



亚特兰大现代中文学校

Atlanta Contemporary Chinese Academy

REGULATIONS TO ACCA STUDENTS

1. Arrive at school and attend class on time. In case you have to be late or leave the classroom early, you must report to your teacher ahead of the time.
2. Behave yourself well during a class session and follow the school rules and your teacher's instructions.
3. Obtain the permission of your classroom teacher in case you have to leave the classroom during a class session.
4. No running or screaming is permitted in the school hallway or other open areas inside the school building even during the recess periods.
5. Dress yourself neat and fit.
6. Complete your homework on time. You will be disqualified for the next grade registration if you have missed your homework 5 times and cannot pass the final exam; or missed your classes 5 times and cannot pass the final exam.
7. You are responsible to help maintaining school sanitary and keeping the classroom in good shape. No food or drinks are allowed inside the classroom during the class session.
8. No scratching on the wall and no deface to school assets and facilities. You are not allowed to take any school properties away from the building other than your own personal belongings.
9. Pay attention to the safety issues. Don't leave the school building at anytime without the guidance from parents, teachers or school administrators.
10. By violating the above regulations, you may be warned, disciplined, and ultimately suspended from school.

REGULATIONS TO ACCA PARENTS

1. In order to maintain a good teaching and learning environment, parents are not allowed to sit in classroom during a class session except those on-duty parents. In case a parent wants to sit in a class during its session, he/she needs to get the permission from the classroom teacher first and then go to the front desk to obtain the sit-in permission with a \$50 fee.
2. Parents and student guardians are responsible to watch their children not to leave the school building on their own.
3. Parents and student guardians are responsible to pick up the students in a timely manner after the school session.
4. Parents are responsible to help their children to follow the school rules. They are also responsible to indemnify the school facilities against any improper use, deface and damage by themselves or their children.
5. ACCA is NOT responsible for any personal accidents, including all parents and all students, during and after the school session.

6. Parents are responsible to pass and explain the above regulations to their chosen student guardians.

REGULATIONS TO ACCA PARENTS-ON-DUTY

1. Parents-on-duty should arrive at school 15 minutes before the class starts.
2. Parents-on-duty are responsible to set up the classroom ready for teaching and studying before the class starts. They are also responsible to keep the order of the classroom and surroundings before the arrival of the classroom teacher.
3. During the class session, parents-on-duty are responsible to help the teacher to distribute teaching materials and collect home works. They should support teacher's discipline and help the teacher to reinforce the class order.
4. During the class session, parents-on-duty are responsible to accompany those students who have a need to leave the classroom temporarily and guide them to get back to the classroom later.
5. In case of a student emergency during the class session, parents-on-duty are responsible to report the case to the school admin.
4. During the class recess, parents-on-duty are responsible to maintain the order in both classroom and adjacent hallway. They should make all efforts to persuade students not to run and scream in the school and stop any potential damages to school facilities. Parents are responsible to indemnify the damage in case it happened.
5. Before the end of school session, parents-on-duty are responsible to help the teacher to check and clean the classroom, and set up the classroom back to the original order. At the second school site of the north campus, parents-on-duty have an additional responsibility for cleaning the dancing room floor. Only after accomplishing all of above duties could Parents-on-duty leave the classroom.
8. For those parents whose on-duty assignments are in hallway or outside the school building, they are responsible to maintain the order inside the school building, or to take safety control to pedestrians in and around the parking lot.
9. If a parent-on-duty cannot fulfill the duty on an assigned date, she/he is responsible to find a substitute for the scheduled duty position. In case a substitute cannot be found, ACCA admin should be notified 24 hours before the original duty assignment.

In order to enforce ACCA school operations and discipline, ACCA admin will send a warning or a penalty to those parents who violate the above regulations. A \$30 fine may result for those repeated violators.