



BES Code of Behavior and Discipline Policy 北京市朝阳区致知学校学生行为准则和纪律政策

Aims:

目标:

To promote desirable student conduct and behavior, the school has adopted the behavioral standards in line with the Beijing Educational Bureau.

为了促进学生的良好行为举止，学校采用了与北京市教委一致的行为标准。

Beijing Enlighten School nurtures a climate in which all students act positively, irrespective of their academic abilities, to create an ethos where positive and considerate behavior becomes the norm.

北京市朝阳区致知学校致力于创建让所有的学生都能积极行动的学校氛围，创造一种良好的校风，让积极和考虑周全的行为成为学校的规范，无论学生的学术能力如何。

Scope:

范围:

Essential elements of a school Code of Behaviour and Discipline of Beijing Enlighten School include the following:

北京市朝阳区致知学校行为准则和纪律政策的基本要素包含以下内容：

- Its context is the school community where mutual respect, co-operation, and the practice of humanistic values should be integral features.
在学校社区内相互尊重、相互合作和实践人文价值应该是学校的必要特征。
- It is in accordance with the rights and responsibilities of all the stakeholders' concerned management, educators, students, parents, and support staff.
它符合所有利益相关方的相关管理者、教育工作者、学生、家长和支持员工的权利和责任。
- Its standards permeate all the school phases and create a sense of social cohesion within it.
它的标准渗透到学校的所有阶段，并在其中创造一种社交凝聚力。



Responsibilities:

职责:

Managerial Responsibility:

管理层职责:

- The school management is responsible for ensuring that a fair and effective Code of Behaviour and Discipline that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and implementation procedures, be developed and implemented with the participation of all the stakeholders of the institution.

学校管理层负责确保在学校所有利益相关者的参与下，制定和实施公平有效的行为和纪律准则，包括鼓励和肯定学生的努力、奖励、惩罚的规则、方式和实施流程。

Staff Responsibility:

员工职责:

- Staff will take every opportunity to raise students' awareness and understanding of the many issues related to behavior and discipline through effective use of Student Council, Morality Education, PE, and an all-pervading strand of social and moral life.

员工将利用每一个机会，通过学生会、思想道德教育、体育及广泛的社会和道德生活，提高学生对许多行为和纪律问题的认识和理解。

- School staff should consider themselves responsible at all times for the behavior of students within sight or sound of them and should respond promptly and firmly to any instances of unacceptable behavior.

学校员工应时刻为他们所看到或听到的学生的行为负责，并应对任何不可接受的行为作出迅速和坚决的回应。

Parental Responsibility:

家长职责:

- Parents should provide a conducive home environment as it plays a crucial role in shaping attitudes that produce good behavior in schools. Therefore, it is important that parents be aware of the aims, values, and the nature of expected behavior of the school.

家长应提供一个良好的家庭环境，因为它在孩子在学校形成良好行为和态度方面起着至关重要的作用。



Student Responsibility:

学生职责:

- Students should apply themselves to the learning and application of real-life-enhancing skills such as self-control, conflict management, problem-solving, decision-making, and effective intra- /inter-personal communication. They should also learn to appreciate that offensive behavior has consequences and that good behavior shapes the desired community environment. 学生应致力于学习及应用提高实际生活能力的技能，例如自我控制、冲突管理、解决问题、决策及有效的人际沟通。他们还应该学会理解攻击性的行为的后果，以及良好的行为能塑造理想的社区环境。

Attitudes and Behaviour:

态度和行为:

The cornerstones of standards of students' behavior are:

学生行为标准的基石是：

- respect for oneself,
尊重自我,
- respect for others,
尊重他人,
- respect for the school and local community,
尊重学校和当地社区,
- and respect for the environment.
尊重环境.

Beijing Enlighten School strives to offer all its students a hazard-free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, the responsibilities of students and parents include:

北京市朝阳区致知学校努力为所有的学生提供一个没有危险和情感安全的环境，在这里他们可以充分发挥他们的学术和个人潜力。为了使学校达到这一目标，学生和家长的的责任包括：

- Abiding by the school's behavior policy. This policy will cover the expected code of behavior during the school timings, during extra-curricular activities, on school buses, during school trips, and students' participation in social media forums.
遵守学校的行为准则。这一政策将涵盖在校时间、课外活动、校车、研学活动和学生参与社交媒体讨论等活动中期望的行为准则。



- Ensuring the student understands the school's expectations and possible consequences that may arise due to a breach of the behavior code.
确保学生理解学校的期望和违反行为准则可能产生的后果。

The school has a zero-tolerance for bullying in all its forms.

学校对各种形式的霸凌行为零容忍。

- Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological, and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school.

霸凌是指通过情感、身体、心理和/或网络手段对他人进行有意和蓄意的恐吓。经过证实的和故意的霸凌行为可能会导致攻击者立即被学校停课。

The matters will be referred to Educational Bureau for ratification depending on its severity.

根据事件严重程度，将提交到教委进行批准。

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums.

与上述标准一致，学校不会容忍任何形式通过社交媒体进行的诽谤或故意伤害。

- Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
所有年级的家长和学生使用任何社交媒体必须在任何时候都表现出对学校社区成员的尊重(包括所有学生和人员);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community.
家长和学生不得违反保密规定，不得诽谤或威胁学校社区的任何人;

Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

如有证明或有意违反上述规定，将受到包括停课在内的处罚。



Unacceptable Behavior:

不可接受的行为:

Given that students have a right to be in an orderly and safe learning environment, they are expected to behave, both inside the school premises and on school buses, in a friendly and orderly manner and to show respect for all persons and property. 鉴于学生有权在一个有秩序和安全的学习环境中学习，因此无论在校内还是在校车上，学生都应表现出友好和有秩序的举止，并尊重所有人和财产。

Unacceptable behavior in such contexts includes repeatedly disrupting the class, shouting, leaving the class without authorization, showing disrespect for teachers and other students, fighting, using inappropriate language, playing rough, behaving disrespectfully with others, throwing objects at others, bullying someone and indulging in acts of vandalism.

不可接受的行为包括反复扰乱课堂、大喊大叫、擅自离开课堂、对老师和其他学生不尊重、打架、使用不当语言、粗暴行为、对他人不尊重、向他人投掷物品、欺负别人，肆意破坏行为。

Bullying and Interpersonal Abuse:

霸凌和人际虐待:

All students have a right to learn in a safe environment without fear. Bullying can undermine and even prevent students from progressing academically and socially, and it can have lifelong negative consequences for both the victim and the bully. We, therefore, have zero tolerance for bullying.

所有学生都有权利没有恐惧地在安全的环境中学习。霸凌会破坏甚至阻止学生在学业和社交方面的进步，对受害者和霸凌者都可能产生终生的负面影响。因此，我们对霸凌行为绝不姑息。

All students involved in bullying will be disciplined and receive appropriate counseling and support from the school, whether the bullying is physical, social, conducted in cyberspace, or verbal.

无论霸凌是身体上的、社交上的、在网络空间中进行的，还是口头上的，所有参与霸凌的学生都将受到纪律处分，并从学校获得适当的心理辅导和咨询。

The school has zero-tolerance for Cyberbullying and media misuse for defamation purposes.

学校对网络霸凌和因诽谤目的而滥用媒体的行为零容忍。



Assemblies:

集会:

Assemblies are an essential communication tool. The goal of a successful assembly is to contribute to the development and maintenance of a quality environment for all students that will enable them to enjoy their daily collective experience.

集会是最重要的沟通工具。成功集会的目标是为所有学生提供一个高质量的环境，使他们能够享受日常的集体体验。

Travel on School Buses:

乘坐校车:

While traveling on a school bus, students must behave in an orderly and respectful manner.

在乘坐校车时，学生们必须遵守秩序，尊重他人。

Changing Classes between Lessons:

课间换班:

When it is necessary to move between lessons, this should be done quickly and quietly. No lingering should be allowed. Where a system of student-based classes is in use, teachers and class leaders or prefects should ensure that the class group is not left unsupervised for an unreasonable length of time. Students are expected to abide by school rules.

当需要课间进行换班时，应该迅速而安静地完成。不允许逗留。在实施以学生为基础的班级制度时，教师和班组长或年级组长应确保班级学生不会在不合理的时间段内无人监督。学生应遵守校规。

Organized Excursions:

有组织的外出:

Educational visits, field trips, and seminars are authorized and may be taken as an extension of the classroom to contribute to the achievement of the school's educational goals. Students are expected to attend these activities. While on such excursions, students are to consider themselves as guests and ambassadors of their school. Students must treat teachers, helpers, and guides with respect and courtesy. Schools are required to notify parents and obtain their written consent in advance. 被学校批准的教育访问活动、研学和研讨会等被视为课堂的延伸，旨在实现学校教育的目标。学生应参加这些活动。在这样的短途外出中，学生应该把自己视为到访地的客人和学校的大使。学生必须尊重、礼貌地对待老师、帮助他们的人和向导。学校须事先通知家长，并取得他们的书面同意。



Property:

财产:

Students are expected to respect such school property as furniture, buildings, books, materials, and equipment. Students have an important role in ensuring that the physical environment is kept clean and attractive.

学生应尊重学校的财产，如家具、建筑物、书籍、材料和设备。学生在确保所处环境保持清洁和令人愉悦方面，扮演着重要的角色。

Break time:

课间休息:

Students are expected to leave the classrooms during the break and keep the school premises eco-friendly by disposing of the garbage appropriately.

学生应在课间离开教室，并妥善处理垃圾，保持校园友好的环境。

Lockers:

储物柜:

Where lockers are available, they are the property of the school. Students should use the lockers assigned to them solely for storing their school materials and personal items necessary for school attendance. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. Items found in students' lockers in violation of school policies, rules, and regulations are to be confiscated.

储物柜属于学校财产。学生应使用指定的储物柜，只供存放在校时的学校资料及所需的个人物品。每个学生有责任保持自己储物柜的清洁和完好。如在学生的储物柜中发现有违反学校政策、规章制度的物品将被没收。

Behavior in Common Areas:

在公共区域的行为:

While in the library, in the laboratories, study areas, canteen, grounds, and other common areas, students are expected to behave well as they would in class.

Standards of behavior and hygiene in toilets must be ensured.

在图书馆、实验室、学习区域、食堂、操场和其他公共区域，学生应像在课堂上一样举止得体。学生在卫生间必须确保行为标准和保持卫生间的卫生。

Behavior and Sanctions:

行为和处分:

A clear school behavior policy, consistently and fairly applied, underpins effective education. School staff, pupils, and parents should all be clear of the high standards of behavior expected of all pupils at all times.



一个清晰明确的学校行为政策，在学校持续和公平的执行，是有效教育的基础。学校的员工、学生和家長都应该清楚所有学生在任何时候都应该有高标准的行为。

Parent Code of Conduct:

家长行为准则:

To support a peaceful and safe school environment, the school cannot tolerate parents, guardians, and visitors exhibiting the following:

为了营造一个和平及安全的校园环境，学校不支持家长、监护人及访客在校内进行下列活动:

- Disruptive behavior interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, reception, or any other area of the school grounds.
破坏性的行为干扰或威胁教室、员工办公室、办公区、接待区或学校其他区域的运行。
- Using loud/offensive language, swearing, cursing, using profane language, or displaying temper.
使用大声/冒犯性语言，咒骂，诅咒，使用亵渎的语言，或大发脾气。
- Abusive or threatening e-mails, phone calls, or other written communication.
侮辱性或威胁性的电子邮件、电话或其他书面交流。
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parent/staff on social sites.
在社交网站上诽谤、冒犯或贬损学校或任何学生/家长/员工的言论。
- Any concerns you may have about the school must be made through the appropriate channels by speaking to the Heads of School, Principals, so they can be dealt with fairly, appropriately, and effectively for all concerned.
对学校的任何问题，都必须通过适当的渠道向学校的总校长和学部校长提出，以便他们能公平、适当和有效地处理。

Should any of the above behavior occur on school premises, the school may feel it is necessary to contact the appropriate authorities and, if necessary, even suspend the offending adult from entering the school grounds.

如果上述任何一种行为发生在学校，学校将联系有关部门，在必要的情况下，甚至可以禁止有此种行为的成人进入学校。

The school has the right to refuse re-enrollment of the child whose parent has been disrespectful to the School Authorities and Staff in spite of receiving repeated warnings.



如果家长在收到多次警告后，对学校和教职员仍有不尊重的行为，学校有权拒绝该家庭孩子的重新入学。

Managing Inappropriate Behaviour:

管理不当行为:

A Stepped Approach:

阶梯式方法:

BES has a range of options and rewards to reinforce and praise good behavior. These will be proportionate and fair responses that may vary according to the age of the pupils and any other special circumstances that affect the pupil.

北京市朝阳区致知学校有一系列的方法和奖励措施来加强和表扬良好的行为。这些适当和公平的措施将根据学生的年龄和任何影响学生的特殊情况而有所不同。

When poor behavior is identified, sanctions should be implemented consistently and fairly in line with the behavior policy. We have a level of measures clearly communicated to school staff, pupils and parents.

当学校发现不良行为，将按照行为政策公平地进行处置。我们已向学校员工、学生和家家长明确传达了相应措施。

These can include:

措施包括:

- First Warning is filling an Incident Report
第一次警告为出具事件报告
- Second Warning is a written warning
第二次警告为书面警告
- Third Warning is again a written warning, and the student is referred to the counselor
第三次警告也为书面警告，并且学生将被指派给心理咨询老师
- Fourth Warning is Suspension from school
第四次警告将从学校停课
- The Last Step in extreme cases is communicating to the family about the need of a tutor allocated to the specific child and provided by the family or even for the need of finding another school.
在极端情况下，最后一步是与家长沟通，告知他们需要安排一名家庭教师陪同孩子，并由家长自行提供，甚至需要为孩子另找一所学校。



Suspension Examples of Inappropriate Behavior 因不当行为而停课的范围*

1-day examples 停课1天范例	3-days examples 停课3天范例	5-days examples
Swear words repeatedly shared in the school context 在学校环境重复使用脏话	Swear words and bad language towards others in the school context 在学校环境对他人使用脏话和冒犯性语言	Swear words, bad language, insults and provocative behavior towards others 学校环境对他人使用脏话、冒犯性语言，侮辱和挑衅行为
Violent/aggressive behavior towards things 对事物有暴力/侵犯性行为	Violent/aggressive behavior towards others 对他人有暴力/侵犯性行为	Violent/aggressive behavior affecting others physically and/or psychologically 暴力/侵犯性行为对他人的身体/心理带来影响
Taking others' property without consent 未经他人允许擅自拿走他人财产	Stealing objects 偷窃物品	Perpetrating theft 实施盗窃行为
Bullying/cyber bullying behaviors present 出现霸凌/网络霸凌行为	Bullying/cyber bullying behaviors impacting others 霸凌/网络霸凌行为影响他人	Bullying/cyber bullying behaviors impacting others and the school as an organization 霸凌/网络霸凌行为影响他人和学校

*Other examples of inappropriate behavior may be applied to the specific context and situation.

根据具体环境和场景的不同，其他不当行为也适用于以上情况。

Through all the steps, parents will be kept updated by the relevant teachers or staff members about how to support the students at home and how to create a rigorous educational connection between family and school.

其中所有步骤，相关的老师或学校员工会随时通知家长如何在家支持学生，以及如何在家庭和学校之间建立缜密的教育联系。



Rewarding Good Behaviour:
奖励良好行为:

Accentuating the Positive:
强调积极方面:

Rewarding good behavior addresses two important aims of the school:
奖励良好的行为体现了学校的两个重要目标:

- To develop a Rights and Responsibilities Approach in our students to ensure that they develop into responsible world citizens.
培养学生的权利和责任观念，确保他们成为负责任的世界公民。
- Build Team Spirit-Together Everyone Achieves More ensures that a larger scope of the student body is acknowledged for their good work.
建立团队精神，团结一致，人人争创佳绩，确保更大范围的学生群体因他们的优秀行为而得到认可。

In order to promote the best code of conduct to enhance academic progress, a deserving student will be chosen from each year group every month for "The BES Student of the Month" Award.

为了推动最佳行为规范，促进学习进步，每个月都会从各年级中选出一名优秀的学生，获得“北京致知学校月度最佳学生”奖。

A "Merit Chart" through Toddle or Managebac systems will be used by the teachers to keep track of the students' behavior and additional achievements.

通过Toddle或Managebac系统，教师将使用“成绩表”来跟踪学生的行为和额外获得的成就。

The below-mentioned categories are outlines for students to be consistently aware of:

下面提到的类别是学生需要始终了解的要点:

- Respect for others
尊重他人
- Personal cleanliness and hygiene
个人清洁卫生
- Discipline-School/Bus/Playground/Outing
遵守纪律-学校/校车/操场/外出
- Respect for school property



尊重学校财产

- Neatness and timely submission of assignments
作业的整洁和及时提交
- Punctuality
准时
- Endeavor
努力

Policy Reviewed by Faculty on the 18th of February 2022.

2022年2月18日此政策由教学员工审核

Approved by SLT on the 7th of March 2022.

2022年3月7日由高级管理团队批准

The policy will come into effect and be implemented from March 15th, 2022. The school principals' committee reserves the rights for final explanation and future updates.

该政策自2022年3月15日开始生效并执行，学校校长委员会负责解释并有权更新。