

【慈濟人文學校校規- Tzu Chi Academy School Rules & Regulations】

1. 在教室必須服從老師及值班愛心媽媽的指導，並友愛同學。任何影響上課秩序之行為發生時，任課老師得請輔導處協助將違規者帶離教室，並由輔導處聯絡家長到校處理事宜。行為嚴重或履勸不從者，學校有權給予退學。

Students shall promptly and respectfully obey the teacher(s) and the class mom(s) in the classroom. If a student seriously disrupts the learning environment of the classroom, the student will be brought to the Principal's office and the parent will be contacted. The school has the right to expel students on a case-by-case basis depending on the seriousness or frequency of the violation.

2. 學生上學，必須穿著制服。為維護學生的安全請勿穿拖鞋到學校。違反校服規定者，將通知家長；履勸不聽者，將由校方個案處理。

The school uniform is mandatory. For the safety of students no sandals/flip-flops are allowed at the school. The school will notify parents on these violations. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline on a case-by-case basis.

3. 學生應準時九點之前到校。為了方便教室管理，遲到或早退超過十五分鐘，將視為缺課一堂，三次遲到視缺席一次；一學年缺席八次以上，學校將要求學生來年重讀。情節嚴重連續遲到者，將交由校方個案處理。

Students are expected to be in the classroom before 9AM. Arriving more than 15 minutes late or leaving more than 15 minutes early is considered absent from a class. Three absences from classes are treated as an absence of one day. Eight one-day absences in an academic year will result in repeating the same grade the following year. Any student who repeatedly fails to arrive on-time shall be subject to further discipline on a case-by-case basis.

4. 上課時間必須遵守教室規則。不可隨意走動、聊天或做任何與課程不相關的事情，亦不可擅自離開教室。上課時間打電玩或手機將給予沒收處分，並由輔導室通知家長到校領取。行為嚴重或履勸不從者，學校有權給予退學。

Students are required to follow classroom rules. Students should not roam around the classroom, chat, or do other unproductive things. Students must refrain from leaving the classroom without permission. Using cell phones & playing video games during class sessions will be confiscated. Parents will be requested to come to the school to retrieve the device.

5. 本校嚴禁學生抽菸及嚼口香糖。

No smoking and chewing gums are allowed in the school.

6. 沒有經過老師許可，學生不可在教室內飲食。在室內亦不可喧嘩、戴帽子和把腳翹在桌椅上。

Without gaining permission from the teacher, students shall not eat in the classroom. Furthermore, students shall not be wearing hats in the classroom, being rowdy, and putting your feet on chairs or desks.

7. 考試時由老師一人監考，學生不可以作弊。愛心媽媽將參加學校輔導室安排之課程。

No cheating during tests. Class teacher will be the only person overseeing the exam. Class mom(s) will participate in activities arranged by the school.

8. 學生不可攜帶任何危險物品如刀器、槍械、煙火、毒品等到校，違者立予開除。

No weapons (i.e. knives, guns), explosives or illegal drugs on school property. If a student is found guilty of bring any of these items to school, the student will be expelled immediately.

9. 由於校舍為承租使用，切勿翻閱或毀損教室內既有之書籍與所有影音器材。保持走廊和洗手間的清潔，不亂丟垃圾。

Since the school is leased by the Academy, do not touch anything that doesn't belong to you in the classroom, including posters, books, and anything on the teacher's desk, as well as all electronic devices and smart boards. Please keep restrooms and hallways clean. Do not litter.

10. 不可偷竊。未經許可，不可擅自取用他人物品。

No stealing. Keep your hands off other people's belongings unless you have their permission.

11. 上課時間不可無故離校。若有任何特殊原因需提前離校者，家長需向校方或老師請假後，方可接走學生。

Do not leave the school property without permission. If a student needs to leave early, the parent is required to notify the teacher and/or school prior to picking up the student.

12. 學生每週需確實完成中文作業並請家長檢閱簽名，未能遵守者老師會先行溝通督導。如仍未改善者，行政會依老師記錄給予警告或退學處分。

Every week students are required to complete homework assignments and have their parents review and sign the book. Teachers will notify parents on incomplete homework. Any student who repeatedly fails to complete homework assignments shall be subject to further discipline, including expulsion, on a case-by-case basis.