



Teacher and Parent Handbook

2017-2018

SCHOOL POLICY

学校规章制度

General Student Rules

British Columbia Academy is an Independent BC School operating within the Nanjing Foreign Language School. The administration reserves the right to take appropriate disciplinary action, including suspension or expulsion, for activities of a student that are considered detrimental to the welfare of the school, other students or staff. These actions are always in consultation with NFLS. These actions reflect the nature of a BC High School rather than a Chinese high school. Students are subject to school rules and disciplinary action for incidents of misconduct occurring during school or while attending school-sponsored activities whether on the school campus or off the campus. If our students live in the NFLS dormitory, they are subject to the rules of NFLS regarding dormitory behavior and British Columbia Academy rules of acceptable behavior. The NFLS rules for dormitory behaviour are clearly communicated to all dormitory students at the beginning of the year and there are dormitory supervisors who reinforce these rules throughout the school year.

南京外国语学校的中加国际高中是一所设在南京外国语学校内的加拿大 BC 省独立海外学校。当学生的行为被认为是损害学校和其他学生、教职员工的利益时，学校保留采取包括暂时停学或开除的相应纪律措施的权利。这些措施总是与南京外国语学校商量后做出的。这些措施反映了加拿大高中的准则，不同于中国高中。学生必须遵守学校制度和行为准则，学生在学校或在校园内外参加学校组织的活动时发生的不当行为事件将受到学校的纪律处分。若中加班学生住南京外国语学校的宿舍内，他们必须遵守南京外国语学校的宿舍准则和中加班有关宿舍的规则。南外的宿舍准则在学年开始时就明确告诉所有住校生，校内有辅导老师监督执行这些规定，任何违反这些规定的行为须及时通知中加班。

Student Discipline Protocol

学生纪律规定

Teachers will be handling most of their own discipline problems. If the offense is serious enough, or in the case of repeated defiance of a teacher 担 or staff member 担 authority, school administration will intervene. Teachers will track and document all cases of student misconduct serious enough to disrupt other students or the educational program. There will be clear, consistent and fairly administered consequences. The most common problem staff will face is tardiness, absent without permission or frequent absence without reasonable cause.

教师须处理这些纪律问题。如学生严重违反学校纪律，学校将进行干涉。对于学生的不当行为事件，严重损害其他学生或教学计划时，教师将加以追踪，并以文件形式记录下来，将有明确的、经常性的和公平的行政结果。学生迟到，不请假缺席或没有正当理由经常缺席，这将是教职员面临的最普遍的问题。

The general procedure is: **step one** - teacher handles discipline and management within the classroom, and a warning will be issued; **step two** - if not satisfactorily resolved, the issue is referred to the principal and a verbal warning is given; **step three** if behaviour continues, parents are called and a written warning is placed on file; **step four** - if problem continues then the issue is referred to NFLS; **step five** - the problem is resolved at this level in consultation with parents and B.C.A Principal.

处理这些问题通常的程序是：第一步，教师在教室内处理这些纪律问题；第二步，如这些问题没有圆满的得到解决，将反映到校长那里，将出示书面警告；第三步，如违纪行为继续发生，家长接到通知，书面警告存档保留；第四步，如问题继续发生，将报告至南外；第五步，在与家长和中加校长商量的基础上问题得到解决。

Privacy and Student Records

学生档案及保密性

Information is collected from students under the regulations of the BC Ministry of Education and the regulations of Jiangsu Education Bureau. This is referred to as student records.

按照加拿大 BC 省教育厅和江苏省教育厅的规定，学生需向学校提供有关信息以建立学生档案。

BCA is responsible for maintaining and protecting the personal information under its control. As such student records are kept in a secure place with restricted access only by those authorized. Any information kept electronically is managed appropriately with passwords and security measures that limit access by unauthorized personnel.

中加国际高中（以下称 BCA）负责保管和保护学生个人信息。作为学生档案学校会安全存放，只有经严格授权的人员才能修改和访问。全部保存在电脑里的信息均采取适当的密码和保密措施以限制任何别人存取信息。

At the time BCA collects this information we identify the purposes for which the information is collected, used and disclosed.

BCA 在收集信息时就确定所有收集的信息的使用是有目的的、严格保密的。

BCA relies on consent when collecting or disclosing personal information except where the law or regulation states exemptions or grants requirements for collection, use or disclosure. Consent may be expressed, implied or deemed. On giving reasonable notice to BCA, individuals may withdraw consent. Consent may be withdrawn except where

required or permitted by law or regulation

BCA 只有在得到许可的情况下才会收集或披露个人信息，除非法律法规对个人信息的收集、使用或披露有免除规定或作出要求。许可可以是明示的、默示的或推定的。只要向 BCA 发出合理通知，个人即可收回上述许可。许可是可以被收回的，除非法律法规另有要求或规定。

BCA will only use, disclose and retain personal information for the purpose for which it was collected and will comply with the regulations and law related to the use of personal information.

BCA 对个人信息的使用、披露和保有将仅仅出于其收集个人信息的目的，并严格遵守与个人信息相关的法律法规的规定。

Unless consent is withdrawn, BCA will disclose personal information to its partner school (NFLS), to the BC Ministry of Education through the PEN registration system, to other educational institutions, and to Citizen and Immigration Canada.

除非许可已收回，否则 GCA 将通过 PEN 注册体系向其合作学校 (NFLS)、BC 省教育厅、其他教育机关以及加拿大的公民和移民部门披露个人信息。

BCA uses personal information:

BCA 对个人信息的使用将

- to communicate with parents and provide educational services;
- to operate its administration function; and
- to provide other specialized services when required
- 用于和家长交流并提供教育服务；
- 实现管理功能；和
- 根据要求提供其他特定的服务

BCA will ensure that all information collected is accurate and up to date and may on occasion request updated information from students or parents.

BCA 将确保所收集的所有信息是准确和及时的，且会不时的要求学生或家长对信息进行更新。

At any time, students may request to see the information that is on file. Given notice, parents may access and verify school records of their son or daughter.

在任何时候学生都可以要求查看档案中的信息。家长也可以发出通知，以对其子女的学校档案进行查阅和查证。

Protecting the Privacy of student information is also related to confidentiality and professional conduct on the part of the BCA staff.

学生信息私密性的保护将具有保密意识和职业素质的 BCA 员工负责。

Professional Conduct

职业素质

BCA requires that all of its employees show the highest standard of professional conduct in carrying out their responsibilities towards their students, parents and colleagues. These statements reflect the need to maintain high standards of professional service and conduct toward students, colleagues, and the community at large. This standard of conduct should be applied in all of the following situations:

BCA 要求其所有员工在对~~学生~~、~~家长~~和~~同事~~履行~~职责~~时表现出最高标准的职业素质。这些要求将反映在要求其~~对学生~~、~~同事~~及在~~周围社会~~环境中~~维持~~高标准的~~职业行为~~和~~素养~~。

Confidentiality

保密性

BCA staff respects the confidential nature of information concerning students and the school, especially regarding students' progress. This information should only be shared with those who have a direct involvement in the students' academic program, the student's welfare, or school operations including the students' custodial parents.

BCA 员工尊重与~~学生~~和~~学校~~有关的信息的保密性，尤其是与~~学生情况~~有关的信息的保密性。上述信息只有与~~该学生~~的~~学习计划~~、~~学生福利~~或~~学校运作~~包括~~学生的监护人~~等直接相关的人员才能了解。

As a general principle, all employees should refrain from discussing or disclosing information about our students to those that have no direct involvement with the students.

一条基本原则就是，所有员工不得向与~~学生~~没有直接关系的人~~讨论~~或~~披露~~与~~学生~~有关的信息。

NOTE: It **shall not** be considered a breach of confidentiality for a staff member to follow legal requirements or official protocols of BCA in reporting child protection issues.

注：如~~员工~~是遵守~~法律规定~~或~~BCA~~在~~汇报~~儿童~~保护~~情况方面~~签署~~的~~正式协议~~的要求，~~则~~不得~~被视为~~该~~员工~~违反了~~保密~~规定。

Student Relations

学生关系

BCA staff speaks and acts toward students with respect and dignity and deals judiciously with them, always mindful of their individual rights and welfare.

BCA 员工对学生讲话或作出行为时将尊重和**维护学生尊严**，并公正的对待学生，并**时刻谨记学生的个人权利和福利**。

Staff also recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material or ideological advantage. 我们的员工也认识到对个别学生的优待的确存在，但必须防止该优待带来任何实质性或意识上的好处。

Colleague Relations

同事关系

An effective school requires a strong professional and supportive relationship among all of the staff. When disagreements occur, they should be dealt with openly and with respect for all points of view. Nothing should be done or said that could undermine the confidence of the employees, students and parents. The reputation of the school plays a major role in its success and undermining that confidence does a disservice to the school and our students.

一间有效率的学校，其**员工之间一定存在着紧密的专业合作和互相支持的关系**。如果有分歧，也将很透明的解决，并尊重所有不同的**观点**。不得有任何**行动或语言破坏学校的员工、学生和家长的信心**。学校的声誉对学校能否成功至关重要，**动摇信心就是对学校和我们的学生的伤害**。

When disputes arise, it is usually preferable to deal directly with the person with whom you have the dispute. If that is not deemed appropriate the assistance of the Principal should be requested. If this does not resolve the concern, then the Principal may request the assistance of the Company for resolution.

如果有争议产生，通常建议与争议的直接相对人处理解决。如果认为这样处理不恰当，则可以寻求校长的帮助。如果还不能解决问题，则校长可以要求公司提供协助以获得解决。

Admissions Policy

2017-2018 BCA STUDENT SELECTION PROCESS

OVERVIEW - Review current entrance exam process, admission requirements and admission averages of incoming students.

BCA Procedure for Student Recruitment 2017

The Jiangsu Provincial Education Board (JPEB) recruitment guidelines were implemented and again furthering control and monitoring of the NFLS student selection process. These guidelines have extended into all of the international programs that are a part of NFLS (BCA, the IB, and the A-Level program).

Again this year, in the NFLS recruitment process, BCA was included in the 4-star category in the *Jiangsu Provincial Education Guide* (measure out of 5, 5 being the top students/schools) meaning that the recruitment of students would come from the pool of students who met the minimum 420 zhong kao (*high school entrance exam) score requirements for admittance to a 4-star school. These measures standardize and monitor potential applicants with the hopes of minimizing personal preference/bias (guan xi) of applicants being accepted to the school. Prior, NFLS and GCA were independently recruiting students with more variables outside of final grades/test scores.

NFLS set a requirement that the school should recruit 60 of the 100 new BCA students from Nanjing, and the remaining 40 students could be from outside Nanjing.

NFLS IB/BCA/A LEVEL Open House - May

As an opportunity to advertise NFLS, along with the IB program, BCA and the A-Level program, the school held an Open House information session on the first floor of the NFLS cafeteria. At the Open House, tables were set up to pass out brochures of the programs offered, provided a forum to answer any questions that parents had about the school. Information on registration for the upcoming entrance exams was provided. NFLS did a general overview session outlining the differences on all of the NFLS program first. Later in the afternoon, BCA held a presentation outlining the BC graduation program, frequently asked questions, a short video and presentation from administrators, teachers, current and former students.

NFLS Entrance Exam - May,

Hundreds of registered NFLS students wrote a standardized test in English, testing their overall abilities in math, science, social studies, and English - written in English. The purpose of this exam was to filter out the lower performing students from entrance into NFLS.

BCA, IB, & A-LEVEL TESTING - May,

The NFLS international programs teamed up to develop and deliver a comprehensive English entrance exam, testing proficiency in English. The exam was divided into two parts, 1) Reading & Writing and 2) Listening & Speaking. The Reading & Writing component of the exam was combined with true, false or not available questions and a second portion included an essay writing task. The Listening & Speaking component of the exam composed of an interview from a native English speaker, who graded the conversation with a standardized rubric.

ENGLISH EXAM FOR STUDENTS OUTSIDE OF NANJING

For students who were not available to write the first English entrance exam or who are students outside of the NFLS community, there was no alternate exam available.

RELEASE OF EXAM RESULTS - July

All scores for the Zhong Kao and the English entrance exam results released to students. From this point on, prospective BCA parents and students would submit their Zhong Kao scores and reports to Madam Dong for a background check. The remaining applicants were selected with a formula - balanced between high Zhong Kao score, a background check (including guanxi), and possibly a subpar English entrance exam score. This selection process was carried out by Mr. Wei, and Madam Dong in cooperation with the other international program advisors and the JPEB. BCA administration will receive the name list of new students in late August, after their arrival in Nanjing.

Recruitment & Admission Recommendations

- Further security for the NFLS entrance exam.
 - Record all entrance exam scores before final submission. Include English and Chinese translations with names.
- Guanxi students should only be admitted above and beyond the student enrollment cap if it is imperative for them to attend BCA. If no, the application for a HS in Canada can be a compromise, and upon their completion of their first year they could be considered for admission to the next appropriate grade level at BCA.
- Students should only be admitted to BCA if BCA is provided adequate resources to help them be successful.

Upon admission to BCA, parents sign a contract that outlines the tuition fees and other additional costs associated with the educational program.

如 BCA 准许入学, 家长应与学校签署一份列出了学费和与教育课程有关的其他杂费的合同。

Awards 奖励

Each quarter of every academic year, the school holds an awards ceremony. During this time BCA acknowledges the efforts of our students.

每学年的每四分之一，学校都会召开**奖励大会**，以对学生的努力进行肯定。

- Academic Achievement – there are **three categories** for acknowledging a student's academic achievement
- **学术成绩**——分为三类，肯定学生在学术上取得的成绩

Magnum Cum Laude: the grade point average in all subjects (Canadian and Chinese) must be greater than 90%

一等奖:所有学科(中国课程和加拿大课程)的平均分**必须超过 90%**。

Summa Cum Laude: the grade point average in all subjects (Canadian and Chinese) falls between 80% to 89.9%

二等奖:所有学科(中国课程和加拿大课程)的平均分在 **86%和 89.9%之间**。

Field trips and Excursions

户外旅行和远足

BCA encourages learning experiences outside the normal classroom. This is an essential part of meeting the Learning Outcomes for the B.C. Curriculum. All excursions are planned within the following guidelines:

BCA 鼓励学生也在教室之外获取经验，这也是达到 BC 省课程计划学习成果目标的一个关键部分。远足将根据下列方针进行计划：

- linking to school goals and learning outcomes;
- purpose of the trip in relation to school objectives or to course objectives
- availability of staff for supervision and student safety
- parental permission
- coordinating with the Chinese teachers;
- making up for missed classes;
- transportation;
- the timing (day, evening or weekend);
- principal consent; and
- additional costs
- 与学校的目标和学习成果相关；
- 旅行的目标与学校的目标或课程的目标相关；

- 学校员工能够进行监督并照管学生的安全
- 获得家长同意
- 与中国老师协调；
- 未上的课将补足；
- 交通；
- 时间（白天、夜晚或周末）；
- 校长同意；和
- 额外费用

As a general rule the Education Bureau regulations do not permit overnight trips or trips that go outside the city limits. Planning for these types of trips involves NFLS and requires extra time.

一条基本规定是，教育局的法规不允许进行过夜旅行或城外旅行。对这些类型旅行的计划需要 NFLS 参与并需要更多时间。

Student Illness and Medical Care

学生生病和医疗看护

NFLS has an infirmary. When students are ill and want to go home there is a procedure that is followed. We first ask the student to check with the in-house doctor at NFLS. Then they must use the student permission form in order to be released from classes. This form requires signatures. The main office supplies these forms.

NFLS 设有医务室。当学生生病想回家时，必须要遵循下列程序。我们会首先让学生在 NFLS 的驻校医生处进行检查，并让其填写学生病假表使学生能够放假。病假表需要两人签字。教务室备有这些表格。

Student Safety

学生安全

Student safety is always a concern to our staff. In the science labs teachers will follow standard safety protocols. During PE classes teachers need to be aware of the potential for student injury. The same cautions apply to student field trips. If a teacher sees an unsafe condition in the school building or school grounds they should report this to the administration.

学生安全一直是我们的员工关心的。在实验室老师将遵循标准的安全规定。在体育课上老师需要留心学生受伤的潜在风险。同样学生的户外旅行也得到教职员工的关心。如果老师发现教学楼或学校操场存在不安全的情况，应立即报告行政管理部门。

Accident and Emergency

事故和紧急情况

For minor injuries such as cuts or scrapes, the administration office has an emergency first aid kit. For more serious injuries, the student is referred to the NFLS medical clinic and their parents or guardians are notified by phone. Depending on the severity of the injury, an ambulance may have to be called. The Medical clinic will make the assessment.

轻微的受伤如割伤或抓伤等，行政办公室备有急救箱。如果受伤更严重，则推荐学生去看 NFLS 医务门诊，并用电话通知其家长或监护人。根据受伤的严重程度，可能会呼叫救护车。医务门诊将进行评估。

Fire Safety and Evacuation

火险和避险

Once a year BCA conducts a full fire drill with the District Fire Department. See attached procedures and protocols. These are posted in all rooms.

每年 BCA 都会联合消防火险部门进行一次全面的防火训练。见附件中的程序和规定。

Responsibilities of Computer Users

计算机用户的责任

Actions performed or initiated on the computer must reflect honesty and ethics from all of our students and staff. Computers and software are intended for education and communication.

在计算机上进行或开始的行动必须反映出我们的学生和员工的诚实和道德水平。计算机和软件都应用于教学和交流。

BCA maintains a computer lab in NFLS. Computer use rules of NFLS and BCA apply in the computer lab.

BCA 在 NFLS 设有计算机实验室，适用 NFLS 和 BCA 的计算机使用规定。

Students are not permitted to use the computers in the staff room.

不允许学生在教职员工室使用计算机。

General Rules for Computer Use:

计算机使用的基本规定：

- Using email to send offensive, obscene, or harassing messages is strictly forbidden.
- The playing or downloading of games on computers is prohibited.
- Hacking into the system, disrupting the system or interfering with the work of others is forbidden and serious consequences will result.
- Users are not allowed to download, install, or copy software without the explicit permission from a supervising staff member.
- Users shall not tamper with, vandalize or obstruct any computer system(s).
- Users are not allowed to access Internet sites that violate moral standards or display offensive material
- Chat rooms are not to be used.
- 严格禁止使用 email 散布攻击性、淫秽或扰乱信息。
- 禁止在计算机上玩游戏或下载游戏。
- 禁止侵入系统、扰乱系统或干扰他人工作，否则将有严重后果。
- 如无监督教职员工的明确允许，不得下载、安装或拷贝软件。
- 不得干预、破坏或妨碍任何计算机系统。
- 不得浏览侵犯道德标准或显示攻击性内容的网站。
- 不得使用聊天室。

Passwords must remain secret. Any attempt to log in as a system administrator, break into restricted or private files, or introduce a virus into the system will result in suspension and possible expulsion.

密码必须保密。如试图以系统管理员身份登陆、打开受到限制或私人文档，或在系统中引入病毒，将会导致受监管和可能的开除。

Dormitory 宿舍

BCA students that live in the NFLS dormitory are subject to the rules of NFLS regarding dormitory behavior and BCA rules of acceptable behavior. The NFLS rules for dormitory behavior are clearly communicated to all dormitory students at the beginning of the year and there are dormitory supervisors who reinforce these rules through out the school year. Any violations of these rules are communicated to BCA. BCA students must pay an additional fee to NFLS for student accommodation.

居住在 NFLS 宿舍的 BCA 学生必须遵守 NFLS 关于宿舍行为的规定以及 BCA 关于可接受行为的规定。每年一开始都会向所有的住宿生明确宣讲 NFLS 关于宿舍行为的规定，宿舍

管理员将在整个学年贯彻实施这些规定。违反任何规定都将会立刻通报给 BCA。BCA 学生必须为住宿而向 NFLS 缴纳额外费用。

Note: dormitory students are the responsibility of NFLS except when said students are in the BCA buildings or attending GCA classes at other locations. During the evenings and weekends if dormitory students are off campus participating in a school sponsored function then those students are the responsibility of BCA. Dormitory students cannot attend public venues or public gathering places in the evenings. They may attend functions at public places during the day or weekends during the daytime hours only. They cannot be out in the evening.

注:住宿生由 NFLS 负责, 当住宿生位于 BCA 建筑物内或在 BCA 其他地点的教室上课时除外。如果住宿生在晚间或周末离开校园参加学校组织的活动时, 则住宿生由 BCA 负责。住宿生不能在晚间前往公共地点或公众聚集地。住宿生只能在白天或周末的白天时间里参加公共地点举行的活动。住宿生夜晚不得外出。

Permission to attend school events for dormitory students is granted by the Chinese Home teachers who will act “in Place of Parents” and can sign permission slips.

住宿生参加学校活动是由中国住校老师批准的, 这些老师担任“驻校家长”的角色, 并可签发批准单。

Late and Absent from Class

上课迟到和缺席

Students must have written permission to miss classes or be excused from class. When absent from school due to illness, injury or other reasons, they must bring a note from home, signed by their parents explaining the reason. Attendance is reported on a daily basis to the main office. Records are kept. Chinese home teachers also keep an attendance record. Students must get all of their teachers to sign their absent slips , before having it sign by the Principal.

学生必须持有书面批准才能不上课或离开课堂。如因生病、受伤或其他原因离校, 则学生必须从家中带来由家长签字说明原因的便条。学生出勤情况将每天告知教务办公室, 并保存记录。中国住校老师也保存有出勤记录。

Absent from class or school without permission is serious. Escalating consequences for being absent or late from class without permission are laid out in the Student Rules. Long term absence without valid reason can affect the student’s eligibility to write final examinations or to receive credit for the course since the required hours of instruction may be insufficient, under the B.C. Independent Schools Act.

未获批准即旷课或离校是非常严重的情况。《学生手册》里规定了学生旷课或迟到的严重后果。根据 BC 省《独立学校法案》，无正当理由长期旷课会影响学生最后书面测验的合格，或影响学生不能获得该课程的学分，因为学生的课时不满。

NFLS and BCA have joint authority over this matter and any consequences comply with NFLS regulation, the School Act, Chinas regulations and the contract that parents signed.

NFLS 和 BCA 对这一事项具有联合管理权，任何后果措施均符合 NFLS 的规定、《学校法案》、中国法律和家长签订的合同。

Long Term Absence

长期缺勤

When parents are planning to remove students from school for an extended amount of time such as for a testing period, or vacation, they are requested to discuss their plans with the school's Principal and the Students' teacher well in advance. The Principal and Student, in consultation with the teachers may recommend alternate activities for the student to complete while absent or may recommend that parents reconsider their decision to remove the student for this period of time if this will be detrimental to the Students' progress.

Excused Absences

获准缺勤

An excused absence is defined as absence due to:

获准缺勤是指下列情况下的缺勤：

- a personal illness or injury
- medical and dental appointments
- death in the immediate family
- attendance at a funeral or special religious holiday
- other emergencies or unusual circumstances as approved by the administration.

Students are still required to meet with their teachers to ensure that they obtain any educational materials that they have missed while absent.

-生病或受伤

-看医生或牙医

-直系亲属死亡

-参加葬礼或特别的宗教假日

-由学校行政部门批准的其他紧急情况或特殊情况

Other General Student Rules

其他学生基本规则

Leaving Campus: Students are not permitted off campus without written permission. Parents will be notified if a student leaves campus. Written permission must be kept on file in the Admin office.

Alcohol & Drugs: Possession, distribution, sale or use of alcohol or drugs is not permitted on campus or on any school event off campus - suspension or expulsion will result.

Cell Phones, MP3 Players, iPods etc.: Cell Phones, MP3 Players, iPods etc. are not permitted in BCA classrooms, unless instructed to use them by the teacher for educational purposes. If students use any of these devices other than for educational purposes, the teacher will follow the classroom rules that the students have been informed off by the teacher,

Eating and Drinking in class: Each teacher should have their own respective rules on eating and drinking in classrooms. These rules should be followed consistently.

Plagiarism and Cheating: All students are expected to be honest in their academic work. Any attempt to submit someone else's work own, copying homework, plagiarism or cheating in any way is not permitted. The result will be an "F" on the exam or assignment and may result in suspension or expulsion from BCA. Cheating during final exams will result in a fail on the exam, immediate notice to NFLS, a parent meeting and an appropriate punishment will be decided on in conjunction with the teacher.

Dress Code: Students are required to wear their NFLS or BCA school uniform. Students are able to wear clothing of their choice underneath the uniform, but the top layer must be a NFLS or BCA uniform.

Public Displays of Affection: Public displays of affection are not permitted on the campus or at school events.

Hair and Jewelry: Dying hair, wearing earrings, nose rings or other body piercing and tattoos is not permitted. Students will be warned and advised to remove articles or to dye their hair back to the original color. If the situation does not change, parents are advised and a letter will be placed on the student file.

Fighting: Any deliberate, aggressive physical contact with another person that might result in an injury is considered fighting. “Play fighting” or “horsing around” can also result in injury and is prohibited. For the first offense the student will receive a warning and a letter will be placed on file. A second offense will result in a parent meeting and notification of NFLS.

Harassment, Intimidation and Bullying: BCA has zero tolerance for harassing or bullying behavior. All reported incidents will be investigated. For the first offense, a student’s parents will be called, NFLS will be notified and the student will be placed on a Behavior Contract. For the second offense, they student will be expelled.

Obscenities and Profanity: All students are expected to use appropriate language (both English and Mandarin). This also refers to words or slogans on clothing.

English Only Zones: All students must speak English in classrooms and other designated English Only zones. If a student speaks a language other than English in class, based on the discretion of the teacher, a student will receive an English Only violation ticket and will be required to complete an extra English assignment. Once the assignment has been successfully completed, a student will have their signed ticket returned to their teacher, and the teacher will add their mark back to their final mark.

Tobacco Use: Smoking is unacceptable on campus an on school trips and in the general vicinity of the school at any time and will result in a warning letter, a letter being placed on the student’s file for a second offence and a third offense will result in parents being called in for a meeting. Teachers are also not able to smoke in front of students at BCA this year.

Hats and Sunglasses: It is not appropriate to wear hats or sunglasses in BCA classrooms.

Student Lockers: At the beginning of the year, students will rent a locker from the school. For a small yearly fee each student will be given his/her own locker key. The students are responsible to copy and hold onto their own keys. The office does not have an extra copy of any student locker keys. Anything left in the locker at the end of June will be disposed of and all locks on all lockers will be changed.

Staff Rooms: Students are not permitted in staff rooms unless invited by a teacher. Admin Office: Students are not permitted inside the Admin office unless invited by a teacher or a staff member.

Computer Use: Computers are for educational and communication purposes for all students, teachers and staff. There are computers in the library for student use. These computers are intended for schoolwork only. Students may use these computers before and after school and during breaks as appropriate. In order for a student to use the library computers during class time, a student will need written permission from the classroom teacher. BCA maintains a computer lab in the NFLS building. Computer rules

of NFLS and BCA will apply in the computer lab. Students are not permitted to use the computers in the staff room, unless a teacher grants permission.

Detentions, English Assignments, and Volunteer Work Assignments: Detentions, extra English assignments, or volunteer work assignments will be given to students who do not follow school rules at the discretion of teachers and staff.

其他学生基本规则

离校:学生没有**书面许可**是不允许离开学校的。如果学生离开学校,学校将会告知**家长**。学生所写的**许可**必须保存在**校长办公室**的文档里。

酒和药物:在校或离校时,拥有、散发、出售或者使用酒和**药物**是不允许的。学生将会被停学或开除。

手机、MP3 播放器、iPods 等:在中加班的**课堂上**,手机、MP3 播放器、iPods 等是不允许使用的。如果学生在**课堂上**使用**这些设备**,将会被没收一天。第二次**违规**,设备将会被没收一周,第三次将会是一个月。当**设备**被没收一周甚至**超过一周时**,学校将会通知**家长**。

在课堂上吃东西和喝饮料:每个老师有自己对于在**课堂上**吃**东西**和喝**饮料**的**规定**。学生需要遵守**这些规定**。

抄袭和作弊:所有学生都要**诚实**的对待自己的**学术**工作。任何**尝试**去上交**别人的作业**、抄**家庭作业**、**抄袭**和**作弊**是不允许的。**结果**会在**考试**或者**作业**中得到不及格,导致学生会被中加班**停课**或者**开除**。在**期终考试**中作弊,会导致学生不能**通过考试**,并通知南京外国语学校。老师会与**家长谈话**,并且决定一个**对学生合适的惩罚**。

着装:学生要穿南京外国语学校或者中加班的**校服**。学生可以在校服里面穿自己的衣服,但是穿在最外面的**必须是校服**。

公共示爱:公共示**爱**是在校内或者学校**活动**中不允许的。

头发和珠宝首饰:染发、戴**耳环**、**鼻环**或者在身体上**纹身**是不允许的。学生会被警告并且**摘除首饰**或者染回原来的**颜色**。如果学生不**改进**,学校会通知**家长**并且有一封信会保留在学生的档案里。

斗殴:任何故意,具有侵略性与他人**发生**的身体冲突并造成**受伤**会被**认定为打架**

具有侵略性与他人**发生**的身体冲突并造成**受伤**会被**认定为打架**。因**玩笑打闹**或者**胡闹**造成的**受伤**也是被禁止的。第一次**违规**学生将会受到警告，并且有一封信会保存在学生的文档中。第二次**违规**，学校会与**家长谈话**并且通知南京外国语学校。

骚扰、恐吓和威胁:中加班不容忍任何**骚扰和威胁行为**。所有**上报**的事件都回被**调查**。第一次**违规**，学校会通知学生**家长**和南京外国语学校并且学生将会被列入**行为契约**中。第二次**违规**，学生将会被**开除**。

淫秽和褻渎:所有学生都必须使用适当的**语言**(中文和英文)。这个要求同时适用于衣着上的文字或者**标语**。

纯英文的环境:所有学生在教室及其他规定的**纯英语环境区**必须使用**英语**。如果一个学生使用了**英语以外的语言**，老师可以酌情**处理**——学生将会收到“**违反纯英语**”的**罚单**，并要求完成一项附加的**英语作业**。当学生成功地完成此项作业后，**该生**将可以拿回被**签过字**的**单子**并且**交还给**老师。最终老师会把因**罚单**而扣除的分数**补回**。

吸烟:任何**时间**、任何情况下，在校内、**学校活动**以及**学校周边**吸烟都是被禁止的。第一次**违反**，学生将会收到警告信。第二次**违反**，学校将会把警告信放入学生档案。第三次，老师会与**家长进行谈话**。老师也不允许在学生面前吸烟。

帽子和太阳镜：在中加班戴帽子或太阳镜时**不被允许的**。

学生储藏柜:在学期开始时，学生会以少量的租金向学校租借一个柜子，并且将得到自己柜子的**钥匙**。学生要对**钥匙**的保存和配置**负责**。学校办公室没有多余的**备用钥匙**。在6月份学年结束时，任何**遗留在储藏柜**里的物品就会被清除，并且学校会**更换所有锁**。

教职员室:在没有得到老师的**允许**之前，学生不得**进入教职员室**。此规定同样适用于**校长室**。

电脑:电脑是用于**对所有学生，老师和教职工之间的教育和交流**。**图书馆**内有供学生使用的**电脑**。这些**电脑**只限于**学生学习用途**。学生可以在**上学、放学及课间休息**使用。若学生需要在**课堂时间**内使用，学生须从**任课老师处**得到**书面许可**。中加班在南京外国语学校的大楼内**拥有电脑教室**。中加班及南京外国语学校相关的**电脑使用规定**适用于**该电脑教室**。在没有得到老师**允许**以前，学生不得使用**教职员室的电脑**。

延口晚学，英口作口及志愿者工作：口于没有遵守学校口定的学生，老口及教口口可酌情口学生口行延口晚学，英口作口和志愿者工作。

Government Examinations and Graduation

政府考试和毕业

All students at BCA in the graduation program write the B.C. government exams. Our school follows the B.C. Government Examination schedule and the B.C. Examination rules of conduct and procedures.

所有 BCA 的学生在毕业时都应参加 BC 省政府的考试。我们学校将遵守 BC 省政府的考试计划以及 BC 省的考试大纲和程序。

However, BCA reserves the right to deny a student permission to write a government exam. A student may be denied permission under the following conditions:

但是，BCA 有口拒口学生参加政府考口。学生如果有下列情况将被拒口参加考口：

- breaking the examination rules;
- low academic performance such that failure in the course is certain
- poor attendance such that the student does not meet the minimum required instructional hours for the course
- 违反考试规定；
- 学口成口太差，肯定无法通口考口；
- 出勤率很低没有达到口口程所要求的最低听口口数

Dishonesty

不诚实

All students are expected to be honest with respect to their academic work. Any attempt to submit someone else's work as their own work, copying homework, use of notes, signaling or talking during a test is not permitted. The result will be a fail on the exam or assignment and may result in suspension and expulsion. Cheating during final exams will result in a fail on the exam, immediate notice to NFLS, immediate parent conference and appropriate punishment, which can include possible suspension or expulsion. Cheating on Provincial Government exams follows the Ministry of Education Policy for Government Examinations.

我们期待所有学生以诚实的态度对待学习任务。试图将其他人的作业作为自己的作业上交、抄袭家庭作业、在考试时携带小纸条、打信号或交头接耳等行为都是禁止的。否则将会导致考试或作业不及格，还将可能导致监管或开除。期终考试作弊将导致考试不及格，同时立即通告 NFLS、联系家长会和采取适当的惩罚措施，也包括相应的监管或开除。在省府政府考试中作弊将导致采取教育厅对政府考试中规定的措施。

Graduation

毕业

Each June, BCA holds a graduation ceremony. This is a formal event held during the day. Diplomas for the BC Program and the NFLS program are given during this event.

All grade 12 GCA students are acknowledged at this time. In the evening a dinner is held. Following the mid term Spring examinations, a Grad Committee is formed. Parents are encouraged to be involved.

每年六月，BCA 将举办毕业典礼。这是在白天举行的正式活动。典礼上将发放 BC 课程和 NFLS 课程的毕业证书。GCA 所有毕业的 12 年级生均将在此时得到承认。晚上将举行毕业晚餐。期中春季测验之后将组建毕业生委员会。我们鼓励 我口鼓励家口口也参与其中。

University Applications

申请大学

Each year grade 12 students make applications to Canadian Universities. In order to assist in this process, the school's administration is available to help by appointment or if both parties have time free. Parent and student meetings are held in the beginning of the year to explain the process. In the Fall and Spring, universities visit the school and make presentations. A university or college acceptance letter is an essential part of the Study Visa application. Students are informed of the deadlines for applications and acceptance to universities and must take responsibility for this process. Progress is closely monitored by BCA staff and support is given to the students where required.

每一年 12 年级生都会对加拿大的大学进行入学申请。为提供相应的协助，学校将指派教职员与学生团体一起工作。每年开学时我们都将召开家长和学生会议阐述这一过程。在秋季和春季，大学也会参观学校并进行宣讲。大学或大专的入学通知书是申请学生签证中非常关键的文件。我们将通知学生大学申请和入学的最后期限，学生必须对这一过程负责。GCA 的教职员将密切了解申请过程的发展并根据学生的要求对学生提供帮助。

Study Visa

学生签证

Each year students apply for study visa. In order to assist in the process the school holds a parent/student meeting to explain the process. At this meeting we invite a professional to explain all the details. The school supplies the application forms and collects the applications and carefully reviews the documents prior to sending to the embassy. The school includes a special letter from the Ministry of Education for each student when the applications are sent to the embassy.

每一年学生都要申请学生签证。为帮助学生学校将召开家长/学生会议来解释申请过程。在会议中我们将邀请专业人士详细介绍所有细节。学校还提供申请表格并收集所有申请，且在递交给大使馆之前仔细查看申请材料。当申请递交到大使馆时，学校还将为每一位学生同时递交一份 BC 省教育厅的特别信件。

FEES

收费

The Jiangsu Provincial Price Bureau approves all fees and charges to the students beforehand. Our tuition fee has been through the approval process. Any additional fees we charge must be approved by the Bureau. This is a lengthy process involving NFLS and the local authority.

江苏省物价局事先将对学生的所有收费进行批准。我们的学费已经在审批中。我

我们有任何额外的收费都必须获得该物价局的批准。这是一个漫长的过程，NFLS 和当地机关都牵涉其中。

- PEN Fees
- 注册费

Each student pays a one time fee of \$350.00 CDN to the B.C. Ministry of Education. This is according to regulations of the BC Ministry of Education.

根据 BC 省教育厅的规定，每位学生都应向 BC 省教育厅一次性支付\$350.00 加元。（见教育厅网站所述。）

Annual Requirements For Maintaining Certification

维持证书的年度要求

To maintain its British Columbia certification, an offshore school shall, on an annual basis, satisfactorily complete the following:

为了维持 BC 省证书，海外学校每年都应当符合下列要求：

Student Registration Fees

学生注册费用

The school shall forward to the Minister of Finance, Province of British Columbia by December 15th annual \$350 registration fee payments for each new student enrolled in the program. This fee covers costs for Ministry staff time; use of curriculum; student registration; the five required provincial exams, provincial examination delivery, marking, scoring and recording; and issuance of provincial transcripts and graduation certificates for Grade 12 graduates.

学校应当在 12 月 15 日之前向 BC 省的财政厅转交该课程每位新生每年\$350 加元的注册费。该注册费包括教育厅员工的成本、课程表的使用、学生注册、五次省考试、省考试的发卷、改卷、评分和记录；以及 12 年级生的省评分和毕业证书的发放。

Additional Government Exam Fees

额外的政府考试费用

Students are charged a fee of \$50.00 CDN for each additional government exam they write.

学生如要求参加额外的政府考试，则应为每场考试支付\$50 加元的费用。

Tuition Fees

学费

All tuition fees are set by the Jiangsu Education Bureau and the Price Bureau. Parents pay the fee directly to NFLS. Fees must be paid before the student can attend classes. Generally tuition fees are paid in September and January. If a student leaves school before finishing the term or the year, the refund policy of NFLS is in effect.

所有学费都是由江苏省教育和物价局定的。家长直接将费用交到 NFLS。学费必须在学生上课之前交。通常学费在九月和一月交。如果学生在学期或学年未结束前就离开学校，则适用 NFLS 的退款政策。

Textbook Fees

教科书费用

BCA sells textbooks. Each year we charge the students. At the end of the year students return the books and are refunded either 1/3 or 2/3 of the sale fee depending on condition of the books. All other books and materials related to instruction are on "loan" to the students and must be returned to the library immediately after the teaching unit is completed. If these materials are lost or damaged by the student, they are charged the full replacement cost.

BCA 本身不出售课本。每一年我们都向学生收取租费。在每年结束学生都应将教科书还回，并根据书的状况退回租金的 1/3 或 2/3。所有与教学相关的其他书本和教材都是“借贷”给学生的，并当教学单元结束后，立即还给图书馆。如果教材被学生丢失或损坏，则将收取全额的重新购置费用。

Locker Fees

锁柜费

At the beginning of the year, each student pays a very small fee for a locker key. This fee is totally refunded if the key is returned and if the locker is in good condition. If the locker is damaged in any way, students are charged extra money for repair or replacement

在每年开始，每个学生都需支付锁柜钥匙的极少费用。如果学生还回钥匙且锁柜的状况良好，则上述费用将全额退回学生。如果锁柜有任何方式的损坏，学生应当支付额外的费用

以进行修理或更换。

Student Activity Fee

学生活动费

A one-time fee is levied to each new grade 10 student. This fee is to cover all Fine Art programs and some school transportation costs for the three years that the student is in the school.

每一位新入学的 10 年级生都需支付一次性的费用，该费用涵盖所有的艺术课程以及学生在学校三年内部分学校交通的费用。

Admissions Testing Fee

入学测试费

A one time testing fee is collected from each prospective student who writes the admissions test when applying for BCA. This fee is paid to NFLS and covers the cost of administering the test.

当学生申请入学 GCA 参加入学考试时，就需缴纳一

Graduation

毕业

A small fee is levied to all grade 12 students to cover the costs of graduation. 所有 12 年级生都需缴纳少量费用以支付毕业的开支。

Refund Policy

学费退款规定

Tuition may be refunded according to the rule of Education Bureau if a student withdraws from school before half of the term is completed. Refunds are the responsibility of NFLS accounting department. Textbook rental fees are returned once the books are turned in. Locker fees are returned once the key is handed in. If the student is in grade 10 and they withdraw early, a portion of the student activity fee is refunded. If the student withdraws during grade 11 or 12, the activity fee is forfeit.

如果学生半学期结束前退学，则可以按教育局的有关规定退还学费。退款事宜由 NFLS 财务部负责。教材租用费在教材还回后退还。锁柜租用费在钥匙上交后退还。如果学生为 10 年级生并提早退学，则将退回部分的学生活动费用。如果学生是在 11 年级或 12 年级时退学，则活动费不予退回。

Contacting and Communicating with Parents

与家长交流和沟通

There is both formal and informal contact with Parents. Most parents do not speak English consequently the office staff or the Chinese home teacher supervisor will be involved. The Principal should always be informed and or involved in any parental communications.

与家长的交流有正式的和非正式的。大多数家长并不会说英语，因此需要办公室职员或中国住校老师主管在场。与家长交流将始终通知校长，或校长直接参与与家长的交流。

The school has a Parent Handbook, a Graduation Planner and a Portfolio handbook all translated into Chinese. These documents are given to Parents of new students.

学校设有家长手册、毕业指导手册和文件手册，所有都已经翻译成中文。这些文件都已经交给新学生的家长。

Administration often sends notes or information home to parents regarding changes to the schedule, special events, requests and report cards. This information is usually sent home with the students. In special cases parents are asked to sign a form that they received the note and the student is required to bring the signed form back to school.

行政人员将时常将有关课程表、特别活动、要求和汇报卡的变更向家长发出便条或信息。这些信息通常由学生带回家。在特殊情况下，我们会要求家长在表格中签字表明他们已收到通知，并要求学生将签过字的表格带回学校。

One problem we have with parent approval forms is that students may forge their parent's signatures.

有一个与家长确认表有关的问题就是，学生可能会模仿其家长的签字。

All written communications need to be translated and our policy is to have our written materials bi-lingual where possible. When notes are sent home with the student, it is mandatory to have this note translated into Mandarin.

所有的书面交流都需要翻译，我们的规定是书面材料尽可能是双语的。如果是学生将通知带回家，则该通知必须要翻译成中文。

Parent Meetings

家长会

The majority of parent meetings between teachers and a parent will require a translator. There are scheduled times during the year for formal parent/teacher meetings regarding student progress. Some parents live out of town and with little advance notice will visit the school to meet with teachers. The school does its best to accommodate parents in this situation.

学生和某学生家长举行的大多数家长会都需要一名翻译。每学年都会定期举行正式的家长/老师会议讨论学生的学习进度。有些家长住在外地，提前通知会很急促的通知家长前往学校与老师会面，在这种情况下，学校会尽其最大努力接待家长。

Generally parent meetings are held after a reporting period. At the beginning of each year there are parent meetings for each grade level. At these meetings general school information is relayed and a representative from NFLS may also speak. Sometimes parent meetings for smaller groups of students are held in order to communicate a specific set of issues related to programs or student progress.

通常家长会是在汇报阶段结束后召开。在每学年一开始每个年级都会召开若干家长会。这些会议通常会传达学校的基本信息，来自 NFLS 的代表也会发言。有时候会召开小部分学生的家长会，已讨论与课程或学生进度相关的一系列情况。

Towards the end of grade 11 and in grade 12, there are several sets of meetings in both a group format and with individual parents related to graduation, post secondary choices and visa applications.

在 11 年级和 12 年级快结束时，会召开部分学生和单个学生的若干家长会，以讨论毕业以□□□□、后第二□□和□□申□等事□。

Records are kept of all parent meetings regarding parent attendance, issues discussed and actions proposed.

所有家□会都有□□，□□家□的出席情况、□□的□□和□采取的措施。

Appeals

申诉

The first level of appeal is to the Principal. A translator and the key parties attend this meeting. In most cases, parents are appealing because they have not understood the circumstances or why something happened. Most issues are resolved at this level. If no resolution then;

第一级申诉为向校长申诉，有翻译和关键当事人参加。在大多数情况下，学生家长投诉是因为他们没有理解情况或没有理解某些事情的原因。大多数问题会在这一级别解决。如果解决不了，则；

Parents and Principal can then involve the Dean of Student services of NFLS or one of the Vice Principals of NFLS, depending on the nature of the issue. If no resolution at this level, then;

家长和校长根据问题的性质向 NFLS 的学生院或 NFLS 的一名副校长寻求解决问题，如果仍然解决不了，则；

A final appeal process involves the Principal of NFLS. All parties accept rulings at this level.

最后阶段将由 NFLS 的校长介入。所有当事人都要接受这一级别作出的决定。

In all cases procedural fairness is followed and BCA respects the “right to be heard” on the part of students and parents.

在所有情况下，我们都遵循程序正义，且 BCA 尊重学生和家长的“知情权”。

Note: most issues that involve this appeal process, relate to student management (discipline, dishonesty), grading or class placement.

注：申诉的大部分问题都和学生管理（纪律、不诚实）、升级或班级设置有关。

Harassment, Intimidation and Bullying

威胁、胁迫和恐吓

BCA has a zero tolerance for this behaviour. This includes the use of the Internet and chat lines to spread rumours, intimidate or otherwise bully other students. Both B.C. staff and Chinese staff are mindful of a student’s right to a safe and secure school. All reported incidences are investigated. The school uses a variety of strategies to solve the problem including student meetings, parent involvement and dispute resolution. In the case of Internet or Chat lines used to threaten or bully, a more aggressive approach is used, including the involvement of parents and if necessary, an outside authority.

BCA 对这样的行为无丝毫的容忍。这些行为包括通过互联网和聊天工具散布谣言、恐吓或以其他方式胁迫其他学生。来自 BC 省的教职员和中国教职员都认识到学生应拥有安全学校的权利。一经报告将立刻进行调查。学校将使用多种策略解决问题，如学生会议、向家长了解和解决争端等。如果是使用互联网或聊天工具进行威胁或恐吓，我们将采取更加积极的方式，包括要求家长参与，并在必要的情况下要求校外的机构参与。

Counseling

咨询

This policy prohibits BCA staff from becoming involved in attempting to solve student’s

personal problems since BCA does not formally provide any personal counseling to students. Any student issues that fall into this domain are referred to the Chinese Home teachers. The Principal is notified and maintains confidential contact with the Chinese Liaison Teacher and the BCA teacher who first reported the issue. If resolution of the problem requires outside assistance then the Principal and the Chinese Home teacher will inform NFLS of the steps being taken. Any action is done with the full support and agreement of the parents. Records are kept.

本规定严禁 BCA 教职员工作涉足试图解决学生私人问题，因为 BCA 并未向学生提供任何正式的私人咨询。如果由任何学生问题属于这一领域，我们建议交给中国的住校老师。我们将通知校长，由校长和中国联系老师以及最初汇报的 GCA 老师保持秘密联系。如果问题的解决需要来自外部帮助，则校长和中国住校老师将通知 NFLS 所采取的措施。只有在家长完全支持和同意的情况下才采取措施。进行记录并保管记录。

Child Abuse and Child Protection

责骂儿童和儿童保护

In China, there is a very strong culture of the Family. Parents and family play an important role in the lives of our students. Our students are under a lot of pressure to succeed and achieve. Sometimes the pressure and stress will result in student fatigue or dismay or a sudden change in behavior. Staff is required to report any (sudden) noticeable changes in student's behaviour or appearance to the Principal who consults with the Chinese Liaison Teacher. The Chinese Teacher will meet with the student and family.

中国的家庭文化力量很强。家长和家庭在学生的人生中扮演很重要的角色。我们的学生为了成功和取得成绩承受着很大压力。有时候这些压力将导致学生疲劳、沮丧或行为的突然反常。我们要求教职员工作将学生行为或表现上的任何（忽然的）明显变化通报给校长，并由校长和中国联系老师讨论。中国老师将与学生和家长会面。

If the Principal and Chinese Teacher agree that further action is necessary then NFLS policy and procedure is followed. The Principal will bring the situation to the attention of the Principal of NFLS. The Principal of BCA is kept informed of any follow up actions that NFLS may take. BCA principal can recommend action as well.

如果校□和中国老□都□□需要采取□一步的措施，□必□遵循 NFLS 的□定和程序。校□会将□一情况通□□NFLS 的校□。如果 NFLS 采取任何后□措施，都将通知 BCA 的校□。BCA 的校□也可以就所需采取的措施提出建□。