



Bina Bangsa School

培民学校

TEACHER'S HANDBOOK

教师手册

2025 - 2026

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The Bina Bangsa School 培民学校

Teachers' Handbook 教师手册

2025 – 2026

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Schools校区

Bina Bangsa School Kebun Jeruk

Pre – School and Primary School

雅加达西部校区-幼儿园及小学部

Jl. Budi Kav. 87, Kebon Jeruk

Jakarta Barat, Jakarta, Indonesia 11480

Tel. No. + 62 21 534 8378

Bina Bangsa School - Bandung

万隆校区

Jl. Sentra Dago Pakar Blok F-1,

Resor Dago Pakar Raya, Bandung

West Java – Indonesia 40191

Tel No. +62 22 253 1100

Bina Bangsa School Kebun Jeruk

Secondary School and Junior College

雅加达西部校区-中学及初级学院部

Jl. Arjuna Selatan Kav. 87, Kebon Jeruk

Jakarta Barat, Jakarta - Indonesia 11480

Tel. No. +62 21 532 8833

Bina Bangsa School - Semarang

三宝垄校区

Jl. Jangli Boulevard RT. 05/06

Ngresep, Banyumanik, Semarang

Central Java – Indonesia 50251

Tel No. + 62 24 850 2071 / 73

Bina Bangsa School - Pantai Indah

Kapuk 雅加达北部校区

Jl. Walet Elok 8 Blok R-8 No. 1, Pantai

Indah Kapuk, Jakarta Utara

Jakarta – Indonesia 14460

Tel. No. +62 21 588 0045

Bina Bangsa School - Balikpapan

巴厘巴板校区

Soho B_C, Jl. Jend. Sudirman No.

47

Kompleks Balikpapan Superblock,

Balikpapan

East Kalimantan – Indonesia 76114

Telp. No. +62 811 1919 885

Bina Bangsa School–Malang 玛琅校区

Jl. Jend A. Yani Utara, Riverside Blok AA

No. 1 Malang, East Java – Indonesia

65125

Tel No. +62 341 299 6 777



Academic Board 学术委员会

Ms Yuliana Puspitasari	- Director of Academics
Mr Hendro Widjaya	- Superintendent of Academic People Operation & Partnership
Md Pan Panancea Julianti	- Head Associate Superintendent, Chinese Academic People Operation & Partnership
Ms Jennifer Wu L. C.	- Associate Superintendent, Chinese Academic People Operation & Partnership
Ms Aven Chiu	- Associate Superintendent, Chinese Curriculum
Mr Alvin Soliman Miclat	- Head of Educational Technology
Ms Martha H. Mamahit	- Head of Academic Administration
Mr Richard Herawaty	- Team Leader, Secondary & Junior College Education
Ms Linawati Lauw	- Team Leader, Primary Education

Principals 校长

BBS Kebon Jeruk

Ms Beatrice Pijuan Da Roza	- Principal, BBS Kebon Jeruk Preschool & Primary
Mr Richard Herawaty	- Principal, BBS Kebon Jeruk Secondary & JC

BBS Pantai Indah Kapuk

Ms Pusparini Wirda	- Principal, BBS Pantai Indah Kapuk Preschool
Ms Linawati Lauw	- Principal, BBS Pantai Indah Kapuk Primary
Mr Samuel D. Effendy	- Principal, BBS Pantai Indah Kapuk Secondary & JC

BBS Malang

Ms Chen Yen-Chen 陳彥辰	- Acting Principal, BBS Malang Preschool
Ms Maria Corazon E. Amores	- Acting Principal, BBS Malang Primary, Secondary & JC

BBS Bandung

Mr Rogelio Ibanez Longakit Jr	- Principal, BBS Bandung Preschool & Primary
Mr Frederick Lopez Laurente	- Principal, BBS Bandung Secondary & JC

BBS Semarang

Mr Mark Laurence Binco Sanorjo	- Principal, BBS Semarang Preschool & Primary
Mr Bradley Kahlor Jakubowski	- Acting Principal, BBS Semarang Secondary & JC

BBS Balikpapan

Ms Rubelyn Dahino Enriquez	- Acting Principal, BBS Balikpapan Preschool
Ms Julia Anjanette Jones Arnold	- Acting Principal, BBS Balikpapan Primary, Secondary & JC



Vice Principals 副校长

BBS Kebon Jeruk

- | | |
|------------------|---|
| Mr Wu Wei 吴伟 | - Vice Principal, BBS Kebon Jeruk Preschool & Primary |
| Ms Ine Medyawati | - Vice Principal, BBS Kebon Jeruk Secondary & JC |

BBS Pantai Indah Kapuk

- | | |
|-------------------------------|--|
| Ms Karla Lalaine P Balaoing | - Vice Principal, BBS Pantai Indah Kapuk Preschool |
| Ms Alice Shajima Bright | - Vice Principal, BBS Pantai Indah Kapuk Primary |
| Ms Jane Wedwedan Austria | - Acting Vice Principal, BBS Pantai Indah Kapuk Primary |
| Mr Rufes Kirubakara D Charles | - Vice Principal (Academic), BBS Pantai Indah Kapuk Secondary & JC |
| Mr Yustian Archilaus | - Vice Principal (non-Academic), BBS Pantai Indah Kapuk Secondary & JC |

BBS Malang

- | | |
|-----------------------------|--|
| Mr Lee Wei Chih 李维智 | - Acting Vice Principal, BBS Malang Primary |
| Ms Eva Margaretha Marthinus | - Acting Vice Principal, BBS Malang Secondary & JC |


BBS Semarang

- | | |
|----------------------|---|
| Ms Destria Angelina | - Acting Vice Principal, BBS Semarang Preschool |
| Ms Verawati Br Sitio | - Vice Principal, BBS Semarang Primary |
| Mr He Chun 贺春 | - Vice Principal, BBS Semarang Secondary & JC |

BBS Bandung

- | | |
|--------------------------|--|
| Ms Emeliana Hipol Németh | - Vice Principal, BBS Bandung Secondary & JC |
|--------------------------|--|

School Calendar 2025-2026 学校学年历



Bina Bangsa School
培民学校

Academic Calendar

2025

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2026

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
					4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Academic Year 2025-2026

Teacher's Induction	4, 7-9 July 2025
Teacher's Conference	10-11 July 2025
Campus Orientation Week	14-18 July 2025
First Day of School	21 July 2025
Last Day for Continuing Teachers	13 June 2026
Last Day for Non-Continuing Teachers	16 June 2026

Academic Year 2026-2027***

Teacher's Induction	2-3, 6-8 July 2026
Teacher's Conference	9-10 July 2026
Campus Orientation Week	13-17 July 2026
First Day of School	20 July 2026

National Days to Commemorate in School

- 17 August - Hari Kemerdekaan Republik Indonesia
- 1 October - Hari Kesaktian Pancasila
- 2 October - Hari Batik
- 28 October - Hari Sumpah Pemuda
- 10 November - Hari Pahlawan

21 April - Hari Kartini
2 May - Hari Pendidikan Nasional

Other Cultural Days to Commemorate in School

6 Oct 2025 - Mid-Autumn Festival
21 Dec 2025 - Winter Solstice Festival
19 Jun 2026 - Dragon Boat Festival

July	
1-6	Term Break
August	
17	Indonesian Independence Day
25-29	AS/A Level Prelim Examination
September	
1-4	AS/A Level Prelim Examination
5	Prophet Muhammad's Birthday (Maulid)
27-30	Term Break
October	
1-5	Term Break
November	
24-28	Mid Year Examination
December	
1-5	Mid Year Examination
13-31	Christmas Holiday
25	Christmas Day
January	
1	New Year 2026
2-4	Christmas Holiday
16	Lailat al-Mi'raj (Ascension of Prophet Muhammad)
February	
6	Teachers Day Holiday (School Holiday)
14-22	Chinese New Year (School Holiday)
17	Chinese New Year
March	
14-29	Lebaran Break & Term Break
19	Saka New Year (Bali's Day of Silence)
20-21	Hari Raya Idul Fitri (Eid al-Fitr)
April	
3	Good Friday
6-17	IGCSE & A2 Preliminary Examination
May	
1	International Labour Day
14	Ascension Day of Jesus Christ
25-29	Final Year Examination
27	Hari Raya Idul Adha (Eid al-Adha)
31	Vesak Day
June	
1	Pancasila Day (Hari Lahir Pancasila)
2-5	Final Year Examination
13-30	School Break
17	Islamic New Year *

*Agreed in AB Meeting (3 April 2024)

** Public Holidays in 2025 are based on SKB Menteri 2025

** Public Holidays in 2026 are still tentative

*** Dates for 2026-2027 are still tentative

Document Details	
Document Ref	007/AB/ACAL/IV/2024
Creation Date	2 Apr 2024
Approval Date	3 Apr 2024
Revision No	3
Revision Date	14 April 2025
Revision Tracking (R1)	Link for SKB Menteri 2025 added
Revision Tracking (R2)	Induction Dates updated, tentative dates for 2026-2027 have been updated
Revision Tracking (R3)	Missing Teachers Day Holiday inserted



1. Purpose of the School 学校的目标

- To provide an internationally recognised education in Indonesia
在印度尼西亚提供国际认可的教育
- To ensure that children can benefit from a good education and a loving family environment simultaneously
确保孩子们能够同时受益于良好的教育和充满爱心的家庭环境

2. School Vision 学校的理念

To be a school that nurtures leaders who strive to be the best that they can be through life-long learning, rooted in our culture and grounded in the Word of God.
成为一所培育卓越领导者的学校, 通过终身学习、根植于文化遗产和宗教信仰, 培养出精益求精的未来领袖。

3. School Mission 学校的使命

To enable students to realise a clear sense of self-worth, inculcate discipline, instil open-mindedness, integrity, tenacity and courage throughout their learning journey.
让学生体现清晰的自我价值感, 自觉遵守纪律、拥有开放的思想、保持诚信, 在整个学习过程中坚忍不拔、勇往直前。

4. School Values 校训/学校价值观

- Integrity 诚信
- Teamwork 合作
- Passion 激情
- Dedication 执著
- Compassion 仁慈
- Inspiring 启发

5. Life-Long Learners 终生学习者

- One who is keen to learn new things 渴望学习新事物的人



- One who is not afraid of changes 不害怕变化的人
- One who experiences success in learning 在学习体验成功的人
- One who enjoys learning 享受学习的人
- One who knows his or her own potential 了解自己的潜能的人

6. **School Philosophy** 学校的办学理念

We believe 我们相信 ...

- ... that every child is important 每个孩子都很重要
- ... that every child is different 每个孩子都与众不同
- ... that every child needs to feel safe 每个孩子都需要感到安全
- ... that every child wants to learn 每个孩子都想学习
- ... in developing children's self-esteem 要发展孩子的自尊
- ... in developing their potential 要发展他们的潜力
- ... in instilling a sense of success in every child 要向每个孩子输入成功感
- ... that students are our main focus 学生们是我们主要的关注重点

7. **History of the School** 校史

The Asta Anugrah Foundation established Bina Bangsa School in June 1999. Its vision was to develop future citizens and leaders of tomorrow. Therefore, its goal was to provide the finest global education for local and international students in a safe, clean and healthy environment. Since then, the vision of the School has been refined to become "Bina Bangsa School ... an environment nurturing life-long learners."

阿斯塔·恩格拉基金会 (The Asta Anugrah Foundation) 于1999年6月创立了培民学校 (Bina Bangsa School)。其愿景是培养未来的公民和领导者。因此，其目标是在安全、清洁和健康的环境中为本地和国际学生提供最优质的全球教育。自此，学校的愿景被细化为“培民学校 一个培养终身学习者的环境。”

Bina Bangsa School aims to shape life-long learners through various interesting programmes that instil academic excellence, creative thinking and personal



discipline. Students are encouraged to develop a love for learning and to take responsibility in their pursuit of knowledge.

培民学校旨在通过各种有趣的课程培养终身学习者，这些课程注重学术卓越、创造性思维和个人纪律。鼓励学生培养对学习的热爱，并在追求知识的过程中承担责任。

8. School Curriculum 学校课程

The basis of the Bina Bangsa School Curriculum is the Singapore Curriculum and the University of Cambridge IGCSE and AS/A level syllabi.

培民学校课程的基础是新加坡课程和剑桥大学IGCSE和AS/A水平大纲。

- **Pre-School (4 years) 幼儿园**

Pre Nursery □ Nursery □ Kindergarten 1 □ Kindergarten 2

- **Primary School (6 years) 小学**

Primary 1 to Primary 6

At the end of Primary 6, students will sit for the Cambridge Primary Checkpoint examinations in English, Mathematics and Science.

- **Secondary School (4 years) 中学**

Secondary 1 to Secondary 4

At the end of Secondary 4, students will sit for the University of Cambridge International General Certificate of Secondary Education (IGCSE) examinations.

- **Junior College (2 years) 初级学院/大学预科班**

Junior College 1 to 2

In the middle of Junior College Year 2 (Year 12), students will sit for the Cambridge International Examinations “AS” level, and at the end of the year, the CIE “A2” level examinations to complete their A Level program.

- **Junior College Bridging Course (1 year) 初级学院衔接课程**

Students who enter after their National SMP are given a 1 year preparatory course to Junior College.

- **Accelerated Class (5 Years) 跳级班**

Secondary 1 to Junior College 2



Qualified students will finish the GCE 'A' level studies in 5 years skipping the IGCSE qualifications. IGCSE syllabus will be finished in 3 years and the A level course will be taken in 5 years.

符合条件的学生将在5年内完成普通教育高级水平(GCE 'A' Level)课程, 跳过IGCSE资格认证。IGCSE课程将在3年内完成, A Level课程将在5年内完成。

9. The School Day 教学工作日

The school day shall be that portion of the calendar day, which includes the teaching day, intermissions and any additional hours (time) included in the employee's contract. School day defines the normal working day for employees. The following school day schedule is only an example. **It varies depending on the campus.** Hours are scheduled according to the workplace, policies, and needs of the school, and may change at any time.

学校工作日是指日历日中包括教学日、课间休息以及员工合同规定的任何额外工作时间的部分。学校工作日定义了员工的正常工作日。以下工作日安排仅为示例, 具体时间会因校区不同而有所差异。工作时间将根据工作地点、政策和学校需要进行安排, 并可能随时调整。

In general, working hours is 7 (seven) hours/day or 40 (forty) hours/week for 6 (six) working days; or 8 (eight) hours/day or 40 (forty) hours/week for 5 (five) working days, with the following conditions:

一般来说, 工作时间为每周6个工作日, 每天7小时, 或每周5个工作日, 每天8小时, 总计每周40小时, 具体规定如下:

Day / Working Hours 工作日 / 工作时间

Monday - Friday : 07.00 - 16.00 WIB

Saturday : work as needed

星期一至星期五 : 07.00 - 16.00 西印尼时间

星期六 : 根据需要安排工作



Work break 工作休息时间

1 hour every day

每天休息1小时

Teachers are required to be present at the workplace no later than 15 minutes before the start of working hours. Any lateness or absence will be considered a serious neglect and a form of violation. For each lateness, a deduction equal to Rp 50.000 (in words: fifty thousand rupiah) per day of total monthly salary will be imposed.

教师必须在工作时间开始前至少15分钟到岗。任何迟到或缺勤都将视为严重失职和违规行为。每次迟到将从当月总工资中扣除五万印尼盾。

Classes are expected to start and end on time. Dismissing a class before the bell rings at the end of the period or day shall be considered early dismissal and is a breach of duties.

课程应准时开始和结束。在上课时间或放学前铃响之前提前解散学生将被视为提前下课，是违反职责的行为。



A. Teacher Classification 教师类别

Teaching staff is classified either as full-time or part-time.
教学人员分为全职教师和兼职教师。

A.1 Full-Time 全职教师

A full-time teaching staff is one whose duties in Bina Bangsa School constitute his/her principal interest. He/She spends about 32 periods per week in school engaged in the following activities:

全职教师是指其在培民学校的职责是其主要工作，每周大约承担32节课时，参与以下活动：

- Teaching 教学
- class preparation, research, marking and other activities 备课、研究、批改及其他教学活动
- student counselling 学生辅导
- remedial / enrichment classes 补救/拓展课程
- committee work 委员会工作
- CCA / ECA 课外活动 / 联课活动
- staff meetings 教职员会议
- in-service seminars for teacher development 在职教师发展研讨会
- other official activities requiring teaching staff attendance 其他需要教师出席的官方活动
- additional hours per week for overloads 超课时的额外工作

A.2 Part-Time 兼职教师

A part-time teaching staff is one who is distinguished by the following:

- the time spent on another professional occupation or business concern prevents him/her from devoting up to 32 periods or as agreed.
兼职教师是指由于从事其他专业工作或业务，无法承担32节课时或约定课时数的教师。



B. Teacher's Code of Ethics 教师职业道德规范

The following professional attributes reflect the core values expected from the teacher to create a positive learning environment and uphold high standards at Bina Bangsa School. Teachers agree to embody these values in every interaction with the school community. Failure to adhere to these standards may result in disciplinary action, including termination, in accordance with school policies.

以下专业素质反映了培民学校期望教师具备的核心价值观，旨在营造积极的学习环境并维持高标准。教师同意在与学校社区的所有互动中践行这些价值观。未能遵守这些标准将根据学校政策可能受到纪律处分，包括解雇。

Integrity 诚信

Teachers shall uphold strong moral, ethical, and religious values in all aspects of life, serving as a role model in both professional and personal conduct, including online behaviour, in accordance with the standards of Bina Bangsa School.

教师应在生活的各个方面坚持高尚的道德、伦理和宗教价值观，成为专业和个人行为的榜样，包括在线行为，符合培民学校的标准。

Teamwork 合作

Teachers shall foster a collaborative culture by engaging all members of the school community, including supervisors, colleagues, students, and parents, and are expected to contribute to shared goals, support group efforts, and promote an inclusive environment.

教师应通过与学校社区的所有成员（包括主管、同事、学生和家長）积极合作，营造协作文化，支持团队目标，促进包容性环境。

Passion 激情

Teachers shall demonstrate enthusiasm and commitment to education, inspiring others through creativity, continuous growth, and dedication to excellence.

教师应展现对教育的热情和承诺，通过创造力、持续成长和追求卓越来激励他人。



Dedication 敬业

Teachers shall demonstrate strong commitment to the school by fulfilling teaching and other duties, and actively contributing to the success of school initiatives, events, and committees.

教师应通过履行教学和其他职责，积极参与学校的计划、活动和委员会，展现对学校的高度承诺。

Compassion 关爱

Teachers shall show empathy and concern for the well-being of the school community, providing support as needed.

教师应展现同理心，关心学校社区成员的福祉，并在需要时提供支持。

Effective Communication 有效沟通

Teachers shall communicate clearly and professionally with all members of the school community, fostering transparency, mutual respect, and understanding. The teacher is required to address conflicts constructively to build positive relationships within the school community.

教师应与学校社区的所有成员进行清晰、专业的沟通，促进透明、相互尊重和理解。教师需建设性地处理冲突，建立积极关系。

Social-Emotional Well-being 社交与情绪稳定

Teacher shall maintain appropriate emotional and social conduct when interacting with all members of the school community. This includes demonstrating emotional stability, self-regulation, and composure at all times. The teacher is also required to model appropriate behaviour and avoid any actions deemed intimidating, such as raising their voice excessively, engaging in aggressive actions toward individuals or objects, including striking, throwing, or other actions that indicate excessive frustration.

教师在与学校社区的所有成员互动时应保持适当的情绪与社交行为，包括始终展现情绪稳定、自我调节和冷静。教师还需以身作则，避免任何被视为恐吓的行为，如过度提高嗓音、对人或物的攻击行为，包括打击、投掷或其他过度挫败感的表现。



Inspiration 启发

Teachers shall motivate and encourage others, setting a positive example and advocating for continuous improvement.

教师应激励并鼓舞他人，树立积极榜样，倡导持续改进。

It is imperative that you as a teacher of BBS, are aware and practise the Teachers' Code of Ethics at all times.

作为培民学校的教师，你必须始终了解并践行教师职业道德规范。

B.1 The Teacher's Responsibilities towards Pupils 教师对于学生的职责

- 1.1 The teacher shall give foremost consideration to the pupil's well-being. 教师应将学生的福祉置于首位。
- 1.2 The teacher shall direct his/her whole professional effort to assist the pupil to develop his/her whole personality including his/her ability to work. 教师应全力协助学生发展其完整人格，包括其学习能力和工作能力。
- 1.3 The teacher shall foster in his/her pupils, honesty, integrity and consideration for others and shall do nothing, by precept or example, to discredit these qualities. 教师应培养学生的诚实、正直和关爱他人的品质，且不得以言行削弱这些品质。
- 1.4 The teacher shall act and shall be seen to act, with justice. 教师应以公正的方式行事，并展现公正的行为。
- 1.5 The teacher shall exercise authority in accordance with the law of the land and with evolving concepts of the pupil's needs and rights. 教师行使权力时应依照国家法律，并结合学生需求和权利的不断发展观念。
- 1.6 The teacher shall recognise that each child is an individual and that children can differ in what is required for the promotion of their education. 教师应认识到每个孩子都是独立的个体，其在教育方面的需求可能不同。
- 1.7 The teacher shall recognise an obligation to assist all pupils under his/her charge to develop their talents suitably and to the fullest extent feasible. 教师有责任协助所有所教学生根据其特长发展潜能，尽量发挥其最大潜能。



- 1.8 The teacher shall recognise that s/he should work with parents to promote the welfare of pupils, particularly by consulting and involving parents, whenever this is desirable. 教师应与家长合作以促进学生福祉, 尤其在适当时应咨询并让家长参与相关事务。
- 1.9 The teacher shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety. 教师应尽合理努力保护学生免受不利于学习、健康或安全的情况影响。
- 1.10 The teacher shall not intentionally expose the pupils to embarrassment or disparagement. 教师不得故意让学生感到羞辱或受到贬低。
- 1.11 The teacher shall not use professional relationships with pupils for private advantage. 教师不得利用与学生的专业关系谋取私利。
- 1.12 The teacher shall not disclose information about pupils obtained in the course of professional service. 教师不得泄露在履行教育职责过程中获得的关于学生的信息。

B.2 The Teacher's Responsibilities towards Colleagues and the Teaching Profession 教师对同事和教学专业的职责

- 2.1 The teacher shall respect the professional standing and opinions of his/her colleagues and shall maintain in his/her relations with them to the highest standards of professional courtesy. 教师应尊重同事的专业地位和意见, 并在与其交往中保持最高的专业礼貌标准。
- 2.2 The teacher shall be prepared to help in all possible ways junior colleagues and those in training. 教师应尽可能协助新同事及实习教师。
- 2.3 The teacher shall accept the authority of senior professional colleagues while retaining the right to express his/her professional opinion. 教师应接受资深专业同事的指导权威, 同时保有表达自己专业意见的权利。
- 2.4 The teacher shall recognise his/her obligation to advance the causes of education and hence the causes of the teaching profession. 教师应意识到自己有责任推动教育事业的发展, 从而推动教师职业的发展。



- 2.5 The teacher shall recognise his/her obligation to improve his/ her effectiveness as a teacher in every possible way. 教师应意识到自己有义务以各种方式提升教学效能。
- 2.6 The teacher shall recognise his/her responsibility for his/her own actions and judgements and s/he shall be prepared to stand by their consequences. 教师应对自己的行为 and 判断负责, 并愿意承担相应的后果。
- 2.7 The teacher shall recognise his/her duty to manifest responsibility, individual initiative and integrity in his/her teaching and other professional actions within guidelines laid down for the profession. 教师应在教学及其他专业行为中表现出责任感、主动性和正直, 并遵守专业准则。
- 2.8 The teacher shall not knowingly make a false statement concerning the qualifications and competence of a candidate applying for a position. 教师不得故意对求职者的资历或能力作出虚假陈述。
- 2.9 The teacher shall not accept gratuity, gift or favour that might impair or appear to influence professional decisions or actions. 教师不得接受可能影响或看似会影响其专业决策或行为的礼物或好处。
- 2.10 The teacher shall not censure other teachers or to criticise their work in the hearing of pupils and/or the general public. 教师不得在学生或公众面前批评或贬低其他教师及其工作。
- 2.11 The teacher shall not by public statement bring the profession, his/her school or the department in which s/he works into disrepute. 教师不得通过公开发言使教育行业、学校或其所属部门声誉受损。
- 2.12 The teacher shall appreciate that, while as a professional person s/he must accept responsibility for his/her actions, his/her duty shall be to carry out reasonable instructions from senior professional colleagues. 教师应理解, 作为专业人士须为自己行为负责, 同时也有义务执行资深同事的合理指示。
- 2.13 Senior professional colleagues shall give a teacher all support and help that is in their power to make the teacher's work effective, consult and inform him/her on matters affecting his/her work and treat him/her with justice and dignity, not least when it becomes necessary in the interest of pupils and other colleagues to attain greater efficiency and more ethical professional



behaviour. 资深教师应尽力支持和协助其他教师的工作, 就其工作相关事宜提供咨询与信息, 并在维护学生和其他同事利益的前提下, 以公正和尊重的态度对待其同仁, 以达成更高效率和更符合道德规范的专业行为。

- 2.14 Senior professional colleagues shall not censure teachers or criticise their work in public places. 资深教师不得在公共场所批评其他教师或其工作。

B.3. The Teacher's Responsibilities to the Parents of his Pupils and to the Community 教师对学生家长和社区的责任

- 3.1 The teacher shall recognise the right of a parent to consult him/ her, through proper channels, on the welfare or progress of a pupil. The teacher shall recognise the right of a parent to be consulted about any matter which concerns the future development of his child. 教师应承认家长有权通过适当渠道就学生的福祉或学习进展与其沟通, 并承认家长有权被咨询涉及其子女未来发展的任何事务。
- 3.2 The teacher shall do nothing to undermine lawful parental authority but shall be prepared to give advice which, in his/her professional view, is in the best interest of the pupil. 教师不得破坏合法的家长权威, 但应准备在专业立场上为学生的最佳利益提供建议。
- 3.3 The teacher shall make every effort to encourage parents to interest themselves actively in the education and welfare of their children. 教师应尽一切努力鼓励家长积极关心孩子的教育和福祉。
- 3.4 The teacher shall act within the community in a manner which enhances the prestige of the profession. 教师应在社区中以提升教师职业声望的方式行事。



B.4 Teacher's Job Description - Overall Purpose of Position 教师职务说明 - 职位的总体目标

The following job description is a guideline and not an exhaustive list of duties. Any additional tasks assigned by the school are considered reasonable and expected of a teacher at an educational institution.

以下职务说明为指导性内容, 并非详尽列出所有职责。学校分派的任何其他任务均视为合理并期望教师履行。

4.1 Administration 行政管理

- 4.1.1 Provide a written report on the evaluation of students' progress based on appropriate and accurate criteria to the principal.

根据适当且准确的标准向校长提供学生学习进展的书面报告。

- 4.1.2 Attend regular or ad hoc meetings for general planning, discussions, performance feedback, consultation, exchange of ideas, etc.

参加定期或临时会议, 进行总体规划、讨论、绩效反馈、咨询和交流意见。

- 4.1.3 Work in cooperation with other teachers within Bina Bangsa School to coordinate teaching activities, discuss various matters, and plan activities.

与培民学校其他教师合作, 协调教学活动, 讨论各项事务并规划活动。

- 4.1.4 Meet parents during end of term meetings and at any other time to discuss students' progress and conduct.

在学期结束会议或其他时间会见家长, 讨论学生的学习进展和行为表现。

4.2 Programme Development 课程开发

- 4.2.1 Keep proper records of what is taught and materials used in the class.

妥善记录课堂所授内容和使用的教材。

- 4.2.2 Acquire new teaching materials and keep up to date with subjects taught.

获取新教学材料, 确保所教学科内容与时俱进。

- 4.2.3 Prepare a bank of teaching materials and assessments.

准备教学资源库和评估资料。

- 4.2.4 Provide suggestions and ideas on effective implementation and modification of the curriculum.



就课程的有效实施与修改提出建议和想法。

4.3 Teaching Responsibilities 教学职责

4.3.1 Submit an overall lesson plan at the beginning of the Academic Year to the principal or Head of Department.

在学年开始时向校长或主任提交总体教学计划。

4.3.2 Submit detailed weekly lesson plans to the principal or head of department.

每周向校长或主任提交详细的教学计划。

4.3.3 Deliver daily lessons in the class based on lesson plans that have been Submitted.

根据已提交的教学计划进行每日课堂教学。

4.3.4 Prepare all materials needed for daily lessons.

准备每日教学所需的全部材料。

4.3.5 Provide assistance and/or additional classes to students in need.

为有需要的学生提供帮助和/或额外课程。

4.3.6 Prepare, conduct and mark tests.

准备、进行并批改测试。

4.3.7 Prepare and lead co-curricular activities after school hours.

准备并领导课后联课活动。

4.3.8 Teach and educate according to the prescriptions of the Curriculum and the directives of the competent authority.

根据课程规定和相关主管部门的指示进行教学。

4.3.9 Teach and educate pupils according to the educational needs, abilities and attainment of individual students or groups entrusted to his/her care by the Head of School.

根据校长指定的学生或群体的教育需求、能力和水平进行教学。

4.4 General 一般职责

4.4.1 Participate in all school activities as requested by the principal or head of Department.

按校长或主任要求参与所有学校活动。



4.4.2 Execute additional responsibilities as directed by the principal.

执行校长指派的额外职责。

4.4.3 Execute and uphold all School regulations.

执行并遵守所有学校规章制度。

4.4.4 Uphold and protect the reputation and goodwill of the school at all times.

时刻维护和保护学校声誉和良好形象。

B.5 Main Responsibilities 主要职责

5.1 Plans, prepares and delivers lessons; 计划、准备并授课。

5.2 Assigns work, corrects and marks regularly, work carried out by his/her students; 布置作业, 并定期批改学生完成的作业。

5.3 Assesses, records and reports on the development, progress and attainment and behaviour of his/her students; 评估、记录并汇报学生的发展、进步、学习成绩和行为表现。

5.4 Provides or contributes to oral and written assignments, reports and references relating to individual students or groups of students; 提供或参与有关个人或小组学生的口头和书面作业、报告和推荐信的准备。

5.5 Participates in arrangements within an agreed framework for the appraisal of the student's performance; 在商定框架内参与学生表现的评估安排。

5.6 Promotes the general progress and well-being of individual students, groups of students or class/es entrusted to him/her; 促进所负责的个人、学生小组或班级的整体进步和福祉。

5.7 Provides guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice; 就教育、社会事务、后续教育和未来职业为学生提供指导和建议, 包括相关专家咨询的渠道信息。

5.8 Communicates, consults and co-operates with other members of the school staff, including those having posts of special responsibility and parents in the interest of the pupils; 与学校其他教职员工(包括有特殊职责的人员)及家长沟通、协商并合作, 以学生利益为重。



- 5.9 Participates during school time in meetings held in the interest of the students; 在工作期间参与为学生利益而召开的会议。
- 5.10 Reviews and evaluates his/her methods of teaching and learning and the teaching and learning programme/s within the School Curriculum; 审视并评估其教学方法及校内课程的教学与学习计划。
- 5.11 Advises and co-operates with the School Principal, Head of School, Assistant Head, other teachers and Education Officers in the preparations and development of courses of study, teaching materials and teaching programmes, methods of teaching and assessments and pastoral care arrangements; 就课程开发、教学材料与计划、教学方法与评估及学生关怀安排等, 向校长、副校长、其他教师和教育管理提供建议并合作。
- 5.12 Participates in further personal training and professional development as a teacher, including the attendance to in-service education and training courses prescribed by the AB; 参加进一步的个人培训和专业发展, 包括参加学术委员会规定的在职教育和培训课程。
- 5.13 Maintains good order and discipline among pupils and safeguards their health and safety at any time and place when students are under his/her care; 在任何时间和场合下, 对所负责的学生保持良好的秩序和纪律, 保障其健康与安全。
- 5.14 Participates in staff, group or other meetings for the better organisation and administration of the school, or related to the school curriculum or pastoral care arrangements; 参加有关学校组织管理、课程安排或学生关怀的教职员工、小组或其他会议。
- 5.15 Contributes to the professional development of new teachers and student teachers according to arrangements agreed upon with the Head of School; 根据与校长达成的安排, 促进新教师和实习教师的专业发展。
- 5.16 Provides the necessary information and advice and makes the necessary requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her; 提供与所教授学科相关的必要信息和建议, 并进行必要的申请和安排。



- 5.17 Ensures the safe custody of equipment normally used by him/her during lessons and sees to its regular servicing and maintenance; 确保其课堂常用设备的安全保管, 并监督其定期保养和维护。
- 5.18 Attends school assemblies; 出席学校朝会。
- 5.19 Registers the attendance of students under his/her care; 登记所负责学生的出勤情况。
- 5.20 Shares in any possible and reasonable way in the proper management, organisation, order and discipline of the school; 以一切可能和合理的方式参与学校的管理、组织、秩序和纪律工作。

B.6 Lesson Preparation & Planning 备课及教学计划

While preparing lessons, it would be appropriate to consider the following points:

备课时, 应考虑以下要点:

- 6.1 What added value are you giving to the level of the pupil's educational achievement? 你为提升学生学业成就带来了哪些附加价值?
- 6.2 How can you create ways of adding value to the pupils' education? 你如何创造出为学生教育增值的方法?
- 6.3 How do you intend to test what has been achieved? 你打算如何检测所取得的成果?
- 6.4 What are your remedial plans? 你的补救计划是什么?

B.7 Effective Classroom Style 有效的课堂风格

In developing your style, it might be helpful to consider the following points:

在形成你的教学风格时, 考虑以下要点可能会有所帮助:

- 7.1 Try to be as well-organised and efficient as you can; 尽量做到有条理且高效。
- 7.2 Show by your manner that you are looking forward to teaching the class and that you do not expect any problems; 以表明你期待教学, 并且对课堂设计没有问题。
- 7.3 Make clear to the class what is expected and valued; 明确向学生说明课堂的



期望和重视的内容。

- 7.4 Praise good work; 表扬优秀产出。
- 7.5 Review the balance between your positive and negative comments about pupils' work and behaviour; 审视你对学生作业和行为的正面与负面评论之间的平衡。
- 7.6 Always be vigilant and never ignore misbehaviour or allow it to escalate; 始终保持警觉, 绝不忽视不当行为或任其升级。
- 7.7 Use bold gestures and positive facial expressions to reinforce your style of teaching; 使用大方的手势和积极的面部表情来强化你的教学风格。
- 7.8 Use a calm, relaxed facial expression to be an effective teacher; 保持冷静、放松的表情以成为有效的教师。
- 7.9 Resist any temptation to use physical contact; 抵制任何使用肢体接触。
- 7.10 Control and be calm when dealing with pupils so as to be positive and assertive; 在应对学生时保持冷静和控制, 从而做到积极和坚定。

B.8 Daily Work 日常工作

- 8.1 Staff members will be held accountable for the maintenance and safe keeping of all graded or class work. All graded assessments (Topical Tests, Spelling Tests, Practical Tests, Project Work, CF / FB Worksheets, Art + Craft Work) should be recorded on network or other records or as prescribed by Department Heads, Vice Principal, or Principal. 教职员工需对所有已评分或课堂作业的维护和安全保管负责。所有评分评估(专题测验、拼写测验、实践测试、项目作业、CF / FB 讲义、艺术与手工艺作品)应按部门主管、副校长或校长规定, 记录在网络系统或其他记录中。

B.9 School Activities 学校活动

Staff members, by getting involved in the school's activities, will be contributing to the whole school issues rather than just curricular ones. School activities will give you the opportunity to develop relationships with other members of staff and with students across the whole school. These relationships have a beneficial effect on your



teaching through the mutual respect and trust gained from participating in an activity. 教职员工参与学校活动，不仅仅是关注课程问题，而是对整个学校事务做出贡献。学校活动为你提供了与其他教职员工及全校学生建立关系的机会。这些关系通过参与活动所获得的相互尊重和信任，将对你的教学产生积极影响。

B.10 Dress Code 着装规范

DRESS STANDARDS AND UNIFORM 着装标准和制服

10.1 The School Uniform 学校制服

- Teachers are issued a school uniform at the start of the year. Teachers are expected to wear these uniforms with slacks or chinos during school days and other official functions of the school. 教师在学年开始时领取校服。教师在上课日和学校的其他正式场合应搭配长裤或卡其裤穿着校服。

10.2 Dress Standards 着装标准

- On occasions that it is not possible to prepare and wear the prescribed uniform, teachers are expected to present a positive, professional image in language, behaviour, and dress code. 在无法穿着规定制服的情况下，教师应在语言、行为和着装方面展现积极、专业的形象。
- All personnel working with the schools shall, during the instructional day, be in accordance with the following guidelines, 所有在学校工作的人员在教学日内应遵循以下指导原则：

Shoes 鞋类

- Personnel should wear shoes that provide support and protection. Female staff members may, when appropriate, wear sandals, preferably with backs. However, beach-type footwear, such as flip-flops, shower shoes and plastic shoes, e.g. Crocs, are not appropriate at any time. 工作人员应穿戴有支撑性和保护性的鞋子。女性教职员工在适当情况下可穿凉



鞋, 最好是有后带的。但沙滩鞋、夹脚拖鞋、浴室拖鞋及塑料鞋(如 Crocs)在任何情况下都不合适。

- Preschool teachers are allowed to wear sandals within the preschool premises as necessary. However, they are required to change into appropriate footwear when leaving the preschool premises. 幼儿园教师在园区内如有需要可穿凉鞋, 但离开园区时必须更换为适当的鞋履。

10.3 Inappropriate dress or personal grooming includes, but is not limited to 不适当的着装或个人打扮包括但不限于

- Denim jeans of all colours unless authorised on special days such as sports or house days, CCAs, field trips and the like. 除非在体育日、社团日、课外活动、校外教学等特定获准日子, 禁止穿任何颜色的牛仔裤。
- Denim jeans that are too tight or that have been altered in any manner that is inconsistent with this policy when allowed on sports / house days. 即使在获准穿牛仔裤的日子, 也禁止穿过紧或经过不符合本政策改造的牛仔裤。
- Leggings, tights (except under skirts, dresses, jumpers) 打底裤、紧身裤 (除非作为裙子、连衣裙或围裙下的穿着)
- Warm-up pants or sweat suits, or T-shirts, overalls 运动裤、运动服、T恤、工装裤
- Work clothes (except for specific assignments or on work days as pre-approved by the school principal) 工作服 (除非经校长事先批准用于特定任务或工作日)
- Clothing or accessories with slogans that are suggestive of drugs, alcohol, sex, obscenities or casinos 带有毒品、酒精、性、猥亵或赌场暗示标语的衣物或配件
- Provocative clothing (thin straps, tube tops, low necklines, low backs, strapless, too tight, too short, midriff revealing, see through, etc.) 暴露性衣物 (细肩带、抹胸、低领、低背、无肩带、过紧、过短、露腹、透视等)



- Display of controversial tattoos and body piercing (eyebrow, nose, tongue) that are disruptive to the teaching/learning process 影响教学/学习的有争议性纹身和身体穿洞(如眉环、鼻环、舌环)
- Hair wrapping or curlers of any type 任何形式的头巾缠绕或卷发器
- Hair colouring or dyeing of atypical hues and colours 不寻常色调和颜色的染发
- Males wearing earrings 男性佩戴耳环

10.4 Athletic Attire 运动服饰

- Physical Education staff members are allowed to wear athletic attire as required by their classes. Please check with the Physical Education Coordinator for proper athletic attire. 体育教师可根据课程需要穿着运动服，请与体育协调员确认合适的运动服标准。
- Staff members are allowed to change into athletic attire / house shirts / CCA shirts as required by current activities such as but not limited to Art sessions, Drama, Dance training, athletics CCAs and club training. 教职员可根据当前活动需要更换运动服、社团服或课外活动T恤，例如美术课、戏剧、舞蹈训练、运动社团和俱乐部训练等。

B.11 Absences 缺勤

11.1 If a teacher is unable to attend to their duties due to illness, the teacher is expected to keep the school informed on a daily basis 30 minutes before school starts. A teacher is expected to arrive 15 minutes before the start of the working hour. 如果教师因病无法履行职责，须每日在上课开始前30分钟通知学校。教师应在上班开始前15分钟到校。

11.2 Lateness and absences are viewed as a serious neglect of duty. 迟到和缺勤被视为严重失职。

A medical certificate is to be drawn up by a doctor on the first day of illness. A copy should be given to the school administration on the day when you resume duty. The medical certificate is to be issued weekly if you are to



remain ill for a long spell. 病假第一天需由医生开具病假证明。恢复上班当天应向学校行政部门提交一份复印件。如病假持续时间较长，应每周提交新的病假证明。

B.12 Accountability 责任制

As a teacher you are expected to:

作为教师，你应当：

- be punctual and give a full day's work; 准时到校并完成整天工作；
- be prepared for all lessons; 备课充分；
- keep all students occupied and interested; 使所有学生保持专注和兴趣；
- mark all work constructively; 建设性地批改所有作业；
- monitor students' progress and keep an accurate record of it; 监控学生进步并准确记录；
- access the School website and other relevant websites regularly as this keeps you informed about latest developments taking place. 定期访问学校网站及其他相关网站，了解最新动态。

B.13 Data Protection 数据保护

All information and any other material holding information about students shall remain the property of the employer when these are taken out of the school/workplace for home working; henceforth the employee is bound by all policies and regulations related to such matters as applied in the school and shall take all the measures normally taken in the school/ workplace to secure such information and materials.

所有关于学生的信息及相关材料在带离学校或工作场所进行在家办公时，仍属雇主财产；因此，员工须遵守学校对此类事项适用的所有政策和规定，并采取学校/工作场所通常使用的安全措施来保护这些信息和材料。

B.14 Other Expectations 其他期望

14.1 TEACHER PRESENCE 保持教师在场



Teachers must not leave students unsupervised.

教师不能让学生处于无人监管状态。

If a teacher must leave the room, he/she must send for another teacher, an assistant, the lead teacher, or the principal. Except for extenuating circumstances, a teacher must not assign an unqualified person to supervise his/her class when he/she must leave the room. Students and custodians are not qualified to watch a class. When a teacher is assigned to duty, he/she may be held liable for a student's injury if school policy and procedures are not properly followed. 如教师必须离开教室, 需请另一位教师、助教、主教或校长代为监管。除非特殊情况, 教师不得指派不合格人员监管班级。学生和清洁工不具备监管资格。如果教师在值班时未遵循学校政策和程序而导致学生受伤, 可能需要承担责任。

14.2 THE CLASSROOM 教室

- 14.3.1 Classroom doors must remain **unlocked** at all times when pupils are in the class, unless otherwise stated. The glass on the door should not be covered. 除非另有说明, 教室内有学生时, 门必须始终保持未上锁状态, 门上的玻璃不应被遮挡。
- 14.3.2 Teachers should maintain classrooms that are safe, orderly, attractive and inviting. Bulletin boards should be up-to-date and meaningful (student's work displayed, instructional themes evident, etc.). Rooms should be free of litter. 教师应保持教室安全、有序、整洁且具吸引力。布告栏应保持最新且富有意义(展示学生作品、明确教学主题等)。教室内应无垃圾。
- 14.3.3 Cell phones are not to be used during instructional settings unless for role plays or similar activities. 在教学期间不得使用手机, 除非用于角色扮演或类似活动。



14.3 DANGEROUS ITEMS / VALUABLES 危险物品 / 贵重物品

Teachers must not leave scissors, protractors or other items that may be used as weapons out on their shelves or allow students to use such items unattended. 教师不得将剪刀、量角器或其他可能用作武器的物品随意放在架子上，或允许学生在无人监管下使用这些物品。

Form Teachers should collect student cell phones and store them in a secure area. Most classes have a secure metal cupboard for this purpose. The keys of these cupboards should be kept by the teacher and not by the students. 班主任应收集学生手机并保存在安全区域。大多数班级配有用于此目的的安全金属柜。柜子的钥匙应由教师保管，而不是学生。

14.4 TEXTBOOKS AND MATERIALS 课本以及相关资料

Form Teachers should ensure that students bring home their textbooks and files. No student should be allowed to leave his / her items under the desk or inside the classroom, except in lockers provided. 班主任应确保学生将课本和文件带回家。除非存放在指定储物柜中，不得允许学生将物品留在课桌下或教室内。

All musical instruments should be brought home after school days with music periods. Loss and damage to left items is not the responsibility of the School. All parents are advised to label the belongings of their children, to avoid loss. 所有乐器在上过音乐课的当天应带回家。学校对遗失或损坏的留置物品概不负责。建议家长为孩子的物品贴上标签，以避免丢失。

All teachers are expected to instruct students to file their work, notes, handouts and the like. Teachers are to check regularly if students index and correct their work as needed by the subject. 所有教师应指导学生整理归档其作业、笔记、讲义等，并定期检查学生是否按学科要求做好索引和修订。



14.5 ENGLISH ONLY POLICY 讲英文政策

In all dealings with students, teachers are expected to communicate using the English language. Students who persist in speaking in their mother tongue not because of ability but by volition should be reprimanded or corrected. 教师在所有与学生的交流中应使用英语。对于并非因为能力限制，而是故意坚持使用母语的学生，应予以纠正或训诫。

The only exceptions are Chinese language lessons and Bahasa Indonesia lessons. Teachers in these subjects are exempted from this policy. It is preferred, though, that outside the classroom, these teachers converse with the students in English or Chinese. 唯一的例外是中文课和印尼语课。这些科目的教师不受此政策约束。但在课堂之外，仍建议这些教师与学生使用英语或中文交流。

B.15 Homework and Study Policy 家庭作业与学习政策

Regular, effective homework is an essential part of school work for all pupils. The type and amount of homework that a teacher issues will vary from class to class. Hence, teachers should give homework that is meaningful and reasonable and has the purpose of reinforcing what the teacher is teaching in the classroom or is preparing for needed research. For example, if the child can work 10 problems successfully, he/she does not need to work 50. However it is essential to ensure that the homework given is compatible with the school's homework policy. Homework should consolidate the work done at school.

定期且有效的家庭作业是所有学生学校学习的重要组成部分。教师布置的作业类型和数量会因班级而异。因此，教师应布置有意义、合理的作业，其目的是巩固课堂所学或为必要的研究做准备。例如，如果孩子能成功做10道题，就不需要做50道。然而，必须确保所布置的作业符合学校的作业政策。家庭作业应巩固在校所学内容。



B.16 Accident / Incident Report 事故/事件报告

Accidents and incidents can happen when the School is in session. In the event of an accident, the teacher on duty who had witnessed or who was summoned is required to complete an Accident/Incident Report. He / She is required to furnish as much information as possible. If a doctor is available at the School Clinic, he / she is required to endorse the report furnishing relevant information as necessary. This is to be submitted to the Principal for his/her endorsement. Parents have to be notified and the necessary procedures stipulated by the School has to be fulfilled. After the preliminaries, the Teacher submitting the report is required to log into the Teacher's portal to complete the required.

学校在上課期間可能發生事故或事件。發生事故時，值班教師或接到通知的教師需填寫事故/事件報告，尽可能提供詳細信息。如學校診所的醫生可用，需在報告中提供必要信息并簽署確認。報告需提交校長核簽。必須通知家長，并履行學校規定的必要程序。完成初步處理后，填寫報告的教師還需登錄教師門戶網站完成所需步驟。

B.17 Assemblies 朝會

- All teachers are expected to be in the hall by silent reading / pre-assigned time unless other duties call for higher priority. 除非有其他更優先的任務，所有教師應在靜默閱讀時間或預先指定時間前到達禮堂。
- All form teachers should meet their students in class and ensure that all students should be inside the hall by assembly time. 所有班主任應在教室與學生集合，并确保所有學生在朝會時間前進入禮堂。
- All teachers should ensure discipline of the students during the morning assembly. Form teachers should stand in front of their class until the morning speaker has started the programme. 所有教師应確保學生在早晨朝會期間的紀律。班主任應站在自己班級前方，直到朝會講演者開始節目。



B.18 Attendance – Teacher attendance 出勤-教师出勤

In case a teaching staff is unable to attend classes, he /she should immediately notify the School by telephone or the fastest means available. 如教师无法到校上课, 应立即通过电话或最快捷的方式通知学校。

18.1 Absent with Notification 已通知缺勤

A teaching staff who notifies the School through his/her Head of Department / Principal / Vice Principal that he will be absent on a certain day is marked “absent with notification” on the daily attendance report. 通过部门主管/校长/副校长通知学校将在某日缺勤的教职员工, 将在每日考勤报告中被标记为“已通知缺勤”。

Absent with Notification is marked ABSENT in attendance reports. 已通知缺勤在出勤报告中记作“ABSENT”

18.2 Absent without Leave (AWOL) 未通知缺勤/旷职

A teaching staff is considered absent without leave if he is absent and fails to notify the Head of Department / Principal / Vice Principal within 24 hours, or within a reasonable time in case of emergency, force majeure or other compelling factor which prevent him/her from giving notice within 24 hours; 如果教职员工缺勤并且未在24小时内通知部门主管/校长/副校长, 或在紧急情况、不可抗力或其他正当理由下未能在合理时间内通知, 将被视为未通知缺勤(旷职)。

He / She is considered absent without leave even if he files a notification but absents himself/herself when his/her request is denied; 即使提交了请假通知, 但在被拒绝后仍自行缺勤, 也视为未通知缺勤。

He / She is considered absent without leave when he/she fails to return to work after the expiration of an approved leave such as sick leave, vacation leave, maternity leave, study leave, etc. 在病假、年假、产假、进修假等批准的假期结束后未按时返岗, 也将被视为未通知缺勤。



Regardless of the length of his/her absence, a teaching staff member who has been AWOL shall submit an official letter of explanation to the Head of Department / Principal / Vice Principal to which he/she belongs immediately after he/she reports for work. 无论旷职时间长短, 教职员工一旦返回工作岗位, 必须立即向所属的部门主管/校长/副校长提交正式解释信。

18.3 Absences of Medical Nature 病假缺席

Absences due to illnesses should be reported immediately to the Principal / Vice-Principal. Teachers should seek medical advice if necessary and acquire a medical certificate. 因病缺席应立即向校长/副校长报告。教师如有需要应就医并获取病假证明。

Medical absences exceeding a 30 day period shall be subject to rated salary deduction. 病假超过30天将按比例扣薪。

18.4 On Official Business 公假缺席

A teaching staff who represents the School in an official capacity is not marked absent. 以学校官方身份代表学校的教职员工不记作缺勤。

18.5 Punch Card and Fingerprint System 上下班打卡及指纹系统

Every staff member is to clock in and clock out each day at the location designated by the building/programme administrator. **It is against school policy and procedures for a staff member to sign in or out for another staff member. Violation of this policy can result in suspension and/or termination.** 每位教职员工每日必须在建筑物/项目管理员指定地点打卡上下班。代他人打卡违反学校政策和程序, 违者可被停职和/或解雇。

18.6 Adverse Weather Closures 气候反常停课

From time to time, adverse weather conditions may result in school closure. In such an event, the superintendent will notify key personnel who will then activate the Communication Tree or pass on the message to group / staff leaders. They will



notify those in their group of schools the closure if warranted. If no information was disseminated, then, it is assumed that school will go on as usual. 遇到恶劣天气时, 学校可能停课。在此情况下, 主管将通知关键人员, 启动联络树或将信息传达给小组/ 员工负责人。若需要, 他们会通知所属小组的学校停课。如果没有发布停课信息, 则视为学校照常上课。

All teachers should verify with their group leaders before informing anyone else in the school community. All information should pass through the stipulated channels. In the event of school closure, form teachers should inform their respective form classes of such. 所有教师在向学校社区其他成员通报前, 应先与自己的小组负责人确认。所有信息应通过规定渠道传递。如遇停课, 班主任应通知各自的班级。

18.7 Leaving the Campus during School Hours 工作时间内离开校区

Teachers are not to leave campus at any time during the work day without permission from the principal / vice-principal. If it is not an emergency or approved school business, a teacher should not ask to leave. 教师在工作日内未经校长/副校长许可不得离开校园。非紧急情况或非获批的学校事务, 不应申请离校。

B.19 Tardiness – Teachers 迟到 - 教师

A teaching staff member is required to be in school 15 minutes before the stipulated time. A teacher is considered tardy if he/she comes 2 minutes late for his/her class period. 教职员工必须在规定时间内前15分钟到校。如果教师上课迟到2分钟, 就会被视为迟到。

Any teacher who reports to work late without any valid reason is liable to a penalty of Rp 50,000 for every count of unexcused tardiness. Teachers should notify the principal if they wish to be excused for tardiness. This would be subject to approval. If the staff is late for more than three occasions without valid reasons, he or she would be given a warning letter. 任何无正当理由迟到的教师, 每次将被处以



五万印尼盾的罚款。教师如需申请免除迟到记录, 须通知校长并获得批准。如无正当理由迟到超过三次, 将收到警告信。

B.20 Medical Insurance 医疗保险

Medical insurance is provided under the coverage of a locally registered insurance company. Medical insurance covers out-patient treatment and hospitalisation. All claims for medical expenses shall be processed directly with the insurance company based on the regulations stipulated by the insurance company. The type of policy provided is determined by the School. 学校通过本地注册的保险公司为教职员工提供医疗保险, 保险涵盖门诊治疗和住院费用。所有医疗费用的索赔将根据保险公司规定, 直接向保险公司办理。保险的种类由学校决定。

B.21 Working Day 工作日

This refers to days other than the Non-Working Day.

这是指非“非工作日”之外的日子。

The teacher shall work from Monday to Friday each week and on each of those working days, from:

教师每周周一至周五的工作时间如下:

06.15 to 15.15 West Indonesian Time - Secondary

中学部: 06.15 - 15.15 (西印尼时间)

07.00 to 16.00 West Indonesian Time - Primary and Preschool and on any other days and times as required by the Principal.

小学及幼儿园: 07.00 - 16.00 (西印尼时间), 以及校长要求的其他日期和时间。

B.22 Non-Working Day 非工作日

Non-working Day means the day(s) when no learning activity is carried out at the School according to the academic calendar and/or the policy made by the management of the School from time to time.

非工作日是指根据学校行事历和/或校方管理层不时制定的政策, 学校没有进行任何教学活动的日子。



B.23 Confidentiality and Intellectual Property Rights 知识产权

Intellectual Property Rights means all intellectual property rights, including copyright, patent and design acknowledged by the law in the Republic of Indonesia. 知识产权是指印度尼西亚法律承认的所有知识产权, 包括版权、专利和设计。

The teacher acknowledges that during the term of this Employment Agreement, they will have access to information related to the business and financial matters of the school, including agreements, transactions, issues, and related information from its affiliated companies. All such information may be considered confidential. 教师承认, 在本聘用协议有效期内, 将能接触到学校的业务和财务信息, 包括合同、交易、问题及其附属公司的相关信息。所有此类信息都可视为机密信息。

The teacher acknowledges and agrees that all Intellectual Property developed, created, or invented by during the course of the Employment Relationship is and will remain the exclusive and full property of the Bina Bangsa School, including but not limited to patents, trademarks, service marks, copyrights, trade secrets, designs, whether registered or unregistered, software development, computer programs, technical knowledge, processes, and inventions, unless otherwise agreed. 教师承认并同意, 在受雇期间所开发、创作或发明的所有知识产权均为培民学校的专有和全部财产, 包括但不限于专利、商标、服务标志、版权、商业机密、设计(无论是否注册)、软件开发、计算机程序、技术知识、工艺流程和发明, 除非另有约定。

The teacher shall not disclose or use any trade secrets, information, technical data, curriculum, or know-how belonging to the school, either during or after the term of employment, without prior written consent. 未经事先书面同意, 教师在受雇期间或之后均不得披露或使用属于学校的商业机密、信息、技术数据、课程或专有技术。

Any breach of confidentiality by the teacher will result in civil liability. The teacher hereby guarantees and indemnities the school against any losses arising from



such a breach of obligations by the teacher. 教师如违反保密义务, 将承担民事责任。教师在此保证并赔偿因其违反本义务而给学校造成的任何损失。

B.24 Salary 工资

The Salary after Income Tax deduction shall remain the same for the Academic Year regardless of the changes in tax rate levied by the Government of Indonesia. 无论印尼政府征收的税率如何变动, 扣除所得税后的工资在整个学年内保持不变。

Salary is paid at month's end. If the day falls on a Non-Working Day, salary shall be paid one day before. 工资在每月底发放。如遇非工作日, 则提前一天发放。

The above provisions are confidential and **shall not** be discussed with anyone especially colleagues. **Disclosing the provisions in this Article is a breach to this Agreement and will result in a written warning.** 上述条款属机密, 不得与任何人(尤其是同事)讨论。如有泄露, 将构成对本协议的违反, 并将收到书面警告。



Behaviour Subject to Warnings and Disciplinary Action

受到警告和纪律处分的行为

Depending on the severity of the misconduct, the school has the right to issue written warnings for violations committed by the teacher, as regulated by the Company's Regulations.

根据违规行为的严重程度, 学校有权根据公司规定对教师所犯的违规行为发出书面警告。

1. Not coming work without valid reason or cause or coming to work late without due cause are both viewed as serious neglect of duty 无正当理由不来上班或无正当理由迟到, 均被视为严重失职
2. Not providing remedial or enrichment as stipulated irrespective of working hours 未按规定提供补救或拓展课程, 无论工作时间如何
3. Not submitting detailed weekly lesson plans to the Principal or Head of Department 未向校长或部门主任提交详细的每周教学计划
4. Not delivering daily lessons in the class based on lesson plans that have been submitted 未按已提交的教学计划进行每日课堂教学
5. Not preparing materials needed for daily lessons 未准备每日课堂所需的材料
6. Failure to perform assigned supervision duties during scheduled times, including but not limited to student arrival, break times, assemblies, and dismissal periods 未在规定时间内履行分配的监管职责, 包括但不限于学生到校、课间、朝会和放学期间
7. Not participating in all school activities as requested by the Principal or Head of Department 未按校长或部门主任要求参与所有学校活动
8. Not providing evaluation reports on students' progress when required 未按要求提供学生学习进度的评估报告
9. Not attending meetings for general planning, discussions, performance, feedback, consultation, exchange of ideas, etc 未参加有关总体规划、讨论、绩效反馈、咨询、交流意见等会议
10. Not working or cooperating with other teachers 不与其他教师合作或协作
11. Not meeting parents during PTC 家长会期间未与家长会面



12. Not keeping records of what is taught and materials used in class 未记录课堂所授内容和使用的材料
13. Not acquiring new knowledge or not attending professional development courses 不获取新知识或不参加专业发展课程
14. Not providing suggestions and ideas on effective implementation of the school or class programmes 未对学校或班级项目的有效实施提出建议和想法
15. Not preparing, conducting or marking set tests within the specified time 未在规定时间内准备、进行或批改指定测试
16. Not preparing and leading co-curricular activities after school 未准备并领导课后联课活动
17. Not executing additional responsibilities as directed by the Principal 未执行校长指派的额外职责
18. Not executing and upholding all School regulations 未执行并遵守所有学校规定
19. Not upholding and protecting the reputation and goodwill of the School at all times 未始终维护和保护学校声誉及良好形象
20. Not abiding by the rules and directives of the AB or School Principal 不遵守AB或校长的规定和指示
21. Not cultivating a harmonious working environment with fellow colleagues 未与同事营造和谐的工作环境
22. Not cultivating a harmonious relationships with students and parents 未与学生和家长建立和谐关系
23. Not using and maintaining school property, equipment and facilities responsibly 未负责任地使用和维护学校财产、设备和设施
24. Not being punctual for class and returning students' work, properly marked and on time 上课不守时, 未按时并正确批改并返还学生作业
25. Not treating all students fairly or in non-threatening ways 对所有学生不公平或以威胁性方式对待
26. Having personal dealings with students outside of school framework, for example, providing private tuition to students of Bina Bangsa School 在学校框架外与学生有私人往来, 例如为培民学校学生提供私人辅导
27. Conducting trade or dealings with students' parents 与学生家长进行交易或业务往来



28. Having other jobs that conflicts with the interests of Bina Bangsa School 从事与培民学校利益相冲突的其他工作
29. Using improper, crude, rude or vulgar language or conduct 使用不当、粗俗或下流的语言或行为
30. Performing acts that may harm or endanger students or colleagues 实施可能伤害或危及学生或同事的行为
31. Causing damage to school property, equipment or facility 损坏学校财产、设备或设施
32. Gambling, being intoxicated or consuming prohibited drugs 赌博、酗酒或使用违禁药物
33. Participating in illegal acts, especially trafficking drugs to students 参与非法行为, 尤其是向学生贩卖毒品
34. Participating in riots, social unrest and the like 参与骚乱、社会动荡等活动
35. Posting materials that are damaging, coarse or unfounded in social media 在社交媒体上发布有害、粗俗或毫无根据的内容
36. Soliciting, or receiving any money or gift as a result of performing an extraordinary/unlawful service to anyone in connection with the School 为了向任何人提供额外/非法服务而索取或收受任何金钱或礼物
37. Borrowing money from students, staff, parents, or other school community members 向学生、教职员工、家长或其他学校社区成员借钱
38. Falsifying signatures or documents related to the School 伪造与学校相关的签名或文件
39. Plagiarising or copying wholesale and not acknowledging sources 剽窃或整段抄袭而不注明来源
40. Stealing, embezzling School's funds, equipment and property 盗窃、挪用学校资金、设备和财产
41. Using School's facilities, equipment or property for personal interest 将学校设施、设备或财产用于个人利益
42. Producing and distributing unauthorised or false information 生产和传播未经授权或虚假的信息
43. Dating, harassing or conducting oneself in inappropriate relationships with students or parents 与学生或家长约会、骚扰或有不当关系



44. Spreading information relating to politics or ethnicity, religion, race and intergroup relations to other parties through direct conversation or indirectly via electronic media which will trigger and disturb the harmony of the school 通过直接对话或电子媒体间接向他人传播涉及政治、种族、宗教、种族群体关系的信息，导致或扰乱学校的和谐
45. Engage in any physical actions, including scratching, stabbing, pinching, scribbling, or similar actions, nor to engage in bullying, body shaming, or derogatory behaviour toward members of the school community 进行任何身体接触，包括抓、刺、掐、乱画或类似行为，或对学校社区成员进行欺凌、羞辱身体或贬损行为
46. Engaging in activities that go against the laws of the Republic of Indonesia 参与违反印度尼西亚共和国法律的活动

B.25 Staff Support Service 员工支持服务

A support service for teachers is available to those teachers who are:

学校为以下情况的教师提供支持服务：

- finding difficulties related to managing behaviour in class 在课堂管理学生行为方面遇到困难
- having personal emotional difficulties that affect their performance in class 有影响课堂表现的个人情绪困扰
- encountering hardship in integrating in the school system 在融入学校体系时遇到困难
- passing through difficult times due to events that have happened in school which are leaving a negative impact on their life 因校内发生的事件而经历困难时期并对生活产生负面影响
- in need of advice on administrative issues 需要有关行政事务的建议

Usually, the service is offered in the form of one-to-one sessions. Any personal and non-personal information divulged during the sessions with the counsellor will be kept under strict confidentiality unless consent is given by the person receiving the service. No information will be used for reporting issues neither verbally nor in writing. The above is not meant to be exhaustive. These are a few thoughts to get



you started. It is hoped that your experience as a teacher will be an enjoyable and productive one for you and for the students in your charge.

通常, 此服务以一对一会谈的形式提供。与辅导员会谈期间透露的任何个人或非个人信息都会严格保密, 除非服务接受者同意。不会以口头或书面形式将任何信息用于报告问题。上述内容并非详尽无遗。这些只是帮助你起步的一些建议。希望你作为教师的经历能对你和你的学生来说都是愉快且富有成效的。

Note:

It is important that you familiarise yourself with the above procedures since they would give you a clear picture on all aspects of school life and school policies.

注意:

请务必熟悉上述程序, 因为它们能让你清楚了解学校生活和政策的各个方面。

B.26 Committees 委员会

26.1 Available Committees 现有的委员会

There are several committees where teachers are assigned to assist / lead.

These are the following:

学校设有多个教师参与协助/领导的委员会, 包括:

- Discipline Committee 纪律委员会
- Examinations Committee 考试委员会
- Events Committee 活动委员会
- Counselling 谘商辅导
- Teacher and Staff Welfare 教职员工福利

26.2 Duties and Responsibilities 职责和责任

Each committee formulates, organises, assigns, and executes different functions as assigned by the Principal, the Vice-Principal, or the Heads of the Committees. These constitute part and parcel of the duties that teachers have to execute. The following are brief descriptions of these responsibilities



and are not exhaustive. 每个委员会根据校长、副校长或委员会负责人分配的任务，制定、组织、分派并执行不同的职能。这些都是教师必须履行的工作内容的一部分。以下是这些职责的简要说明，并非详尽列出。

26.3 Discipline Committee 纪律委员会

- To oversee and supervise the discipline of the school 监督和管理学校纪律
- To delegate and task teachers and students alike in keeping the discipline of the students as prescribed by the standards of conduct of the school 指派教师和学生共同维护符合学校行为规范的学生纪律
- To facilitate due process of disciplinary cases and handle higher level disciplinary cases which require special attention of school officials 促进纪律案件的正当程序处理，并处理需要学校高层特别关注的严重纪律案件

26.4 Examinations Committee 考试委员会

- To oversee and supervise the major examinations of the school 监督和管理学校主要考试
- To schedule, delegate or task teachers in duties pertaining to the examinations 安排并指派教师承担与考试相关的工作
- To set the proper standard and conduct of examinations 确定考试的适当标准和流程
- To organise and supervise grading systems, test analysis, and process reports regarding such 组织并监督评分系统、考试分析及相关报告的处理
- To keep records of major examinations, grades, certificates, and report cards 保存主要考试、成绩、证书和成绩单的记录
- To recommend systems for better assessment, promotions, or retentions to higher authorities 向上级推荐更好的评估、升留级制度
- To facilitate scheduling of remedial classes, reviews, oral examinations as assigned by the Principal, Vice – Principal or Head of the Committee 协助安排由校长、副校长或委员会负责人指派的补救课、复习课和口试

26.5 Events Committee 活动委员会



- To oversee and supervise major events of the school 监督和管理学校的重大活动
- To schedule, delegate or task teachers in duties pertaining to the events being prepared 安排并指派教师承担与活动筹备相关的任务
- To communicate to the school community upcoming events, organise awarding ceremonies and the like, and facilitate feedback for improvement 向学校社区通报即将举行的活动，组织颁奖典礼等，并收集反馈以促进改进

26.6 Counselling 谘商辅导

- To plan, organise and implement the guidance and counselling programmes of the school 规划、组织并实施学校的辅导与谘商项目
- To plan and conduct in-service training programmes and other enrichment activities to the Teaching Staff 为教职员工规划并开展在职培训和其他提升活动
- To handle individual and group counselling as the need arises 根据需要提供个别或小组辅导

26.7 Teacher and Staff Welfare 教职员工福利

- To organise activities that uplift morale, facilitate support systems and improve the well-being of the faculty and academic staff 组织提升士气、建立支持体系并改善教职员工福祉的活动
- To recommend purchases, logistics, materials and equipment in creating a better environment for the teachers and the school community as a whole 建议采购、物流、材料和设备，以营造更好的教师及学校整体环境
- To address non-academic teacher concerns and relay such to officers-in-charge 处理教师的非学术关切并转达给相关负责人

26.8 Others 其他

- For a more detailed explanation of duties, see the Head of the Committee you are assigned to. Each committee has a list of duties and responsibilities which will be delegated to its members 如需更详细的职责



说明, 请咨询你所属委员会的负责人。每个委员会都有一份职责清单, 会分派给其成员。



1. Student Discipline 学生纪律

1.1 General 总则

- Teachers should keep in mind that proper school discipline is key to a proper learning environment for all students. Thus, teachers are expected to uphold the school's policies regarding student behaviour at all times. 教师应牢记, 良好的学校纪律是为全体学生营造良好学习环境的关键。因此, 教师应始终贯彻学校关于学生行为的各项规定。

1.2 Zero Credit 零分

- Zero credit must **never** be given as a disciplinary action, nor should inappropriate reading/writing assignments be given as punishment for misbehaviour. A student is not to be academically penalised for misbehaviour unless cheating or non-submission of work is involved. 严禁将“零分”作为纪律处分手段, 也不得以不恰当的阅读/写作业惩罚学生的不当行为。除非涉及作弊或未提交作业, 学生不得因行为不当而在学业上被处罚。

1.3 Student Attendance 学生的出勤

- Form Teachers are supposed to track down absences and record them in the class record book provided to them at the start of the year. 班主任需追踪学生的缺勤情况, 并记录在开学初发放的班级记录本中。
- Form teachers must assume the responsibility for reporting student attendance accurately, daily, and for each period during the day. This responsibility must not be taken lightly. 班主任有责任每日、每节课准确记录并汇报学生出勤情况。此项职责不可轻忽。
- Absences are considered to be excused or unexcused. 缺勤分为有理由的缺勤与无理由的缺勤。



Excused Absences: 有理由的缺勤

- Personal illness 本人疾病
- Illness or death of a family member 家庭成员生病或去世
- Required attendance at court proceeding 必须出庭
- Medical or dental appointments 医疗或牙科预约
- Graduating seniors may be granted permission to visit college campuses for the purpose of obtaining information or seeking admission. Such requests will need to be made in writing a week prior to the visit. 毕业班学生可获准探访大学校园以了解信息或申请入学, 该类请求需在访问前一周以书面形式提出。
- Other absences beyond the students' and parents' control will be reviewed on an individual basis. 其他因学生和家长无法控制的原因导致的缺勤将个别评估。

All work missed for the above reasons must be made up in accordance with school policy. 由于上述原因错过的所有作业, 必须根据学校的政策补交。

Unexcused Absences 无理由的缺勤

- All absences other than those listed above will be unexcused 除上述情况外的所有缺勤均为无理由缺勤
- Absences listed above but not supported by medical evidence for illnesses, or parent's letter 虽属上述缺勤原因, 但未附医疗证明或家长说明信的

Students with unexcused absences are subject to zero credit as allowed by the academic coordinator, or head of department. Parents must be notified if such is given out. 无理由的缺勤的学生, 最严重可以导致被学术协调老师或各科主任处以零分。如果作出此决定, 学生家长必须被告知。

Exceptions 例外情况

- When a student's absence from school is because of representing the school on official business, e.g., sports, band, choral activity, etc., teachers will be notified two days in advance by the activity sponsor. However, the student has the responsibility of checking with the teacher in advance of the absence and completing all work missed, preferably



in advance of the absence, but with the timeline of other excused absences. 当学生因代表学校参加正式活动(如体育、乐队、合唱等)缺席时, 活动负责人会在两天前通知教师。但学生本人有责任在缺席前主动与教师沟通并完成所有未完成的作业, 最好能在缺席前完成, 但最迟应遵守一般有理由缺勤的补交时间规定。

1.4 Student Tardiness and Class Presence 学生迟到和上课出勤

- Teachers should exercise firm, but fair, discipline in their rooms. Students are not to be permitted to class without a tardy slip once they enter the class after assembly. They should seek permission from the discipline committee, the Vice Principal, or the Principal before entering the classroom. Administrative staff members are not allowed to issue permissions. 教师应在教室内实施坚定但公平的纪律管理。学生若在朝会后才进入教室, 必须持有迟到条方可进入课堂。进入教室前, 他们应获得纪律委员会、副校长或校长的许可。行政人员不得开具此类许可。
- Except for extenuating circumstances, students should not be permitted to leave the room for water, papers, books, pencils, etc., during a class period. When a student is allowed to leave a class, the supervising staff member is personally liable for that student. Students should not be allowed to leave the classroom for toilet breaks all at the same time. 除非有特殊情况, 学生在上课期间不应被允许离开教室取水、取作业、书本、铅笔等。当允许学生离开教室时, 监管该生的教职员工需对其承担个人责任。不得允许所有学生同时离开教室上厕所。
- Teachers should not allow students to be in their room without permission. 教师不得允许学生在未获准情况下滞留在教室内。

1.5 Student Demerit System 学生的操行计分系统

- Teachers are called to uphold the discipline of the students and the execution of school policy. Therefore, teachers are called to report offences and recommend awarding of demerit points / discipline stamps. 教师有责任维护学生纪律并贯彻学校政策。因此, 教师应报告违规行为, 并建议给予扣分或纪律章。
- The form should be filled and submitted to the discipline committee. The student should also be made aware of the demerits awarded. 表格需填写完整并提交给纪律委员会。应确保学生知晓其所被记的操行扣分。



2. Grading 评分

2.1 General 总则

- Students are graded according to the grading system set in the student handbook. 学生的评分依据学生手册中规定的评分系统。
- Staff members will be held accountable for the maintenance and safe keeping of all grade sheets. All graded assessments should be recorded on network worksheets or as prescribed by Department Heads, Vice Principal, or Principal. 教职员工需对所有成绩单的保管和安全负责。所有已评分的评估结果应记录在网络表格或主任、副校长或校长规定的记录表上。
- Disciplinary actions may be taken for failure to complete grade sheets. 未完成成绩记录表可能会受到纪律处分。
- Teachers should give homework that is meaningful and reasonable, and has the purpose of reinforcing what the teacher is teaching in the classroom or is preparing for needed research. For example, if the child can work 10 problems successfully, he/she does not need to work 50. 教师应布置有意义、合理的家庭作业，以巩固课堂所授内容或为必要的研究做准备。例如，如果学生能成功完成10道题，就不需要做50道。
- No teacher is to release the grades of any student to other students or to other students' parents / relatives. Confidentiality of the student's grade is required. Top ranking students may be acknowledged publicly but never for other ranks most especially the lowest ranking students. 任何教师不得向其他学生或其他学生的家长/亲属透露学生成绩。必须保证学生成绩的保密性。可公开表扬成绩排名最前的学生，但绝不可公布其他排名，尤其是最低排名的学生。

3. Examinations 考试

3.1 Continual Assessments / Topical Test 持续性评估/课题考试

- CA is composed of but not limited to quizzes, seatworks, group work, presentations, research, common tests, homework, projects, and reports. 持续性评估(CA)包括但不



限于小测验、课堂作业、小组作业、展示、研究、统一测验、家庭作业、项目作业和报告等。

- Copies of graded assessments and their mark schemes should be kept in a department file for future reference. 1 copy of common tests with mark scheme should be submitted to the examination committee no later than 1 week before the examination. 所有评分后的评估试卷及评分标准应存档于部门文件中, 以供日后查阅。统一测试的试卷及评分标准需在考试前最迟一周提交一份给考试委员会。

3.2 Major Examinations 主要考试

- Primary 3 to Secondary 2 students sit for one major examination within the academic year, the Final Year Examination. 小三至中二的学生在整个学年参加一次主要考试, 即期末考试。
- For Secondary 3 to JC 2, there are two major examinations within a year, one for each semester, the Mid-year examination for Semester 1 and the Final Year Examination for Semester 2. 对于中三至预科二年级(JC 2)的学生, 每学年有两次主要考试, 分别是第一学期的期中考试和第二学期的期末考试。

3.3 Setting and Vetting of Major Examinations 主要考试试卷的出卷和阅卷

- Major examinations are shared between campuses and thus a certain standard should be followed. Adherence to the high quality should always be of top concern. 主要考试为校区间共用试卷, 因此必须遵循统一标准, 并始终确保高质量。
- A setting and vetting schedule is set by the examination board and the departments concerned. Non compliance to the deadlines will require explanation and may be subject to disciplinary action. 考试委员会及相关部门将设定出卷与审题时间表。未按时完成者需提交解释说明, 可能面临纪律处分。
- There are standard formats in setting examinations. Please clarify with the examination committee or the department heads regarding this. 出卷应使用统一格式。如有疑问, 请向考试委员会或主任确认。
- Vetting examinations should be governed by initial guidelines set by the department before setting has ensued. Personal preferences should take the back seat and are



under suggestion basis only. 审题工作应依照出卷前由部门制定的初步指引进行。个人偏好仅供参考，不应主导出卷内容。

- A final copy of the paper must be presented to the vetter before copying is done. 考试卷印刷前，必须将最终版本提交给审题人审查。
- Errata should be submitted to the department heads, and the examination board. This should be disseminated to the invigilators of all campuses taking the examinations. Invigilators must make sure that the corrections are done properly or a correction sheet is given to every student. 若发现试卷错误，须提交给主任及考试委员会，并通知所有监考校区的监考教师。监考老师必须确保所有试卷错误已被正确更正，或向每位学生发放更正通知单。

3.4 Exam Security 考试内容的保密性

- All teachers should uphold and protect the integrity of the examinations. Thus, utmost care and priority should be given to keep information regarding the examinations as confidential as possible. 所有教师都应维护并保护考试的公正性。因此，必须格外小心，优先确保考试相关信息尽可能保密。
- Photocopying of the exam papers should be done in the presence of the supervising teacher. All errors in photocopying should be either shredded or kept until examinations are over. 考试试卷的复印必须在监督教师在场的情况下进行。所有复印错误的试卷应立即粉碎或至少保管至考试结束。
- Errors in setting, printing and the like should be disposed of properly. No errors should be just left on the tables or beside printers or used as scrap paper. 出卷、打印等过程中产生的错误稿件应妥善处理。严禁随意放在桌面、打印机旁或当废纸使用。
- At best, all exam papers, copies or originals should not leave the teachers' room, the exam room or the photocopying area as much as possible until the time of the examination. 在考试前，所有考试卷(包括原件和复印件)应尽量不离开教师办公室、考场或复印区域。
- For common examinations, each department should verify if a student was absent for the said examinations. Papers should not be returned until the student in question has taken the exam, that is if the student is excused. If the student is absent for more than 1 week, the exam is forfeited. The student may still take the examination when he /



she returns but is not given credit for it. If the student is excused, his/her average will not include the work missed. 对于统一考试，各部门应核实是否有学生缺考。若该生为有理由缺考，试卷在其补考前不得发还。如学生缺考超过一周，考试资格作废。返校后虽可参加考试，但不得计分。若学生为有理由缺考，其平均成绩将不计入该次考试分数。

3.5 Marking Papers 批改考卷

- Follow guidelines set by the department regarding standards in marking papers. 批改试卷应遵循部门制定的评分标准。
- All marking should be clear and whenever possible with comments. 批改应清晰，尽可能附有评语。
- Discriminating, daunting, and offensive remarks must be avoided at all times. 严禁使用歧视性、恐吓性或冒犯性的言语。
- All papers should be returned to the students at a maximum of 10 days from the date of assessment with the exception of major examinations. 除主要考试外，所有试卷应在评估日期起最多10天内返还给学生。
- Teachers may be asked to mark the whole level for a particular section of a paper. Please clarify the marking load with your department heads. 教师可能需要批改全年级的某一试卷部分。如有疑问，请与主任确认批改分配。

3.6 Invigilation 监考

- Follow all guidelines set by the examinations committee and / or by CIE regarding invigilation. 监考须遵循考试委员会和/或CIE制定的所有相关规定。
- Generally, all invigilators must avoid all activity that will prohibit them from invigilating properly and endanger the integrity of the examinations. Students must always be aware that they are being observed. 一般来说，所有监考人员都必须避免一切会妨碍其正常监考或危及考试公正性的行为。学生应始终清楚自己处于监考观察之下。
- Benchmarking test invigilation is done by the teacher assigned for the period. 基准测试的监考由当堂负责的教师执行。
- CIE examinations may require holding examinations during the vacation break. Teachers may be required to stay and invigilate a day's session. Indicate early in the school year to the examination committee any hindrances to invigilation during



vacations or preferred times such as the start of the break or near the end of the break. CIE考试可能需要在假期期间进行。教师可能需留校监考一整天的场次。如教师在假期期间无法监考或对假期开始、结束时间有偏好, 应在学年初就向考试委员会说明

3.7 Cheating / Misbehavior / Misconduct during examinations

考试期间时作弊/ 不当行为 / 行为不端

- No student is allowed to talk, pass notes or be disrespectful to the Invigilators or Staff on duty. They should not remove or bring in materials that are not specified, other than the stationery stipulated. Bags and other items or belongings must be left outside of the venue. 学生在考试期间不得交谈、传递纸条或对监考人员和值班教职员工表现出不尊重。除指定文具外, 学生不得携带或取走未获批准的材料。书包及其他物品必须放在考场外。
- Tampering with marks or altering answers in the marked scripts are considered cheating. A zero mark will be given if proved after investigation. 篡改分数或在已批改的试卷上更改答案均视为作弊行为。若经调查属实, 将给予零分处理。

3.8 Benchmarking Tests 基准测试

- Benchmarking tests are internal terms for topical tests which have standardised topics across campus. Students or parents are not to be informed regarding such. 基准测试是指校区间统一标准的课题测试。不得提前告知学生或家长此类测试。
- Benchmarking tests are conducted in Term 1 and Term 3. 基准测试在第一学期和第三学期进行。



Section Three: PROFESSIONAL EXPECTATIONS

第三章：专业期望

1. Teachers should not smoke, drink coffee or soft drinks or other liquids, chew gum, or eat in their classroom during instruction, **school assemblies**, or in the halls, whenever students are present, unless called for by an instructional activity. In addition, all offices, buildings, grounds and any other school property is smoke free and tobacco free. 除非出于教学活动需要, 教师在课堂教学、学校集会或走廊上有学生在场时, 不应吸烟、喝咖啡或软饮料及其他液体、嚼口香糖或进食。此外, 学校所有办公室、建筑物、场地及其他财产均为无烟、禁烟区。
2. Lesson plans / records are to be submitted to the principal / vice-principal / HOD by any approved method (to include through the use of technology) as scheduled. 教学计划/记录应按计划通过任何获批准的方式(包括技术手段)提交给校长/副校长/主任。
3. Students are not to grade papers, put grades on the grade sheet, call roll, or supervise other students. Teachers are to keep their own records and must not leave the classroom with a student to check attendance. Students are not to perform duties assigned to teachers except for minor house-keeping duties (bulletin boards/cleaning whiteboards, etc.). 学生不得批改试卷、填写成绩表、点名或监督其他学生。教师必须自行记录, 不得带学生离开教室进行考勤。除小型卫生事务(布告栏、擦白板等)外, 学生不得执行教师的职责。
4. Students must not drive staff members' cars at any time. 学生在任何时候都不得驾驶教职员工的车辆。
5. Teachers are encouraged not to bring valuables or cell phones to school or to leave such items unattended. The school will not be responsible for lost/stolen items. 鼓励教师不要将贵重物品或手机带到学校, 或将这些物品无人看管。学校对遗失/被盗物品概不负责。



6. Unless required by the position, no employee may possess a weapon on, in, or about school buildings, grounds, athletic fields, or any other property used for school related purposes, except as permitted by law or necessary for fulfilment of the individual's school related job. No employee may possess or carry a weapon in a vehicle brought onto the school property. 除非工作要求, 任何员工不得在学校建筑物、场地、运动场或其他用于学校相关目的的场所内外携带武器, 除非法律允许或为履行学校相关工作所必需。任何员工不得在进入学校的车辆中持有或携带武器。
7. The school secretariat cannot be expected to conduct personal business for staff members. 学校行政办公室不能被要求代办教职员工的私人事务。
8. Staff members should not diagnose and/or make recommendations about medical treatments or prescribed medicine for students. These decisions should be made by trained professionals. 教职员工不应为学生诊断或建议任何医疗治疗或处方药物。这些决定应由专业医护人员做出。
9. Every professional staff member is required to read a copy of the handbook distributed to students at the beginning of each school year. 每位专业教职员工都必须阅读在学年开始时分发给学生的手册。
10. Teachers are not to make inappropriate comments about the appearance, weight, or image of student bodies. 教师不得对学生的外貌、体重或形象做出不当评论。
11. Teachers are not to privately communicate with students for the sole purpose of conversation. Teachers are to maintain professional conduct. 教师不得为单纯聊天私下联系学生, 应始终保持专业行为。



1. Building Security and Property 建筑物安全与财产

1.1 School Keys 学校钥匙

If you have been issued a key for school property or building entrance, you must assume responsibility for the custody and appropriate use of each key. Keys are not to be duplicated without proper authorization. If you lose your key(s), report the loss to the property administrator as soon as possible. If you are unable to find the key(s) within a reasonable time period, you may be required to pay for the key replacement and lock alteration. 如果你领用了学校财产或建筑物入口的钥匙，你必须对其保管和正确使用负责。未经正式授权，钥匙不得复制。如钥匙遗失，应尽快向物业管理员报告。若在合理时间内未能找回钥匙，你可能需要承担钥匙更换及锁具更换的费用。

1.2 Security Cameras 保全摄像头

Security cameras have been installed in selected areas of the building. Note that the video recording refreshes every 24 hours. Check with the computer systems administrator for details. 大楼的特定区域安装了保全摄像头。请注意，录像资料每24小时刷新一次。如需详细信息，请咨询计算机系统管理员。

1.3 Classroom Cupboards 教室橱柜

Classroom cupboards should not be used for storing student's personal items nor textbooks or files unless authorised by the teacher.

教室橱柜不得用于存放学生个人物品、课本或文件，除非获得教师授权。

2. Teacher Responsibility 教师责任

- Bina Bangsa School is pleased to provide staff and students with the best materials, supplies, and equipment possible. However, staff and students are expected to be



responsible for using these items appropriately. It is especially expected that materials/supplies are secured when not in use. Staff members or students will be required to repair, replace, or pay for all assigned materials, supplies, and/or equipment that are stolen, lost, or damaged while in their possession, except for extenuating (extreme) circumstances. Assessed fees will be taken from the employee's payroll check, if not paid by other means in a timely manner. 培民学校很高兴为教职员工和学生提供尽可能优质的材料、用品和设备。然而，教职员工和学生应负责任地正确使用这些物品。特别要求在未使用时妥善保管材料和用品。在非极端情况下，如所分配的材料、用品和/或设备在其保管期间被盗、遗失或损坏，教职员工或学生需负责维修、更换或赔偿。如未及时通过其他方式支付，所需费用将从员工薪水中扣除。

3. Teacher Supplies 教师用品

- An initial pack of writing materials and stationery are made available by the school to each teacher. Additional materials are to be signed out by the teacher through the bookstore. 学校为每位教师提供一套初始的书写材料和文具。其他额外材料需由教师在书店登记领取。
- 1 set of textbooks relevant to the teacher's load are made available for use to the teacher. The teacher should accomplish the appropriate forms and seek approval from the Vice – Principal / Principal. 学校会为教师配发一套与其教学内容相关的教材。教师需填写相应表格并获得副校长或校长的批准。
- Additional materials that come from the bookstore should be approved by the Principal / Vice-Principal. 从书店领取的其他额外材料也需获得校长或副校长的批准。
- Decoration of class bulletin boards are shouldered by the class or the students. These should all be properly signed out from the bookstore and approved by the Principal / Vice Principal. 班级布告栏的装饰由该班级或学生承担。所有相关材料都应在书店登记并获得校长或副校长的批准。



4. Teaching Aides 教学辅助工具

Laptops, projectors, radios and other electronic gadgetry should be reserved in advance through the computer systems administrator. Please facilitate return of the said materials to the office. 笔记本电脑、投影仪、收音机及其他电子设备需提前通过计算机系统管理员预约。请协助将上述设备及时归还至办公室。

5. Building Issues 建物相关问题

5.1 Reporting 修缮申请

- All problems regarding the physical building such as air conditioning, leaking roofs and other maintenance problems should be reported to the general affairs of the school through the administration office. 所有与建筑本身相关的问题，如空调、屋顶漏水及其他维修问题，均应通过行政办公室报告给总务部门。

5.2 Use of facilities 设施使用

- After approval for activities have been sought through department heads, Vice Principal or Principal, facilities should be reserved in advance through the general affairs. Job orders should be filled up for this purpose. 在通过部门主任、副校长或校长批准活动后，应提前通过总务部门预约相关设施。为此需要填写工作申请单。

6. Transportation 交通

6.1 Pick-up and Dismissal 接送

- Regular pick-up schedules are set from apartments settled in by expatriate teachers. There are also rendezvous points for other staff members and local teachers as well. 学校为外籍教师安排了从其居住公寓出发的固定接送时间表。其他教职员和本地教师也设有接送集合点。
- Please check the schedule of school transportation to Principal/Vice- Principal. Need for transport beyond the scheduled time should be relayed to the security guards on duty or to the operations supervisor as soon as possible. 请向校长或副校长确认校车时间表。如需在非预定时间使用交通工具，应尽快通知值班保安或运营主管。



6.2 Others 其他

- Transport for official business or approved trips are free-of-charge. Operations should be informed of reservation as early as possible to facilitate scheduling of drivers. Forms are available at the admin office. 用于公务或已批准活动的交通工具可免费使用。应尽早通知运营部门以便安排司机。所需表格可在行政办公室领取。

6.3 Reservation for Personal Use 私人用途预订用车

School cars can be requested by teachers for personal business. However, these are subject to availability and charges. Teachers should fill out their request beforehand. 教师可申请使用校车处理私人事务。但车辆使用需视供应情况而定，并需支付相关费用。教师应提前填写申请表格。

7. Computer Access 电脑使用

7.1 General 一般规定

- Bina Bangsa School has the right to specify who uses its equipment, under what circumstances, and for what purpose. Use of school equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action. A violation of policy may result in disciplinary action, which includes, but is not limited to, formal reprimand, probation, termination, and, if deemed appropriate, criminal prosecution. School administration and systems managers will make all decisions regarding whether or not a user has violated any policy, related rules or regulations, and may deny, revoke, or suspend access at any time, with his/her/their decision being final. 培民学校有权规定谁可以使用其设备、在何种情况下使用以及使用目的。严禁将学校设备和软件用于私人用途，违者将受到纪律处分。违反规定可能会受到包括但不限于正式警告、观察期、解雇，甚至刑事起诉等处分。学校行政和系统管理员有权裁定用户是否违反政策及相关规则，并可随时拒绝、撤销或暂停访问权限，其决定为最终决定。

7.2 Prohibitions 禁令

Privileges may be revoked at any time for unacceptable conduct which includes, but is



not limited to the following:

如有以下(包括但不限于)不当行为, 使用权限可随时被撤销:

- Using the network for any illegal activity, financial, or commercial gain. 利用网络从事任何非法活动、金融或商业牟利。
- Using the network while access privileges are revoked or suspended. 在访问权限被撤销或暂停期间继续使用网络。
- Willfully and knowingly accessing or attempting to access pornographic or any other inappropriate sites. 故意访问或尝试访问色情或其他不适当网站。
- Placing unlawful or unlicensed information on a system. 在系统中存放非法或无授权的信息。

7.3 Rules and Regulations 规则规章

- All individuals with access to Bina Bangsa School technology and computer networks will respect the rights and property of others; observe appropriate codes of conduct; utilise the computers, network, Internet, and other technologies for purposes in support of the school's education goals; be responsible for taking precautions to prevent loss or damage to equipment and data; and install and use software on the computers only as approved by the Principal, Vice-Principal or the Systems Manager. 所有有权使用培民学校技术和计算机网络的人员必须: 尊重他人的权利和财产; 遵守适当的行为规范; 将电脑、网络、互联网及其他技术用于支持学校教育目标的用途; 有责任采取措施防止设备和数据的丢失或损坏; 仅在校长、副校长或系统管理员批准的情况下在电脑上安装和使用软件。
- Other information within the electronic network use agreement addresses areas such as acceptable postings, false entry, data security, and access to the Internet. As a Bina Bangsa School employee, you are bound by computer use policy and encouraged to become familiar with the policy in its entirety. 电子网络使用协议的其他内容涉及可接受的发布、虚假输入、数据安全及互联网访问等方面。作为培民学校的员工, 你受学校电脑使用政策的约束, 并鼓励你全面熟悉该政策。
- For the sake of safety, refrain from revealing personal information on the network, e.g., name, address, phone number, credit card or bank numbers, etc. This also applies to supplying such information about others. 为了安全, 避免在网络上透露个



人信息, 例如姓名、地址、电话号码、信用卡或银行账号等。同样适用于提供他人的此类信息。

- Remember that electronic (e-mail) is not private and may be monitored by the system administrator. Improper messages will result in the suspension of privileges. 请记住, 电子邮件并非私人通信, 系统管理员可能会进行监控。不当信息将导致权限被暂停。
- Apply courtesy in using the network so work and access of other users is not interrupted. Use for personal business should be restricted to outside office hours. 使用网络时应礼貌得体, 避免干扰他人工作和访问。私人事务的使用应限于非办公时间。
- Refrain from malicious destruction of data of another user (vandalism). 禁止恶意破坏他人数据(破坏行为)。
- Be aware of and abide by copyright laws as they apply to use of materials found on and downloaded from the Internet. 了解并遵守适用于互联网内容使用和下载的版权法律。
- Refrain from sharing passwords or other methods of access to network services. The person to whom an account/password is given is responsible for its use. 禁止分享密码或其他网络服务访问方式。账户/密码持有人对其使用负责。
- Refrain from altering, forwarding email messages without permission of the author. 未经作者许可, 不得擅自更改或转发电子邮件。
- Remember that school computers and the network are provided to enhance teaching and learning and that any questionable actions may result in the cancellation of network privileges. 请记住, 学校电脑和网络旨在促进教学与学习, 任何不当行为都可能导致网络权限被取消。

7.4 Printing 打印

- The faculty shares the printer in the staff room. All members have a right to its use. Printing an unreasonable amount of data or copies restrict this right of others. Use the school's photocopying services for creating copies of your work. 教职员工共用教职员室内的打印机。所有成员都有使用权。打印过多的数据或份数会限制他人的使用权。制作多份复印件时请使用学校的复印服务。



7.5 Email 电子邮件

- Each teacher will be issued a Bina Bangsa School email account. It can be accessed through mail.binabangsaschool.com. Please check with the systems administrator for details. 每位教师都会获得一个培民学校的电子邮件账户。该邮箱可通过 mail.binabangsaschool.com 访问。详情请咨询系统管理员。
- All teachers should submit their email addresses to the Principal, Vice – Principal, Head of Examinations, and their HOD. After which, teachers will be issued a username and password to the teacher support site of CIE which can be accessed through teachers.cie.org.uk 所有教师应将其电子邮件地址提交给校长、副校长、考试主任及其部门主任。之后，教师将获得CIE教师支持网站(teachers.cie.org.uk)的用户名和密码。



1. Performance Evaluation and Promotion 绩效评估和晋升

1.1 Procedures for Performance Evaluation 工作成效评估程序

- The School Board conducts a review of teaching staff performance in the middle of Term 3, and at the end of the first semester if warranted; 学校董事会会在第三学期中期对教学人员的绩效进行审查, 并在必要时于第一学期末进行审查。
- Teaching staff performance is assessed on the basis of the following:
教学人员的绩效根据以下标准进行评估:
 - Teaching competency as gauged by student evaluation, Head of Department / Principal / Vice Principal evaluation and compliance with academic and departmental requirements; 教学能力(通过学生评价、部门主任/校长/副校长的评价以及对学术和部门要求的遵守情况评估)
 - Attendance and punctuality in classes, general and departmental faculty meetings, and official school functions; 课堂出勤及准时性、参与一般及部门教职员会议以及校内官方活动的情况
 - Professional growth as evidenced by attendance in in-service training programs and seminars and in seminar-workshops organised by external agencies; 专业成长(通过参与在职培训、讲习班及外部机构举办的研讨会等体现)
 - The School service as gauged by active involvement in councils and committees, including ad hoc committees, and chaperoning of school activities; 校务服务(积极参与理事会、各类常设或临时委员会及校内活动陪同)
 - Compliance with behavioural, moral and ethical expectations 行为、道德与伦理规范的遵守情况
- The School Board recommends an appropriate action to be taken, which may be any of the following:
学校董事会会提出相应措施, 包括:



- renewal of contract; 合同续签
- termination of contract; 合同终止

1.2 Procedures for Promotions 晋升程序

- Promotions are governed by criteria other than, and in addition to those included in the Annual Performance Evaluation; 晋升除了参考年度绩效评估中列出的标准, 还依据其他额外标准。
- The Principal deliberates on each case and submits appropriate recommendations to the Academic Board. 校长会就每个案例进行审议, 并向学术委员会提交相应建议。

1.3 Evaluation Programme for Classroom Teaching 课堂教学评估计划

Classroom teaching is regularly evaluated by Heads of Departments / Principal; / Vice Principal in order to maintain effective teaching standards and behaviour among the teaching staff. 课堂教学由各部门主任、校长或副校长定期进行评估, 以保持高效的教学标准和教职员工的良好的行为。

Evaluation Procedures 评估程序:

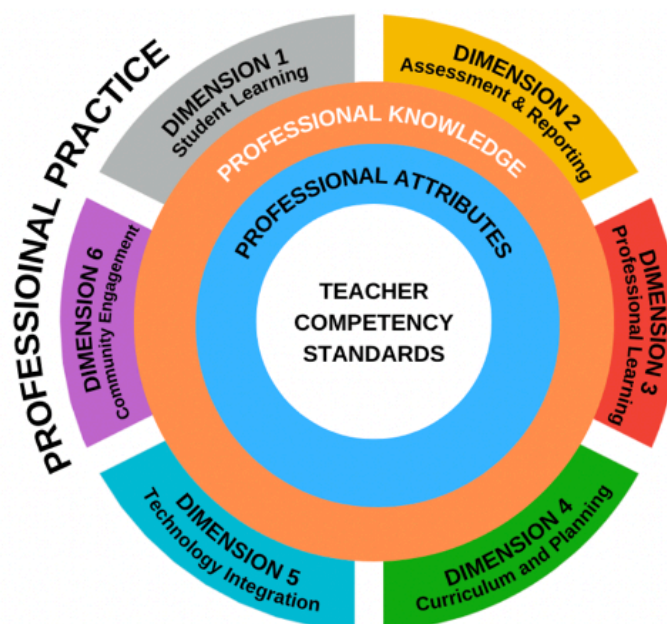
- classroom evaluation will be based on both announced and unannounced visits during the semester; 课堂评估将在学期内通过事先通知和突击听课两种方式进行
- evaluations will be discussed with the teaching staff concerned; 评估结果将与相关教师讨论
- Head of Department evaluation is complemented by students' evaluation. 部门主任的评估将辅以学生评价

1.4 Competency Framework for Teachers 教师能力框架

Bina Bangsa School is committed to developing high-quality teachers who exhibit excellence in their professional practice and positively influence student outcomes. This

Competency Framework for Teachers provides a structured guide to support teachers in their professional growth across three levels of competence. The framework focuses on **Professional Attributes, Professional Knowledge, and Professional Practice**, providing clear expectations and guidance for continuous improvement. 培民学校致力于培养在专业实践中表现卓越并对学生学习成果产生积极影响的高质量教师。本框架为教师的专业成长提供了三层次的结构化指导。该框架聚焦于专业素质、专业知识和专业实践三个方面，明确了持续改进的期望与指导。

Teacher Competence Framework



1.4.1 Professional Attributes 教师专业素质

Professional attributes represent the core values and personal qualities that are expected of all teachers at Bina Bangsa School. These attributes underpin effective teaching and are essential for fostering a positive learning environment. The following attributes are emphasized:

专业素质体现了培民学校对所有教师的核心价值观和个人品质要求。这些素质是高效教学的基础，并对营造积极的学习环境至关重要。以下素质是重点要求：

Integrity 诚信

Teachers are expected to uphold an unwavering commitment to moral, ethical, and Christian values in all aspects of their professional and personal lives. As role models, they should demonstrate these values consistently through their conduct, including lifestyle choices and public behavior. This expectation extends to online presence and social media, where actions and representations must align with the standards of Bina Bangsa School. 教师应在职业与个人生活的各个方面坚定地践行道德、伦理和基督教价值观。作为榜样，教师应在生活方式选择和公共行为中始终如一地展现这些价值观。这一要求同样适用于在线形象和社交媒体上，教师的言行必须符合培民学校的标准。

Teamwork 合作

Teachers shall foster a collaborative culture by engaging with all members of the school community, including supervisors, colleagues, students and parents. They are expected to actively contribute to shared goals, support team efforts, and help create an inclusive and cohesive environment. 教师应与学校社区的所有成员（包括管理层、同事、学生和家長）积极互动，营造协作文化。教师应积极为共同目标做出贡献，支持团队工作，帮助营造包容和团结的氛围。

Passion 热情

Teachers should demonstrate a deep enthusiasm for and commitment to education, inspiring others through their creativity, continuous professional growth, and dedication to high standards in teaching and learning. Their passion should serve as a driving force for the pursuit of excellence throughout the school community. 教师应展现对教育的深厚热情



和承诺，通过创造力、持续的专业成长以及对高教学标准的坚持来激励他人。他们的热情应成为整个学校社区追求卓越的推动力。

Dedication 敬业

Teachers are expected to exhibit strong commitment by consistently fulfilling their responsibilities, including teaching and other assigned duties. They should actively contribute to the success of school initiatives, events, and committees, going beyond the minimum requirements to support the school's mission. 教师应展现出强烈的责任感，始终履行教学及其他分配的职责。他们应积极参与学校的各项倡议、活动和委员会工作，超越最低要求来支持学校的使命。

Compassion 关怀

Teachers shall demonstrate empathy and concern for the well-being of all members of the school community. They are responsible for creating a supporting environment that addresses the diverse needs of individuals, being attentive to circumstances, and providing appropriate support when needed. 教师应展现对学校社区所有成员福祉的同理心和关怀。他们有责任营造支持性的环境，关注个体的多样需求，并在需要时提供适当支持。

Effective Communication 有效沟通

Teachers should communicate clearly and professionally with all members of the school community, adapting their approach to various audiences to foster understanding. They are expected to encourage open dialogue, engage in conflict resolution and promote a culture of transparency and mutual respect. 教师应与学校社区所有成员进行清晰、专业的沟通，根据不同对象调整交流方式，以促进理解。教师应鼓励开放对话，积极解决冲突，并促进透明和相互尊重的文化。

Social Emotional Well-being 社交与情绪稳定



Teachers shall actively promote the social and emotional well-being of the entire school community. They are expected to exhibit emotional resilience, self-control, and composure in all situations, refraining from any aggressive, disruptive, or intimidating behaviors. Teacher should work to cultivate an atmosphere conducive to positive emotional development and overall well-being. 教师应积极促进整个学校社区的社交情感健康。教师在任何情况下都应展现出情绪韧性、自我控制和沉着冷静，避免任何具有攻击性、破坏性或恐吓性的行为。教师应致力于营造有利于积极情感发展和整体福祉的氛围。

Inspiration 激励

Teachers are expected to motivate and encourage all members of the school community by setting a positive example, advocating for continuous improvement, and fostering a culture of growth and achievement. 教师应通过树立积极榜样、倡导持续改进，激励并鼓励学校社区的所有成员，营造成长与成就的文化。

1.4.2 Professional Knowledge 教师专业知识

Professional knowledge is essential for teachers to design effective learning experiences and respond to the diverse needs of students. Teachers are expected to continuously expand their knowledge base through study and reflection.

专业知识对于教师设计有效学习体验并回应学生的多样化需求至关重要。教师应通过学习和反思不断扩展自己的知识基础。

Key areas 重点领域

Understanding student development 学生发展认知

Teachers must know how students learn, develop, and adapt instruction to meet varying abilities. 教师必须了解学生如何学习与发展，并调整教学以满足不同能力的需求。

Curriculum mastery 课程掌握



Teachers must be familiar with the school's curriculum and how to implement it effectively.
教师必须熟悉学校课程并能有效实施。

1.4.3 Professional Practice 教师专业水平

Professional practice refers to the practical application of knowledge and attributes in the classroom. This is broken down into **six dimensions**:

专业实践是指在课堂中将知识和素质加以实际运用。该部分分为六个维度：

Dimension 1: Student Learning 学生学习

Teachers design and deliver engaging lessons that foster a positive learning environment and promote student success. 教师设计并实施引人入胜的课程，营造积极的学习环境，促进学生成功。

- **Developing:** Teachers plan lessons with clear objectives and guide students through structured learning experiences.
初步水平：教师设计具有清晰目标的课程，引导学生进行有结构的学习。
- **Competent:** Teachers provide differentiated instruction, catering to diverse learning styles and needs.
合格水平：教师能够进行差异化教学，满足不同的学习风格和需求。
- **Highly Competent:** Teachers empower students to take ownership of their learning, fostering autonomy and critical thinking.
高水平：教师能够培养学生自主学习的能力，促进独立性和批判性思维。

Dimension 2: Assessment and Reporting 评估与汇报

Teachers monitor, assess, and report on student progress to ensure learning goals are being met. 教师监控、评估并汇报学生的学习进度，确保达成学习目标。



- **Developing:** Teachers use a variety of assessment strategies and provide feedback to guide student learning.
初步水平:教师采用多样化的评估策略, 并提供反馈指导学生学习。
- **Competent:** Teachers implement comprehensive assessment systems and report outcomes to stakeholders.
合格水平:教师实施全面的评估体系, 并向相关方汇报结果。
- **Highly Competent:** Teachers innovate assessment methods and collaborate with colleagues to improve school-wide practices.
高水平:教师能够创新评估方法, 并与同事合作改进全校范围内的教学实践。

Dimension 3: Professional Learning 专业学习

Teachers engage in continuous professional development to improve their practice and stay current with educational trends. 教师持续参与专业发展, 不断改进教学实践并紧跟教育趋势。

- **Developing:** Teachers reflect on their teaching practice and seek feedback to improve.
初步水平:教师能够反思自己的教学实践, 并寻求改进建议。
- **Competent:** Teachers participate in and contribute to professional learning communities, sharing knowledge and best practices.
合格水平:教师积极参与并贡献于专业学习社群, 分享知识和最佳实践。
- **Highly Competent:** Teachers lead professional development initiatives and mentor other educators.
高水平:教师能够领导专业发展项目, 并指导其他教育工作者。



Dimension 4: Curriculum and Planning 课程与教学规划

Teachers are responsible for curriculum development and instructional planning, ensuring alignment with school goals. 教师负责课程开发与教学规划，确保与学校目标保持一致。

- **Developing:** Teachers collaborate in curriculum discussions and follow guidelines provided by the school.
初步水平：教师参与课程讨论，并遵循学校提供的指导方针。
- **Competent:** Teachers take a more active role in developing and implementing the curriculum, adapting it to meet student needs.
合格水平：教师在课程开发与实施中扮演更积极的角色，调整课程以满足学生需求。
- **Highly Competent:** Teachers lead curriculum initiatives, ensuring alignment with broader educational goals and adapting to Developing trends.
高水平：教师领导课程开发项目，确保课程与更广泛的教育目标保持一致，并适应发展趋势。

Dimension 5: Technology Integration 技术整合

Teachers effectively integrate technology into their teaching to engage students, enhance learning experiences, and extend learning beyond the classroom. The use of technology supports the development of relevant digital skills and aligns with the principles of an Apple Distinguished School. 教师能够有效地将技术融入教学中，以吸引学生、增强学习体验，并扩展课堂之外的学习。技术的使用支持相关数字技能的发展，并符合 Apple 卓越学校的原则。

- **Developing:** Teachers explore and incorporate basic technological tools into their teaching, using technology sporadically to support student engagement and learning. Their use of technology may be limited to basic applications without fully integrating it into daily teaching practices.



初步水平:教师探索并使用基础技术工具,偶尔利用技术来支持学生参与和学习。技术的使用可能仅限于基础应用,未能完全融入日常教学实践中。

- **Competent:** Teachers actively integrate technology into their teaching, using digital tools to consistently engage students, enhance learning outcomes, and extend learning beyond the classroom. They adapt their use of technology to fit different learning objectives and help students apply digital skills in practical contexts.

合格水平:教师积极将技术整合进教学中,利用数字工具持续吸引学生,提升学习成果,并扩展课堂之外的学习。他们根据不同的学习目标调整技术使用,帮助学生在实际情境中应用数字技能。

- **Highly Competent:** Teachers lead technology integration in the classroom, transforming the learning environment through innovative practices. They consistently engage students with dynamic digital tools, enhance learning with complex tasks that promote higher-order thinking, and extend learning opportunities that connect with real-world experiences. They set an example by using technology to foster a culture of continuous learning and responsible digital behavior.

高水平:教师在课堂中引领技术整合,通过创新实践改变学习环境。他们持续利用多样的数字工具吸引学生,通过复杂任务提升高阶思维,并扩展与现实经验相连的学习机会。他们通过技术的使用树立榜样,促进持续学习和负责任的数字行为文化。

Dimension 6: Community Engagement 社区参与

Teachers build strong relationships with the school community, including parents, caregivers, and external stakeholders, to enhance student learning and school culture. 教师与学校社区建立牢固的关系,包括家长、照护者和外部利益相关者,以提升学生学习和学校文化。

- **Developing:** Teachers build positive relationships within the classroom and engage with parents and caregivers.

初步水平:教师在课堂内建立积极关系,并与家长和照护者互动。

- **Competent:** Teachers actively participate in school-community partnerships, collaborating with external experts and organizations.



合格水平:教师积极参与学校与社区的合作,与外部专家和组织协作。

- **Highly Competent:** Teachers lead community engagement initiatives, creating meaningful connections that benefit students and the broader school community.

高水平:教师领导社区参与项目,建立有益于学生和更广泛学校社区的有意义联系。

1.4.3.1 Indicators of Effective Practice for Professional Practice Dimension 专业实践维度之有效实践指标

Dimension 1: Student Learning 学生学习

Competency Descriptor: Teachers effectively facilitate student learning by creating engaging, inclusive, and supportive learning environments.

能力描述:教师通过创建引人入胜、包容和支持的学习环境,有效促进学生学习。

Developing Indicators 初步指标

- Plans lessons with clear objectives that align with curriculum goals. 设计具有明确目标、符合课程目标的课程。
- Utilizes teacher-directed instruction to ensure student engagement. 使用教师主导教学以确保学生参与。
- Implements structured activities that guide students through learning processes. 实施有结构的活动,引导学生的学习过程。
- Provides students with opportunities to ask questions and explore new ideas. 提供机会让学生提问并探索新想法。
- Uses feedback to help students understand concepts and improve their learning outcomes. 利用反馈帮助学生理解概念并改进学习成果。

Competent Indicators 合格指标



- Designs differentiated learning activities to cater to diverse student needs and learning styles. 设计差异化学习活动, 以满足不同学生的需求和学习风格。
- Encourages student autonomy by giving students choices in their learning tasks. 通过在学习任务中给予选择, 鼓励学生自主性。
- Fosters critical thinking, problem-solving, and inquiry-based learning in the classroom. 在课堂中培养批判性思维、问题解决能力和探究式学习。
- Regularly reflects on the effectiveness of instructional strategies and makes adjustments based on student progress. 定期反思教学策略的有效性, 并根据学生进步进行调整。

Highly Competent Indicators 高水平指标

- Negotiates learning goals with students and supports them in becoming self-directed learners. 与学生共同商定学习目标, 支持他们成为自主学习者。
- Utilizes a broad repertoire of instructional strategies tailored to students' individual needs. 运用丰富的教学策略, 针对学生的个别需求进行调整。
- Incorporates student input in lesson planning and facilitates collaborative learning experiences. 在课程设计中融入学生意见, 促进协作学习体验。
- Fosters independent learning and encourages students to take ownership of their educational journey. 培养学生的独立学习能力, 鼓励他们对自己的学习旅程负责。

Dimension 2 : Assessment and Reporting 评估与汇报

Competency Descriptor: Teachers use a variety of assessment strategies to monitor student progress and provide meaningful feedback to students, parents, and other stakeholders.

能力描述: 教师运用多种评估策略来监控学生进度, 并向学生、家长及其他利益相关者提供有意义的反馈。

Developing Indicators 初步指标



- Selects appropriate assessment tools to measure student understanding of learning objectives. 选择合适的评估工具来衡量学生对学习目标的理解。
- Provides timely and constructive feedback to students on their performance. 为学生的表现提供及时且具有建设性的反馈。
- Maintains accurate and consistent records of student assessments. 维护学生评估记录的准确性和一致性。
- Reports progress to parents in a clear and concise manner, using both formal and informal channels. 通过正式和非正式渠道，以清晰简明的方式向家长汇报进展。

Competent Indicators 合格指标

- Applies comprehensive systems of assessment and reporting, ensuring that assessments are aligned with curriculum objectives. 应用全面的评估与汇报系统，确保评估与课程目标保持一致。
- Uses assessment data to plan subsequent instruction and adapt teaching strategies. 使用评估数据来规划后续教学并调整教学策略。
- Collaborates with colleagues to develop school-wide assessment policies and practices. 与同事合作制定全校范围的评估政策与实践。
- Actively participates in school-wide reporting processes, ensuring transparency and accuracy in reporting student outcomes. 积极参与全校范围的汇报流程，确保学生成果汇报的透明度和准确性。

Highly Competent Indicators 高水平指标

- Innovates assessment methods that provide inclusive and diverse ways for students to demonstrate their learning. 创新评估方法，为学生提供包容且多样的展示学习成果的方式。



- Leads the development of assessment practices within the school, mentoring other teachers on effective assessment strategies. 领导学校内的评估实践发展, 并指导其他教师有效的评估策略。
- Provides detailed reports that offer insights into student progress, challenges, and areas for future development. 提供详细的报告, 深入分析学生进步、挑战及未来发展方向。
- Facilitates discussions with parents, colleagues, and external stakeholders regarding student outcomes and improvement strategies. 促进与家长、同事及外部利益相关者就学生成果和改进策略进行讨论。

Dimension 3: Professional Learning 专业学习

Competency Descriptor: Teachers engage in lifelong professional learning to continually improve their practice and contribute to the learning community.

能力描述: 教师投入终身专业学习, 持续改进教学实践并为学习社区做出贡献。

Developing Indicators

- Seeks feedback from colleagues and supervisors to identify areas for improvement. 主动向同事和上级寻求反馈, 识别改进领域。
- Participates in school-based professional development activities. 参与校内的专业发展活动。
- Reflects on teaching practices and sets personal goals for professional growth. 反思教学实践并设定个人专业成长目标。
- Incorporates new ideas and strategies from professional learning into classroom practices. 将专业学习中的新理念和策略融入课堂实践。

Competent Indicators 初步指标



- Engages in collaborative professional learning with colleagues, sharing best practices and contributing to school improvement. 与同事协作进行专业学习, 分享最佳实践并推动学校改进。
- Participates in external workshops, seminars, and conferences to stay updated on educational trends and innovations. 参加外部研讨会、讲座和会议, 了解最新教育趋势和创新。
- Regularly reviews professional literature and applies new research to improve teaching methods. 定期阅读专业文献并应用新研究成果改进教学方法。
- Supports the professional learning of colleagues by mentoring new teachers or leading professional development sessions. 通过指导新教师或主导专业发展课程支持同事的专业学习。

Highly Competent Indicators 高水平指标

- Takes a leadership role in organizing and delivering professional learning programs for the school. 在组织和实施学校专业学习项目中发挥领导作用。
- Establishes professional learning communities within the school to foster ongoing collaboration and reflection. 在校内建立专业学习社群, 促进持续的协作与反思。
- Engages in self-directed professional learning projects, such as action research or leading school-based teaching initiatives. 参与自我主导的专业学习项目, 例如行动研究或领导校本教学倡议。
- Serves as a mentor or coach for colleagues, facilitating professional growth across the school community. 担任同事的导师或教练, 促进整个学校社区的专业成长。

Dimension 4: Curriculum and Planning 课程与教学规划

Competency Descriptor: Teachers take an active role in curriculum development and instructional planning, ensuring alignment with school and student needs.

能力描述: 教师积极参与课程开发与教学规划, 确保课程符合学校及学生需求。



Developing Indicators 初步指标

- Participates in curriculum discussions and follows school guidelines for instructional planning. 参与课程讨论并遵循学校的教学规划指南。
- Designs lesson plans that align with curriculum objectives and are developmentally appropriate for students. 设计符合课程目标且适合学生发展水平的教案。
- Prepares instructional materials that support student learning and engagement. 准备支持学生学习和参与的教学材料。
- Collaborates with colleagues to ensure consistency in curriculum delivery across grade levels and subjects. 与同事合作, 确保不同年级和学科的课程实施一致。

Competent Indicators 合格指标

- Takes a more active role in curriculum design, contributing ideas and innovations that enhance student learning. 更积极地参与课程设计, 提出有助于提升学生学习的理念和创新。
- Uses data and research to inform curriculum planning and make adjustments based on student needs. 利用数据和研究成果指导课程规划, 并根据学生需求进行调整。
- Supports the implementation of new curriculum initiatives and helps colleagues integrate changes into their teaching. 支持新课程倡议的实施, 并协助同事将变革融入教学。
- Evaluates the effectiveness of curriculum changes and provides feedback to school leadership. 评估课程变动的有效性, 并向学校领导层提供反馈。

Highly Competent Indicators 高水平指标

- Leads curriculum development initiatives, ensuring that instructional programs align with broader educational goals and trends. 领导课程开发项目, 确保教学计划与更广泛的教育目标和趋势保持一致。



- Facilitates curriculum review and evaluation processes, involving colleagues in reflective discussions about curriculum effectiveness. 推动课程审查与评估流程, 邀请同事参与课程有效性的反思性讨论。
- Develops innovative instructional strategies that align with curriculum standards and improve student learning outcomes. 研发符合课程标准并提升学生学习成果的创新教学策略。
- Collaborates with external experts or educational bodies to ensure that the school's curriculum meets national and international standards. 与外部专家或教育机构合作, 确保学校课程符合国家和国际标准。

Dimension 5: Technology Integration 技术整合

Competency Descriptor: Teachers effectively integrate technology into their teaching to engage students, enhance learning experiences, and extend learning beyond the classroom. The use of technology is aligned with the principles of an Apple Distinguished School and supports the development of relevant digital skills, applied in practical and age-appropriate ways.

能力描述: 教师有效地将技术融入教学, 以吸引学生、增强学习体验, 并扩展课堂之外的学习。技术的使用符合 Apple 卓越学校的原则, 并支持相关数字技能的培养, 以实用和符合年龄特点的方式加以应用。

Developing Indicators 初步指标

- Explores and experiments with basic technological tools to support student engagement and learning. 探索并试验基础技术工具来支持学生的参与和学习。
- Uses technology occasionally to engage students, incorporating tools such as presentations or videos with limited interactivity. 偶尔使用技术吸引学生, 如运用互动性有限的演示或视频。
- Provides students with access to technological resources during lessons but may not fully integrate these resources into teaching practices. 在课堂中为学生提供技术资源, 但未能将其完全融入教学实践。



- Uses technology as a supplement to traditional teaching methods, without consistently aligning its use with learning objectives. 将技术作为传统教学方法的补充, 而未能始终将其使用与学习目标相结合。

Competent Indicators 合格指标

- Actively integrates technology into lessons, using digital tools to engage students and make learning more interactive. 积极将技术融入课程, 利用数字工具吸引学生, 使学习更具互动性。
- Encourages students to use technology to explore content, collaborate, and apply knowledge in practical tasks. 鼓励学生利用技术探索内容、协作并在实际任务中应用知识。
- Regularly updates digital teaching materials and incorporates diverse tools to enhance instructional practices. 定期更新数字教学材料, 并整合多样化工具来提升教学实践。
- Collaborates with colleagues to share best practices for technology integration and effectively address challenges in implementation. 与同事分享技术整合的最佳实践, 并有效应对实施中的挑战。

Highly Competent Indicators 高水平指标

- Leads technology integration initiatives, transforming the learning environment through innovative practices and dynamic use of digital tools. 领导技术整合项目, 通过创新实践和灵活运用数字工具改变学习环境。
- Uses technology to create authentic, real-world learning experiences that engage students and extend learning beyond the classroom. 利用技术创造真实的、与现实世界相关的学习体验, 吸引学生并扩展课堂之外的学习。
- Collaborates with educational technology specialists to introduce cutting-edge tools and strategies that enhance teaching and learning. 与教育技术专家合作, 引入先进工具和策略以提升教学和学习。



- Provides guidance and support to colleagues on advanced technology integration, promoting a culture of continuous learning and responsible digital use. 为同事提供先进技术整合方面的指导和支持, 促进持续学习和负责任的数字使用文化。

Dimension 6: Community Engagement 社区参与

Competency Descriptor: Teachers build meaningful partnerships with students, parents, colleagues, and external stakeholders to support student learning and the school community.

能力描述: 教师与学生、家长、同事及外部利益相关者建立有意义的合作伙伴关系, 以支持学生学习和学校社区建设。

Developing Indicators 初步指标

- Establishes positive relationships with students and parents, maintaining open communication about student progress and well-being. 与学生和家长建立积极关系, 保持关于学生进步和福祉的开放沟通。
- Participates in school events and community activities to foster a sense of belonging and collaboration. 参与学校活动和社区活动, 培养归属感和合作精神。
- Engages with parents and caregivers to discuss student achievements and areas for improvement. 与家长和照护者沟通, 讨论学生的成就和改进空间。
- Involves students in classroom decision-making, encouraging them to contribute to their learning environment. 在课堂决策中让学生参与, 鼓励他们为学习环境做出贡献。

Competent Indicators 合格指标

- Develops partnerships with external organizations (e.g., local businesses, educational institutions) to enhance learning experiences for students. 与外部组织(如当地企业、教育机构)建立合作关系, 丰富学生的学习体验。



- Engages in two-way communication with parents and the broader school community, building trust and fostering collaboration. 与家长及更广泛的学校社区进行双向沟通, 建立信任并促进合作。
- Organizes and participates in community service projects, extracurricular activities, and other initiatives that benefit students and the school. 组织并参与社区服务项目、课外活动及其他有利于学生和学校的倡议。
- Collaborates with colleagues to create a welcoming and inclusive school culture that supports student learning and well-being. 与同事合作, 营造欢迎和包容的学校文化, 支持学生的学习与福祉。

Highly Competent Indicators 高水平指标

- Leads community engagement initiatives, creating strong partnerships between the school and external stakeholders. 领导社区参与项目, 在学校与外部利益相关者之间建立稳固的合作关系。
- Advocates for school-community collaboration, building relationships with local organizations, industry experts, and government agencies. 倡导学校与社区的合作, 建立与当地组织、行业专家及政府机构的关系。
- Engages in global outreach programs to expand students' perspectives and foster a sense of social responsibility. 参与全球拓展项目, 拓宽学生视野并培养社会责任感。
- Facilitates discussions with parents, community members, and stakeholders on strategies to improve student outcomes and support school development. 促进与家长、社区成员及利益相关者的讨论, 探讨改善学生成果和支持学校发展的策略。

1.4.4 Conclusion 小结

The Bina Bangsa School Competency Framework for Teachers sets clear expectations for teachers' professional growth, supporting them through various levels of development. By adhering to this framework, teachers will not only enhance their own practice but also contribute to the overall excellence of Bina Bangsa School.

培民学校的教师能力框架为教师的专业成长设定了明确的期望，通过不同的发展阶段为教师提供支持。通过遵循该框架，教师不仅能提升自身教学实践，还能为培民学校的整体卓越做出贡献。

2. Procedures for Termination of Employment 解雇程序

The School reserves the right to due process in the termination of teaching staff. The School Board convenes to assess the performance of all teaching staff, Head of Departments and administrative staff;

学校保留在解雇教学人员时依法行事的权利。学校委员会将召开会议，对所有教学人员、学科主任和行政人员的表现进行评估。

For Head of Departments with teaching load, administrative performance will be factored into their evaluation;

对于有教学任务的学科主任，其行政表现也将纳入评估范围。

For Head of Departments with teaching load, the evaluation will be based on:

对于有教学任务的学科主任，评估将基于以下内容：

- classroom attendance; 课堂出勤；
- student evaluation; 学生评价；
- Principal / Vice Principal evaluation; 校长/副校长评价；
- attendance in school functions; 参加学校活动的情况；
- professional growth; 专业成长；
- observance and compliance of teaching staff and Head of Department duties and responsibilities; 遵守并履行教师和学科主任的职责；

Those who fail to meet the minimum performance expectation shall be given full opportunity to explain in writing why he/she should not be terminated due to incompetence or other just or valid causes;



未能达到最低绩效要求者将有充分机会书面说明为何因不称职或其他正当原因不应被解雇。

The School Board shall summon the teaching staff / Head of Department concerned for a preliminary hearing to give him/her the opportunity to defend himself/herself personally; The School Board reserves the right to invite any teaching staff / Head of Department or administrative staff to appear before it and/or submit documents to aid it in its investigation of the teaching staff concerned.

学校委员会将传唤相关教师或学科主任进行初步听证，给予其亲自辩护的机会。学校委员会有权邀请任何教师、学科主任或行政人员出席会议和/或提交文件，以协助对相关教师的调查。

2.1 Termination by Employer 雇主终止合同

The school reserves the right to terminate the Employment Relationship with the teacher at any time, without compensation or notice, if the teacher engages in any of the following serious violations:

若教师有以下任何严重违规行为，学校有权随时解除雇佣关系，且无需赔偿或提前通知：

2.1.1 Violating any provisions of this Employment Agreement, the Company's Regulations, or Bina Bangsa School's Code of Ethics.

违反本雇佣协议、公司规章或培民学校的道德规范。

2.1.2 Failing to uphold the professionalism as outlined in this handbook.

未能遵守本手册所述的专业规范。

2.1.3 Providing false, misleading, or incomplete information during the hiring process or in any official documentation submitted to the school.

在招聘过程中或向学校提交的任何正式文件中提供虚假、误导性或不完整的信息。

2.1.4 Failing to disclose the existence of another active contract with another institution, other obligations, or unresolved matters with a previous employer that prevents the teacher from fully performing their duties in Bina Bangsa School. This includes knowingly holding dual contracts or engaging in



activities that hinder their ability to fulfil their role at BBS, which is deemed unacceptable and a violation of their contract.

未能披露与其他机构存在的有效合同、其他义务或与前雇主未解决的事务，从而影响在培民学校履行职责的行为。

- 2.1.5 Discrepancies between the teacher's stated qualification, abilities, or conduct and the school's assessment, discovered after signing of the agreement or before commencing employment.

在签署协议后或入职前发现教师所述的资格、能力或行为与学校评估结果不符。

- 2.1.6 Failing to perform assigned duties satisfactorily, demonstrating incompetence, or neglecting instructions or directives from the school.

未能令人满意地履行分配的职责，表现出不称职，或忽视学校的指令。

- 2.1.7 Absence from the workplace for 3 (three) or more working days without prior approval or reasonable justification.

无事先批准或合理理由，连续缺勤三(3)个或以上工作日。

- 2.1.8 Engaging in rude, dishonest, insubordinate, or disruptive behaviour, including noncompliance with workplace rules or manipulation of financial records.

表现出粗鲁、不诚实、不服从或扰乱秩序的行为，包括不遵守工作场所规定或篡改财务记录。

- 2.1.9 Misusing the school's resources or position for personal gain, including using the school's facilities for unauthorized purposes.

滥用学校资源或职务谋取私利，包括将学校设施用于未经授权的用途。

- 2.1.10 Actions that materially harm the school, including financial, reputational, or operational damages.

造成学校实质性损害的行为，包括财务、声誉或运营方面的损害。

- 2.1.11 Leaking or disclosing the school's confidential information without authorization, except as required by law.

未经授权泄露或披露学校机密信息，法律要求除外。

- 2.1.12 Behaving in ways that violate the school's safeguarding commitments to the well-being of students, staff, and the community.

行为违反学校对学生、教职员工及社区福祉的安全承诺。

- 2.1.13 Engaging in immoral, unethical, or inappropriate actions, including gambling,



consuming alcohol excessively, or working under the influence of alcohol.

从事不道德、不合规范或不当行为，包括赌博、过量饮酒或在酒后工作。

2.1.14 Engaging in sexual harassment, whether physically, through text, or online, or giving undue attention unrelated to professional duties to students, parents of students, or colleagues, such as sending inappropriate personal messages or engaging in inappropriate physical contact.

进行身体、文字或网络形式的性骚扰，或对学生、家长或同事给予与专业职责无关的不当关注。

2.1.15 Borrowing money from members of the school community, including students, parents of students, or colleagues.

向学校社区成员（包括学生、家长或同事）借钱。

2.1.16 Committing acts that violate applicable laws or regulations.

从事违反适用法律或法规的行为。

2.1.17 Being charged with or convicted of a criminal offense.

被指控或被判定犯有刑事罪行。

2.1.18 Receiving 3 (three) written warnings or 1 (one) termination notice.

收到三（3）次书面警告或一次解雇通知。

2.1.18 Fails to disclose prior conduct, criminal records, or behaviour that is inconsistent with the values and standards upheld by the school.

未能披露之前的行为、犯罪记录或不符合学校所坚持的价值观和标准。

In the event of termination under this clause, the teacher shall be held accountable for any losses, both material and immaterial, incurred by the school as a result of their actions, fully accept responsibility for any legal consequences arising from such violations, and commit to cooperating fully with any investigations conducted by the school or relevant legal authorities.

根据本条款被解雇时，教师应对其行为给学校造成的任何有形和无形损失承担责任，完全接受由此产生的任何法律后果，并承诺全力配合学校或相关法律机构的调查。



In the event the school terminates the teacher with immediate effect and without any fault of the teacher, then the school shall pay a compensation to the teacher in the amount of money equivalent to 2 (two) months of the last drawn salary.

如果学校无教师过错立即终止合同，则学校应向教师支付相当于其最近两(2)个月工资的赔偿金。

2.2 Unilateral Termination by Employee 员工单方面终止合同

The teacher may not resign or terminate their contract after it has been signed and before the implementation begins (grace period). If the teacher does so during the grace period, a penalty of two months' salary will be imposed plus any work-related expenses, e.g. job advertising fee, airline ticket, work permit and other expenses.

教师在合同签署后并在履行开始前(宽限期内)不得辞职或单方面终止合同。如果教师在宽限期内这样做，将被处以相当于两个月工资的罚金，并需支付任何与工作相关的费用，例如招聘广告费、机票、工作许可证等费用。

If the teacher resigns or terminates their contract before the end of the contract period without consent from the school, the teacher shall be deemed to have breached the agreement and will be required to pay a penalty equivalent to 2 (two) months of their most recent salary, along with other costs related to the employment. These costs include job advertisement expenses, work visa fees, housing allowance, training costs and any other expenses incurred by the school. Should the teacher refuse to fulfil these obligations, the school reserves the right to take legal action, and any legal costs arising from such actions will be charged to the teacher.

如果教师在合同期满前未经学校同意辞职或单方面终止合同，将视为违约，并需支付相当于最近两(2)个月工资的罚金，以及其他与雇佣相关的费用。这些费用包括招聘广告费、工作签证费、住房津贴、培训费以及学校承担的任何其他费用。如果教师拒绝履行这些义务，学校保留采取法律行动的权利，且由此产生的任何法律费用将由教师承担。

The teacher must complete all their work and ensure the completion or transfer of any unfinished work or projects to the teacher. The teacher is also obligated to return any property belonging to the school, including but not limited to equipment, confidential



information, documents, books, records, reports, notes, contracts, or any other items declared as the property of the school, at the end of the Employment Relationship.

教师必须完成所有工作,并确保任何未完成的工作或项目得到妥善完成或移交。教师还必须在雇佣关系结束时归还学校所有财产,包括但不限于设备、机密信息、文件、书籍、记录、报告、笔记、合同或任何被认定为学校财产的物品。

Either school nor the teacher shall be in default of its respective obligations under their personal contracts, so long as the school or the teacher is reasonably prevented from or delayed in the performance of such obligations by acts of God, severe weather conditions, acts of civil strike, war, governmental delays or any other causes beyond the reasonable control of either party ie. a “Force Majeure Event”.

在因天灾、恶劣天气、民事罢工、战争、政府延误或其他任何一方合理控制范围之外的原因(即“不可抗力事件”)导致学校或教师无法或延迟履行各自合同义务的情况下,双方均不构成违约。

3. Salary Policies and Procedures 薪资政策和程序

Salary and compensation is confidential and may not be disclosed to any third party. If the teacher discloses them, the school has the right to impose sanctions and may consider termination of employment as a consequence. 薪资和报酬属保密信息,不得向任何第三方披露。如教师泄露,学校有权施加制裁,并可考虑将其作为解雇理由。

3.1 Determination of Salaries 薪资确定

Salaries of teaching staff and non-teaching staff are initially determined at the time of employment based on the salary scale currently operational at the time of hiring. The criteria include academic qualifications, work experience or length of previous teaching or working service and other factors; 教职员工的薪资在聘用时根据当时有效的薪资标准确定。评定标准包括学术资格、工作经验或先前教学/工作年限及其他因素。

Subsequent increases in salaries are based on evaluation and across-the-board increases resulting from administrative initiatives. Wages and benefits may be revised



based on conditions, needs, or work performance, and any such changes will be communicated to the teacher. 此后薪资的调整基于评估结果及行政措施带来的普遍加薪。工资和福利可能根据情况、需要或工作表现进行调整, 任何此类变动将及时通知教师。

3.2 Manner of Payment 支付方式

Salaries are paid once a month, approximately on the 28th through initially set bank accounts unless otherwise agreed upon. If the end of the month coincides with a holiday, the payment will be made on the last working day before the holiday. 工资按月支付, 大约在每月28日通过预先设定的银行账户发放, 另有约定的除外。若月底恰逢假日, 则工资将在假日前的最后一个工作日支付。

3.3 Deductions from Salaries 薪资抵扣

No deductions are made against salaries except those required and authorized by the teaching staff and non-teaching staff. 除非是教职员工同意或法律规定的项目, 不得从工资中扣款。

Lawful deductions requiring no prior consent of the employee are the following:

无需员工事先同意的合法扣款包括:

- Amount owing to the school 欠学校的款项
- Penalty from tardiness 迟到罚款
- Any absence without an acceptable reason will result in a deduction of 1/21 (one twenty-first) of the total monthly salary of the teacher. 任何无正当理由的缺勤将导致按月薪的 1/21 扣款。

3.4 Deductions for Absences 缺勤扣薪

Absences from class or work not covered by any of the stipulations for sick leave with pay, vacation leave with pay, maternity leave, or emergency leave with pay are deducted from the teaching staff's salary on a pro-rata basis. 任何未被带薪病假、带薪年假、产假或带薪紧急假涵盖的课程或工作缺勤, 将按比例从教职员工的工资中扣除。



3.5 Withholding Bonuses for Existing Teachers 对离职教师扣留奖金

The school may decide to hold half the teacher's bonus until the teacher has been cleared with regard to housing, guarantors, sponsorships, rentals and the like. 学校可决定扣留教师奖金的一半, 直到其住房、担保人、赞助、租金等事项结清为止。

3.6 Taxation 税务

The school and the teacher are responsible for fulfilling their tax payment obligations in accordance with the applicable laws and regulations of the Republic of Indonesia. 学校与教师均有责任按照印度尼西亚共和国的适用法律和法规履行纳税义务。

4. Benefits 福利

Benefits are stated in the individual teacher's contract. 福利待遇将在各教师个人合同中予以说明。

4.1 Vacation Leave (School Break following Academic Calendar)

假期(按照学术日历安排的休假)

School official vacation days, with pay. 学校官方放假日, 带薪。

4.2 Other Paid Leaves 其他带薪假种

A request for leave with special reasons needs to be submitted to the school at least 15 (fifteen) days in advance. All paid leave can only be given at the discretion of the school. 有特殊原因的请假需至少提前15天向学校提出申请。所有带薪假均由学校酌情批准。

4.2.1 Three (3) days time-off with pay upon request upon death of an immediate member of the teaching staff's family. (husband/wife, parents/father-in-law/ mother-in-law, children or son-in-law/ daughter-in-law). 直系亲属(配偶、父母、公婆、子女或儿媳/女婿)去世时, 可申请3天带薪假。

4.2.2 Two (2) days time-off with pay for paternity leave. 可申请2天带薪陪产假。

4.2.3 Two (2) days time-off with pay for the baptism, circumcision or marriage of the teacher's child. 教师子女受洗、割礼或结婚, 可申请2天带薪假。



4.2.4 Three (3) days time-off with pay for the teacher's own marriage. 教师本人结婚时，可申请3天带薪假。

4.2.5 Thirty days (30) maternity leave unless otherwise stated in the contract. This can only be taken after the first year of employment. 30天产假(合同另有约定的除外)，且需在入职满一年后方可享受。

4.3 Medical Insurance 医疗保险

The School provides medical benefits through its providers. This plan has both in-patient and out-patient benefits. 学校通过合作保险公司为教师提供医疗福利，涵盖住院和门诊待遇。

The school is required to register the teacher in the BPJS Health and BPJS Employment programs. The school is responsible for covering the premiums payable by the employer related to the BPJS Health and BPJS Employment programs. The teacher is responsible for covering the remaining required premiums, which will be deducted from their remuneration by the school, in accordance with applicable laws and regulations from time to time. 学校需为教师注册BPJS健康和BPJS就业计划。学校承担作为雇主应缴纳的部分保费；教师需承担剩余保费，学校将按相关法律法规定期从其薪资中代扣。

4.4 School Fee Aid 学费辅助

For married teaching staff with children, the School offers benefits for each child who are eligible for admission to the School, as follows:

对于已婚、有子女并符合本校入学条件的教职员工，学校为其每个子女提供以下福利：

- Registration fee FREE - 注册费：免费
- Admission fee FREE - 入学费：免费
- School fee 25% - 学费：25%学费由员工支付，75%由学校补助
- Miscellaneous fee 100% - 杂费：100%由员工支付
- Security deposit FREE - 保证金：免费

5. Teaching Staff Development Programme 教员发展计划



The Teaching Staff Development Programme is designed to upgrade the academic and professional qualifications of the teaching staff, especially in certain priority areas or disciplines where there is an urgent need for highly qualified teaching staff. 教员发展计划旨在提高教师的学术和专业资质，特别是在迫切需要高素质教师的重点领域或学科。

In Bina Bangsa School, we have CIE accredited coursework assessors in English as a Second language, Art and Design, and Drama. Several teachers were sent to Singapore, Malaysia, and other international and local venues for training set by educational institutions such as the National Institute of Education – Singapore (NIE), Cambridge International Examinations (CIE), and the Teacher Institute. 在培民学校，我们有剑桥国际考试局(CIE)认证的“英语作为第二语言”“艺术与设计”和“戏剧”课程评估员。多名教师曾被派往新加坡、马来西亚及其他国际和本地地点，参加由教育机构举办的培训，如新加坡国立教育学院(NIE)、剑桥国际考试局(CIE)及教师学院等。



1. Grievance Board – Procedural Guidelines 投诉处 - 投诉程序指导方针

1.1 Procedures for Reporting Property Damages / Losses in School 报告毁损公物或遗失财物程序

- Incidents concerning damage to any school property, or loss of school or personal effects due to theft occurring within the School premises should immediately be reported to the Vice Principal and the Admin Office, who then informs the Chief of School Security. A written report should immediately follow the verbal report. 在校内发生任何学校财产损失或由于盗窃导致的学校或个人物品丢失事件, 应立即向副校长和行政办公室报告, 随后通知学校保安主管。口头报告之后应立即提交书面报告。
- The Vice - Principal, in coordination with the Chief of School Security, conducts a preliminary investigation, the results of which may lead to the filing of formal charges against an individual or several individuals. 副校长将会同学校保安主管进行初步调查, 调查结果可能导致对个人或多人提出正式指控。
- if the case involves a student, the case shall be forwarded to the Discipline Committee; 如果案件涉及学生, 将转交纪律委员会处理;
- if the complainant is a student against any school staff, the case shall be directed to the Principal / Vice Principal; 如果是学生对任何教职员工的投诉, 则提交给校长/副校长处理
- if the case involves school staff, the case shall be directed to the Principal / Vice Principal; 如果涉及教职员工, 案件将由校长/副校长处理;



- if the case involves an outsider, the case shall be handled by the School Security in coordination with the Chief where such damage or loss occurred. 如果涉及校外人士, 案件将由学校保安部门与事发地点的主管共同处理。

1.2 Procedures for Reporting Grievances 报告投诉程序

- The aggrieved party submits a letter of complaint to his/her Head of Department. Upon receipt thereof, the Head of Department presides at a dialogue to hear the sides of all parties concerned, with the intent of arriving at an amicable settlement. A written report shall be made regarding the conditions of the settlement and submitted to the Principal / Vice Principal for approval; 受害方需向其部门主管提交投诉信。部门主管收到后, 应主持对话, 听取各方陈述, 力求达成友好解决, 并形成书面报告, 提交校长/副校长批准。
- In the event that no settlement is reached, then the complaint is elevated to the Principal / Vice Principal which shall convene with the Head of Departments to conduct a formal investigation of the case; 若未能达成解决方案, 投诉将上报至校长/副校长, 由他们会同各部门主管进行正式调查。
- The Principal / Vice Principal will mete out appropriate sanctions based on the findings. 校长/副校长将根据调查结果实施适当的制裁。

1. Bulletin Boards 布告栏

Strategically placed bulletin boards are for the specific use of administration, offices, CCAs/ECAs, classrooms, etc. Materials posted need the approval of the Head of Departments. Unauthorised or inappropriate postings are not allowed, and will be removed without notice. 学校各处的布告栏专供行政、办公室、CCA/ECA、班级等特定用途。张贴材料需经部门主管批准。未经授权或不当的张贴物将被立即移除。

2. Smoking Ban 禁烟令

The School is a NO SMOKING CAMPUS. Violations will be dealt with accordingly. 学校为全面无烟校园。违反者将受到相应处理。

3. Anti-Drug and Anti-Alcohol Policy 禁毒品、禁酒条规

Any member of the School community caught in actual possession, use, and pushing of prohibited drugs or substances will be expelled or dismissed. 任何学校成员如被发现持有、使用或贩卖违禁药物或物品，将被开除或解聘。

4. Communication with Media 传媒交流条规

When communicating with the media, care should be taken to avoid using the name of the School. When communicating with the media in one's official capacity as a member of the Bina Bangsa School, clearance should be sought from the Superintendent. 在与媒体交流时，须避免随意使用学校名义。如以培民学校成员的官方身份与媒体沟通，须获得校监批准。



5. Social Media Etiquette 社交媒体行为规范

Social media refers to technologies that enable users to interact and share information (video, audio, photos, text) publicly or privately. It includes blogs, microblogs, forums, social networking sites (such as Facebook, Twitter, Instagram, WhatsApp, and others), as well as other services that allow users to share information simultaneously with others. 社交媒体是指允许用户公开或私下互动和分享信息(视频、音频、照片、文本)的技术, 包括博客、微博、论坛、社交网站(Facebook、Twitter、Instagram、WhatsApp等)及其他服务。

The teacher is required to be cautious and aware of how their social media activities can impact both their personal image and the reputation of the school, including the use of profile pictures and any statements made on social media, as these may influence the reputation of both parties. 教师应谨慎并意识到其社交媒体活动如何影响个人形象和学校声誉, 包括个人头像和所发言论。

The teacher is prohibited from writing or posting comments, content, or images that are defamatory, confidential to the school, pornographic, discriminatory, harassing, or related to politics or issues of ethnicity, religion, race, and inter-group relations (SARA), which could harm the school or create a disruptive work environment. 禁止教师发表或张贴诽谤性、学校机密、色情、歧视、骚扰或涉及政治、族群、宗教、种族和群体关系(SARA)的内容, 避免损害学校或制造扰乱的工作环境。

Any violation of the social media ethics as outlined in this article will be considered a breach and may result in sanctions such as warnings, reprimands, termination of employment, or other legal actions deemed necessary by the school. 违反本条所述社交媒体行为规范将被视为违纪, 可导致警告、记过、解聘或学校认为必要的其他法律行动。

6. No Defamation and Non Solicitation 禁止诽谤与招揽行为

The teacher guarantees that they will not, now or in the future, defame, harm, or damage the name or reputation of the school, or obstruct or interfere with the business activities of the school or its executives, directors, or other officers after the termination of their



Employment Agreement. 教师保证现在或将来不会诽谤、损害或破坏学校名誉或阻碍学校及其高层管理人员的业务活动。

The teacher agrees that during the employment relationship and for a period of one (1) year after the termination of the employment relationship with the school, they will not, for any reason, incite, persuade, or attempt to incite or persuade the employees of the school to leave the school. 教师同意在就业期间及结束后一年内, 不得以任何理由煽动、劝说或试图煽动、劝说学校员工离职。

The provisions of this clause remain in effect throughout the term of the Employment Relationship and for an indefinite period thereafter, even after the teacher is no longer employed by the school, regardless of the reason for or terms of such termination. 本条款自合同关系期间起生效, 并在合同终止后无限期持续有效。

7. Solicitation of Goods, Gifts and Donations 礼物、礼品与捐款要求

As a matter of policy, members of the Bina Bangsa School are not allowed to solicit goods, gifts, donations, prizes or the like from individuals or business firms and establishments without written permission and approval of the Principal. 培民学校成员不得在未获得校长书面许可的情况下向个人或企业索要物品、礼物、捐款、奖品或类似物品。

8. Vending of Goods 在校贩卖物品

Employees are not allowed to sell consumer goods and services within school premises. 员工不得在校内销售消费品或服务。

9. Firecracker Restriction 烟火禁令

Firecrackers or fireworks are not allowed in school premises. 校内禁止燃放鞭炮或烟火。

10. Tutorials 禁止补习

Teachers are not supposed to provide paid tutorials of BBS students in and outside school hours. 教师不得在校内或校外为培民学校学生提供有偿补习。

11. Business Deals with Students and Parents 与学生相关的生意

Teachers are not to have business deals with students and their parents. All relevant business proposals in relation to the school should be forwarded to the finance director. 教师不得与学生及其家长进行商业交易。与学校相关的所有商业提议应提交财务总监审批。

12. Confidentiality and Responsible Use of Academic Systems 学术系统的保密与合规使用

All information contained within the school's Academic Information System (AIS), other endorsed Learning Management System (LMS) by the school, and other teacher-related platforms is strictly confidential. These systems are intended solely for teacher use. Under no circumstances should teachers share, display, or disclose the content within these platforms to students or unauthorized individuals. 所有包含在学校学术信息系统(AIS)、学校认可的学习管理系统(LMS)及其他教师使用平台内的信息均为严格保密, 仅限教师使用。不得以任何形式向学生或未经授权的人员共享、展示或披露。

This confidentiality extends to all school-issued digital accounts, including your school email address, AIS username and password, and any other credentials related to school systems. You must also refrain from using or giving out your personal email account to students or using it for official school communication. All professional communication must be conducted through school-approved channels only. 此保密义务也适用于所有学校发放的数字账户, 包括学校电子邮件、AIS用户名和密码等。教师也不得向学生提供或使用个人电子邮件进行官方沟通, 所有专业沟通必须通过学校批准的渠道进行。



Upon receiving your initial login credentials from the school, you are required to change the default password immediately. Your new password must be strong and secure—incorporating a combination of uppercase and lowercase letters, numbers, and special characters—to prevent unauthorized access. 收到初始登录凭据后, 教师必须立即更改默认密码, 并设定强密码(大小写字母、数字和特殊字符组合)以防止未经授权的访问。

Failure to adhere to these expectations, whether intentional or unintentional, constitutes a serious breach of professional responsibility. Such violations may result in disciplinary measures, up to and including termination of employment. In cases involving data misuse or breaches of confidentiality, the teacher may also be subject to legal consequences. 无论是有意还是无意, 未遵守这些要求均构成严重失职, 可能导致纪律处分, 直至解聘。如涉及数据滥用或保密泄露, 教师还可能承担法律责任。

1. Basic Financial Policies and Procedures 基本财务政策和程序

1.1 Collection of Money 收取现金

Only the Finance Office is authorised to collect money from the students. 只有财务办公室被授权向学生收取任何款项。

1.2 Requisition Procedures 申请程序

Requests for Payments 申请款项

Requests for payments should be submitted to the Principal / Vice Principal for approval before being submitted to the Finance Office. Request forms are available at the Administrative Office. 支付申请应先提交校长/副校长审批, 然后交至财务办公室。申请表格可在行政办公室领取。

Request for Purchase Orders 申请采购物品

Any request for an item requires a request for purchase order. The prices of the items requested are to be canvassed with at least 3 suppliers. Purchase can only be made after it has been approved by the Principal / Vice – Principal and the finance director by the School Purchasing Department. The corresponding invoices should be forwarded to the Finance Office for processing of payment. 所有采购物品的申请都需要填写采购申请单。所需物品的价格需至少从三个供应商处比价。采购必须获得校长/副校长和财务总监批准, 由学校采购部统一购买。相关发票应提交至财务办公室以便付款处理。

1.3 Liquidation of Cash Disbursements 偿还代垫款



An office or person who files a request without necessary supporting papers such as official receipts, invoices, etc will be required to submit a Liquidation Report of the amount given to him/her within three days after the receipt of cash. Travelling expenses should be liquidated within three days from arrival. Depending on the amount of money, the salary of the person who is responsible for the report will not be released in case he/she fails to do so. Subsequent requests of that person also requiring liquidation will also be deferred. 提出申请的人如未能提供必要的支持文件(如正式收据、发票等), 需在收到现金后三天内提交偿还报告。出差费用应在返校后三天内报销。若逾期未报销, 负责人将被扣发工资, 且后续任何需要报销的申请也将被延迟处理。

2. Excursions 远足/ 短程旅行

Excursion organisers should submit their plans for any excursion at least two months before the scheduled trip indicating the following:

组织者应在计划出行前至少两个月提交以下详细计划:

- Objectives and subjects related to the activity 活动目标及涉及学科
- 2.1 Nature of activity 活动性质
- Site including proposed itinerary 地点及拟定行程
- Travel and transportation arrangements 交通安排
- Request for approval 审批申请
- Proposed financial outlay (including student contribution required) 预计经费(含学生需缴纳的费用)
- List of class(es) participating and teacher chaperones 参加班级及带队教师名单

2.1 Guidelines for Supervision and Control 管控工作指导方针

- The Principal / Vice Principal shall assign a Delegation Head from among the accompanying teaching staff who shall be primarily responsible for implementing these guidelines. 校长/副校长应从陪同教师中指定一名代表团团长, 主要负责落实这些管理规定。



- Parental approval and waivers must be secured prior to the trip. No student will be allowed to join the trip without a signed form. The forms shall be deposited with the Form Teachers. 出行前必须获得家长签字的同意书和免责声明。没有签字表格的学生不得参加。
- All school rules and regulations shall be considered in force and effect for the duration of the trip and infractions thereof shall be treated accordingly. 校规在整个行程期间均有效, 违规将按规定处理。

2.2 Responsibilities of the Head of the Delegation 代表团团长的责任:

- Serves as the primary implementing agent of the School in the application of pertinent School policies and guidelines 作为学校政策和规定执行的主要负责人
- Ensures that due diligence is employed in the supervision and control of the participants of the trip 监督并管理学生参与者
- Decides on requests and acts on concerns raised by participants of the trip after due consultation 经过必要磋商后, 处理参与者的请求和问题
- See to it that the trip itinerary is followed 确保行程表得到遵守
- Approves or denies requests for side trips and / or diversions from the itinerary 审批或拒绝行程外的其他活动
- Ensures that all participants are accounted for by doing a headcount with the other teaching staff chaperones 与其他带队教师一起清点并确认所有学生人数
- Make sure that School policies and procedures are reasonably observed during the trip 确保在出行期间合理遵守学校政策
- Facilitates the settlement of conflict or misunderstanding among participants 协调解决参与者间的矛盾或误解
- Secures a First Aid Kit from the clinic / administration office 向医务室或行政办公室领取急救包



- Formulates additional reasonable precepts whenever necessary 必要时制定额外合理的规定

2.3 Responsibilities of each student participant 学生参与者的责任

- Conducts himself/herself in a manner befitting the School 以符合学校身份的方式行事
- Respects any decision made by the teaching staff 尊重教师做出的任何决定
- Observes School rules and regulations and other instructions given by the teaching staff 遵守学校规定及教师的其他指示

3. Anti Sexual Harassment 反性骚扰政策

3.1 Committee on Decorum委员会

3.1.1 Composition组织架构

Members of the Executive Committee

Chair	Principal
Co-Chair	Vice-Principal
Secretary	One of the Heads of Departments
Members	All Heads of Departments
主席：	校长
副主席：	副校长
秘书：	部门主管之一
成员：	所有部门主管

3.1.2 Powers and Functions 权利和功能

- The Committee has the power to receive and hear complaints on alleged sexual harassment violations 受理和审理性骚扰投诉
- Should there be a prima facie case; the Committee shall conduct proper investigation, hearing and disposition of sexual harassment cases 如有初步证据, 进行适当调查、听证并处理案件



- The Committee shall do whatever is necessary for the effective, efficient, objective, impartial and expedient disposition of cases 采取一切必要措施以高效、公正、客观处理案件
- The Committee shall endorse its findings and recommendations to the Superintendent for final disposition 将调查结果和建议提交给总校监审批

3.1.3 Jurisdiction 管辖权

The Committee shall have jurisdiction over all School employees.

适用于所有学校教职员工。

3.2 Types of Offences 违法行为的类型

3.2.1 Forms of Prohibited Acts 被禁止的行为形式

- Physical assault of a sexual nature, such as, but not limited to: rape, sexual battery, molestation, or attempts to commit these assaults. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.

涉及性性质的身体攻击, 包括但不限于:

强奸、性攻击、猥亵或未遂。任何有意的性性质的身体接触, 例如触摸、捏、拍、抓、刷过受害者身体或戳受害者身体

- Unwanted sexual advances, propositions or other sexual comments, such as but not limited to:

sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his/her presence is unwelcome; preferential treatment or promise of preferential treatment to the complainant in exchange for sexual favours.

不受欢迎的性挑逗、暗示或其他性评论, 包括但不限于:



在投诉人表明或已以任何方式表示此类行为在其面前是不受欢迎的情况下，做出性暗示性的手势、噪音、言论、笑话或关于他人性取向或性经历的评论；为了换取性方面的好处而承诺给予或给予优待。

- subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct or intentionally making the performance of the complainant's task more difficult because of the complainant's sex.

对投诉人施加或威胁施加不受欢迎的性关注或行为，或故意因为投诉人的性别而使其工作任务更难完成。

- Relations for sexual harassment complaints such as but not limited to:

Disciplining, changing work assignment of, providing inaccurate work information to or refusing to cooperate or discuss work or school related matters with the complainant because he/she has complained about or resisted harassment, discrimination or retaliation;

与性骚扰投诉相关的报复行为，包括但不限于：

因投诉人投诉、反对骚扰、歧视或报复行为而对其进行惩罚、调整工作分配、提供不准确的工作信息、或拒绝合作或讨论工作或学校事务。

Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above enumerated.

故意施压、虚假否认、说谎或以其他方式掩盖或试图掩盖上述所列行为。

- Other Considerations 其他说明

The above is not construed as an all-inclusive list of prohibited acts under these policies and guidelines. 以上所列并非本政策和指引下被禁止行为的完整清单。

Sexual harassment is unlawful and hurts all members of the school community. Sexually-oriented acts or sex-based conduct have no legitimate purpose in an educational



institution. Accordingly, anyone who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct. 性骚扰是违法行为, 伤害学校社区的所有成员。任何性取向的行为或基于性别的行为在教育机构中没有正当理由。因此, 任何从事此类行为的人都应且将被要求对其非法行为承担全部责任。

3.3 Procedures 程序

3.3.1 Complaint 投诉

A formal charge in writing and under oath shall be filed with the Chair of the Committee by the aggrieved party or any member of the School community having direct knowledge of the commission of the act complained of, or by the School itself. In the event that the School is the complainant, the victim shall be considered as the principal witness. 受害方或任何直接了解被投诉行为的学校社区成员, 或学校本身, 应向委员会主席提交一份书面并宣誓的正式指控。如果是学校作为投诉人, 则受害人应被视为主要证人。

The complaint shall contain the following:

投诉书应包含以下内容:

- The name and other personal information of the person(s) against whom the complaint is filed. 被投诉人姓名及其他个人信息。
- The narration of the pertinent facts and other circumstances of the case. 案件相关事实和其他情况的叙述。
- The complaint shall be signed and sworn to by the complainant. 投诉书需由投诉人签字并宣誓。

The respondent shall be notified by the Committee in writing of the complaint filed against him/her with the copy of the complaint attached within three (3) days after receipt of complaint. Preliminary hearing may be conducted during this period. 委员会应在收到投诉后三(3)天内, 以书面形式通知被投诉人, 并附上投诉副本。在此期间可进行初步听证。

3.3.2 Answer 答辩



- The respondent is required to answer the complaint in writing and also under oath, within three (3) days from receipt of the notice and the copy of the complaint. 被投诉人必须在收到通知和投诉副本后三(3)天内, 提交书面并宣誓的答辩。
- Unwarranted failure of the respondent to file the answer within the prescribed period shall be deemed an admission of the principal act complained of. 无正当理由未在规定时间内提交答辩的, 将被视为对所投诉主要行为的承认。
- During the preliminary hearing, the Committee may determine a prima facie case not later than three (3) working days from receipt of the complaint and all other documents, and shall schedule the case for formal hearing after receipt of the answer. 在初步听证期间, 委员会应在收到投诉及所有相关文件后三(3)个工作日内, 决定是否存初步案件理由, 并在收到答辩后安排正式听证。

3.3.3 Notice of Hearing 听证通知书

Upon receipt of the answer or should the respondent fail to file an answer, the case shall be scheduled for hearing within five (5) working days and the corresponding notice of hearing shall be issued to the parties. If the parties are students, the parents or guardians shall also be informed of the hearing. 在收到答辩或若被投诉人未提交答辩的情况下, 案件应在五(5)个工作日内安排听证, 并向各方发出相应的听证通知书。如果当事人为学生, 还应通知其父母或监护人。

The issuance of the notice of hearing is mandatory. 发出听证通知书是强制性的。

3.3.4 Hearing 听证

The hearing shall be governed by the following procedures:

听证应遵循以下程序:



- Should the complainant unreasonably fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent unreasonably fail to appear for the initial hearing, after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings. 若投诉人在收到通知后无正当理由未出席预定的首次听证, 案件将被驳回。另一方面, 若被投诉人在收到通知后无正当理由未出席首次听证, 该情况将被记录在案, 听证将不利于其一方继续进行, 但不影响其之后出席后续听证。
- Both testimonial and documentary evidence shall be limited to the allegations contained in the written complaint or answer. Amendments to the complaint/answer after submission may not be allowed without leave of the Committee. 所有证言和书面证据应限于书面投诉或答辩中所述的指控内容。提交后, 如需修改投诉/答辩, 需经委员会许可。
- Witnesses shall testify under oath. 证人应在宣誓下作证。
- The Chair may rule on the exclusion of other witnesses when a witness for the same party testifies and shall be allowed re-entry only when their respective turns to testify come. The Chair likewise shall have the power to rule on the admissibility of evidence presented, or testimony given. 当同一方的证人正在作证时, 主席可以决定其他证人退出听证室, 并仅在轮到他们作证时允许重新进入。主席同样有权裁定提交的证据或证词的可采性。
- The hearing shall be completely under the control of the Chair of the Committee. He/She shall conduct an examination of the complainant and his/her witnesses as well as those of the respondent and his/her witnesses. Other members of the Committee may also ask clarificatory questions. 听证应完全由委员会主席主持。主席应对投诉人及其证人以及被投诉人及其证人进行询问。委员会其他成员也可以提出澄清性问题。



- A record of the entire proceeding shall be taken and filed as official records of the case. The proceedings may likewise be tape recorded by the Committee and shall be immediately filed with the Chair, who shall take custody of all the records of the proceedings. 整个听证过程应有记录, 并作为案件的正式记录存档。委员会也可以对听证过程进行录音, 录音应立即提交给主席, 由其保管所有听证记录。

3.3.5 Decision 判决

- The duty of the Committee shall be to find and establish facts which shall be the basis of a recommendation/decision to be submitted to the President Director. 委员会的职责是查明和确认事实, 并以此为基础向总裁董事提交建议/决定。
- A majority of the vote of the Committee shall be sufficient to pass a judgement in a case. But if the recommended penalty is dismissal, a unanimous vote shall be required. It shall be the duty of every member of the Committee to cast his vote. No abstention will be allowed. 委员会在案件中作出判决时, 只需过半数成员投票同意即可。但若建议的惩罚是解雇, 则必须全体一致通过。委员会每一名成员都有投票义务, 不允许弃权。
- The Committee shall render a decision within five (5) working days from the date of the last hearing which decision shall be in writing stating the reasons or grounds thereof. Copies of such decision shall be furnished to all parties of the case and shall be endorsed to the office of the President Director for approval. A copy of the complaint together with a copy of the decision shall be filed and shall form part of the record of the respondent, unless otherwise decided by the Committee. 委员会应在最后一次听证会后的五(5)个工作日内作出书面决定, 并说明其理由或依据。该决定的副本应提供给案件所有当事人, 并提交至总裁董事办公室以供批准。投诉书的副本和判决的副本都将归档, 成为被投诉人的记录档案的一部分, 除非委员会另有决定。



- The decision of the Committee is recommendatory in nature and needs the approval of the President Director for final disposition and implementation. 委员会的决定仅具建议性质，最终的裁定和执行需经总裁董事批准。

3.3.6 Sanctions 惩处

Include the Violations and Sanctions 包括违规行为和惩处

Sanctions shall be determined by the gravity of the offence.

惩处将根据违规行为的严重程度来确定。

The penalties for proven sexual harassment violations are:

已证实的性骚扰违规行为可处以以下惩罚：

- Severe reprimand 严重警告
- Suspension without pay, with prejudice to subsequent promotion 无薪停职，并可能影响后续晋升
- Dismissal from the School 学校开除

Any proven physical assault or even threat of physical assault suffered as a retaliation of the filing of a case on sexual harassment shall result in suspension or dismissal from employment depending upon the nature and severity of retaliation. 如果证实在提起性骚扰案件后，受害人遭受了身体攻击或遭受了身体攻击的威胁作为报复行为，根据报复的性质和严重程度，将导致停职或被解雇。

3.3.7 Malicious Prosecution 诬告

- While the school is totally committed to the safeguarding of the rights of all members of the school community against sexual harassment, it is likewise the policy of the School to protect the same members from any malicious accusation and prosecution involving unsubstantiated acts of sexual harassment which may, however, be in fact, baseless and even non-existent. 学校一方面坚决致力于保障学校社区所有成员免受性骚扰侵害，



但同时也有责任保护所有成员免遭任何恶意指控和缺乏证据的诉讼，这类指控可能完全没有事实依据。

- While recognizing that sexual harassment involves the use of power and ascendancy by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another of acts involving alleged sexual harassment, is also an instrument to wield power over another. 学校承认，性骚扰往往涉及上级对下属的权力滥用，但也必须承认，威胁指控或提起所谓性骚扰的指控，同样可能成为一方对另一方施加权力的手段。
- To deter malicious, vindictive, or baseless accusation and prosecution by one against other involving alleged acts of sexual harassment, the School shall:
为防止一方对另一方提出恶意、报复或毫无根据的性骚扰指控，学校将采取以下措施：
 - Require that all pleadings filed be under oath and duly notarized. 要求所有提交的诉状必须在宣誓下签署并经过公证。
 - Endeavour to place the complaint, respondent and witnesses under oath whenever asked to testify during hearings. 尽可能在听证时要求投诉人、被投诉人和证人在宣誓下作证。
 - Observe the demeanour of the complaint, respondent and witnesses as indicators to their own credibility as well as the credibility of their claims and testimonies. 观察投诉人、被投诉人和证人的行为举止，作为评估其证词和主张可信度的重要依据。

4. Immigration Law 移民法

- It is school policy to comply with the immigration laws of the Republic of Indonesia. All employees are required to show proper documentation, including driver's licence, or identification card issued by national, provincial, or local government agencies (e.g., a social security card or birth certificate) as part of the employment process. 学校的政策是遵守印度尼西亚共和国的移民法律。所有员工在入职过程中均需出示相关合法证件，包括驾照，或国家、省级或地方政府机构签发的身份证件(例如社会保障卡或出生证明)。



5. Personnel Records 个人档案

5.1 Authority of Bina Bangsa School 培民学校的权利

The teacher grants authority to the school to collect, process, store, and protect the teacher's Personal Data, including but not limited to identity, home address, home phone number, email address, and other contact information, position, duties, remuneration, benefits, performance evaluations, and data related to the employment relationship and other employment-related matters, strictly for purposes related to the school operations, and in compliance with Indonesian law and regulations; 教师授权学校收集、处理、存储和保护教师的个人资料, 包括但不限于身份信息、家庭住址、家庭电话号码、电子邮件地址及其他联系方式、职位、职责、薪酬、福利、绩效评估, 以及与雇佣关系及其他雇佣相关事项有关的数据。所有这些行为均仅限于与学校运营有关的目的, 并严格遵守印度尼西亚的法律和法规。

The teacher grants authority to the school to disclose the teacher's Personal Data related to the employment relationship to the School's affiliates and other third parties, if necessary to fulfill the School's obligations and/or ensure the teacher's rights are met. This disclosure will be made in accordance with applicable laws and regulations. 教师授权学校在必要时, 为履行学校义务和/或保障教师权利, 将与雇佣关系相关的个人资料披露给学校的关联单位和其他第三方。此类披露将依据适用法律和法规进行。

5.2 Representation and Warranties 声明与保证

Bina Bangsa School is a legal entity established in accordance with the laws of the Republic of Indonesia and holds the necessary licenses to conduct educational activities under the name Bina Bangsa School. 培民学校是依据印度尼西亚共和国法律设立的合法法人实体, 持有在“培民学校”名义下开展教育活动所需的合法许可证。

The teacher declares that all education certificates and all supporting documents used by the teacher in applying for the Position in Bina Bangsa School are genuine and valid. All information, including information concerning previous working experience, is valid and true. 教师声明, 自己在申请培民学校职位时所提交的所有教育证书和所有支持文件均为真实有效。所有信息, 包括与过往工作经验有关的信息, 都是真实准确的。

The teacher declares that during the signing of their Employment Agreement, the teacher is not in dispute with any party whatsoever and for the whole Academic Year will not be bound by any other working contract. 教师声明, 在签署聘用合同时, 自己没有与任何第三方存在任何纠纷, 并保证在整个学年内不会受制于任何其他劳动合同。

The teacher declares that at the time of commencing the execution of their Employment Agreement, the teacher is not pregnant and does not have any



contagious diseases. 教师声明, 在开始履行聘用合同时, 自己未怀孕且没有任何传染性疾病。

In the event that the representation and warranties as stipulated in this section are proven to be untrue, the teacher shall be fully liable for solving the problem and settling all costs incurred and freeing the school from any claims, costs, and damages. 若本节所列的任何声明和保证被证明不属实, 教师应承担全部责任, 解决相关问题, 支付因此产生的所有费用, 并使学校免受任何索赔、支出或损害。

5.3 Employee records 员工档案

Records are maintained with the human resources manager. These records may include application forms, a list of questions used in interviews, or pre-employment inquiries. Records giving reasons for demotions, terminations, or other personnel actions may also be kept in the file. Employee records may be maintained for a minimum of two years after an employee leaves the school. If you would like to review your personnel file, please contact the human resource manager for an appointment. 员工档案由人力资源经理保管。这些档案可能包括应聘表格、面试使用的问题清单或录用前的查询记录, 以及有关降职、解雇或其他人事行动的原因说明。员工档案在员工离职后, 至少会保留两年。如果您希望查阅自己的个人档案, 请联系人力资源经理预约时间。

5.4 Changes in Personal Data 个人资料变更

Changes in personal data such as, but not limited to marital status, address, or telephone number must be made in person at the human relations/payroll department. 涉及个人资料变更, 例如婚姻状况、地址或电话号码等, 必须由本人亲自到人事/薪资部门办理。

GLOSSARY常用词语表

A collection of familiar and unfamiliar terms that will be good to know

A Level	Refers to "Advanced" level. An examination qualification by the University of Cambridge International Examinations for Year 11 and 12 students.
A Level Camp	An academic weekend camp of students, which prepares students for A level examinations.
A*	A grade awarded to exceptional scores or performance in an exam.
Accelerated	Refers to classes or students who are taking the 5-year curriculum straight to A level examinations.
AS level	Refers to "Advanced Subsidiary." This is half the "A" level curriculum examinable and credited by Cambridge International Exams.
ASK	Acronym for "Apartemen Sunda Kelapa." See Mitra Bahari
Assembly	A gathering of students normally held in the morning at 6:55 AM to 7:10 AM. Morning / Flag Ceremony (<i>Phils.</i>)
Bandung	A city 3 hours from Jakarta where another Bina Bangsa School is built.
BASE	The former academic policy makers of Bina Bangsa School
Bina Bangsa School Song	The school anthem of Bina Bangsa School composed by Ms. Chelsea with Lyrics by Mr. Peter Thomas and Mr. Aristotle, all former teachers.
Brilliance Awards	Awards given by the University of Cambridge to top performers in the Cambridge Qualifications per country. Now, Cambridge Learner Awards.
CCA	Refers to Co - Curricular Activities. Clubs / Societies



Chapel	Period dedicated to prayer, reflection, sharing and spiritual enrichment of the students
Character First	Character Building subject often referred to as CF for non-Christian students and Faith Builder for Christian students.
Chinese New Year	Annual celebration of the Chinese which often falls in early February. A non-working holiday period of 4 -5 days.
Christmas Concert	Annual Christmas celebration held at the end of Term 2.
CIE	Acronym for "Cambridge International Examinations."
CIE Website	Website of the Cambridge International Examinations. Teachers will be given usernames and passwords by CIE through the exam comm.
Common Test / Benchmarking Test	Examinations given in the 1st and 3rd term. All students of the same level take the same examination which will be included in the general grade.
Conditional Promotion	Students who perform unsatisfactorily during the previous term may be promoted to the next level based on several conditions. Gen. Ave of 40 – 45%
Contact Time	Refers to "meeting" or "conference."
Continual Assessment	Refers to class work, projects and the like not including the 2 major examinations
Core	Syllabi that are only accredited with a highest grade of "C" and a lowest grade of "G." May differ from subject to subject. Course is suited to basic learners.
Counselling Team	Group of teachers or staff dedicated to giving guidance to students



Detention	Refers to a period of holding a student separate from any activity as a form of punishment
Diary	A book that serves an organiser for students with details pertaining to the school. Lower secondary students are asked to note their homework in this.
Directed Writing	A form of writing in English that asks students to read a passage and use this information in writing another text form
Directors	Owners or part-owners of the school
Discipline Committee	Group of teachers who handle and manage the discipline of the school
Distinction	An award given to students who garner five "A"s and two "C"s or above.
Duty	Tasks that are assigned to a teacher
English Speaking	Policy that requires students to speak in English at all times and that all teachers should converse with the students in English.
Entrance Exams	Examinations given to students who want to enter Bina Bangsa. This covers English, Math and a few psychological tests
Events Committee	A group of teachers in charge of organising or managing events for the teachers and the school
Exam Committee	A group of teachers in charge of organising and managing the examinations and exam related issues
Express	Term used to refer to students not taking the accelerated curriculum
Expulsion	To be removed from the school. Students who incur more than 100 demerit points are normally expelled.
Extended	Syllabi that provides a grade structure up to "A" or "A*." It is wider and deeper in scope and content.



File	A collection of class work, homework, and notes that is placed in colour - coded folders regularly checked by the teacher / parents
Final Assembly	A special type of assembly lasting 35 minutes done at the last period of the week
Forecast Grades	Predicted grades of Candidates taking the CIE examinations. These are submitted a month before the examinations
Form Class	The advisory class of a teacher.
Foundation	Courses taken after the IGCSE or after middle school. These usually last for a year and focus on Math / business related degrees.
Futsal	Soccer (US) or Football (UK) in a smaller field
FYE	Acronym for Final Year Examinations
Gloria Dei Vivens Homo	The Latin motto of the school which roughly means "Man lives to Glorify God"
Grades	Letter equivalent of marks
Grooming	The personal appearance of students. Standards are set in the School Handbook.
Hari Raya Idul Fitri	The Muslim Holiday of Ramadan
HODs	Acronym for Heads of Departments
Homework	Assignments given to students to be done at home.
House Master	The teacher-in-charge of one of the school's "Houses." see House
House Meeting	Meetings held for houses
Houses	The school is divided into 4 student groups which are composed of students from all levels. These groups are called "Houses" and are called Red Rhinos, Green Panthers, Yellow Eagles, and Blue Dolphins



IB	Acronym for International Baccalaureate, another qualification offered by other schools.
IGCSE	Acronym for the International General Certificate of Secondary Education
IGCSE Camp	A 2 night 3 day school camp where the students are given extensive reviews by all their teachers in examinable subjects
Independence Day	The Indonesian Independence day is August 17
Inter-house Competitions	Competitions in sports and others between houses
Invigilation	Proctoring an examination
IR	Acronym for Invigilator's Report. This is where details of the exam are placed
ICT	Acronym for Information and Communications Technology
Junior College	The Year 11 and 12 classes
KITAS	The government limited stay permit
KJ	Acronym for Kebun Jeruk, a place in West Jakarta where another Bina Bangsa School is situated
Malang	A town in East Java, Indonesia where a Bina Bangsa School is found
Marks	The number score of the student in assessments
Mathletics	An annual math contest between campuses in Jakarta
MC	Acronym for Medical Certificate
MCQ	Acronym for Multiple Choice Questions
Merit	An award given to qualified students taking the IGCSE who have acquired at least 5 As and 2 Cs
Mitra Bahari	Condominium towers where most expatriate teachers of BBS - PIK are housed



Mock Test	Preparatory exam mainly to acquaint students with the rubrics
Moderation	Standardising test results
Morning Break	The recess session lasting 20 minutes from 8:55 AM to 9:15 AM
Musicals	Annual theatrical presentations presented by campuses. For the secondary level, BBS - PIK and KJ combine performances.
MYE	Acronym for Mid-Year Examinations
NASA Cup	The prefect organised inter school intramurals based in BBS - KJ
O Level	One qualification of the same level as the IGCSE also from Cambridge offered to former British colonies
Oral Exams	Formal examinations testing speaking skills of students in language subjects
Periods	30 / 35 minute academic sessions with students
PIK	Acronym for Pantai Indah Kapuk where one campus of Bina Bangsa is found
Practical Exams	Examinations testing skills of students in laboratory work mainly for sciences and computer subjects
Pre U	Short form for Pre University
Prefect	A student officer or student council member
Prefectorial Board	The student governing body of the prefects
Prelim	Preparatory exams for candidates of the IGCSE or the AS/A level exams. These comprise their final report from the school
Pull -out	Students who are set aside from normal class activity for special academic attention and instruction
Remedial	Additional review classes for students who struggle with lessons in normal class time
Riverside	One of the nearby apartments to the PIK campuses. Some teachers are housed there.



Run for Life	An annual fun run started by BBS - PIK. The run is about 4 - 6 kilometres near the school compound. It is now held on other campuses as well.
Semarang	A city in central Java, Indonesia where a new Bina Bangsa School is found
Semestral Assessment (SA)	The Mid-year examinations and the Final Year Examinations
Seraphim	A student orchestra organised by BBS - KJ featuring the best musicians in the school
Setting Exams	To prepare examinations
Sick Bay	An area where students who feel ill can temporarily rest and stay-in
SMA	The Indonesian national school curriculum category for Years 10 - 12
SMP	The Indonesian national school curriculum category for Years 7 - 9
SMU	The Indonesian National School Category for University Education
SOW	Acronym for Scheme of Work or Master Schedule
Sports Day	An annual sports meet for BBS - PIK and KJ, and sports competitions for other campuses and primary levels at their own schools
Stay Back	Term used to signify that the student has to remain after school
Student File	Student compilation of work
Syllabus	Required topics and materials, processes and description of course
Symphony	The Bina Bangsa School Orchestra
Term	There are 4 terms in a year, each term comprising of 8-10 weeks
Term Break	Approximately 1 week of vacation after every term



TOS	Acronym for Table of Specifications
Vetting Exams	Checking examinations with regard to format, content, and overall validity
Year 7, 8, 9...	Alternative names for secondary levels

– End –

This Teachers' Handbook is made in the English Language. In the event of a conflict between the English version of this hand book and any of its translation, the English version should prevail.

本教师手册以英文起草，当译文与英文版有所抵触时，以英文版为主。



ACKNOWLEDGEMENT SLIP 确认单

I, _____, a current employee of Bina Bangsa
(Print your Full Name 请以正楷书写全名)

School / Kebun Jeruk / Pantai Indah Kapuk / Bandung / Malang / Semarang / Balikpapan,
Indonesia hired on _____, with Passport No. / KITAS / KTP
(Date of Appointment 签约日期)

/ National ID No. _____ acknowledged
(Identification Number 护照号码)

that I have read and understood the policies and guidelines contained in this teacher's
handbook for Bina Bangsa School for 2025 - 2026.

I commit myself to upholding these policies as a teacher assigned to the
_____ and will concede and act accordingly.
(Subject科目 / Department部门)

I wilfully subject myself to the governing laws and policies, and also entitle myself to
the rights and privileges as an employee of Bina Bangsa School as stipulated in this
handbook and in my contract.

Signed:

Signature over Printed Name
请在打印姓名/正楷全名上方签名

Date日期

DEADLINE FOR SUBMISSION is on Monday, 14th July 2025. Submit this form to your
school principal.
缴交截止日期是2025年7月14日。本确认单请直接交给各校区的校长存档备案。