COGDEL SCHOOL CHENGDU

Secondary School Student Handbook

中学部学生手册

Academic Year 2026-2027 / 2026-2027 学年
World explorers with Chinese pride. / 自豪行走世界的领袖人才。

A complete handbook for students and parents

面向学生与家长的完整手册

Cogdel School Chengdu

成都康礼学校

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Disclaimer and Policy Reference / 声明与政策引用

This Student Handbook and its appendices provide practical guidance for students and parents at Cogdel School Chengdu. The information is accurate to the best of the School's knowledge at the time of publication. The School may update the handbook or appendix policies when circumstances require. If a change significantly affects students or parents, the School will communicate it through official channels in advance where practicable.

本《学生手册》及其附件政策为成都康礼学校学生与家长提供在校学习、生活与沟通的实用指引。手册信息在发布时已尽合理努力确保准确。学校可根据实际情况更新手册或附件政策；如相关变化对学生或家长权益产生重要影响，学校将在可行情况下通过正式渠道提前通知。

Not every situation that may arise during the school year can be anticipated. Where this handbook or its appendices do not provide specific guidance, Executive Principal Ms. Amy LU, together with the relevant school leaders and offices, will make prudent and fair decisions based on student welfare, safety, fairness and appropriate communication with the students and parents concerned.

学年中难免会出现无法预见的情况。本手册或附件政策未涵盖的特殊事项，由陆琨校长全面负责，并由学校相关负责人及部门结合学生福祉、安全、公平原则，在适当情况下与相关学生及家长沟通后，审慎作出决定。

Appendix policy reference guide / 附件政策引用总览

Appendix policy / 附件政策	What students and parents should use it for / 学生与家长应如何使用
1. Device Use Policy / 电子设备使用政策	Explains permitted devices, storage and collection, academic-use approval, boarding and daytime use, prohibited use, and consequences. 说明可携带设备、保管与领取、学习用途审批、寄宿与日间使用、禁止情形及后果。
2. Uniform Policy / 校服制度	Explains uniform items, formal wear, PE kit, seasonal wear, appearance standards, and exceptions or replacement requirements. 说明校服项目、正装、体育服、季节性着装、仪表要求，以及例外或更换要求。
3. Boarding Handbook / 寄宿手册	Explains dormitory routines, room expectations, device storage, weekend leave, safety, prohibited items, and boarding consequences. 说明宿舍常规、房间要求、设备保管、周末离校、安全、违禁物品及寄宿后果。
4. Attendance Policy / 出勤政策	Explains attendance expectations, leave requests, absence reporting, recording, thresholds, lateness, early departure, and consequences. 说明出勤要求、请假申请、缺勤报告、记录方式、出勤门槛、迟到、早退及相关后果。
5. Medication Management Policy / 药物管理政策	Explains medication registration, storage, administration, emergency medication, parent disclosure duties, and medical-safety responsibilities. 说明药物登记、存放、使用、急救药物、家长告知义务及医疗安全责任。
6. Student Code of Conduct / 学生行为守则	Explains behaviour expectations, recognition, academy points, detention, suspension, exclusion, and parent communication. 说明行为期望、正向认可、学院分、留堂、停课、劝退及家校沟通。
7. Academic Integrity Policy / 学术诚信政策	Explains academic honesty, plagiarism, cheating, assessment malpractice, responsible AI use, investigation, and consequences. 说明学术诚信、抄袭、作弊、评估舞弊、负责任使用 AI、调查及后果。
8. Academic Progression, Assessment and GPA Policy / 学术进展、评估与 GPA 政策	Explains assessment cycles, GPA rules, conversion scale, weighting, credits, progression, academic monitoring, transcripts, and applications. 说明评估周期、GPA 规则、成绩换算、加权、学分、升学进展、学术监测、成绩单及申请呈现。

Implementation note / 执行说明
The eight policies listed above are formal appendices to this Student Handbook and are included in this complete manual. The main handbook states the core expectations students and parents should follow; each appendix provides the detailed procedures, examples, approval routes and consequences for that area. If a detailed appendix rule is later amended through the School's formal approval process, the School will communicate the update through official channels.
以上八项政策为本《学生手册》的正式附件，并已纳入本完整手册。主手册说明学生和家长应遵守的核心要求；各附件进一步提供相应领域的具体流程、示例、审批路径及后果。如附件细则后续经学校正式审批流程调整，学校将通过官方渠道发布更新。

Principal's Message / 校长致辞

Dear Parents, Guardians and Students,

Welcome to the 2026-2027 academic year at Cogdel School Chengdu. Each new school year asks us to do two things at once: to protect the standards that make a school trustworthy, and to keep building the future our students deserve. At our school, that future is rooted in Chinese confidence, global vision, disciplined learning and genuine care for the whole person.

各位家长、监护人及同学们：

欢迎来到成都康礼学校 2026-2027 学年。每一个新学年都要求我们同时做好两件事：守住一所学校值得信任的标准，也持续建设学生应当拥有的未来。在康礼，这个未来根植于中国文化自信、全球视野、严谨学习以及对学生全人成长的真切关怀。

Our school vision is simple to say and demanding to live: future-oriented and people-centered. Our mission is to cultivate world explorers and future leaders with Chinese pride: young people who are healthy in body and mind, curious about the world, brave enough to create, responsible enough to serve, and able to work with anyone, anywhere. This handbook is part of that work. It describes the shared routines, expectations and safeguards that allow teachers to teach, students to learn, and families to partner with the school with clarity.

我们的办学愿景言简而意深：面向未来，以人为本。我们的使命，是培养具有中国自豪感、能够行走世界并领航未来的学生：身心健康、保持好奇、敢于创造、勇于担当，并能够与不同背景的人协作。本手册正是这一工作的组成部分。它说明了学校共同遵守的常规、期望与保障机制，使教师能够安心教学、学生能够专注学习、家庭能够清晰地与学校协作。

For 2026-2027, we will keep strengthening academic quality, responsible use of technology, project-based learning and whole-person development. Students should experience a school that is ambitious, orderly and kind: a place where growth is visible not only through grades and awards, but also through wellbeing, learning, agency, innovation, leadership, collaboration, vision and stewardship.

2026-2027 学年，学校将继续提升学术质量，引导学生负责任地使用技术，深化项目制学习与全人成长。我们希望学生体验到一所既有目标、又有秩序、更有温度的学校：成长不仅体现在成绩与奖项中，也体现在身心、学习、内驱、创新、领导、协作、视野与责任中。

Please read this handbook carefully with your child and use it as a practical guide throughout the year. Rules work best when they are understood as shared commitments, not as cold instructions. When students and families understand the reasons behind expectations, students are more able to take ownership of their choices and to grow into young people who can be trusted with freedom.

请家长与孩子共同认真阅读本手册，并在学年中将其作为实用指引。规则最有效的时候，不是被理解为冰冷的命令，而是被理解为共同的承诺。当学生和家庭理解期望背后的原因，学生就更有能力为自己的选择负责，并成长为能够承担自由的人。

I look forward to working with you in a year of learning, courage and visible growth.

期待与大家共同迎接一个有学习、有勇气、有成长证据的新学年。

Ms. Amy LU, Chairman & Executive Principal, Cogdel School Chengdu

陆琨，成都康礼学校董事长 & 执行校董

Mission, Vision and Values / 使命、愿景与价值观

Mission / 使命

To cultivate world explorers and future leaders with Chinese pride.

培养具有中国自豪感、能够行走世界并领航未来的人才。

In daily school life, this means nurturing students who can walk the world with confidence: not only smart, but brave, creative, responsible and able to work with anyone, anywhere.

落实到每天的校园生活中，这意味着培养能够自信行走世界的学生：不仅聪明，更勇敢、富有创造力、承担责任，并能与不同文化和背景的人合作。

Vision / 办学愿景

Future-oriented and people-centered education.

面向未来，以人为本。

Future-oriented: connect learning with society, technology, creativity and real-world problems; help students meet change with optimism, curiosity and an explorer's mindset.

面向未来：让学习与社会、科技、创造和真实问题相连接，帮助学生以乐观、好奇和探索者心态面对变化。

People-centered: respect individual differences, build a listening-understanding-encouraging culture, and treat every student's growth as a whole-person journey.

以人为本：尊重个体差异，建设“倾听-理解-鼓励”的沟通文化，将每位学生的成长视为全人发展旅程。

Core values / 核心价值观

Direction / 方向	Core values included / 包含的核心价值
Inward / 向内	Well-being 身心
Personal / 向自身	Learning, Agency, Innovation 学习、内驱、创新
Social / 向社会	Leadership, Collaboration, Vision, Stewardship 领导、协作、视野、责任

Core Competency Framework / 核心竞争力框架

Cogdel School Chengdu uses the Core Competency Framework to turn values into daily practice. The framework helps students, parents and teachers discuss growth through observable evidence: what a student does repeatedly in learning, relationships, activities, boarding life and service.

成都康礼学校以核心竞争力框架将价值观转化为日常实践。该框架帮助学生、家长和教师通过可观察证据讨论成长：学生在学习、人际关系、活动、寄宿生活和服务中反复做出的真实行动。

Core value / 核心价值	What students practise / 学生日常实践
Well-being / 身心	Maintain physical and emotional stability; protect sleep, exercise, nutrition and personal safety; seek help early. 维持身心稳定；重视睡眠、运动、饮食与个人安全；遇到困难及时求助。
Learning / 学习	Prepare for lessons, ask questions, read actively, complete work on time and use feedback to improve. 做好课前准备，主动提问，积极阅读，按时完成任务，并利用反馈改进。
Agency / 内驱	Set personal goals, make plans, reflect honestly and take responsibility for choices. 设定个人目标，制定计划，诚实反思，并为自己的选择负责。
Innovation / 创新	Identify problems, test ideas, learn from failure and use technology, including AI, responsibly. 发现问题，尝试方案，从失败中学习，并负责任地使用技术，包括人工智能。
Leadership / 领导	Take initiative, make responsible decisions and help a group move toward a shared goal. 主动承担任务，作出负责任的决定，并推动团队朝共同目标前进。
Collaboration / 协作	Listen, communicate clearly, respect differences and contribute fairly in group work. 倾听他人，清晰沟通，尊重差异，并在团队合作中公平贡献。
Vision / 视野	Understand issues from wider cultural, social and global perspectives; connect learning with the real world. 从更广阔的文化、社会和全球视角理解问题，并将学习与真实世界相连接。
Stewardship / 责任	Care for people, community and environment; act with integrity even when no one is watching. 关心他人、社区与环境；即使无人监督，也坚持诚信与责任。

How growth becomes visible / 成长如何可见

Growth is visible when students practise the same value in different contexts and can reflect on what changed.

当学生能在不同情境中持续实践同一价值，并能反思自己发生了什么变化，成长就变得可见。Students & teachers should collect evidence from repeated, authentic contexts such as classroom learning, group work, prep, boarding routines, service, competitions and everyday conduct.

学生和老师应从课堂学习、小组合作、晚自习、宿舍常规、服务、竞赛与日常行为等多次真实情境中积累成长证据。

Parents can support this process by asking students for specific examples: what they tried, what evidence they have, what they learned and what they will improve next.

家长可通过追问具体例子支持学生反思：你尝试了什么、有什么证据、学到了什么、下一步准备如何改进。

The framework should be used in goal setting, student reflection, tutor conversations, pastoral support, portfolios and recognition of growth.

该框架将用于目标设定、学生反思、班主任沟通、德育支持、成长档案与成长认可。

School Structure and Communication / 学校架构与家校沟通

This section explains how students and parents should communicate with the School and where to seek support. In most cases, the fastest and clearest route is to begin with the member of staff closest to the matter, then move to the relevant office if further support is needed.

本节说明学生和家长应如何与学校沟通，以及在不同事项上可寻求哪些支持。通常情况下，最清晰、最高效的方式是先联系与事项最直接相关的教职员工；如需进一步支持，再转至相应办公室或职能团队。

Communication routes and student support / 沟通路径与学生支持

For day-to-day matters, the Form Tutor is normally the first point of contact. Subject learning questions should usually begin with the subject teacher. Boarding matters should begin with the boarding or dormitory team. Families should use official school channels so that communication can be recorded and followed up appropriately.

日常事项通常先联系班主任；学科学习问题通常先联系任课老师；寄宿相关事项通常先联系生活老师或寄宿团队。家长应通过学校正式沟通渠道联系，以便事项得到记录、跟进和反馈。

Matter / 事项	Start with / 先联系	Then, if needed / 如需进一步支持
Daily wellbeing, attendance or behaviour 日常身心、出勤或行为	Form Tutor 班主任	Student Development Center 学生发展中心 Sdc.ccscd@cogdel.com
Subject learning, homework or assessment 学科学习、作业或评估	Form Tutor 班主任	Academic or curriculum office 学术或课程相关办公室 cscd@cogdel.com
Boarding, dormitory life or weekend leave 寄宿、宿舍生活或周末离校	Dormitory Teacher or Boarding Team 生活老师或寄宿团队	Student Development Center 学生发展中心 Sdc.ccscd@cogdel.com
Counselling, safeguarding or inclusion concern 心理、学生保护或融合支持	Form Tutor 班主任	Student Development Center 学生发展中心 Sdc.ccscd@cogdel.com
University planning or future pathways 升学规划或未来路径	University Guidance Office 升学规划办公室	Academic leadership if course decisions are involved 如涉及课程决定，转至学术负责人 cscd@cogdel.com
Activities, academies, competitions or PBL 活动、学院、竞赛或项目制学习	Responsible teacher or Form Tutor 负责老师或班主任	Relevant academy or activity coordinator 相关学院或活动协调团队 cscd@cogdel.com
Official documents or administrative requests 正式文件或行政申请	Form Tutor 班主任	Relevant administrative office 相关行政办公室 cscd@cogdel.com

Academic, pastoral and boarding support are connected. When a concern affects more than one area, the School will coordinate internally so that the student and family receive a joined-up response.

学术、德育与寄宿支持彼此衔接。当同一事项涉及多个领域时，学校将在内部协调，为学生和家庭提供连贯回应。

Curriculum academies / 课程学院

Academy / 学院	Student learning focus / 学习重点
Academy of Quest 问源 | Pursuit of Truth 求真	Science inquiry, evidence-based reasoning and understanding the natural world through Physics, Chemistry and Biology. 通过物理、化学、生物发展科学探究、证据推理与对自然世界的理解。
Academy of Harmony 和鸣 | Pursuit of Goodness 求善	Language, communication, economic understanding, business collaboration and social responsibility. 发展语言沟通、经济理解、商务协作与社会责任。
Academy of Muse 灵犀 | Pursuit of Aesthetics 求美	Creativity, artistic expression, music, design and digital media production. 发展创造力、艺术表达、音乐、设计与数字媒体创作。
Academy of Vigor 砺行 | Pursuit of Well-being 求韧	Mathematical thinking, computer science, physical wellbeing, resilience and systems thinking. 发展数学思维、计算机科学、身体健康、韧性与系统思维。

Home-school communication / 家校沟通

ManageBac, the school's designated learning platform, gives parents access to ongoing student performance and direct messaging with teachers.

ManageBac 是学校为家长提供学生在校表现查看和教师沟通渠道。

Home-school communications are scheduled regularly, usually twice a term, and additional meetings may be arranged through the Form Tutor when academic or behavioral matters require discussion.

学校定期举行家长会，通常一学期两次；如需额外沟通学术或行为表现，可通过班主任预约。

The official school notice platform is used for class or whole-school notices. Families should check official notices regularly and avoid relying on informal public channels.

学校正式通知平台用于班级或全校通知。家长应定期查看正式通知，避免依赖非正式公开渠道。

Parent lecture series support families on international education, overseas preparation, student wellbeing and university guidance etc.

家长课堂围绕国际教育、海外生活准备、学生身心支持与升学指导等主题提供支持等。

Academic and pastoral issues should be communicated through official channels, not informal public channels or social media.

学术与德育问题应通过正式渠道沟通，而非公开非正式渠道或社交媒体。

Our Expectations / 我们的期望

Cogdel School Chengdu expects every student to help create a safe, respectful and focused learning environment. Students and parents should understand the expectations below as daily commitments: they protect students' right to learn, teachers' right to teach, and the community's right to dignity and safety.

成都康礼学校期望每位学生共同营造安全、尊重、专注的学习环境。学生和家长应将以下期望理解为每日承诺：它们保护学生学习的权利、教师教学的权利，以及校园共同体的尊严与安全。

Student rights and responsibilities / 学生权利与责任

Students have the right to a safe and orderly environment and the responsibility to arrive on time, bring the required materials and care for school property.

学生有权享有安全有序环境，也有责任准时到校到课、备齐学习用品并爱护学校财物。

Students have the right to express opinions appropriately and the responsibility to listen, disagree respectfully and avoid language that humiliates or harms others.

学生有权以适当方式表达观点，也有责任倾听他人、尊重不同意见，并避免使用羞辱或伤害他人的语言。

Students have the right to a good education and the responsibility to participate actively, complete learning tasks and avoid disrupting others.

学生有权接受良好教育，也有责任积极参与学习、完成学习任务，并避免干扰他人。

Students have the right to be treated with respect and the responsibility to treat themselves and others with respect.

学生有权受到尊重，也有责任尊重自己和他人。

General code of conduct / 行为总则

Treat yourself, others and the school environment with respect.

尊重自己、他人和校园环境。

Follow staff instructions, move safely around campus, care for shared spaces and keep phones or other devices in designated storage when required.

遵守教职员工要求，在校园内安全有序行动，爱护公共空间，并按要求将手机或其他设备存放在指定地点。

Attend lessons and approved school activities punctually, prepared and ready to participate.

准时参加课堂及学校批准的活动，做好准备并积极参与。

Use language, technology and social media in ways that protect dignity, privacy, learning and safety.

以保护尊严、隐私、学习秩序与安全的方式使用语言、技术和社交媒体。

Attendance expectations / 出勤期望

Attendance is essential for academic success, wellbeing and future applications. Family travel should be planned during holidays. Term-time absence, except emergency medical cases, requires prior approval through the School's leave process.

出勤对学业成功、身心状态和未来申请至关重要。家庭旅行应安排在假期。除紧急医疗情况外，学期内请假须按学校请假流程提前申请并获批。

Detailed reporting, approval, recording and consequence rules are set out in Appendix 4 Attendance Policy.

具体报告、审批、记录及后果见附件 4《出勤政策》。

Daily school timetable / 每日作息时间

Students should use the timetable below to plan punctual arrival, lessons, activities, dinner and Prep. Special school days, examinations, trips, weather or events may follow adjusted schedules; official school notices prevail.

学生应根据下表安排准时到校、上课、活动、晚餐和晚自习。特殊校历日、考试、外出活动、天气或大型活动可另行调整，以学校正式通知为准。

Activity / 安排	Time / 时间
Registration / 晨间登记	8:00-8:10
Period 1 / 第 1 节	8:15-9:00
Period 2 / 第 2 节	9:10-9:55
Morning break / 上午课间	9:55-10:10
Period 3 / 第 3 节	10:10-10:55
Period 4 / 第 4 节	11:05-11:50
Lunch Break / 午餐及午休	11:50-12:50

Activity / 安排	Time / 时间
Period 5 / 第 5 节	12:50-13:35
Period 6 / 第 6 节	13:45-14:30
Afternoon Break / 下午课间	14:30-14:40
Period 7 / 第 7 节	14:40-15:25
Period 8 / 第 8 节	15:35-16:20
ECA Break / ECA 转换	16:20-16:30
ECA / 课外活动	16:30-17:15
Dinner Break / 晚餐	17:15-18:15
Prep 1 / 晚自习 1	18:15-19:05
Prep 2 / 晚自习 2	19:15-20:05
Prep 3 / 晚自习 3	20:15-21:00

Unauthorised absence may be recorded on school reports or transcripts and may affect grades, progression, activity eligibility and applications.

未经批准的缺勤可能记录在学校报告或成绩单中，并影响成绩、升学、活动资格和申请。

Students are expected to maintain attendance above 90% each semester unless medical or other approved exceptional circumstances apply.

除医疗或其他经批准的特殊情况外，学生每学期出勤率应保持在 90%以上。

Planned absence should be requested in advance by parents or guardians by contacting the tutors. Students are responsible for asking teachers how to catch up on missed work after approval.

计划缺勤应由家长或监护人提前通过班主任进行申请。获批后，学生有责任主动向任课老师确认如何补齐缺失学习任务。

For unplanned absence, parents should contact the Form Tutor and Student Development Center as soon as possible and provide supporting notes or medical certificates where required.

突发缺勤时，家长应尽快联系班主任和学生发展中心，并按要求提供说明或医疗证明。

Parents and guardians / 家长与监护人

Parents and guardians support students best when they maintain regular routines, communicate through official channels and help students take responsibility for their choices.

家长和监护人通过维护规律作息、使用正式渠道沟通，并帮助学生为自己的选择负责，能够更好地支持学生成长。

Parents and guardians are responsible for supporting attendance, healthy study habits, respectful communication and timely disclosure of medical, wellbeing or learning needs. Except in emergencies, school visits should be arranged in advance.

家长/监护人负责支持学生出勤、健康学习习惯、尊重沟通，并及时告知学生医疗、身心或学习支持需求。除紧急情况外，到校访问应提前预约。

The School educates, manages and protects students while they are on campus or in approved school activities, but it is not the student's legal guardian. Legal guardianship responsibilities remain with parents or legal guardians.

学校在学生在校或参加学校批准活动期间依法履行教育、管理和保护义务，但学校并非法定监护人，监护职责仍由家长或法定监护人承担。

Academic Programme / 学术课程

Cogdel School Chengdu provides a coherent 12 year learning pathway that combines required national curriculum foundations with internationally recognized learning and assessment routes. This section explains the main pathways and day-to-day academic expectations for students and families; detailed procedures are set out in the relevant appendix policies.

成都康礼学校提供连贯的 12 年学习路径，在国家课程基础要求之上衔接国际认可的学习与评估路径。本节说明学生和家庭需要了解的主要课程路径与日常学术要求；具体流程以相关附件政策为准。

Accreditation and programme status / 认证与项目状态

Cogdel School Chengdu is a licensed 12-year school and provides international qualifications through recognized examination routes while meeting applicable national curriculum requirements.

成都康礼学校是经许可的 12 年一贯制学校，在符合国家课程相关要求的基础上，通过认可考试路径提供国际资格课程。

The School is authorized as a test centre for Cambridge Assessment International Education and Pearson Edexcel qualifications, College Board Advanced Placement, including IGCSE and International A Levels.

学校为剑桥国际教育与 Pearson Edexcel 授权考试中心，AP 考试中心，提供 IGCSE 与国际 A Level 等资格路径。

The School is a UCAS member school and a Duke of Edinburgh International Award centre, and partners with Syracuse University Project Advance for selected college-credit learning opportunities.

学校为 UCAS 成员学校、爱丁堡公爵国际奖项执行中心，并与雪城大学 SUPA 项目合作，为学生提供部分大学学分学习机会。

Cogdel School Chengdu is a candidate school for the IB Primary Years Programme (PYP) and the Diploma Programme (DP). Candidate-school status means the School is pursuing authorization; it does not constitute authorization or guarantee that authorization will be granted. Programme descriptions and available routes will follow official IB requirements and current School notices.

成都康礼学校为 IB 小学项目（PYP）和大学预科项目（DP）候选学校。候选学校状态表示学校正在推进授权流程；该状态不等同于已授权，也不保证最终一定获得授权。项目说明与实际可选路径以 IB 官方要求及学校最新正式通知为准。

Curriculum pathway / 课程路径

Stage / 阶段	Student and family focus / 学生与家庭重点
P1-P5 Primary / 小学	National curriculum foundations with inquiry-based learning aligned with PYP candidate-school development. Families support reading routines, attendance, wellbeing and communication with the Form Tutor. 国家课程基础与契合 PYP 候选学校建设方向的探究式学习相结合。家庭重点支持阅读习惯、出勤、身心健康，并与班主任保持沟通。
P6-P8 Middle / 初中融合阶段	Transition to secondary learning through stronger subject foundations, English academic language, study habits and early exploration through academies and activities. Students should plan homework and ask for help early. 通过更扎实的学科基础、英语学术语言、学习习惯，以及学院和活动探索完成中学阶段过渡。学生应学习规划作业，并在困难早期主动求助。
P9-P10 IGCSE / IGCSE 阶段	Formal IGCSE preparation and external-exam readiness. Students and parents should track subject choices, assessment deadlines, mock examinations and exam registration notices. 进入 IGCSE 正式备考与外部考试准备阶段。学生和家长应关注选课、评估截止日期、模拟考试和考试报名通知。
P11-P12 Upper School / 高中阶段	A-Level pathway, with DP candidate-school development where officially available for the relevant cohort. Course choices should match student strengths, university goals, attendance and progression requirements. 以 A-Level 路径为主，并在相关年级正式可行时衔接 DP 候选学校建设。选课应结合学生能力、大学目标、出勤情况和升学要求。

Students and parents should use official School notices, the school's designated learning platform, meetings with the Form Tutor and the College Guidance Office for course decisions.

学生和家长在作出课程选择时，应以学校正式通知、the school's designated learning platform、班主任沟通及升学指导办公室会议为依据。

Homework, assessment and academic support / 作业、评估与学术支持

Homework and assessment help students review, synthesize, practise and show evidence of learning. Some work is formative and receives feedback; core assessments are graded, recorded and may form part of semester or year grades. Parents can monitor learning patterns through ManageBac.

作业与评估帮助学生复习、整合、练习并呈现学习证据。部分任务为形成性评估并提供反馈；核心评估将评分、记录，并可能计入学期或学年成绩。家长可通过 ManageBac 关注学生学习趋势。

Detailed assessment, progression and GPA rules are set out in Appendix 8 Academic Progression, Assessment and GPA Policy.

具体评估、升学进展与 GPA 规则见附件 8《学术进展、评估与 GPA 政策》。

Students should record deadlines, prepare required materials and submit work as instructed, usually in hard copy or through ManageBac, by the beginning of the lesson on the due date.

学生应记录截止日期、准备所需材料，并按教师要求提交作业，通常为纸质或上传 ManageBac 并在截止日上课前完成提交。

Late, missing or poor-quality core assessments may affect reports and academic records.

迟交、缺交或质量不佳的核心评估可能影响报告与学业记录。

Students who are struggling should speak to the subject teacher before deadlines whenever possible; additional academic support may be arranged when appropriate.

学习遇到困难的学生应尽可能在截止日前联系任课教师；必要时学校可安排额外学术支持。

Parents should contact the Form Tutor or subject teacher when they see repeated missing work, late submission, sudden grade changes or sustained difficulty.

如家长发现学生反复缺交、迟交、成绩突然变化或持续学习困难，应联系班主任或任课教师。

Internal and external examinations / 校内与外部考试

This section applies to school-based quizzes, in-class tests, unit assessments, mid-year and end-of-year examinations, mock examinations and external examinations such as IGCSE, A Level or other approved qualifications.

本节适用于校内小测、课堂测评、单元评估、期中/期末考试、模拟考试，以及 IGCSE、A Level 或其他获批准资格考试等外部考试。

Students must follow official examination schedules, rooming arrangements, permitted-material lists and invigilator instructions. Phones, smart watches and unauthorised electronic devices are not allowed in examination rooms.

学生须遵守学校正式发布的考试时间、考场安排、允许携带物品清单及监考要求。手机、智能手表及未经批准的电子设备不得带入考场。

Families should avoid personal travel during published assessment or examination periods unless prior approval has been granted.

家庭应避免在已公布的评估或考试期间安排私人旅行，除非已提前获得批准。

Absence, lateness, early departure or make-up arrangements for examinations require approval from the Academic Director. Valid medical evidence or other required documentation must be submitted through the School process.

考试缺考、迟到、提前离场或补考安排须由学术主管审批。有效医疗证明或其他所需材料应按学校流程提交。

Unexcused absence from internal examinations may lead to incomplete records, capped grades, zero records or other academic consequences. Missed external examinations normally need to be taken during the next available examination period and may affect progression or application timelines.

无故缺考校内考试可能导致记录为未完成、成绩上限、零分或其他学术后果。错过外部考试通常需在下一可用考试季重新参加，并可能影响升学或申请时间线。

Cheating, malpractice or breach of examination conditions is handled under the Academic Integrity Policy; detailed academic-integrity rules are not repeated here.

考试作弊、舞弊或违反考场规则将依据《学术诚信政策》处理；此处不重复学术诚信细则。

Academic integrity and responsible AI use / 学术诚信与负责任 AI 使用

Academic integrity means that students submit honest work, acknowledge sources, follow assessment rules and use technology responsibly. Plagiarism, cheating, malpractice and unauthorised use of artificial intelligence are serious matters.

学术诚信意味着学生提交真实诚信的作品、注明资料来源、遵守评估规则并负责任地使用技术。剽窃、作弊、舞弊及未经授权使用人工智能均属严重问题。

Students must make clear what work is their own, what support they received and which sources or tools they used.

学生必须清楚区分哪些内容为本人完成、接受了哪些帮助，以及使用了哪些资料或工具。

Students may use AI tools only when a teacher has explicitly permitted the use and explained how it should be acknowledged.

学生仅可在教师明确允许并说明引用方式的情况下使用 AI 工具。

AI-generated text, images, code or analysis must not be presented as a student's unaided original work.

不得将 AI 生成的文字、图像、代码或分析冒充为学生独立原创成果。

Cheating or malpractice may lead to resubmission, capped grades, a zero score, disciplinary action and adverse effects on applications, according to the relevant policy.

作弊或舞弊可能根据相关政策导致重交、成绩上限、零分、纪律处分，并影响升学申请。

Detailed academic honesty, responsible AI use, investigation and consequence rules are set out in Appendix 7 Academic Integrity Policy.

具体学术诚信、负责任使用 AI、调查及后果规则见附件 7《学术诚信政策》。

Transcripts and progression / 成绩单与升学

Official transcripts are used for university, high school and other formal applications. To protect authenticity, official transcripts are normally sent directly by the School to the receiving institution. Requests should be made through the Academic Administration Office with the required notice period and supporting information.

正式成绩单用于大学、高中及其他正式申请。为确保真实性，正式成绩单通常由学校直接发送至接收机构。申请应通过教务办公室按要求提前提交，并提供必要信息。

Grades on transcripts and reports are final once issued according to School procedures.

成绩单和报告一经学校流程正式发布，成绩即为最终结果。

Graduation and progression decisions depend on examination results, credits, attendance, completion of required work and relevant programme criteria.

毕业与升学决定取决于考试结果、学分、出勤、规定任务完成情况及相关课程标准。

Detailed progression and transcript rules are set out in Appendix 8 Academic Progression, Assessment and GPA Policy.

具体升学进展与成绩单规则见附件 8《学术进展、评估与 GPA 政策》。

Students applying to external institutions should follow deadlines set by the College Guidance Office and should not request unofficial grade changes for application purposes.

申请外部学校或大学的学生应遵守升学指导办公室发布的时间节点，不应因申请需要要求非正式更改成绩。

Evening Prep / 晚自习

Evening Prep is a supervised academic time for students who are assigned or approved to attend. It is for study, not free social time.

晚自习是为被安排或获准参加的学生设置的有管理学术时间，用于学习，而非自由社交。

All boarding students must attend their scheduled Prep sessions. Day students attend Prep only when they are registered for an approved arrangement, assigned academic support, a subject clinic or supervised study.

所有寄宿生必须参加其年级/项目安排的晚自习。走读生仅在登记参加获批安排、被安排学术支持、学科辅导或有监督学习时参加。

Prep attendance is recorded separately and is not included in the 90% academic attendance calculation. Lateness, absence, early departure or leaving the supervised area without permission will be followed up.

晚自习出勤单独记录，不纳入 90%学术出勤率计算。迟到、缺勤、提前离开或未经许可离开监管区域将被跟进。

Students should arrive on time with required materials, work quietly and follow duty teacher instructions.

学生应准时到位、带齐所需材料、安静学习，并服从值班教师安排。

If homework is complete, students should read, revise, preview upcoming lessons, organize notes, complete long-term projects or do approved independent study.

如已完成作业，学生应阅读、复习、预习后续课程、整理笔记、完成长期项目或进行经批准的自主学习。

Temporary device use during Prep may be approved by tutors for a specific academic task. Standing or repeated device permission requires the School's long-term approval process.

晚自习临时设备使用可由班主任就具体学习任务批准。长期或反复设备使用权限须按学校长期审批流程办理。

Students who are ill or unable to continue should report immediately to the duty teacher or boarding staff.

学生如身体不适或无法继续学习，应立即向值班教师或宿舍老师报告。

Boarding students who require regular special permission to have prep out of Library should follow the official prep application process.

住校生在自习时间需要做图书馆自习之外的其它安排，需要遵循学校的官方流程进行申请。

Day students who will leave campus during Prep time will need to contact their parents through tutors or Prep managers.

走读生需要在自习时间离校的，需要通过班主任或者晚自习管理人员和家长联系确认后放行。

Pastoral Care and Student Development / 德育关怀与学生发展

Pastoral care at Cogdel School Chengdu supports students' wellbeing, safety, inclusion and personal development so that they are ready to learn and participate fully in school life. This section explains how students and parents seek support, what information the School needs, and which community expectations apply each day.

成都康礼学校的德育关怀支持学生的身心健康、安全、融合与个人成长，使学生能够投入学习并充分参与校园生活。本节说明学生和家长如何寻求支持、学校需要哪些信息，以及每日校园共同体的基本期望。

Wellbeing and inclusion / 身心健康与融合支持

Students may seek help from the Form Tutor, subject teacher, Student Development Center, counsellor, dormitory staff or any trusted school adult. If there is an immediate safety risk, students should tell the nearest adult at once.

学生可向班主任、任课教师、学生发展中心、心理老师、宿舍老师或任何信任的学校成年人寻求帮助。如存在即时安全风险，学生应立即告知身边最近的成年人。

Parents should disclose known learning needs, wellbeing concerns, medical needs, safeguarding concerns or other relevant information during interviews or through the Form Tutor and Student Development Center.

家长应在面谈或通过班主任和学生发展中心告知已知学习需求、身心关怀、医疗需求、保护疑虑或其他相关信息。

Homesickness and transition stress are common in new surroundings. Families should encourage healthy routines, regular attendance, participation in activities and timely communication when concerns persist.

新环境中想家与适应压力较常见。家长应鼓励学生保持健康作息、稳定出勤、参与活动；如担忧持续，应及时沟通。

Counselling is confidential unless safety, safeguarding or legal reporting duties require action.

心理咨询通常保密；如涉及安全、保护或法定报告义务，学校须采取相应行动。

Behaviour and community life / 行为与校园共同体

Positive behaviour is taught, expected and reinforced. Students should be respectful, punctual, prepared, honest, considerate and engaged. Community rules protect students' right to learn, teachers' right to teach and everyone's dignity and safety.

学校倡导并强化积极行为。学生应尊重他人、守时、准备充分、诚实、体谅他人并积极参与。校园规则保护学生学习的权利、教师教学的权利，以及每个人的尊严与安全。

Detailed recognition, behaviour points and formal-consequence rules are set out in Appendix 6 Student Code of Conduct.

具体正向认可、行为分及正式后果规则见附件 6《学生行为守则》。

Minor issues should be corrected early through guidance, reminders, restorative conversation, reflection, detention or loss of privileges where appropriate.

轻微问题应通过指导、提醒、修复性沟通、反思、留堂或适当取消特权等方式尽早纠正。

Serious or repeated behaviour concerns may lead to behaviour records, parent meetings, internal reflection, suspension, exclusion or other formal action according to the relevant policy.

严重或反复行为问题可能根据相关政策导致行为记录、家校会议、校内反思、停课、劝退或其他正式处理。

Parents will normally be notified when formal disciplinary action is taken or when a pattern of concern requires family support.

采取正式纪律措施，或持续问题需要家庭共同支持时，学校通常将通知家长。

Bullying is not tolerated. It may be physical, verbal, written, social, psychological or electronic. Students should report bullying promptly through pastoral or safeguarding channels; retaliation is also unacceptable.

学校不容忍欺凌。欺凌可表现为肢体、口头、书面、社交、心理或电子形式。学生应及时通过德育或保护渠道报告欺凌；报复行为同样不可接受。

Area / 类别	Examples / 示例
Positive recognition / 正向认可	Independent learning, English use, sustained effort, improvement, strong classwork, active participation, service, leadership and excellent homework. 独立学习、英语使用、持续努力、明显进步、优秀课堂表现、积极参与、服务、领导力和优秀作业等。
Concern examples / 需及时纠正的情况	Sleeping in lessons, lack of effort, missing homework, poor-quality homework, lateness, disruption, disobedience, unsafe behaviour, device misuse or disrespect. 上课睡觉、不够努力、缺交作业、作业质量低、迟到、扰乱秩序、不服从安排、不安全行为、设备滥用或不尊重他人等。

Devices and digital conduct / 设备与数字行为

Mobile phones and personal devices are privileges, not requirements. Students must follow storage, collection, approved use and privacy rules. Parents should use official channels for urgent contact rather than asking students to break device procedures.

手机及个人设备属于学校允许的特权，而非学习必需。学生必须遵守保管、领取、获准使用和隐私规则。紧急联系应使用学校正式渠道，家长不应要求学生违反设备管理流程。

Detailed daytime storage, boarding use windows, academic-use approval and consequences are set out in Appendix 1 Device Use Policy.

具体日间保管、寄宿使用时段、学习用途审批及后果见附件 1《电子设备使用政策》。

Each student may bring only one mobile phone if permitted. Phones must be handed in and stored according to dormitory or day-student procedures.

如获准携带手机，每名学生仅可携带一部。手机须按寄宿或走读流程上交并保管。

Mobile phone use should be limited to approved contact with parents during stipulated times; exact times are announced by the School or dormitory team.

学生手机使用应限于规定时段内经批准与家长联系；具体时间以学校或宿舍团队通知为准。

Devices may not be used for entertainment, gaming, unauthorised photos or videos, uploading images of others, bypassing network restrictions, sharing passwords or accessing inappropriate content.

不得将设备用于娱乐、游戏、未经授权拍摄、上传他人影像、绕过网络限制、共享密码或访问不当内容。

Laptops and network access must be used for academic purposes under staff direction. Screens should remain visible when devices are used in supervised study spaces.

笔记本和网络访问必须在教职员工指导下用于学习目的。在受监督学习空间使用设备时，屏幕应保持可见。

Misuse may result in confiscation, loss of device privileges, behaviour consequences or disciplinary action.

违规使用可能导致设备暂扣、取消使用权、行为处理或纪律处分。

Health, safety and medication / 健康、安全与药物管理

The School promotes safe routines and expects students to report illness, injury or unsafe conditions promptly. Parents must provide accurate and updated information about medical conditions, allergies, prescriptions and special dietary needs.

学校倡导安全常规，并要求学生及时报告疾病、受伤或不安全情况。家长必须准确并及时更新学生的医疗状况、过敏、处方和特殊饮食需求等信息。

Detailed medication registration, storage, administration and emergency-medication rules are set out in Appendix 5 Medication Management Policy.

具体药物登记、存放、使用及急救药物规则见附件 5《药物管理政策》。

Medication must be registered, stored and administered according to School procedures. Students should not self-administer, keep or share medication unless explicitly approved through School procedures.

药物必须按学校流程登记、存放和使用。未经学校流程明确批准，学生不得自行服药、私自保管药物或与他人分享药物。

Parents should inform the School promptly about medication updates, prescription changes, new allergies or changes in a student's health condition.

如学生药物、处方、新增过敏或健康状况发生变化，家长应及时告知学校。

During fire alarms or emergency drills, students must follow staff instructions, leave belongings behind when instructed, move calmly to assembly areas and remain with their group.

火警或应急演练期间，学生必须听从教职员工指令，按要求留下个人物品，冷静前往集合区域并留在本班/本组。

Uniform and school environment / 校服与校园环境

Uniform standards support identity, safety and a respectful learning environment. Students should wear the correct uniform, comply with dress requirements and maintain good personal presentation. Exact item lists follow the current school store and official notices.

校服制度有助于建立学校认同、安全和尊重的学习环境。学生应穿着正确校服，遵守着装要求并保持良好仪表。具体校服清单以学校商店及官方通知为准。

Detailed uniform items, seasonal wear and exception rules are set out in Appendix 2 Uniform Policy.

具体校服项目、季节性着装及例外规则见附件 2《校服制度》。

Formal uniform normally includes the School blazer, white shirt, approved tie, grey trousers or skirt, and plain black shoes.

正式校服通常包括学校外套、白色衬衫、指定领带、灰色长裤或校裙、黑色皮鞋。

PE kit should be worn as required for PE lessons or approved activities.

体育服应在体育课或获准活动中穿着。

Hair, jewellery, nails and make-up should be modest, safe and appropriate to the School environment.

发型、饰品、指甲与妆容应朴素、安全并符合校园环境。

Students are responsible for keeping clothing clean, labelling belongings and replacing lost items promptly.

学生有责任保持衣物整洁、标记个人物品，并及时补齐遗失物品。

Food safety and dining / 食品安全与就餐

Cogdel School Chengdu provides meals in accordance with national food safety requirements and expects students to follow dining routines respectfully.

成都康礼学校按照国家食品安全要求提供餐饮，并要求学生以尊重、有序的方式遵守就餐常规。

Parents must inform the Form Tutor, Student Development Center and Dormitory Teacher in writing if a student has allergies, religious dietary needs, medical dietary restrictions or other relevant food-safety needs.

如学生有食物过敏、宗教饮食需求、医疗饮食限制或其他食品安全相关需求，家长必须以书面形式告知班主任、学生发展中心及宿舍老师。

Students may not order delivery food or drink to campus, receive food through the school fence, or bring expired, spoiled or unknown-origin food.

学生不得私自订购外卖入校、通过围墙接收食物，或携带过期、变质、来源不明的食品。

If a student experiences symptoms such as nausea, vomiting or diarrhea after eating, they must immediately report to a teacher, dormitory staff member or the school infirmary.

若学生就餐后出现恶心、呕吐、腹泻等症状，必须立即向老师、宿舍老师或校医报告。

Boarding and Dormitory Life / 寄宿与宿舍生活

Boarding is an extension of school life and an important part of pastoral care. Dormitory routines protect sleep, safety, privacy, study habits and respectful community living. Students and parents should use this section together with the Dormitory Policy and official boarding notices.

寄宿生活是校园生活的延伸，也是德育关怀的重要组成部分。宿舍常规保护学生睡眠、安全、隐私、学习习惯和相互尊重的共同生活。学生和家长应将本节与《宿舍管理规定》及学校正式寄宿通知一并使用。

Detailed boarding routines, device storage, weekend leave, safety and prohibited-item rules are set out in Appendix 3 Boarding Handbook.

具体寄宿常规、设备保管、周末离校、安全及违禁物品规则见附件 3《寄宿手册》。

General boarding expectations / 寄宿基本要求

Students must cooperate with boarding staff, follow instructions promptly and speak respectfully to staff and roommates.

学生必须配合宿舍老师管理，及时遵守指令，并以尊重的方式与老师和室友沟通。

Rooms, roommates and bunks are assigned by the School and may change each year. Students must sleep in their designated bunks and may not change room layout without authorization.

宿舍房间、室友和床位由学校统一安排，每学年可能调整。学生必须在指定床位就寝，不得擅自改变房间布局。

Students may not bring prohibited items into dormitories, including unauthorised food, electrical appliances, gaming devices, playing cards, tobacco, alcohol, vaping products or other unsafe items.

学生不得将违禁物品带入宿舍，包括违规食品、电器、游戏设备、扑克、烟草、酒类、电子烟或其他不安全物品。

Pets are not allowed in dormitories.

宿舍内不允许饲养宠物。

Daily routines and sleep / 宿舍日常与睡眠

Students must leave the dormitory by the announced morning time and complete check-in or attendance procedures as required. Missing or late check-in may be treated as lateness.

学生须在学校公布的早晨时间前离开宿舍，并按要求完成打卡或考勤；未打卡或迟打卡可能视为迟到。

Students may not remain in dormitories during school time unless they are ill or have received permission from required staff.

学生上课期间不得留在宿舍；如因病或特殊情况需要留宿舍，须获得相关老师许可。

Before leaving each morning, students should make beds, keep desks and floors tidy, close cupboards, switch off lights and air conditioning, and place laundry and luggage properly.

每天早上离开宿舍前，学生应整理床铺、书桌和地面，关闭衣柜，关闭灯光和空调，并妥善放置衣物与行李。

After lights out, students must stay in their own rooms, remain quiet, avoid device misuse and protect others' rest.

熄灯后，学生应回到自己房间，保持安静，避免违规使用设备，并保护他人休息。

If a student feels unwell at night, they should report to the duty boarding staff immediately.

学生夜间如身体不适，应立即向值班宿舍老师报告。

Room visits and privacy / 房间拜访与隐私

Students may visit rooms of the same gender only, with permission.

学生仅可在获得许可后拜访同性别宿舍房间。

Students must knock and ask permission before entering. If any roommate declines a visit, the visitor must leave immediately.

进入他人房间前必须敲门并征得同意。如任何室友拒绝拜访，访客必须立即离开。

Students may not enter staff rooms, duty rooms or restricted dormitory areas without permission.

未经许可，学生不得进入教职员工房间、值班室或宿舍限制区域。

Photos, videos or recordings inside dormitories require explicit permission from everyone involved and must follow School privacy rules.

在宿舍内拍照、录像或录音须获得相关人员明确同意，并遵守学校隐私规则。

Weekend boarding and leave / 周末留校与离校

Students who need to stay at school on weekends must obtain parental consent and follow the School notification process by the announced deadline.

学生如需周末留校，须获得家长同意，并按学校公布时限完成通知流程。

Weekend boarders must follow all School and dormitory rules, remain under weekend staff supervision and inform duty staff of their location.

周末留校学生须遵守学校及宿舍全部规定，接受周末值班老师管理，并随时告知值班老师自己的位置。

Students may leave campus on weekends only after completing the required application and receiving both parental and School approval.

学生周末离校须完成相应申请，并获得家长及学校双方批准。

Parents should not arrange private pick-up, transport, delivery or off-campus plans that bypass the School leave process.
家长不应安排绕过学校离校流程的私人接送、交通、物品递送或校外活动。

Students may not enter bars, KTVs or other inappropriate venues while under School boarding responsibility.
在学校寄宿管理责任期间，学生不得进入酒吧、KTV 等不适宜场所。

Safety, property and prohibited items / 安全、财物与违禁物品

Students are responsible for looking after their personal belongings and should keep valuables locked when not in use. The School cannot guarantee responsibility for items that are not stored properly.
学生有责任保管个人物品，不使用贵重物品时应妥善锁存。对未按要求保管的物品，学校无法保证承担责任。

The School may authorize room checks during daytime for safety, hygiene, welfare or safeguarding reasons.
学校可因安全、卫生、学生福祉或保护需要，授权教职员工在白天进行房间检查。

Students must keep corridors, stairs and fire routes clear and may not place obstacles in public areas.
学生必须保持走廊、楼梯及消防通道畅通，不得在公共区域堆放障碍物。

Cooking in dormitory rooms is prohibited. Unauthorised appliances such as kettles, refrigerators, hot plates, microwaves or irons may be confiscated or stored by the School.
宿舍房间内禁止烹饪。水壶、冰箱、电热盘、微波炉、熨斗等未经允许的电器可能被学校暂扣或代管。

Damage to dormitory property must be reported immediately. Students must not attempt repairs; intentional damage may require compensation.
宿舍设施损坏须立即报告，学生不得自行维修；故意损坏可能需要赔偿。

Category / 类别	Rule / 规则
Banned consumables / 禁止食品或物品	Tobacco, alcohol, vaping products, fast food, fried takeaway food, food of unknown origin and self-heating hotpot or rice. 烟草、酒类、电子烟、快餐、油炸外带食品、来源不明食品、自热火锅或自热米饭等。
Limited consumables / 限量食品	Small quantities of approved snacks may be permitted. Instant noodles and similar foods are limited by dormitory policy and may be confiscated or returned if excessive. 可少量携带经允许的零食。方便面等食品按宿舍政策限量管理，超量可能被暂扣或退还。

Co-curricular, Academies and College Preparation / 课外发展、学院与升学

Co-curricular learning at Cogdel School Chengdu gives students structured opportunities to explore interests, build skills, serve others, develop leadership and create evidence of growth beyond academic grades. Participation should strengthen, not replace, students' academic responsibilities, attendance and wellbeing.

成都康礼学校的课外学习为学生探索兴趣、发展能力、服务他人、培养领导力，并形成学业成绩之外的成长证据提供结构化机会。课外参与应支持而非替代学生的学业责任、出勤和身心健康。

CCA/ECA, student clubs and student organizations / CCA、ECA、学生社团与学生组织

CCA/ECA content and day-to-day management are provided by the four academies. Students must choose at least one CCA/ECA each semester, and every student should have an approved arrangement during the Monday, Tuesday and Wednesday ECA periods.

CCA/ECA 的内容供给与日常管理由四大学院负责。学生每学期至少选择一项 CCA/ECA；周一、周二、周三的 ECA 时段，每位学生都应有经批准的安排。

The first week of each CCA/ECA cycle is the trial and change window. After that, students should not withdraw or change activities without academy approval.

每轮 CCA/ECA 开始后的第一周为试课与调整窗口。窗口结束后，学生未经学院批准不得自行退课或更换活动。

CCA/ECA attendance is recorded separately and is not included in the 90% academic attendance calculation. Unapproved absence may affect activity eligibility, competition entry, recognition and verified activity records.

CCA/ECA 出勤单独记录，不纳入 90%学术出勤率计算。未经批准缺勤可能影响活动资格、竞赛报名、学校认可及经核实的活动记录。

Off-campus, high-risk, paid or external-provider CCA/ECA activities require first review by the relevant academy and second review by the Principal. Parents should read official notices for schedules, fees, equipment, transport, consent and safety requirements.

校外、高风险、收费或涉及外部机构的 CCA/ECA 活动，须先由相关学院审核，再由校长审核。家长应通过正式通知了解时间、费用、设备、交通、授权和安全要求。

Student activities, student clubs and student organizations are guided by the Student Development Center. This includes approval to form, staff-advisor arrangements, activity approval, safety requirements and decisions to pause or close a club.

学生活动、学生社团与学生组织由学生发展中心负责引导与管理，包括成立审批、指导老师安排、活动审批、安全要求，以及暂停或关闭社团的决定。

Student clubs may not collect money, sell items, invite external guests, publish public-facing content or organize off-campus activities without prior approval from the Student Development Center.

学生社团未经学生发展中心事先批准，不得收费、售卖物品、邀请校外人员、发布对外内容或组织校外活动。

Students and parents should use official notices, not informal messages, to confirm activity rosters, changes, absences and safety arrangements.

学生和家长应以学校正式通知确认活动名单、调整、缺勤和安全安排，不应依赖非正式消息。

Academies and PBL development / 学院与 PBL 发展

The four academies organize interdisciplinary learning, project-based learning, competitions and public products. Academy experiences help students connect academic learning with real problems, teamwork, reflection and responsible action.

四大学院组织跨学科学习、项目式学习、竞赛与公开成果展示。学院体验帮助学生将学科学习与真实问题、团队协作、反思和负责任行动连接起来。

Quest: science inquiry and evidence-based reasoning.

问源：科学探究与证据推理。

Harmony: language, communication, economics, business collaboration and social responsibility.

和鸣：语言沟通、经济理解、商务协作与社会责任。

Muse: creativity, arts, music, design and digital expression.

灵犀：创造、艺术、音乐、设计与数字表达。

Vigor: mathematical thinking, computer science, physical wellbeing and resilience.

砺行：数学思维、计算机科学、身体健康与韧性。

Students should keep evidence of academy and PBL learning, such as research notes, products, reflection, presentations, service records and competition outcomes.

学生应保留学院与 PBL 学习证据，例如研究记录、作品、反思、展示、服务记录和竞赛成果。

Student leadership / 学生领导力

Student leadership is built through service, responsibility and representation. Leadership roles may include academy activity leaders, event leaders, club leaders, service leaders, Student Senate members, Head Boy, Head Girl and School Ambassadors.

学生领导力通过服务、责任与代表性工作培养。学生领导角色可包括学院活动负责人、活动负责人、社团负责人、服务项目负责人、学生会成员、Head Boy、Head Girl 和 School Ambassadors。

The Student Senate is a student self-governance organization. Members are elected by students; the Student Development Center provides light guidance and support rather than direct control of student voice.

学生会是学生自治组织，成员由学生选举产生；学生发展中心提供基本引导与支持，而非直接控制学生声音。

Head Boy, Head Girl and School Ambassadors are selected by School Leadership Team. Students and parents should follow the relevant notice for eligibility, timeline, evidence and responsibilities.

Head Boy、Head Girl 和 School Ambassadors 由学校领导选拔。学生和家长应以相关通知了解资格、时间安排、所需证据和职责要求。

Head Boy, Head Girl and School Embassy candidates should have good attendance, no serious behaviour record, stable academic responsibility and a clear willingness to serve the student community and represent the School appropriately.

Head Boy、Head Girl 和 School Embassy 候选人应具有良好出勤、无严重行为记录、稳定履行学业责任，并明确愿意服务同学、得体代表学校。

Student leaders and representatives should be reliable, respectful, fair, discreet and able to communicate calmly. Leadership is demonstrated through service and follow-through, not only through titles.

学生领袖与学生代表应可信、尊重他人、公正、审慎，并能冷静沟通。领导力通过服务与持续完成任务体现，而不仅取决于头衔。

A student leader or representative may be paused or removed from role for serious misconduct, repeated absence, failure to perform responsibilities or misuse of position.

如学生领袖或学生代表出现严重违规、长期缺勤、不履行职责或滥用职权，学校可暂停或撤换其职务。

Awards and recognition / 奖励与认可

The School recognizes academic achievement, improvement, service, leadership, creativity, sport, academy contribution and holistic growth.

学校认可学术成就、进步、服务、领导力、创造力、体育、学院贡献以及全人成长。

Recognition may occur through assemblies, semester awards, annual prize-giving, portfolios, certificates, showcases or official School communications.

认可形式可包括晨会表彰、学期奖项、年度颁奖、成长档案、证书、成果展示或学校正式发布。

Students and parents should understand recognition as evidence of growth, not as a substitute for meeting academic, attendance or conduct expectations.

学生和家长应将认可理解为成长证据，而非替代学业、出勤或行为要求。

College preparation / 升学体系

College preparation begins with daily learning habits, academic integrity, attendance, sustained interests and evidence of growth. Upper school students receive guidance on course choices, examination planning, university research, application strategy and references.

升学准备始于日常学习习惯、学术诚信、出勤、持续兴趣与成长证据。高年级学生将获得课程选择、考试规划、大学研究、申请策略及推荐信等方面的指导。

Students should maintain records of activities, awards, service, leadership and projects, and should reflect on what they learned from each experience.

学生应持续记录活动、奖项、服务、领导力和项目经历，并反思每项经历中的学习收获。

Students are encouraged to participate in appropriate international, national and regional competitions, including academic, sport, creative and service-related opportunities.

学校鼓励学生参与适合自己的国际、国内及区域竞赛，包括学术、体育、创意与服务相关机会。

Reference requests should be made through the college guidance process with sufficient notice and accurate information.

推荐信申请应按升学指导流程提前提交，并提供准确信息。

Supercurricular opportunities may include international competitions, SUPA college-credit courses, EPQ, DofE and CISA league events where available and appropriate.

超课程机会可包括国际竞赛、SUPA 大学学分课程、EPQ、DofE 和 CISA 联盟活动等，具体以可开放且适合学生为准。

Acknowledgement Forms / 知情确认表

Parent and student handbook acknowledgement / 家长与学生手册确认

I/We acknowledge receipt of the Cogdel School Chengdu Student Handbook for Academic Year 2026-2027. I/We have reviewed the handbook and understand that questions may be directed to the appropriate School Administrator.

我/我们确认收到成都康礼学校 2026-2027 学年学生手册。我/我们已阅读本手册，并了解如对内容有任何疑问，可向相应学校管理人员咨询。

I/We understand that this handbook is a guide and that the rules, regulations and policies set forth herein are approved policies of Cogdel School Chengdu. Students and parents are expected to know and follow the handbook and to support fair decisions made by the Principal and the School according to these policies.

我/我们了解本手册是学生在校行为指南，上述条例、规定及政策均为成都康礼学校制定的规章制度。学生和家长应充分了解并遵守本手册内容，尊重并支持校长和学校依据相关政策作出的公平决定。

Field / 项目	Response / 填写
Student name / 学生姓名	
Year group / 年级	
Parent/Guardian name / 家长或监护人姓名	
Parent/Guardian signature / 家长或监护人签名	
Student signature / 学生签名	
Date / 日期	

Academy reward and event permission / 学院奖励及活动许可

As part of the School's recognition system, students may occasionally be offered supervised or approved opportunities linked to academy events, competitions or recognition. Students without signed permission may be unable to participate in certain off-campus privileges.

作为学校认可机制的一部分，学生可能因学院活动、竞赛或表彰获得受监督或经批准的相关机会。未获得签署许可的学生可能无法参与某些校外特权活动。

Field / 项目	Response / 填写
Permission granted? / 是否同意	Yes 是 / No 否
Student name / 学生姓名	
Parent/Guardian signature / 家长或监护人签名	
Date / 日期	

Weekend leave consent / 周末离校许可

I understand and accept that weekend boarders remain under dormitory supervision unless a written leave request has been approved. If my child leaves campus independently or participates in unsupervised activities with my authorization, I understand that the school's duty of care during that period is limited to what is reasonable in the circumstances.

我理解并接受周末留校学生原则上接受宿舍监管，除非书面离校申请已获批准。如我授权孩子自行离校或参与无监管活动，我知晓并同意在该期间学校的注意义务仅限于当时情形下的合理范围。

Field / 项目	Response / 填写
Student name / 学生姓名	
Parent/Guardian name / 家长或监护人姓名	

Field / 项目	Response / 填写
Parent/Guardian signature / 家长或监护人签名	
Date / 日期	

Appendices

附件

Detailed policies and procedures / 具体政策与流程

Appendix 1: Device Use Policy / 附件 1：电子设备使用政策

Electronic devices, including but not limited to mobile phones, tablets, smartwatches, laptops, Bluetooth headphones, and portable gaming devices, are an integral part of modern life. However, improper use of such devices can disrupt academic focus, interfere with rest, and compromise campus security. To ensure a healthy and orderly learning and living environment, the following policy is established and must be strictly observed by all boarding students.

电子产品（包括但不限于手机、平板电脑、智能手表、笔记本电脑、蓝牙耳机、便携式游戏设备等）已成为现代生活的重要组成部分。然而，不当使用这些设备可能会影响学习专注力、干扰他人休息，并带来校园安全隐患。为营造健康、有序的学习与生活环境，特制定本守则，全体住宿生必须严格遵守。

Responsible / 负责部门

The implementation and supervision of this policy are the responsibility of the boarding tutors, with support from the Homeroom Teachers, the Head of Pastoral Care, and the Academic Leadership Team (School Leadership Team) as necessary.

本守则的执行与监督由班主任和生活老师负责，必要时由德育主任及学校领导团队协同配合。

Device Hand-in and Collection - Boarding Students / 设备上交与领取——寄宿生

Boarding students must hand in all their electronic devices (including mobile phones, tablets, laptops, smartwatches with communication capabilities, and other specified devices) to the boarding tutors upon returning to school on Sunday evenings. Devices will be returned on Friday afternoons before students leave for the weekend.

寄宿生须在周日晚返校时将所有电子设备（含手机、平板电脑、笔记本电脑、具备通讯功能的智能手表及其他指定设备）交由生活老师统一保管，周五下午离校前可领回。

For AS/A2 boarding students, tablets and laptops may be collected from the dormitory teacher on weekday mornings before class for academic use during the school day. These devices must be returned to the dormitory teacher upon return to the dormitory in the evening.

住校生，AS、A2 年级，平板电脑和笔记本电脑可由学生于工作日早上从生活老师处领取，用于白天的学习用途。此类设备须在晚上返回宿舍时交还生活老师。

For boarding students below AS, tablets and laptops may be used and stored only during prep time in the library unless a subject teacher submits a special academic-use application. The subject teacher is responsible for collecting the devices from the library and returning them after use.

住校生，低于 A 年级的同学，只能在自习时间在图书馆使用平板和电脑用于学习用途。科任老师需要学生在课上使用设备的，可以提出申请，科任老师负责从图书馆取用以及用完之后归还设备。

Device Hand-in and Collection - Day Students / 设备上交与领取——走读生

Day students must hand in all devices to their tutors or the Student Development Centre upon arrival on campus.

走读生，他们进校时，所有设备都需要交给班主任或者学发中心保管。

If a student is found using tablets or laptops for non-academic purposes (e.g., gaming, streaming videos, social media) during scheduled academic hours, the device will be subject to confiscation and penalties as outlined in Section VI below.

如发现学生在上课期间将平板电脑或笔记本电脑用于非学习目的（如游戏、视频、社交媒体等），设备将被没收，并按本制度第六节规定处理。

For boarding students who stay on campus during weekends, devices will be stored by the boarding tutors and may be used only during designated times with prior approval.

Device Hand-in and Collection - Day Students / 设备上交与领取——周末留宿生

周末留校的寄宿生，设备由生活老师保管，仅在规定时段内经批准后使用。

Under no circumstances may students use personal electronic devices during class without explicit prior approval from both the subject teacher and the homeroom teacher. Any unauthorised use will be treated as a violation.

在任何情况下，未经任课教师及班主任明确事先批准，任何学生不得在上课期间使用个人电子设备。未经授权的使用将被视为违规行为。

Permitted Use Times - Boarding Students (in Dormitory) / 允许使用时段——寄宿生（在宿舍内）

Grade Level 年级	Permitted Usage Time 允许使用时段
G6–G9	21:15 – 21:45 (Monday–Thursday, Sunday)
G10–G12	21:15 – 21:45 (Monday–Thursday, Sunday)

Devices may be used only during the designated time slots. All devices must be returned to the boarding teachers immediately after the time ends.

仅限在规定时段内使用，使用结束后须立即将设备交还生活老师。

For weekend boarders, on Fridays and weekends, usage times are as follows:

周末留宿生，周五及周末的使用时间如下：

Grade Level 年级	Permitted Usage Time 允许使用时段
G6–G9	18:00 – 20:45 (Friday, Saturday)
G10–G12	18:00 – 21:15 (Friday, Saturday)

Prohibited Use and Areas / 禁止使用的情形与区域

During class hours (including all academic periods, evening study sessions, and extracurricular activities) — students are not permitted to use any electronic devices unless the teacher explicitly requires their use for instructional purposes。

上课期间（包括所有学术课时、晚自习及课外活动）——除非任课教师明确要求用于教学活动（适用本守则第三节的规定），否则学生不得使用任何电子设备。

After lights out— no device may be used or charged in the dormitory sleeping areas.

熄灯后（仅寄宿生）——宿舍睡眠区域不得使用或充电任何设备。

In restrooms, corridors, and common areas where use may disturb others or compromise privacy.

卫生间、走廊及公共区域——避免影响他人或侵犯隐私。

During meals in the dining hall, unless for emergency communication with parents.

用餐时段，除非紧急情况需联系家长。

Using devices to access inappropriate content, including but not limited to games, social media, videos, or websites that are not age-appropriate or violate school values.

访问不当内容，包括但不限于游戏、社交媒体、视频或不符合年龄及学校价值观的网站。

Violations and Consequences / 违规与处罚

Any violation of this policy will result in progressive disciplinary action as outlined below:

任何违反本守则的行为将按以下阶梯式处罚措施处理：

1st Offense 第一次违规	Device confiscated for 1 day; verbal warning issued; parents notified. 设备没收一天，口头警告，并通知家长。
2nd Offense 第二次违规	Device confiscated for 1 week; parents contacted; recorded in student conduct log. 设备没收一周，联系家长，并记入学生行为记录。
3rd Offense 第三次违规	Device confiscated for 1 month; parents contacted; recorded in student conduct log. 设备没收一个月，联系家长，并记入学生行为记录。
4th Offense 第四次违规	Device confiscated for 1 semester; parents required to attend a meeting; possible suspension of boarding privileges (for boarders) or in-school probation (for day students). 设备没收一个学期，家长需到校面谈，并可能取消寄宿资格（寄宿生）或校内观察期（走读生）。

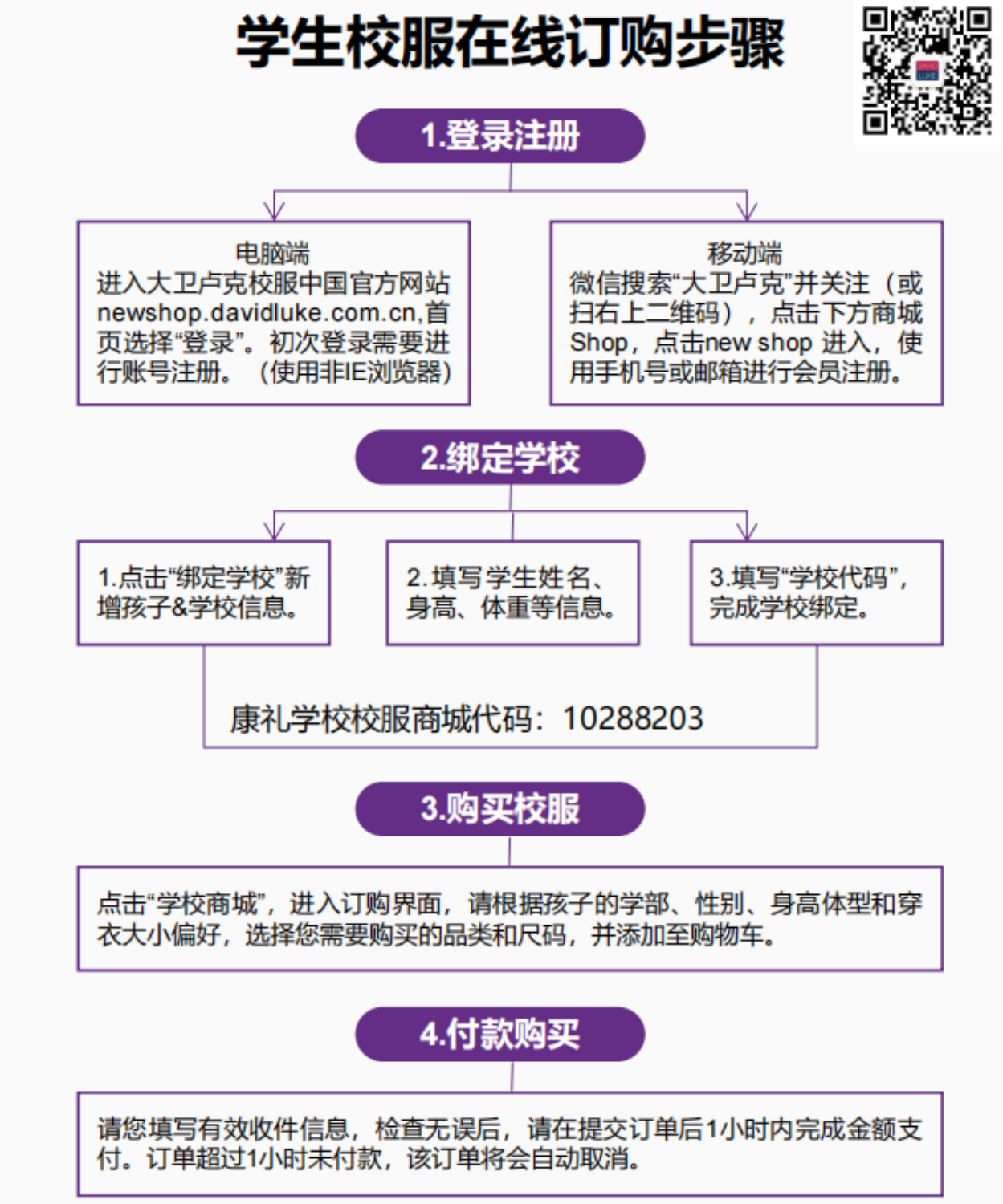
All confiscated devices will be securely stored by the boarding tutors (for boarders) or the Homeroom Teacher (for day students) and returned only at the end of the penalty period.

所有被没收的设备将由生活老师（寄宿生）或班主任（走读生）妥善保管，处罚期满后方可归还。

Appendix 2: Uniform Policy / 附件 2：校服制度

The school uniforms must be purchased from the David Luke School Uniforms China. Clothing purchased from other retailers does not match CSCD's uniform requirements and students will be asked to purchase the correct uniform.

校服须从大卫卢克中国校服官网购买。从其他零售商家处购买的服装不符合成都康礼学校的校服要求，学校会要求学生购买正确的校服。



General Uniform Rules / 总体着装要求

Shirts should always be worn tucked in (this does not include fitted girls' blouses).

衬衫在任何时候都必须掖在裤子里（不包括女士合身衬衫）。

Hair should not be dyed in extreme or unnatural colors and should not be in any unconventional hairstyle. Students in breach of this requirement may be sent to a local hairdresser or home to amend.

头发不应染不自然的颜色，也不允许非常规发型（由校方决定）。违反这一要求的学生可能会被送到校外的美发店或家里去修整。

You are responsible for looking after your clothing and keeping your uniform clean. Items that are lost must be replaced immediately. We suggest sewn-in name tags or the use of a laundry pen to identify the owner.

你需要保持你的个人衣物和校服干净整洁。所有遗失的衣物都应该立刻替换。我们建议你在衣物内绣上姓名或者用笔写上自己的名字。

Daily Uniform Inspection / 每日校服检查

Uniform checks may be conducted by boarding staff, tutors, teachers or designated school staff. Students should correct uniform issues promptly; repeated or serious non-compliance will be followed up according to the Uniform Policy and Student Code of Conduct.

校服检查由宿舍老师、导师、任课教师或学校指定员工每天进行。学生应及时纠正着装问题；反复或严重不符合要求的情况，将依据《校服制度》和《学生行为守则》跟进。

Boys 男生	**Girls 女生**
Uniform- to be worn on Monday and special assembly occasion 全套正装校服 – 周一集会及特殊场合要求	
Blue school blazer 校服西服外套 Tie (CSCD ONLY) 领带（仅限学校领带） Grey school trousers 灰色校裤 Plain white short-sleeved shirt 纯白短袖衬衫 Plain white long-sleeved shirt 纯白长袖衬衫 Shoes - plain black, matte leather with black laces. Any decoration should be discreet*. A colored sole is not permitted. The sole should be flat with a low heel. 鞋子- 黑色磨砂皮鞋，配黑色鞋带。不得有明显装饰。异色鞋底也不被允许。鞋底应是平底、低跟。 Socks–should be black and long enough to leave no gap between shoes and trousers. 袜子- 黑色，长度保证袜子和裤子之间没有空隙。	Blue school blazer 校服西服外套 Tie (CSCD ONLY) 领带（仅限学校领带） Grey school skirt Or trousers 灰色校裙或灰色校裤 Plain white short-sleeved shirt 纯白短袖衬衫 Plain white long-sleeved shirt 纯白长袖衬衫 Shoes–plain black, matte leather. Any decoration should be discreet*. A colored sole is not permitted. The sole should be flat with a low heel. 鞋子- 黑色磨砂皮鞋。不得有任何明显装饰。异色鞋底不允许。鞋底应为平底，低跟。 Boots – short boots. They should be plain black, matte leather with discreet decoration 靴子- 短靴。但应该是黑色磨砂皮靴，无明显装饰。 Socks–should be black. 袜子- 黑色
PE Kit 体育服(体育课和运动场合）	
Either: short-sleeved or long sleeved sport shirt 短袖或长袖运动衫 Either: sports shorts or pants 运动短裤或长裤	Either: short-sleeved or long sleeved sport shirt 短袖或长袖运动衫 Either: sports shorts or pants 运动短裤或长裤
From Tuesday to Sunday, students may choose combinations from the issued uniform set. / 周二至周日可在所发校服组合内自行搭配。	



Note: The above is the school uniform combination. From Tuesday to Sunday, please follow the above combination. However, it is prohibited to wear pajamas or slippers outside the boarding area.

注意：以上为校服搭配，周二到周日请按照以上搭配，但禁止在宿舍区域外穿睡衣及拖鞋.

Appendix 3: Boarding Handbook / 附件 3：寄宿手册

Hygiene / 卫生

Please keep your dormitory room and surrounding area tidy and clean;

Desks and personal belongings are neatly arranged;

Clothes and shoes should be sorted and placed in wardrobes or balconies. Do not hang them on the edge of the bed or throw them around. Dirty clothes should be washed in time.

Luggage should be placed in designated locations and not placed randomly

The boarding tutor will conduct random checks on the boarding hygiene every week. If a dormitory room fails to meet the standards, a rectification notice will be issued. For the first time, a verbal warning will be given and immediate rectification will be required. For more than one retention penalty, the boarding tutor will issue a retention card and notify the relevant teacher

请尽量保持宿舍内外整齐干净；

书桌、个人物品整齐摆放；

衣服、鞋子分类置于衣柜内或阳台，不得挂在床沿和随意乱丢，脏衣服及时清洗；

行李箱放在指定位置，不任意摆放

生活老师将每周抽查宿舍卫生，发现不达标的宿舍会下达整改通知，第一次口头警告并要求立即整改。超过一次留堂处罚，

生活老师发留堂卡并通知相关老师

Schedule / 作息

Get up on time, do not stay in bed, leave the boarding area before 7:30, avoid being late for class;

Wash up in time, use the restroom reasonably and avoid disturbing others to wash up and rest; Do not disturb others after the lights are turned off; Do not leave the dormitory room after the lights are turned off. You will be notified if you remain outside your boarding room after the lights are turned off

Students may not stay in the dormitory during class time; Staying in the dormitory for special reasons requires prior permission from a teacher and advance notice to the boarding tutor. Students must take all items needed for the school day before leaving the dormitory in the morning and may not return to the dormitory during school hours.

Do not stay in someone else's room or allow someone else to stay overnight in the boarding area.

No loud noises.

Do not enter other dormitory rooms when no one is around;

Do not enter teachers' dormitories unless explicitly permitted;

Do not take things that do not belong to you. Get your consent before taking someone else's property; otherwise, it will be considered theft. Return to the boarding area at the designated time in the evening and do not loiter in other parts of the campus. After returning to the dormitory building, students may not leave the building without a teacher's permission.

按时起床，做到不赖床，7:30 前离开宿舍，避免上课迟到；晚修后按时回宿舍

及时洗漱，合理使用卫生间，避免影响他人洗漱和休息；熄灯后，不得影响他人；熄灯后不得离开宿舍房间。若熄灯后仍留

在宿舍房间外面会被通报

上课时间不允许在宿舍逗留；因特殊事情留在宿舍需要首先得到老师的许可并提前通知生活老师。学生早上离开宿舍前需带

走当日上学所需所有物品，上学时间不得返回宿舍。

不得留宿在他人房间，也不得留他人在宿舍过夜。

禁止大声喧哗。

其他宿舍房间没有人时，请勿进入；

除非有明确的许可，否则请勿进入教师的宿舍；

请勿拿取不属于你的东西。拿取他人之物前要先得到其同意，否则会被视为偷窃；

晚上按照规定时间回宿舍，不得在校园其他地方逗留。回宿舍楼后，未经老师允许不得离开你所在的住宿楼。

晚上自习时间后请不要在运动场和教室等地逗留，请在21：30前回到房间。

Safety / 安全

Do not enter the opposite-sex boarding area without the accompaniment of a teacher or allow the opposite sex to enter your boarding area;

Do not lock the dormitory room door from the inside/block the dormitory room door with items to prevent the boarding tutor from patrolling the boarding area for safety;

Do not damage equipment and facilities;

Do not illegally pull wires, sockets, use mobile phone/tablet/computer chargers or smartwatches in the dormitory;

Do not bring high-power electrical appliances into the boarding area (such as curling irons, etc.);

Do not bring large furniture and major appliances into the boarding area (such as televisions, refrigerators, etc.);

Pets are not allowed in the dormitory;

Make sure to turn off the water, electrical appliances and unplug them when leaving the dormitory;

Prohibited items, etc. will be confiscated and managed by the boarding tutor. Food/electrical appliances, etc. will be returned to students at the end of the term. Dangerous items will be destroyed directly.

No throwing from heights, no carrying of dangerous and sharp items to school, such as controlled knives, butterfly knives, utility knives, radish knives, hammers, lighters, screws, etc.

Students are prohibited from moving into non-boarding areas

严禁在没有老师的陪同下进入异性宿舍区域或让异性进入自己宿舍区域；

严禁反锁/用物品挡住宿舍门阻碍生活老师巡查宿舍安全；

严禁破坏设备设施；

不得在宿舍内违规拉电线、插座、使用手机/平板/计算机充电器、电话手表；

不得携带大功率电器进入宿舍（如卷发棒等）；

不得携带大家具和大家电进入宿舍(如电视、冰箱等)；

不得携带宠物进入宿舍；

离开宿舍做到关水、关电器并拔掉电器插头；

违禁物品等会被没收，由生活老师代为管理，食物/电器等物品会在学期结束后归还给学生，危险物品将直接销毁；

禁止高空抛物，禁止携带危险和尖锐物品到校，例如：管制刀具、蝴蝶刀、美工刀、萝卜刀、锤子、打火机、螺丝钉等物品。

禁止学生到非寄宿生活动区域活动。

Discipline / 纪律

The following behaviours are strictly prohibited in the boarding area: Smoking, drinking, gambling, stealing, fighting, bullying, abusing others, disrespecting others, vandalising public property, etc. We strictly prohibit any form of smoking (including cigarettes and e-cigarettes). It is strictly forbidden for anyone to possess and use any alcohol or drugs. Theft, smoking, possession or use of drugs or prohibited substances, possession of alcohol, cigarettes, and indecent items are serious violations of discipline, and parents will be informed immediately if any such behaviour is discovered.

No intimate behaviour (including but not limited to physical contact) is allowed in the boarding area.

Boarding students represent the image of the school in public, so good conduct is required;

Students are not allowed to play any instrument after the lights are turned off.

We will not tolerate any discrimination based on gender, race, cultural background, language background or learning or athletic ability;

Students should not possess controlled knives or unwanted sharp objects;

boarding tutors may inspect students' rooms, lockers and personal belongings in the presence of students (with two or more teachers present).

There will be one or two collective checks each month

学生在宿舍内严禁以下行为在宿舍内发生：

抽烟、喝酒、赌博、偷窃、打架、霸凌、辱骂他人、不尊敬他人、破坏公物等

我们严格杜绝任何形式的吸烟（包括香烟和电子烟）。严厉禁止任何人持有和使用任何酒精或毒品。偷窃、吸烟、持有或吸食毒品或违禁药品，持有酒精、香烟和有伤风化的物品等行为都是严重的违纪行为，一旦被发现有相关行为会立即通报给家长，

宿舍区域内严禁任何亲昵行为（包括但不限于肢体接触）。

寄宿学生在公众场合代表了学校的形象，故需展现良好的行为举止；

学生不允许在熄灯后演奏任何乐器。

我们绝不容忍任何基于性别、种族、文化背景、语言背景或者学习、运动能力的歧视出现；

学生不应持有管制刀具或不必要的尖锐物品；

生活老师可以在学生在场的时候检查学生的房间、储物柜和个人物品（需由两位及以上的老师在场）。

每月会有一到两次集体检查。

Violation 违规行为	违规处理
Using another person's belongings without permission; eating another person's food; failing to tidy up or restore shared items after use. Running or engaging in unsafe behavior in the boarding area without a valid reason. Making loud noise in the boarding area without a valid reason and disturbing others' rest. Keeping the dormitory area untidy, including the bed, desk, and bathroom. Bringing snacks in excess of the permitted quantity. Leaving the dormitory room after lights-out. 未经允许，擅自动用他人物品，吃别人东西使用公共用品后，未整理复	First offence: verbal warning and immediate rectification required. More than once: detention; the boarding tutor issues a detention record and notifies the relevant teacher. / 第一次口头警告并要求立即整改。超过一次，留堂处罚，生活老师发留堂卡并通知相关老师。

Violation 违规行为	违规处理
原 无理由在住宿区域奔跑和不安全行为 无理由在住宿区大声喧哗，打扰他人休息 宿舍区域不整洁（包括床，书桌，卫生间） 携带超过数量零食 在熄灯后离开宿舍房间 未经允许反锁房间 违反着装要求 带宠物入校	
Swearing or using inappropriate language. Misusing shared dormitory property, such as slamming doors, kicking lockers, damaging curtains, etc. Making loud noise after lights-out or failing to remain quiet in the dormitory. 咒骂或使用不当的言辞 不当使用宿舍公共财物（例如用力关门，踢柜子，损坏窗帘等） 熄灯后高声喧哗，或在宿舍内不能安静	Repeated issues will be recorded in the student log and reported to the Head of Pastoral Care. 持续出现以上问题会被记录在学生日志中，并会通知德育主任。
Deliberately damaging public property, such as water dispensers, refrigerators, washing machines, etc. Being absent from evening prep without permission or leaving campus without permission. Engaging in dangerous behavior that may cause personal injury, such as rough play or fighting. Bringing cigarettes, e-cigarettes, alcohol, or alcoholic beverages to school. Engaging in conduct off campus that damages the reputation of the school, subject to review and possible escalation to a higher level depending on the circumstances. 故意损坏公共财物，例如饮水机、冰箱、洗衣机等 擅自不上晚自习或擅自离校 危险的行为例如，打闹，打架等会导致人身伤害的行为 携带香烟，电子烟或酒精及含酒精饮料到学校 在校外做出有损学校名誉的行为（视情况而定 是否转为更高级别）	The Head of Pastoral Care or academic lead will be notified. 会通知德育主任或者学术主管。
Inappropriate intimate behaviour 亲密行为	The relevant pastoral or academic lead will discuss the student's behaviour with the homeroom teacher and relevant teacher(s). The issue will be recorded in the student log. 相关学段德育或学术主管会与班主任和老师讨论违纪学生的行为问题，并将记录到学生日志中。
Disrespect toward teachers or staff 不尊重师长	
Absence without prior leave request (including boarding) 无提前请假缺勤（包括寄宿）	
Theft. Harassment and bullying. Entering other students' dormitory rooms, changing dormitory rooms without permission, or entering the dormitory building of the opposite sex. Repeated violations of the electronic device management rules. Drugs, alcohol consumption, and smoking. 偷窃 骚扰和欺凌 窜寝、换寝，进入异性宿舍楼 多次违反电子设备管理规定 毒品、饮酒和吸烟	
Boarding rule violations (including but not limited to the above) 宿舍规定违规（包括但不限于以上情况）	

Management of Electronic Products in Boarding / 宿舍电子产品管理

Students must hand in their mobile phones to the boarding tutor upon returning to school on Sunday and collect them when leaving on Friday.

Electronic devices must be used only during designated times. First violation: confiscated for one week. Second violation: confiscated for one month. Third violation: confiscated for one semester. If approved by a teacher for study use, devices must be returned to the boarding tutor after use.

Boarding students are not allowed to use any electronic devices outside the prescribed time, according to the device policy, including but not limited to mobile phones, iPads, smartwatches, MP3/MP4 players, and Bluetooth headphones.

Unauthorised use or possession of electronic devices may result in confiscation or loss of boarding privileges.

The school will contact parents in case of violations.

In special cases, iPads or computers may be used for learning purposes but must be stored with the boarding tutor and reported to the homeroom teacher.

学生需在周日返校时（晚自习前）将手机交到生活老师处，在周五离校时领走电子产品

学生需在规定时间内才可使用电子产品，若违规，第一次发现后会被没收一个星期，由生活老师代为管理，第二次发现将被没收一个月归还，第三次发现将没收一个学期才归还；如果经相关老师批准后带回宿舍学习使用，用完后应交给生活老师保管。

住宿学生不得在规定时间之外（具体时间请参考电子产品使用手册） 使用任何电子设备，包括（但不限于）手机、iPad、可联网电子手表、MP4、MP3、蓝牙耳机等；

如果私自携带并在宿舍内使用电子设备，会导致设备被没收，或导致住宿资格被取消

如有违规情况发生，学校将联系家长并按照学校管理规定做出处理；

个别学生有特殊情况会使用 iPad 或者计算机作学习用具，由生活老师及时收纳并报备班主任。

Do Not Disturb Others / 请勿影响他人

Do not disturb others' rest after lights are turned off

Other unmentioned words or actions that affect others

请勿熄灯后影响他人休息

其他未提及的影响他人的言语或行为

Dormitory Closing Time / 宿舍关门时间

Dormitory gate / boarding closing time: School-day mornings, afternoons, and Fridays. Students who leave the boarding area after 7:30 will be recorded as being late. Students are not allowed to return to the boarding area during boarding-area closing hours, nor are they allowed to leave the dormitory after roll call in the evening, unless prior permission is obtained from the director of the boarding programme/student affairs director or the designated person. In an emergency, the boarding manager may choose to open the door and accompany the boarder in. Weekend return-to-school time: 17:30. Please return to school within the specified time. Parents must request leave if the student will return after the required time, otherwise it will be treated as late. If it is after 22:00, it is recommended to return to school the next morning.

宿舍的大门宿舍关门时间：Monday-Thursday:8am~8pm。Friday:8am~2:25pm。学生在 7：30 后离开宿舍会被记录迟到，除非事先得到寄宿项目主管/学生事务主管或指定人员的许可，否则学生在宿舍关门之间不能返回宿舍，亦不能在晚上点名之后离开宿舍。在紧急情况下，寄宿管理人员可选择开门并陪同寄宿生进入。

周末返校时间为：17：30。请在规定时间返校，超过返校时间需要家长请假，否则按照迟到处理，超过 22：00 则建议第二天早上再返校。

Behaviors That May Result in Suspension of Boarding / 以下行为会导致停宿

Damaging fire protection facilities on campus or modifying boarding facilities without permission. Carrying prohibited items including flammable or explosive items, knives and other dangerous items, climbing heights, climbing balcony windows, fighting on campus, and other behaviors that may pose a personal safety hazard to oneself or others will be subject

to suspension of accommodation or withdrawal from school depending on the severity of the circumstances.

Carrying tobacco products on campus, including e-cigarettes, alcohol and alcoholic beverages, which are found or confirmed by the school to be carried or used multiple times will result in suspension.

Any inappropriate speech, online emotional expression, or physical contact will result in a suspension or withdrawal of accommodation depending on the circumstances and the student's performance.

An individual or group of students, on or off campus, deliberately bullying, insulting, or causing physical or mental harm to another person through physical, verbal, or online means, one or more times. Those whose circumstances are found to be serious by the school will be disqualified from accommodation and will be subject to the school rules and regulations

to decide whether to continue their studies at the school.

Stealing someone else's property. Playing any type of card game, mahjong, etc. in the boarding area, gambling or disguised gambling, engaging in sales activities in the boarding area, forced buying and selling. Decide whether to suspend or withdraw from accommodation depending on the circumstances and the student's performance.

Leaving the boarding building without permission from the teacher on duty between lights-out and the morning room check or failing to return to school at the required time after leave.

Being disrespectful to the boarding tutor, refusing to follow reasonable instructions, or repeatedly locking a room door without permission.

Unable to adapt to group life and repeatedly complained about by roommates in the boarding area.

Ordering takeout without the boarding tutor's permission is prohibited.

破坏校园内消防设施、擅自改装宿舍设施的。携带违禁品包括携带易燃易爆，刀具等危险品，爬高、攀爬阳台窗户，在校园内打架滋事，及其它可能对自己或他人带来人身安全隐患的行为，将由学校视情节严重程度决定是否暂停住宿或者退宿，停学。

在校园内携带烟草制品包括电子烟，酒及含酒精饮料，经学校发现或证实多次携带或使用会导致停宿。

任何不恰当的言语，网络情感表达，或肢体接触，视情节和学生表现决定是暂停住宿还是退出住宿。

校园内外，学生个体或者群体，单次或者多次蓄意通过肢体，语言，网络等手段对他人实施欺负，侮辱，造成他人身体，精神伤害的事件。经学校查实情节严重者，将失去住宿资格并参考校纪校规决定是否在我校继续就读。

盗取他人财物。在宿舍内玩任何类型的纸牌类游戏、麻将等，赌博或者变相赌博，在宿舍里从事销售活动，强买强卖行为。视情节和学生表现决定暂停住宿还是退出住宿。

在晚上熄灯后至早上查房前，未经值班老师允许，私自离开宿舍楼。请假外出后，未按照规定时间返校者。

对生活老师不尊重或拒绝执行生活老师的合理指示。

在未经允许的情况下多次私自反锁房间门者。

无法适应集体生活，多次被宿舍室友投诉。

未得到生活老师允许的情况下点外卖。

Behaviors That May Result in Withdrawal from Boarding / 有以下行为也会导致退宿处理，不能再申请住校

When a student enters a room of the opposite sex, the director of moral education will be informed. If the situation is serious, it will also result in expulsion.

Causing fires and significant property damage in the boarding area.

Repeatedly insulting, threatening, intimidating, retaliating against others. Or using improper means to settle a disciplinary violation.

Intentionally concealing, distorting, fabricating facts, obstructing relevant investigations, or refusing to admit mistakes. Leaving the boarding building or campus by force or through abnormal means without following the normal leave application process.

Students who, during their stay, engage in self-harm or harm to others, or have serious mental illness.

Students who are suspended from accommodation twice within one semester will be required to withdraw from boarding.

学生进入异性寝室，会通知德育主管主任，情节严重也会导致退宿。

在宿舍引起火灾及重大财产损失。

对他人多次进行侮辱、威胁、恫吓、打击报复，或违纪后采用不正当手段了结。

故意隐瞒、歪曲、捏造事实，妨碍有关调查，或者拒不承认错误的。

未履行正常请假流程，强行或者非正常手段离开宿舍楼或出校。

在住宿期间，存在自伤或者他伤行为的，及存在严重心理疾病的。

一个学期内被暂停住宿 2 次的，给予退宿处理。

Weekend Accommodation Policy / 周末留宿政策

Only out-of-town students or students whose homes are far from school are allowed to stay on weekends. Weekend accommodation is applied for by semester. Fill out the Weekend Accommodation application form and have your parents sign it.

Temporary weekend accommodation requires a valid reason to apply at least one day in advance (the weekend accommodation application form can be filled out after confirmation and approval by the homeroom teacher and the parents) and notify the boarding tutor after payment.

Students will not be accepted to stay on campus for arbitrary personal reasons;

Any student accommodation must comply with the Boarding Management Regulations.

只接受异地学生/家里比较远的学生周末留宿，周末留宿按学期申请，填写《周末留宿申请表》，父母签字；

临时周末留宿，须有正当合理理由提前至少1天申请（班主任与家长确认并获得同意后可填写《周末留宿申请表》）通过并缴费后通知生活老师；300RMB/次。

不接收学生以随意的私人理由留校；

任何学生住宿，必须遵守《宿舍管理条例》。

Dormitory Change / 宿舍更换

Students must apply to the boarding tutor with a valid reason, and the boarding tutor will coordinate with the current and new boarding residents to arrange for dormitory changes;

Students have only one chance to apply for a dormitory change each semester;

Dormitory rooms are assigned by the school each semester, and roommates may vary each academic year. Students are not free to choose their dormitories;

Students must submit the Dormitory Change Application Form;

Please strictly follow the school schedule.

学生须有正当合理理由向生活老师申请，由生活老师协调原宿舍住宿生和新宿舍住宿生之后安排调整宿舍；

学生每一学期只有一次更换宿舍的申请机会；

宿舍房间由学校每学期统一分配，每学年的室友可能会有所不同。学生不能自由选择宿舍；

学生须提交《宿舍更换申请表》；

请严格遵守学校计划安排。

Day and Boarding Applications / 走读和住宿申请

If a day student applies to change to boarding, the student and parent must submit the "Day/Boarding Change Application Form" to the homeroom teacher at least one week in advance. After the boarding tutor confirms that there is a bed, the accommodation fee must be paid at least two days in advance. Only after receiving the homeroom teacher's confirmation information can the school boarding be arranged. For boarding students applying to change to day students, the students and their parents need to submit the "Day/Boarding Change Application Form" to the homeroom teacher at least one week in advance. The homeroom teacher will notify the boarding tutor, the finance department and the school management. Only after receiving the homeroom teacher's confirmation information can the student be arranged to change to a day student.

Day or boarding applications are made on a semester basis, and boarding fees are settled on a semester basis. Do not submit adjustment applications at will.

走读学生申请转为住宿，学生及家长需至少提前一周向班主任提出申请《走读/住宿变更申请表》，生活老师确认有床位后，至少提前2天缴纳住宿费用，接收到班主任确认信息后方可安排入住学校宿舍；

住宿学生申请转为走读，学生及家长需至少提前一周向班主任提出申请《走读/住宿变更申请表》，班主任老师通知生活老师、财务及学校管理层，接收到班主任老师确认信息后方可安排转为走读学生；

走读或住宿按学期做申请，住宿费用按学期结算，请勿随意提交调整申请。

Leaving School During Holidays / 假期离校

Students need to clear out all boarding belongings and take them home during the holiday. If no items are taken away, they will all be treated as waste. The school will reallocate dormitories. Valuables should not be left at school.

学生需要清理所有的宿舍物品，假期全部带回家。如未带走物品，全部视为废品处理。学校将会重新分配宿舍。贵重物品请不要放在学校。

Student Boarding Behaviour Record Sheet / 学生宿舍内行为记录表

The boarding tutor will record the behaviour of all boarding students in the boarding area, including four parts: schedule and attendance, boarding hygiene, personal hygiene, and boarding discipline. The "Student Dormitory Behaviour Record Form" will be entered into the student's school performance file on a semester basis. If the information on the record sheet is inaccurate, you can report it to your homeroom teacher or file an appeal with the school. The school reserves the right of final interpretation.

生活老师将对全体住宿生在宿舍内的行为进行记录，包括：作息考勤、宿舍卫生、个人卫生、宿舍纪律四个部分，《学生宿舍内行为记录表》将以学期为单位录入学生在校表现的档案。如记录表中资讯失真，可向班主任反馈，也可向学校提出申诉。学校拥有最终解释权。

Valuable Items / 贵重物品

Students should not bring valuable jewelry, large amounts of cash, watches, personal items or clothes, shoes or bags to school. If lost, you are responsible for it yourself.

The school advises students to mark their personal belongings, especially in public areas, to keep a close eye on them. If a student brings money or other relatively valuable items to the school, the student is obligated to take good care of personal belongings and money and be responsible for the safety of these items.

学生不应携带贵重的珠宝首饰、大量现金、手表、私人物品或衣服，鞋包来学校。如若遗失，自行负责。

学校建议学生们对各自的私人物品做好标记，特别在公共区域一定要看管好自己的私人物品。如果学生将钱财或其他相对贵重物品带来学校，学生都有义务妥善保管好个人物品和钱财，并自行负责这些物品的安全。

Washing Machines and Dryers / 洗衣机与烘干机

The school provides free access to washing machines and dryers in the laundry rooms of each building. Students can use them before the lights are turned off. Please do not use the washing machines and dryers after the lights are turned off to avoid disturbing other students' rest.

学校提供免费使用的洗衣机和烘干机，在每栋楼的洗衣房。同学可在熄灯前使用,请勿在熄灯后使用洗衣机和烘干机以免打扰到其他同学休息。

Emergency / 紧急情况

Here are the steps for seeking help if a student falls ill at night or encounters other emergencies: First of all, students need to calm down and figure out where the problem lies. Do you need to solve this problem immediately or can you go to sleep first and solve it tomorrow morning?

If your problem needs to be addressed immediately, you can:

Knock on the door of the boarding manager on your floor, and if no one responds, knock on the door of the boarding supervisor;

If you are not feeling well, you can wake up your roommate and go to the teacher to help you. In group life, learn to work as a team. In an emergency, be willing and do your best to help your roommate because they will help you when you need it;

Remember that teachers will also rest at night. If you really need their help, knock loudly on the door to make sure they are woken up. If it's really an emergency, they'll be happy to help you, but please don't wake up the teachers for some trivial matters, as we want them to have some rest time at night too;

Do not leave the boarding building in violation of the schedule unless accompanied by a teacher.

如果学生晚上生病或者遇到其他紧急情况，以下是寻求帮助的步骤：

首先，学生需要平静下来并且弄清问题所在，你需要立即解决这个问题还是可以先去睡觉等到明天早上再解决；

如果你的问题需要立即解决，你可以：

去敲所在楼层寄宿管理老师的房门；

如果你身体不适，你可以叫醒你的室友一起去找老师帮你。集体生活要学会团队合作，在紧急情况下，你要乐意并尽力帮助你的室友，因为在你需要的时候他们也会帮助你；

请记得老师们夜间也会休息。如果你真的需要他们的帮助，请大声敲门确保他们被叫醒。如果真的是紧急情况，他们会很乐于帮助你，但是请不要因为一些无关紧要的小事叫醒老师，我们希望老师们晚上也有休息的时间；

除非老师陪同，请不要违反作息时间离开宿舍楼。

Takeaways/外卖

To ensure food safety and boarding order, students may not independently order takeaway food (including meals, drinks or snacks) to be delivered to campus or the dormitory. If a student has a birthday, parents may send a cake to school but must follow the required procedure. Parents must contact the homeroom teacher or boarding tutor at least one day (24 hours) in advance.

为保障食品安全和宿舍秩序，学生一律不得自行订购外卖食品（含正餐、饮料、零食等）送入校园或宿舍。若学生过生日，家长可送蛋糕至学校，但必须遵守规定流程。家长须提前一天（至少 24 小时）主动联系班主任或生活老师进行报备。

Boarder's Declaration / 住宿生诚信声明

I promise to respect others and keep my commitments. I understand that integrity is part of my character. If I break this promise, I understand that I will be subject to school consequences.

本人_____（中文姓名）承诺在学校与宿舍生活中尊重他人及坚守诚信。我声明我的诚信基于我的品格。如果我违反了这项准则，我知悉我的行为会接受学校处理。

I promise to obey school rules. If I break them, I understand that I will be subject to school consequences.

本人_____（中文姓名）自愿接受和遵守学校制度条例，若有违反，愿意接受校方处理，自行承担所有责任，特此保证。

Boarder’s signature

住宿生签名

日期: / /

Incident Report / 学生事件报告

Student Name(s): **学生姓名:**	**Date and Time:** **事件发生时间:**
Tutor Group: 班级:	Reported By: 报告人
Witnesses 其他相关学生:	

Level 1 Issue	Level 2 Issue	Level 3 Issue
○ Out of Bounds 宿寝 ○ Dress Code Violation 着装不规范 ○ Lateness 迟到 ○ Inappropriate use of technology 使用违规电子产品	○ Vandalism/Tampering 故意破坏 ○ Abuse of Internet privileges 违规使用网络 ○ Disrespecting staff member 不尊重宿舍工作人员 ○ Noncompliance 不服从宿舍工作人员管理	○ Theft 盗窃 ○ Inappropriate physical contact 不恰当的身体接触 ○ Fighting/Assault 打架 ○ Possession/use of alcohol, tobacco products, illegal substances, or dangerous items 携带或使用酒精、烟草和其它非法物品 ○ Bullying/harassment (sexual, physical, cyber, or emotional) 欺凌/骚扰（性，身体，网络或情感）

Description of Incident:描述	
Additional comments from Head of Year/Head of Pastoral Care/Principal 主管意见:	
Action to be taken 处理办法:	
Student Signature: 学生签字	Date: 时间
Head of Year Signature: 年纪主管签字	Date: 时间
Head of Pastoral Care/Principal/Parents Signature (As Needed): 德育主任/校长/家长签字	Date: 时间

Appendix 4: Attendance Policy / 附件 4：出勤政策

Registration of Attendance Expectations / 出勤要求登记

At the beginning of each academic term, parents/guardians and students must confirm their understanding of the school's attendance expectations by signing the Attendance Agreement Form. This form outlines daily school hours, late arrival procedures, early dismissal protocols, and absence reporting requirements.

每学期初，家长/监护人和学生必须签署《出勤协议表》，以确认其了解学校的出勤要求。该表格列明每日上课时间、迟到处理流程、提前离校程序及请假报告要求。

For boarders, the boarding tutor must be informed of any planned off-campus activities or extended leave at least 24 hours in advance. All attendance records are maintained in the school's official system.

寄宿生如有计划外出或长期离校，须至少提前 24 小时告知生活老师。所有出勤记录将保存在学校官方系统中。

Absence Reporting / 缺勤报告

A. Planned Leave of Absence (Personal Leave) 事假申请

For any planned personal leave (e.g., family events, travel, external examinations), parents/guardians must notify the homeroom teacher at least one full school day in advance via email or the school's designated communication platform. The notification must include the student's name, year group, reason for leave, duration, and emergency contact information during the leave period. Upon receiving the request, the homeroom teacher will coordinate with the Academic Office for approval.

任何计划内事假（如家庭活动、旅行、校外考试等），家长/监护人须提前至少一整个在校日告知班主任。通知中须包含学生姓名、年级、请假事由、离校时段及请假期间紧急联系方式。班主任收到申请后将与学部协调审批，并且记录在学生的出勤档案中。

For boarding students, the boarding tutor must be informed simultaneously. The homeroom teacher and boarding tutor shall maintain real-time communication regarding the student's leave status to ensure consistent supervision during both academic and residential hours. All approved leave records will be documented in the school's official attendance system and shared with relevant subject teachers for academic follow-up. Unapproved leave will be treated as unauthorised absence.

对于寄宿生，生活老师须同步知悉。班主任与生活老师应就学生请假情况进行实时沟通，确保在教学时段和住宿时段均保持一致的监管。所有获批请假记录均将存档于学校官方出勤系统，并同步至相关学科教师以便进行学业跟进。未经批准的请假将视为无故缺勤。

Emergency Leave / Sick Leave During School Hours 紧急请假 / 在校期间生病

If a student becomes ill or injured during school hours and requires hospital treatment, the school infirmary will assess the situation and immediately contact the parent/guardian to arrange for the student to be picked up from school. The infirmary will issue a formal Sick Leave Referral Note, which they will submit to the homeroom teacher for attendance recording.

如学生在校期间突发疾病或受伤，需要到医院接受治疗，学校医务室将评估情况并立即联系家长/监护人安排到校接学生。医务室将出具正式的《病假转介单》，并将此单提交给班主任以记录出勤

For infectious conditions requiring isolation (e.g., fever above 37.3°C, suspected influenza, etc.), the student must be isolated immediately. If the boarding student's parent/guardian is unable to pick them up promptly, the student will be placed in the designated isolation room in the dormitory under the supervision of the boarding tutor and infirmary staff. The homeroom teacher will manage the temporary sick leave record, maintain communication with parents throughout the process, and keep the boarding tutor updated on any changes to the student's condition or leave status.

对于需要隔离的传染性症状（如体温超过 37.3°C、疑似流感等），学生须立即隔离。如寄宿生家长/监护人无法及时到校接回，学生将被安置在宿舍的隔离房间，由生活老师和医务室人员共同照护。班主任将负责处理临时病假记录，全程与家长保持沟通，并将学生状况或请假状态的任何变化及时告知生活老师。

The homeroom teacher and boarding tutor shall maintain ongoing communication to ensure coordinated care during the student's isolation period. All sick leave records will be documented in the student's attendance file and, where applicable, the boarding attendance log.

班主任与生活老师应在学生隔离期间保持持续沟通，确保照护工作的协调一致。所有病假记录将归入学生出勤档案，并在适用情况下记入住宿出勤日志。

For sick leave exceeding two consecutive school days, the student must provide a valid medical certificate or official diagnosis letter issued by a registered hospital or licensed physician upon return to campus. Failure to provide such documentation may result in the leave being reclassified as authorized absence.

连续病假超过两个在校日的，学生返校时须提供由正规医院或持照医生出具的医疗证明或正式诊断书。如无法提供相应证明，该病假将被重新归类为无故缺勤。

Attendance Threshold and Academic Consequence 出勤率门槛与学业后果

To ensure academic integrity and learning continuity, each subject area maintains an independent attendance record. For any given subject, if a student's attendance rate falls below 90% in a term (excluding school-approved excused absences for serious illness with medical certification), the student's progression will be affected.

为确保学业完整性和学习连续性，各科目均独立记录出勤情况。对于任何一门科目，如学生该学期出勤率低于 90%（经学校批准的、持有医疗证明的重病请假除外），将会影响学生的年级晋级和毕业。

The Academic Office will generate subject-specific attendance reports at the end of each month and notify homeroom teachers and parents/guardians in writing if a student is approaching the 90% threshold.

学部将在每月末生成各科目出勤报告，如学生接近 90%门槛，将以书面形式通知班主任及家长/监护人。

Tardiness, Check-in/out Non-Compliance, Early Dismissal, and Unauthorised Departure 迟到、未打卡、早退与擅自离校

A. Late 迟到

Students arriving after the scheduled start of the first class of the day, or after the start of any individual period, will be marked as tardy. Each tardy occurrence will be recorded by the homeroom teacher in the student's Behaviour Report. All incidents of tardiness will be handled in accordance with the Student Code of Conduct.

学生于当日第一节课或任何单节课开始后到校或进入教室，将被记为迟到。每次迟到将由班主任/科任老师记录在 ManageBac 中。所有迟到情况将严格按照学生行为守则处理。

B. Early Dismissal 早退

Early dismissal refers to a student leaving school before the official end of the school day without prior authorised approval from the Academic Office. Early dismissal is considered a serious attendance violation. It will be reported directly to the Head of Pastoral Care for handling. The Head of Pastoral Care will document the incident, notify parents/guardians, and apply disciplinary measures strictly in accordance with the Student Code of Conduct.

早退指学生在未获得教务处事先批准的情况下，于学校正式放学时间前离校。早退被视为严重出勤违规，将直接交由德育主任（Head of Pastoral Care） 处理。Head of Pastoral Care 将记录该事件，通知家长/监护人，并严格按照学生行为守则执行纪律处分。

C. Unauthorised Departure from Campus 擅自离校

Unauthorised departure refers to a student leaving the school campus without permission at any time during school hours or boarding hours (including evening study sessions). This is a major disciplinary offence. The Head of Pastoral Care will be immediately notified, parents/guardians will be contacted, and the student will face disciplinary actions strictly as stipulated in the Student Code of Conduct, which may include detention, loss of privileges, or more severe consequences depending on the circumstances.

擅自离校指学生在在校时间或住宿时间（含晚自习时段）内未经许可离开校园。此行为属于严重违纪行为。将立即通知 Head of Pastoral Care，联系家长/监护人，并严格按照学生行为守则对学生进行纪律处分，可能包括留校察看、取消特权或视情节轻重采取更严厉措施。

All incidents described in this section (tardiness, check-in/out non-compliance, early dismissal, and unauthorised departure) will be handled strictly in accordance with the Student Code of Conduct and will be recorded in the student's permanent disciplinary file.

本节所述所有情况（迟到、未打卡、早退及擅自离校）均将严格按照学生行为守则处理，并记入学生永久纪律档案。

All attendance-related infractions are formally documented through the school's official record-keeping system, as specified below:

所有与出勤相关的违规行为均通过学校官方记录系统进行正式登记，具体方式如下：

Infraction 违规类型	Recording Method 记录方式	Responsible Party 负责方
Late 迟到	Entered in the student's Behaviour Report 记入学生行为报告	Homeroom Teacher 班主任/科任老师
Check-in/out Non-Compliance 未打卡/出入校记录不合规	Entered in the student's Behaviour Report 记入学生行为报告	Homeroom Teacher 班主任
Early Dismissal 早退	Entered in the student's Behaviour Report and Permanent Disciplinary File 记入学生行为报告及永久纪律档案	Head of Pastoral Care 德育主任
Unauthorised Departure 擅自离校	Entered in the student's Permanent Disciplinary File as a major offence 作为严重违纪记入学生永久纪律档案	Head of Pastoral Care 德育主任

所有记入行为报告及/或永久纪律档案的违规行为，将直接影响以下方面：

Termly Academic Transcripts 学期成绩报告单

Attendance records and disciplinary notations are reflected in the official transcript issued at the end of each term.
出勤记录和违纪标注将体现在学期末出具的官方成绩报告单中。

University Application Materials 大学申请材料

In accordance with our commitment to academic integrity and transparency, attendance and disciplinary records may be shared with higher education institutions as part of the student's official school profile or upon request.

基于学校对学术诚信和透明度的承诺，出勤及纪律记录可能作为学生官方学校档案的一部分，或在应要求时，提供给高等教育机构。

The school emphasizes that consistent attendance and good conduct are not only expectations for current academic success but also critical factors in building a strong profile for future educational opportunities. Parents/guardians and students are strongly encouraged to take this policy seriously and address any attendance concerns proactively.

学校强调，持续良好的出勤和行为不仅是对当前学业的期望，也是为未来升学机会构建坚实档案的关键因素。强烈建议家长/监护人和学生认真对待本政策，并积极处理任何出勤相关问题。

Monitoring and Support for Frequent Absentees / 频繁缺勤学生的监控与支持

Cogdel School Chengdu recommends that students with repeated absences be reviewed by the school counsellor, homeroom teacher, and boarding tutor to identify underlying causes and provide appropriate support, including academic catch-up plans, well-being interventions, or attendance contracts.

成都康礼学校建议对反复缺勤的学生由心理咨询老师、班主任和生活老师进行个案评估，以识别潜在原因并提供适当支持，包括学业补修计划、身心健康干预或出勤承诺协议。

If absenteeism persists despite interventions, the school will schedule a formal meeting with parents/guardians and the Head of Pastoral Care to develop a mandatory action plan, which may include reduced privileges or academic probation.

如经干预后缺勤问题仍然持续，学校将与家长/监护人和 Head of Pastoral Care 召开正式会议，制定强制性改进方案，其中可能包括减少特权或学业留校察看。

Evening study sessions are an integral part of the school's formal academic programme for boarding students. All boarders are required to attend evening study sessions punctually and remain for the entire duration. The attendance standards for evening study sessions are identical to those for daytime classes. Prep teachers are responsible for taking attendance at the start of each session and recording any tardiness, early departure, or absence. All such incidents will be documented in the student's Behaviour Report and communicated to the homeroom teacher in a timely manner. Any unexcused absence from evening study will be handled strictly in accordance with the Student Code of Conduct. Repeated violations may lead to disciplinary actions, including loss of boarding privileges.

晚自习是学校为寄宿生提供的正式学习计划的重要组成部分。所有寄宿生须准时参加晚自习并全程在座。晚自习的出勤标准与日间课程完全一致。晚自习老师负责在每节晚自习开始时点名，并记录任何迟到、早退或缺勤情况。所有此类事件将记入学生行为报告，并及时告知班主任。任何无故缺席晚自习的行为将严格按照学生行为守则处理。多次违规可能导致纪律处分，包括取消住宿资格。

Additional Record Keeping / 附加记录保存

All attendance-related communications, including parent notifications, meeting minutes, intervention plans, and disciplinary records, shall be documented confidentially in the student’s academic and pastoral file. Boarding tutors shall maintain a separate log for residential attendance during non-academic hours and coordinate with the Academic Office for any cross-referencing. The homeroom teacher and boarding tutor shall ensure seamless information sharing regarding any leave, tardiness, or absence involving boarding students.

所有与出勤相关的沟通记录，包括家长通知、会议纪要、干预计划和纪律记录，均应保密存档于学生学业与德育档案中。生活老师应单独记录非教学时段的住宿出勤日志，并与教务处协调以备交叉核对。班主任与生活老师应确保在涉及寄宿生的请假、迟到或缺勤情况上做到信息无缝共享。

Parent and Student Acknowledgement / 家长和学生确认

I/We, the undersigned parent/guardian and student, acknowledge that I/we have read, understood, and agreed to abide by the Cogdel School Chengdu Attendance Policy as set forth above. I/We understand that compliance with this policy is a condition of continued enrolment and that any violation may result in disciplinary actions as stipulated in the Student Code of Conduct.

本人/我们，即下方签字的家长/监护人和学生，确认已阅读、理解并同意遵守上述《成都康礼学校出勤管理政策》。本人/我们理解，遵守本政策是持续就读的条件之一，任何违反行为将可能导致学生行为守则中规定的纪律处分。

I/We further acknowledge that it is my/our responsibility to notify the school in a timely manner of any absence, tardiness, or early departure in accordance with the procedures outlined in this policy.

本人/我们进一步确认，按照本政策所述程序及时向学校报告任何缺勤、迟到或早退是本人/我们的责任。

Parent/Guardian Signature　家长/监护人签名:

Student Signature　学生签名:

Date 日期:

Appendix 5: Medication Management Policy / 附件 5：药物管理政策

Registration / 注册

Students taking medications must register them with the infirmary as soon as possible. Preferably prescribed medications should be brought to school by the parent/guardian of the student or by another designated adult. In cases where this is not possible, confirmation of prescription, medication quantities, etc. should be completed with the parents during the registration process.

服药的学生必须尽快到医务室登记。处方药最好由学生家长/监护人或其他指定成人带到学校。如果无法做到这一点，则应在注册过程中与家长确认处方、药量等信息。

All medications must be properly labelled with confirmable legal origins with the name of the medication, student name, date, quantity, strength per dosage unit, frequency of administration, and other instructions for giving medications.

所有药品都必须贴上正确的标签，并注明可确认的合法来源，包括药品名称、学生姓名、日期、数量、每剂量单位的强度、给予药物的频率以及其他给药物说明。

Written and signed parent/guardian authorization requests are required for all medications to be administered by school staff. For medications given for more than 15 days, more specific LHP instructions are required in addition to those listed above. Parent and physician contact information should be provided as part of this form.

学校工作人员为学生提供的所有药物均需家长/监护人提供书面并签字的授权请求。对于超过 15 天的用药，除了上述要求外，还需要更具体的长期健康计划（LHP）说明。此表格应包含家长和医生的联系方式。

All medication should be counted by school staff and confirmed by the parent/guardian. The number of pills, tablets, capsules, or amount of liquid, etc, should be recorded on the medication administration record.

所有药物均应由学校工作人员清点，并由家长/监护人确认。药丸、药片、胶囊或液体等的数量应记录在用药记录上.

Storage and Inventory / 储存和库存

Medications are stored in locked, substantially constructed cabinets or drawers, with access limited to those who will need access when medications are received or to administer medications.

*NOTE: Emergency medications must be readily available.

药品存放在上锁的、结构坚固的柜子或抽屉中，仅限于在领取药品或给药时需 取用的人员取用。

*注：紧急药物必须随时可取。

All medications should be appropriately labelled with student name, year group, strength per dosage unit, frequency of administration, and other instructions for giving medications.

所有药物都应适当贴上标签，注明学生姓名、年级组、每剂量单位的强度、给予药品频率和其他给药说明。

A weekly check of medication supply is done by the infirmary staff and parents/physicians will be contacted to get a new prescription no less than 1 week in advance of the last dosage.

医务室工作人员每周检查一次药品供应情况，并在最后一次用药前至少提前一周与家长/医生取得联系，以获得新的处方。

Medication Administration / 药物管理

It is the responsibility of the infirmary staff to ensure medications are given to students according to the prescribed instructions as well as attempting to minimize disruptions to normal teaching and learning periods.

医务室工作人员有责任确保按照处方指示给学生用药，并尽量减少对正常教学和学习时间的干扰。

Infirmary staff will coordinate with the student, dorm staff, and academic team to schedule appropriate medication-taking times. A record of medication delivered and taken should be kept.

医务室工作人员将与学生、宿舍工作人员和教学团队协调，安排适当的服药时间。应保存送药和服药记录。

If the student is newly taking a medication or prescription they will be monitored carefully during the first week to ensure there are no unexpected side effects.

如果学生刚开始服用药物或处方药，在第一周将对其进行仔细观察，以确保不会出现意外的副作用。

Student Refusal of Medication / 学生拒绝服药

If a student refuses to take their prescribed medications, School Leadership Team, the Head of Pastoral Care and the parent/guardian will be notified as soon as possible and documented on the medication record as a “refused”.

如果学生拒绝服用处方药，将尽快通知 学校领导团队(School Leadership Team)、德育主任(Head of Pastoral Care) 和家长/监护人，并在用药记录上注明 "拒绝"。

The school’s administration along with parents may choose to request the student revisit caregivers in such situations.

在这种情况下，学校行政部门和家长可以选择要求学生再次与看护人联系。

Monitoring and Changes to Student Prescriptions / 学生处方的监控和变更

Cogdel School Chengdu recommends that any student taking medication over a longer period of time have regular checkups (no less than quarterly) with their prescribing doctors to ensure the safety and efficacy of treatment.

成都康礼学校建议任何长期服药的学生定期（不少于每季度一次）到处方医生处进行检查，以确保治疗的安全性和有效性。

Whenever there is a change in the medication order, a new registration should occur.

无论何时更改用药单，都应进行新的登记。

Dosage change should only be permitted with confirmation from the prescribing doctor in writing.

只有在处方医生书面确认的情况下才允许更改剂量。

Additional Record Keeping / 附加记录保存

An additional confidential communication should be made to School Leadership Team, Head of Pastoral Care and the school counsellor when students are registered as needing to take Neuro-pharmaceutical medications. Any changes to their medication status or compliance will be immediately reported.

学生被登记为需要服用神经药物时，应向学校领导团队、德育主任和心理咨询老师进行额外的保密沟通。对其用药状况或依从性的任何变化都将立即报告。

Appendix 6: Student Code of Conduct / 附件 6：学生行为守则

Behaviour Expectations / 行为期望

The school expects every student to always demonstrate the following behaviours:
学校期望每位学生始终展示以下行为：

A. Respect for Others 尊重他人

Treat all members of the school community with courtesy and dignity, regardless of background, ability, or identity.
礼貌并尊严地对待学校社区所有成员，不论其背景、能力或身份。

Use respectful language and avoid profanity, insults, or derogatory remarks.
使用尊重的语言，避免脏话、侮辱或贬损性言论。

Respect personal space and boundaries of others.
尊重他人的个人空间和界限。

B. Personal Responsibility 个人责任

Attend all classes and school activities punctually and with proper preparation.
准时参加所有课程和学校活动，并做好充分准备。

Complete and submit all assignments honestly and on time.
诚实、按时完成并提交所有作业。

Take ownership of one's actions and accept consequences when rules are broken.
对自己的行为负责，并在违反规则时承担后果。

C. Academic Integrity 学术诚信

Submit only original work. Plagiarism, cheating, and unauthorised collaboration are prohibited.
仅提交原创作品。禁止抄袭、作弊及未经授权的合作。

Properly cite all sources used in research or assignments.
在研究或作业中正确引用所有来源。

D. Community Responsibility 社区责任

Contribute positively to the school community and support fellow students.
积极为学校社区做贡献，并支持同学。

Report any concerns about safety, well-being, or violations of this Code to a trusted adult.
向可信赖的成年人报告任何涉及安全、福祉或违反本守则的担忧。

Maintain a clean and safe environment for everyone.
为所有人维护整洁安全的环境。

E. Digital Citizenship 数字公民素养

Use technology responsibly and ethically.
负责任且合乎道德地使用技术。

Do not engage in cyberbully, online harassment, or sharing of inappropriate content.
不得参与网络欺凌、在线骚扰或分享不当内容。

Conduct Points System / 行为分制度

The school operates a Conduct Points System to track and manage student behaviour. Each student begins each term with a positive conduct standing. Points are deducted for infractions as outlined below, and students may also earn positive points for exemplary behaviour.

学校实行行为分制度以跟踪和管理学生行为。每位学生每学期开始时行为分处于良好状态。如下所述，违规行为将按照行为守则处理，学生也可通过模范行为获得加分。

Problem 违规行为（视情况扣除 1-6）	Action 处理流程
Interruption: Talking, Sleeping, Eating, Chewing Gum, Interfering etc. 上课扰乱课堂秩序：如讲话、睡觉、吃东西、嚼口香糖、蓄意干扰等	Teacher Handling Process For up to two times/periods, the teacher may remind or warn the student, move the student to an isolated seat, or issue a teacher detention. After three times/periods of ineffective reminders, the teacher records an appropriate note in the Student Planner / ManageBac and gives a CDT. The teacher informs the Tutor by email, WeChat, or in person, describing the issue and confirming the CDT time. If the student continues to interrupt the class, the teacher may call the Tutor or Head of Department directly to remove the student from class. 教师处理流程 两次（含）以内，教师可进行提醒、口头警告、安排学生单独就座，或给予教师留

Problem 违规行为（视情况扣除 1-6）	Action 处理流程
	堂。 三次（含）提醒无效后，教师在 Student Planner / ManageBac 中记录，并给予 CDT 留堂处罚。 教师通过邮件、微信或面谈方式告知班主任，说明学生问题，并告知 CDT 留堂处罚时间。 如学生持续扰乱课堂，教师可直接联系班主任或学科负责人，将学生带离课堂。
Failure to complete homework. 未完成作业	Teacher Handling Process The teacher discusses with the student why assignments are not being completed, first checking whether the issue is caused by difficulty understanding the class content. The teacher gives a verbal warning. If necessary, the teacher may issue a teacher detention or report the matter to the Head of Pastoral Care / Head of Academics for support. If the student fails to complete assignments up to two times within one week, the teacher records the issue in the Student Planner / ManageBac and gives a CDT. The Tutor / Head of Pastoral Care checks the Student Planner / ManageBac each week. If a student receives sanctions three or more times within one week, the student will be placed on a Student Academic Monitoring Report. 教师处理流程 教师与学生沟通未完成作业的原因，首先确认学生是否因无法掌握课堂内容而未完成作业。 教师给予口头警告。如有需要，教师可给予教师留堂，或联系德育负责人 / 学术负责人协助处理。 一周内两次（含）以内未完成作业，教师在 Student Planner / ManageBac 中记录，并给予 CDT 留堂处罚。 班主任 / 德育负责人每周检查 Student Planner / ManageBac。一周内三次（含）以上受到相关处理的学生，将进入学情督查。
Being late for class/prep. 上课、晚自习无故迟到	Teacher Handling Process If the student is late up to two times within one week, the teacher gives a verbal warning and records the issue in the Student Planner / ManageBac. Where appropriate, the teacher may issue a teacher detention. If the student is late more than two times within one week, the teacher informs the Tutor and gives a CDT. 教师处理流程 一周内迟到两次（含）以内，教师给予口头警告，并在 Student Planner / ManageBac 中记录。 如情况适合，教师可给予教师留堂。 一周内迟到超过两次，教师通知班主任，并给予 CDT 留堂处罚。
Fail to be present at CDTs 缺席留堂处罚	Duty Teacher and Leadership Handling Process The Duty Teacher informs the Head of Pastoral Care or Head of Academics. The Head of Pastoral Care or Head of Academics gives the student a verbal warning. The student is required to repeat the CDT. The repeated CDT takes place on Friday from 14:30 to 15:30 for students who missed their CDT during the week. 值班教师及主管处理流程 值班教师联系德育主管或学术主管。 德育主管或学术主管对学生进行口头警告。 学生需重新接受 CDT 留堂处罚。 对于本周内缺席 CDT 的学生，重新安排其于周五 14:30-15:30 完成留堂处罚。
Unexcused absence from class/prep. 上课、晚自习无故缺勤	Duty Teacher and Pastoral Handling Process The Duty Teacher informs the Head of Pastoral Care. The Head of Pastoral Care reviews the situation. Where appropriate, the Head of Pastoral Care may issue a CDT. 值班教师及德育处理流程 值班教师联系德育主任。 德育主任对情况进行判断。 视情况由德育主任决定是否给予 CDT 留堂处罚。
Insulting teachers or classmates in any form. Threatening behaviours in verbal or active form. 任何形式对教师同学不尊重或出现威胁性言语或行为等	Teacher and Pastoral Handling Process The Teacher informs the Head of Pastoral Care by email, WeChat, or face-to-face communication. The Head of Pastoral Care speaks separately with the Tutor, Teacher(s), and Student(s) to understand the situation. Where necessary, the Head of Pastoral Care may schedule a detention or place the student on a behaviour report. The Head of Pastoral Care reports the student's CDT / behaviour report placement to the Principal or Student Development Centre as required. Relevant faculty are informed through ManageBac, the "Cogdel CD teachers" communication group, or the weekly staff stand-up meeting. The Head of Pastoral Care follows up on the student's behaviour report. If the behaviour continues, the Principal or Head of Pastoral Care meets with the parents

Problem 违规行为（视情况扣除 1-6）	Action 处理流程
	and the student. Depending on the seriousness of the situation, the Principal may decide on internal suspension or external suspension. 教师及德育处理流程 教师通过邮件、微信或面谈方式向德育主任说明情况。 德育主任分别与班主任、相关教师和学生谈话，了解具体情况。 视情况，德育主任可安排留堂处罚，或将学生纳入行为追踪报告。 德育主任按需向校长或学生发展中心报告学生的 CDT / 行为追踪情况。 通过 ManageBac、“Cogdel CD teachers”沟通群或每周教职工会议，向相关教职工通报情况。 德育主任持续跟进学生的行为追踪报告。 如学生行为持续发生，校长或德育主任与家长及学生进行面谈。 校长视情节严重程度，决定是否给予校内停课或停学处理。

Problem 违规行为（视情况扣除 1-10 分）	Action 处理流程
Absent from assembly without excuse. 无正当理由不参加全校集合	Procedure: First unexcused incident: A verbal warning will be issued by a teacher or prefect. Repeated unexcused incidents: A teacher or the Head of Pastoral Care will assign community service and detention (CDT). 处理流程： 首次无正当理由违规：由教师或学生领袖给予口头警告。 再次或多次无正当理由违规：由教师或德育主任安排社区服务及留堂处罚（CDT）。
Fail to follow school uniform policy, including makeup, nail polish, and hair (come back to school in uniform on Sundays). 校服着装不规范，含化妆，指甲，染发（周末需着校服返校）。	Procedure: When a teacher, prefect, or dormitory teacher identifies a student who does not meet the school’s uniform or appearance standards, they should first issue a verbal warning and then escort or direct the student to make immediate corrections, including changing inappropriate clothing or addressing issues with nails or hair. 处理流程： 教师、学生领袖（Prefects）或生活教师发现学生仪容仪表不符合要求时，应先给予口头警告，并陪同或安排学生立即更换不合规服装，或按要求整改指甲、发型等问题。
Using inappropriate language on campus. 校园内言语不文明，说粗话脏话。	Procedure: When a teacher or prefect identifies an issue, they should first give the student a verbal warning. The tutor records the incident in the Student Planner or ManageBac and reports it to the Head of Pastoral Care. The Head of Pastoral Care determines whether a CDT detention should be issued, as appropriate. 处理流程： 教师或学生领袖发现问题后，首先给予学生口头警告。 班主任将相关情况记录在《学生手册》或 ManageBac 中，并向德育主任报告。 德育主任根据具体情况，决定是否给予学生 CDT 留堂处罚。
Late clock out from dorm. 宿舍早出寝打卡迟到（5 分钟内）	Procedure: When a dormitory teacher or prefect identifies an issue, the student should receive a verbal warning for the first violation of the week. If the student commits another violation within the same week, the dormitory teacher should issue a CDT detention card and notify the Head of Pastoral Care and relevant teachers. The detention will be coordinated by the Head of Pastoral Care. 生活教师或学生领袖发现问题后，若为学生本周第一次违规，应给予口头警告。 若学生在同一周内再次违规，生活教师应向学生发放 CDT 留堂卡，并通知德育主任及相关教师，由德育主任统一协调留堂处罚。
Failure to keep dorm space clean\未按要求整理宿舍个人内务	Procedure: For a first violation, the dormitory teacher gives the student a verbal warning and requires immediate corrective action. For any subsequent violation, the dormitory teacher issues a CDT detention card and notifies the relevant staff member. The CDT detention is coordinated by the Head of Pastoral Care. 处理流程： 学生第一次违规时，由生活教师给予口头警告，并要求学生立即整改。 学生再次违规时，由生活教师发放 CDT 留堂卡并通知相关负责人；具体留堂处罚由德育主任统一协调。
Not remaining in dorm rooms after lights out or	Procedure:

Problem 违规行为（视情况扣除 1-10 分）	Action 处理流程
completing washing up in specified time 熄灯后，不按时回寝，未在规定时间完成洗漱并影响他人洗漱	For a first violation, the dormitory teacher should give the student a verbal warning and require immediate corrective action. For any subsequent violation, the dormitory teacher should issue a CDT detention card and notify the relevant staff member. The CDT detention will be coordinated by the Head of Pastoral Care. 处理流程： 学生第一次违规时，生活教师应给予口头警告，并要求其立即整改。 学生再次违规时，生活教师应发放 CDT 留堂卡并通知相关负责人，由德育主任统一协调留堂处罚。
Inappropriate physical contact with others. 校园内学生间有不当举动。	Procedure: When a teacher identifies an issue, they should give the student a verbal warning, require the student to sit separately, and report the incident to the tutor. The tutor records the behaviour in the Student Planner or ManageBac, issues a detention, and reports the incident to the Head of Pastoral Care when appropriate. The Head of Pastoral Care contacts the student's parents or guardians and arranges a parent meeting as necessary. In serious or repeated cases, the Principal determines whether to impose an in-school sanction, internal suspension, or external suspension, depending on the circumstances. 处理流程： 教师发现问题后，应给予学生口头警告，安排其单独就座，并向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，给予留堂处罚，并视情节向德育主任报告。 德育主任根据情况联系家长，安排家长面谈。 对于情节严重或屡次违规的情况，由校长根据具体情节决定给予校内纪律处分、校内停课或校外停学处罚。
Verbal altercations with schoolmates. 和同学发生言语冲突。	Procedure: When a teacher identifies an issue, they should give the student a verbal warning, require the student to sit separately, and report the incident to the tutor. The tutor records the behaviour in the Student Planner or ManageBac and reports it to the Head of Pastoral Care when appropriate. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Based on the findings, the Head of Pastoral Care determines whether to issue a detention or place the student on a behaviour report and informs the Student Development Centre. The relevant staff should be informed through ManageBac or a staff meeting. The Head of Pastoral Care follows up on the student's behaviour and maintains the behaviour report. For serious or repeated offences, the Principal determines whether to impose a behaviour report, internal suspension, external suspension, or expulsion. 处理流程： 教师发现问题后，应给予学生口头警告，安排其单独就座，并向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，并视情节向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况。 德育主任根据调查结果，决定给予留堂处罚或启动行为追踪报告，并向学生发展中心报备。 相关处理情况应通过 ManageBac 或教职工会议向相关教职工通报。德育主任应持续跟进学生表现，并完成行为追踪记录。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予行为追踪、校内停课、校外停学或开除等处分。
Unexcused absence from school events, like house activities, ECA, etc. 未按要求参加校内活动，如 house activities，ECA，学校组织的集体活动。	Procedure: When a teacher or prefect identifies an issue, they should first give the student a verbal warning. If the student repeats the same behaviour, the tutor records the incidents in the Student Planner or ManageBac and reports them to the Head of Pastoral Care. The Head of Pastoral Care determines whether to issue a CDT detention, as appropriate. 处理流程： 教师或学生领袖发现问题后，应首先给予学生口头警告。 若学生多次出现同类问题，班主任应将相关行为记录在《学生手册》或 ManageBac 中，并向德育主任报告。 德育主任根据具体情况，决定是否给予学生 CDT 留堂处罚。
Abuse of electronic privileges including "second phones". 违规使用电子设备，包括二机。	Procedure: When a teacher or tutor identifies the unauthorised use of an electronic device, they may temporarily confiscate the device. The device may be confiscated for one week, one month, or one semester, depending on the seriousness and frequency of the violation. The teacher or tutor should report the action to the Head of Pastoral Care and inform the student's parent or guardian. 处理流程： 教师或班主任发现学生违规使用电子设备时，有权暂时没收相关设备。

Problem 违规行为（视情况扣除 1-10 分）	Action 处理流程
	设备可没收一周、一个月或一个学期，具体期限根据违规情节及重复次数确定。 教师或班主任应将处理情况报告德育主任，并通知学生家长。
Vandalism 故意损坏公物。	Procedure: When a teacher or tutor identifies that a student has damaged school property or another person's property, they should record the incident in the Student Planner or ManageBac, issue a detention when appropriate, and report the matter to the Head of Pastoral Care. The tutor should inform the student's parent or guardian. Once the loss has been verified, the student and their parent or guardian are responsible for compensation based on the actual cost of the damage. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the circumstances and extent of the damage. Based on the findings, the Head of Pastoral Care determines whether to issue a detention or place the student on a behaviour report and informs the Student Development Centre. The relevant staff should be informed through ManageBac or a staff meeting. The Head of Pastoral Care follows up on the student's behaviour and maintains the behaviour report. For serious or repeated offences, the Principal determines whether to impose a behaviour report, internal suspension, external suspension, or expulsion. 处理流程： 教师或班主任发现学生损坏学校或他人财物后，应将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 班主任应通知学生家长或监护人。经核实后，学生及其监护人应根据实际损失照价赔偿。 德育主任分别与班主任、相关教师和学生谈话，调查并确认事件经过及损坏程度。 德育主任根据调查结果，决定给予留堂处罚或启动行为追踪报告，并向学生发展中心报备。 相关处理情况应通过 ManageBac 或教职工会议向相关教职工通报。德育主任应持续跟进学生表现及行为追踪报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予行为追踪、校内停课、校外停学或开除等处分。
Physical confrontation with classmates or teachers 在任何场合与教师或同学有肢体冲突。	Procedure: When a teacher identifies an issue, they should give the student a verbal warning, require the student to sit separately, and report the incident to the tutor. The tutor records the behaviour in the Student Planner or ManageBac, issues a detention, and reports the incident to the Head of Pastoral Care when appropriate. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Relevant CCTV footage may be reviewed when necessary. Based on the findings, the Head of Pastoral Care contacts the student's parent or guardian and arranges a meeting. For serious or substantiated major offences, the Principal determines whether to impose an internal suspension, external suspension, or expulsion. 处理流程： 教师发现问题后，应给予学生口头警告，安排其单独就座，并向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，给予留堂处罚，并视情节向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时可调取并查看相关监控记录。 德育主任根据调查情况联系学生家长或监护人，并安排面谈。 对于情节严重或调查确认的重大违规行为，由校长根据具体情况决定给予校内停课、校外停学或开除等处分。
Verbal bullying schoolmates 对同学进行言语霸凌，造成他人心理的伤害。	Procedure: When a teacher identifies an issue, they should give the student a verbal warning, require the student to sit separately, and report the incident to the tutor. The tutor records the behaviour in the Student Planner or ManageBac, issues a detention when appropriate, and reports the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. The student's parent or guardian should be contacted and invited to a meeting when necessary. Based on the findings, the Head of Pastoral Care determines whether to issue a detention or place the student on a behaviour report and informs the Student Development Centre. The relevant staff should be informed through ManageBac or a staff meeting. The Head of Pastoral Care follows up on the student's behaviour and maintains the behaviour report. For serious or repeated offences, the Principal determines whether to impose a behaviour report, internal suspension, external suspension, or expulsion. 处理流程： 教师发现问题后，应给予学生口头警告，安排其单独就座，并向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时联系学生家长或监护人并安排面谈。

Problem 违规行为（视情况扣除 1-10 分）	Action 处理流程
	德育主任根据调查结果，决定给予留堂处罚或启动行为追踪报告，并向学生发展中心报备。 相关处理情况应通过 ManageBac 或教职工会议向相关教职工通报。德育主任应持续跟进学生表现，并完成行为追踪记录。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予行为追踪、校内停课、校外停学或开除等处分。
Infringe on privacy and damage reputation through vilification. 不尊重他人隐私，有意传播并对他人名誉肖像造成不良影响。	Procedure: When a teacher identifies an issue, they should give the student a verbal warning, require the student to sit separately, and report the incident to the tutor. The tutor records the behaviour in the Student Planner or ManageBac, issues a detention when appropriate, and reports the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. The student's parent or guardian should be contacted and invited to a meeting when necessary. Based on the findings, the Head of Pastoral Care determines whether to issue a CDT detention or place the student on a behaviour report and informs the Student Development Centre. Relevant staff should be informed through ManageBac or a staff meeting. The Head of Pastoral Care follows up on the student's behaviour and updates the behaviour report as appropriate. For serious or repeated offences, the Principal determines whether to impose a behaviour report, internal suspension, external suspension, or expulsion. 处理流程： 教师发现问题后，应给予学生口头警告，安排其单独就座，并向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时联系学生家长或监护人并安排面谈。 德育主任根据调查结果，决定给予 CDT 留堂处罚或启动行为追踪报告，并向学生发展中心报备。 相关处理情况应通过 ManageBac 或教职工会议向相关教职工通报。德育主任应持续跟进学生表现，并及时更新行为追踪报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予行为追踪、校内停课、校外停学或开除等处分。
Theft 偷窃他人财物，证据确凿。	Procedure: When a teacher identifies an issue, they should report it promptly to the tutor. The tutor records the behaviour in the Student Planner or ManageBac, issues a detention when appropriate, and reports the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Relevant CCTV footage may be reviewed when necessary. Based on the findings, the Head of Pastoral Care contacts the student's parent or guardian and arranges a meeting. The Head of Pastoral Care also determines whether to issue a detention or place the student on a behaviour report. Serious cases should be reported to the Principal. For serious or repeated offences, the Principal determines whether to impose an internal suspension, external suspension, or expulsion. 处理流程： 教师发现问题后，应及时向班主任报告。 班主任将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时可调取并查看相关监控记录。 德育主任根据调查结果，联系学生家长或监护人并安排面谈，同时决定是否给予留堂处罚或启动行为追踪报告；重大情况应向校长报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予校内停课、校外停学或开除等处分。
Found with cigarettes or alcoholic drinks at school. Smoking or drinking alcoholic beverages while on the premises. 携带香烟，含酒精类饮料和酒类入校。在宿舍、学校或学校组织的集体活动中抽烟或饮酒，证据确凿。	Procedure: When a teacher or tutor identifies an issue, they should record the behaviour in the Student Planner or ManageBac, issue a detention when appropriate, and report the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Relevant CCTV footage may be reviewed when necessary. Based on the findings, the Head of Pastoral Care contacts the student's parent or guardian and arranges a meeting. The Head of Pastoral Care also determines whether to issue a detention or place the student on a behaviour report. Serious cases should be reported to the Principal. For serious or repeated offences, the Principal determines whether to impose an internal suspension, external suspension, or expulsion. 处理流程：

Problem 违规行为（视情况扣除 1-10 分）	Action 处理流程
	教师或班主任发现问题后，应将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时可调取并查看相关监控记录。 德育主任根据调查结果，联系学生家长或监护人并安排面谈，同时决定是否给予留堂处罚或启动行为追踪报告；重大情况应向校长报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予校内停课、校外停学或开除等处分。
Watch or spread pornographic material. 在宿舍或教室浏览和传播色情内容。	Procedure: When a teacher or tutor identifies an issue, they should record the behaviour in the Student Planner or ManageBac, issue a detention when appropriate, and report the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Relevant CCTV footage may be reviewed when necessary. Based on the findings, the Head of Pastoral Care contacts the student's parent or guardian and arranges a meeting. The Head of Pastoral Care also determines whether to issue a detention or place the student on a behaviour report. Serious cases should be reported to the Principal. For serious or repeated offences, the Principal determines whether to impose an internal suspension, external suspension, or expulsion. 处理流程： 教师或班主任发现问题后，应将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时可调取并查看相关监控记录。 德育主任根据调查结果，联系学生家长或监护人并安排面谈，同时决定是否给予留堂处罚或启动行为追踪报告；情节严重的，应向校长报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予校内停课、校外停学或开除等处分。
Leaving school without permission. 无视学校规定，未经教师允许擅自离校者。	Procedure: When a teacher or tutor identifies an issue, they should record the behaviour in the Student Planner or ManageBac, issue a detention when appropriate, and report the incident to the Head of Pastoral Care. The Head of Pastoral Care meets separately with the tutor, relevant teacher(s), and student(s) to establish the facts. Relevant CCTV footage may be reviewed when necessary. Based on the findings, the Head of Pastoral Care contacts the student's parent or guardian and arranges a meeting. The Head of Pastoral Care also determines whether to issue a detention or place the student on a behaviour report. Serious cases should be reported to the Principal. For serious or repeated offences, the Principal determines whether to impose an internal suspension, external suspension, or expulsion. 处理流程： 教师或班主任发现问题后，应将相关行为记录在《学生手册》或 ManageBac 中，视情节给予留堂处罚，并向德育主任报告。 德育主任分别与班主任、相关教师及学生谈话，调查并了解具体情况；必要时可调取并查看相关监控记录。 德育主任根据调查结果，联系学生家长或监护人并安排面谈，同时决定是否给予留堂处罚或启动行为追踪报告；情节严重的，应向校长报告。 对于情节严重或多次违规的行为，由校长根据具体情况决定给予校内停课、校外停学或开除等处分。

Behaviour Management on Campus / 日常行为管理

所有书面处分（除留校处分）都有一学期的观察期，观察期内表现良好，经过校方讨论，在观察期结束后予以撤销。

Students receiving written penalties have one semester of probation. If they behave well during probation, their penalty records will be removed after discreet discussion.

Ladder of Rewards 奖励阶梯		
Level 等级	Content 内容	Evaluation Frequency 评价频率
R1	Improved behaviour and manner 行为举止有改善 Being kind and considerate toward others 善待和体贴他人 Active participation in the school activities 积极参加日常学校活动	Weekly

Ladder of Rewards 奖励阶梯		
	Improved behaviour and manner 行为举止有改善	
R2	Assigned target met 达成制定的目标 Sustained improvement for a week 一周持续改善 Punctuality (evening study period, daily sign in) 准时（自习，日常报道） Behaviour 言行举止 Achieve classmates harmony 和谐友爱 Classroom aesthetic skills 审美能力	Monthly
R3	Sustained improvement for a month 一个月持续改善 Punctuality (evening study period, daily sign in) 准时（自习，日常报道） Behaviour 言行举止 Follow the daily school routine 按时作息 Actively organize/participate in school activities (grade-based events) 积极参加学校活动	Termly

Detention / 留堂

Detention is a disciplinary measure used for moderate infractions. It involves keeping the student at school outside regular hours to complete reflective work or academic tasks.

留堂是一种用于中度违规的纪律措施，即让学生在正常课时之外留校完成反思作业或学习任务。

Types of Detention 留堂类型：

Type 类型	Timing 时间	Duration 时长	Supervision 监督
Lunch Detention 午休留堂	Lunch break 午休时间	30 minutes 30 分钟	Head of Pastoral Care or designated staff Head of Pastoral Care or designated staff / 德育主任或指定人员
After-School Detention 课后留堂	After school 放学后	1 hour 1 小时	Head of Pastoral Care or designated staff Head of Pastoral Care or designated staff / 德育主任或指定人员

Conditions 条件：

Failure to attend detention without a valid reason will result in escalation to suspension.

无正当理由缺席留堂将导致处分升级为停课。

During detention, students are expected to complete reflective writing or academic work in silence.

留堂期间，学生应安静完成反思写作或学业任务。

Suspension / 停学

Suspension is a serious disciplinary measure used for severe or repeated infractions. A suspended student is temporarily removed from the school environment and may not attend classes, activities, or be present on campus.

停学是针对严重或反复违规行为采取的严肃纪律措施。被停学的学生将被暂时移除学校环境，不得上课、参加活动或出现在校园内。

Types of Suspension 停学类型：

Type 类型	Description 说明	Duration 时长
In-School Suspension 校内停学	Student remains on campus but is isolated from regular classes; supervised by designated staff. 学生留在校园但与正常班级隔离；由指定人员监督。	1–3 days 1-3 天
Out-of-School Suspension 校外停学	Student is not permitted on campus for a specified period. Academic work is sent home for completion. 学生在指定时期内不得进入校园。学业作业将送至家中完成。	1–5 days 1-5 天

Procedures 程序：

Parents/guardians will be notified immediately and in writing.

家长/监护人将立即收到书面通知。

A meeting will be held with parents/guardians before the student's return to campus, to discuss re-entry conditions and support plans.

学生返校前将与家长/监护人召开会议，讨论返校条件和支持计划。

Suspensions are recorded in the student's permanent disciplinary file and may affect academic transcripts and university applications.

停学记录将记入学生永久纪律档案，并可能影响成绩报告单和大学申请。

Students on suspension are responsible for completing all missed academic work as arranged by their teachers.
被停学的学生有责任按照教师安排完成所有错过的学业任务。

Expulsion / 劝退/开除

Expulsion is the most serious disciplinary measure and involves the permanent removal of a student from Cogdel School Chengdu. Expulsion may be recommended by the Head of Pastoral Care and approved by the School Leadership Team for the most severe or repeated violations of the Code of Conduct.劝退/开除是最严重的纪律措施，指将学生从成都康礼学校永久除名。对于最严重或反复违反行为守则的情况，可由德育主任建议、学校领导团队批准后执行劝退/开除。

Procedures 程序：

A formal investigation will be conducted by the Head of Pastoral Care and School Leadership Team. Head of Pastoral Care and School Leadership Team 将进行正式调查。

Parents/guardians will be invited to a formal meeting to discuss the evidence and proposed decision.
家长/监护人将被邀请参加正式会议，讨论证据及拟议决定。

The student may be suspended pending the final decision.
在最终决定作出前，学生可能被停学。

A written decision will be provided within 10 school days.
将在 10 个在校日内提供书面决定。

The decision to expel is final, but parents/guardians may submit an appeal in writing to the School Leadership Team within 5 school days of receiving the decision.
劝退/开除决定为最终决定，但家长/监护人在收到决定后的 5 个在校日内可向 School Leadership Team 提交书面申诉。

Upon expulsion, the student's enrolment is terminated, and the student will not be permitted to return to campus except for administrative purposes by appointment. 一经劝退/开除，学生学籍即告终止，除预约办理行政手续外，学生不得返回校园。

Bullying and Harassment (Reporting and Handling Procedures) / 欺凌与骚扰（报告及处理流程）

Definitions / 定义

Bullying is repeated, intentional, or aggressive behaviour involving an imbalance of power, causing harm or distress. Forms include physical, verbal, social/relational, cyberbullying, and discrimination based on race, gender, religion, disability, etc.
欺凌是指反复、故意或带有攻击性的行为，涉及权力不平衡，造成伤害或痛苦。形式包括身体、言语、社交/关系、网络欺凌，以及基于种族、性别、宗教、残疾等的歧视。

Reporting / 报告

Who to Report To 向谁报告：Students may report to any trusted adult: Homeroom Teacher, School Counsellor, Head of Pastoral Care, any teacher, or Boarding Tutor (for boarders). Staff who receive a report must immediately forward it to the Head of Pastoral Care. 学生可向任何可信赖的成年人报告：班主任、心理咨询老师、德育主任、任何教师或生活老师（寄宿生）。接到报告的教职员工必须立即转交德育主任。

How to Report 如何报告：
In person, in writing, or via the school's official reporting channel. Students may also report anonymously.
当面、书面或通过学校官方报告渠道。学生也可匿名报告。

Mandatory Reporting 强制报告：
Every staff member is required to report any witnessed or reported bullying immediately. Ignoring or dismissing a report is a breach of duty.
每位教职员工必须立即报告任何目击或接报的欺凌事件。忽视或驳回报告属失职。

Investigation / 调查

Timeline 时限: Investigation begins within 24 hours of receipt and is normally completed within 5 school days.
收到报告后 24 小时内启动调查，通常在 5 个在校日内完成。

Personnel 人员: Led by Head of Pastoral Care, with School Counsellor and School Leadership Team support.由德育主任主导，心理咨询老师和学校领导团队协助。

Process 流程: Separate interviews with victim, alleged perpetrator, and witnesses; review of evidence.
分别面谈受害者、被指控施暴者及目击者；审查证据。

Determination 认定: If bullying is confirmed, the Head of Pastoral Care will document findings and decide consequences.
如欺凌被证实，Head of Pastoral Care 将记录调查结果并决定处分。

Parent/Guardian Notification / 家长/监护人通知

Parents/guardians of both the victim and the alleged perpetrator will be notified within 24 hours of the report being received.
受害者和被指控施暴者的家长/监护人将在接到报告后 24 小时内获知。

Updates will be provided throughout the investigation.
调查期间将定期通报进展。

Final outcomes and any disciplinary/support measures will be shared with all involved parents/guardians.
最终结果及相应纪律/支持措施将告知所有涉事家长/监护人。

Non-Retaliation Policy / 反报复规则

Any form of retaliation against a reporter or witness is strictly prohibited.
严禁对举报人或目击者进行任何形式的报复。

Retaliation includes threats, exclusion, harassment, or any adverse action.
报复行为包括威胁、排挤、骚扰或任何不利行动。

Students who retaliate will face additional disciplinary consequences, including possible suspension or expulsion.
实施报复的学生将面临额外纪律处分，可能包括停学或开除。

Consequences for Bullying / 欺凌处分

Severity 严重程度	Examples 示例	Consequences 处分
Minor 轻微	First-time, non-physical 初犯非身体欺凌	Verbal warning, parent meeting, reflection, 口头警告，家长面谈，反思
Moderate 中度	Repeated verbal/social bullying 反复言语/社交欺凌	Detention, loss of privileges, behavioural contract, mandatory counselling, 留堂，取消特权，行为契约，强制咨询，
Severe 严重	Physical assault, threats, retaliation 身体攻击，威胁，报复	Suspension, probation, or expulsion, point 停学，留校察看或开除

All bullying incidents will be recorded in the student's permanent disciplinary file and may affect academic transcripts, school recommendations, and university applications.
所有欺凌事件将记入学生永久纪律档案，并可能影响成绩报告单、学校推荐信及大学申请。

Recording and Impact on Reports & University Applications / 记录方式及对报告与升学材料的影响

All conduct-related infractions are formally documented through the school's official record-keeping system。

所有与行为相关的违规行为均通过学校官方记录系统进行正式登记

All infractions documented in the Behavioural File and/or Permanent Disciplinary File will have a direct impact on the following:
所有记入行为档案及/或永久纪律档案的违规行为，将直接影响以下方面：

Termly Academic Transcripts 学期成绩报告单

Conduct records and disciplinary notations are reflected in the official transcript issued at the end of each term.
行为记录和违纪标注将体现在学期末出具的官方成绩报告单中。

School Recommendation Letters 学校推荐信

When applying for universities or other academic programmes, the school's recommendation letter will include a truthful assessment of the student's conduct and disciplinary standing.
在学生申请大学或其他学术项目时，学校推荐信将如实反映学生的行为记录和纪律状况。

University Application Materials 大学申请材料

In accordance with our commitment to academic integrity and transparency, conduct and disciplinary records may be shared with higher education institutions as part of the student's official school profile or upon request.
基于学校对学术诚信和透明度的承诺，行为及纪律记录可能作为学生官方学校档案的一部分，或在应要求时，提供给高等教育机构。

Parent and Student Acknowledgement / 家长和学生确认

I/We, the undersigned parent/guardian and student, acknowledge that I/we have read, understood, and agreed to abide by the Cogdel School Chengdu Student Code of Conduct, including the Behavioural Expectations, Recognition and Rewards, Conduct Points System, Detention, Suspension, and Expulsion provisions. I/We understand that compliance with this Code is a condition of continued enrolment and that violations may lead to disciplinary actions as outlined above.

本人/我们，即下方签字的家长/监护人和学生，确认已阅读、理解并同意遵守《成都康礼学校学生行为守则》，包括行为期望、表彰与奖励、行为分制度、留堂、停学及劝退/开除条款。本人/我们理解，遵守本守则是持续就读的条件之一，违反规定将可能导致上述纪律处分。

I/We further acknowledge that the school reserves the right to amend this Code with reasonable notice, and that it is my/our responsibility to stay informed of updates.

本人/我们进一步确认，学校保留在合理通知后修改本守则的权利，及时了解更新内容是本人/我们的责任。

Parent/Guardian Signature 家长/监护人签名：_____

Student Signature 学生签名：_____

Date 日期：_____

Appendix 7: Academic Integrity Policy / 附件 7：学术诚信政策

Purpose / 目的

Establish a framework of responsibilities and actions for academic integrity, based on a shared understanding across the school community.

建立一套基于学校共同理解的学术诚信责任与处理框架。

Protect meaningful learning, fair assessment and trustworthy academic outcomes.

保护真实学习、公平评估和可信的学术成果。

Our Understanding of Academic Integrity / 我们对学术诚信的理解

The school's approach to academic integrity is based on the following understanding:

学校对学术诚信的理解基于以下原则：

Academic integrity is a learned choice to take ownership of one's own learning and work. 学术诚信是一种通过学习形成的选择，意味着学生对自己的学习和作品负责。

Academic integrity is both an ideal to aspire towards and a basic behavioural expectation. It reflects the kind of learner the school seeks to develop, while also setting the minimum standards of conduct required in learning, assessment and examinations. 学术诚信既是值得追求的理想，也是基本行为要求。它体现学校希望培养的学习者品质，同时明确学习、评估和考试中的最低行为标准。

Academic integrity enables real learning, as it allows student work to reflect honest achievement, so that assessment and feedback can support the next stage of learning. 学术诚信使真实学习成为可能，因为学生作品能够反映真实成果，评估与反馈也才能支持下一阶段的学习。

Academic integrity is a desirable school culture and personal habit, beyond its role as a requirement for fair assessment. 学术诚信不仅是公平评估的要求，也是一种值得培养的学校文化和个人习惯。

Academic integrity is a form of stewardship towards the collective work of human knowledge, requiring authenticity in one's own work and acknowledgement of the work of others. 学术诚信体现了对人类共同知识成果的守护，要求个人作品真实，并对他人的成果给予恰当承认。

Academic integrity is an important sign that students are developing towards the Individualised and Resilient levels of the School's core competencies. 学术诚信是学生迈向康礼核心素养中“个性化”和“坚韧”发展水平的重要表现。

Our Approaches / 实施原则

Whole-school: Academic integrity is upheld by all members of the school community.

全校共同维护：学术诚信由学校共同体所有成员共同维护。

Embedded: Academic integrity is not a topic enforced only during examination seasons, but a standard embedded in daily academic conduct.

融入日常：学术诚信并非只在考试季执行的要求，而是贯穿日常学习行为的标准。

Education before enforcement: Academic integrity should be taught, modelled and practised, not only enforced when concerns arise.

教育先于惩戒：学术诚信应被教导、示范和实践，而不仅是在问题出现后才执行。

Consistency and proportionality: Concerns are handled fairly, consistently and according to the seriousness and context of the issue. 一致且适度：相关问题应根据严重程度和具体情境，以公平、一致且相称的方式处理。

Addressing underlying causes: The school balances accountability with support, recognising that poor academic choices may arise from pressure, misunderstanding or underdeveloped skills.

关注根本原因：学校在追责与支持之间保持平衡，并认识到不当学术选择可能源于压力、误解或相关技能尚未成熟。

Shared Responsibilities / 共同责任

School leaders establish the culture, systems and procedures that uphold academic integrity. 学校管理团队负责建立维护学术诚信的文化、制度和流程。

Teachers and academic staff teach, model and monitor academic integrity in learning and assessment.

教师及学术人员在学习与评估中教导、示范并监督学术诚信。

Students produce authentic work, acknowledge sources and assistance, and follow assessment expectations. 学生应提交真实作品，注明资料来源和所获帮助，并遵守评估要求。

Parents and legal guardians support students' learning habits and well-being without providing inappropriate assistance.

家长及法定监护人应支持学生的学习习惯与身心健康，但不得提供不当帮助。

Programme teams apply the relevant programme regulations, assessment procedures and implementation guidance where applicable.
相关项目团队应在适用情况下执行对应项目规定、评估流程和实施指引。

Teaching, Prevention and Support / 教学、预防与支持

The school upholds academic integrity by teaching, modelling and reinforcing it through daily learning and assessment practice. 学校通过日常学习与评估中的教学、示范和持续强化来维护学术诚信。

Students will receive age-appropriate guidance on authentic work, responsible use of sources, collaboration, digital tools and artificial intelligence. The school will also support students in developing the study habits, confidence and planning skills needed to make responsible academic choices. 学生将获得符合年龄阶段的指导，内容包括真实作品、负责任地使用资料来源、合作、数字工具和人工智能。学校也将支持学生发展负责任学术选择所需的学习习惯、自信心和规划能力。

Technology and Academic Integrity / 技术与学术诚信

Technology, including artificial intelligence, online resources and digital platforms, is part of contemporary learning, supporting research, organisation and communication.
技术，包括人工智能、在线资源和数字平台，是当代学习的一部分，可支持研究、组织和沟通。

Technology use that replaces student's own thinking, obscures the source of ideas or assistance, misrepresents student achievement or creates an unfair advantage, becomes an academic integrity concern.
如果技术使用取代学生自己的思考、模糊观点或帮助的来源、误呈学生成就，或造成不公平优势，即构成学术诚信问题。

Students are expected to use technology transparently and responsibly. Where technology contributes to a piece of work, the contribution should be acknowledged according to school expectations and relevant programme requirements. 学生应透明、负责任地使用技术。凡技术对作品产生贡献的，应按照学校要求及相关项目规定予以说明。

Academic Integrity Concerns and Procedures / 学术诚信问题与处理程序

Academic integrity concerns may relate to students, staff, parents/legal guardians, external tutors, digital tools, school processes or programme procedures. 学术诚信问题可能涉及学生、员工、家长/法定监护人、校外导师、数字工具、学校流程或项目程序。

The school will respond to such concerns according to the nature and context of the matter, in accordance with principles set out in section 3. 学校将根据事项性质和背景，并依据第三部分所列原则作出回应。

Where the concern relates to a specific externally accredited academic programme, the relevant regulations shall take precedence.
如相关问题涉及特定外部认证学术项目，应优先适用该项目的相关规定。

Sensitive Handling of Academic Integrity Concerns / 学术诚信问题的审慎处理

Academic integrity concerns are sensitive matters that may affect student dignity, family trust, staff professionalism and programme credibility. 学术诚信问题属于敏感事项，可能影响学生尊严、家庭信任、员工专业性和项目公信力。

The school keeps appropriate records of significant academic integrity concerns and related follow-up actions. 学校将对重大或重要的学术诚信问题及相关跟进措施作适当记录。

Information relating to academic integrity concerns is handled confidentially and shared only with relevant parties for legitimate educational, operational, safeguarding or procedural reasons.
与学术诚信问题相关的信息将被保密处理，并仅在出于正当教育、运营、保护或程序需要时与相关方共享。

Communication and Access / 沟通与查阅

The school is committed to taking active steps to communicate this policy to the school community and to making it available to staff, students, parents and legal guardians through appropriate school communication channels. 学校将主动向学校共同体传达本政策，并通过适当的学校沟通渠道向员工、学生、家长及法定监护人提供查阅。

AI Use Statement / AI 使用声明

Artificial intelligence tools were used during the preparation of this policy to support drafting, language refinement and structural organisation. All substantive decisions, contextual judgements, final wording and approvals were made by a human staff member of the school. The school remains responsible for the accuracy, suitability and implementation of this policy.
本政策准备过程中使用了人工智能工具辅助起草、语言润色和结构整理。所有实质性决定、情境判断、最终措辞和审批均由学校工作人员完成。学校对本政策的准确性、适切性和实施承担责任。

Review / 审核

本政策由督学每年审核一次。
This policy is reviewed annually by the Director of Learning.

Appendix 8: Academic Progression, Assessment and GPA Policy / 附件 8：学术进展、评估与 GPA 政策

Policy Intent / 制度目标
The school uses GPA as a transparent academic record, not as a single measure of the whole child. GPA helps universities understand academic achievement and course challenge, helps the school manage academic progress consistently, and sits alongside a learner profile that reflects future-oriented competencies.
学校将 GPA 作为透明的学术记录，而不是衡量学生整体发展的唯一指标。GPA 帮助大学理解学生的学术成就与课程挑战度，帮助学校一致管理学术进展，并与反映未来能力的学习者画像共同使用。

1. Design Principles / 设计原则

University readability / 大学可读性: Use a recognizable 4.0 GPA scale, clear credits, course levels and a school profile so overseas universities can interpret the transcript quickly. / 使用通用的 4.0 GPA 量表、清晰学分、课程层级和学校介绍，帮助海外大学快速理解成绩单。

Academic credibility / 学术可信度: Separate academic achievement from behaviour, attendance, dormitory performance and activity participation. / 将学术成就与行为、出勤、宿舍表现和活动参与分开记录。

Challenge without grade inflation / 鼓励挑战但避免通胀: Show both unweighted and weighted GPA, with all weighting rules published before the course begins. / 同时呈现未加权和加权 GPA，并在课程开始前公布所有加权规则。

Standards-referenced assessment / 标准参照: Grades should reflect demonstrated learning against course standards, not routine compliance alone. / 成绩应反映学生相对于课程标准所展示的学习成果，而不只是日常配合度。

Future-ready learning / 面向未来: Use a separate Learner Competency Profile for agency, collaboration, innovation, leadership, wellbeing and responsibility. / 对内驱、协作、创新、领导力、身心健康和责任感等维度使用独立的学习者能力画像。

2. GPA Model / GPA 模型

Cogdel School Chengdu adopts a dual GPA model: unweighted GPA as the primary globally readable benchmark, and weighted GPA to reflect course challenge. The transcript explains both calculation methods clearly. / 成都康礼学校采用双 GPA 模型：以未加权 GPA 作为主要的全球可读基准，以加权 GPA 体现课程挑战度。成绩单将清楚说明两种 GPA 的计算方式。

Unweighted GPA / 未加权 GPA: calculated on a 4.0 scale and used as the main academic benchmark. / 按 4.0 量表计算，作为主要学术基准。

Weighted GPA / 加权 GPA: calculated using approved course-level weighting, capped at 5.0 points per course. / 按经批准的课程层级加权计算，每门课程最高不超过 5.0 绩点。

External qualifications / 外部资格成绩: IGCSE, A-Level, AP, IB DP, SUPA or other external results are reported separately from internal GPA. / IGCSE、A-Level、AP、IB DP、SUPA 或其他外部资格成绩与校内 GPA 分开呈现。

Learner Competency Profile / 学习者能力画像: used for future-oriented growth evidence and university/application narratives but not merged into GPA. / 用于呈现面向未来的成长证据和大学申请叙事，但不并入 GPA。

3. Grade Conversion Scale / 成绩换算表

Percentage / 百分制	Letter / 等级（A**～U）	GPA points / 绩点
95-100	A**	4.0
90-95	A*	4.0
85-90	A	4.0
80-84	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
55-59	D+	1.3

Percentage / 百分制	Letter / 等级（A**～U）	GPA points / 绩点
50-54	D	1.0
45-49	D-	0.7
40-44	E	0.3
Below 40 / 40 以下	U	0.0

Note / 说明：Cambridge and Pearson Edexcel external grades are reported using their official grade scales. Where an internal GPA reference is required, the school uses the published conversion guidance approved for the relevant academic year. / 剑桥和 Pearson Edexcel 外部成绩按其官方等级体系呈现。若校内记录需要对应 GPA 参考，学校将使用该学年经批准并公布的换算说明。

4. Course Weighting / 课程加权规则

Course level / 课程层级	Weight / 加权	Definition / 定义
Regular course / 常规课程	+0.0	National curriculum foundation, regular school courses and non-advanced electives. / 国家课程基础、学校常规课程及非进阶选修课程。 IGCSE, PE, Music, Research, Social Studies, Geography, History, ICT, Intensive English / IGCSE、体育、音乐、研究、社会研究、地理、历史、信息技术、强化英语 Middle School Courses (Grades 7-8) / 中学课程（7-8 年级）
School-approved advanced or exam-track course / 校内认定进阶或考试路径课程	+0.5	Examples may include AS, IB DP SL or approved advanced school courses, subject to annual course list confirmation. / 示例可包括 AS、IB DP SL 或经学校批准的进阶课程，具体以年度课程清单确认为准。
Highest-rigor external or university-credit course / 最高挑战度外部或大学学分课程	+1.0	Examples may include A-Level, AP, IB DP HL, SUPA or other approved university-credit courses. / 示例可包括 A-Level、AP、IB DP HL、SUPA 或其他经批准的大学学分课程。

Maximum weighted points per course are capped at 5.0. / 每门课程的加权绩点最高不超过 5.0。

A course may receive only one weighting category; weights are not cumulative. / 每门课程只能适用一个加权类别，加权不叠加。

The school publishes the approved weighted-course list before course selection or the beginning of each semester. / 学校在选课前或每学期开始前公布经批准的加权课程清单。

5. GPA Inclusion and Exclusion / GPA 计入与不计入范围

Category / 类别	Rule / 规则
Included / 计入	Grade 9-12 formal academic courses; IGCSE, A-Level, AP, IB DP, SUPA or approved credit-bearing academic courses; approved research/capstone courses when they carry academic credit. / 9-12 年级正式学术课程；IGCSE、A-Level、AP、IB DP、SUPA 或经批准的有学分学术课程；经批准且计入学分的研究/顶石课程。
Excluded / 不计入	CCA/ECA, clubs, academy activities, service hours, student leadership roles, behaviour points, attendance records, dormitory performance, counselling participation and disciplinary outcomes are excluded from GPA. / CCA/ECA、社团、学院活动、服务小时、学生领导角色、行为积分、出勤记录、宿舍表现、心理咨询参与情况及纪律结果不计入 GPA。
Reported separately / 单独呈现	External exam results, predicted grades, learner profile evidence, awards, leadership, service and portfolio evidence are reported separately. / 外部考试成绩、预估成绩、学习者画像证据、奖项、领导力、服务及作品集证据单独呈现。

GPA begins from Grade 9. Primary and lower secondary reports use standards-based achievement descriptors, teacher comments and growth evidence rather than GPA. / GPA 从 9 年级开始使用。小学和初中低年级报告使用基于标准的成就描述、教师评语和成长证据，而非 GPA。

Attention / 注意：Students have a two-week trial and course-change window. Courses dropped after two weeks remain part of the academic record. / 学生有两周试听和调整课程窗口。超过两周后退课的课程仍将作为学术记录的一部分。

6. Credit and Calculation Method / 学分与计算方法

GPA is credit-weighted rather than calculated as a simple average of course grades. / GPA 按学分加权计算，而不是简单平均各课程成绩。

For any course that meets for one class hour per week across the academic year, 1 credit is awarded. / 一门课程若在整个学年每周上课 1 课时，则计 1 学分。

Formula / 公式：GPA = (sum of GPA points × credits) ÷ total attempted GPA credits. / GPA =（各课程绩点 × 学分）的总和 ÷ 已修读并计入 GPA 的总学分。

Attention / 注意：Retake courses will be indicated on the transcript. / 重修课程将在成绩单上标注。

7. Assessment Composition / 评估构成

Each department may design course-specific assessment tasks, but the school requires a shared baseline so grades are comparable across subjects. / 各学科组可设计符合课程特点的评估任务，但学校设定共同基准，以确保不同学科之间的成绩具有可比性。

Assessment evidence / 评估证据	Suggested range / 建议比例	Examples / 示例
Core summative assessments / 核心总结性评估	40%	End-of-term exams, formal essays, practical exams or equivalent tasks that directly measure course standards. / 期末考试、正式论文、实践考试或其他能够直接衡量课程标准的等效任务。
Formative assessments / 形成性评估	20%	Unit tests, key projects, quizzes and core practicals. / 单元测试、关键项目、小测验和核心实践任务。
Performance tasks and coursework / 表现性任务与课程作业	20%	In-class projects/tasks, additional labs, oral presentations, portfolios, design tasks, research tasks or moderated coursework. / 课堂项目/任务、补充实验、口头展示、作品集、设计任务、研究任务或经审核的课程作业。
Homework/formative completion / 作业或形成性完成度	20%	Valid evidence of learning defined by teachers. Routine compliance must not inflate academic grades. / 由教师界定的有效学习证据。日常配合度不得人为抬高学术成绩。

Teachers communicate assessment criteria before major tasks. / 教师在重要任务前说明评估标准。

Departments moderate major assessments to reduce inconsistent grading standards. / 学科组对重要评估进行校准，以减少评分标准不一致。

A missing core summative assessment triggers a documented make-up or incomplete-grade process. / 缺失核心总结性评估时，启动有记录的补考或未完成成绩处理流程。

8. Make-up, Late Work and Integrity / 补考、迟交与诚信

Situation / 情况	Consequence route / 处理路径
Approved absence / 已批准缺考	Student receives a make-up assessment or equivalent task within the published window. / 学生在公布的时间窗口内参加补考或完成等效任务。
Unapproved absence from core assessment / 未批准缺考核心评估	May be recorded as incomplete, capped, zero or no credit according to the approved assessment policy. / 可根据经批准的评估政策记录为未完成、成绩封顶、零分或无学分。
Late work / 迟交	Follows a published deduction rule (10%-40%). No submission is accepted after the end of the term; cap or non-acceptance rules must be applied consistently. / 遵循已公布的扣分规则（10%-40%）。学期结束后不再接受提交；成绩封顶或不予接受的规则应在课程内一致执行。
Academic misconduct / 学术违规	May lead to resubmission, capped grade, zero score, disciplinary action and application/reporting consequences, depending on severity. / 视严重程度，可能导致重交、成绩封顶、零分、纪律处理以及申请/报告方面的后果。
AI misuse / AI 使用不当	Treated as an academic integrity issue when AI use hides authorship, fabricates evidence, bypasses required thinking or violates assessment instructions. / 如 AI 使用掩盖作者身份、编造证据、绕过必要思考或违反评估说明，应按学术诚信问题处理。

9. Academic Monitoring and Intervention / 学术监测与干预

Grade trigger / 触发条件	Status / 状态	School response / 学校回应
A**-A	High attainment / 高水平表现	Extension, advanced pathway counselling, enrichment opportunities and scholarship nomination. / 提供拓展学习、进阶路径指导、丰富化机会及奖学金提名。

Grade trigger / 触发条件	Status / 状态	School response / 学校回应
B-A-	On track / 稳定达标	Normal monitoring and subject feedback. / 常规监测及学科反馈。
C-B-	Watch / 关注	Advisor check-in and subject improvement targets. / 导师跟进，并设定学科改进目标。
C--C	Academic concern / 学术预警	Academic support plan, parent communication and progress review. / 制定学术支持计划，与家长沟通，并进行进展复盘。
Below C	Academic warning / 严重学术预警	Formal academic review; progression, course eligibility or retention may be considered under policy. / 启动正式学术审核；可依据政策考虑升学、课程资格或留级问题。
Any U or repeated D	Credit risk / 学分风险	Required recovery plan and review of course progression. / 须制定补救计划，并审核课程进展。

Attendance below the school threshold, repeated missing assessments or serious academic integrity issues trigger a progression review. These factors are not mathematically included in subject grades, but they may affect course eligibility, credit recovery, exam entry and school recommendation decisions. / 出勤低于学校标准、反复缺交评估或严重学术诚信问题将触发升学/晋级审核。这些因素不以数学方式混入学科成绩，但可能影响课程资格、学分补救、考试报名和学校推荐决定。

10. Transcript and Applications / 成绩单与申请呈现

Area / 项目	Rule / 规则
Transcript / 成绩单	Show course title, course level, credit, semester/final grade, GPA points, unweighted GPA and, if approved, weighted GPA. / 显示课程名称、课程层级、学分、学期/最终成绩、GPA 绩点、未加权 GPA，以及经批准情况下的加权 GPA。
School profile / 学校介绍	Explain curriculum pathways, grading scale, weighting method, school size, external qualifications, and that the school does not report class rank or GPA distribution. / 说明课程路径、评分标准、加权方式、学校规模、外部资格，以及学校不提供年级排名或 GPA 分布。
No rank/GPA distribution / 不排名、不公布 GPA 分布	No class rank or GPA distribution is reported. Applications use the transcript, school profile, external results, applicable predicted grades and counsellor context. / 不提供年级排名或 GPA 分布；申请以成绩单、学校介绍、外部成绩、适用预估成绩和升学说明为依据。
Predicted grades / 预估成绩	Report separately from GPA and approve through a controlled academic process. / 与 GPA 分开呈现，并通过受控学术流程审批。
External exam results / 外部考试成绩	Report separately and never convert into GPA unless a published conversion rule exists. / 与 GPA 分开呈现；除非已有公开转换规则，否则不得转换为 GPA。

11. Learner Competency Profile / 学习者能力画像

To align with the school mission and future-oriented education, the school publishes a separate competency profile alongside academic reports. This profile is evidence-based, student-facing and advisory; it does not change GPA points. / 为呼应学校使命和面向未来的教育，学校在学术报告之外发布独立的能力画像。该画像基于证据、面向学生并具有指导性，不改变 GPA 绩点。

Competency / 能力	Evidence examples / 证据示例
Well-being / 身心	Self-care, balance, emotional awareness and healthy routines. / 自我照护、平衡、情绪觉察和健康作息。
Learning / 学习	Academic habits, reflection, feedback use and depth of understanding. / 学术习惯、反思、反馈使用和理解深度。
Agency / 内驱	Goal-setting, initiative, perseverance and responsible choice-making. / 目标设定、主动性、坚持力和负责任的选择。
Innovation / 创新	Creative problem-solving, design thinking and original contribution. / 创造性解决问题、设计思维和原创贡献。
Leadership / 领导	Positive influence, service, ethical action and courage to take responsibility. / 积极影响、服务、合乎伦理的行动和承担责任的勇气。

Competency / 能力	Evidence examples / 证据示例
Collaboration / 协作	Team contribution, communication, respect and conflict navigation. / 团队贡献、沟通、尊重和冲突处理。
Vision / 视野	Global awareness, Chinese pride, intercultural understanding and future thinking. / 全球意识、中国自豪、跨文化理解和未来思维。
Stewardship / 责任	Care for community, environment, resources and shared standards. / 关爱共同体、环境、资源和共同标准。

12. Progression Criteria / 课程晋级要求

Recommended progression criteria from P8 to P9: the school admission criteria for P9 apply. / P8 升入 P9 的建议晋级标准：适用学校 P9 入学标准。

Progression criteria from IGCSE to AS: automatic progression requires four B grades, including English and Mathematics. If the criteria are not met, an individual interview and target reset are required. / IGCSE 升入 AS 的晋级标准：自动晋级需达到 4 个 B，其中包括英语和数学。如未达到上述标准，需进行个人面谈并重新设定目标。

Progression criteria from IGCSE to DP: the DP admission criteria apply. / IGCSE 升入 DP 的晋级标准：适用 DP 入学标准。

Cogdel School Chengdu
成都康礼学校

World explorers with Chinese pride.
自豪行走世界的领袖人才。

Student Handbook 2026-2027 / 学生手册