



KANG CHIAO SCHOOL

XI'AN CAMPUS STUDENT/PARENT HANDBOOK

Revised on August 20, 2024

Student/Parent Handbook

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Student Attendance and Leave Policy

1. General rules:

The purpose of this policy is to standardize students' attendance management, ensure their learning quality, and establish a well learning atmosphere.

If students cannot attend classes or participate in school activities for any reason, they must follow a standard leave procedure according to school rules as described below.

2. Type of leave of absences:

(1) Absent excused (AE):

- . If a student needs to ask for a leave for any reason, he/she must present supporting documents to the Discipline Office for requesting a leave form. The form will then require approval by the homeroom teachers and those related. After approval, students can leave school on the day according to the date written on the leave request form. Otherwise, it will be seen as absent unexcused. If there is no specific reason for requesting a leave or fail to apply in advance, no leave will be granted.
- . If by any reason a student has not completed the leave procedure, the parent should inform the homeroom teacher of the situation while it is occurring, not after. When the student returns to school, he/she is to present the supporting documents to the Discipline Office.
- . If there is an emergency or urgent matter which requires a student leaving school while in the middle of a class, he/she is still required to file a leave request towards the Discipline Office. Students may only leave the school after approval.

(2) Sick leave:

Requesting a sick leave requires reasonable documentation (infectious disease, epidemic prevention and control, and hospitalization) from a hospital, medical institute, or clinic, and the confirmation from the Health Center. Otherwise, the request for sick leave will not be recognized.

(3) Official leave:

- . If students participate in school activities, the office who organizes the event or contact person should inform the Discipline Office and provide a student list to apply for official leave.
- . Students who registered in standardized tests for future college application, such as AP, SAT, ACT, TOEFL, and IELTS are required to present their examination certificate in advance towards the Discipline Office. They are required to fill out the leave request form and submit it to the related teachers in accordance with the leave procedure.

(4) Bereavement leave:

- . Students who experience the death of a loved one of an immediate family member will be allowed a bereavement leave for 5 days (including the weekends or holidays).

- . The Discipline Office has the right to request documentation from the student who requests for bereavement leave. The student fills a leave form and submits for approval.

(5) Absence due to government policy or announcement

3. Permission for Excuse:

- . For the excuse of a student's absence more than 1 day, and up to 3 days or less, the request requires approval by the homeroom & dormitory teachers before submitting to the Discipline Office.
- . For the excuse of a student's absence more than 3 days, and up to 5 days or less, the request requires approval by the homeroom & dormitory teachers and the Discipline Coordinator before submitting to the DSA Director for final approval.
- . For the excuse of a student's absence more than 5 days, the request requires approval by the homeroom & dormitory teachers and DSA Director, and will then be submitted to the Principal for final approval.

4. Absence limitations:

- (1) Students have at most 15 days of excused absence each semester.
- (2) If a student's accumulated leave has reached to 5-days-of-period, DAA will issue a reminder notice.
- (3) If a student's accumulated leave has reached to 7-days-of-period, a letter of awareness will be issued and the student, parent(s), DAA, and DSA will all sign and acknowledge future consequences.
- (4) When the student's accumulated leave has reached to 12-days-of-period, a meeting with the student, parent(s), DAA, and DSA will be held. A consequences reminder agreement will be signed and fully explained.
- (5) Once the total leave duration exceeds more than 15 days, G7-G9 cannot elevated to international division directly, G10-G12's final scores are not available.
- (6) Students are required to present their parents' signature to Discipline Office within 7 days after returning to school. Otherwise shall be marked as absence. For special reasons, students may make up the procedure and be given detention accordingly. (the procedure should be done within one month, one-day absence equals one detention.) it will be regarded as absence over one month.
- (7) If an ID student's leave for a certain class accumulates up to 15% of the total course duration, zero credit will be given to the student for the specific course.
- (8) There are 11 periods total each full day.
- (9) Two late arrivals or early leaves are equivalent to one period of absence.
- (10) In the compulsory education stage, students who are absent from school more than one week shall be notified of the statue of "suspected dropout", exceeds one month, the statue will be changed to "dropout".

Punishment and Rewards Policy

Principles

The policy on punishment and rewards provides guidelines for standards of behavior in school. It is intended to promote a learning and positive environment which students must follow. The school has authority to inspect students' lockers or confiscate anything that is against regulations. The students will need to follow special procedures to retrieve their items.

Student/parental feedback or complaints

KCISEC respects any suggestions from students and parents. If any problem occurs, it is hoped to be solved through peaceful communications. Any feedback or complaints are welcome by addressing them to the international department office. DSA will try to resolve the problems as soon as possible.

Rewards and punishments

The purpose of rewards and punishment is to promote a positive ethos, appropriate behavior, and develop moral character. By following the policy, students are expected to be law-abiding, responsible, will develop good habits, and hold up to democratic principles. Eventually they will become the elites with international competitiveness in this modern society. Giving rewards or punishments should be prudent, not subjective. The level of giving a reward or punishment may consider the following circumstances or factors:

- The age of the student
- Group
- Intention and motivation
- Attitude
- Impact of behavior
- Family factors
- Daily behavior
- First time or repeatedly behavior (reiteration)
- Attitude after
- Outside environmental factors

I. Level of Rewards and Punishments:

1. Rewards: Merits (levels 1~3).
2. Punishment: Warning letters (levels 1~6) according to the degree of violation with the school rules.

AI. Reward implementation:

1. Students with the following will be issued a level 1 merit certificate and also kept record in his or her student profile.
 - a. Voluntary service with sincere and proper attitude.
 - b. Participate in competitions with well performance.

- c. Protecting school and public property. Serving as a role model to other students.
 - d. Found and returned money or valuables to the office.
 - e. Positive behavior
2. Students with the following will be issued a level 2 merit certificate and also kept record in his or her student profile.
- a. Voluntary service with excellent performance which serves as a role model to peers.
 - b. Participate in competitions and achieved outstanding performance.
 - c. Participate in outside competitions and representing the school (KCISEC) and achieved outstanding performance.
 - d. Enthusiastic in helping others supported with facts. This activity or event is beneficial to the public.
 - e. Maintain justice while helping the public.
 - f. Served as a class leader with excellent performance
 - g. Found and returned money or valuables to the office which hold high value.
 - h. Perfect attendance for the whole semester
 - i. Other excellent behaviors
3. Students with the following will be issued a level 3 merit certificate and also kept record in his or her student profile.
- a. Participate in national competitions with excellent results
 - b. Outstanding behaviors which brings positive influence to the society
 - c. Participate in public service with excellent outcomes
 - d. Sacrifice one's own interests for the sake of others which benefits the society
 - e. Creating an invention or amazing artwork
 - f. Other positive/excellent behaviors at a superior level.

III. Punishment

KCISEC expects every student to be responsible for their own behaviors. The standards for punishment are as follow.

1. Students with behaviors of below will be corrected by teachers:
- a. Do not concentrate in class, disturbing a class, or attending a class without bringing the required books or materials.
 - b. Do not follow a teacher's directions
 - c. Ignore and neglect the rights of peers
 - d. Do not use English in class (with the exception of Chinese Literature class)

- e. Do not finish assigned tasks in the class or fail to complete homework
- f. Do not respect schoolmates
- g. Leaving the classroom when having class without a permit
- h. Use and take others' goods without permission
- i. Do not finish the cleaning work after class as required
- j. Other behaviors which are similarly inappropriate of above but not listed.

Handling/consequences: Students with the above behaviors will be handled according to a teacher's rules in his or her class. After a student has been repeatedly warned and corrected, the student will have no class break. They need to report to an assigned teacher during the break.

2. Students with behaviors of below will be given detention
 - a. Actions or words which are to purposely mislead others.
 - b. Damaging or destroying campus environment.
 - c. Haven't clean up after meals.
 - d. After receiving indoctrination continually talk or behave inappropriately.
 - e. Speak or write inappropriately words at school.
 - f. Not following the school's uniform and appearance policy.
 - g. Eat snacks in class or other places where are not allowed to drink or eat.
 - h. Run in the hallway or act dangerously in class, corridors, or stairways.
 - i. Do not hand in final projects or refuse to participate for the end-of-semester achievement display.
 - j. Borrowing school property and lost it.
 - k. Other behaviors which are similarly inappropriate of above but not listed.

Handling/consequences:

- Counseling with homeroom teacher.
 - Writing a self-statement report for future inspection.
 - Accomplish a detention.
 - Informing the students' parents.
3. Students with following actions or behavior will get a level 1 warning letter.
 - a. any of the following items in campus: restricted knives or things, mobile WIFI device, electronic entertainment devices, fireworks, or inappropriate books, drawings/photos or electronic files (minor level)

- b. Enter empty rooms and stay alone or stay in a classroom without permission granted.
- c. Spread rumors or inappropriate remarks on the internet (minor level)
- d. Damaging another person's reputation with words or actions (minor level), menace others with a warning letter of 1 level or 2 level, depends on the circumstance
- e. Using phones or electronic media players during school hours
- f. Repeatedly being impolite to others
- g. Physical conflicts with schoolmates (minor level)
- h. Do not follow authorized orders from class leaders
- i. Repeatedly violate the rules regarding school uniform and appearance
- j. Being late to class or wandering around during class time
- k. Absent from school assemblies without a valid reason
- l. Refuse to participate in classroom cleaning tasks
- m. Take away other's possession(s) without permission
- n. Being late to class for more than 15 minutes or leave class early without a valid reason
- o. Running in the corridor, stairway or classroom and actions raising safety concerns
- p. Damaging school properties, spitting and arbitrarily throwing litter everywhere.
- q. Inappropriate behavior when taking public transportation tools which causes negative influence.
- r. Spread rumors, swearing in public, and slandering others
- s. Refuse to accept authorized punishment or intentionally be absent from detention
- t. Be absent from required DSA meetings for three times
- u. Damage school properties or other's possession(s) without reporting
- v. Violating rules on interaction with the opposite sex (physical contact).
- w. Attacking faculty, staff, or schoolmates through the internet without knowing facts (mild level)
- x. Other behaviors which are similarly inappropriate of above but not listed.

Handling/consequences:

The relevant teacher will be punished according to the regulations, and also counseling with homeroom teacher. Other consequences are as follows.

- Counseling with the Discipline Office.
- Issuing a Level 1 warning letter and inform the parents.
- Students' irregularities will be record in the students' profile.
- Writing a self-statement report for future inspection.
- Discussed by the DSA, serious level students are taken home by parents for a week of reflection.

- Students who have level 6 warning letter will sign a letter and academic probation, or convene the school expulsion committee if receive warning letter again.
 - Verbal abuse of teachers, cheating on exams, academic plagiarism are not allowed to expunge until G12.
 - G12 students cannot receive their graduation certificates until they have expunge their all warning letters, and they can return to the school to volunteer after graduation to continue expunge warning letters. Students who have not resolved their cases will have any remaining warning letters sent with transcripts to the university if they insist on receiving a diploma.
4. Students with actions or behavior of below will receive a level 2 warning letter
- a. Items in campus: cigarettes (including electronic cigarettes), alcohol
 - b. Invasion of other's privacy and harassment by words or actions. Repeatedly irrespective to the benefits of others
 - b. Counterfeit school documents or seals
 - c. Do not follow teachers' orders and lie to teachers (minor level)
 - d. Leaving campus without informing the school
 - e. Bringing outside food into school
 - f. Cheating on a test
 - g. Attacking faculty, staff, or schoolmates through the internet without knowing facts (serious level)
 - h. Other behaviors which are similarly inappropriate of above but not listed.

Handling/consequences:

The relevant teacher will be punished according to the regulations, and also counseling with homeroom teacher. Other consequences are as follows.

- Counseling with the Discipline Office.
 - Issuing a Level II warning letter and inform the parents.
 - Students' irregularities will be record in the students' profile.
 - Writing a self-statement report for future inspection.
5. Students with actions or behavior of below will receive a level 3 warning letter
- a. Racist actions
 - b. Steal or occupy other's possession (serious level)
 - c. Violate the examination regulations (serious level) or group cheating on class work
 - d. Inappropriate behavior or words outside of school which damages the school's reputation
 - e. Damage school property purposely and causing safety concern within the campus
 - f. Injure others by hitting or other physical contact (serious level)
 - g. Damaging the school security system
 - h. Infringement (serious level)
 - i. Hack into other's information system or devices (serious level)
 - j. Being rude to teachers or schoolmates by verbal attacks
 - k. Alcohol drinking, gambling, or smoking
 - l. Other behaviors which are similarly inappropriate of above but not listed.

Handling/consequences:

- Invite and arrange a meeting with the parents.
- Arrange counseling meeting with the counseling office.
- Have a meeting with the DSA Director or School Principal
- The student will need to apologize and other necessary actions such as compensations
- Issue a Level 3 warning letter and inform the parents

- The punishment will be kept record to the students' profile
- When a student receives various warning letters and accumulates to level VI, a punishment committee will be immediately scheduled to discuss further punishment and consequences of the student.

Different warning letter levels from 1 to 6 are represented by six different colors (white, blue, green, yellow, red and purple). Students can apply expungement according to regulations. New warning letters will be added up to the existing ones. Once the total warning letters accumulate over level VI, the punishment committee will be held

1. The following circumstance are punished with academic probation:
 - a. Warning letters accumulated over level VI.
 - b. Absent from a specific class for more than 6 times with no valid reason.
2. If a student breaks the law or conduct serious misbehaviors as below, a punishment committee will be immediately scheduled:
 - a. Acts of affray
 - b. Smoking, drinking, fighting
 - c. Students who are absent more than 15 days.
 - d. Hacking into the school internet and steal or tamper data (serious level)
 - e. Instigate outsiders to assault or mob school faculty, staff, or schoolmates
 - f. Bring prohibited items into campus such as drugs, explosives, or other dangerous stuff
 - g. Take or inject drugs
 - h. Join illegal gangs or go to improper places such as casinos
 - i. Physical abuse or extorting money from others through intimidation
 - j. Sexual harassment or sexual assault (serious level)
 - k. Receive warning letter level one or above during academic probation
 - l. Attack school members through the internet and damage the school's reputation (extremely serious level)

The School Expulsion Committee

The committee members and procedures with the expulsion of a student are as follow:

1. Committee members

- (1) Committee Chairman: DSA Director
- (2) Core members:
 - . Parent representative
 - . Two members from the Student Council
 - . Coordinator from the Discipline Office
 - . Coordinator from the Dormitory Affairs Office
 - . Coordinator from DAA
 - . Counselling teacher
 - . Head teacher and the homeroom teacher of the student
(homeroom teachers will not cast votes)
- (3) Other members: involved subject teachers or peers
- (4) The student and his or her parents will also attend the listening

2. Procedure

- (1) The Committee Chairman explains the purpose of today's expulsion meeting.
- (2) The Discipline Office coordinator briefly describes the student's case.
- (3) The student and parents present their testimony and answer any questions by the committee.
- (4) The homeroom teacher gives a statement from his/her perspective.
- (5) The committee discusses the case after listening to the above statements.
- (6) The Discipline Affairs coordinator announces what proposals may the committee members vote for.
- (7) Votes are casted anonymously. If a tie occurs, a second anonymous vote proceeds.
- (8) The finale result based on the vote result is then reported to the Principal Office. Once confirmed by the Principal, the parents are informed with the result with written document.

3. All committee members have responsibility to keep any content of the discussion and the final result confidential. No material can be taken out of the conference room.

KCISEC Uniform Policy

School uniform is compulsory at Kang Chiao International School. Parents and guardians have the responsibility to remind the child to meet the school's dress code. Teachers have the authority to correct inappropriate clothing of a student, if any.

I. General Rules

- a) Uniforms must always be neat and tidy in appearance. Stains are to be cleaned and torn seams sewed.
- b) School uniform will be worn whenever students are on site at school.
- c) The school's formal uniform is to be worn when students attend important school events. These include, but not limited to, the opening and closing ceremony of each semester, graduation ceremony, and award ceremonies. Students may wear their P.E. uniforms at regular school assemblies, there are no specific requirements on sneakers or socks, for specifics, please refer to daily bulletin.
- d) Uniform items include shirts, trousers, skirts, belt(male), leather shoes, ties.
Boys wearing winter uniforms are not required to tuck in their shirts. Students are not allowed to wear non-uniform clothes.
- e) Students' P.E. uniform, sports shoes, towels, and swimming gears may be stored in their lockers.
- f) Casual clothing is not to be worn any time within the school during regular school days, including P.E. classes and sport clubs. Casual clothing includes, but not limited to, graduation T-shirts, varsity uniforms, orchestra uniforms, and other souvenir clothes of specific activities. Students can only wear varsity and orchestra uniforms during trainings, performances and competitions.
- g) P.E. (and sports clubs) shirtless is prohibited. Slippers, including sandals and flip flops, are not to be worn at any time.
- h) P.E. uniform guidelines:
 - For days when there is P.E. on a student's schedule, the student should bring or wear his or her P.E. uniform and also prepare a towel.
 - The P.E. uniform and student houses sportswear are permitted outfits for P.E. classes – casual clothing are prohibited. Wet/sweaty clothes are to be changed after class. The P.E teacher will give time for students to change.
Students should finish changing clothes within the given time and store their removed clothes in their lockers for the rest of the day.
- i) For any situations which are not mentioned above will be complied with the school rules.
- j) Students who are not in the correct uniform or where their general appearances do not fall in line with the policy will receive detention. Students who refuse to dress properly after correction will be issued a level one warning letter.
- k) ID stamp:

Students may bring their uniforms to authorized retailers to have their ID information stamped on their uniforms.

II. Uniform standards for formal events

BOYS

- . The summer formal uniform includes short sleeve shirts (designed to be worn out, not tucked in), shorts, belt, black leather shoes.
- . The formal uniform in spring/fall includes long sleeve shirts (designed to be worn out, not tucked in), ties, long trousers, black leather shoes. The appropriate trouser length after wearing shoes should not have contact with the floor or ground.
- . The winter formal uniform includes the spring/fall formal uniform pieces of above with vests, sweaters, suit jackets, and AAC windbreakers.

GIRLS

- . The summer formal uniforms include short sleeve shirts (designed to be worn out, not tucked in), skirts (which the hemline should be NO higher than 5cm from the middle of the knee cap), black stockings (length to the knees and cannot be transparent or with patterns), black leather shoes (high heels and boots are prohibited).
- . The formal uniform in spring/fall includes long sleeve shirts (designed to be worn out, not tucked in), ties, long trousers, High school students can wear skirts (with stockings to stay warm). Black socks and black leather shoes.
- . The winter formal uniform includes the spring/fall formal uniform pieces of above with vests, sweaters, suit jackets, and AAC windbreakers.

III. Appearance

- . Hair should be neat, clean, moderate and a natural hair color.
- . No extreme hair accessories will be allowed. (Boys: bang do not cover eyebrow, ear lock does not cover ears, back hair do not cover collar. Girls: hair shorter than shoulder or tide up, not allowed with fancy hairpin.)
- . Trim nails regularly. Nail polish other than clear is forbidden.
- . Students are expected to present a neat appearance. Makeup and drawing/styling eyebrows are not allowed. Rings, bracelets, ear pieces are not allowed. Necklaces (if worn) should be hidden below the blouse or shirt.
- . Decorations and sharp objects are not allowed to be put onto school bags.

IV. Uniform and appearance inspection

- The homeroom teacher carries out regular inspection every day, the DSA department will carry out random inspection.
- According to the school rules, those who do not comply with the regulation shall be rectified immediately. Otherwise, will be rectified at home until satisfied with school standard.

Expungement Policy

Purpose: Encourage students to become motivated, self-esteemed, and willing to redeem previous inappropriate actions or behavior.

AI. Expungement rules:

1. Who may apply: any students with warning letters who are willing to rehabilitate and have no further violations of any regulations during the evaluation period.
2. Students who meet with the previous criterion needs to apply by themselves.
3. When can one reply: After receiving a warning letter(s).
4. Procedure: There are three different methods for expungement.

Method 1: weekend service

- a. Fill the application form for expungement from the Discipline office and return it back with the parents' signature.
- b. The evaluation will begin after completing the weekend service (the duration of evaluation is related to the accumulated warning letters level). The Observation Sheet should be signed by the homeroom teacher daily and by parents every week as it serves as an important record for evaluation.
- c. After passing the evaluation, the application form for expungement will be signed by subject teachers, homeroom teachers, coordinators of the Discipline Office, and DSA Director. Once all signed, the process is completed.
- d. The use of rewards or volunteer service also requires one-month observation period, during this period cannot have any warning letters. Otherwise, the application will need to be resubmitted for re-entry into the observation period.

Method 2: volunteer service

- a. Fill the application form for expungement from the Discipline office and return it back with the parents' signature. Once DSA receives the application form evaluation will begin the duration of evaluation is related to the accumulated warning letters level). The Observation Sheet should be signed by the homeroom teacher daily and by parents every week as it serves as an important record for evaluation.
- b. Applicants should complete volunteer service (only school volunteer service is valid) during the evaluation period. For example, 8 hours or service may

expunge a level 1 warning letter. Applicants can perform volunteer services (30 minutes a time) during their break.

- c. After passing the evaluation, the application form for expungement will be signed by subject teachers, homeroom teachers, coordinators of the Discipline Office, and DSA Director. Once all signed, the process is completed.

Method 3: Reward

- a. The use of rewards or volunteer service also requires one-month observation period, during this period cannot have any warning letters. Otherwise, the application will need to be resubmitted for re-entry into the observation period.
- b. Fill the application form for expungement from the Discipline office and return it back with the signature from parents, subject teachers, and the homeroom teacher.
- c. Applicants with level 1 merits or above can expunge warning letters with the exchange of merits. For example, a level 1 merit is equivalent to the expungement of a level 1 warning letter. A major merit is equivalent to expunging a level 3 warning letter. All the merit is valid only for warning letters issued in the past.
- d. After verified by the Discipline Office, the application form for expungement will be signed by the DSA Director. Once signed, the process is completed.
 - After the expungement process is completed, records in PowerSchool will be handled.
 - The application for expungement can be used for one case each time.
 - If during the evaluation period the student violates any school rules, the process for expungement will be abrogated.
- d. Principles for expungement by rewards (method 3)
 - All merits are valid only for the warning letters got before
 - The merit used is to match with the equivalent warning letter level
 - The procedure of expungement is same as the other previous two methods
 - Applicants can apply again for remaining warning letters after the expungement process is completed.

Appendix KCISEC Student Expungement Application Sheet

附件一 康桥学校学生改错销过申请暨考核表

Class 班级		Number 学号	
Name 姓名		Application date 申请日期	
Violations and time 违规事项及时间		Application method 申请方式(勾选)	<input type="checkbox"/> Weekend service 周末销过服务 <input type="checkbox"/> Volunteer service 志工服务 <input type="checkbox"/> certificate 嘉奖
		Application level 申请级数	
Application notices 申请须知	1. Evaluation period: The evaluation period is equal to the level of the warning letters that applied. 考核期限：考核期限等于所销警告信级数，以“月”为单位。（嘉奖方式除外）		
	2. Students need to get the signature from their homeroom teacher everyday, and get parents' every week. 观察表签核：考核期内学生需每日找班主任考评签核，每周给家长签字确认。（嘉奖方式除外）		
	3. S Students need to get the signature from their homeroom teacher & subject teacher every day, and get parents' every week. 所有申请均需配有观察表，考核期学生每日找班主任及代课老师考评签核，每周家长签字确认。		
	4. In the evaluation period, application will be cancelled by DSA when getting warning letter again. 考核期内，若再犯「初级惩处」以上错误，德育处将取消申请案。		
	5. The application principle should be based on one case. 改过销过以一次一案为原则。		
	6. You should get your parents' signature before applying no matter what method you choose. 无论选择何种销过方式，均需在申请前获取家长签字确认。		
	Homeroom teacher sign 班主任签名： Parent sign 家长签名：		
Supportive sign 师长支持签名 一级需一名 二级需两名 三级及以上需三名	This is a support and encouragement for the students to improve their violations. The sign is only used for applying to revoke this warning letter record. Thanks! 同学申请撤销警告信，请老师多鼓励。签章仅提供申请警告信撤销用,感谢您的协助!		
	Teacher sign 任课老师签名 1	Teacher sign 任课老师签名 2	Teacher sign 任课老师签名 3
	班主任意见： <div style="text-align: right;">Homeroom teacher sign 班主任签名：</div>		
Observation table assessment result 观察表审核结果	Pass No pass <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过	Verifier 审核人	
Discipline coordinator sign 德育组长		DSA director sign 德育主任	
Assessment result 审议结果	Pass No pass <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过	DSA stamp 德育处签章	

Detention Policy

1. Scope: This policy applies to all students of the International Department.

2. Purpose:

From an education perspective, detention is one of the sanctions that the school uses for cases of misbehavior which is less severe to issue a Level-1 warning letter.

Such cases include dress code issues, arriving late to class, etc. Students who are given detention are to report accordingly.

3. Implementation:

- (1) Detentions are given when a student fails to correct his/her misbehavior after a teacher addresses twice. The teacher is to address the student the reason for giving detention.
- (2) Fill in the violation records and Detention, and submit it by online questionnaire. The homeroom teacher urges the students to check the email every day, notify the relevant students finish detention in time.
- (3) The Discipline Office will collect who needs to report for detention before 3pm and put it on the Daily Announcement.
- (4) Availability: For high school students, detention is available on Mondays to Thursday at 5:15-5:55pm. Detention should be finished on the following day of detention registration. (Any special cases should report to DSA Office first)
- (5) Location: as per notification by DSA.

4. Regulations:

- (1) Students should wear the school uniform and take their learning materials doing their detentions.
- (2) Students should arrive the detention place on time, no late or early-leave.
- (3) Eating, chewing gum, or drinking (including water) are not allowed during detention.
- (4) If there is any regulation violation during service, the instructor can cancel the detention and mark unfinished.

5. Principle:

Procedure for detention unfinished students:

- (1) Students who fails to finish the service and dose not report will be recorded, three times get a level one warning letter.
- (2) Students who is given more than or equal three detentions in one-day will be send to DSA and punished as per school regulations.
- (3) Send to homeroom teacher or discipline office.
- (4) Write
- (5) Inform the parents of students.

Electronic Communication Device Usage Policy

1. Under the instruction of General Office of Ministry of Education, the purpose of this policy is to guide students to follow a healthy and organized life style.
Students should focus on academic performances and avoid breaching the privacy of others. Parents are required to be also involved and cooperate with school to guide students on correctly use 3C electronic devices.
2. **Scope:** This policy applies to all students.
3. **Definition of terms:**
 - (a) Electronic communication device (ECD): this refers to any device with the function in communication provides access to the internet, or entertainment/recreation purposes. Products which have the sole purpose in learning such as calculators, electronic dictionaries and so on are not restricted (mobile phones, for example, can be used for learning but also has the function in communication so it is prohibited). The guideline is whether its function is solely for learning purposes. Any usage of electronic devices based on the definition above is considered policy breaches and will receive punishment.
 - (b) At school: this refers to the period when students enter the school until leaving school. The policy regulates students regardless when they have class, class ends, doing self-study, at the dormitory, etc.
 - (c) Boarding student: The usage of electronic devices is based on this policy but boarding students also need to follow dormitory rule which also regulates electronic device usage. The rules specifically regulate the usage of electronic devices from 3:15 PM till morning homeroom time of the following day.
4. General implementation:
 - (a) ECDs are prohibited for friend searching, chatting, taking photos/videos, listening to music, etc. Violations will be deprived of their rights to use ECD (when permitted) as punishment.
 - (b) Commuting students are required to hand in their mobile phones to homeroom teachers when they arrive and enter campus and will receive them back when leaving school. Students who fail to hand in their mobile phones accordingly will be issued a level I warning letter. ECD usage in bilingual homeroom classes: An electronic communication device must not be used at any time for unsanctioned use. Commuting students who late arrive school, G7-G9 will hand in mobile phone to the MSDAA, while G9-G12 students will hand in mobile phone to the DSA.
 - (c) High school students are allowed listening to music with headphones during their evening study hours. Students may not listen to music while walking, violators will have their headphones confiscated and disciplinary action will be taken.

- (d) Any violations of ECD usage will be initially issued a Level-1 warning letter. Repeated violations will further receive warning letters in which punishment accumulates.
- (e) The approval of post-watching videos must be granted by a teacher's signature or permit (the teacher must not arrange such activity unless it is necessary for academic learning).
- (g) Reading APP programs: Learning related only.
- (h) When having class, devices may only be used with the direct permission and under the supervision of the supervising teacher. Any violations will be issued a warning letter.
- (j) If electronic dictionaries or notebook/tablet computers are used for playing games, friend-searching, chatting, pornography, harassment, or accessing inappropriate (illegal) websites will result receiving a Level-1 warning letter.
- (h) According to the school standard, students in compulsory education stage students are not allowed to bring mobile phone to school, the homeroom teacher will temporary manage of founded. The use of computers is prohibited except the course requirements.

Rules for Student Lockers

1. The school provides locker and lockset to store books, school supplies and personal items necessary to students.
2. The Discipline Office is authorized to allocate student lockers which facilitates management. Students are not allowed to exchange, share lockers, or use any unassigned lockers.

3. Locker availability:

- (1) Available for the entire semester (starting from the day before a semester starts until the last day of the semester).
- (2) Usage of lockers during the winter/summer break will be based on specifically announced schedules.

4. General rules:

- (1) Locker and lockset are public property of the school and must be used with care. Except nameplates which are assigned by the Discipline Office, no additional decorations are allowed. Students are responsible for taking care of their own belongings. If a locker is damaged due to improper usage/action by a student, the school has the right to ask for compensation (amount evaluated by DGA).
- (2) Avoid using unnecessary force or make loud noise with the locker.
- (3) Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.
- (4) Items that possess potential danger or items that are perishable or have special smell are strictly forbidden in the locker. Those who violate the regulations will receive punishment according to school rules.
- (5) Valuable items such as money, mobile phones and other electronic products shall be properly kept by users. Students should take full responsibility of items stored in their lockers.
- (6) Keep your locker neat and tidy at all times. If a locker is poorly organized (messy) and refuses to make it clean after correction by a teacher, the student will face consequences according to school rules.
- (7) Students are not allowed to open or attempt to open another student's locker, or change the security code of another locker. Any violation will face consequences.
- (8) In case of theft, students are advised to report to the Discipline Office.
- (9) At the end of each semester, the homeroom teacher should make sure students clean up and recover the password (0000) of the lockset. The locksets should return back to the DSA office, lost and damage should be pay the full price.
- (10) The students should check their lockers every day. If any damaged, please report to the homeroom teacher immediately.

- (11) Before graduation or for any reason dropping out from school, students are to remove all items from their lockers. Any item that remains will be taken away.

5 . The school retains the right to inspect lockers to insure they are being maintained in accordance and for safety purpose. Inspection includes regular or random basis. If any violation of the above regulations is found, the user will face consequences or even cancel his or her right of using the locker.

KCISEC Simple Life Code

1. KCISEC is aimed students to develop character which leads to success and can have long-lasting influence.
2. **Scope:** The simple life code is applicable to G6-G12 students

3.Implementation

(1) General guidelines:

- a. The “lost and found” concept is included in the weekly homeroom class competition. As it is bonded with the homeroom class honor, it reminds students to take good care of their personal belongings.
- b. The topic of “taking care of personal and public property” is also included in moral education. It is also specifically discussed during homeroom class assembly time.
- c. Students’ meals and snacks are based on simple and healthy. The school provides no luxurious food. Do not waste food. Finish everything on your plate, including snacks and fruit.
- d. Writing, drawing and speech contests are held on looking after and caring of property. Excellent works will be displayed and awarded.
- e. The implementation of uniform inspections focuses on neat and tidy. Unnecessary accessories are encouraged not to be worn (example: earrings, etc.)
- f. Everyone has an important responsibility to recycle, sort, and reduce waste at school.
- g. Implementation in “Poverty Simulation” event – unless one experienced poverty, it's difficult to truly understand. Everyone should cherish and value our limited resources.
- h. The collection of second-hand items is hold regularly so that uniforms, books, musical instruments, and so on are used to the best.
- i. Follow the rules and regulations for use of school property. Everyone holds an important role and responsibility.
- j. The school promotes volunteering in social welfare activities, guiding students to develop care and love to the society.

(2) What homerooms and teachers can do?

- a. The concepts of frugality and cherishing resources are integrated in teaching lessons.
- b. Each homeroom develops self-evaluation sheets on frugality and cherishing resources.
- c. Each homeroom develops learning sheets on frugality and cherishing resources. Every student may gain a deeper understanding the importance.
- d. Each homeroom class is to include “Energy Saving & Carbon Reduction” within their classroom rules and guidelines.

- e. “Say no to luxury brands”. There is no need to possess unnecessary things.
- f. Classes are encouraged to participate in charity events and truly understand the needs of others.
- g. Students are encouraged to use book covers for protecting books and extend its circulation life. Do not throw away books, test papers or projects. Develop the good habit of recycling.

(3) What families can do?

- a. When the school holds parent meeting, parents are asked to also educate their children on “using things to its most”, “do not buy things that are unnecessary”, and “say no to luxury brands”.
- b. Through various communication channels (the school website, PowerSchool platform, etc.), parents can understand and support the school’s simple life code. Everyone has an important role in creating an atmosphere which we all cherish property, the environment, and limited resources.

(4) What student can do?

- a. Have your own water bottle to reduce the waste of disposable cups.
- b. Student should keep their personal space tidy, and clean on a regular basis.
- c. Students should take no more than they can eat. Do not waste food.
- d. Students should cherish our limited resources, examples include:
 - . Turn off the taps. Don't let your water consumption run out of control.
 - . Turn the lights off when you leave the room.
 - . Curtail toilet paper use.
 - . Implement “energy saving and carbon reduction” habits.
- e. Give a thank you card rather than gifts to your peers! If you give a gift, the value should not exceed 100 RMB.
- f. Do not use an expensive or limited pen (value of 100RMB or more).
- g. Do not wear expensive shoes (value of 600RMB or more, except mountain climbing shoes).
- h. Do not wear expensive accessories or jewelry (religious reasons excepted).
- i. Students should use feature phones, which provides just the necessary functions for communication.

Student Damage to School Property Policy

1. Principles:

- (1) On a regular basis, school property is inspected and policy announced.
- (2) The care and maintenance of school property are highly regarded.
- (3) Parents will be asked to compensate for damage caused by deliberate or inappropriate behavior by the child.
- (4) The principle on compensating to the school for damage property is providing the same item of the damaged one. If the parent/student provide the specific item, payment of the damaged property according to its original price is charged.

2. Implementation:

- (1) School property inside classrooms (including desks, chairs, labels, computers, digital boards, blackboards, etc.) are enlisted and managed by the Logistics Office. For details, all items are kept record in the school property inventory document.
- (2) Students have responsibility to take proper care of their desks and chairs.
- (3) School property, both personally assigned or used for groups, are to be handled with care as to maximize their usage periods.
- (4) Students who damage school property will be dealt as follow:
 - . If the person who should be responsible for damaged property in a homeroom class (desks, chairs, windows, or any school property) cannot be identified, all students of the homeroom class will be responsible for compensation. The Logistics Office will deal with repairs or replacements.
 - . Besides compensation, a student who deliberately and severely damages school property will be sent to DSA for consequences.
 - . Students should inform the teacher, homeroom teacher and DSA, if anything damaged, and also pay for the full price.
 - . If the official compensation process is not completed as required, the relevant person in charge shall complete the compensation.

3. Resolution for damaged/lost property:

- (1) When property is damaged or lost, students should report to the office which is in charge. The "School Property Damage Compensation Form" (see below) is to be filled.
- (2) If damage of property is inevitable, the accounting office will request the office which enlists the item for document support to apply for tax relief.
- (3) Damage due to inappropriate handling or deliberate behavior will be given consequences according to its severity. Payment of the damaged item will be determined by its value.

School Property Damage Compensation Form

Date: / / (day/month/year)

Homeroom Class		Student ID			
Name		Type of damage	<input type="checkbox"/> Natural damage <input type="checkbox"/> Manmade damage <input type="checkbox"/> Request repairmen <input type="checkbox"/> Item discharged		
Damaged Item		Quantity			
Payment amount		Location of damaged property			
Item ID (serial no.)		Estimated repair fee	(include document)		
Signature of homeroom teacher and case description					
DSA	Coordinator (signature)				Director (signature)
Logistics Office	Asset manager		General affairs manager		Director
	Administrative Coordinator		Property Coordinator		
Accounting Office		Principal or authorized administrator			

Lost and Found Guidelines

1. A lost or found of item is to be reported to DSA.
2. Photos of found items are taken by DSA and included in the morning e-bulletin and other media.
3. After 3 days an item was announced in the morning e-bulletin, any unclaimed items will be placed in the “Lost and Found Cabinet”. Items can be claimed by the owner by reporting to DSA.
4. Before two weeks to the last day of the semester or parent-teacher conference days, lost items will be displayed by category so the owner may claim back the lost item.
5. Lost items which are unclaimed and considered expired will be held for resale (auction) during the school’s anniversary celebration. The money collected by the auction will be donated to charity

DSA is in charge to explain to students the implementation of above.

Elevator Management Measures of Kang Chiao School Xi'an Oujiang Campus

1. **Purpose:** Encourage students to use stairs to do more excess
2. **Subject:** All International Division students
3. **Measures:**
 - a. Without permission, Students are prohibited to use elevator
 - b. If found students use elevator without permission, the DETENTION will be given.
 - c. If students need to use elevator for health reason, please take your case report to Health Center to review, then go to Discipline Office to collect Elevator Card.
 - d. The Card is able to use by yourself only, the accompanies (if need) are no more than two.
 - e. The Card must be returned to Discipline Office before leaving school every week, otherwise the DETENTION will be given.
 - f. No duplicating Card, if found, a level-two warning letter will be issued.
 - g. If the Card is damaged or lost during using, compensation shall be paid according to the price.