

MLIS- Chongqing



STUDENT HANDBOOK

2024-2025



MAPLE LEAF

WORLD SCHOOLS

Principal's Message

外方课程校长的一封信

Welcome to Maple Leaf International School – Chongqing!

欢迎来到重庆枫叶国际学校!

The mission of Maple Leaf International School – Chongqing is to provide an educational program that will prepare students for success in western post-secondary institutions and the rapidly changing world that lay ahead of them. Our students are provided with the academic and social foundations necessary for integration into an increasingly complex, competitive, and interconnected world.

重庆枫叶国际学校的使命是为学生提供最优质的教育使得他们未来可以进入西方高等学府以及在快速变化的世界中取得成功。我们为学生提供必要的学术和社会基础，以融入一个日益复杂、竞争和相互联系的世界。

To have our students reach this level of understanding and preparedness we hold our students to a high standard of commitment to their studies, those around them and the core Maple Leaf values of Respect, Responsibility, Honesty and Hard Work. With this commitment from students and the educational support of the school it is our hope that students can realize their dreams and live them to their fullest in their time after Maple Leaf.

为了让学生理解我们的服务使命，并具备相应能力，我们要求学生对他们的学习和周围的人有高标准承诺，以及尊重、责任、诚实和勤奋的枫叶核心价值观。有了孩子们的这一承诺，有了学校的支持，我们希望孩子们在离开枫叶的日子里，能够实现自己的梦想，实现自己的人生。

This digital handbook is prepared to ensure you are knowledgeable of all policies and expectations of life here at Maple Leaf – Chongqing Campus.

本电子手册旨在让学生全面了解重庆校区对在校生活的各项规定和期望。

Ensure you take the time to become involved in the school community. Join a club, sports team or become involved in the school play. Use every opportunity possible to speak, read and write in English as your success in High School goes hand in hand with English fluency.

确保积极参与学校的活动。加入社团，运动队或参加学校的比赛。抓住一切机会尽可能多说、读、写英语，因为学生在高中的成功与英语流利度密切相关。

On behalf of myself and our entire team of educators here at Maple Leaf – Chongqing, best wishes to you and an outstanding school year!

我谨代表我本人与重庆枫叶的全体同仁，祝各位同学在新的一学年里取得优异的成绩!



Mr. Harry Nguyen
International Program Principal

哈里·阮氏先生
外方课程校长

Welcome to Canvas!

欢迎使用 Canvas!

Maple Leaf World Schools uses the Canvas LMS (learner management system). It is very easy to access and once you have signed into your O365 account, it does not require an additional password. You can access all your courses at the following link:

<https://mapleleafschools.instructure.com/>

枫叶世界学校使用 Canvas 学习管理系统。只需要 O365 账户（邮箱账号与密码）就可以很简单地登录，点击以下链接就可以进入所有的课程学习：

<https://mapleleafschools.instructure.com/>

We want to make sure that all our students are comfortable with Canvas and are providing you with a training course. The goal of this course is for students to have a solid foundation in Canvas, which will ensure that you are successful in completing all your work on Canvas. You can choose to complete the content in any order giving you the freedom to complete content that is relevant to you. This course does not have any assignments or tests and only requires you to read through documents.

我们希望确保所有的学生都能自如地使用 Canvas，并为他们提供使用培训课程。课程培训目标是让学生打下坚实的基础，确保在 Canvas 中顺利完成所有的学习任务。你还可以按照任何顺序自由的选择与你相关的学习内容并加以完成。本课程没有任何作业或测试，只要求通读文件。

You also have access to the Canvas guides that has many helpful documents. This link provides more information: <https://community.canvaslms.com/docs/DOC-10554-4212710328>

你还可以进入 Canvas guides 查看更多有帮助的信息。链接如下：

<https://community.canvaslms.com/docs/DOC-10554-4212710328>

Canvas has a student App that you can download to your device. Please see the following guide for more information:

<https://community.canvaslms.com/docs/DOC-4048-mobile-guides-canvas-student>

Canvas 提供专门为学生设计的应用软件，大家可以下载到自己的电子设备。更多信息请参考以下链接：<https://community.canvaslms.com/docs/DOC-4048-mobile-guides-canvas-student>

How to access your courses, including the “Passport to Canvas” course:

如何进入你的课程，包括“网课通行证”？

1. Log into your office 365 account. 登录 365 邮箱

<https://outlook.office.com/>

2. Go to Canvas. 进入 Canvas

<https://mapleleafschools.instructure.com/>

3. The Passport to Canvas course, should appear on your Dashboard.

“网课通行证”课程会出现在首页。

4. Click on the course and choose any module to start your training on Canvas.

点击课程选择任意模块开始训练。

5. Complete the task in any order. Please take note of the Canvas guides at the bottom of each page. These documents should be the first place you go to when you have questions.

按照任意顺序完成任务。遇到问题的时候首先查看页面底端的 Canvas guides。

ACADEMIC INFORMATION 学术信息

Courses 课程

MLIS-C offers a full range of Maple Leaf World School approved and certified courses including:

重庆枫叶国际学校开设多门经认证的枫叶世界学校外方课程，包括：

English 英语课程	English 10-1, English 10-2, English 11-1, English 11-2, English Studies 12
Social Studies 社会学课程	Introduction to World History and Geography 10, World History and Geography 10, World History and Geography 11, Physical Geography 12, 20 th Century World History 12, Psychology 12
Mathematics 数学课程	Math 10 Foundations, Math 10, Math 10 Future, Math 11, Math 11 Futures, Pre-Calculus 12, Calculus 12
Science 科学课程	Scientific Inquiry 10, Science 10, Biology 11, Anatomy and Physiology 12, Chemistry 11, Chemistry 12, Environmental Science 11, Physics 11, Physics 12
Physical Education and Personal Skills 体育和个人能力素养发展课程	Physical Education 10, Creative Thinking and Problem Solving 10, Personal and Global Leadership 10, Creative Thinking and Problem Solving 11, Personal and Global Leadership 11, Physical Education 11, Active Living 12

Fine Arts / Applied Skills 艺术/应用技术类课程	Visual Arts 11, Studio Art 2D 12, Choral Music 11, Choral Music 12, Drama 10, Drama 11, Drama 12, Foods Studies 11, Culinary Arts 12
Technology 技术课程	Information Technology 10, Digital Media 12
Business Education 商业课程	Accounting 11, Accounting 12, Economics 12, Marketing and Promotions 11, Marketing 12
Leadership Skills 领导力技巧课程	Leadership 12, Teacher's Assistant 11, Teacher's Assistant 12

Reporting 成绩报告单

Report cards are issued four times per year, twice in each semester.

每学年出具四次成绩单，每学期两次

Semester 1 November and January 第一学期 11 月和 1 月

Semester 2 April and June 第二学期 4 月和 6 月

Report cards show students' progress in each course, their learning skills, and their absences – both excused and non-excused. The report also contains a comment from the teacher in each course.

成绩单会展示学生每门课程的学习情况、技巧、缺勤—包括合理请假和旷课。报告单中也包含每门课程老师对学生的评价。

(MK) Marks: Letter Grades & Percentages

Letter grades are based on the following:

A	Excellent	(86% - 100%)
B	Very Good	(73% - 85%)
C+	Good	(67% - 72%)
C	Satisfactory	(60% - 66%)
C-	Minimally Acceptable	(50% - 59%)
F	Failing	(below - 50%)
I	Incomplete/In Progress	
W	Administrative Withdraw	

A student may receive an “I” and then must complete an “I-Report” if:

- he/she is making progress but requires additional time to meet expected learning outcomes.
- he/she has not completed important assignments, and the teacher is unable to accurately assess student progress.
- the student has not been attending class.

分数等级与成绩

字母等级与分数对应如下:

A 优异 (86% - 100%)

B 优秀 (73% - 85%)

C+ 良好 (67% - 72%)

C 一般 (60% - 66%)

C- 及格(50% - 59%)

D- F 挂科 (50%以下)

I 未完成课程

W 移除课程

出现以下情况的时候, 学生可能分数等级为“T”, 并收到“**学业警示单**”:

- 学生有进步但需要更多的时间达到课程要求
- 还没有完成重要的作业, 老师暂时无法准确评估学生学习情况
- 学生没有上课出勤

(LS) Learning Skills Assessment 学习能力评估

Each teacher determines a student's performance in four areas: English Language Participation, Work Habits, Organization, and Teamwork. The performance scale is:

M Meeting Expectations

P Partially Meeting Expectations

N Not Yet Meeting Expectations

每位老师根据四个方面评估学生表现: 英语语言参与度、学习习惯、组织能力和团队合作。学生行为表现等级分为:

M 达标

P 部分达标

N 不达标

(AB) Absences 缺席

Students are expected to attend all their scheduled classes. When a student is absent from class, it is the student's responsibility to communicate with their teachers and complete any missed assessments.

学生应按时参加所有课表安排课程。若缺勤, 学生应主动和任课教师交流缺勤情况, 按照流程完成请假单, 并补上落下的作业。

Excused absences 请假: For excused absences, the student must have an official “white paper” form from the office signed by the International Program Principal or Vice-Principal, Chinese Program Principal, Head Counselor, and Counselor. This form must be submitted **before** a student is absent from school.

对于合理请假，学生需从领事老师处获得请假单，并由领事、总领事、中方课程校长和外方课程校长签字同意。缺席课程的任课老师也应签字并布置任务，学生必须**离开学校前**按照流程完成请假手续。

Unexcused absences 旷课: Students who are absent from class without permission can expect to face disciplinary action from the school administration. Please see the “Class Truancy Policy” listed later in the handbook for more information.

未经允许私自旷课的学生将面临学校管理层的违纪处置，详见后附学生违纪处理规定。

Comments 教师评语

Students and parents should read teachers’ comments carefully. They point out areas of strength or areas needing improvement.

学生和家长应当仔细阅读老师给的评语。这些评语指出了学生的强项和需要改进的部分。

LEARNING SKILLS PERFORMANCE SCALE

学习表现等级

	<u>Not Yet Meeting Expectations</u>	<u>Partially Meeting Expectations</u>	<u>Meeting Expectations</u>
English Language Participation	1.Does not try to speak English in class 2.Does not participate in social conversation and classroom discussions in English	3.Sometimes speaks English in class 4.Sometimes participates in social conversation and classroom discussions in English	5.Speaks English in class. 6.Actively participates in social conversation and classroom discussions in English.
Work Habits	1.Homework regularly incomplete. 2.Has difficulty focusing on tasks, requires frequent prompting. 3.Does not follow through or complete classroom work. 4.Does not follow instructions.	5.Homework completed 70 to 90 % of the time. 6.Keeps focused on the work to be done most of the time but sometimes needs prompting. 7.Sometimes follows through or completes classroom work. 8.Instructions usually followed.	9.Homework is completed 90 to 100% of the time - no reminders. 10.Always/almost always keeps focused on the work to be done without prompting. 11.Almost always follows through or complete classroom work. 12.Instructions are always or almost always followed.
Organization	1.Rarely brings required materials to class – is disorganized. 2.Rarely uses a planner. 3.Often late for class. 4.Wastes class time.	5.Often brings required materials to class – is usually organized. 6.Often uses a planner 7.Sometimes late for class. 8.Sometimes wastes class time.	9.Regularly brings required materials to class – well organized. 10.Almost always uses a planner. 11.Always on time for class. 12.Uses class time wisely.
Teamwork	1.Rarely contributes to team or group activities. 2.Distracts others in working teams.	3.Often shares in team or group activities. 4.Often cooperative and works with consideration for others.	5.Active in sharing team or group activities. 6.Works cooperatively and is considerate of others.

	未满足要求	部分满足要求	满足要求
英语语言参与度	1. 课堂上不使用英语 2. 不参与在校或课堂上英语对话讨论	3. 有时在课堂上使用英语 4. 有时参与在校或课堂上英语对话讨论	5. 课堂上使用英语沟通交流 6. 积极参与在校或课堂上英语对话讨论
学习习惯	1. 经常不完成作业 2. 课堂上注意力不集中，需要老师经常关注提醒 3. 不关注或完成课堂任务 4. 不遵守课堂纪律要求	5. 能按时完成 70%-90% 作业 6. 大部分时间能专心完成课堂任务，有时需要老师提醒 7. 有时关注或完成课堂任务 8. 基本遵守课堂纪律要求	9. 能准时自主地完成 90%-100%作业-无需提醒 10. 经常能专心完成课堂任务，无需老师提醒 11. 经常关注或完成课堂任务 12. 完全遵守课堂纪律要求
组织能力	1. 基本不带学习用具上课，无自我组织管理 2. 基本不制定学习计划 3. 上课经常迟到 4. 上课低效，浪费时间	5. 经常带学习用具上课，经常有计划有组织 6. 经常制定学习计划 7. 有时上课迟到 8. 上课效能一般，有时浪费时间	9. 经常带学习用具上课，十分有计划有组织 10. 时常制定学习计划 11. 上课准时出勤 12. 充分利用课堂时间，保证课堂效能
团队合作	1. 不参与小组合作活动 2. 扰乱小组活动，影响他人学习	3. 经常参加小组活动 4. 与小组成员较为合作，考虑他人	5. 积极参与所有小组活动 6. 与小组成员积极合作，时刻考虑他人

Graduation Requirements (World Schools Diploma)

毕业要求（枫叶世界学校文凭）

The Maple Leaf World Schools Program has three diploma offerings based on student performance and acquired credits. The Maple Leaf World Schools Program is a minimum three-year program where students require a total of 25 course credits to graduate. These 26 credits are composed of certain required courses, and elective courses.

基于学生的在校表现和所获学分，枫叶世界学校课程有三张文凭。枫叶世界学校课程为至少三年的学习课程体系，学生需取得 26 个学分，并达到相应的必修和选修课程学习要求后方可毕业。

Maple Leaf World Schools – Graduation Diploma Offerings 枫叶世界学校课程-毕业文凭		
MLWSP- Bilingual 枫叶世界学校课程双语 文凭	MLWSP – English 枫叶世界学校课程英语文凭	MLWSP Honors – Bilingual/English 荣誉文凭—双语/英语
All Chinese students and international students who can take Chinese courses. 所有能够学习中文课程的国内外学生	International students who focus on English courses only 只学习英语课程的国际学生	Outstanding students who are willing and capable of completing our bilingual program, taking advanced courses, and making high academic achievements 愿意且能够学习高阶课程并获高分的优秀学生
26 credits required. 修满 26 个学分	26 credits required. 修满 26 个学分	26 credits required. GPA 80% required. 修满 26 个学分且外方课程均分 80% 及以上
19 English required courses + 7 Chinese required courses. 至少 19 门英语必修课+ 7 门中文必修课	19 English required courses + 7 English electives 至少 19 门英语必修课 7 门英语选修课	19 English required courses + 7 Chinese required courses + Specific English, Math, and AP level courses of increased difficulty. 至少 19 门英语必修课 7 门中文必修课 必要的荣誉英语、数学，以及相应 AP 水平课程

Chinese Program and Management

中方课程及管理

1.课程设置

枫叶世界学校课程体系中的中方课程依据中国教育部颁布的《普通高中课程计划（实验）》及相关课程标准，根据学校中西教育优化结合的实际和特点设置，由学习领域、科目、模块三个层次构成。开设语文、思想政治、历史、地理、人文、音乐、美术、通用技术等学科类课程，以及领事课程、研究性学习、社区服务、社会实践、体育健康等活动类课程。学校还为学生提供丰富多彩的课外活动，如校园合唱节、汉语朗诵节、戏剧节、京剧进校园活动、书画展示、各种文体赛事和社团活动等，为学生打造多种自我展示的舞台，充分发挥学生特长。

2.课程评价的基本原则和结构

中方课评价坚持以下基本原则：（1）坚持课程质量标准与质量评价标准相结合；（2）坚持公民教育与枫叶育人理念相结合；（3）坚持形成性评价与终结性评价相结合；（4）坚持教师评价与学生自我评价、小组综合评价相结合；（5）坚持定性评价及量化评价相结合。

成绩评估的基本结构：

学期成绩（Term Mark）100%				学年成绩（Final Mark）100%			
出勤	课堂表现	测试及作业	期终卷面	第 1 学期 Term 1	第 2 学期 Term 2	第 3 学期 Term 3	第 4 学期 Term 4
10%	20%	30%	40%	25%	25%	25%	25%

注：以上成绩评估方法，适用于中方语文、思想政治、历史、地理等学科类课程。

3.课堂评价实施细则

（1）出勤 10 分（10%）

正常的出勤是学生取得学业成功的必要保证，否则都将影响学生的学业成绩，如病假、事假等。学校要求学生尽可能把私人活动安排在课余时间、周末和节假日等，学生参与本校课程有关的教学活动或学校大型活动可以向总领事处请“公假”。

缺课 E，即任何原因的请假，需提供领事签字假条方可按缺课处理，否则记为旷课。学生缺课需要向任课老师申请补课，如学生不能完成当堂课学习任务，将在学生的出勤总分中扣除 1 分。

旷课 A，即没有任何缘由而不去上课。学生每旷课一节，出勤总分中扣除 2 分。如果一名学生一个学期内单科旷课数超过该学科学期总课时的 20%，取消该生该学科该学期的考试资格。

迟到 L（早退），累计 3 次迟到在出勤总分中扣除 2 分，并给予警告。以后每迟到一次扣 1 分；早退一次扣 1 分；迟到或早退超过 15 分钟者，记为一次旷课。

（2）课堂表现 20 分（20%）

尊重老师，认真听课、记笔记，有序发言，按时完成作业，积极参加老师组织的各种教学活动，配合教师顺利完成教学过程等行为，即课堂优秀表现。教师可根据学生在课堂上反映出来的综合状态，酌情给予学生课堂表现分数。

校服，学校要求所有学生在校期间穿着全套校服，体育课穿运动校服，不穿校服不得进入课堂学习；在校园内任何地方不允许戴帽子。

违纪现象包括：上课不带教材、睡觉、说脏话、吃东西、随意走动等；做与该课堂无关事宜如听音乐、用手机、看课外书、做其他学科作业，教师可根据学生管理规定中要求进行处理，以上都会对学生平时表现成绩产生影响。

课堂违纪，经老师提醒仍不改正者，不服从老师正确引导，与教师发生冲突者，报中方教务处做停课处理，停课学生需在教务处上自习，情节严重者报学校给予纪律处分。

（3）测试与作业 30 分（30%）

各教研组根据学科教学的要求，提出统一的作业标准，全体学生必须按要求完成教师指定的作业。各学科可根据教学内容的安排，自行安排阶段性的测试，测试成绩可折算成作业成绩。

作业需原创首发。引用他人言论连续 17 字及以上无注明或通篇观点与他人雷同达三分之一及以上者视为抄袭，该作业挤 0 分，且无补救机会。

学科测试期间，学生不允许携带必要文具外的任何资料和电子产品进入考场，或者做出任何妨碍考试公平公正的行为，否则视为作弊，该场考试卷面成绩计 0 分。

（4）期末考试 40 分（40%）

中方教务每学年统一组织 4 次学期考试，卷面满分 100 分，折算学期成绩 40%。学生按要求参加考试，无故缺考者该科目卷面成绩 0 分，且无补救机会。因病或其他特殊原因无法按时参加考试者，提供有效证明材料，经过教务处审核无误后，给予一次补考机会。

期末考试期间，学生不允许携带必要文具外的任何资料和电子产品进入考场，或者做出任何妨碍考试公平公正的行为，否则视为作弊，该科目卷面成绩计 0 分，视情节和认识态度，根据学校学生管理规定进行相应纪律处分。

学年成绩（Final Mark）不合格，必须重修相应科目。

学生学习态度和技能的评价标准：

未 达 到 要 求 (N)	基本达到要求 (P)	达到要求 (M)
对于课堂教学兴趣不足，学习态度消极	基本达到了满足课堂学习的端正态度，在主动性上仍有上升空间	对于课堂学习兴趣浓厚，学习态度积极且端正
无法通过学习有效收集、处理和运用知识	初步建立收集、处理与运用知识的能力，仍有上升空间	具有较高地获取、处理和运用知识的能力，有创新思维和不断学习的愿望
无法融入教师与学生构建的学习环境，在交往与合作上明显不足	基本可融入课堂学习环境，可以维系与教师、同学的交往、合作，主动性上仍有上升空间	极好地融入课堂学习环境，与师生地交往、合作和谐、同步。

4.重庆市普通高中毕业证颁发要求：

- (1) 学生具备全国普通高中学籍及重庆市内高中学籍。
- (2) 学生必须完成枫叶世界学校课程学习，同时达到中、外方毕业要求。
- (3) 学生必须按当地教育主管部门要求通过规定科目的普通高中学业水平测试（语文、思想政治、历史、地理、通用技术）。

Maple Leaf World Schools – Grade 10 & 11 Required Courses 枫叶世界学校课程-10&11 年级必修课程	
Required Courses 必修课	Credits 学分
English 10 – I 英语 10 上学期	1
English 10 – II 英语 10 下学期	1
English 11-1 英语 11 上学期	1
English 11-2 英语 11 下学期	1
Math 10 数学 10	1
Pre-Calculus 11 数学 11	1
Science 10 科学 10	1
Any Science 11 科学 11	1
World History and Geography 10 世界历史和地理 10	1
World History and Geography 11 世界历史和地理 11	1
Mandarin 10 语文 10	1
Mandarin 11 语文 11	1
Chinese Social Studies 10 历史 10	1
Chinese Social Studies 11 历史 11	1
Physical Education 10 体育 10	1
Grade 10 Elective 1 十年级选修 1	0.5
Grade 10 Elective 2 十年级选修 2	0.5
Personal and Global Leadership 10 个人和全球领导力 10	0.5
Creative Thinking and Problem-Solving 10 创造性思维和问题解决 10	0.5

Post-Secondary Entrance Exams 升入大学前相关语言考试-信息拓展

IELTS and TOEFL tests determine whether your knowledge of the English language is sufficient for university study. They are required by many universities/colleges for those students who have studied in a country where English is not the primary language. Each institution has set its own requirements and it is important for you to find out what these are. Please contact the Advising Office or individual post-secondary calendars for details on requirements. **A good time to write these tests is during the Winter (February) break.**

English Placement Exam (EPE) or Learning Proficiency Index (LPI) may be administered when you arrive at your college or university. They are used to determine whether your English writing and grammar skills are sufficient for the study of first year, university level English courses.

SAT/ACT measure your reasoning ability and are required by many American institutions. A good time to take these tests is at the end of Grade 11 or at the very beginning of Grade 12. Application forms and information can be accessed online at: **www.collegeboard.com**.

Students should not miss school classes for IELTS/TOEFL tests.

学生需妥善安排时间学习或参加相应语言考试，不允许以学习或参加雅思托福等考试缺席校内课程。

STUDENT ACTIVITIES 学生活动

We want you to become involved with your school!

我们希望同学们积极参加校园活动！

Nothing is achieved without involvement. The enthusiasm and interests you have should be developed to their maximum. Take advantage of your school and share something you enjoy with others. Get involved and let's all work towards making MLIS-C a great school.

没有付出，没有收获。你应该最大限度地展示激情和兴趣。好好地利用学校提供的机会，与他人一起参与你感兴趣的活动中。积极参与，让我们一起把枫叶打造成一所优秀的学校。

Student Union 学生会

The students' council has the following objectives:

To promote a positive climate for all students.

To increase student participation and involvement.

To sponsor special school events and organize social and sports activities.

To raise money for school needs and charitable organizations.

MLIS-C Student Union is composed of an executive elected by the student-body. These students must be willing to work extra hours on behalf of the students at MLIS-C. They should possess good organizational and communication skills, exhibit good citizenship, maintain a satisfactory academic standing and be willing to work cooperatively to produce successful events. The executive council is responsible for chairing meetings, planning special theme and activity days and assisting with school fundraising. Full meetings are held once per month and the executive council meets more frequently as required.

- 1、倡导健康积极的校园环境。
- 2、激发同伴的活动参与热情。
- 3、组织趣味性的社交和体育活动。
- 4、组织特别的校园活动。
- 5、为学校以及慈善组织募集资金。

枫叶学生会学生干部由学生群体选举产生。被选中的学生作为枫叶的学生代表，必须具有牺牲奉献精神，愿意牺牲闲暇时间服务学校，帮助同学，具备良好的组织与沟通能力，能够展现良好的领导才能，学习成绩优秀，乐于与他人合作共同组织成功的校园活动。

干部委员会负责组织召开会议，计划特别主题的活动日，协助学校集资。学生会全体会议每月召开一次，干部委员会的会议安排按需召开。

Extra-Curricular Activities 课外活动

Becoming involved in extra-curricular activities provides opportunities for students to join with others in an area of mutual interest. Some sports activities we offer include badminton, basketball, soccer, dance, and hockey. Each year teachers also have offered a wide selection of clubs including Drama, Science Fair, and many sports teams.

参加课外活动使学生有机会与志趣相投的学生聚在一起增进友谊。部分社团和活动涉及羽毛球、篮球、足球、舞蹈、曲棍球和其他室内运动项目。每年教师们会组织一系列的社团活动，包括戏剧、科学展及其他运动团队比赛。

STUDENT RESPONSIBILITIES 行为规范

MLIS-C recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. Therefore, it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property, and the environment. A violation of school rules may warrant intervention or disciplinary action. Depending on the rule infraction, disciplinary action may include verbal or written warnings, parent conference, probation, suspension, or expulsion.

重庆枫叶致力于打造一个积极、安全和健康的校园环境，以确保开展有针对性的教学工作。我们要求学校全体学生的行为合法得当，遵守道德法纪，尊重自己、尊重他人、尊重学校财产以及校园生活环境。违反校规可导致学校采取相应干预措施或实施纪律处罚。根据具体违纪情况，纪律处罚可能包括口头或书面警告、约见家长、留校察看、停课，甚至开除。

MLIS Student Haircut Standards 枫叶国际学校学生发型标准

	女生长发正面
	女生长发侧面
	女生短发正面
	女生短发侧面
	男生板寸正面



Maple Leaf school has a uniform rule on student hairstyles. Please keep your hair styles based on the guideline photos above. No hair colouring is allowed. All hairstyles longer than the shoulder must be tied back, and no shaved designs are permitted.

重庆枫叶国际学校对学生发型有统一的规定，请按照上图样式留发。

说明：留长发（头发长度超过肩头）女生不能将披头散发，必须在脑后束成马尾发髻；短发女生需将头发长度留在脖颈以上。刘海长度不能过眉。

Uniform 校服

All students are expected to always wear their uniforms on the school campus. Students must wear Maple Leaf clothing only. Each student must wear a Maple Leaf shirt. White undershirts may be worn under a Maple Leaf shirt but must not be worn alone. Coloured shirts or shirts with logos, pictures or writing are not allowed. Hats are not to be worn at any time inside the school buildings. Backless sandals, jewelry, (including earrings and/or other piercings), unnatural hair coloring and make up of any kind are not allowed. Students must always appear neat and clean.

所有学生在校期间必须且只能穿枫叶校服。每个学生都必须穿枫叶衬衫，白色汗衫不能作为外套，只能作为底衫穿在枫叶衬衫内。不允许穿其它颜色，以及带图案，商标或文字的衣服。在校园建筑物内不允许戴帽子。不允许穿凉拖、戴首饰（包括耳环及/或其他穿刺类的饰物）、任何形式的化妆及染发。学生必须时刻保持干净整洁的形象。

Dress Uniform 西服

On special occasions students will be required to wear their dress uniforms. The dress uniform is: navy blue blazer, grey slacks (or skirt for girls), white Maple Leaf shirt and tie. Maple Leaf sweater is optional. The Dress uniform can be worn any time and is a much more professional style outfit.

在一些特殊场合，学校会要求学生穿校服正装。校服正装为：深蓝色西服上装，灰色西服长裤（女生为短裙），白色枫叶衬衫和领带（可穿枫叶毛衣）。校服正装更加正式，可以作为日常穿着

School Track Suit 运动服

Green track suit jacket and pants and a Maple Leaf issued shirt: white dress shirt, white V-neck shirt, white golf shirt, white t-shirt, black turtleneck shirt. Students may also wear Maple Leaf grey hoodies, and, in warm weather, school issued shorts.

全体学生在校期间必须穿着枫叶校服（西服或运动服）。绿色运动服套装和枫叶文化衫（文化衫仅特殊情况或活动中可穿）：白色正装衬衫，白色 V 领衫，白色高尔夫衫，白色 T 恤衫，黑色高领衫。学生也可以穿枫叶灰色卫衣，以及校服短裤（气候适宜时）。学生不得擅自修改或涂抹校服；未经允许，不得制作含有学校标识的文化衫。

MP3/Earphones 随身听/耳机等电子设备

These devices may not be used in class, during Tai Chi exercises, at flag ceremony, or in any school meetings or performances. Inappropriate use will lead to the confiscation of the digital device.

不允许在课堂上、间操、升旗仪式或任何学校会议、活动期间使用这些设备。违反此规定，该电子设备将被没收。

Cell Phones 手机使用

All students and parents sign the Students' Cellphone Supervision Agreement on Campus with the General Counselor's Office. Counselors take care of students' cellphones on workdays. If students violate the policy, school staff can take the cellphone and give it to the General Counselor. Students may not bring cell phones to examinations. Students who bring cell phones to examinations will be considered to have cheated and will receive a mark of zero on the exam.

学生、家长与总领事处签署手机代管协议，周日晚自习至周五放学期间，手机由领事统一保管。若有学生违反此规定，任何学校员工可当场没收手机，并交予其领事。考试期间不能携带手机，如果发现视为作弊，给予零分。

Dormitory 宿舍管理

Students shall obey residence schedule. They should not visit other dormitories or switch beds without permission. Cards, board games, takeout food and hot pot are not allowed in the dormitory. Students should work well with teachers to keep dormitories clean and nice. Dishonesty or lying to teachers is not acceptable.

学生需按时就寝，不可串寝或私自换寝。宿舍内不可打牌，或玩其他桌游。宿舍内不可吃外卖和火锅等。学生需服从老师管理，保证宿舍卫生。不欺骗，隐瞒老师或出现其他不诚信的言行举止。

Academic Dishonesty 诚信品质

Academic dishonesty will not be tolerated. A student who participates in acts of academic dishonesty and any person helping that person undermine the integrity of the school and contribute to unfair assessment and evaluation of learning. Students must not copy another work (plagiarism), take notes into examinations, or behave in any manner which contributes to an unfair assessment of ability.

作弊行为不容姑息。作弊学生和帮助学生作弊者破坏学校的诚信环境，造成学习评估的不公。学生不得抄袭他人功课（剽窃），带小抄去考场，或有任何其他不利于学习能力公平评估的行为。作弊的学生将受到由任课老师做出的相应处理，并将记录在档。影响恶劣的违规行为将导致更严重的处罚后果。

Drugs/Alcohol 毒品/酒精饮料

Students are not permitted to either possess or consume liquor or narcotics at school or at any school functions nor are they to be at school or any school activity under the influence of these substances.

禁止学生在校园内或任何学校活动时段藏有或饮用酒精饮品或毒品，若接触此类物品，我们将禁止学生入校或参加任何学校活动。

Smoking 吸烟

MLIS-C supports healthy life choices and smoking hurts not only the students who smoke but those around them. Smoking anywhere in the school, on the grounds, or in the area near the school is prohibited. All visitors are asked to respect our non-smoking policy.

学校提倡积极健康的生活方式，吸烟不仅对吸烟者本人有害，也会危害到周围的人群。禁止任何人在学校任何区域吸烟，并要求所有参观者遵守校园无烟规定。

Aggressive Behaviour 过激行为

Schools must be safe, supportive places for students and staff. Students must not be involved in any aggressive behaviour (bullying, swearing, fighting) either directly or as part of a group of on-lookers.

学校必须要为在校学生和教职工提供安全的服务环境。禁止学生直接或间接地参与任何过激行为（欺凌弱小、辱骂或打骂其他同学与教职员工）。

Weapons 校园安全

Possession of knives or any weapon is strictly prohibited. Any student in possession of a weapon or having used a weapon in any way will face serious consequences.

不允许学生携带违禁物品进入校园，包括刀具、枪支或其他危害自身或其他同学安全的物品。一经发现，违禁物品将被没收。任何持有违禁物品或以任何方式使用了违禁物品的学生将面临严肃的惩处。

Theft 财产安全

All students at Maple Leaf International School - Chongqing are part of a community. In our community, everyone must feel a personal safety for themselves and their belongings. Our campus community is based on mutual trust. Theft of personal or school property is prohibited.

所有同学同属于校园一份子，彼此信任，我们必须营造所有人都能拥有个人与财产安全感的大家庭。偷盗是非常严重的违法行为，会依据性质进行相应的处罚与处置。

Respect for Staff 尊敬师长

Mutual respect is crucial to the learning environment of our school. All students are expected to treat all staff (maintenance workers, cleaning staff, security guards, cafeteria workers, secretaries, teachers, counselors) in a respectful, polite manner.

为打造一个良好的学习环境，相互尊重对于至关重要。所有学生必须礼貌对待校区所有员工（维修工、保洁工、保安、食堂工作人员、秘书、老师和领事）。

Student Handbook 学生手册

Students are expected to read this Handbook and Planner completely and be responsible for learning and practicing the rules of the school. Students must learn the consequences for inappropriate behaviours and practice good citizenship and community building by ensuring they guide their lives by the school rules.

学生必须通读和学习这份手册，并严格遵守校规。学生需通过校规的引导践行优良的行为规范和校园社区建设，清晰了解不当行为的处罚后果。

Time Management 时间管理

All students are expected to schedule and manage their time so as to allocate proper amounts of time for their activities such as studying, classes, club life, sports and entertainment, night study, homework, performances and presentations.

学生必须规划和管理在校时间，合理安排学习、课堂、社团、运动、娱乐、晚自习、作业等时间。所有学生都要合理使用时间，更好地运用时间管理技能。

Attendance 课堂出勤

Regular attendance in all classes is essential for academic success. We ask that students make all appointments for doctor, dentist, testing, interviews, etc. outside of our school hours or during holiday periods. In order to be excused from class, students must have permission from the Principal, the Chinese Dean, and the Counselor-General.

全勤上好所有的课程是学业成功的保障。我们要求学生不占用学校上课学习时间而在假期时段约见医生、预约考试、预约面试等。若学生需要请假，需要按照规定流程完成请假手续之后方可请假。

Student Relationships 学生交往

Intimate relationships between students are not permitted. Public displays of affection will be dealt with using the pyramid of interventions. Displays such as kissing and other intimate behavior will result in suspensions.

禁止学生之间过度亲密交往。公开场合亲密的行为将会根据违纪处置标准进行处理。接吻或其他交往过密行为的学生将被停课，甚至受到其他更严重的处罚。

Outside Food 外卖

Due to health and safety risks, students are not allowed to order or consume outside food without teacher permission. Incidents of ordering outside food will be dealt with using the pyramid of interventions.

为保障学生健康与安全，学校禁止学生订外卖。订外卖将会根据违纪处置标准进行处理。

Computers 电脑使用

During school hours and self-study, computers are to be used for school-related work only. Personal computers (laptops) should be always kept secure. All students will be expected to read the following Wireless Network and Laptop Student User Requirements which outline the appropriate and inappropriate uses of the wireless network and student laptops here at MLIS-C. 在校期间，电脑只可以用做学习相关的工作。个人电脑应当由个人妥善保管。所有学生都要仔细阅读下附无线网络和电脑使用要求，其中列明了使用规则。



Maple Leaf International School - Chongqing **重庆枫叶国际学校**

Maple Leaf Wireless Network and Laptop Student User Requirements

枫叶无线网学生使用要求

The Maple Leaf (the School) Wireless Network and Maple Leaf laptop program is provided for use with the following policy:

关于使用枫叶（学校）无线网络的规定如下：

(1) The School provides access to its wireless networks to students only for purposes directly connected with the normal academic activities.

学生使用学校提供的无线网络仅限于和正常教学活动直接相关的用途。

(2) Individuals have no right to use School wireless networks for any other purpose.

个人无权使用无线网络用于其他意图。

(3) The School reserves the right to exercise control over all activities within its wireless networks, including examining the content of users' data or user's hard drive where that is necessary.

学校拥有行使控制无线网络内的一切活动的权力，包括必要的时候审查使用者的信息的权力。

(4) Use is always subject to such monitoring as may be necessary for the proper management of the network and laptop, or as may be specifically authorized in accordance with these regulations.

在以下情况下，使用将受限：必要情况下的网络维护或根据这些规定所进行的特别授权。

(5) Students may make use of School computer networks and the Maple Leaf laptops only with proper authorization and is subject to following the School's regulations. Authorization will be terminated by any breach or attempted breach of these regulations.

学生只有在得到授权的情况下才能使用学校的计算机网络，并且要遵守学校的规定。如有违反或试图违反相关规定的行为都将导致授权终止。

(6) Authorization will be specific to an individual. The password given to a user will be for his or her use only and must be kept secure and not disclosed to or used by any other person. The user is responsible for their assigned maple leaf laptop, and its contents.

授权因人而异。提供给使用者的密码仅供本人使用，且要保证密码的安全，不透露给或提供给任何其他个人使用。

(7) Users are not permitted to use the School's network facilities or Maple Leaf laptops for any of the following:

使用者不允许利用学校网络设备从事以下行为：

(i) any unlawful activity;

任何非法行为；

(ii) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, or other material

创建、传播、保存，下载或演示任何攻击性、淫秽、低俗或具有威胁性的影像或其他资料；

(iii) the creation, transmission, or display of material which is designed or likely to harass another person;

创建、传播或展示所设计的或者可能会对他人造成骚扰的资料；

(iv) the creation or transmission of defamatory material about any individual or organization;

创建或传播任何对其他个人或组织进行诽谤的资料；

(v) the sending of e-mail that does not correctly identify the sender;

所发送的邮件不能正确识别发送者的身份；

(vi) the creation or transmission of or access to material in such a way as to infringe a copyright, trade mark, or intellectual property right;

创建或传播的资料侵犯了版权，商标权或知识产权。

(vii) gaining or attempting to gain unauthorised electronic access to any facility or service inside or outside the School;

获取或试图获取校内、外任何设施或服务的非授权电子使用权限；

(viii) the deliberate or reckless undertaking of activities that may result in any of:

蓄意或轻率的进行可能会引起以下任何一种后果的活动：

(a) the waste of staff effort or network resources;

人力或网络资源的浪费

(b) the corruption or disruption of other users' data;

破坏或损毁其他用户的信息

(c) the violation of the privacy of other users;

侵犯其他使用者的隐私

(d) the disruption of the work of other users;

破坏其他使用者的劳动成果

(e) the introduction/transmission of a virus into the network;

在网络内引入或传播病毒

(8) The use of P2P resource-sharing software is prohibited. Participation in distributed file-sharing networks is not permitted;

禁止使用对等联网资源共享软件。不允许进入分布式文件共享网络

(9) If a student is thought to be in breach of any of the School's regulations, he or she shall be reported to the appropriate administrator who will recommend disciplinary procedures.

如果有学生被认为有悖学校规定，该生将被通报给相关领导，并将可能受到纪律处分。

学生违纪处理的标准及流程

Pyramid of Interventions and Guidelines to School Rules**

违纪处罚 Infraction*	违纪程度较轻或累计违纪为 1-2 次 Low Severity or Frequency (1-2)	违纪严重程度中等或累计违纪 2-3 次 Moderate Severity or Frequency (2-3)	违纪较严重或累计违纪 3-4 次 High Severity or Frequency (3-4)	严重违纪或累计违纪 4 次以上 Very High Severity or Frequency (4+)
仪容仪表 (校服、发型、发色、化妆、首饰、纹身等) Appearance (E.g. Uniform, Hair, Make-up and Jewelry)	口头警告 一日内整改到位 化妆、佩戴首饰的须立刻清理 Verbal warning; Students have 24 hours to change; Make-up, jewelry, etc. must be removed immediately	警告 告知家长 间操或午休时间整改 化妆、佩戴首饰须立刻清理 Warning; Parents informed; Student's must change at next break from classes; Make-up, jewelry, etc. must be removed immediately	严重警告告知家长 校内停课 Serious warning; Parents informed; In-school suspension	约见家长 校外停课 School leaders meet with parents; Out of school suspension
不恰当使用电子产品 Misuse of electronic devices	教学区（没收 1 天） 宿舍区（没收 1 周） Refer to E-Misuse Policy	教学区（口头警告没收 3 天） 宿舍区（警告没收 1 周）	教学区（警告没收 1 周） 宿舍区（严重警告，没收 2 周）	教学区（严重警告没收 2 周 家长到校取回） 宿舍区（记过，停课，家长到校共同教育）
早恋、同异性交往行为举止失当 Student Relationships	严重警告 告知家长 Serious Warning; Parents informed	记过 校内停课 告知家长 Record a demerit; In-school suspension; Parents informed	记大过 约见家长 延长校内停课 Record a serious demerit; Parent meeting; Extended in-school suspension	约见家长 劝退学生 School leaders meet with parents to discuss withdrawing or expulsion
订外卖食品 Ordering Outside Food	口头警告 没收 告知家长 Verbal warning; Confiscated; Parents informed	警告 没收 告知家长 校内停课 1 天 校园义务服务 Warning; Confiscated; Parents informed; 1 day in-school suspension; Community service	严重警告 没收 约见家长 延长校内停课 校园义务服务 Serious Warning; Confiscated; Parents informed; Extended in-school suspension; Community service	没收 约见家长 延长校内停课 校园义务服务 Confiscated; School leaders meet with parents; Extended in-school suspension; Community service

违纪处罚 Infraction*	违纪程度较轻或累计违纪为 1-2 次 Low Severity or Frequency (1-2)	违纪严重程度中等或累计违纪 2-3 次 Moderate Severity or Frequency (2-3)	违纪较严重或累计违纪 3-4 次 High Severity or Frequency (3-4)	严重违纪或累计违纪 4 次以上 Very High Severity or Frequency (4+)
不按时离寝，归寝 Late departing or returning to dormitory (but stayed on School Grounds)	口头警告 Verbal warning	通知家长 校园义务服务 Parents informed; Community service	警告 通知家长 校内停课 Warning; Parents informed; In-school suspension	家长到校 校外停课 Parent meeting; Out of school suspension
宿舍卫生不达标 Failing to keep dormitory tidy	立即整改 Clean Dormitory Immediately	立即整改 Clean Dormitory Immediately	立即整改 警告 告知家长 校园义务服务 Clean Dormitory Immediately; Warning; Parents informed; Community Service	立即整改 严重警告 约见家长 校园义务服务 校内停课 Clean Dormitory Immediately; Serious Warning; Parent meeting; Community Service; In-school suspension
毁坏学校公共财物 Damage of school property	严重警告 告知家长 赔偿经济损失 Serious Warning; Parents informed; Compensate the school for damage	记过 约见家长 校内停课 赔偿经济损失 Record a demerit; Parent meeting; In-school suspension; Compensate the school for damage	记大过 约见家长 校外停课 赔偿经济损失 Record a serious demerit; Parent meeting; Out of school suspension; Compensate the school for damage	约见家长 讨论劝退 赔偿经济损失 School leaders meet with parents to discuss withdrawing or expulsion; Compensate the school for damage
持有或使用违禁品（烟草；电子烟；酒及含酒精成分饮料等） Possession and/or use tobacco items, e-cigarettes, alcohol)	严重警告 通知家长 校园义务服务 Serious Warning; Parents informed; Community Service	记过 通知家长 校内停课 1 天 校园义务服务 Record a demerit; Parents informed; 1 day in-school suspension; Community Service	记大过 家长到校 校内停课 3 天 校园义务服务 Record a serious demerit; Parent meeting; 3 day in-school suspension; Community Service	校长约见家长 校外停课 School leaders meet with parents; Out of school suspension

违纪处罚 Infraction*	违纪程度较轻或累计 违纪为 1-2 次 Low Severity or Frequency (1-2)	违纪严重程度中等 或累计违纪 2-3 次 Moderate Severity or Frequency (2-3)	违纪较严重或累 计违纪 3-4 次 High Severity or Frequency (3-4)	严重违纪或累计违 纪 4 次以上 Very High Severity or Frequency (4+)
无礼/不尊重人 (不服从老师管 理及不尊重老师 等行为) Disrespect staff/Show disrespect or behave inappropriately towards staff	记过 告知家长 校内停课 书面道歉 Record a demerit; Parents informed; In-school suspension; Written apology letter to be delivered to staff	记大过 约见家长 校内停课 Record a serious demerit; Parent meeting; In-school suspension	约见家长 校外停课 School leaders meet with parents; Out of school suspension	约见家长 讨论劝退 School leaders meet with parents to discuss withdrawing or expulsion
作弊 Academic dishonesty (Cheating/ Plagiarism)	Refer to Academic Dishonesty Policy 参考作弊管理规定			
持有/吸食毒品或 持有/饮用含酒精 饮料 Possession and/or use of illicit drugs & alcohol	记过 校内停课 通知家长 校园义务服务 Record a demerit; In-school suspension; Parents informed; Community Service	记大过 约见家长 校外停课 校园义务服务 Record a serious demerit; Parent meeting; Out of school suspension; Community Service	约见家长 讨论劝退 School leaders meet with parents to discuss withdrawing or expulsion	
暴力或挑衅行为 Violent or aggressive behavior	记过 告知家长 停课(校长决定时长) Record a demerit; Parents informed; Suspension (length and terms to be decided by school leaders)	记大过 约见家长 停课(校长决定时 长) Record a serious demerit; Parent meeting; Suspension (length and terms to be decided by school leaders)	约见家长 讨论劝退 School leaders meet with parents to discuss withdrawing or expulsion	

违纪处罚 Infraction*	违纪程度较轻或累计 违纪为 1-2 次 Low Severity or Frequency (1-2)	违纪严重程度中等或 累计违纪 2-3 次 Moderate Severity or Frequency (2-3)	违纪较严重或累 计违纪 3-4 次 High Severity or Frequency (3-4)	严重违纪或累计违 纪 4 次以上 Very High Severity or Frequency (4+)
私自离校 Leave school without permission or staying out overnight without permission	记过 告知家长 校内停课 Record a demerit; Parents informed; In-school suspension	记大过 约见家长 校外停课 Record a serious demerit; Parent meeting; Out of school suspension	约见家长 讨论劝退 School leaders meet with parents to discuss withdrawing or expulsion	
持有/使用违禁 物品, 如武器等 Possession or use of banned items like weapons, etc.	记过 告知家长 没收 停课（校长决定时长） Record a demerit; Parents informed; Confiscation of banned item(s); Suspension (length and terms to be decided by school leaders)	记大过 约见家长 没收 停课（校长决定时长） 让学生研究并报告持有 或使用违纪物品的危害 Record a serious demerit; Parent meeting; Confiscation of banned item(s); Suspension (length and terms to be decided by school leaders); Research assignment on possession/use of a banned item	没收 约见家长 讨论劝退 Confiscation of banned item(s); School leaders meet with parents to discuss withdrawing or expulsion	
偷窃 Stealing	约见家长 停课（校长决定时长） School leaders meet with parents; Suspension (length and terms to be decided by school leaders)	约见家长 讨论劝退 School leaders meet with parents to discuss withdrawing or expulsion		

*If the infractions committed are in violation of the law, they will be handled by the public security bureau of China

*如违纪行为已触犯法律，将交由国家安全管理机构负责。

** These are only guidelines to the school rules. The above guidelines enable administrators to treat infractions of similar nature consistently. The nature of each infraction however may vary greatly and therefore each infraction of the school rules is treated independently (on a “case-by-case” basis). Different, not all, or more consequences may be applied based on the specifics of each infraction.

**以上仅是学校制度指导条例。学校管理人员依据以上指导条例处理类似的违纪行为。因每起违纪性质不同，学校将会把每起违纪作为独立的问题处理（具体问题具体分析）。因此，违纪行为有时可能会受到不同程度或更严重的处罚。

Class Truancy Policy 2024 – 2025

2024-2025 学年缺勤旷课管理规定

Objective: The main purpose of the Class Truancy Policy is to monitor student’s **truancy rates** across their individual courses and is different from their daily attendance. Additionally, this policy puts various deterrents in place to prevent our students from intentionally and unnecessarily missing their classes, also referred to as truancy and skipping class. This policy applies to all grade 10, 11 and 12 students.

目标: 旷课管理规定的主要目的是监督每名学生的旷课情况，与常日出勤并不相同。除此之外，该规定采取各种措施防止学生故意、无必要的缺课，包括旷课、逃课。该规定适用于所有高中生。

Students will be exempted from the consequences of each stage **ONLY** by completing the absent form and submitting the form by the stated time.

若学生合理请假，需按要求填写并于规定时间内提交请假单才无需承担相应不同程度的惩处后果。

In the event none of the two forms were submitted by absent students, there are three (3) stages which will each result in different consequences. The stages and consequences are as follows 如学生未履行任何请假手续，须根据缺课情况承担相应惩处：

Stage one – Three (3) class absences 第一阶段-3 次未按规定完成请假手续:

At this stage a letter will be sent to the student’s parents informing them of their child’s truancy. 学校将向家长发送一封告知信，告知学生旷课的情况。

Stage two – Five (5) class absences 第二阶段-5 次未按规定完成请假手续:

At this second stage the student will be given a one day in-school suspension and must report to the EC no later than 8:10am on that day.

学生在校停课一天，当天 8 点 10 前向教育协调员汇报。

A letter will be sent to the student’s parents informing them of the truancy and suspension.

学校将向家长发送一封告知信，告知学生旷课和停课的情况

Stage three – Eight (8) class absences 第三阶段-8 次未按规定完成请假手续:

At this final stage, students will receive a “W” (Administrative Withdrawal) letter grade in the course, and a “0” number grade will replace their previous grade in Power School.

若如此严重缺勤，学生缺勤的课程会标记一个“W”（移除课程）字母，PS 系统里该课程之前的分数都会记为“0”。

Students will be given three days at-home suspension.

学生在家停课 3 天。

A letter will be sent to the student's parents informing them of the truancy and suspension.

家长将收到关于学生旷课和停课的告知书。

If the student wishes to reclaim their previous standing grade, they must complete the following
如若学生想申请恢复课程之前的分数，须做到以下几点：

Write a one-page letter addressed to the class teacher and EC explaining why he/she should reclaim their grade, with an included commitment plan to attend their classes.

撰写一封一页纸的申请书交给相关授课老师及教育协调员，说明恢复分数原因，内容包括以后按时上课的计划和承诺。

The student must then attend 1 hour of tutorial for each absent in the course.

学生每缺席一节课，必须参加该门课程 1 个小时的课后辅导。

Upon completion the student's Absent markers (A) in PowerSchool will be converted to Recovered Absence (RA) to signify their completion of the made-up time.

以上完成后，系统内的缺勤标记 A（缺勤）会改成 RA（销假缺勤），表示所缺课时已经补足。

The "0" and "W" grades in PowerSchool will remain in place until the student is able to complete the above. Should a student fail to complete the above by reporting periods, or the end of year, the "0" and "W" grades will remain in PowerSchool and placed on their report cards and/or transcripts.

学生完成以上要求后，系统内的“0”分和“W”课程标记才会移除。如果学生在成绩报告期结束或学年末之前未达到上述恢复课程分数要求，标记会一直存在 PS 系统内，并显示在阶段成绩单或期末总成绩单上。

Closing Remarks: At Maple Leaf – Chongqing students' success is at the forefront of everything we do, hence truancy/skipping classes is not a behaviour that will be tolerated here. We aim to provide our students with all the necessary tools that will adequately prepare them for the next stage of their future. To ensure this, we believe that each student must attend all their classes (as far as possible) and must be held accountable when they choose to do otherwise.

结束语: 在重庆枫叶，提升学生学业表现是老师们工作的重中之重。旷课、逃课的行为不会得到任何包庇。我们会为提供力所能及的一切诚挚服务，让学生有能力迎接更好的未来。为达成这一目标，我们也相信学生必须尽可能不缺勤，并在缺勤时负起相应责任，完成相应弥补措施。

Misuse of Electronics Policy

不当使用电子产品行为管理办法

Rationale: Cell phones are strictly prohibited at MLIS-Chongqing campus. Despite this, we are seeing a large volume of students consistently distracted by electronic devices. These include cell phones, tablets, and computers. This policy will guide our future pyramid of intervention regarding the misuse of electronic devices in the classroom to strengthen management and promote engaged learning in the classroom. We encourage the responsible use of electronic devices as tools for learning but will not tolerate their use as a distraction from the essential learning which takes place during instructional hours.

基本规定: 严禁学生在校期间使用手机等电子产品。多数同学因使用电子产品学习注意力分散。电子产品包括手机、平板电脑、耳机等。本管理办法就教室内使用电子产品做出具体规定, 指导加强学生行为管理, 促进学生学习。我们鼓励同学们以学习为目的负责地使用电子产品, 但不允许同学们在学习时间内不当使用电子产品, 造成注意力分散等问题。

Section 1.1: Cell Phones 手机

Cell phones are prohibited from use during instructional hours in the World School Program. Students are not to bring cell phones into the classroom, library, success room or other instructional facilities in the school. Maple Leaf provides each student with a laptop through the Maple Leaf laptop program, and these meet all requirements necessary for digital learning at MLIS-Chongqing.

学生在校上课期间禁止使用手机等电子产品。学生不可将手机等电子产品带入教室、图书馆、成功教室或校内其他教学相关场所。枫叶为每个学生提供笔记本电脑, 完全能满足校内使用电子产品学习的必要条件。

General notices 要点概括:

Teachers have the right to, and will confiscate cell phones from students if seen in the classroom, library, success room or any other area of learning within the school.

一旦在上文中提及的相关学习场所中发现学生使用手机等电子产品, 教师有权没收。

Students who choose of their own will to bring a cell phone into an area of learning, do so at their own risk. The School and Staff will not in any way be held liable for loss, damage or any negative consequence resulting from bringing a cell phone into an area of learning, or the confiscation of cell phones from an area of learning.

学生将手机等电子产品带到教学区, 自行承担相应后果。学校不承担任何因学生将手机等电子产品带入教学区引起的丢失、损坏或其他负面结果, 亦或在教学区被没收引发的责任。

Section 1.2: Pyramid of Intervention for Misuse of Cell Phones 不当使用手机等电子产品违纪行为处罚管理

Teachers will confiscate cell phones from students using them during instructional hours unless clearly directed and permitted by the classroom teacher. These phones will be delivered to the International Program Principal with the name of the student attached.

学习时间违规使用手机等电子产品的, 老师将直接没收, 除授课老师允许等情况除外。手机等电子产品将在标注学生姓名后交到外方课程校长(以下简称校长)处。

First Offence: 首次违规

Students will meet with the International Program Principal to discuss their misuse of electronics.

学生向校长说明情况

First offence will be logged on the students file in PowerSchool for future reference.

违规行为被记录在 PowerSchool 学生管理系统中

Cell Phone will be returned to counselor at end of day.

当天课程结束后，手机交给领事

Second Offence: 二次违规

Student will meet with the International Program Principal to discuss their misuse of electronics

学生向校长说明情况

Parents will be informed of second offence

通知家长

Second offence will be logged on the students file in PowerSchool for future reference

违规行为被记录在 PowerSchool 学生管理系统中

Cell phones will be taken away by the International Program Principal and then returned to counselors. Phones will be kept by counselors for at least one week.

外方校长没收手机还给领事，领事老师没收手机至少一周。

Third Offence: 三次违规

Student will meet with the WS Principal to discuss their misuse of electronics

学生向校长说明情况

Parents will come to school for a meeting

通知家长到校

Third offence will be logged on the students file in PowerSchool for future reference

违规行为被记录在 PowerSchool 学生管理系统中

Cell phones will be taken away by the International Program Principal and then returned to counselors, Phones will be kept by counselors for at least one month and can only be taken by parents on campus.

外方校长没收手机还给领事，领事老师没收手机至少一个月，仅家长才能到校领回手机。

Fourth Offence: 四次违规

Fourth offence will be logged on the students file in PowerSchool for future reference

违规行为被记录在 PowerSchool 学生管理系统中

Parents will come to school, and the student will be sent home for a time to be determined by the International Program Principal.

通知家长到校，学生回家停课反思，停课时长由校长决定。

Section 2.1: Tablets, I-pads and other Non-Computer Devices 平板电脑等电子产品

Tablets and related devices are NOT permitted in areas of learning at MLIS-Chongqing. These are often misused in the classroom and cause a distraction for many students. Use of a tablet or related device for non-instructional means will result in a student going through the pyramid of intervention policy stated below. Though convenient, there is no instructional task a tablet or related device can complete which their laptops cannot – they are not a requirement for instruction in the WS Program.

教学区不允许使用平板电脑等电子产品。很多同学在教室不正确使用平板电脑等电子产品，导致学习注意力不集中。上课时，若学生未经老师允许使用平板电脑等电子产品，我们将按照以下等级处罚管理办法对学生进行管理。虽然使用平板电脑等电子产品较为方便，但笔记本电脑也可发挥相同作用，因此平板电脑等电子产品并不是必需学习品。

General notices: 要点概括

Teachers have the right to, and will confiscate tablets and related devices from students if they deem, they are being used for a non-instructional manner and causing a distraction to their student(s).

若任课老师认为学生没有将平板电脑等电子产品用于学习而上课分心，老师可将其没收。

Students who choose to engage in non-instructional tasks on their tablet or related device, do so at their own risk. The School and Staff will not in any way be held liable for loss, damage or any negative consequence resulting from bringing a tablet or related device into an area of learning, or the confiscation of tablets and related devices from an area of learning.

若学生使用平板电脑等电子产品做与学习无关的事情，学生将自行承担相应后果。学校不承担任何因学生将平板电脑等电子产品带入教学区引起的丢失、损坏或其他负面结果，亦或在教学区被没收引发的责任。

Section 2.2: Pyramid of Intervention for Misuse of Tablets and Related Devices

不当使用平板电脑等电子产品行为等级处罚管理

Teachers will confiscate tablets and related devices from students using them during instructional hours for non-instructional tasks. These tablets will be delivered to the International Program Principal with the name of the student attached.

若学生在学习时间使用平板电脑等电子产品做与学习无关的事情，老师将其没收，并标注学生姓名后交到外方校长处。

The pyramid of intervention for the misuse of tablets and related devices is the same as that for cell phones. Infractions regarding tablets and/or cell phones will be treated as the same offence.

本等级处罚管理规定参照上述手机等电子产品违纪使用等级处罚管理规定。

Section 3.1: Computers/Laptops (手提) 电脑

Laptops are fully permitted in all areas of learning in the WS Program. It is the responsibility of the students to use them for instructional tasks only. As student laptops are necessary for various forms of instruction here at MLIS-Chongqing, they will not be confiscated by teachers for longer than the duration of a single class so as not to interfere with student learning. However, misuse of laptops will be addressed using the schools non-Engagement policy. See below for the non-engagement pyramid of intervention.

校园内枫叶世界学校课程全学分学生可以使用电脑，但仅限用于学习。因为笔记本电脑对学生学习非常必要，所以通常情况下若学生违纪使用笔记本电脑，老师没收笔记本电脑时长不

超过一节课。若不当使用笔记本电脑，学生将受到不同等级处罚，具体内容见下。

Section 3.2: Pyramid of Intervention for Non-Engagement due to Misuse of Laptops

不当使用手提电脑学习注意力不集中行为管理

Misuse of laptops during instructional hours (including morning and evening study) will be addressed by teachers on a case-by-case basis. Upon noting an infraction of laptop misuse, the teacher will inform the student that they are misusing their technology, request they remain on task, and record an NE notifier in PowerSchool to signify the student was not engaged in the class instruction. Upon cumulative NE notifiers, students will engage in the following pyramid of intervention noted below

若学生在学习时间（包括早晚自习）不当使用电脑，老师将根据具体情况处理。一经发现，老师将立即提醒学生已违规使用电脑，要求其继续专心完成课堂学习任务，并在 PowerSchool 系统标注“NE”反映学生课堂的表现。根据学生违纪次数，学生将受到以下管理规定的处罚：

Three Occurrences: A letter will be drafted and issued to the student, and parents to notify them that the student has been off-task and disengaged on three occasions.

三次：学生和家长将收到学生已累计三次违纪使用笔记本电脑不参与课堂学习、上课不专心的通知。

Five Occurrences: A second notice will be sent to parents, and a personal conversation with the Principal will take place.

五次：通知家长，校长面谈学生。

Seven Occurrences: Parents will be informed, student will have a second conversation with the Principal, and serve a 1-day in school suspension which will appear on their student record. The laptop will be taken away for one day.

七次：通知家长，校长第二次面谈学生。校内停课一天，并没收笔记本电脑一天，记入学生档案。

Ten Occurrences: Parents and student will meet with Principal to discuss behavior. Student will serve a 3-day in school suspension which will appear on their student record. The laptop will be taken away for three days.

十次：校长约谈学生及家长。校内停课三天，并没收笔记本电脑三天，记入学生档案。

10+ Occurrences: Further infractions will result in a discussion with the student and parents about withdrawing from the course/school for the remainder of the semester.

十次以上：校长面谈学生及家长，并考虑做出让学生休学至期末的处罚。

Closing Remarks: With the ongoing rise of technology, distractions surround each of us more so every day. It is a student's responsibility to manage their time effectively to balance the needs of their academic life, with that of their social/personal life. Failure to acquire this skill, and remain focused on their academic goals, will have devastating consequences moving into university life, and adulthood.

结束语：随着科技产品兴起，我们越来越容易因电子产品分散注意力。学生有责任有效管理时间，平衡学习生活和社交生活之间的需求。如不能专心达到学习目标，今后进入大学和社会后也会遇到很多问题。

As educators, it is our responsibility to guide our students in the right direction and do everything in our power to keep them on task.

作为教育者，我们有责任引导学生步入正确的方向，尽全力让他们专心完成学习任务。

Revised Academic Dishonesty & Cheating Policy: Student Information

学习不诚信及作弊行为管理规定（修订版）：与学生相关的信息

Section 1: What Constitutes Academic Dishonesty?

第一部分：那些行为属于学习不诚信？

Academic Dishonesty is any situation where a student is not being honest in the work, they are turning in according to the standards of the teacher, assignment and expectations. Students are also guilty of Academic Dishonesty if they wrongfully allow others to submit and/or copy their own work. Students are engaging in Academic Dishonesty when:

根据任课老师提出要求与标准，若学生上交作业中有不诚信作弊抄袭的内容，都可将其行为定义为学习不诚信。允许他人抄袭自己作业或代他人完成作业都属于学习不诚信。具体学习不诚信行为见下：

They submit work that is not 100% original – their own ideas, written in their own English words. 提交作业非百分之百原创。原创作业要求学生必须使用自己的想法构思，用自己的英语语言表达。

Looking at others work and copying, letting others view your work to copy, talking or using inappropriate devices/aids during tests, sharing test/assignment materials etc.

抄袭别人作业，允许他人抄袭自己的作业，考试中口头交流、使用不当设备或其他辅助物品，允许他人使用自己的考试、作业资料等行为。

They translate others work, information from the internet, or their own Chinese writing in large sections of work.

作业大部分内容为翻译他人作品、网络上的信息或使用翻译器直接翻译中文写作。

They do not properly cite other people's ideas, images and/or words according to the citation style dictated by the teacher (MLA/Chicago/APA etc.)

未按照老师要求引文格式（MLA/Chicago/APA 等格式）标注出引用他人的想法、形象、词汇等。

If a student provides another student their work, and it is then copied and submitted – **both students are guilty of Academic Dishonesty**. Students are responsible for protecting their work and ensuring other students do not use it as their own and will not be given leniency in these cases.

若学生允许他人抄袭自己的作业，**抄袭者和被抄袭者都将因学习不诚信违纪，受到处罚。**

学生要保管好自己的作业防止被别人抄袭。

Section 2: Student Pyramid of Intervention for Academic Dishonesty Offences

第二部分：学生不诚信行为管理规定

All reports of Academic Dishonesty will be permanently logged on the students file in PowerSchool for the entire duration of their time at Maple Leaf Educational Systems.

学生所有学习不诚信行为报告都将永久记录在 PowerSchool 学生管理系统中，在校期间都可核查。

First Offence: 第一次:

Meeting with the International Program Principal and parents informed

外放课程校长约谈见面，通知家长，违纪行为记录在 PowerSchool 学生管理系统中

1 day in school suspension

在校停课 1 天

1 full page reflective essay (submitted to, and graded by International Program Principal)

一整页英文书面反省（交由外方课程校长打分）

Completion of Canvas Academic Dishonesty Quiz with 100% score

参加 Canvas 学习诚信测验并满分通过

No re-assessment opportunities or assigned grades for the assessment in question until the above is complete and approved by the International Program Principal and Course Teacher. A grade of “0” will remain in PowerSchool until the above steps are complete.

不诚信作业或试卷将暂不给分。违纪学生完成上述要求并获得外方课程校长与任课老师同意后才能获得补考机会。学生必须完成上述要求，否则 PowerSchool 系统中该课程一直会记录“0”分。

Second Offence: 第二次

Upon the second report of Academic Dishonesty, students will undergo the following consequences and restorative measure which will all be added to a student’s permanent logs in PowerSchool for their duration of stay at Maple Leaf Educational Systems:

出现第二次不诚信行为，学生须完成以下要求，且该行为将被记录 PowerSchool 学生管理系统中：

Meeting with the International Principal and parents

外方课程校长约谈学生和家

3 day out of school suspension

校外停课 3 天

No re-assessment opportunities or assigned grades for the assessment in question until the above is complete and approved by the International Program and Course Teacher. A grade of “0” will remain in PowerSchool until the above steps are complete.

不诚信作业或试卷将暂不给分。违纪学生完成上述要求并获得外方课程校长与任课老师同意后才能获得补考机会。学生必须完成上述要求，否则 PowerSchool 系统中该课程一直会记录“0”分。

Third & Further Offences 三次及以上

Meeting with the International Program Principal to discuss permanent expulsion from Maple Leaf Educational Systems – Chongqing Campus.

外方课程校长约谈学生与家长，并讨论做出让学生从学校退学的处罚。

Section 3: Academic Dishonesty in Re-assessment Opportunities

第三部分：补考（补作业）中出现不诚信行为管理规定

Students guilty of academic dishonesty in cases of re-assessment immediately lose their chance to re-assess and their previous grade will stand as dictated. In cases where an assessment guilty of Academic Dishonesty is being re-assessed after completion of the above measures, and upon submission, a second offence of Academic Dishonesty occurs, students’ grade will remain a “0” until the completion of the next step of the Pyramid of Intervention outlined in Section 2. Upon completion of the following step in the Pyramid of Intervention, another opportunity to submit their assessment will be provided.

若学生补考（补作业）中做出不诚信行为，该生立刻失去补考（补作业）机会，成绩将按

照之前的测评规定不变。学生完成上述第二部分学术不诚信违纪处罚要求，并在补考或提交补作业过程中，再次做出不诚信行为，那么学生成绩将一直记录为“0”分。学生将在重新完成本管理规定第二部分中的处罚要求后才可再次获得补考机会。

Note: The above policy and all statements are open to interpretation and alteration according to individual situations as deemed necessary by the International Program Principal.

具体情况具体分析，必要时，外方课程校长将就以上规定条款做出解释和变更。

Closing Remarks: Academic Dishonesty is a serious offence and must be treated as such, while also maintaining the ethical separation of grade and behavior-based infractions and consequences. If a student is ever unsure of what they are submitting in regard to Academic Dishonesty and Cheating, they should immediately contact their teacher to clarify.

结束语：学习不诚信是严重的不良学习行为，须严肃对待，但针对不诚信行为的违纪处罚不会影响到老师对学生的分数判断。若学生不确定提交的作业或考卷是否涉及作弊抄袭等学术不诚信，可立即和任课老师沟通确认。

PROCESS FOR RESOLVING STUDENT & PARENT CONCERNS

学生和家長疑问处理流程

Purpose: To outline MLES policy and procedures regarding appeals and procedural fairness when dealing with issues of International Teachers Employment Agreement.

目的：简介枫叶集团政策流程，解答家長和学生疑问，公平处理《外教老师雇用协定》的问题。

Scope: Administrators, Teachers, Students and Parents.

Policy: Handling Concerns – From time-to-time concerns arise and there can be confusion as to ‘where to turn’ for direction. Depending upon the nature of the concern there are different routes that will enable you to find solutions or answers to these concerns.

涉及人员：管理层人员、教师、学生和家長

政策内容：解答疑问-因问题不时出现，而家長和学生不知道该向哪个部门咨询。以下是根据不同的问题类型，给出的不同的解决方式。

Procedure 步骤

Curriculum/Educational Program Concerns 课程/教育问题

In the case of curriculum, assessment or other educational program concerns, parents are advised to take their questions directly to the International Program Principal. The principal will include the teacher where appropriate. In the rare cases where an answer or solution did not result, a meeting with the Superintendent, International Program may be arranged.

课程、测试或其他教学类相关问题，建议家長直接咨询外方课程校长。外方校长会适时决定是否需要邀请科任老师进行解答。若未能解答家長或学生的疑问（该情况鲜少发生），外方校长将视情况决定是否需要汇报集团，并征求集团外方课程校监意见进行约见。

Social/Emotional Concerns 社交/情绪问题

It is not unusual for students to experience stress in regard to their academic programs, peer pressure, and/or student/teacher relationships. In such cases, it is imperative that the student brings these concerns to the attention of their parents. It may be necessary to also include the Academic Advisors and Administration. An appointment to discuss various concerns and strategies is often enough to alleviate the situation. All discussions are held in strict confidence in the pursuit of a solution to the concern.

学生一般都会经历学业压力、同学间竞争压力、和同学老师关系的压力。家長要对孩子反映的压力重视起来。在必要情况下也可咨询学业指导老师和学校管理人员。在预约会谈中一起讨论相关的问题和解决方案，通常能够缓解学生压力，而所有讨论都为解决问题导向，并严格保密。

Instructional/Teacher Concerns 教导/教师问题

When concerns regarding the quality of instruction or teacher concerns arise, it is important for parents to first take these concerns to the teacher involved. In this way, perceived problems can often be solved. In the case where a parent’s concern persists, then involvement of the Administration may be warranted. A meeting with the teacher and the Administrator will be arranged.

针对关于某门课程教学质量或教师的问题，请学生和家长们首先和任课教师联系，一般情况下直接与老师联系问题都可得到解决。若问题得不到解决，学校管理层将进一步做出解答。教师和管理层人员将会和家长或学生会谈。

Concerns Regarding Administrators 与管理人员有关的问题

If there is a concern with Educational Coordinator, then it is the first responsibility of the parent to arrange a meeting with the Educational Coordinator to clarify the issue and seek resolution to the concern. Should this not resolve the issue, a meeting with the principal may be required.

如有关于教育协调员的问题，请先和教育协调员联系解决。如无法解决，则安排和外方课程校长会面。

b. If a parent feels that there is a concern with the principal, then the parent is asked to bring this concern directly to the principal. Should these discussions not render a resolution, the principal and/or parent may request a subsequent meeting with the Superintendent

如有关于外方课程校长的问题，请和外方校长直接联系。如问题无法解决，外方校长/家长可要求和外方课程校监会谈。

Policy Concerns 与政策有关的问题

The principal acts on behalf of MLES, Superintendent, International Program and Board of Directors to ensure that all policies are followed at the school level. Should questions arise regarding these policies, you should make an appointment to speak with the principal. In cases where you feel that your questions were not resolved you may request a subsequent meeting with the Superintendent, World Program.

外方课程校长代表枫叶集团、外方课程校监和董事会，确保所有学校人员执行集团政策。如有关政策方面的问题，请和外方课程校长预约进行会谈。若问题仍没有解决，可要求同外方课程校监约见会谈。