

为了更好地贯彻海澳中文学校的办学精神：高质量的教学效果，海外化的教学模式，充满温馨的校园气氛，特定以下学生与家长守则，恳请务必遵守。

## 学生守则及违规处理规定 Student Rules and Penalty

1. 严格遵守课堂纪律，认真学习。Follow school's rules strictly and study hard.
2. 有礼貌，尊重老师和同学。Be polite and respect teachers, staffs, parents and other students.
3. 按时完成并上交作业。Complete and turn in homework on time.
4. 积极参加学校各项活动。Actively participate in school's activities.
5. 严禁在教室内吃食物，喝饮料，乱丢杂物，保持教室和校园的整洁。No food and No drink (except water) inside classrooms, buildings or any other indoor facilities. No littering. Keep classrooms & campus neat and clean.
6. 严禁翻动教室里不属于自己的东西。Do Not touch rental school's properties.
7. 不准在课桌和墙壁上乱涂乱画，不准玩教室内紧急电话。No graffiti on the desk and the wall. Do Not use the telephone in the classroom.
8. 校园内严禁暴力和武器。Strictly prohibit violence and weapons in the campus.
9. 课休期间，不得擅自离开校园，不乱跑，乱叫，安全地玩。Students cannot leave school without permission during class break time. No running about and yelling in the campus.
10. 听从值勤人员的管理。Obey the management of the persons who are on-duty.

学生如不遵守以上规定，我校将视具体情况作如下处理：

1. 老师/学校管理人员对其进行批评教育；
2. 学校办公室 timeout/口头警告；
3. 学校发正式书面警告；
4. 开除

## 家长守则 Parent Rules

1. 协助和支持学校老师和管理人员的工作。Support and help teachers & administrators of the school.
2. 解释和帮助孩子遵守学生守则及违规处理规定。Go over Student Rules with your children to ensure them fully understand and follow the rules.
3. 学生有关信息如地址、电话等有变动请及时通知学校。It is parent's responsibility to provide up-to-date family contact information such as phone number, home address, email address, etc. to our school.
4. 如想听课，需获得学校的许可。上课期间，不得随意进出教室（家长助理除外）。Parents may visit/stay in classrooms only with the school's permission. When classes are in session, no parent is allowed to go inside the classroom, except room parent helpers.
5. 按时接送孩子。学生上课迟到5分钟以上，或因特殊情况需早退，需先到办公室领取迟到条或提早离校单交本班老师。如放学时迟到15分钟接孩子，学校将会收取每15分钟\$30的罚金。Tardy Slip/Note is required for 5+ minutes' late/early pick-up. There will be a penalty fee of \$30 per 15 minutes of late pick-up.
6. 若孩子因病因故缺课，请及时通知学校或老师。Please notify the school or the teacher if your child needs to take a day off due to sickness or personal issue.
7. 进入停车场时，请将车速减至5MPH，以保证学生的安全。接送孩子，请将车停在停车场，不要停在接送区，并听从执勤家长的指挥。To ensure the safety of students, please slow down the driving speed to 5MPH. drop off and pick up in designated areas only and follow the instructions of the safety patrol parents.
8. 以身作则，维护校园清洁，不在校园吸烟。上课期间不在校园大声喧哗。No smoking in campus. Please stay away from the classrooms and keep the noise level LOW.
9. 按时完成家长值班任务。每个孩子每学年一次，中文班每次2-4小时，才艺班1-1.5小时。Each family is obligated to carry out school assigned duties per student per school year, 2-4 hours for Chinese class and 1-1.5 hours for elective class.