

## IUPUI中文学校家长须知

各位家长、监护人，感谢您把孩子送到 IUPUI 中文学校学习。作为一个 非盈利的周日学校，我们会尽力营造一个安全而奋发向上的学习环境。但是一切离不开您的共同努力，因此还需请您以及自己的子女同意并遵守这里的规定。让我们携手共同创造美好的未来！

成人学生同样需要遵守所有适用的规定。

家长及监护人以下简称家长；孩子或孩子们以下被称为学生或子女；IUPUI 中文学校以下简称学校。

1. 所有家长在校内必须遵纪守法，并且遵守 IUPUI 的有关规定。
2. 家长有责任督促子女遵守校规。
3. 家长有义务支持学校的管理和运营，并应积极参加值日。
4. 准时注册课程并交纳费用。
5. 家长承担子女在校期间的医疗和事故保险。
6. 教学楼内不得乱扔垃圾，乱涂乱画以及破坏公物。学生造成的损失，全部由家长负责。
7. 禁止挪动或占有别人的财物。
8. 禁止除了水以外的其它饮料。
9. 禁止穿轮滑鞋或用轮滑板等。禁止在教学楼内制造噪音。
10. 课间活动或转换教室时，家长有义务照看自己的孩子。
11. 家长对孩子在校内的行为负责。违反规章的学生，若屡劝不改，学校有权令其退学，且不退还学费。
12. 家长可以在教室内陪同孩子，尤其是当学生是新生或年龄偏小时，但必须遵守课堂纪律。
13. 家长应定期查看邮件或微信，以便获取学校的当前状态或紧急通知。
14. 在校内等候的家长不得奔跑或高声讲话，以防影响教学。
15. 家长有义务参加家长会安排的值日。家长被安排值班当日，提前 15 分钟到办公室家长会值班处签到，并到指定位置值班；下课后晚走 15 分钟以便帮助疏散学生，并提醒学生注意交通安全。参加值日的家长有可能收到学费优惠。
16. 家长在值班日如果不能按时到岗，可自行和其他家长协调，如无法协调时，请提前在通知家长会。
17. 家长应准时接送学生。接学生时，应提前 5 分钟到达教室门口。晚于规定时间接孩子将会被收取 1 美元/分钟的罚款。
18. 若发现可疑人物，立即通知管理人员或拨打 911 报警。
19. 遵守学校的其它规定。

## IUPUI 中文学校学生行为准则

1. 学生必须尊重老师和同学。
2. 听从老师的安排
3. 禁止一切形式的霸凌，侮辱或谩骂。违反者会被开除且不退学费。
4. 教学楼内禁止奔跑，追逐或大喊大叫。
5. 准时上学并完成作业。
6. 任何生理或心理的不舒适，要向老师或家长汇报。
7. 除非老师另有安排，教室内禁止一切电子娱乐设备，包括手机，平板电脑等。
8. 保持教室和教学楼干净整洁，禁止乱扔垃圾，乱涂乱画以及破坏公物。
9. 教学楼内禁止水以外的其它饮料。
10. 禁止碰触或挪动别人的财物。
11. 教学楼内禁止穿轮滑鞋或用滑板。
12. 禁止在教学楼内乱窜，未经允许不得走出教学楼

## **IUPUI Chinese School Parent Code of Conduct**

Dear parents or guardians, thanks very much for sending your child/children to IUPUI Chinese School. Given the nature of a non-profit Sunday school, we will try our best to keep your children safe and provide an encouraging learning environment here. However, we also need your input and please make sure you and your children will follow these rules. Together, we prepare a better future for our children and thus for us all!

If you are an adult student, you may need to follow the rules whichever applicable.

Parents or guardians, hereinafter referred to as parents. Child or children, hereinafter referred to as children. IUPUI Chinese School, hereinafter referred to as the school.

1. All parents at school should abide by the laws and IUPUI regulations.
2. Parents have the responsibility to let their children know and follow the general rules here.
3. All parents have the obligation to help and support school management, operation and regulation.
4. Register classes and pay tuition and fees on time.
5. Parents are responsible for the medical and accidental insurance for their children.
6. No littering, graffiti or vandalism in the teaching building. The parents are responsible for any damages caused by their children.
7. Do not touch or move other people's properties or belongings.
8. No drink other than water is allowed in the building.
9. No wheelie shoes, skating shoes or ski board in the building. No loud noise in the hallway.
10. Parents have the duty of watching out their children during class room transition (for next class) or during recess.
11. Parents are ultimately responsible for their children's behavior at school. The school reserves the right to dismiss a student if s/he repeatedly fails to follow discipline directions. No tuition will be refunded under such case.
12. Parents are welcome to accompany their children in the classroom, especially when the student is young or new. Class orders must be followed.
13. Parents shall check email or WeChat (group communication instant messenger) information before going to school for school updates and emergent information.
14. Parents, if staying at school during class time, shall not run or talk too loud in the teaching building.
15. Parents should sign up for duty each semester. If on duty, parents should be at school 15 minutes earlier and leave 15 minutes later after class. Duties include but not limited to watching out the traffic, escorting students to the classroom or parking lot, and maintaining orders at school. Parents fulfilled duty may receive tuition discount from school.
16. Parents on duty shall contact other parents to exchange a shift upon emergent issues.
17. Parents should send their kids to the classroom on time, and should be ready to pick up their children 5 minutes earlier. Failing to pick up kids on time will result in penalties, up to one dollar per minute delayed.
18. Parents should report to management or call 911 if suspicious person is present.
19. Observe other contingent regulations or restrictions from the school.

## **IUPUI Chinese School Student Code of Conduct**

1. Respect: Students should respect their teachers and classmates.
2. Follow the instructions from the teachers.
3. No bully, abuse, taunting or hazing of any form is tolerated at school. Violators could be dismissed without refund.
4. No running, chasing or shouting in the building (not limited to hallway and classroom).
5. Attend class and finish homework on time.
6. Report any discomfort (not limited to sickness, unfairly treated) to teachers or parents.
7. No cellphone, notepad and other entertaining electronics are allowed in the classroom, unless otherwise directed by the teacher.
8. Keep the classroom and building clean and neat. No littering, graffiti or vandalism in the teaching building.
9. No drink other than water is allowed in the building.
10. Do not touch or move other peoples' properties and belongings.
11. No wheelie shoes, skate shoes or ski board in the building.
12. Do not wander around inside the building; do not go outside of the building without permission.