

密尔本(华夏)中文学校

Millburn Institute of Talent

学生守则 Student Guidelines

一.按时到校上课，不迟到早退。因故需晚到，早退或缺席者，必须由家长事先向老师请假。所有未成年学生将在自己的班级上领到学生证，并且要求在学校内携带学生证。

On-time attendance is required for all students. A written note or verbal notification by a parent / guardian is required for any absence, early dismissal, or late arrival. **All students will receive and should carry their name tags at all times inside of Millburn High School.**

二.尊敬老师，遵守课堂纪律。学生须坐在指定的座位。上课时不得在课堂里随便讲话，走动，进出教室，或做其它影响老师上课的事情。上厕所须向老师报告。下课铃响后，要等老师宣布下课后，才可离开教室。如有严重影响课堂秩序者，如骂人打架，老师有权请其离开教室，送到校务办公室，并通知其家长。情节严重者，学校有权将其停课或开除。

Show respect to teachers and adhere to school's code of conduct. Students shall sit in the assigned classroom when class is on. Teacher's permission is required for leaving the classroom during class. A class will be dismissed only when the teacher announces it to the class. Teachers will address student misconduct regarding routine problems. However, a teacher can at his/her discretion to bring cases to the School Administration Office, resulting in a parent-teacher or parent-school conference to resolve the issue. A serious case may lead to suspension or school dismissal .

三.按时完成家庭作业，参加学校和老师安排的测验和考试。若因故不能上课，亦须补齐作业。

Promptly complete all homework and participate in tests and other exams arranged by the school and teachers. Any work missed while the student is absent from school must be made up.

四.遵守学校制度。不可将任何食品，饮料带进教室，走廊，和其他教学场所。一切饮料食品只限在学校餐厅内享用。

Food and drinks (except water) are not permitted in any rooms or hallways other than the school cafeteria.

五.爱护学校设施。不得擅自动用, 拿走, 损坏学校的电脑, 教具, 墙报, 书籍或其它物品。不得进入无人使用的教室。凡损坏学校物品者均须按价赔偿。

It is prohibited to use, remove, and/or damage any school property, such as computers, teaching materials, books, etc. Do not enter an unoccupied classroom without the school's permission. Full restitution by the parent/guardian is required for all damage done to school property by their child.

六.保持学校环境清洁。不随便扔纸屑或其它垃圾。不得在学校的任何地方乱涂乱写, 包括桌, 椅, 墙, 地。没有老师许可, 不得在黑板上写字或擦掉别人写的字。

Maintain the school's cleanness. Show respect to the people and property. Any vandalism to the school or its property is strictly prohibited.

七.如果不是紧急情况, 任何人不可擅拉火警铃或打 911 电话或违规打开紧急出口。违者家长将承担由此造成的罚款。

Do not pull fire alarm or call 911 or open emergency exit door if there is no emergency. The parents of involved student(s) will pay the fine whenever 911 or fire truck service is requested and there is no emergency.

八.学生的贵重物品要自行保管, 凡丢失或损坏学校概不负责。

Students are responsible for their personal items. The School is not responsible for any loss or damage to such personal items.

九.学校鼓励学生随时向老师或学校提出意见, 建议, 和对任何不合理现象的批评。

Constructive suggestions or criticism to teachers and the school are welcome.

十.衣著整洁。

All students are expected to dress appropriately at all times.

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家长须知

Parent Guidelines

一. 中文学校是每一位家长自己的学校。家长的支持与合作是办好学校的前提。家长们应该关心学校，爱护学校，协助学校做好各项工作。

Millburn Institute of Talent is founded and owned by all parents / guardians. Parental support & cooperation is vital to the success of our school.

二. 关心自己孩子在学习上的进步和困难，从正面引导孩子学习中文的兴趣。多和老师进行交流，鼓励和帮助孩子学好中文。督促、帮助自己的孩子履行学生守则。在行为上给孩子们作榜样，协助学校执行规章制度。

Assist teachers in making the process of learning Chinese attractive and interesting so that students will enjoy their Chinese and culture studies. Maintain regular communication with the class teacher. Encourage and assist the student to comply with all of the school policies and rules.

三. **所有来校的成年人都请随身带一个身份证件，驾照和护照都可以。**学校设有家长会和家长每周轮流值班制度。家长会和值班家长负责维护学校秩序，教学秩序和学生安全，清理及检查课后教室及校内环境，分发学校通知。

All parents/ guardians shall carry a valid ID and participate in parent's duty during the school year, which is arranged by the Parent Teacher Association. The duty is to keep the school in order, make sure that we have a safe environment, inspect classrooms after school ends, and help distribute school announcement if needed.

四. 服从学校的分班和课室的安排，任何意见与要求，请通过家长会或直接向校务机构反映及商榷。请勿自行闯入教室或与老师发生争执。学生上课时，未经学校允许，家长不能进入教室，亦不能在走廊上随意走动，以免影响老师上课。

Respect the class arrangement given by School Administration. Parents / guardians are prohibited in a classroom without permission from the teacher or school administration.

五. 放学回家后, 请及时了解孩子的作业情况, 老师的要求和学校的通知, 并积极配合及督促孩子完成老师和学校布置的任务。

Assist students with their class work/homework without actually completing the work for them.

六. 积极参加学校及家长会的活动。随时向校委会, 家长会提出关意见和建议。

Attend parent-teacher and school-parent conferences regarding teaching, administration, and financial disclosure. Any constructive suggestion or criticism to the school is encouraged.

七. 根据相关法律, 严禁在学校校区内(包括教学大楼和停车场) 吸烟。

By law, smoking is strictly prohibited on school grounds, which include the main building and parking lot.

八. 家长应将车子停在规定的停车位置。不要将车子停在防火线内。如有可能, 请尽量把车停在 Millburn Regional Day School 的停车场。

Parents should park their cars in appropriate parking areas and not within the fire line. Please do not double-park at any time, especially during student drop-off and pick-up time. For those parents who plan to stay at our school, we encourage them to park their cars at the parking lot of the Millburn Regional Day School first.

九. 请各位家长在定期注意查看学校发出的电子邮件, 微信群, 微信公众号及有关通知。

Please check your E-mail, Wechat group, Wechat public account regularly for school announcements.

十. 衣著整洁。

All parents/guardians are expected to dress appropriately at all times.

十一. 学校将不定期在校内外宣传媒体上(如: 电子邮件、微信、学校网站, 本地报纸等) 介绍学校教学和相关活动, 以促进家长对学校活动的了解, 表彰学生成绩, 扩大学校影响。宣传活动会用到学生名字, 照片和录像等。请在下面适当处打勾, 我们会尽力满足您的要求。

您是否同意您孩子的姓名、照片、录像出现在学校宣传材料中？（请选择）

- 同意。
- 不同意。

Our school will post messages and articles on internal and/or external sources (including emails, WeChat, school website, local newspapers etc.) covering school activities and student achievements. Photos and videos will be taken and students' names will be included when needed. If you do not want your child's name, photograph and/or videos to be included in a message and/or publication, mark the box "No" below and every reasonable effort will be made to omit your child's information and image from such posting/publication.

Do you consent to the appearance of your child's name, photo, and/or video in school messages/publications?

- Yes.
- No.



Please sign below to indicate that both student and parent/guardian have read and fully understand school policy.

Student Name

Signature

Parent/Guardian Name

Signature

Date: