



明德
中文學校
MINGDE
CHINESE SCHOOL

明德中文學校家長與學生守則

- 本校舍為租用教室，全校師生與家長有責任維繫學校的整齊與清潔。學生不准使用教室所屬的文具用品，使用過的教室務請恢復原狀。任何人破壞了校舍及其設備，本人或父母須負起賠償責任。
- 家長們有責任督促學生遵守校規。
- 學生禁止帶刀槍、毒品或酒類到學校，違者開除。
- 禁止在校區裏的室內外抽煙。
- 為確保學生安全及維持公共秩序，上下課時間，禁止在走廊奔跑或大聲喧嘩。
- 上課時間，學生應聽從老師的督導，維持教室內秩序。請勿讓學童攜帶任何干擾上課的玩具，電子產品等。手機為聯絡時使用，請家長提醒學童，上課期間不可使用手機，保持靜音狀態。如有影響上課情形，老師得以將請學生送至辦公室抄寫課文，並通知家長，整學年達三次者，經 SPC 校務會議討論決議，依情節處置，嚴重者將予退學處分。
- 本校上課時間為星期六上午九點至十一點半。為確保學生安全，請家長務必準時接送學生上下課。九歲以下學童，因緊急連絡需要，請家長務必留在校舍內；十歲以上學童，請家長自行斟酌狀況，決定是否留在校舍內。上課時間內，在無通知學校老師情況下，學生擅自離開教室，違反校規者，學校可開除學籍。如發生任何意外，家長須負全責。
- 每次上課老師會登記學生出席狀況。學生缺席或遲到早退二十分鐘以上者都將被記錄。學生於全學年內缺席一次或遲到早退三次以上者皆不能得全勤獎。
- 每週老師定時寄送連絡單，每週學生都有家庭作業。學生須於下次上課時，將作業交給老師，請家長定時查看。
- 為確保教學品質，如有發生學童行為干擾教師上課情形，老師學校有權要求家長進教室督導直至情況改善為止。

- 每學期舉行兩次月考，一次期考，小考次數由各班老師自行決定，學期末老師會將成績單發給學生，請家長過目簽名。學校將依學生的成績，作為下學年度分班的參考。
- 學生完成本校大學先修班者，學校將發給畢業證書。
- 家長應積極參加學校的 Open House 與會議，了解並配合老師的教學活動，明瞭學生在學校的學習狀況。
- 學校會通知家長服務的項目和時間。務請服務當天準時到校，負起一切的責任。
- 學生因病或有事要請假，請家長事先打電話通知老師，並詢問下週的學生作業及活動。若逢考試日，請於下次上學日補考。
- 本校為非營利組織，全校家長有責任與義務參與校內各項服務，如每週家長室輪值，中國新年，春季烤肉，學藝競賽評審等項目，家長會負責每星期發通知提醒各家長輪值日期，以家庭為單位，一學年至少服務兩次，如因故無法到校服務，請自行與其他家長更換，並通知家長會。
- 學生觸犯校規，三次老師勸阻無效，學校將與家長開會，如仍勸阻無效，給予最後通知（warning letter），如再有任何違反校規行為，將予退學處分。
- 學校租用範圍包括校舍及停車場，請家長勿在校內進行任何個人商業行為。



MingDe Main Line Chinese School Parents' and Students' Guide

- All members of the school have the responsibility to maintain the rented classrooms in the same conditions as we have received them. Students are not permitted to use the stationary that belong to Radnor High School teachers. During a class, students should follow the teacher's guidance and keep the class in order. Parents are responsible for any damage your child/children make to school property.
- Parents need to help their children follow the school rules.
- Students are prohibited from bringing guns, knives, drugs, and alcohol to school. Students who violate this rule will be expelled.
- Smoking is not permitted either inside or outside of the school building.
- For safety reasons, please refrain from running or shouting in the hallway.
- Please do not permit your child to bring anything that could potentially be distracting to the class (i.e. electronic devices, toys, makeup, arts and crafts, balls, etc.). If a child must have a cell phone, it must remain switched off and kept in his or her backpack. If the phone is being carried for emergency purposes, it must be switched to the silent mode and kept out of sight.
- For safety reasons, students are asked to remain in their classrooms during class time and in the building while school is in session. Violations will result in suspension. If you have a child aged nine or below, the school requires that you remain in the building while your child is in class. In the past, there have had a few isolated incidents involving young children whose parents left the premises during MingDe class. Please use your discretion for older children.
- Inform your child's teacher about any serious health conditions your child may have (i.e. allergies, asthma, diabetes, etc.).
- Our email and website (<http://mingde.ccagp.org/>) are the school's sole means of communication. Please check your email weekly to remain informed about school events and snow days. If your email address changes during the school year, please notify your class teacher, school administrator giving them your new email address. Please note that our school calendar appears on our PTO weekly reminder.
- Our teachers have, at best, **2.5 hours** each week to cover the curriculum with your child/children, and every minute counts. If a child's behavior is disruptive two or more times the parent of that child will be asked to sit in the classroom to monitor their child during class.

- Teachers will call roll on every school day. Student, who arrive late or leave early, 20 minutes or more, will not be credited for full attendance that day. In order to qualify for the Full Attendance Award, the student may not leave early or be late for class more than 3 times school year.
- Students are expected to have homework every week and need to turn it in every school day.
- There are two monthly tests and one final exam each semester. The frequency of the quizzes is determined by the individual teacher. Each student will bring home a report card, which must be signed by the parents, at the end of each semester. A student's advancement to the next grade in the following year will be recommended by the teacher, based upon academic performance.
- Students successfully completing the highest-grade level class offered by the school will receive diplomas and graduate from the school.
- If there is any concern about a child, the parents should contact the teacher. Parents should attend the School Open House and the Teacher-Parent Conference.
- The parents on duty will receive a notice from the school a few days before their "on duty" day. The parents on duty should take responsibility for the things described in the notice.
- If a child is absent from school, the parents should call the teacher in advance, and ask for the homework for the following week. A make-up test will be given on the day the student returns to school.
- Please let your child know that he/she must obtain permission from the teacher to use bathroom; children should no longer in the hallways during class time.
- As the school is a non-profit organization, parents are asked to volunteer in various services and events throughout the school year, such as the weekly parents' room service, preparation for the Chinese New Year celebration and spring barbecue, judging for the academic competition, and participation in other projects. The PTO will be responsible for reminding the parent on duty for each week. Each parent, on a family basis, will serve at least twice a year. If you are unable to fulfill your duty for any reason, please find another parent who will be willing to switch dates with you and notify the PTO. If the parent on duty is absent without prior notification, the PTO will inform the school and registration fee for the following school year will include a \$50 parental service fee.
- If student violates any school policy and has been warned by the teacher three times, the School Administration will hold a meeting with the parent. If the student continues to ignore the warning, the School will issue a final warning letter. Any future violation of school policy after the issuance of warning letter, the student will be expelled.
- Ming De rents the facilities from the Radnor School District and has the responsibility to adhere to the district policies. There be absolutely no personal or commercial business activities or transactions on school properties including the school buildings and the parking lots.