



Changchun American  
International School  
长春美国外籍人员子女学校



# CAIS Primary Handbook

2024-2025



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## I. CONTACTS

### SCHOOL OFFICE:

Tel: 84581234-802/803

For all academic queries including messages regarding tardiness and absences, requests for report card reprinting, translation during teacher meetings, bus information

### FINANCE OFFICE:

Tel: 84581234-240

For all financial related queries such as School fees/payments

### RECEPTION DESK:

Tel: 84581234

General Inquiries

### PRIMARY PRINCIPAL:

Jason Hayes

[jason.hayes@caisschool.com](mailto:jason.hayes@caisschool.com)

### PYP COORDINATOR:

Michael Rylance

[rylance@caisschool.com](mailto:rylance@caisschool.com)

## II. CALENDAR

**The CAIS 2024 – 2025 school calendar is and constantly updated with new events posted on the school website ([www.caisschool.com](http://www.caisschool.com)).**



## III. ARRIVAL AND DISMISSAL

### Arrival

Students are not allowed to enter the school building until 7:30 a.m., if students arrive at school earlier than 7:30 a.m. in the morning, they can stay at the security guard's room with the parents' supervision.

Students are expected to deposit their belongings in their locker and report to their homeroom teacher by 7:50.

Students who arrive to school late should report directly to their homeroom teacher.

### Dismissal

The academic portion of the school day finishes at 3pm Monday-Friday. Students can be picked up at this time and school buses will be provided for those who take them.

On Monday, Tuesday, Thursday and Friday Extracurricular Activities (ECAs) will be offered for students. Children and parents can decide which days that children will stay for activities at the beginning of each ECA rotation. Students do not have to stay for ECAs every day but their attendance must be consistent over the course of the ECA rotation if they have chosen to participate. There will be three ECA rotations per year. ECA's will run until 4:25 when students can be picked and school buses will be provided.

On Wednesday all students will go home at 3pm.

### Leaving Campus Early

When a student needs to leave the campus early please inform the homeroom teacher ahead of time. If a student is departing the campus due to illness, the school nurse will inform the parents with a phone call and parents will come to sign out their child at main gate.

## Early Release Days

On the few days of the school year when the students are dismissed early (usually at 12:30 p.m.), parents are responsible for picking up their children promptly at 12:30 p.m. Bus transportation will leave the school at approximately 12:40 p.m. Parents will be notified well in advance of early dismissals, and these days will be noted on the school calendar.

## Attendance and Absences

Timely and regular attendance to school is required by all students at the Changchun American International School. Whenever a student is absent for any reason, parents should inform the school either by phoning the school office, message on Toddle, emailing the Homeroom Teacher, or inform prior to the absence in the home communication book.

Parents should call the office on the third day of a prolonged illness. Children who have been absent from school due to a major illness, communicable disease, or injury are required to submit a physician's note stating that the child has received the required treatment. You are asked not to send your child to school if he/she is unwell. A child must be free from fever for 24 hours before returning to school.

Anticipated absences should be communicated to the Homeroom Teacher so the school can provide necessary learning support. However, when absences accumulate, the student's learning can be significantly affected. A parent meeting may be set up with the Primary Principal to discuss how the absences can affect the child's learning and ways parents can support their child to come to school more consistently.

Absences that are related to illness, an urgent family or civil matter and are explained in writing by parents can be excused absences.

Everything else will be recorded as unexcused absences.

## IV. SCHOOL ORGANIZATION

CAIS is divided into two sections, the Primary and Secondary which have three academic programmes authorized by the IBO: The Primary Years Programme (PYP, 3 -11yrs), and two programmes in Secondary, the Middle Years Programme (MYP, 11-16 yrs) and the Diploma Programme (DP, 16-18 yrs).

The PYP Teaching Staff is composed of well-qualified and experienced teaching staff representing over a dozen countries. All teachers receive ongoing professional development from the IBO. Any teachers who join CAIS without prior IB experience are provided with IB training in their first year of teaching at the school.

The PYP teaching staff meets regularly to share information and discuss the following:

- Vertical and Horizontal Curriculum Alignment
- Student academic and social progress
- The Student Health and Well-Being programme
- PYP teaching-related topics

### The Whole School Academic Leadership Team (WSALT)

The Whole School Academic Leadership Team is comprised of the Head of School, the Primary Principal, the Secondary Principal, the PYP Coordinator, the MYP Coordinator and the DP Coordinator . They are responsible for the organization, operation, physical facilities, and educational programmes across the school, and all matters relating to staffing. The WSALT meets weekly to discuss whole school matters.





## The Parent Teacher Association (PTA)

The objectives of the PTA are:

- To foster the relationships between the staff, parents and others associated with the school.
- To engage in activities which support the school and benefit the pupils.
- To supervise, and independently plan, all PTA events to support the CAIS community without encumbering the daily operations of the school community.
- To follow all local, national, and international expectations in regard to safeguarding and child protection.

## The Student Council

The PYP Student Council provides a forum for students to express their ideas and views on issues related to their school experience. It also allows students to contribute to school improvement. The Student Council is made up of officers who are elected by the students at the start of the year, as well as representatives from each class. The Student Council serves as the “voice of the students” and organizes various activities. All events and activities organized by the Student Council require the Principal’s approval.



## V. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

English is the language of communication in school. Nearly all CAIS students are English as an Additional Language (EAL) learners and need time to develop speaking, listening, reading and writing skills. Parents of native speakers of English expect that their children will also develop sophisticated, confident use of English.

### The EAL Department

The EAL Department gathers various assessment data, including MAP and Running Record data, to ascertain the English language levels and needs of the students.

### EAL Support

Students identified as requiring intervention will receive intensive and/or targeted support from the EAL team, that will include withdrawals from some lessons and/or in-class support. Different types and levels of additional support are offered to students dependent on their individual needs.

### Examinations

MAPS testing (4 times per year) MAPs Assesses Proficiency in English (Reading) and Mathematics

Cambridge English Assessment Primary students from Grade 2-5 will sit Cambridge Young Learners English (YLE) Exams. Each year students will take either Starters, Movers or Flyers depending on English language proficiency.

## HSK Chinese Proficiency Examinations

The new HSK is an international standardized exam that tests and rates Chinese language proficiency. It assesses non-native Chinese speakers' abilities in using the Chinese language in their daily, academic and professional lives. It consists of a writing test and a speaking test, which are independent of each other. There are six levels of writing tests, namely the HSK (level I), HSK (level II), HSK (level III), HSK (level IV), HSK (level V), and HSK (level VI). There are three levels of speaking tests, namely the HSK (beginner level), HSK (intermediate level), and HSK (advanced level). The school will organize for CAIS students to sit in HSK exams twice a year.

## Homeroom and Specialist Teachers

All PYP teachers plan their classes with the English ability of their different students in mind.

### When it is appropriate to speak Languages Other Than English (LOTE):

- Outside of lessons, where everyone who is present in the room or social groups speaks the same other language being used.
- In lessons during student discussion to explain difficult concepts in order to increase understanding and communication.
- During the LOTE lesson.

### When it is not appropriate to speak LOTE:

- In social groups where one or more people do not speak fluently another language being use, we strive to create an inclusive learning community.
- In general, during lessons when the language of learning is English and when student discussion is not about the work in the lesson.

For further information on language issues, please refer to the CAIS Whole-School Language Policy.

## VI. STUDENT WELL-BEING AND COMMUNITY

A full description of the rights and responsibilities is included in the [Student Well Being and Community Policy](#).

## VII. COMMUNICATION

A child's school life is greatly enriched by a family that is well informed and active in school activities. We welcome your involvement and encourage close ties between parents and teachers. We recognize that effective partnerships are characterized by shared commitment to collaboration, open lines of communication, and a common vision of the goals to be achieved. To support effective partnerships, CAIS communicates with families in various ways.

- Toddle
- Weekly Learning Newsletter
- Student Led Conferences
- Early Years School Handbook
- Mid-semester and end of semester progress report
- Daily Communication Book
- Parent Information Sessions
- Emails, teachers and administration will respond to emails in a timely fashion, please allow 24-hours for a response.
- Face-to-Face Meetings (please schedule face-to-face meetings in advance.)
- In emergency situations, phone calls will be made by the school nurse or Primary Principal.

### Addressing Concerns:

We want to embrace a positive culture of communication that is open, transparent, and respectful.

- If concerns regarding your child arise, your first contact is with the teacher who is directly involved. In most cases, concerns are easily resolved through direct contact with the teacher. Please allow up to 24 hours for the teacher to respond to any communication.
- If you are not sure who to speak with, or there are extenuating circumstances, contact the Primary Principal.

## Students Calling Parents:

Students smartphones and smart watches should be kept at home or stored away and not used during the school day. If your child needs to contact you during the school day, he/she may ask his/her teacher for permission to go to the office where an administrative assistant will help your child reach you by phone.

## VIII. HEALTH AND SAFETY

### School Health and Safety Services

CAIS employs two school nurses who work from 7:30 am to 4:30 pm during the school day. The nurses are available to provide basic health services and to administer emergency first aid to the students and staff of the school.

**Medication:** For safety reasons, it is school policy that no medication of any kind is carried by students on campus. The Health Office stocks a variety of over the counter medications should these be needed. For children from Nursery to Kindergarten 2, no over the counter medications are administered without a medication form or contacting the parents for consent. If your child requires prescription medication of any kind during school hours, please bring the medication in its original container, clearly labeled with your child's name and dosage, along with a written consent. The nurses will then review the necessary information regarding the dispensing of the prescribed medication.

**Illness:** For the safety of all the students at CAIS, children should be fever, diarrhea, vomiting, and conjunctivitis free for 24 hours before returning to school. If a student vomits or has a fever above 37.5 c, parents will be called to collect their child from school. Any child with an illness will remain in the Nurses' office until signed out through the Health Office before leaving the campus. A parent or guardian must escort the child home.

If your child went to the hospital for any medical reasons, please provide a doctor's note to the school nurse upon returning to school.

## Keeping a Sick Child Home

When a child is not well, he/she is not able to learn or participate in classes in a meaningful way. Keeping an ill child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

We request you keep your child at home for the following reasons:

- A temperature of 37.3°C and above: A child with a temperature of 37.3°C should stay at home and only return to school after being symptom and fever free (without medication) for 24 hours.
- Vomiting and/or diarrhea, Conjunctivitis (Pink eye): A child who is vomiting, has diarrhea, and/or has a pink eye should stay at home and only return to school after being symptom free (without medication) for 24 hours.
- Head Lice: According to local health regulation, students who contracts head lice must stay home for 3 days and symptom free (without medication) for 24 hours before returning back on campus.
- Colds: Please keep your child at home if he/she is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

If your child has a medical condition which would not preclude them from attending school but would preclude them from attending P.E., e.g. a broken or sprained limb, please send a note from a doctor to your child's teacher indicating the problem and that your child cannot attend P.E. that day.

### Contagious Disease Procedure

If your child contracts a communicable disease or infection (chicken pox, scarlet fever, hand feet mouth disease, mumps, etc.), please notify the school nurse and classroom teacher immediately. School Health Office will inform other parents in the case of infectious disease and possible symptoms to look out for. If you visited the hospital for any of the above medical reasons, please provide a doctors note upon returning to school to the school nurse.



## BATHROOM INDEPENDENCE AND HYGIENE

All students from Pre-Kindergarten (Pre K) and older must be toilet independent. Please prepare your child to use good bathroom habits including managing clothing, cleaning self, flushing toilets and washing hands.

### Allergies/Medical Conditions

If your child has allergies, takes routine medication or has a significant medical condition of any kind, you must notify the Health Office and the child's teacher at the beginning of the school year.

### Campus Visits

Adult visitors to the campus must inform the school to make an appointment ahead of time.

### Recess and Playground Safety

Time spent outdoors is an integral part of the school day. Regular physical activity of adults is linked to improved health and reduced risk of the development of many chronic diseases. Lifelong physical activity habits are often developed in childhood. Occasions to play outside not only promote the development of a healthy and balanced lifestyle but affords students the opportunity to break from regular classroom structures. When properly clothed, students can participate in safe, active play in an outdoor environment in most weather conditions. However, as the body needs to be able to appropriately adapt to changes in temperature, precaution must be taken on extreme cold and hot temperature days.

### Cold Weather Guidelines

On cold weather days children will be allowed to play outdoors with adult supervision for an appropriate length of time if adequately dressed in warm clothing (jackets, pants, hats and gloves). Please note that if a student is not dressed appropriately, he/she will be unable to participate in outdoor activities.

Temperature	Procedure
0°C and above	Regular procedures for line up, outdoor activities and recess times
0°C to -14°C	Must have proper clothing to participate in outdoor activities.
-15°C and below	Students remain indoors.

### Air Quality Guidelines

CAIS regularly monitors the air quality index (AQI) when deciding to modify daily outdoor school activities. The AQI is used to determine how clean or unhealthy the outdoor air is. The index ranges on a scale of 0 to 150+. The amount of prolonged exposure to unhealthy air is limited through the reduction or modification of school activities that require moderate to heavy exertion.

AQI	Procedure
0-150	Regular procedures for line up, outdoor activities and recess times
Above 150	<ul style="list-style-type: none"> <li>All students will remain indoors.</li> <li>All field trips that involve physical activity will be postponed.</li> <li>All outdoor community events will be cancelled</li> </ul>

## IX. STUDENT DRESS CODE

### Daily Uniform Requirements

**Monday** - Formal CAIS School Uniform - blazer, white shirt, skirt/trousers, black footwear



**Tuesday-Thursday** - Any combination of CAIS school uniform - only items purchased from the school store are counted as school uniform.



### Uniform Shop

New items of school uniform can be purchased from the school shop. Please contact the school reception if you require any items of school uniform.

### Field-trips

Students will be advised of appropriate clothing for field-trips, days out and other out of school events.

### Physical Education Classes

The school PE uniform consists of the following items:

- CAIS physical education t-shirt
- CAIS gym shorts or sweatpants
- Sports shoes



### Swimming Days

On allocated swim days, each student needs to bring:

- an appropriate swimsuit
- a towel
- swim goggles
- a swim cap
- slippers
- sunscreen.

### Footwear

- Students are expected to wear closed shoes.
- All shoes should have backs or secure straps on back of shoe for safety and always remain tied.
- Flip-flops are not to be worn in school.
- The heel on shoes and boots should not be higher than 5cm.

## X. HOUSE SYSTEM

CAIS has a House system, which is designed to help build our community and give students a sense of belonging and ownership in the school. Each student is assigned to a House, identified with one of four animals: **Dragons**, **Foxes**, **Vipers** and **Wolves**.

Within their House designation, students will be participating in special events like sports days, competitions, assemblies, and house events. These house events will be run throughout the year, and they are a great way for students to get to know other students across different grade levels and extend their collaborative skills.

On designated House Events, students are encouraged to wear clothes that reflect their house color: **Dragons**, **Foxes**, **Vipers**, **Wolves**.

## XI. EXTRACURRICULAR ACTIVITIES (ECAs)

CAIS students have the opportunity to take part in Extracurricular Activities (ECAs) which include the arts, sporting, recreational, outdoor and academic activities.

The aim of these activities is to encourage students to pursue a variety of interests that complement the academic program. ECAs are organized, led and supervised by members of staff.

These run on Monday, Tuesday, Thursday and Friday from 3:10-4:25.

There are three rotations for ECAs throughout the school year where students have the option to choose a new activity.



## XII. CONTINUOUS LEARNING

At CAIS, children are actively engaged in rich, purposeful learning for seven hours a day. After school, we believe family time is important and that families and children should have a choice in their learning beyond the school day. We encourage children to participate in self-directed learning, and to explore their curiosities and passions. We also believe that play is an important part of childhood. We encourage children to actively participate in opportunities for play and unstructured activities outside of school.

We expect children to read at home every day, and we expect parents to read with their children regularly. Reading at home should form a natural part of the daily routine. Emphasis should be on a shared enjoyment of reading among the family. Reading is an excellent means of developing thinking skills, increasing fluency, developing language skills and helping children develop confidence with their reading.



## XIII. WITHDRAWAL FROM SCHOOL

When a student is to be withdrawn permanently from school, parents should inform Admissions office in writing as soon as they know they will withdraw. This will enable the School Office to prepare leaving documents. Before such documents can be issued, a withdrawal form must be prepared which checks on such things as class texts, library books, outstanding fees, forwarding addresses and so forth. Since preparing multiple copies of leaving documents, past reports and official transcripts is a time-consuming task, up to 10 working days will be required to prepare official leaving documents.



## **XIV. SAFETY AND SECURITY**

Safety and security are high priorities at CAIS. Security cameras monitor the school campus. All visitors are to report to the main gate office where a visitor's badge will be issued, and the person to be visited is expected to pick up the visitor from the reception. Visitors interested in enrolling their children are to be met at the reception. A member of admissions staff will accompany these visitors.

### **Supervision**

In addition to teacher supervision during class times, teachers are assigned supervision during lunch break.

Students are not allowed to stay in any area of the school, whether in a classroom or otherwise without being supervised by a member of staff.

### **Vehicles**

We ask that all parents and families who drive cars or motorcycles to school drive within the law and drive carefully through the immediate vicinity of the school.

### **Bus Transport**

Each school day drivers and bus monitors collect and drop off children from all over Changchun. The safety of each child is of primary concern.

Parents are requested to notify the Bus Coordinator if their child does not require the bus on a particular day or if they are coming to school to collect their child in person. Students are expected to follow the bus rules and behave appropriately on the bus at all times.

All parents and students will receive an information package about the bus system and are required to sign the Bus Code of Conduct.

Students and parents should understand that the same standard of behavior is expected on the CAIS buses as is expected on the CAIS campus.

Students who are not respectful or do not follow bus rules will be warned by the Bus Monitor. Their behaviours will be noted. If these behaviours persist then the parents will then be contacted.

If inappropriate behavior on the bus persists after parental contact, the school may decide that the student will no longer be permitted to travel on the CAIS buses for the rest of the year.

Students may get permission to bring a school guest on the bus, provided permission has been obtained from the Bus Coordinator who will verify if there is a seat available on the bus.

### **Students are expected to:**

- Be courteous to all bus users
- Be punctual at the appropriate pick-up point
- Sit in seats on a first come, first served basis
- Remain seated, wearing a seatbelt, keeping their hands and feet to themselves
- Keep all items brought onto the bus within and on the bus
- Place all personal belongings on their laps, stowed under the seats or given to the bus monitor for appropriate storage, keeping the aisles clear
- Talk at an appropriate level and act in an appropriate way so as to not disturb others
- Put all litter carefully in the appropriate bin or take it off the bus when leaving
- Drink water, as desired, carefully on the bus
- Clean any spillage at the next convenient stop and only when safe to do so
- Remain seated until the bus comes to a complete stop upon reaching the destination

## Parents are expected to:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop or have made other suitable arrangements for meeting and picking up the children.

## Student possession's

Students are discouraged from bringing valuables including large sums of money to school. Such items are brought to school at the student's risk.

## Lockers

All students are issued with lockable lockers in which to store their books, other learning materials and bags. Students are responsible for ensuring the safety of all materials brought to school including electronic devices. Students may use either the school-provided lock or bring their own lock. If the student opts to bring their own lock, the school reserves the right to have it opened for inspection at any time, and the lock is removed at the end of the school year.

## Student school bags

Students should bring a school bag that will fit comfortably into the locker. A soft-sided, medium- sized backpack is suitable. A bag that is large will become a safety hazard if left out of the locker and in the corridor.



## Technological Devices - Acceptable Use Policy

This Acceptable Use Policy applies to all tablets/phones/laptops used at the school, regardless of who purchased and maintains ownership of the device. All students using a tablet/laptop at Changchun American International School, abide by the rules stipulated in this document.

Students are expected to use their tablet/laptop in a responsible and ethical manner that does not cause disruption to the learning environment. CAIS students receive ICT instruction throughout the year to help them learn how to be responsible digital citizens.

Devices should be used with teacher permission in a responsible way. Students should not contact others with their devices without explicit permission from their teacher. If a student chooses to use their device in an irresponsible way, they might lose the privilege of being able to use their device at school. If electronic devices are brought to school, the student is solely responsible for their own device. If a student's electronic device becomes damaged or lost, the school does not bear any financial consequences. Any repairs to the device are the financial responsibility of the student.

## Loss of personal items

All personal articles of clothing, school materials and accessories found on campus are placed in the lost and found section, near the reception area. Students are encouraged to wear labelled clothes, which makes it easier to return items. Students and parents are encouraged to check for lost items. At the end of each term, unclaimed articles are donated to charity.



## XV. BRING YOUR OWN DEVICE

Due to the requirements of the academic programs in the PYP, MYP, and DP, students are required to bring a charged electronic device to school each day. Our BYOD program is platform-independent, and our IT Team can provide support for both Mac OS and MS Windows. A CAIS student should be able to do the following with their electronic device:

- Connect to the school's WiFi network to access web pages, email and other Cloud platforms
- Download/install required software
- Connect to classroom projectors using tablet/laptop adaptors provided by the school
- Connect to speakers or headphones using a 3.5-mm stereo jack or via Bluetooth
- Backup all files to Cloud service
- Protect against malware, spyware, and other viruses by keeping the anti-virus software up-to-date on the computer
- Create documents (MS Word and/or Pages), spreadsheets (MS Excel and/or Numbers), and presentations (MS PowerPoint and/or Keynote)
- Create, read, and edit PDF files
- View, edit, and submit course related images (JPEG, PNG, and GIF)
- View course related videos via internet services (YouTube or Vimeo), or in common formats (AVI and MP4)
- Play or produce course-related audio (podcasts and MP3)
- Utilize webcam and microphone with proper software for recording video and audio

Laptops/tablets purchased within the last two years should meet the criteria above. If not, families should purchase laptops that meet the following specifications:

- Microsoft Windows 10 or latest or Mac OSX 10.12 as the operating system or latest
- RAM: 8GB
- CPU: 64-bit processor
- Storage: 256 GB SSD or higher
- Processor: Intel Core i5 (Dual core minimum or higher for Windows), M1 or M2 (MacOS)

### Accessories:

- Charger with plug adapter for Chinese power outlet
- Headphones with microphone
- Adapter for VGA/HDMI/USB Type C
- Flash drive for back-up
- Tablet keyboard if applicable

In the Diploma Program, devices must run required course-specific software to master programming skills, such as JDK 15 or higher (latest release, March 2020); Eclipse IDE or NetBeans IDE for Java development. Support for students to install software on their personal MacBooks is available, which gives them the possibility to practice programming skills at home as well.





## XVI. LUNCH/SNACK

Students have a choice of bringing their own morning snack and/or lunch or having a snack and/or lunch supplied by the school (if ordered in advance for the whole semester or year). Information about food provided by the cafeteria will be shared on a regular basis.

We encourage our students to eat healthy and balanced meals that should include fruit and vegetables. Please provide your child with healthy snacks for mid-morning, if the snack is not already provided by the school.

Please note that CAIS students are not allowed to order food or drinks from outside the campus and have them delivered during the school day. Parents should not provide cake or other foods to be shared with other students.

Students should not be sent to school with chocolates, sweets or candies.

Students should carry a refillable water bottle at all times. Water is available from the water dispensers around the school.

During the lunch period, students are expected to display good manners and courtesy. Lunch should be consumed in the cafeteria. They are expected to clear their place and dispose of all trash appropriately.

## XVII. ELEVATOR USE

Elevators are available to students who are unable to access the stairs. If a student requires the use of an elevator, they should report to the reception before school. The receptionist will help the student make arrangements to meet an adult who will assist them in using the elevator. Card keys to the elevator will not be given to students.

## XVIII. ASSEMBLIES AND SPECIAL EVENTS

Students should enter the assembly area quietly, be seated and behave in a respectful manner. Appreciation should be shown with applause. No food or drinks are allowed during the assembly.



## XIX. BEHAVIOR AND CONSEQUENCES

At CAIS we believe in creating a safe and respectful learning environment for all students at our school. In order to maintain this environment, we expect students to conduct themselves in a manner that is considerate and responsible at all times.

Potential consequences for misbehavior include:

- Verbal warning by the teacher.
- Time-out in a designated area of the classroom.
- Loss of privileges such as recess or other activities.
- Meeting with the school counselor to discuss behavior.
- Parent-teacher conference to address concerns.
- In-school suspension to reflect on behavior.
- Suspension from school for a specified period.
- Behavior contract outlining expectations.
- Referral to external support services.
- Un-enrollment from the school.



Changchun American  
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长春美国外籍人员子女学校

**With Passion, We  
Challenge, Connect,  
Create**







Changchun American  
International School  
长春美国外籍人员子女学校

# CAIS 小学部 学生手册

2024-2025

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## 一.联系方式

### 学校办公室:

电话: 84581234-802/803

针对所有教学相关方面的咨询,包括迟到、缺勤,再次打印成绩单,与教师会议期间的翻译、校车信息等。

### 招生办公室:

电话: 84581234-240

针对所有与费用相关的咨询,如学费/付款等

### 前台:

电话: 84581234

一般性咨询

### 小学部校长:

Jason Hayes

[jason.hayes@caisschool.com](mailto:jason.hayes@caisschool.com)

### 小学部教学主任:

Michael Rylance

[rylance@caisschool.com](mailto:rylance@caisschool.com)

## 二.校历

CAIS 2024 – 2025校历在学校官网([www.caisschool.com](http://www.caisschool.com))上发布,并将不断更新。



## 三.上学和放学

### 上学

学生在早上7:30之前不得进入教学楼,如果学生在早上7:30之前到达学校,需要在家长的监护下在保安室等候。

学生们需要将自己的物品放在个人的储物柜里,并在早7:50前到自己的班主任处报到。

迟到的学生应直接向班主任报告。

### 放学

周一到周五每天下午3点放学。家长可以在这个时间来学校接孩子。学校将为乘坐校车的学生提供班车。

学校会在周一、周二、周四和周五为学生提供课后活动(ECAs)。孩子和家长可以在每一期课后活动开始前自行决定在哪些天参加哪些课后活动。学生不需要每天都参加课后活动,但是一旦他们选择参加,必须保证出勤率。每个学年将开展三期的课后活动,课后活动将在下午4:30结束,学生可以选择家长接或者坐班车回家。

每个星期三没有课后活动,所有学生都在下午3点放学。

### 早退

如学生需提早离校,请提前告知班主任。如果学生因病离校,校医会电话联系家长,家长需到保安室接孩子。



## 提前放学

在一个学年中，学校会有几天是半天课程（通常是中午12:30放学），在这些日子里，家长需要在中午12:30准时来学校接孩子。校车将于12:40左右发车。学校会提前通知家长哪些天是半天课程，并且这几天在校历上也会注明。

## 出勤和缺勤

长春美国外籍人员子女学校的所有学生都必须按时到校。当学生因任何原因缺勤时，家长可以通过以下方式通知学校：电话联系学校办公室，在 Toddle 留言，给班主任发邮件，或者提前在家校联系本上留言。

如孩子生病很多天，家长应在第三天打电话给学校办公室。如因重大疾病、传染病或受伤而导致缺勤的情况，学生必须提交医生证明，并说明孩子已接受了相应的治疗。如果孩子觉得不舒服，请不要送来学校。孩子如果发烧，必须退烧24小时后才能返校。

在计划中的缺勤应告知班主任，以便学校提供必要的学习支持。然而，当缺勤累积多次就会影响学生的学习。家长可以和小学校长预约家长会，讨论一下缺课对学生的影响，以及家长如何支持孩子稳定地上学。

因疾病、家庭紧急事件或民事事务而导致的缺勤，家长提供书面说明，将会被标记为有理由的缺勤。

其他情况的缺勤，都将被记录为无故缺勤。

## 四.学校组织

CAIS分为两个学部，小学部和中学部，其中包含三个IBO授权的学术课程：小学项目（PYP，3-11岁），中学项目（MYP，11-16岁）和大学预科项目（DP，16-18岁）。

小学部的教学团队由来自十余个国家的经验丰富的优质教师组成。所有教师都不断接受国际文凭组织的专业培训。任何没有国际文凭教学经验的教师在加入CAIS的第一年都会接受国际文凭培训

小学部教师定期开会分享信息并讨论如下事宜：

- 课程调整
- 学生学业与发展
- 学生身心关怀
- 小学部教学相关主题

### 全校学术管理团队 (WSALT)

全校学术管理团队由总校长、小学校长、中学校长、小学部教学主任、中学部教学主任和大学预科教学主任构成。他们负责全校的组织管理运作、教学设施、教育计划开展和全校师生的相关事宜。WSALT 每周召开一次会议，讨论全校事务。



## 家长学校委员会 (PTA)

家长学校委员会旨在：

- 培养教职工、家长和其他相关人员创建和谐积极的关系。
- 鼓励教职工、学生、及家长共同合作从而为学生创造更优质的教育环境。
- 监督并独立策划所有家校委员会活动，在不影响学校日常运作的前提下支持学校社区。
- 遵循所有地方、国家和国际法则，保障和保护儿童安全。

学生会：

学生会为学生提供了表达自己想法和对学校经历相关问题的看法的平台。它也允许学生参与学校改进。每个学年初，学生选举产生学生会成员及班级代表。学生会作为“学生的声音”，将组织、筹办各种活动。学生会组织的所有活动需得到校长的批准。



## 五. 英语作为附加语言 (EAL)

英语是学生在校期间的交流语言。基本上所有的CAIS学生都是将英语作为附加语言的学习者，他们需要通过一段时间学习提升听、说、读、写等技能。并且母语为英语的家长也希望他们的孩子能熟练、自信地使用英语。

### EAL部门

EAL部门收集各种评估数据，包括 MAP成绩和连续记录数据，以确定学生的英语语言水平和需求。

### EAL 部门提供的支持

EAL部门会对需要进行学习干预的学生进行针对性的辅导，包括在某节课中对孩子单独授课。

EAL部门会根据学生的个人需要，为他们提供不同类型和不同程度的额外支持。

### 考试

MAPS 测试（每年4次）  
评估英语（阅读）和数学的熟练程度

### 剑桥英语考试

小学部2-5年级的学生将参加剑桥YLE测试。学生会根据英语水平参加初级、中级或高级考试。

## HSK 汉语水平考试

新HSK是一项测试和评估汉语水平的国际标准化考试。它是用于评估母语为非汉语人士在学术、专业和日常生活中使用汉语的能力的考试。它包括两个独立的考试，分别是笔试和口试。笔试分为六级，分别是 HSK（一级）、HSK（二级）、HSK（三级）、HSK（四级）、HSK（五级）、HSK（六级）。口试分为三级，分别是 HSK（初级）、HSK（中级）、HSK（高级）。学校每年组织学生参加两次 HSK 考试。

### 班主任和科任老师

所有的小学部老师会根据不同学生的英语能力来安排他们的课程。

### 以下情形可以说英语:

- 下课时，同一社交群体内，多人说同一种非英语的语言。
- 上课时，为了加深学生对较难知识的理解，便于交流讨论时。
- 在上其它语种课程时。

### 以下情形必须说英语:

- 在有一人或多人不能流利使用另一种语言的社会群体中，我们努力创造一个包容性的学习社区。
- 一般来说，在以英语为学习语言的课堂上，当学生的讨论与本节课的作业无关时。

有关语言问题的更多信息，请参阅 CAIS 全校语言政策。

## 六.学生行为规范

完整的关于责任与义务信息请查看学生行为规范政策。

## 七.沟通

孩子的校园生活会因家校的有效沟通而丰富多彩。我们欢迎您积极参与学校活动，并鼓励家长和老师建立紧密的联系。有效的沟通并致力于家校合作是我们实现教育目标的共同愿景。为了维护良好的家校关系，学校将通过以下方式与家长进行沟通：

- Toddle
- 每周学习周报
- 学生主导的家长会
- 小学部手册
- 期中期末成绩报告
- 日常家校交流本
- 家长信息交流会
- 邮件沟通，老师和其他教职工会及时回复邮件，请给大家24小时的时间回复。
- 面对面会议(请提前预约)
- 紧急情况下，校医或小学校长会拨打电话联系家长。

### 问题解决:

我们希望拥有开放、透明和尊重的积极沟通文化。

- 如果家长担心孩子，首选联系相关老师。在大多数情况下，通过与老师的直接接触，问题很容易解决。请给老师24小时的时间回复。
- 如果家长不确定该联系谁，或者出现一些特殊情况，请联系小学部校长。



## 学生与家长联系:

小学部学生在校期间,不允许携带手机、智能手表等通讯设备。如果您的孩子在上学期间需要联系家长,学生可以在他/她的老师的允许下到校办请求帮忙拨打电话,联系家长。

## 将生病的孩子留在家中

如果您的孩子感到身体不适,不能来学校参与课堂学习,请把他/她留在家中,以避免疾病在校内传播的情况,这也能让孩子有休息的机会,更快康复。

如果孩子出现以下症状,我们要求孩子留在家中:

## 八.健康与安全

### 学校的健康与安全服务

CAIS 聘有两名校医,每天7:30到16:30上班。由校医提供基本的健康服务,并对学校的学生和工作人员进行紧急救治。

**用药:**出于安全考虑,学校规定学生不能携带任何药物到校园。校医室储备了各种非处方药,以备不时之需。对于从托儿班到幼儿园的儿童,在没有药物使用表或征得父母同意的情况下,不允许使用非处方药物。如果您的孩子在校期间需要任何种类的处方药物,请保持药物原包装盒,并清楚地标明您孩子的名字和需要剂量,并附上书面同意书。然后,校医将审查有关处方药物配药的必要信息。

**疾病:**为了CAIS全体学生的安全,学生应在返校前24小时内无发热、腹泻、呕吐、结膜炎等症状。如果学生呕吐或发烧超过37.5摄氏度,家长将接到电话到校接孩子。任何生病的孩子将留在校医务室,直到经由校医务室签字离开校园。父母或监护人必须护送孩子回家。

如果您的孩子因任何医疗原因去了医院,请在返回学校时向校医提供医学证明。

- 体温超过37.3°C: 体温超过37.3度的学生需要留在家中,只有症状消失和退烧24小时后才能返回学校。
- 呕吐和/或腹泻、结膜炎(红眼病): 呕吐和/或腹泻,或结膜炎的儿童应留在家中,只有在症状消失(未用药)24小时后才能返回学校。
- 头虱: 根据当地卫生规定,感染头虱的学生必须在家待3天,无症状(未用药)24小时后才能返回校园。
- 感冒: 如果您的孩子因鼻塞和/或咳嗽等感冒症状而感到不适,请让他/她呆在家里。
- 如果您的孩子的健康状况不会影响到他们来校上课,不过会妨碍他们参加体育运动,例如肢体骨折或扭伤,请向班主任老师递交医生的诊断书,告知您的孩子无法参加当天的体育锻炼。

### 传染病防控流程

如果您的孩子感染了传染性疾病(例如:水痘、猩红热、手足口病、腮腺炎等),请立即通知学校医务室和班主任。学校医务室将通知其他家长,观察留意传染病和可能出现的症状。如果您因上述任何医疗原因到医院就诊,请在返校时向学校医务室提供医生的诊断书。

## 独立如厕和卫生

所有学前班 (Pre-K) 及以上的学生都必须独立如厕。请帮助您的孩子养成良好的如厕习惯, 包括管理衣物、清洁自己、冲马桶和洗手。

## 过敏/特殊身体状况

如果您的孩子过敏、服用常规药物或有任何重大疾病, 您必须在学年开始时通知校医务室和孩子的老师。

## 校园参观

进入校园的成人访客必须提前与学校进行预约

## 课间和游乐场安全

户外活动是在校一天不可或缺的一部分。成年人定期进行体育锻炼有助于改善健康状况, 降低患慢性病的风险。终生的体育活动习惯往往是在童年时期养成的。偶尔在户外玩耍不仅可以发展学生的身心健康, 养成均衡的生活方式, 还可以让学生有机会从常规的课堂学习中休息一下。只要穿着得体, 幼儿园学生可以在大多数天气条件下, 安全积极地户外活动。但是, 由于身体需要适应温度的变化, 因此在极端寒冷和炎热的天气里必须做好准备。

## 冬季户外活动指南

在天气寒冷时, 如果孩子们穿着足够保暖的衣服 (外套、裤子、帽子和手套), 他们可以在教师的监督下在户外玩耍适当的时间。请注意, 如果学生的穿着不够保暖, 他/她将无法参加户外活动。

温度	过程
0度及0度以上	常规的排队、进行户外活动和休息
0度--零下14度	必须穿着合适的服装参加户外活动
零下15度及以下	学生进行室内运动

## 空气质量指南

CAIS 在决定修改日常学校活动时, 会定期监测空气质量指数(AQI)。空气质量指数用于确定室外空气的清洁程度或不健康程度。指数范围为 0 至150+。通过减少或修改需要中度至重度消耗体力的学校活动, 来限制长时间暴露在不健康空气中的程度。

空气质量指数	过程
0-150	常规的排队、进行户外活动和休息
150以上	<ul style="list-style-type: none"><li>全体学生进行室内活动</li><li>所有外出学习计划及外出体育活动将被推迟</li><li>所有户外活动将被取消</li></ul>

## 九. 学生着装指南

### 日常校服要求

星期一 - 校服正装 - 西装外套, 白衬衫, 裙子/裤子, 黑色鞋子



星期二-星期四- 任何其它款式的校服 - 只有从学校购买的服装才算校服。



### 校服购买

学生可以在学校购买新校服, 如需任何校服相关用品, 请与前台联系。

## 外出活动

根据学生实地考察、户外活动及其他校外活动的情况穿着合适的衣服。

## 体育课

学校运动款校服由以下部分构成:

- CAIS 运动T恤衫
- CAIS 运动短裤及运动裤
- 运动鞋



## 游泳日

在规定的游泳日, 每位学生需要携带以下物品:

- 适当的泳装
- 毛巾
- 泳镜
- 泳帽
- 拖鞋
- 防晒霜
- 洗浴用品

## 鞋子

- 学生应穿不露脚趾的鞋子.
- 所有鞋子需要有鞋帮
- 不允许穿人字拖
- 鞋跟高度不可以超过5厘米

## 十. 家园系统

CAIS 的家园系统旨在帮助建立更好的社区，让学生对学校有归属感和主人意识。每个学生被分配到一个专属家园学院，分别代表四种动物中的一种：**龙**，**狐狸**，**毒蛇**和**狼**。

在指定的家园活动中，学生将参加特别的活动。

如体育比赛、竞赛、集会和家园活动。这些活动将贯穿全年，是学生们认识不同年级其他同学、拓展协作能力的绝佳途径。

在指定的家园活动中，学校鼓励学生穿着代表他们家园颜色的衣服：**龙**，**狐狸**，**毒蛇**，**狼**。

## 十一. 课后兴趣班 (ECAs)

CAIS 学生有机会参加课后兴趣班 (ECA)，包括艺术、体育、娱乐、户外和教学性活动。

这些活动的目的是鼓励学生培养各种兴趣，以补充学术课程。这些课后兴趣班由教教职工组织、领导和监督。

活动时间为周一、周二、周四和周五的 3:10-4:25。

在整个学年中，课后兴趣班有三次轮换，学生可以选择新的活动。



## 十二. 持续性学习

在 CAIS，孩子们每天 7 小时积极参与丰富、有目标的学习。放学后，我们认为家庭时间很重要，家庭和孩子在放学后的学习中也应该有学习的选择。我们鼓励孩子们参与自主学习，探索他们的好奇心和热情。我们也相信玩耍是童年的重要组成部分。我们鼓励孩子们积极参与校外游戏和自由活动。

我们希望孩子每天在家阅读，而且我们希望家长定期和孩子一起阅读。在家阅读应该成为日常生活中的自然组成部分。我们应该重视全家共享阅读的快乐。阅读是培养思维能力、提高语言流利度、发展语言技能和帮助孩子建立阅读信心的绝佳方式。



## 十三. 离校

当学生永久离校时，家长应在决定离校时尽快书面通知招生办公室，这将有助于校办准备离校文件。在签发这些文件之前，必须准备一份离校申请表，其中包括课本、图书馆书籍、欠费、转寄地址等内容。由于准备多份离校文件、过去的成绩单和学历证明是一项耗时的工作，因此准备正式离校文件需要长达 10 个工作日。



## 十四. 安全问题

安全和安保是 CAIS 的重中之重. 校园内装有监控摄像头。所有访客都要到正门登记, 领取访客证, 被接待人引导进入校园。招生部员工会在前台接待有兴趣入学的孩子家长, 并全程陪同这些访客。

### 监管

除了课堂上的监管, 在午休时间, 学校也安排了老师进行安全监管。

在没有教职工监管的情况下, 学生不允许待在学校的地方, 无论是教室里还是其它地方。

### 车辆

我们要求所有驾驶汽车或摩托车上学的家庭遵守交通法规, 并在学校附近小心驾驶。

### 校车

每个上学日, 校车司机和老师从各个站点接送孩子。每个孩子的安全是首要问题。

如果某天孩子不需要乘坐校车, 请通知班车协调员。学生乘坐校车时应遵守校车行为规范, 任何时候, 在校车上都要举止得体。

所有家长和学生都会收到一份有关校车系统的资料, 并须签署校车行为准则。

学生和家长应该明确, 在校车上的行为标准和在校园里行为标准是一致的。

不尊重他人或不遵守校车行为规范的学生将收到班车老师的警告。这些学生的行为将被关注。如果这些行为持续发生, 那么学校将联系家长。

如果在与家长沟通后, 校车上的不恰当行为依然存在, 学校可能会决定在本学年剩下的时间里, 不允许该学生乘坐学校的校车。

学生如需带其它同学乘坐自己的校车, 需和班车协调员提前确认, 该校车是否有位置。

### 学生应该做到:

- 礼貌对待所有乘车人
- 准时到达相应的上车点
- 按照先到先得的原则入座
- 系好安全带, 手脚不要妨碍到他人
- 将带到车上的所有物品放在车里
- 将所有个人物品放在膝盖上, 座位下面或交由班车老师代为保管, 确保过道畅通
- 说话要适度, 举止要得体, 以免打扰到其他人
- 将所有垃圾准确地放在垃圾桶里, 或下车时将其带走
- 在班车上喝水要注意安全
- 在下一个站点进行清洁, 并且只有在确保安全的前提下才可以这样做
- 在校车到达目的地以前, 学生不允许离开自己的座位。



## 家长应做到:

- 确保他们的子女在乘坐校车前明白校车的相关规定
- 准时在正确的站点接送孩子，或做出其他合适的安排。

## 学生物品

学校不鼓励学生携带包括大额现金在内的贵重物品到学校。携带这些贵重物品到校所产生的风险由学生承担。

## 储物柜

学校为所有学生配备了可上锁的储物柜，用于存放他们的书本、学习材料和书包。学生有责任确保带到学校的所有物品（包括电子设备）的安全。学生可以使用学校提供的锁或自行带锁。如果学生选择用自己的锁，学校保留在任何时候打开锁以检查的权利，学校会在每学年结束时将锁拆除。

## 学生书包

学生应当携带适合储物柜尺寸的书包，以中号软质为佳。过大的书包会无法放置在储物柜里面，放在外面或走廊上会有导致危险情况发生的可能。

## 电子设备 - 使用政策

这一设备使用政策适用于所有在校使用的平板电脑/手机/笔记本电脑，无论设备的所有者是谁。所有在CAIS使用以上设备的学生，请遵守本文件的规定。

学生在使用他们的平板电脑/手机/笔记本电脑时，应以负责的、符合道德规范的方式进行，且不能破坏学校的学习环境。CAIS的学生全年接受ICT指导，帮助他们学习如何成为有责任感的数字公民。

学生应在教师允许的情况下以负责的方式使用设备。没有老师的明确许可，学生不可以用自己的设备与他人联系。如果学生以不负责任的方式使用他们的设备，他们可能会失去在学校使用他们设备的特权。如果学生携带电子设备到学校，则需自行对设备负责。若学生的电子设备损坏或丢失，学校不承担任何经济后果，任何由于设备维修所产生的经济后果都将由学生承担。

## 个人物品丢失

所有在学校内找到的私人物品，如衣服、学校材料等物品都将放到前台附近的失物招领处。建议学生尽量将自己的衣服等物品署名，以便遗失后及时找回。学校鼓励家长及学生及时到失物招领处寻找遗失的物品，如在学期末仍有未被领走的物品，学校会将这些物品集中捐赠到慈善机构。



## 十五. 自带设备

根据 PYP, MYP 和 DP 学术项目的要求, 要求学生每天带一个可充电的电子设备到校。我校自带设备(BYOD)是平台独立的项目, IT 团队可以为 Mac OS 和 MS Windows 提供支持。CAIS 学生可以使用电子设备进行如下操作:

- 连接学校的 WiFi 网络, 访问网页、电子邮件和其他云平台
- 下载/安装所需软件
- 使用学校提供的平板电脑/笔记本电脑适配器连接到教室投影仪
- 使用 3.5 毫米立体声插孔或通过蓝牙连接扬声器或耳机
- 备份所有文件到云端服务器
- 安装最新版杀毒软件, 防止恶意软件, 间谍软件或其他病毒软件攻击。
- 创建文档 (MS Word 和/或 Pages)、电子表格 (MS Excel 和/或 Numbers) 和演示文稿 (MS PowerPoint 和/或 Keynote)
- 创建、读取和编辑 PDF 文件
- 查看、编辑并提交课程相关的图片 (JPEG、PNG 和 GIF)
- 通过互联网服务 (YouTube 或 Vimeo) 或通用格式 (AVI 和 MP4) 查看课程相关视频
- 播放或制作与课程相关的音频 (播客和 MP3)
- 使用摄像头、麦克风及适当的软件录制视频和音频

两年内购买的笔记本电脑/平板电脑应符合上述标准。如果没有, 家长需购买符合以下规格的笔记本电脑:

- 操作系统为 Microsoft Windows 10 及以上版本或 Mac OSX 10.12 及以上版本
- 内存: 8GB
- CPU: 64 位处理器
- 存储空间: 256GB SSD 及以上
- 处理器: 英特尔酷睿 i5 (Windows 至少双核系统或更高), M1 或 M2 (MacOS) Processor: Intel Core i5 (Dual core minimum or higher for Windows), M1 or M2 (MacOS)

配件:

- 可插接中国电源插座的充电器
- 带麦克风的耳机
- VGA/HDMI/USB 类型 C 适配器
- 用于备份的闪存盘
- 平板电脑键盘 (如果适用)

在大学预科项目 (DP) 中, 电子设备必须能够运行相关课程专用软件, 以掌握编程技能, 如 JDK 15 或更高(最新版本, 2020 年 3 月); Eclipse IDE 或 NetBeans IDE 用于 Java 开发。学校会帮助学生个人 macbook 上安装软件, 便于学生在家练习编程技能。



## 十六. 午餐/间餐

学生可以自行选择自己带间餐和/或午餐，或购买学校提供的间餐和/或午餐（如果订餐需提前预定一学期或一学年的午餐）。餐厅的午餐信息将定期与学生共享。

我们鼓励学生吃健康、营养均衡的午餐，其中要包括水果和蔬菜。请家长为孩子准备健康的间食。

请注意CAIS的学生不允许在午餐时间点外卖。家长不可以让孩子带蛋糕或其它食物同其他学生分享。

学生不应该带巧克力或各种糖果来学校。

学生需要带水杯来学校，用自己的水杯从学校各处的饮水机里接水饮用。

午餐时间，学生应注意餐桌礼仪，学校要求学生在餐厅吃午餐。用餐后，学生应收拾餐盘并正确处理所有垃圾。

## 十七. 电梯使用

不方便走楼梯的学生，可以乘坐电梯。如果学生需要使用电梯，他们应该在上学前告知前台老师，前台老师将帮助学生安排和老师一同乘坐电梯。电梯卡不会发放给学生。

## 十八. 集会和特殊活动

学生需安静进入集会场所，礼貌就坐，举止恰当。用掌声来表达赞赏。在整个集会期间谢绝食物或饮料。



## 十九. 行为和后果

在长春美国外籍人员子女学校，我们致力于为所有学生创建一个安全和相互尊重的学习环境。为了维护这一环境，我们希望学生在任何时候都能以体贴和负责任的方式行事。

不当行为的潜在后果包括：

- 教师口头警告。
- 在教室指定区域暂停上课。
- 失去课间休息或其他活动的权利。
- 与学校行为老师讨论行为问题。
- 召开家长-教师会议，解决关注的问题。
- 校内停课以反思行为。
- 停学一段时间。
- 行为契约，概述对学生的期望。
- 转介到校外支持服务机构。
- 退学。





Changchun American  
International School  
长春美国外籍人员子女学校

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挑战、拓展联结、创  
造美好未来。**

