**School Policies:**

**Memphis Chinese School 孟菲斯中文学校 – Highland 校区**

**Code of Conduct for Parents and Students**

**家长和学生守则**

**1.**      **You have to agree to the terms and sign the Code of Conduct for Parents and Students before your kid(s) can be admitted to the Memphis Chinese School (MCS) – Highland.**

**在这份《守则》上签字后，您的孩子方可入学。**

**2.**      **Memphis Chinese School is a non-profit organization.  All parents voluntarily send their child(ren) to Memphis Chinese School and waive all liability claims against the Memphis Chinese School, its volunteer personnel and its host facilities Highland Church of Christ at 400 N Houston Levee Road, Cordova TN) for any injury, accidents or other unexpected incidents during the school hours or school activities outside school hours.**

**孟菲斯中文学校是非盈利机构。 家长自愿送孩子来中文学校念书。家长放弃诉讼学校及工作人员的权利。**

**3.**      **For regular 13 to 15 session classes, students can get full refund after the first session, 75% after the 2nd session, 50% after the 3rd session and no refund after the 4thsession. For classes with fewer sessions, only 1 free trial and 50% for the second trial. Only for very special situation, can this rule be adjusted.**

**第一次课后可全额退学费。第二次课后可退75%学费。第三次课后可退50%的学费。之后不再办理退学费。**

**4.**      **Drop off and pick up children in the designated classroom on time.**

**家长在指定教室准时接送学生。**

**5.**      **Remind children to take good care of Highland Church facility and not touch any Highland Church belongings without permission.**

**家长要教育孩子爱护学校财产，遵守纪律。**

**6.**      **Parents are responsible for their children’s study at home. Parents should help and monitor the children to complete homework, test preparation and other assigned activities. Parents are encouraged to contact the teacher or principal about their children’s study.**

**家长要关心督促学生的学习和作业。多和老师和校长沟通。**

**7.**      **Parents have rights to raise concerns or suggestions for teaching and school management. Please send your opinions to school administration team or board members. At the same time, parents are encouraged to volunteer for school work.**

**家长有权向老师和校方提出意见和建议。家长有义务帮助和支持学校。**

**8.**      **MCS is a school environment that requires appropriate school attires.**

**MCS是一个学校环境，进入时请衣着得体。**

**9.**      **You are responsible for your kid’s behaviors in the school.  You are obligated to pay for the fines and damages resulted from your kid’s behavior.**

**请规范孩子在学校里的行为举止，若因行为不当引起罚款或因物品损坏导致赔偿，您将必须支付。**

**10.**  **Balance due to the school has to be paid in full before your child can attend any class.**

**入学前请付清足额学费，您的孩子方可入校就读。**

**11.**  **MCS reserves the right to discipline and suspend your child if his/her behaviors do not meet the MCS requirements.  No tuition refund in this case.**

**MCS保留对学生规劝和休学的权利，这在种情况下学校将不退还学费。**

**12.**  **You may stay in the designated area during the class period, or may leave and return to pick up your child at the end of the school session.**

**孩子上课时，您可以留在指定地点等待，也可以暂时离开而下课时返回。**

**13.**  **All students must stay in the classrooms or designated location, except for bathroom breaks or during commuting between classes.**

**除课间上厕所或更换教室之外，其他时间学生应该留在教室，或指定地点，上课或等待。**

**14.**  **Running, screaming or yelling is strictly prohibited in the building.**

**严禁在校内奔跑、喧哗、喊叫。**

**15.**  **Hanging around or roaming throughout the building is not allowed.**

**请不要在学校建筑周围逗留，也不要在里面游逛。**

**16.**  **Children must be accompanied by a parent or guardian at all time when not attending classes.**

**在非上课时间，孩子必须有家长或监护人陪同。**

**17.**  **Classrooms are only for classes.  Using any classroom needs Principal’s approval.**

**教室仅供上课之用，使用任何其他教室都必需经校长批准。**

**18.**  **Respect others’ properties.  No touching on decorations around the school.  Students can only use the desks and chairs.  Touching other equipments, going through or using any item in the desk drawers and cabinets is strictly prohibited.**

**请尊重他人财产。严禁触摸墙上饰品。学生只能使用课桌和椅子，请勿摆弄其他设施，严禁学生翻动、挪用抽屉和柜子里的任何物品。**

**19.**  **Rearranging furniture is not allowed without teachers’ permission.  Return the furniture to its original location after use.**

**未经批准请不要改变桌椅的原有位置。用过后请放回原有位置。**

**20.**  **Please keep the school clean.  Littering will result in fines.  Keep the bathrooms clean and dry.**

**保持校园清洁，请勿乱扔杂物。请协助维护洗手间卫生和整洁。**

**21.**  **Absolutely no food or drink in the building.  Water fountains are available.**

**校内饮水机对大家开放，严禁在学校进食其他饮料或食品。**

**22.**  **Verbal warning will be given for violations of the school rules.  If this is not immediately corrected, a $5 fine will be leveraged.**

**初次违犯将给予口头警告。若未立即改正，将处以$5罚款。**

**23.**  **In order to enforce school and classroom rules, MCLS will assign Parent-On-Duty for every class.  If you are assigned to a class and you are not able to perform this duty, a $10 classroom service fee will be charged for every assigned classroom duty.  If you are assigned to a class and you fail to show up, you will be charged $10 fine in addition to the $10 classroom fee.  Each student will be charged a $30 deposit during registration.**

**为加强学校和课堂纪律，校方将安排家长志愿者在教室值班。如果您被安排值班却不履行职责，您将被收取每节课$10的值班费。如果被安排值班而未能到场，除$10的值班费外，您还将被收取$10的罚款。开学注册时，每个学生要缴纳$30押金。**

**19.**    **If you are assigned to a class, you need to stay with the class the whole time. All the following items in this code will also apply to you.**

**您值班时应该自始至终留守在指定的课堂，并且以下各条要求也对您适用。**

**20.**    **You should sign the Classroom Usage Log if you serve as a Parent-On-Duty.**

**您值班时请在教室使用表上签到。**

**21.**    **You should arrive at the classroom 5 minutes prior to the beginning of the class if you serve as a Parent-On-Duty.**

**您值班时请在开课前5分钟进入教室等待本班的学生。**

**22.**    **Students should be in a single file, walking quietly in the hall way.  Touching walls is strictly prohibited.**

**学生应排成单列安静地行走，严禁触摸墙壁。**

**23.**    **If the teacher allows a bathroom or water break, you should accompany the student(s) according to the rules.**

**当老师安排学生课间去洗手间或饮水机时，请您也按上述要求带领学生。**

**24.**    **You are responsible to help the teacher to enforce the classroom rules.**

**您将负责协助老师执行学校纪律。**

**25.**    **The teacher can assign you tasks to keep the classroom in order.**

**接受老师给你分派的任务以维护课堂秩序。**

**26.**    **After the class, you should make sure floor is clean and things are in order as they were**

**下课后，请协助老师将教室恢复原样并保持地面干净。**

**27.**    **Your assignment is not completed until all students either be transferred to the next class or be picked up by adults.**

**直到本班学生被移交到下一课堂或全部被家长接走，您值班的工作才算结束。**

**Name (Print)**

**家长姓名 (正楷)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**签字                                              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**日期                                              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Keeping our Children Safe**  
  
**1.  No running in hall ways.   
  
2.  No playing in cabinets  
  
3.  No standing on furniture.   
  
4.  Children cannot be left alone in a classroom unattended.  
  
5.  Children must be supervised on the playground by an adult.   
  
6.  Adults must monitor the halls between classes.    
  
7.  Students must be picked up by an adult immediately following class.  Students should not be hanging out in hallways and in lobby unattended.   
  
8.  Students should not touch or disturb items in the classrooms.    
  
9.  Students must not throw mulch on the playground.  
  
10. Students should not put hands in fish tank or in bird cage.   
  
11.  Students should not bang the doors open as they head outside. Again, they should be accompanied by a parent before going outside.   
  
12.  Students should only enter rooms that are open and attended by an adult.**