐，在老师同意的情况下去教室，与个别老师一起或取得图书管理员同意留在图书馆学习至第六节课。

12.15 Vehicles 车辆

All visitors' vehicles are to be parked in the school parking and are not allowed to enter the school grounds. During school events or activities, vehicles should be parked in places indicated by the school. Parking may be limited for larger events.

所有访客车辆应停放在学校停车场，不得进入学校场地。在学校活动期间，车辆应停放在学校指定位置。大型活动停车位置可能较为有限。

12.16 Buses 校巴

It is the practice of UISG to provide a bus service for all students where possible. It is important that students get to school on time and in a safe manner. The school bus service is a safe and useful addition to the school operations and our drivers are trained in the role of providing the service. All drivers have the proper driving license and training. The bus routes are authorised by the relevant government bodies (such as the public safety bureau and education bureau) and all permits are checked regularly. All parents will be informed of the bus service during registration. The main issue of concern during the pickup is student safety.

学生按时安全地到达学校是十分重要的，UISG 尽可能为所有学生提供校巴服务。校巴服务是学校附加安全设施，校巴司机接受了相关的服务培训。所有驾驶员都有相应的驾驶执照和经过培训。巴士路线由有关政府机构(如交通管理局和教育局)授权，并定期检查所有校巴许可证。家长在入学时将被告知有校巴服务。校车接送期间学生安全为首要之重。

UISG provides bus services to and from school. Buses arrive at school between 7:50am and 8:15am each day. Afternoon buses depart between 3:30pm and 3:40pm. Parents and students are required to abide by the Bus Home-School Agreement.

UISG 提供学校往返的校巴服务，校巴每天早上 7:50 至 8:15 到达学校，下午 3:30 至 3:40 从学校发车。家长和学生须阅读，签署并遵守校巴协议。

The bus service is coordinated through the school office. All school buses have bus supervisors who are always in mobile phone and WeChat contact with the school.

校巴服务通过学校的校巴办公室进行沟通协调。所有校车都有跟车员，跟车员通过手机和微信与学校联系。

Students who take buses are required to:

乘坐校巴的学生需:

1. Always Interact respectfully with the bus driver and supervisors
礼貌地与校巴司机和跟车员交流
2. Wear seat belts
系好安全带
3. Always talk quietly and remain seated
始终坐在座位上, 小声交谈
4. Always keep the windows closed
不得擅自开窗
5. Be on time at the bus stop
准时到达上车点
6. Be responsible for personal belongings
看管好个人财物
7. Refrain from eating and drinking when possible. Drinking water is acceptable.
请尽可能不在校巴上饮食, 可以喝水

No students should stand at any time while the bus is moving. And the driver will not depart until all students are seated. The bus will not pick up more students than the number of seats available.

校巴行驶时, 学生不得离开座位。所有学生就座后, 司机才会发动校巴。校巴搭载的学生数量不会超过限载人数(座位数量)。

Students are required to wear a seatbelt while on the bus. The bus monitor will check that all students have worn their seatbelts correctly before departure from school at the end of each day.

学生乘车时必须系好安全带。跟车员每天将检查所有学生是否系好安全带。

Drivers will always drive safely. Any driver who is deemed to be driving in an unsafe or reckless manner will be dealt with by the management as a matter of high concern and will result in the bus company being informed immediately. Any incidents should be reported immediately to the bus office. At the end of the school day, teachers and security staff will assist students in preparing for the bus departure.

司机任何时候都将安全驾驶, 司机如有不安全或违规驾驶行为, 管理层将高度重视, 并即刻通知校巴公司。发生任何事故都需立即向校巴办公室报告。放学后, 老师和安保人员会协助学生乘坐校车。

WeChat groups are created for each bus route to assist with quick communication in the event of a delay or accident. Parents are not permitted to use the official school bus service.

每条线路都有专门的微信群组, 在晚点或发生事故时的能快速进行通知。家长不允许自行组建校巴。

12.16.1 Changing Buses 校巴更换

If a student is not going home on the bus they would normally use, they must request a change on SchoolsBuddy and inform the homeroom teachers. Students are not allowed on a different bus without permission.

如果学生不乘坐日常校巴, 须在 SchoosBuddy 上申请更换校车并通知班主任。未经允许, 学生不得擅自乘坐其他校巴。

Parents are sent an activation email giving permission to register on SchoolsBuddy. It is recommended that parents download the SchoolsBuddy app. SchoolsBuddy can be used on any laptop or desktop computer as well as any mobile device.

家长们将收到一封关于 SchoolsBuddy 注册的电子邮件。此外，建议家长下载 SchoolsBuddy app。SchoolsBuddy 可以在笔记本电脑，台式机以及任何移动设备使用。

Any changes to transportation arrangements for a child in Early Years or Primary must be completed by a parent. For Secondary students, a change can be completed by either a parent or the student.

幼儿园学生及小学学生校巴更换，须由家长提交申请。

中学生校巴更换可由家长或学生自行提交校巴更换申请。

All requests must be made on SchoolsBuddy before 12:00pm on the day the change is required.

所有更换申请须在当天中午 12 点前在 SchoolsBuddy 提交。

Simply complete all the details requested on SchoosBuddy and press, "Submit". You will receive an immediate acknowledgement that your request is being processed. Once the change has been processed, you will receive an email to inform you whether your request has been approved or not.

只需填写 SchoolsBuddy 上要求的所有信息，然后按“提交”。您将收到一份确认函，确认系统已收到申请，并提示相关申请正在处理。申请被进行审阅后，您将收到一封电子邮件，告知您的申请是否已获批准。

Each type of bus change requires a separate request to be made.

不同校巴的更换申请都需单独提出。

In special cases, when the change of bus is unforeseen, parents may telephone the Bus Office that day to request an emergency bus change.

特殊情况下，如无法提前预知校巴更换，家长可致电校巴办公室，要求紧急更换校巴。

*Please note bus changes are only allowed if there is an available seat on the requested bus. If a bus change request cannot be granted, the person making the request will be informed.

*请注意，只有当相应校巴上有空位时，校巴更换申请才会被许可。如果校巴更换申请未被许可，将通知申请人。

12.16.2 Late Buses 晚班车

Once after-school activities begin, there will be buses available on Monday to Thursday at 5:15pm for students and staff involved in after-school activities. The Friday late bus depends on whether there is an after-school activity running on that day. Students who have signed up and have parental permission to stay for an activity will automatically be transferred to a late bus.

当有课外活动时，周一至周四下午 5:15 运行晚班车供参与课外活动的学生和工作人员乘坐。周五是否运行晚班车取决当天是否有课外活动。报名并经家长同意留校参加活动的学生将自动转乘晚班车。

Any staff and students remaining on campus but not in an organised activity, e.g., students staying behind to work under the supervision of a teacher must make the request using SchoolsBuddy, to ensure a place is available on the bus. No student is allowed to remain on campus unless at an authorised event or under the direct supervision of a member of staff. Students who remain after school on Friday for an approved activity must be picked up by their parents or make their own way home as there is no late bus for students on Mondays.

留校但未参加活动的员工和学生，如，学生在教师的监督下留校完成作业，须通过 SchoolsBuddy 提出申请，以确保晚班车上有空位。除非参加活动或在工作人员的陪同下，任何学生不得擅自留校。学生不允许在周五留校，因为当天没有晚班车。

Please be reminded that late buses are limited in their routes and drop-off points. All Primary students must be picked-up by a designated adult at the drop-off point.

请知悉，晚班车路线及停车点有限。所有小学生需由指定成人在停车点接回。

13.0 Technology 技术

(See Appendix A for Acceptable Usage Policy)

13.1 BYOD (Bring Your Own Device)

UISG values the dynamic and meaningful infusion of technology in teaching and learning throughout its curriculum. The goal of the school's BYOD programme is to expand 21st-century learning opportunities in an equitable manner for all students. These crucial opportunities, and the skills developed in their pursuit, are essential as students prepare today for the roles they will have tomorrow.

UISG 致力将技术动态的融入到课程及教学中。学校 BYOD 计划旨在，能在 21 世纪中，让所有学生能公平的接触到更广泛的学习机会。这些机会，以及学生在学习过程中所培养的技能，对学生的未来发展是至关重要的。

It is the school's intention to be thoughtful and strategic in attaining these goals. Part of these plans has been a rigorous evaluation of the digital tools we use and the platforms on which they are based.

为了实现这些目标，学校深思熟虑并战略规划，其中包含对我们使用的电子工具及其平台进行严格评估。

13.1.1 Hardware and Software Requirements for Classes 课堂硬件及软件要求

2023-2024 Student/Family-owned Devices

2023-2024 年学生/家庭持有设备

Year 3 to 5 Students are recommended to bring an iPad for use in school.

建议 3-5 年级的学生携带 iPad 到学校使用

Device Recommendation

设备要求

iPad compatible with iOS 16.6 (released in 2022) or later, such as the current 10.2" iPad (10th generation at this writing)

兼容 iOS 16.6 (2022 年发布) 或更高版本的 iPad，例如当前的 10.2 英寸 iPad (截止目前为第 10 代 iPad)

- You can visit <https://www.apple.com/ipados> to learn more
您可访问 <https://www.apple.com/ipados> 了解更多信息
- Built-in apps on iPad are compatible with teachers' curriculum and development.
iPad 上的内置应用程序需与教师课程兼容

Other Devices

其他设备

- An android tablet running Android R (version 11) released in 2020 or later
2020 年或其后发布运行的 Android R(版本 11) 的 Android 平板电脑
- Those tablets are required to install an anti-virus app and apply the latest security fixes to protect the security of the devices and the school network. It is the responsibility of parents/students to purchase, install and update the anti-virus software. Students using those devices are required to bring their tablets to the IT Department to check their installation status. If no anti-virus software is found the IT Department will install a free version on behalf of parents/students, but the responsibility remains on parents/students.
平板电脑需安装防病毒应用程序，并更新安全修复程序保护设备和学校网络的安全。家长/学生有责任购买、安装和更新防病毒软件。使用这些设备的学生需要将平板电脑带到 IT 部门检查其安装状态。如无反病毒软件，IT 部门可为家长/学生安装免费版本，所属责任仍归家长/学生
- Compatible apps on Android for classes
在课堂上兼容的 Android 应用程序
- Install equivalent apps on Android that are compatible with teachers' curriculum and development. Current class material and demonstration are prepared by teachers using the Apple suite (Pages, Numbers, Keynote, iMovie, GarageBand, etc.) Parents and Guardians are responsible for purchasing and maintaining comparable apps for student use.
在 Android 上安装与教师课程兼容的应用程序。目前教师在教学使用苹果套件 (Pages, Numbers, Keynote, iMovie, GarageBand等) 展示。
家长和监护人负责购买和维护可供学生使用的可兼容应用程序
- The purchase, the costs, and ongoing updates of the apps, anti-virus app, and OS will be the responsibility of students/parents
应用程序、防病毒应用程序和操作系统的购买、费用和持续更新将由学生/家长负责
- Parents will be responsible for teaching their children how to use those equivalent apps for class projects
家长需负责指导孩子如何在课堂中使用这些可兼容应用程序
- IT support and troubleshooting on Android apps and devices will NOT be provided at UISG
UISG 将不提供 Android 应用程序和设备上的 IT 支持和故障排除
- Students in grade 5 that enroll halfway through the year have an option to purchase a laptop to prepare for year 6. This is to help families avoid having to purchase two devices within a year period. (Tablet for year 5 and Laptop for year 6).
中途入读五年级的学生可选择购买笔记本电脑为六年级做准备。
这可以避免在一年内购买两台设备。(5 年级的平板电脑和 6 年级的笔记本电脑)。

Year 6 to 12 Students are recommended to bring a Mac laptop for use in school.

6-12 年级的学生建议携带一台 Mac 笔记本电脑到学校使用。

Device Recommendations

设备要求

- Year 6-8 MacBook Air or MacBook
6-8 年级 MacBook Air 或 MacBook
- Year 9-12 MacBook Pro 13"
9-12 年级 MacBook Pro 13
- MacBook compatible with macOS 12 (Monterey) released in 2021 or later
MacBook 与 2021 或更高版本发布的 macOS 12 (蒙特利) 兼容

- You can visit <https://support.apple.com/en-hk/HT201475> to learn more
您可访问<https://support.apple.com/en-hk/HT201475>了解详情

Other Devices

其他设备

- Windows laptop running Windows 10 or later, or any other platform running the latest OS
运行 Windows 10 或更高版本的 Windows 系统笔记本电脑，或运行最新 OS 操作系统的其他平台
- Those laptops are required to install an anti-virus program and apply the latest security patches to protect the security of the laptops and the school network. It is the responsibility of parents/students to purchase, install and update the anti-virus software. Students using those devices are required to bring their laptops to the IT Department to check their installation status. If no anti-virus software is found IT Department will install a free version on behalf of parents/students, but the responsibility remains on parents/students.
笔记本电脑须安装防病毒程序，并应用最新的安全补丁，以保护笔记本电脑和学校网络的安全。家长/学生有责任购买、安装和更新防病毒软件。使用这些设备的学生需要将笔记本电脑带到 IT 部门检查安装状态。如无防病毒软件，IT 部门可为家长/学生安装免费版本，所属责任仍归家长/学生
- Compatible software on laptops
笔记本电脑上的兼容软件
- Install equivalent software that is compatible with teachers' curriculum and development. Parents/Guardians are responsible for purchasing and maintaining comparable apps for student use.
安装与教师课程兼容的软件。家长/监护人负责购买和维护可供学生使用的兼容应用程序
- The purchase, the costs, and ongoing updates of the software, anti-virus program, and OS will be the responsibility of students/parents
应用程序、防病毒应用程序和操作系统的购买、费用和持续更新将由学生/家长负责
- Parents will be responsible for teaching their children how to use those equivalent software applications for class projects
家长需负责指导孩子如何在课堂中使用这些等效的应用程序
- IT support and troubleshooting on Windows software and devices will NOT be provided at UISG
UISG 将不提供 Windows 软件 and 设备的 IT 支持和故障排除

All students from Years 3 to 12 are required to bring a device that is either recommended according to the BYOD policy or has equivalent specifications and able to operate UISG software programs and applications. If you have any questions regarding device specifications, please refer them to IThelpdesk@uisgz.org.

所有 3 -12 年级的学生都需要自己携带设备，该设备可为 BYOD 政策推荐，也可是具有同等规格并能够操作 UISG 软件程序和应用程序的设备。如果您对设备规格有任何疑问，请详询 IThelpdesk@uisgz.org

13.2 Social media guidelines 社交媒体指南

Social networking sites such as, but not limited to, WeChat, Facebook, Twitter, Weibo and Instagram are now widely used. This type of media allows people to communicate in ways that were not previously possible. To ensure the safety of the UISG community, the Social Media Guidelines states

UISG's approach to community use of social media and establishes the procedures we will follow and actions we may take. The Social Media Guidelines apply to all stakeholders at UISG. Stakeholders are individuals both directly and indirectly involved with the school (students, parents, staff members, board members and community members). Please read the Guidelines carefully.

社交网站，包括但不限于微信、Facebook、Twitter、微博和 Instagram，得到了广泛的应用。这种媒体使人们以最潮流的方式进行交流。为确保 UISG 社区的安全，《社交媒体使用指南》阐述了 UISG 社区社交媒体使用指南，并制定了我们将遵循的程序和可能采取的行动。社交媒体使用指南适用于 UISG 的所有利益相关者。利益相关者是与学校直接或间接相关的个人（学生、家长、工作人员、董事会成员和社区成员）。请仔细阅读指南。

Aims

目的

- To encourage social networking sites to be used in a beneficial and positive way by all stakeholders;
鼓励所有利益相关者以有益和积极的方式使用社交网站；
- To safeguard the UISG community from negative effects of social media;
保护 UISG 社区免受社交媒体的负面影响；
- To safeguard the reputation of UISG from unwarranted abuse on social media;
保护 UISG 声誉，防止其在社交媒体上被无端滥用；
- Clarify what UISG considers to be appropriate use of social media;
阐明 UISG 社交媒体的正确使用方式；
- Set out procedures UISG will follow where it considers stakeholders have inappropriately used social networking sites to the detriment of UISG;
阐明 UISG 在认为利益相关者不适当地使用社交网站并损害 UISG 声誉时采取的程序；
- Ensure that social media practice aligns with the UEF Child Protection Policy.
确保社交媒体使用遵守 UEF 儿童保护政策。

13.2.1 Appropriate use of social media 正确使用社交媒体

As a guide, individuals should consider the following prior to posting information on social networking sites about UISG and its stakeholders:

作为指导，个人在社交网站上发布关于 UISG 及其利益相关者的信息之前，应考虑以下事项：

- Is the social networking site the appropriate channel to raise concerns, give feedback or express these views?
社交网站是否是提出问题、提供反馈或表达这些观点的适当渠道？
- Would private and confidential discussions with UISG be more appropriate, e.g., if there are serious allegations being made/concerns being raised? Social media/internet sites should not be used to name individuals and make abusive comments. Please contact UISG to discuss any concerns you may have.
与 UISG 进行私人和保密谈话是否更加合适？例如，如有严肃的担忧/指控需提出，社交媒体/互联网网站不应作为点名或辱骂的平台。请联系 UISG 讨论您存在的任何问题。
- Are such comments likely to cause emotional or reputational harm to the individual/s?
此类评论是否可能对个人造成情绪或声誉伤害？
- The reputational impact that posting of such material may have on UISG; any detrimental harm that UISG may suffer as a result of the posting.
发布此类信息或对 UISG 的声誉产生影响；UISG 或因其发布遭受损害。

13.2.2 Inappropriate use of social media 社交媒体的不当使用

Although social networking sites may appear to be the quickest and easiest way to express frustrations or concerns about the school (and those associated with it), it is rarely appropriate to do so. Other channels, such as a private and confidential discussion with the school or using the school's formal complaints process are much better suited to this.

尽管社交媒体似乎是表达对学校（或与其相关）不满的最快、最简单的方式，但这样做并不合适。其他渠道，如与学校进行私人、保密谈话，或采用学校正式的投诉程序，更有助于解决问题。

The school considers the following examples to be inappropriate uses of social networking sites (This list is not exhaustive and intended to provide examples only):

以下为社交媒体的不当使用的示例（此列表并非详尽无遗，仅提供示例）：

1. **Making allegations about UISG staff, students or community (cyber-bullying);**
指控 UISG 员工、学生或社区（网络欺凌）；
2. **Making complaints about UISG staff, students or community;**
对 UISG 员工、学生或社区提出投诉；
3. **Making defamatory statements about the school, UISG staff, students or community;**
对学校、UISG 员工、学生或社区发表诽谤性言论；
4. **Posting negative/offensive comments about the school, UISG staff, students or community;**
发表对学校、UISG 员工、学生或社区的负面/冒犯性评论；
5. **Posting photos of other children without consent;**
未经同意张贴其他父母子女的照片；
6. **Posting racist comments;**
发表种族主义言论；
7. **Posting comments which threaten violence.**
发表威胁，暴力的言论。

UISG treats the safety of all community members of highest priority and addresses matters of harassment, racism, and threatening behaviour very seriously. Students and parents will be required to familiarise themselves with the Social Media Guidelines and sign the agreement accordingly. Members of the school administration reserve the right to investigate and check student devices when there is suspicion of inappropriate uses of social media that may impact the wellbeing or safety of UISG community members. Such an investigation will involve at least one Senior Leadership Team (SLT) Member, a second adult member of staff and the student. With reasonable suspicion, student devices can be confiscated and locked up. UISG will, together with the parents, check the student devices and record the suspected inappropriate behaviour by taking photos and/or videos. Inappropriate use of social media may lead to disciplinary measures according to the school's disciplinary procedures.

UISG 将所有社区成员的安全视为最高优先事项，并将严肃处理骚扰、种族主义和威胁行为问题。学生和家需熟知社交媒体指南，并签署相关协议。如怀疑社交媒体的不当使用可能影响 UISG 社区成员的福祉或安全，学校管理人员保留调查和检查学生设备的权利。此类调查将包含一名高级领导团队（SLT）成员、另一名成人员工和学生。在合理怀疑的情况下，学生的设备将被没收并上锁。学校将会在家长到来后，与家长共同检查该等设备，并通过拍照、录像等方式记录设备上的不当行为。如果学生被证实不当使用社交媒体，学校将根据处罚程序进行处罚。

13.2.3 Cyber-Bullying 网络欺凌

UISG is committed to providing a safe, positive learning environment for students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment

necessary for student learning, and may lead to more serious violence. Therefore, bullying is prohibited by all stakeholders. Refer to Section 7.2.4 of this handbook.

UISG 致力于为学生提供一个安全、积极向上的学习环境。欺凌行为会造成恐惧和恐吓的氛围，对学生学习所需的安全环境产生不利影响，并可能导致严重的暴力事件。因此，所有利益相关者都禁止欺凌行为。请参阅本手册第 7.2.4 节。

From 7.2.4:

Cyberbullying occurs when students use mobile phones, text messages, e-mails, instant messaging, chatrooms, blogs, and social media to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages texts, posting embarrassing pictures and information about others on blogs or social media, impersonating another student online, forwarding to others a text or e-mail that was meant for your eyes only and spreading hurtful rumours.

网络欺凌，包含学生使用手机、短信、电子邮件、即时消息、聊天室、博客和社交媒体等方式攻击另一名学生。相关例子包括发送威胁或侮辱性短信，在博客或社交媒体上发布他人的不雅图片和信息，在网上冒充另一名学生，向他人转发短信或电子邮件，传播伤害谣言。

Bullying, or cyberbullying, may occur outside of the school buildings yet have an impact on members of the UISG community, especially students. When cyberbullying impacts a student's ability to attend UISG in a safe environment, one in which s/he is accepted and respected, it will be investigated as a school disciplinary matter under Section 7.2 of this handbook.

欺凌或网络欺凌可能发生在学校外，但将影响 UISG 社区成员，尤其是学生。当网络欺凌影响了学生在 UISG 中安全就读时，将根据本手册第 7.2 节对相关纪律问题进行调查。

13.3 School Educational Applications 学校教育应用

At UISG Students use a variety of educational applications, including but not limited to: ManageBac, Microsoft Teams, and SharePoint as both educational and communication applications. The purpose is to create an information-rich learning environment that broadens the opportunity for integration into the curriculum.

在 UISG，学生使用多种教育应用程序，包括但不限于：ManageBac、Microsoft Teams、SharePoint 和 Seesaw 作为教育和通信应用程序。旨在创建一个多样信息的学习环境，利用技术拓宽视野并与课程学习相融合。

- Students are responsible for their behaviour and communication on the Internet.
学生需对互联网上的行为和交流负责
- Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on any network.
学生不得故意找寻其他用户的信息、获取副本或修改属于其他用户的文件、数据或密码，或在任何网络上歪曲其他用户
- Students may not use the Internet/technology devices to engage in unethical behaviour, hacking, or any other unlawful activities.
学生不得使用互联网/技术设备从事不道德、黑客或任何其他非法活动
- Transmission of any material in violation of PRC Laws, regulations or Board policy is prohibited.
禁止传输违反中国法律法规或董事会政策的任何材料
- Any use of the Internet, including email, for commercial purposes, advertising, or political lobbying is prohibited.
禁止将互联网（包括电子邮件）用于商业目的、广告或政治游说

- Students are expected to abide by the following generally accepted rules of network and email etiquette:
学生应遵守以下公认的网络和电子邮件交往礼仪
- Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the school's technology resources/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
在向他人发送信息时礼貌并尊重他人。在网络/学校技术资源中使用适合学校情境的语言进行交流。不在信息中使用淫秽、亵渎、粗俗、性暴露、诽谤或冒犯的言语
- No school technology resources will be used to intimidate or bully another student on or off school grounds. Doing so will violate the acceptable use policy and user privileges will be suspended. In addition, further disciplinary action or legal action may be taken.
学校技术资源不得用于在校内或校外恐吓或欺凌其他学生。这样做将违反合规使用条款，用户权限将被暂停。此外，或将采取进一步的纪律处分或法律举措
- Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. It is the student's responsibility to remember their student username and password.
在互联网上交流时，切勿透露自己或其他学生、家庭成员、教师、管理人员或其他工作人员的姓名、地址、电话号码或密码。学生需自行记住用户名和密码
- Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
未经教师批准，不得传播可用于确定您身份的图片或其他信息
- Never agree to get together with someone you "meet" on-line without prior parent approval.
未经家长批准，不与网友约见
- Students are not allowed to electronically record audio, pictures or video of staff or other students without their consent.
未经学生同意，学生不得以录制教职员工或其他学生的音频、图片或视频

13.3.1 Early Years / Primary ManageBac 小学 Managebac 系统

ManageBac is the electronic academic management system that is used throughout the Primary School for curriculum articulation, unit planning, attendance and notices. Primary school reports are also produced via ManageBac two times per year. When a student is enrolled in the Primary School, an account will automatically be set up for their parents. Any parents unable to access ManageBac should email the Primary Office at primaryschooloffice@uisgz.org for assistance.

ManageBac 是一种电子学术管理系统，在整个小学用于课程衔接、单元规划、考勤和信息通知。小学报告通过 ManageBac 每学年生成两次。当学生在 UISG 就读小学时，学校将为家长建立一个 ManageBac 帐户。无法访问 ManageBac 的家长请发送电子邮件至小学办公室 primaryschooloffice@uisgz.org 寻求支持。

Expectations for the use of ManageBac as a Curriculum Management System and as a communication tool with parents.

ManageBac 用作课程管理系统和与家长沟通工具主要用于

- Reporting – Full written reports will be published at the end of each semester
报告—完整的书面报告将在每学期结束时发布
- Messages – from either teacher to all parents in the class or year level or, from the Primary office to all Primary parents. Messages between parents and teachers will also be use in ManageBac
信息通知 – 教师发送信息至班级或年级所有家长，或从小学办公室发送信息至

所有小学家长。教师和家长间的信息也将使用 Managebac

- Portfolio – regular evidence of classroom learning will be shared to parents by teachers using the portfolio.
记录-教师更新学生学习历程时，将定期分享予家长
- Messages – from either teacher to all students in the class or, more often, messages to year groups or parents
信息通知-教师发通知信息至班上学生；更通常的是，发信息通知年级学生或家长
- Attendance – Class attendance is recorded on ManageBac. Parents can log attendance excusals through ManageBac.
出勤-在 ManageBac 上记录课堂出勤，家长可以通过登陆 ManageBac 记录出勤情况
- Behaviour – Incidents, reflecting both positive and negative behaviours, are logged on ManageBac. Parents are notified of serious incidents/issues.
行为表现 - 记录积极的和不当的行为。如有严重的行为问题，父母将被告知

Access to ManageBac can be via the Internet or through the ManageBac App available for iOS smart phones and tablets.

可通过互联网，iOS 智能手机，平板电脑访问 ManageBac

13.3.2 Secondary ManageBac 中学 Managebac 系统

ManageBac is the electronic academic management system that is used throughout the Secondary School for curriculum articulation, assessment planning and tracking. Students are expected to submit their work electronically and upload their work into appropriate assignment dropboxes in a class page if directed to do so by their teacher. The school's Turnitin account is linked with our ManageBac account, enabling automatic checking for academic malpractice when a piece of work is uploaded.

ManageBac 是一个电子学术管理系统，用于整个中学的课程衔接、评估规划和跟进。如果教师要求，学生应以电子方式提交作业，并将作业上传到课堂页面的相应作业框中。学校的 Turnitin 帐户与 ManageBac 帐户相连，学生上传作业时，该帐户可自动检查学术不端行为。

Secondary School reports are also produced via ManageBac four times per year. Parents have 'live' daily access to their child's ManageBac pages through their own parent account. When a student is enrolled in the Secondary school, an account will be set up for both registered parents automatically. Any parent unable to access ManageBac should email the Secondary Office at secondaryoffice@uisgz.org for assistance.

中学报告通过 ManageBac 每学年生成四次。家长可以通过家长帐户实时访问孩子的 ManageBac 页面。当学生入读 UISG 中学时，学校将自动为家长建立一个 ManageBac 帐户。无法访问 ManageBac 的家长可发送电子邮件至中学办公室 secondaryoffice@uisgz.org 寻求帮助。

Expectations for the use of ManageBac as a Curriculum Management System and as a communication tool with parents:

ManageBac 作为课程管理系统和沟通工具具以下功能：

- Unit planning – will be an ongoing task for departments throughout the year as units are reflected upon and updated
单元规划-单元的反馈更新，整个学年持续进行
- Summative Tasks – details of unit assessments to be completed by students during or at the completion of each unit
总结性任务 - 学生在完成每个单元时所要完成的单元评估详细内容
- Formative Tasks – details of on-going activities during the unit, which may include homework tasks, classwork, activities or tests

组成任务-正在进行的单元需进行的任务详细信息。或包含家庭作业、课堂作业、活动或测试

- **Reporting – Reports will be published four times a year. Full written reports at the end of each semester, and mid-semester progress reports.**
报告 – 报告将每学年生成四次。每学期结束时生成完整的书面报告，学期中期生成进度报告
- **Files – any supporting documentation used in classes (notes, PowerPoint slides, curriculum documents such as case studies and data booklets)**
文件—课堂上使用的辅助文件（笔记、PowerPoint 幻灯片、课程文件，如案例和数据参照）
- **Messages – from either teacher to all students in the class or, more often, messages to year groups or parents**
信息通知—教师发通知信息至班上学生；更通常的是，发信息通知年级学生或家长
- **Attendance – Class attendance is recorded on ManageBac. Parents can log attendance excusals through ManageBac.**
出勤-在 ManageBac 上记录课堂出勤，家长可以通过登陆 ManageBac 记录出勤情况
- **Behaviour – Incidents, reflecting both positive and negative behaviours, are logged on ManageBac. Parents are notified of serious incidents/issues.**
行为表现 – 记录积极的和不当的行为。如有严重的行为问题，父母将被告知

ManageBac provides a comprehensive view of the Secondary School curriculum, student progress, and is the most commonly used communication platform.

ManageBac提供中学课程和学生进步的全面视角，也是中学部最常用的交流平台。

Access to ManageBac can be via the Internet or through the ManageBac App available for iOS smart phones and tablets.

可通过互联网，iOS 智能手机，平板电脑访问 ManageBac。

13.4 Proper Use of Mobile Devices 正确使用移动设备

All students using a mobile device at UISG, and their parents, must agree to abide by the UISG Use of Technology Agreement. Mobile devices referred to in this policy refer to any electronic device that can be used to access the Internet or other cloud sources, information or communication platforms and typically include, but are not limited to, laptops, tablets, mobile phones and smart watches. Use of mobile devices on school grounds is at the discretion of teachers and staff members. Copies of these agreements will be kept in the Primary or Secondary offices.

在 UISG 使用移动设备的所有学生及家长须同意遵守 UISG 学生和家長移动设备协议。本政策提及的移动设备是指可用于访问互联网或其他云资源、信息或通信平台的电子设备，通常包括但不限于笔记本电脑、平板电脑、手机和智能手表。学生需在教师及教职员指导下使用移动设备。协议的副本保存在小学或中学办公室。

Expectations 要求：

- **The purpose of the use of mobile devices at school is strictly for educational uses. The mobile device cannot be used for personal reasons without permission by teacher or other staff member.**
在校内使用移动设备仅限于教育用途。未经教师或其他工作人员许可，不得出于个人原因使用移动设备
- **Students should bring fully charged devices to school.**
学生将电子设备带到学校前应充满电

- Students may use headphones on the bus for personal use but should remove them before leaving the Bus Park.
学生可在校巴途中自行使用耳机，但在校巴发车前须摘下耳机
- The school will educate students in digital citizenship and safe storage and security of their device(s).
学校将对学生进行数字公民、安全存储和设备安全的相关教育
- Digital Citizenship will help students to learn to make positive choices regarding the use of mobile device and social media.
数字公民身份将帮助学生学会在移动设备和社交媒体方面做出正确的选择
- Students must not have non-educational websites open on their mobile devices during instructional time. All games, social media sites, chat groups should be closed.
在教学期间，学生不得在其移动设备上打开非教育网站。所有游戏、社交媒体网站、聊天组均应关闭

Problems with Devices 设备问题：

- The use of mobile devices is not to be a distraction in the classroom or private study areas used by both teachers and/or students.
在教室或私人学习区域使用移动设备，不应分散教师/学生的注意力
- The school does not bear financial responsibility for lost, stolen or damaged mobile devices.
丢失、被盗或损坏移动设备，学校不承担财务责任
- Lost or stolen devices will be dealt with according to schools' security procedures.
丢失或被盗的设备将根据学校的安全程序处理
- The school does not bear any responsibility for any physical damage or data loss, including damage/data loss resulting from connecting mobile devices to the school's wireless network or power outlets.
学校不承担任何物理损坏或数据丢失的责任，包括将移动设备连接到学校无线网络或电源插座造成的损坏/数据丢失
- School staff, including Technology staff members will help troubleshoot a students' mobile device issues when possible.
学校工作人员，包括技术人员，将尽其所能帮助解决学生的移动设备问题
- School Technology staff can help students connect with a local Apple Authorized Repair centre as needed for issues with mobile devices.
如学生需要，学校技术人员可帮助学生联系当地苹果授权维修中心，以解决移动设备问题
- Students should ensure their mobile devices are free of unsuitable material and/or malicious content such as viruses and malware that could compromise the school's network or other mobile devices.
学生应确保其移动设备没有可能危害学校网络或其他移动设备的不当材料和/或恶意内容，如病毒和恶意软件
- For allegations of bullying and/or other malicious activity or misconduct involving technology and/or social media, UISG reserves the right to read, examine, or inspect the contents of any device upon reasonable suspicion that the contents or recent utilisation of the device contains evidence of a violation of these or other rules and policies, as well as any local laws. With reasonable suspicion, the suspected device may be confiscated and locked up until it can be claimed by the parent/guardian.
如上所述，关于欺凌，其他恶意活动或不当行为的指控，在合理怀疑设备内容或最近使用包含违反相关条规以及当地法律时，UISG 保留查阅、搜查或检查设备内容的权利
- Videotaping, taking photos of other individuals is only permitted with permission that has been granted by the student or when required the student's guardian.
只有在获得学生本人许可或学生监护人要求时，才能对他人进行录像、拍照等行为

- Sharing photos or videos of other students without their consent and/or parental consent is strictly prohibited.
未经其他学生同意和/或家长同意，严禁分享其他学生的照片或视频

Permitted usage 允许使用

	PYP 小学	MYP 中学	DP 高中
Laptops 笔记本电脑	Year 5 MacBook required 5 年级 要求使用 MacBook	MacBook required 要求使用 MacBook	MacBook required 要求使用 MacBook
Tablets 平板电脑	Year 3-5 iPad with keyboard 3-5 年级 带键盘的 iPad	iPads permitted 允许使用 iPads	iPads permitted - student may apply for a second WIFI access code 允许使用 iPads—学生可申请另一个 WIFI 接入权限
Phones 手机	K-Y2 no mobile phones or Smart watches permitted on campus. K-Y2 在校园内禁止使用手机 或智能手表 Y3-Y5 Mobile phones and smart watches are permitted and must remain in students' school bags during school hours unless usage authorised by the teacher. Mobile phones are not permitted for use during any breaks unless a teacher has permitted instructional use, and the student is supervised. Y3-Y6 允许使用手机和智能手 表，上课时间必须放在书包 或教室里。即使在课间休息 或休息时间也不允许使用， 除非在得到老师的许可下。	Must be locked in locker during the school day. May be used on the bus. 上课期间必须锁在储物柜里。 可在校车使用	May be carried but must be on silent and not used during lessons. Teachers may ask students to surrender phones during assessments. 可随身携带，但必须调至静 音，上课时不得使用。教师可 要求学生在考试期间交出手机
Other 其他	Teachers may request students to open content from iPads such as Teams or any other educational school-related application. 教师或要求学生打开 iPad 上 的内容，如 Teams 或其他相 关应用程序	Teachers may ask students to surrender other devices during assessments. 教师可要求学生在考试期间交 出其他设备	Teachers may ask students to surrender other devices during assessments. 教师可要求学生在考试期间交 出其他设备

Suspected Misuse of Mobile Devices

怀疑滥用移动设备

Misuse of mobile devices will be handled using the Behaviour for Learning procedures in line with the Acceptable Use Guideline (AUP).

移动设备的滥用将根据相关协议进行处理。

In case of misuse of technology in any section mentioned in the Parent Student Handbook, UISG reserves the right to inspect the contents and device history of any device that may have been used by a student to inflict harm on another member of the school community or any device that has been brought onto the campus. Such searches may involve at least one Senior Leadership Team (SLT) Member, a second adult member of staff, and the student or family representative. With reasonable suspicion, the suspected device may be confiscated and locked up until it can be claimed by the parent/guardian.

学校保留检查任何带入校园的设备的内容和搜索历史的权利。此类搜索将涉及一名高级领导团队（SLT）成员、另一名成年员工和学生。

Appendix 1: Use of Technology 技术应用

UISG insists on students using purposeful technology as an educational tool and has included in the handbook the BYOD (Bring Your Own Device), Social Media Guidelines, Cyber-Bullying Guidelines, and Acceptable Use Policy (AUP) for school educational applications and proper use of all mobile devices for the safety of all members of the UISG community and stakeholders. In addition, students must abide by PRC laws and guidelines pertaining to mobile phone usage and cyber-bullying.

UISG 秉承技术作为教育工具为学生服务，并在手册中纳入了 BYOD、社交媒体指南、网络欺凌、学校教育应用指南以及所有移动设备的正确使用，以确保 UISG 社区所有成员和利益相关者的安全。此外，学生须遵守中国有关手机使用和网络欺凌的法律和条规。

In case of misuse of technology in any section mentioned in the Parent Student Handbook, UISG reserves the right to inspect the contents and device history of any device that may have been used by a student to inflict harm on another member of the school community or any device that has been brought onto the campus. Such searches may involve at least one Senior Leadership Team (SLT) Member, a second adult member of staff, and the student or family representative. With reasonable suspicion, the suspected device may be confiscated and locked up until it can be claimed by the parent/guardian.

如果出现在《学生家长手册》任一章节出现的滥用技术情况，UISG 保留检查设备的内容和历史搜索记录的权利，这些设备可能被用于伤害学校社区的其他成员或校园内的其他设备。此类搜索将包含至少一名高级领导团队（SLT）成员、另一名成年员工和一名学生。在合理怀疑的情况下，可疑设备将被没收并上锁，直到家长/监护人前来认领。

We understand that due to the constant changes in technology, the school reserves the right to update the handbook. We understand this document is legally binding and have read all the terms and conditions carefully and understand the consequences of the failure to follow the guidelines that UISG has instated for the community/stakeholder's protection.

我们理解本文件具有法律约束力，已仔细阅读所有条款，理解未能遵守 UISG 为保护社区/利益相关者而制定的指南的后果。

UISG Computer & Mobile Devices Acceptable Use Policy (AUP)

UISG 计算机和移动设备可接受使用政策

The policies, procedures and information within this document apply to all computers and laptops and mobile devices used at UISG, including any other device considered by the Head of School and UEF ICT Committee to come under this policy. Teachers may set additional requirements for computer use in their classroom.

本文件中的政策、程序和信息安全适用于所有在 UISG 使用的电脑、笔记本电脑和移动设备，

包括校长和 UEF ICT 委员会认为属于本政策范围的任何其他设备。教师可对其课堂上的电脑使用设定额外要求。

General Terms 一般条款

- Users should act responsibly and with good behavior on any computer, laptop, mobile device or communications system using the UISG wired or wireless network services and they agree to follow all UISG rules for behavior and communications.
用户应负责任地使用任何电脑、笔记本电脑、移动设备或通信系统，并遵守所有关于行为和通信的规则。
- The primary purpose of the UISGZ network, including Internet, printers, photocopying machines and other IT services and resources, is to support educational programs. Access to these services will be provided to students who agree to act in a considerate and responsible manner and their use is limited to educational purposes.
研究所网络（包括互联网、打印机、复印机及其他信息技术服务和资源）的主要目的是支持教育计划。这些服务将提供给同意以体贴和负责任的方式行事的学生，其使用仅限于教育目的。
- Use of Internet and other network services is a privilege, not a right, and their inappropriate use will result in loss of privileges.
使用互联网和其他网络服务是一种特权，而非权利，使用不当将导致特权丧失。
- All IT equipment, including furniture, must be treated with care and respect. Intentional damage or misuse of computers or computer network will not be tolerated and will result in disciplinary action.
包括家具在内的所有 IT 设备都必须得到小心保管和尊重。蓄意损坏或滥用计算机或计算机网络的行为是不能容忍的，并将受到纪律处分。
- Users will protect individual network accounts by keeping passwords secure, not using another person's account and reporting any security problems to the IT Department. Users should not expose their passwords to anyone else including their friends and siblings. The user in whose name a system account and/or computer hardware is issued will always be responsible for its appropriate use.
用户应妥善保管密码，不使用他人的账户，并向信息技术部门报告任何安全问题，从而保护个人网络账户。用户不得将密码透露给其他人，包括自己的朋友和兄弟姐妹。系统账户和/或计算机硬件由用户负责妥善使用。
- UISG reserves the right to monitor and review any material stored on UISG's computer systems and to monitor the activity of its users. Any communication or documents transmitted through or stored on UISG's computer systems may not be regarded as private property. Users should expect only limited privacy for any files stored on UISG computer systems.
UISG 保留监控和审查存储在 UISG 计算机系统上的任何材料以及监控其用户活动的权利。通过大英证券集团计算机系统传输或存储的任何通信或文件不得视为私人财产。用户应期望存储在 UISG 计算机系统上的任何文件仅有有限的隐私。
- The users will NOT - 用户不会：
 - Use UISG systems and equipment for any kind of activity that is deemed unlawful by any of the Chinese or provincial laws.
使用 UISG 系统和设备从事任何被中国或省级法律视为非法的活动。
 - Attempt to tamper with, gain unauthorized access to or "hack" any of the UISG systems or any other external system using UISG network and equipment. This includes unauthorized security probing activities or other attempts to evaluate the security integrity of a network or host systems. Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary procedures. Violation of applicable laws can result in criminal prosecution.

试图篡改、未经授权访问或“黑入”使用 UISG 网络和设备的任何 UISG 系统或任何其他外部系统。这包括未经授权的安全探测活动或其他评估网络或主机系统安全完整性的尝试。严禁使用或拥有黑客软件，违者将受到纪律处分。违反适用法律可能导致刑事起诉。

- Attempt to circumvent or override any of the school's security measures and technologies such as, but not limited to, attempts to override Internet filtering or disable or remove anti-virus software.

试图规避或超越学校的任何安全措施和技术，例如但不限于试图超越互联网过滤或禁用或删除防病毒软件。

- Attempt to log in through another person's account or use any other network identification account or access codes other than those assigned to them.

试图通过他人账户登录，或使用分配给自己的账户以外的任何其他网络识别账户或访问代码。

- Use services and facilities in a manner that interferes with or disrupts other network users, services or equipment such as, but not limited to, distribution of computer viruses, wide scale distribution of messages to forums and emails, consuming excessively large amounts of system resources or deliberately crashing the machines, attempt to harm modify or destroy data of another user, persistent annoyance of another user or the interference in any way of another user's work.

以干扰或破坏其他网络用户、服务或设备的方式使用服务和设施，例如但不限于传播计算机病毒、在论坛和电子邮件中广泛传播信息、过度消耗系统资源或故意使机器崩溃、试图伤害修改或破坏其他用户的数据、持续骚扰其他用户或以任何方式干扰其他用户的工作。

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures in any form will result in disciplinary actions.
任何形式的枪支、武器、色情材料、不当语言、酒精、毒品、帮派相关符号或图片的出现都将导致纪律处分。
- Users are not allowed to install any software without prior approval. All software must be safe for student use and appropriately licensed.
未经事先批准，用户不得安装任何软件。所有软件必须可供学生安全使用，并获得适当许可。
- Users are not allowed to open, disassemble or attempt repair of any IT equipment. These operations can only be performed by the members of the School's IT department.
用户不得打开、拆卸或尝试修理任何信息技术设备。这些操作只能由学校信息技术部门的人员进行。
- Use of additional passwords or encryption on equipment and documents set by the users and where they were not already set in place or requested by the system administrators is prohibited.
禁止在设备和文件上使用由用户设置的额外密码或加密，如果这些密码或加密尚未设置或系统管理员未提出要求。
- Users are required to keep food and beverages away from all technological equipment.
用户必须将食物和饮料远离所有技术设备。
- Users are responsible for the safety and backup of their files. UISG will provide appropriate storage space where users can save their files, and offer protection against mechanical failures but not accidental modification or deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
用户对其文件的安全和备份负责。研究所将提供适当的存储空间，供用户保存文件，

并提供机械故障保护，但不提供意外修改或删除保护。电脑故障不能作为不提交作品的借口。

- UISG makes no warranties of any kind, whether expressed or implied, for the service it is providing. The systems and services are provided on an "as is, as available" basis and UISG will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the School's systems or financial obligations arising through unauthorized use of the School's systems or Internet. UISG does not guarantee, implied or otherwise, the factual reliability of any information stored on or obtained using the School's computer system or the accuracy of the information on the Internet.

对于所提供的服务，UISG 不作任何明示或暗示的保证。系统和服务是在“按原样、按可用性”的基础上提供的，对于用户可能遭受的任何损失，包括但不限于因未经授权使用学校系统或互联网而造成的数据丢失、损坏或无法使用或财务责任，大英国际集团概不负责。大学国际服务集团不保证（不论是暗示的还是其他的）存储在学校计算机系统上或使用学校计算机系统获得的任何信息的事实可靠性，也不保证互联网上信息的准确性。

Internet Use 互联网使用

Internet access is provided to students for educational purposes only. 向学生提供互联网接入服务仅用于教育目的。

- By reading and signing this document parents are acknowledging and accepting that their children will automatically have access to the Internet while in School.
通过阅读和签署本文件，家长承认并接受其子女在校期间将自动访问互联网。
- If parents wish to prevent their children's Internet access they must inform the School in written form. In such a case parents are also acknowledging and accepting that their children will be unable to access a wealth of information available on the Internet and that such an action could have a detrimental effect on their children's education.
如果家长希望阻止子女上网，必须以书面形式通知学校。在这种情况下，家长也承认并接受其子女将无法访问互联网上的大量信息，而且这种行为可能会对其子女的教育产生不利影响。
- Users are required to abide by the generally accepted rules of "netiquette" and conduct themselves in a responsible, ethical, and polite manner while using any UISG computing and communication resource.
用户必须遵守公认的“网络礼仪”规则，以负责任、合乎道德和礼貌的方式使用统计研究所的任何计算和通信资源。
- If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school authority. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation.
如果用户无意中访问了不可接受的材料或不可接受的互联网站，应立即向学校有关部门披露。这一披露可作为对用户故意违反本规定的指控的抗辩。
- A user may also, in certain rare instances, access otherwise unacceptable materials only if done with the prior approval of and with appropriate guidance from the supervising teacher.
在极少数情况下，用户也可以访问其他不可接受的资料，但必须事先得到指导教师的批准和适当指导。
In addition to the relevant General Terms the following is NOT permitted:
除相关一般条款外，不允许使用以下内容：
- Accessing or sending offensive or disrespectful material.
访问或发送攻击性或不尊重性资料。
- Any form of harassment or political lobbying.
任何形式的骚扰或政治游说。

- Revealing users' home addresses, phone numbers or any other personal information to any third parties or sites on the Internet.
向任何第三方或互联网站透露用户的家庭住址、电话号码或任何其他个人信息。
- Use of the School's Internet access or accounts for unauthorized commercial use and/or financial gain of the user.
将学校的互联网接入或账户用于未经授权的商业用途和/或为用户谋取经济利益。
- Playing or downloading games, accessing Usenet groups, e-mail, using chat lines or accessing sites not related to assignments or class work.
玩游戏或下载游戏、访问 Usenet 群组、收发电子邮件、使用聊天线路或访问与作业或课堂作业无关的网站。
- Downloading programs, music or other files not related to assignments or class work.
下载与作业或课堂作业无关的程序、音乐或其他文件。
- Use of peer-to-peer software such as, but not limited to, BitTorrent, eMule, LimeWire, Imesh, Morpheus, WinMx etc
– 使用点对点软件，如但不限于 BitTorrent、eMule、LimeWire、Imesh、Morpheus、WinMx 等

Web Publishing 网络出版

Web publishing is strictly regulated by the School and the following rules apply:

学校对网络发布进行严格管理，并适用以下规则：

- Publication of any material on any of the School's or public websites or using any other Internet based communication technologies (chats, messaging, podcasts etc.) that is in violation of any of the Chinese or provincial laws is prohibited and the consequences of these actions may result in the disciplinary action by the School and Chinese government.
禁止在任何学校网站或公共网站上发布任何违反中国或各省法律的材料，或使用任何其他基于互联网的通信技术（聊天、短信、播客等）发布任何违反中国或各省法律的材料，这些行为的后果可能导致学校和中国政府的纪律处分。
- All Internet content published by the staff must be reviewed and approved by the Head of the School.
教职员在互联网上发布的所有内容都必须经过校长的审查和批准。
- All Internet content published by the students must be reviewed and approved by the sponsoring staff member (teacher).
学生在互联网上发布的所有内容都必须经过主办人员（教师）的审查和批准。
- Students should not be easily identifiable from materials they might publish on the Internet.
学生可能在互联网上发布的材料不应容易被识别。
- Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.
作为学生刊物一部分的照片不得包含身份信息，在任何情况下都不得包含学生的家庭住址或电话号码。

Copyright Infringement and Plagiarism 侵犯版权和剽窃行为

- Users are required to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
用户必须遵守商标法和版权法以及所有许可协议。不懂法不能免责。
- **Plagiarism** is a violation of the UISGZ disciplinary procedures. Students are required to follow the School's academic honesty policy and the UEF. This includes the use of AI (Artificial Intelligence).
剽窃是违反深圳国际学校纪律程序的行为。学生必须遵守学校的学术诚信政策。这包括使用人工智能（AI）。

This document will be in effect as long as the student is enrolled in UISG.

本文件在学生就读于 UISG 期间一直有效。

Parents will be responsible for reviewing the Acceptable Use Policy with their children and making sure that they fully understand the expectations and consequences.

家长有责任与孩子一起复习可接受使用政策，并确保他们完全理解政策的期望和后果。

Appendix 2: Academic Honesty/Integrity 学术诚信

UISG insists on the highest standards of academic honesty and ethics in the classroom and throughout school life by promoting and modelling ethical behaviour and teaching procedures that are transparent, fair and consistent. Academic honesty and ethics are vitally important as access to information through technological innovation increases, and ideas about learning and how knowledge is constructed change. (International Baccalaureate, 2016)

UISG 在课堂和学校生活中坚持学术诚信和道德的最高标准，提倡良好的道德模范和公开，公平教学程序。随着技术创新和信息获取途径增加，学习和知识构造变化，学术诚信和伦理至关重要。

(IB, 2016 年)

UISG Students are responsible for:

UISG 学生职责：

- Meeting deadlines and ensuring that all sources are appropriately referenced
在截止日期前完成任务，并确保所有来源均被正当引用
- Asking for guidance if they are unsure whether work is in breach of the academic honesty guidelines or when they need help in properly attributing sources of information
如果不确定自己的作业或作品是否违反了学术诚信准则，或者在筛选正确信息来源时需要帮助，请寻求指导
- Developing their understanding of academic honesty and intellectual property rights
培养对学术诚信和知识产权的理解
- Proving the authenticity of their work if there are questions about the integrity of a piece of work
如对作品有相关疑问，学生需证明其真实性
- Conducting themselves, when participating in both school-based and external assessments, in a principled manner
在参与学校及外部评估时，须遵守原则

What is Academic Honesty?

什么是学术诚信？

- The protection of all forms of intellectual property, which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.
保护所有形式的知识产权——包括知识和创造性表达形式，专利、注册设计、商标、道德权利和版权
- Proper conduct in relation to the conduct of examinations.
考试相关的正直行为
- The full acknowledgement of the original authorship and ownership of creative material.
充分承认原创作者身份和创作材料所有权

- The production of ‘authentic’ pieces of work.
保证作品的”真实性”

What is Academic Misconduct?

什么是学术不端行为?

Academic misconduct is a behaviour that results in, or may result in, the student or any other student, gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

学术不端行为是指使得或可能使得学生或其他学生在一个或多个评估部分中获得不公平优势（或对其他学生不利的行为）的行为。

Academic misconduct includes but is not limited to:

学术不端行为包括但不限于:

- Plagiarism, or the taking of someone else’s ideas and passing them off as one’s own
剽窃他人的想法并将其冒充为自己的想法
- Collusion, the sharing of work with another when only one person has done the work. It is an act of malpractice for both the student sharing the work and the student copying the work.
共谋，当只有一人完成工作时，与另一人共享工作。学生分享作品和学生抄袭作品都是一种不当行为
- Making up data for an assignment.
为任务编造数据
- Falsifying a CAS record.
伪造 CAS 记录
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes.
将未经准许的材料带入考场，包括手机、电子设备、自己的纸质文件、笔记
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate/student.
考试期间的不当行为，包括干扰考试或分散其他考生/学生注意力的任何企图
- Copying the work of another candidate/student.
复制其他考生/学生的作品
- Referring to or attempting to refer to, unauthorised material that is related to the examination.
提及或试图提及与考试有关的未经授权材料
- Failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of an examination.
未遵守监考人或负责学校考试的其他工作人员的指示
- Impersonating another candidate.
冒充其他候选人
- Including offensive material in a script.
在剧本中包含攻击性材料
- Stealing examination papers.
偷试卷
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination.
考试后 24 小时内，与非社区人员透露或讨论试卷内容
- Using an unauthorised calculator during an examination.
在考试期间使用未经授权的计算器
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations.

在图形计算器上隐藏和/或使用未经授权的软件，尤其是在考试期间

Responding to Academic Misconduct?

如何处理学术不端行为？

When a student is suspected of committing an act of academic malpractice, the priority is to open a dialogue with the student to ensure the student knows that their behaviour was inappropriate. It is necessary to find out why the child thought it was acceptable. The guidelines for dealing with cases of academic malpractice are outlined in the school's Academic Integrity Policy, Procedures and Practices.

当学生被怀疑有学术不端行为时，第一首要任务是与学生展开对话，确保学生知道自己的行为是不恰当的。有必要找出孩子为什么认为这是可以接受的。学校的“学术诚信政策、程序及应用手册”中列出了处理学术不正之风案件的指导方针。

Appendix 3: Bus Code of Conduct

UISG School Bus Service – Home/School Agreement 2024-2025 UISG 校车服务-家庭/学校协议 2024-2025

UISG offers an official daily school bus service to and from school. The published school bus routes which are reviewed annually are on the school website.

UISG 每天提供往返学校的校巴服务。学校网站上公布了每年审查的校车路线。

Parents/guardians and students must read, understand, and agree to the following conditions for students to use the service:

家长/监护人和学生须阅读、理解并同意以下条款，以便学生使用本校巴服务：

Fees and use:

费用和使用：

- The bus fee must be paid before a student can use the school bus service.
在学生使用校巴服务之前，须支付费用
- School bus space is reserved for the transportation of UISG students. Parents are not permitted to use the official school bus service.
校巴为 UISG 学生专乘，家长不允乘坐校巴

Bus Routes and times:

巴士路线及时间：

- As far as possible, UISG arranges pickup and drop off at or near a student's housing complex. This is not always possible, for example, in areas where there are few students or where an additional pick up/drop off point would greatly increase the journey time. In this case, parents will be informed of the closest pickup point on the established school bus route.
UISG 将尽可能在学生住宅区或附近安排接送点。但有时，这并非可行，例如，在学生很少的区域或者该接送点将大大增加校巴在途中的行驶时间。在此类情况下，家长将被告知既定校车路线上最近的接送点。
 - a. Published routes are approved by the relevant city and district authorities, school buses must operate according to the routes approved on the licenses, and we cannot make any changes until it is approved by the required authorities.
公布的路线是由市、区有关部门批准的，校巴必须按照许可证上批准的路线运营，在得到有关部门批准之前，我们不能做任何更改。
 - b. If a student moves house, the parents should inform the Bus Office by email on schoolbus@uisgz.org so that the student can transfer to another route.
如果学生因搬家需变更接送点，家长应电邮至 schoolbus@uisgz.org 通知校巴办公室，以便学生转乘其他路线。
 - c. To ensure students arrive punctually at school, buses will not wait after the designated time at pick up points in the morning. Students must be on time.
为确保学生准时到达学校，校巴早上按时到达接送点后将不会继续等待。学生须准时到达上车点。

Communication:

通讯：

- All school buses have Bus Supervisors who are always in mobile phone contact with the Bus Office Manager.

所有校巴都有跟车员，跟车员将通过手机与校巴办公室工作人员联系。

- There is a WeChat group for each school bus. Parents and guardians who collect children need to join their child's WeChat bus group and they will be kept informed the arrival time by bus supervisors. This group must not be used to make bus changes or discuss other unrelated matters.

每条校巴线路都有一个微信群。接送孩子的家长和监护人可以加入校巴微信群，跟车员将在群里发送到站通知。该微信群组不用于校巴更换或讨论其它无关事宜。

- For the convenience of management, parents and students can modify their aliases in the school bus WeChat group. For Example:

Parents: homeroom + child's/children's name + indicate the relationship between you and the student + bus stop (e.g. Y8S Mike's mom W hotel).

Students: homeroom +full name + bus stop

为了方便管理，请家长和学生在校巴微信群中更改自己的别名。例如：

家长：班级+孩子姓名+注明你和学生的关系+公交车站（例如 Y8S Mike 的妈妈 W 酒店）

学生：班级+全名+公交站

- Questions about buses should be emailed to the Bus Office on schoolbus@uisgz.org. 有关的校巴的任何问题可发送电子邮件至校巴办公室 schoolbus@uisgz.org

Changing Buses:

校巴更换：

- Please use the Schools Buddy's system for bus change and should also inform the homeroom teacher that the student is going to be picked up or not on the bus. When you request a bus change to pick up, initially it is pending. Once approved you should get notification. This change should be seen in the Schools Buddy register. Please note all changes must be made before 12 O Clock that day.

请在 Schools Buddy 系统上提交更换校车申请并通知班主任该学生是自己接送或者不乘坐校巴，当您请求更改巴士接送时，最初会处于待处理状态。一旦更换校车申请获得批准，您将会收到通知。此更改可以在 Schools Buddy 中查看到。请注意，所有更改必须在当天 12 点之前完成。

- Students who take part in after school AOCs, sports and Study Hall can travel home by the 5:15pm late bus. They need to sign up for the late bus. If they didn't sign up but need to take late bus, they should request the bus change on Schools Buddy or inform the PE department in advance so that school bus can reserve the seats for them. The AOC bus service offers limited routes and students may need to be picked up by parents or to make their own way home from one of the designated drops off points.

参加课外活动（AOC）、体育活动和自修的学生可乘坐下午 5:15 的晚班车回家。学生须报名乘坐晚班车，如没报名但是需要乘坐晚班车，请在 schoolsbuddy 提交更换校车申请或提前向体育部的老师提出申请预留位置。晚班车路线有限，学生和家长或需从指定下车点自行回家或接送。

Student Behaviour:

学生行为：

- Students are expected to behave appropriately in the bus, to show respect towards the bus driver and supervisor and to follow their instructions.
学生在校巴上举止得体，尊重校巴司机和跟车员，并遵循指示。
- Students must remain seated with the seatbelt always fastened until getting off bus.
学生必须坐在座位上并系好安全带，直到下车。
- Students must not stand up or walk when the bus is moving.

校车行驶时，学生不可以站立或在车上走动。

- Students are not allowed to play around on the bus.
不允许学生在车上打闹。
- Windows must not be opened.
不得打开车窗。
- Students should respect fellow students by talking quietly.
学生应尊重他人，小声交谈。
- Students must look after their personal belongings.
学生须保管好个人物品。
- Bus supervisors report any inappropriate behaviour to the School Bus Office. This information is passed on to the appropriate person in Primary or Secondary and can result in disciplinary action. An official bus disciplinary letter may be issued, and a student may not be allowed to use the bus service for two days, one week or in serious cases, permanently.
跟车员将向校巴办公室报告任何在校巴上的不当行为，并汇报至小学或中学相关人员，不当行为或将导致纪律处分。根据具体情况，学校或将发送正式的校车纪律处分函，学生或将不得在两天、一周内使用校巴服务。严重情况下将永久不得使用校巴服务。

Food and Drink:

食物和饮料：

- We prefer students **not** to eat while on the bus in order to keep the bus clean. However, we recognise that some students travel a long distance to their homes, and parents might feel that they need a snack during the journey. In this case, please avoid messy food such as cakes, ice cream, noodles, rice, potato chips, etc. Students must put any rubbish in the bin.
为了保持校巴清洁，学生不建议在校巴上进食。然而，学校也了解到，一些学生回途较长，家长会为学生在路上准备一些零食补充能量。在这种情况下，请家长准备保持校巴环境清洁的食物，避免如蛋糕、冰淇淋、面条、米饭、薯片之类的食品。学生须将垃圾扔进垃圾箱。
- Only water is allowed in the bus.
水是校巴内唯一获许的饮品。

By reading and signing this document you are fully accepting all the terms, conditions and policies defined here.

阅读并签署本文件，即表示您完全接受此处定义的所有条款、条件和政策。

Student Name (Print Clearly)

学生姓名（打印清楚） _____

Student ID number 学生编号 _____

Student Signature 学生签名 _____

Date 日期 _____

Parent Name 家长姓名 _____

Parent Signature 家长签名 _____

Date 日期 _____