



现代中文学校学生守则

为了给学生们营造一个安全的，有良好秩序的学习环境及保护学校财产，经校董事会，校管理团队研究，制定学生管理制度如下：

学生守则

1. 学生要求在 1:15 至 1:30 分到达学校。1:15 以前来的学生需要有家长陪伴直至老师到来。上课迟到归为违规，请参照下面关于迟到的具体条规。
2. 学生到达学校后可以**直接**进其教室。如果老师未到，学生要在家长陪伴下安静地在教室或走廊等候。家长要及时向学校管理人员汇报老师未到的**情况**。
3. 上课时间不经老师允许禁止吃东西、喝饮料。
4. 学生如果带手机进入教室，手机必须设置静音。禁止在课堂上使用手机。
5. 尊敬老师，听从老师指导。不可擅自离开座位。不可影响老师正常教学和课堂秩序。
6. **走廊，教室里**严禁追逐、奔跑、打闹、尖叫和发出噪音。严禁站在桌子，椅子上。
7. 有“**安静**”牌子的地方**严禁**大声讲话。
8. 学生**必须**爱护学校财产，**必须**遵守如下规则：
 - 1) **未经**学校管理人员或老师的允许，不能挪动学校任何物品。
 - 2) **未经**学校管理人员或老师的允许，不能弹奏学校的钢琴及其他乐器。
 - 3) 严禁在墙壁，门，窗，桌子，椅子上写字，画画。
 - 4) 严禁随地扔垃圾。垃圾必须扔在垃圾箱里。
 - 5) 厕所里**严禁**玩水，玩厕纸。
 - 6) **未经**学校管理人员或老师的允许，不能私自开窗户。

- 7) 未经学校管理人员或老师的允许，不能打开或摆弄学校里的电脑。
- 8) 未经学校管理人员或老师的允许，不能随便使用打印机和复印机。
9. 在学校里，尊敬长辈、同学和学校工作人员，不能恶语相向。
10. 校内严禁烟酒、违法药物。严禁携带枪支及危险物品。
11. 严禁打架斗殴，欺负弱小同学。
12. **缺席**必须提前向老师请假，否则按各班班规予以处罚，期末总成绩有可能会受影响。
13. **没有家长接**，学生禁止私自离开学校。学校位于繁华街道，请家长和学生充分了解周边环境，家长要对自己孩子在校周围的安全负全部责任。
14. 若违反学生守则而发生事故，责任自负。

关于违规者处罚条例

第一次违规：视严重程度，由老师决定是否交给校领导处理。老师可将严重违规者当即停课并带入校长室进行反省，并由校长通知家长。

第二次违规：学生家长要提供改正方案防止此学生再次违规。

第三次违规：对多次违规，屡教不改的学生学校将予以停学，或开除。

财产损坏的相关规定

如果学生损坏了学校的财产，修理费用或者更换费用将有此学生的家长承担。

出勤率及有关迟到的规定

现代中文学校十分重视语言课的出勤率，它与学生的学有所成息息相关。出勤率高可以直接影响学生的学习成绩，同时培养学生的自我约束能力和责任感。

学校要求学生每周必须来上语言课。老师将会监督记录每个学生的出勤率并每月向学校提供学生出勤情况。如果因事，因病缺席，学生家长必须尽快与老师请假，否则按缺席计。

迟到行为影响课堂秩序和老师正常教学。为减少对其他学生听课的扰乱，迟到被归为出勤率，将参与期末对学生的综合考评。迟到 10 分钟为一次违规。一学期迟到三次以上将会被警告。

现代中文学校董事会

9/5/2013

SLMCS Student Code of Conduct

To create an orderly and safe learning environment for our students and to protect the school property, the following rules were set by the SLMCS board of directors, SLMCS school principals and executive committee.

Student Conduct

1. Students should arrive at school between 1:15 pm and 1:30 pm. Students who arrive earlier than 1:15 pm must stay with their parents until their teacher arrives. Tardiness is a violation of school rules and subject to disciplinary actions.
2. After arriving at school, students can go directly to their respective classrooms or quietly stay in the waiting area with their parents if the classroom is not ready or the teacher is not on site during the scheduled arrival time. Parents should report such incidents to a school official.
3. Eating and drinking are not permitted inside the classrooms unless authorized by the classroom teacher or parent on duty.
4. Cellular phone must be muted when entering the classroom. Students are not allowed to use cellular phones during the class.
5. Student must respect teachers and follow teacher's instructions. Student should remain in his/her seat during class. Any disruptive words or actions that affect teaching are prohibited.
6. No running/chasing, climbing tables/chairs in the hall ways and classrooms, or rough playing and shouting inside the building at any time.
7. Observe quiet areas as posted inside the building. No shouting or loud talking in the "Quiet" areas.
8. Students must respect school property. This includes:
 - 1) Do not remove school property without permission from authorized school personnel.
 - 2) Do not play the school piano or any instruments without permission from authorized school personnel.
 - 3) Do not draw or write on walls, doors, windows, desks or chairs.
 - 4) Do not litter. All trash must be placed in trashcans.
 - 5) Do not play with toilet paper in restrooms.
 - 6) Do not open any windows without teacher's supervision.
 - 7) Do not touch computers from office without explicit permission.
 - 8) Do not use copiers or printers from office without permission.
9. Students must respect others and school personnel. No demeaning language allowed.
10. No drugs, firearms or any kind of dangerous weapon. No cigarettes and alcohol allowed in school.
11. No physical aggression or fighting.

12. Absence from class must be explained to the class teacher.
13. Do not leave the school building until being picked up by parents or an authorized adult after each school day. SLMCS is situated in a busy district, please be aware of that and make sure that parents are ultimately responsible for your child's safety.
14. Student and his/her parent will be responsible for any accident that caused by his/her own misconduct or violations of the student code of conduct.

Violations and Disciplines

➤ First violation:

The offending student receives a warning from the class teacher. If there is no improvement, the class teacher can send the offending student to the Principal's office. Parents will be notified about the violation.

➤ Second violation:

The student's parents must present a solution to school officials to stop further violations.

➤ Third violation:

Disciplinary action will be taken. Disciplinary actions may include suspension of the student from school. SLMCS reserves the right to take further appropriate disciplinary actions against repeated violators. Repeated violations will lead to suspension or dismissal from the school.

➤ Property damage:

If a student damages school property and repairs are needed, the student's parents are responsible for the cost of repairs.

SLMCS Attendance and Tardy Policy

Attendance in language classes is important to student's educational achievement and SLMCS's success. Class attendance increases the student's probability for academic success and fosters the development of self-discipline and responsibility. Students are expected to attend language class weekly. Prior approval from the class teacher is required for absence from language classes. Tardy behavior disrupts class order and interferes with normal teaching. To ensure a fair grade among students and to minimize class disruption, the student's attendance record will be considered for the end of semester evaluation; thus, tardiness will adversely affect a student's final class standing.

An attendance log will be set up and maintained by the school for all students. Teachers from each class will be required to keep an attendance record for each student and report to the school office regularly. Being more than ten minutes late for class is considered a violation, and three such incidences in a semester will result in an automatic warning from the school management. Lack of improvement from the student and his/her parents may lead to further disciplinary actions from the school.

SLMCS Board of Directors,

Approved on 9/4/2013