

SAN DIEGO HUA XIA CHINESE SCHOOL

Student Guide

学生守则

By The Administration of SDHXCS

2015-2016

SAN DIEGO, CALIFORNIA

Code of Conduct SDHXCS strives to maintain a safe and orderly environment. Students are expected to follow the Code:

- Be responsible for their actions;
- Follow directions the first time they are given;
- Be ready to work when class begins;
- Bring all study tools;
- Be polite and respectful in word and action;
- Use appropriate language at all times;
- Be actively involved in class and school activities;
- Keep hands, feet and objects to themselves.

Standard of Conduct

1. **Be on time.** Late arrival or early retrieve interrupt teaching session.

Class schedule:

- **Regular Program:**

morning session	9:30am-11:20am Chinese
	11:30am-12:20pm Enrichment
afternoon session	1:30pm-3:20pm Chinese
	3:30pm-4:20pm Enrichment
- **Credit Program:**

morning session	9:30am-1:00pm Chinese
afternoon session	1:30pm-5:00pm Chinese

2. **Truancy** is not acceptable. The teachers must be notified ahead of time if student has a personal schedule conflict. Student must turn in missed works upon return to the class.

- Two or more absences without notification to the teacher or the administration will be considered as "Withdraw Voluntarily".
- Student can be suspended for the rest of the school year.
- No refund will be granted.

3. **Be seated at the seat assigned** by the teacher. Students/parents are responsible for the conditions of the desks and chairs you are assigned to.

4. **Electronic devices** (including but not limited to: cell phone, iPod, iTouch, Nintendo, etc.) are not permitted to use during teaching period.

- Violation of the policy will result in confiscation of the item by the teacher.
 - The confiscated item will be held in the administration office to be returned only to the parents/guardian of the student.
 - The school is not responsible for lost or stolen of these items.
5. **No food or drink (except bottled water)** are allowed in the classrooms. Keep classrooms, hallway and restrooms clean and tidy.
 6. Chewing gum is prohibited on campus.
 7. **Do not play** in the restroom or elevator.
 8. **Do not climb** furniture, wall or trees.
 9. **Skate boarding** is prohibited on campus.
 10. **Hazardous or dangerous items** (such as sharp scissors, knife, gun, explosives, rope, etc.) are PROHIBITED on the campus.
 11. **Do not throw** any object, it can hurt unexpected people.
 12. **Students may not stay inside the classroom** without an adult supervision.
 13. **Walking but not running** inside the building. Keep voice low so not to disturb others.
 14. **Do not play with or remove** any equipment or furniture from the classrooms, as these are properties of Miramar College.
 15. **Reading or talking** about stuffs unrelated to the teaching content are not permitted when class is in session.
 16. **Do not leave the classroom or campus** without the teacher's or parent's consent.
 17. **Bullying** is absolutely not tolerated. Disciplinary actions may include but not limited to: Suspension, or Expulsion.

18. **Cheating in any form is *Never* tolerated.** All students involved will result in zero credit. We believe honesty and integrity are fundamental components of students' educational experience.

19. Zero tolerance for drugs. Parents will be called, and students will be suspended, or expelled.

Classroom Expectations:

In addition to the Code of Conduct, teachers may have individual classroom disciplinary plan, which must be equally expected by students. If a student choose not to follow the code and break a rule, disciplinary action will take place.

Absence

- Inform the teacher ahead of time via email or phone. Students are responsible to find out the assignments. All works are due on the day the student returns to the class.
- Credit class students refer to *Credit Program Guidelines*.

Discipline

- **Verbal warning:** first offense, no body injury or property damage occur.
- **Written warning:** second offense, or body injury/ property damage occur.
- **Suspension:** multiple violations, interruption of class order. Parent is required to accompany the student to class.
- **Expulsion:** Serious offenses, including but not limited to: body injury, property damage, weapons, drug. No tuition refund under such circumstance.
- **The student and his/her parents/guardians are held financially responsible** for body/emotional injuries and property damage to all parties including the affected fellow student(s), teacher(s) and staff(s), the school, and Miramar College.

Grading System

- Teachers report grades to students/parents twice a year, at the end of each semester.
- Credit class students refer to *Credit Program Guidelines*.

Numerical score:

✓ listening 10%

- ✓ speaking 10%
- ✓ reading 10%
- ✓ writing 10%
- ✓ homework 15%
- ✓ quiz 10%
- ✓ mid-term 15%
- ✓ final 20%

Citizenship score: E=excellent, G=good, S=satisfactory, U=unsatisfactory.

- ✓ class participation/contribution
- ✓ attitude toward learning
- ✓ teacher's observation

Contact the Administration: (858)720-1110, or *info@sdhxc.org*.