



Sino Bright School



Student & Parent Handbook

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Welcome to Sino Bright School

The Sino Bright BC Offshore School program is designed to offer educational choice to Chinese students interested in expanding and opening their educational horizons.

Using an organized set of learning activities based on North American Curriculum, we will enable students to develop individual potential and to acquire the knowledge, skills and attitudes required in a modern industrial society.

Our further intent is to prepare our students to be able to successfully enter a western school system to achieve higher levels of education.

Admissions

As we accept students based on an interview and a placement test, please make an appointment with the school by phoning 86 10 6553 7171.

Sino Bright School



PARENT / STUDENT HANDBOOK

Sino Bright School

CURRICULUM

The SBS Curriculum will lead to high school graduation and acceptance into a western post-secondary institute.

Class Organization

The school year is divided into two semesters. Grade 12 students will take nine courses over the year. Courses are for one semester except for English Studies 12 which is a two-semester course and all courses will meet for 80 minutes every school day.

School Year

The school year runs from the beginning of September to the end of June.

School Day

The school runs from Monday to Friday, normally beginning at 8:00 am and ending by 4:30 pm.

On rare occasions, due to fluctuations in the Chinese holiday calendar, students may be required to attend school on a Saturday and/or Sunday. Students and parents will be informed of these decisions as soon as we receive notification by the local government. Upon enrollment, we assume that parents and students fully support our rules.

Class Assignments and Timetables

Students are placed in the courses needed for graduation and to help them achieve post-secondary success. The school develops a master timetable and assigns students to their classes based upon criteria such as English skills and past performance. Our intent is to help all students be successful. We make every attempt to keep classes at a reasonable size and balanced throughout the school day. We expect our students to view high school graduation as their first priority.

Attendance and Illness

Since the final standing for each course is based on class assignments and examinations during the semester, regular attendance is essential. With 80-minutes of class time each day, courses progress quickly. Students who are absent are responsible for missed curriculum and assignments. Poor attendance inevitably leads to low achievement. When students are absent because of illness or some other legitimate reason, parents should phone the school to let teachers

know and provide medical certificates. When they return to school, students should meet with their teachers to make catch up arrangements.

We have not passed that subtle line between childhood and adulthood until we have stopped saying "It got lost," and say "I lost it." - Sidney J. Harris



Homework Policy

The development of good home study habits is essential to a success at school. Students at Sino Bright should expect homework and/or study assignments on a daily basis.

Introduction

Children who can develop the perseverance to complete homework tasks each day are learning valuable skills which will be advantageous to them during their education and through later life by highlighting for children and parents the importance of learning at home. Students who develop consistent and conscientious home study habits are better prepared when faced with the demands of university study.

Entitlement

At Sino Bright School we expect that students will complete all homework tasks. As parents you will be asked to support your child in some or all of the following ways.

1. Check regularly that homework tasks are being set by school and are completed by children.

2. Work alongside children to help with spellings, handwriting, punctuation and ideas.
3. Allow time for work to be completed.
4. Hear your child read and/or read to your child.
5. Ask questions about books that have been read, topics covered at school, visits made, club activities etc.
6. Give your learner opportunities to practice their new skills.
7. Encourage learners to persevere with challenging tasks.
8. Inform the school when problems arise.
9. Make sure that work is completed to the best of the learner's ability.

Reporting and Grading

Evaluation is based on continuous daily assessment of student progress. Each student's cumulative achievement is reported with two formal report cards showing percentage, letter grade, effort and teacher comment for each course, each semester.

Grades are reported as follows:

Level of Achievement Reported Percentage

A	Excellent	86 – 100%
B	Very Good	73 – 85%
C+	Above average	67 – 72%
C	Satisfactory	60 – 66%
C-	Pass	50 – 59% (minimal success)
I	Incomplete	Below 50% is in danger of failing

On the final report of each school year, all percentages below 50 % are converted to a pass (P) or fail (F) grade.

Sino Bright School Honor Roll

At the end of each semester and at the completion of each school year, Sino Bright School recognizes outstanding student achievement and service in special ceremonies (**Students who have associated themselves with the practice of cheating in any way will not be considered for awards**). The 'A' Honor Roll designation is based on achieving an 86% average on each of a student's best three courses each semester. Honorable Mention designation is based on achieving an 80% average on a student's best three courses each semester. Students taking fewer than three courses are not eligible for honor roll designation.

Graduating students who are on Sino Bright School's Honor Roll in all terms of Grade 12 will receive honors recognition on their graduation documents.

Sino Bright School Gold Scholar Award

The Gold Scholar Award recognizes top academic achievement across the curriculum. It is given to all grade 10 students who achieve eight A's (final marks) in one school year, to all grade 11 students who achieve seven A's (final marks), and to all grade 12 students who achieve seven A's (by the date of convocation for grade 12's) **(Students who have associated themselves with the practice of cheating in any way will not be considered for awards).**

Assessment Procedure and Appealing Marks (Adjudication)

The entire assessment program is designed to ensure fair and just treatment. Teachers will compile written evidence of student achievement and confer with students on their progress throughout the term. Parents have the right to appeal decisions, which will have a significant effect on their child's education. Official student appeals must be made through parents / guardians.

Procedure

1. Appeal to the Teacher

Parents must first appeal teacher-based decisions regarding their child(ren) with the teacher concerned in an attempt to resolve the issue.

2. Appeal to the Principal

If within seven (7) working days of that meeting the issue is still unresolved or if the parent is not satisfied with the teacher's decision, the parent may then file a Notice of Appeal with the school principal. The Notice of Appeal shall be in writing and shall contain the name, address, and placement of the student and name and address of the parent or guardian, and shall state in general terms the nature of the decision, the reasons for the appeal, and the remedial action sought by the student and/or parent.

3. Appeal to the School Authority If within a further seven (7) working days of that meeting the issue is still unresolved, or if the parent is not satisfied with the principal's decision, the appeal may be taken to the School Authority. The School Authority will meet with the principal, the parent and (if necessary) the student and render a decision to the parent in writing. The School Authority decision will be final.

Children have more need of models than of critics. - Carolyn Coats



Academic Competitions

The students of Sino Bright School will be encouraged to engage in the writing of international academic competitions. (For example: Pascal, Cayley, Fermat and Euclid Math competitions.)

Repeating Courses to Upgrade Marks

Hoping to improve a mark, students may request permission to repeat a course that they have already passed. Permission to repeat requires a student to obtain a recommendation from the previous teacher and the signature of the appropriate department head or the principal. Repeating a course is a privilege, not a right; any students may be removed from classes if they are not attending regularly and/or are not keeping up with assignments.

Program Acceleration

Students who wish to accelerate their program by taking courses in the second semester at the next grade level will need to obtain a written recommendation from the first semester teacher in the appropriate subject area. Acceleration requests will be granted only if there is room in classes after all students at the next grade level have been successfully programmed into classes.

English as a Second Language

An ESL curriculum is provided to students of Sino Bright School. Students are tested for their English language level so that they can be scheduled in a suitable level. The ESL program prepares students for regular classes. In particular, the curriculum seeks to develop new English vocabulary, build on grammatical skills, enhance student ability to 'hear' spoken English, and refine student spoken English.

Computer Research Facility

The school is equipped with a set of desktop computers. Students may access information and develop information literacy skills through the Internet, a networked database and an automated catalogue.

Academic Counseling

Presently Sino Bright School academic counseling services include:

- Help with program and course selection.
- Help solving academic difficulties, and if necessary, arranging for tutorial assistance.
- Information about the school and its functioning (orientation).
- Information on post-secondary training (universities, regional colleges, vocational schools, and registration in the British Columbia post-secondary system).

SCHOOL RULES

Upon enrolment, we assume that parents and students fully support our rules.

Family attitudes and discussion on the importance of honesty and integrity, and the risks associated with drug and alcohol use is of paramount importance in creating an effective partnership between your home and our school.

All rules should be understood and followed in spirit as well as in letter. All are in force from the time a student leaves home to come to school, until he/she arrives back home to the care of his/her parents.

The School's disciplinary response to breaches of conduct will include, whenever possible and appropriate, the positive, constructive elements of community service and counseling. Learning from one's mistakes is vitally important.

When School authorities are made aware that a school rule has been violated when a student is under the jurisdiction of the school, including travel to and from leave and during school trips and tours, due process ensues. Parents are contacted as soon as is possible.

Timely pro-active intervention may pre-empt breaches of school rules which, having occurred, would lead to disciplinary action. Therefore, a student who comes forward, unimpaired, asking for help to overcome a problem with substance abuse will be supported without fear of dismissal, provided he/her agrees to and follows an appropriate course of action, including a zero tolerance contract and counseling, as necessary. The student's family and the School will always be involved to provide support and guidance. Parents should also feel free to bring forward any issue of concern with respect to their own child or to the well being of the community. Any student may also seek help on behalf of a friend to prevent a breach of discipline.

Honesty and Ethics

The following constitute unacceptable conduct:

- Lying
- Theft of any kind, including shoplifting,
- Academic plagiarism (presenting another person's work as one's own)
- Cheating (in prep, tests, exams, or sports)
- Computer theft and interference (e.g. obtaining unauthorized access to staff or student files; changing, damaging, or stealing the computer files of other students or staff)
- Fraud (e.g. use of falsified identification)

- The use of profanity, offensive or hateful language in violation of our Principles of Sino Bright, in any form of communication.
- Possession and/or distribution of pornography

Verbal or Physical Intimidation

Verbal or physical intimidation or harassment of others will not be tolerated, and may result in suspension or dismissal. Sino Bright School is committed to providing fully supportive environment for all students. It was “just a joke ” is not a defense.

Safety and Security

Any behavior, which puts the safety and security of anyone at risk, will not be tolerated. Violation of this regulation will result in at least suspension, if not immediate dismissal.

*Since there is nothing so well worth having as friends,
never lose a chance to make them. - Francesco Guicciardini*



SCHOOL CODE OF CONDUCT

Sino Bright School has a responsibility to provide an education for the children in its district. Every student, parent/guardian, and school staff member receives a copy of the code and receives instructions on how to use it. Staff members may use reasonable judgment on how to apply the code, but the code will be enforced fairly and equitably without discrimination.

Students are responsible for following the code from the time they leave home for school until they return home after school and whenever they are on school property or at any school-sponsored event

Student, Staff, and Parent/Guardian Responsibilities

A student's responsibilities are to:

- Be at school every day unless an absence is excused.
- Bring notes from parents/guardians or physicians for excused absences.
- Be on time and prepared for school and classes.
- Understand and obey school and classroom rules
- Complete class work and homework on time.
- Work to excel academically.
- Respect the rights and property of students and staff.
- Behave in a safe and responsible manner.
- Behave respectfully to others, avoiding profanity, insults, threats, and harassment.
- Follow the school dress code and use proper hygiene.
- Ask teachers or school staff members for help with problems.
- Practice good citizenship by being helpful and honest whenever there is a problem.
- Not threaten, harass, intimidates or assault, in any way any person within the school community
- Respect the legitimate authority of the school staff

A staff member's responsibilities are to:

- Maintain attendance logs for students
- Engage each student in the educational process to promote appropriate behavior.
- Inform the parent/guardian early about attendance, behavior, and/or academic problems.
- Assign appropriate class work and homework and provide clear directions.
- Create a classroom environment in which students can ask for help and feel safe and respected.
- Help students understand class and school rules

- Assist the parent/guardian in finding help with health and social problems.
- Seek training and education in the establishment of safe and successful schools.
- Employ fair and consistent discipline to teach students responsible behavior.
- Set high expectations for student behavior and academics and help students reach their goals.
- Encourage all students to participate in school activities.
- Be a role model who demonstrates self-control and responsible citizenship in the school.

A parent's/guardian's responsibilities are to:

- Stress with his or her child the importance of an education.
- Keep the school up to date on telephone numbers and address changes, medical problems, and family or social problems that may affect his or her child's school performance.
- Notify the school on the day on which his or her child is absent.
- Send his or her child to school on time every day.
- Send notes to school to explain and confirm excused absences.
- Make sure that his or her child has time, space, materials, and help for homework.
- Be involved in what goes on in school and attend parent-teacher conferences.
- Support the school's discipline measures and assist the school with discipline when needed.
- Keep up to date with his or her child's progress and review, sign, and return progress reports and report cards.
- Review the Sino Bright School Student Handbook and Code of Conduct and school rules with his or her child.
- Provide, upon enrollment, a sworn statement on an official form when a student has been adjudicated guilty/expelled for an offense involving weapons, alcohol and/or drugs

Cheating

Sino Bright has a zero-tolerance policy for cheating. Students associated with cheating will receive a mark of 0% on the assignment, quiz or test in question. They will also be automatically eliminated from consideration for any awards or honor roll recognition. This stigma may cause them to have difficulty obtaining letters of reference or endorsements for admissions or scholarship applications as Sino Bright's students are expected to demonstrate a strength of character that the school can be proud of.

Attendance

Every student shall be required to attend school on each prescribed school day and shall not leave school without authorization (as determined by the school's code of conduct).

Truancy

A student who is truant on a frequent basis may be suspended.

Food and Beverages in Class

Food and drinks (except water bottles) are not allowed in classes unless under medical circumstances. Students must have a nutritious breakfast so that they will not feel the need to eat during class time.

Uniforms

The school uniform is mandatory. Students not wearing the complete uniform will face disciplinary measures.

All students are expected to wear the correct uniform each day. The uniform gives the students a sense of being members of the Sino Bright community. It also identifies them as such in the broader community. The uniform should be worn with pride. Choice of summer or winter uniform is at parent's/guardian's discretion as student's clothing needs will differ. On formal occasions students may be requested to wear the winter uniform.

The school requests that parents/guardians ensure that students follow these rules with regards to their uniform:

- The students only wear Sino Bright School uniforms.
- A non – school issue outer jacket can be worn in winter in order to keep warm if the school blazer doesn't suffice. Other jackets should not be worn in warmer weather
- A black belt may be worn if needed
- Please dress your child in layers during the cooler months
- All students are expected to have neat conventional haircuts. Colored or streaked hair is not acceptable. Hair accessories are to be black or the student's hair color.
- Student's earrings should only be silver or gold small studs or small sleepers. A watch can also be worn.
- Makeup and nail polish should not be worn
- Students are expected to be in uniform throughout the entire school day.
- Girls' Skirts must be of appropriate length and within five centimeters of the knee. The waistband of the skirt may not be rolled.
- Students are reminded that they may not wear:

- Suggestive, revealing or transparent attire that may contribute to inappropriate conduct. (Examples: cleavage exposure, short skirts/shorts/high-slit skirts, spaghetti straps, halter or strapless clothing.)
- Clothing that does not cover undergarments completely. (Examples: Baggy or low cut pants or tops that expose undergarments.)
- Clothing that does not cover midriff. (Examples: shirts that rise and expose skin around the waist/back or cropped tops)
- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence.
- Clothing that demeans others with regard to gender, race, sexual orientation, religion, etc.
- Clothing that indicates gang involvement.
- Clothing, jewelry or accessories, which are potentially dangerous.
- Additionally, students are reminded not to be barefoot outside of the dorms. Slipper-shoes are recommended within dorms.
- No visible piercings are allowed. Female students may wear one discrete pair of earrings per earlobe. Male students may not wear earrings through the school day.
- Shoes and appropriate footwear must be worn at all times. Flip-flops and sandals posing a safety hazard are not allowed.
- Violators will be told to immediately return to the dorms for a change of clothing. After repeated violations parents will be notified about potential disciplinary actions

Smoking

Sino Bright School is a smoke free environment. Students should arrive in September nicotine free, they are not permitted to use tobacco. Those who do will face a combination of discipline, education, and, where necessary, medical support, and their parents will always be contacted. Students who disregard this rule may be suspended or dismissed. A condition of return to school will be a conference between the parents/guardians, the student and the principal.

Drugs and Alcohol

A student consuming or possessing intoxicating liquor or drugs on the school premises or at a school function on/off school premises may be suspended or dismissed. The school will always make our community free of the presence of illegal use of alcohol by students.

The student may also be required to participate in medical support.

The possession or exchange of drugs is illegal and is known to have harmful effects on health. No student may come to school having consumed drugs,

consume drugs at school, exchange or possess drugs while attending school or a school-sponsored activity. A student involved in the possession, exchange or use of drugs other than those medically prescribed for the student's use, on school premises or at a school function on or off school premises, may be indefinitely suspended.

Misbehavior on the School Bus

Student safety is a top priority, and misbehavior on a school bus will not be tolerated. Sino Bright School has authority over students from the time they leave home in the morning until they return home in the afternoon. This means that a student's behavior on a school bus will be addressed with disciplinary actions by the school Principal, which may include suspension of bus privileges, in school disciplinary measures, and/or suspension/expulsion from school.

School administrators, teachers, or other school personnel may remove immediately or cause to be removed threatening or violent students from Sino Bright School's transportation system pending any further disciplinary action that may occur.

Failure of a Student to Apply Him/Herself to Their Studies

Where a student repeatedly fails to apply him/herself to their studies, that student may be indefinitely suspended.

Language

A student who uses inappropriate language may be suspended.

Willful Disobedience

A student who is willfully disobedient to a teacher or any other employee of the school carrying out responsibilities approved by the School Authority may be suspended or expelled.

Vandalism, Violent Behavior, Assault or Intimidation (Bullying)

A student involved in vandalism, violent behavior, assault or intimidation may be indefinitely suspended.

Possession of Weapons

Use of a weapon or any implement used as a weapon is prohibited. A student in the possession of a weapon may be indefinitely suspended.

Electronic Dictionaries/Laptops/Mobile Phones/Other Devices

We realize the usefulness of electronic dictionaries, laptops and mobile phones for translating words and phrases to or from one language to another; however, their use as mp3/mp4 players and as any other type of media device is prohibited within the classroom. If electronic dictionaries, laptops and mobile

phones are being used for any purposes outside of teacher-approved academics, they will be confiscated by the teacher and given to the principal for student retrieval. Repeated confiscations will result in a parent conference for student retrieval.

Cell Phones

Most students have cell phones. Sino Bright School's cell phone policy and etiquette apply to their use:

- Turn off in community spaces e.g. Classrooms, cafeteria, common rooms, hallways, and shared activities e.g. meetings, classes, theatre, sports.
- Give cell phone numbers to dormitory supervisor
- Turn off during self-study and after lights out.
- Take with you on leave, travel, runs etc for safety and emergency contact
- Leave your cell phones in your locker during class time.
- Abuse of cell phone privileges will result in their confiscation

Breaches of the Code of Conduct

Serious Violations are those which:

- a. Occur repeatedly;
 - b. May be dangerous to the safety of students, teachers and staff;
 - c. May cause health hazards;
 - d. May constitute criminal acts;
 - e. May lead to indefinite suspension
- Students who do not abide by the code of conduct may be subject to disciplinary measures.
 - The principal must use discretion in determining the seriousness of the situation and in deciding upon consequences. The principal must also ensure appropriate supports are provided to students who violate the code.
 - The following circumstances will be reported to the Beijing Police Department, as well as the student's parents, if there is sufficient evidence that a student while under school supervision:
 - Is in possession of or is trafficking an illicit drug, or
 - Has violated a Chinese federal or provincial statute.

Levels of Discipline

Breaches of School Rules and Policies will result in the following process

Level 1 – Incident Report Form filled out by Staff Member

Level 2 – Student Contract (Parent Meeting)

Level 3 – Student Contract Consequences (In-School Suspension)

Level 4 – Out of School Suspension

Level 5 – Withdrawal from SBS

These levels do not have to be consecutive if the student's safety and the safety of the school is compromised. All levels of student misconduct will be notified to the parent directly and immediately.

Withdrawal

The Principal reserves the right to insist on the immediate withdrawal of any students whose presence is judged harmful to the individual or the community as a whole.

Parent Appeals

Parent Appeals to the Teacher

Parents have the right to appeal decisions, which will have a significant effect on their child's education. Parents must first appeal teacher-based decisions regarding their child (ren) with the teacher concerned in an attempt to resolve the issue.

- The teacher will keep a written record of the discussion, including arguments put forth by the parent. The teacher will maintain the record for one year.
- The teacher will make a decision based on the meeting with the parent and inform the parent of that decision. The teacher will also inform the parent of the right to appeal the decision to the principal.
- The teacher will inform the principal of the meeting and the outcome of the meeting in a timely fashion, including giving the principal a copy of the written record of the meeting with the parent.

Appeal to the Principal

If within seven (7) working days of that meeting the issue is still unresolved or if the parent is not satisfied with the teacher's decision, the parent may then file a Notice of Appeal with the school principal. The Notice of Appeal shall be in writing and shall contain the name, address and placement of the student and name and address of the parent or guardian, and shall state in general terms the nature of the decision, the reasons for the appeal and the remedial action sought by the student and/or parent.

- The principal will consider all such appeals and render a decision to the parent in writing.
- A copy of the appeal, including relevant notes from the teacher's meeting with parents, and the principal's decision, will be kept on file for three years.

Parent Appeal to the School Authority

If within a further seven (7) working days of that meeting the issue is still unresolved, or if the parent is not satisfied with the principal's decision, the appeal may be taken to the School Authority. The School Authority will meet with the principal, the parent and (if necessary) the student and render a decision to the parent in writing. The School Authority decision will be final.

Waiver or Extension of the Time Periods

The School Authority shall have the exclusive right to waive or extend any of the time periods provided in this protocol.

LIVING AT SCHOOL

School Recommendations

What not to wear

- Extremes of fashion and style
- Oversized or revealing clothing and cut offs
- T-shirts with logos oversized or in poor taste
- Clothes in poor condition

What not to bring

- Uninsured valuable and unlabeled personal property
- Artwork any kind showing illicit drugs, or explicitly sexual or violent materials.
- Appliances such as toasters, popcorn makers, kettles. A small, shared fridge is permissible.
- Televisions or entertainment centers
- Expensive jewelry
- Bikes without a full locking device
- Skateboards without full protective gear
- Too much stuff as you will be sharing a dorm

Labeling personal clothing

Before school, please label all footwear, underwear and other personal items (except clothing) permanently. Socks and underwear will not be labeled by our

laundry, as they are washed in net bags supplied in September. Other items of clothing should be labeled temporarily- a laundry marker on the clothing label would do.

Dress in the Cafeteria

In consideration for others, students must present themselves in clean and orderly fashion at every meal. No shirt, no shoes, no service!

Hair

Although some minor, tasteful color changes may be acceptable, students are expected to maintain their hair in a way that meets standards acceptable to the school. Boys must be clean-shaven.

Hats may not be worn inside at any time. Jewelry is discouraged, particularly with school wear. Boys are not permitted to wear earrings at any time. Body piercings, including tongue and nose, are strictly forbidden, with the exception of pierced earrings for girls. Students will be asked to remove body jewelry during term.

Sino Bright uniform and class wear are to be worn with pride, and must not be combined with other items. Student dress at all times must be clean, in good repair, and considered by staff to be appropriate for the occasion and in good taste. Oversized or revealing clothing, or extremes of fashion or style are not acceptable at any time.

Car and other vehicles

You may not bring a car or any kind of motorized vehicle to school. You may not use any car at any time, except with the specific permission in writing of your parents and the adult owners of the car, and your dormitory supervisor's approval.

Computers

You may bring your own computer to school and laptops with appropriate carrying and locks are strongly advised. You must sign and honor the school's acceptable use agreement to access Sino Bright School Intranet and Internet.

Decorating your dorm

Fire and safety regulations are designed to keep you safe. Please cooperate fully and avoid covering or overloading electrical outlets with decorations. Exits must be kept clear, and furniture may not be moved without dormitory supervisor's approval. Please decorate in good taste. Artwork of any kind showing illicit drugs, or explicitly sexual or violent materials is not permitted and will be confiscated.

Inspections

You will be expected to keep your dorm clean and tidy, to create a comfortable living and effective study space. Prefects inspect before classes from Monday to Friday, with dormitory supervisor, assistant or guest inspectors on Saturday after the weekly clean up. A housekeeper is attached to each residence to take care of communal areas.

Manners

Good manners show consideration for others. At Sino Bright, we expect you to:

- Open doors for others
- Eat with your mouth closed
- Not to chew gum while talking to others or during school programs
- Listen without interrupting
- Respect the learning environment of others
- Remember the bell is a signal to the teacher, not permission for you, to finish up class
- Pick up after yourself
- Take hats off indoors
- Be quiet after lights out so others can sleep
- Respect cell phone etiquette
- Push in your chairs before you leave
- Remove earphones in areas for conversation
- Say please and thank you

Meals and Snacks

Our catering manager and executive plan weekly menus in accordance with sound nutrition and student preferences-always a challenge! Please let them know if you have any special dietary needs or food allergies, or if you are a vegetarian. Limit your spending and consumption of junk food!

Money

Learning to manage your own money and live within a budget is a major challenge of boarding school.

Here's what we recommend:

- Never share your financial passwords
- Use a debit card wherever possible
- Carry minimum cash

- Never leave cash or credit/debit cards lying around as a temptation to others.

Protect your property

- Make a list of the serial numbers, brand names and costs of all expensive items you bring to schools such as IPODS, Cell phones, calculators, cameras and bicycles.
- Ensure all expensive items are indelibly engraved before you leave home.
- Look after your own stuff, find a place for everything and put everything in its place.
- Make sure your property is fully insured. Your personal property is not covered by the school's insurance plan.

Self-Study

Self-Study is used for preparation for class. Self-Study runs for two hours Monday to Thursday and is to be used for individual quiet study, completion of assignments, review for tests, research, and reading, writing, thinking and reflecting time. Self-Study is an integral part of the academic day.

Safety Tips

- Cross the highway at the pedestrian light
- Report any suspicious stranger on campus
- Don't bring matches, lighters or candles to school.
- Don't cover smoke detectors or electrical outlets.
- Practice all safety drills and know how to respond (differently) to fire or earthquake
- Manage your own risks by being informed and safety conscious.

Sleep

Sino Bright schedule is busy. Get enough sleep!

*You've got a lot of choices.
If getting out of bed in the morning is a chore and you're not
smiling on a regular basis, try another choice. -Steven D.
Woodhull*



TRAVEL & LEAVE

Sino Bright School works closely with parents in making appropriate arrangement for boarding students when they take leave from campus. **Both Sino Bright and parents must approve all leaves.** Students may not change approved leave and/or transportation arrangements without the specific permission of the Sino Bright School. After any leave, students should be back on campus no later than 8 pm, unless international travel arrangements make that timing unfeasible.

Weekday Leave

To request weekday leave, parents should contact Sino Bright School by phone as soon as possible. Weekday leaves are not encouraged and should only be requested when there is a special situation

Weekend Leave

To request weekend leave, parents should contact Sino Bright School by phone or verified E-mail by Thursday before the weekend.

In granting leave to students to stay with families other than their own, the Sino Bright School must have verification that responsible adult chaperoning will take place. Unchaperoned use of hotels by students is strictly forbidden.

Special Leave

Parents may request Special Leave at any time, directly from Sino Bright School, to support special family events or for compassionate reasons.

Parent Leave

Parent leave, granted by Sino Bright, allows students to spend time during their free time with parents or any adult authorized by parents. Sino Bright School must be informed in advance before a student leaves campus.

Private Transport

Students may be picked up and returned to school by their parents or approved hosts. If a family member under the age of 21 is permitted by parents to collect and/or return their Sino Bright Son/daughter and his/her guests. This must be clearly stated in writing. Both sets of parents must approve, in writing, any transportation arrangement for a boarding student taking leave. Arrangements are specific to the occasion.

Public Transport

Students may use public transport and Taxis for leave, however it is at their own risk.

PURPOSE AND IMPORTANCE OF INFORMED CONSENT

The School asks all parents, students and faculty to set aside enough time to read this informed consent section of the Handbook carefully. All parents are required to fill in the form.

The school's goals for informed consent are:

- To support parents and students in making informed personal decisions

- To increase the transparency of the school’s assessment of risk of school activities
- To inform parents and students of the school’s plans to avoid or reduce those risks
- To streamline the requirements for written consent from parents and students
- To inform faculty of their professional responsibilities and assist their planning and supervisory roles.

CLASSIFICATION OF RISK FOR PROGRAMMES AND ACTIVITIES

In keeping with the principles of risk management, the school reviews and classifies activities according to the assumed level of risk, the incidence and nature of injuries recorded and other available research, to establish relative risk levels (1-4) and safety protocols based on that assessment of risk. Risk assessment guides the school in determine the amount of information that we provide to families about particular programs and activities, and the form of consent that school requires from parents and students.

Assessment of risk is always an inexact science. A student participating in an activity that appears to be low risk can sometimes, through no-one’s fault, sustain a serious injury. Risk is about possibilities and probabilities and risk management is about minimizing those outcomes to the degree possible, based on the knowledge we have.

If, in the view of the school, risks can’t be reduced to an acceptable level, the activity is not offered or endorsed. While we encourage full participation of students in all our programs, we understand that parents’ risk tolerance varies, that parents know their children best and a parent always has the right to say “no” if an activity seems inappropriate for his or her child.

Activities that are a routine part of the school’s program, particularly on campus, are generally lower risk because those activities are likely to have been practiced repeatedly. The competence of the instructors, the staff/student ratios, and the condition of equipment are all known, and the condition of equipment are all known, and thus it is easier to plan more effectively to reduce risk. Because of the nature of some activities, however, there are exceptions, and this document attempts to identify those exceptions with inherently higher risk, or where the school believes that the risks may not be evident to a parent.

The school has identified four relative levels of risk.

Level 1

No evident risk of physical injury beyond normal activities of daily life e.g. academic in-classroom activities.

Level 2

Low likelihood/frequency of injury of any kind, and severe injury or death unlikely e.g. some visual and performing arts, some sports, some social-recreational activities.

Level 3

Increased likelihood/frequency of minor or moderate injury, some likelihood/frequency of moderate injury and the possibility of more serious injury or death e.g., some visual and performing arts, some sports, some social-recreational activities.

Level 4

More frequent minor and moderate injuries and greater possibility of serious or catastrophic injury or death. E.g., Rowing, Rugby, Outdoor pursuits, Skiing/Snowboarding.

POST-SECONDARY OPPORTUNITIES

Post-Secondary Information

Students can access post-secondary information directly over the Internet. In future, post-secondary information will be provided through our Student Services/Counseling Department.

Listing of Post Secondary Institutions – BC, Canada, International

University of British Columbia

Simon Fraser University

University of Alberta

University of Toronto

McGill University

University of Victoria

Grant Mac Ewan University

University of Vancouver Island

University of Fraser Valley

Douglas College

Fraser International College

Conestoga College



CONSENT TO DISCLOSE INFORMATION FORM

信息传送许可表

To protect the rights of students and their parents we require permission from the parents of our students before we send information to schools abroad.

为了保护学生和家长的权益，我们特此在传送信息之前需要得到家长的同意和许可。

We ask the parents of _____ to sign below thus permitting Sino Bright School to forward student demographic information to colleges/universities and other groups that may ask for this information.

我们请求_____的家长签署以下的许可，以保证 SBS 学校能够将学生的个人信息传送到教育部及大学。

Sino Bright School will not forward any student information to agencies not directly involved in the education of its students.

SBS 圣贝斯学校将保证不把学生的资料泄露给任何的中介公司。

I, the parent of _____, permit Sino Bright School _____ (Student Name) To forward demographic, educational and grade information to colleges/universities.

我是_____的家长，同意 SBS 圣贝斯学校将学生的个人资料、学习信息和学业成绩信息传送给加拿大哥伦比亚省及其他省的教育部和大学。

Students Legal Name (name on passport): _____

学生姓名（与护照上姓名一致）：

Students Birth Date: _____

学生出生日期：

ID Number (or passport number for international students): _____

身份证号码（国际学生的护照号）：

Parent Signature: _____

家长签名：

SCHOOL CODE OF CONDUCT FORM

Students are responsible for following the code from the time they leave home for school until they return home after school and whenever they are on school property or at any school-sponsored event

学生从离家到学校直到从学校回家，不管他们在学校还是学校组织的活动中，都有责任遵循校规校纪。

A student's responsibilities are to:

- Be at school every day unless an absence is excused.
- Bring notes from parents/guardians or physicians for excused absences.
- Be on time and prepared for school and classes.
- Understand and obey school and classroom rules
- Complete class work and homework on time.
- Work to excel academically.
- Respect the rights and property of students and staff.
- Behave in a safe and responsible manner.
- Behave respectfully to others, avoiding profanity, insults, threats, and harassment.
- Follow the school dress code and use proper hygiene.
- Ask teachers or school staff members for help with problems.
- Practice good citizenship by being helpful and honest whenever there is a problem.
- Not threaten, harass, intimidates or assault, in any way any person within the school community
- Respect the authority of the school staff

每日来校，不来校需要原因。学生的职责有：

- 学生如果请假，需把家长或监护人或医生的假条给校方。
- 到校准时，有充足的时间准备上课。
- 理解并遵守学校及班级课堂纪律，遵守可接受的行为举止。
- 按时完成课堂任务及作业。
- 尊重学生和员工的权利和财产
- 举止大方。
- 尊重他人，避免亵渎语言，侮辱，恐吓和骚扰行为。
- 遵守学校服装规范，并注意个人卫生。
- 如果有问题，可咨询老师或校方工作人员。

- 出现问题时，要体现文明礼貌，助人为乐，真诚待人。
- 如果学生 18 岁或以上，申请退学需要完成退学申请表。
- 准确记录年级，出勤情况和表现情况。校方人员的职责有：
- 学生一天没有出勤，校方人员要记录学生缺勤出勤情况。
- 在每个学生的教育教学过程中宣传合理的行为举止。
- 提早告知家长/监护人学生的出勤，举止并且/或者学术问题。
- 分配合理的课堂作业和家庭作业并提供明确的指导。
- 创造课堂环境，在此环境中学生能够寻求帮助并感到安全并受到尊重。
- 帮助学生理解课程和学校校规以及行为举止规范。
- 协助家长/监护人在健康及社会问题上寻求帮助。
- 参加培训和教育建立安全并优秀学校。
- 采用公正，长期的方法教导学生要有责任心。
- 给学生在行为，学术上制定高要求，帮助学生达到他们的目标。
- 鼓励所有学生参加学校活动。
- 树立榜样，在学校里展现自制能力和负有责任心。

家长/监护人责任有：

- 对孩子的教育给予重视
- 记录学校最新的电话号码，地址，医疗，家庭或社会问题，这些也许会影响孩子在学校的表现。
- 如果孩子请假，家长要通知学校。
- 每天送孩子准时到学校
- 确定，孩子有时间，地方和资料做家庭作业。
- 参与学校活动并参加教师家长座谈会。
- 支持学校的奖惩办法并且，需要的时候协助校方执行奖惩措施。
- 跟踪孩子的进步状况并回顾，签字并交回进步报告和卡片。
- 与孩子一起学习学生手册和学生规范及学校规范
- 学生被学校认定因违反了校规，携带武器，酒精或禁止的毒品为违反纪律或逐出学校在入学时提供正式的表格。

Student Signature: _____
学生签名：

Parent Signature: _____
家长签名：

STATEMENT OF PERSONAL RESPONSIBILITY

Sino Bright School is a safe and caring community of learners and teachers. The wellbeing of each member of our community depends on everyone's commitment to live here according to the Sino Bright School Code of Conduct, Principles of Community and the school handbook for parents, students and staff 2010-2011. Thus, every student, together with his/her parent(s), is asked to read, reflect upon and sign the following statement each year before the start of school.

As a member of the Sino Bright community, I understand the need for mutual respect, honesty, kindness and decency, and realize these attributes make us all better human beings. I know that I must accept personal responsibility for my own attitudes, words and actions.

To comply with the law, and to ensure our campus remains a safe, healthy learning environment, I agree to support my own education and wellbeing, and respect the professional commitment of the faculty, I pledge to keep my mind clear and unimpaired by my use of illegal substances or abuse of any chemical substances. During the school year, should my behaviour ever suggest evidence of use of such substances, I give my consent to taking a drug test or a breathalyzer, administered by the school, in accordance with our School Medical Team protocol.

My signature below confirms I have read and understood the Sino Bright School of Conduct, the Principles of Community, and the school Handbook for Parents and Student. I promise to do my best to live up to the school's ethos and expectations of me.

Student name (Please print clearly)

Student Signature