

爾灣中文學校學員行為準則 ICS Student Behavior Guidelines

為提供學員們一個正面的學習環境, 高度的自治能力、對團體的責任感、和對每個學員安全的維護是我們遵行的指標。希望家長能耐心地解釋此行為準則, 並且與您的子女充分的溝通, 請他們務必遵守規定。您的支持非常重要。當學員們在學校與在家中聽到一致的說法, 他們的配合度與學校執行校規的成功率必定會提高。

Please spend time reinforcing our behavior guidelines with your child (ren) in order to create a positive learning environment for all of our students, developing their self discipline with a strong sense of teamwork, and committing to everyone's safety. These are very important objectives for Irvine Chinese School and your support is crucial in making the school a successful place to learn. When students hear the same message at home and at school, we increase our consistency and chances for success.

為了維護團隊精神, 學員必須瞭解自己在團體中的角色與責任。堅強的團隊必須有基本的共識和明確的規範。基於此全體學生需要共同遵守爾灣中文學校的校規。此規範的背後蘊涵著民主社會的基本原則和個人與團體利益的平衡理念。期望各為遵守學校所列出以下的各項規定：

In order to have an effective community, students need to understand the roles and responsibilities that come with community membership. A strong team must have a basic consensus and a clear specification. Therefore, all students must abide by the rules listed in the ICS Parent/Student Handbook. Underlying this approach are the democratic principles of balancing individual rights with rights of the school community. The expectations are as follows:

基本校規：

1. 學員的行為首重安全, 每個人應該確保自己與他人的安全與健康。
2. 學員應該尊重他人的權益與需要。
3. 學員應該努力維護良好的學習環境, 絕對不可以有妨礙他人學習的舉止。
4. 學員應該為其個人的用品負責。
5. 學員家長必須為自己子女所損害的公共物品提供賠償。
6. 學校期待每位學員維護全校的美觀, 禁止任何破壞公物與塗鴉情事。
7. 學校絕對禁止學員攜帶不安全的玩具, 武器與各種藥品。
8. 在學校禁止食用口香糖。
9. 未經老師許可禁止上課時攜帶玩具。
10. 違反校規的處理步驟：1) 收集並調查事由。2) 告知學生其違反學生行為守則事項, 並與學生設定會議時間。3) 與學生會面, 解釋其違反規定的原因, 並提供其改正的方案。4) 如果學生再度犯規, 將紀錄 *Incident Report*, 並送至學生服務組。學校將與家長約談, 並備檔。
11. 違反校規的懲處: 第一次違規—給與口頭警告並檔案記錄。第二次違規—通知家長且備檔。第三次違規—開除學籍。

School-Wide Rules:

1. Students should act in a way that is safe and healthy for themselves and others.
2. Students should respect the rights and needs of others.
3. Students should be respectful for the learning environment and not act in a disruptive manner.
4. Students are responsible for their personal belongings.
5. Students are to make compensation for any damaged properties caused by him/her.
6. Students will be expected to keep our school looking attractive and free of vandalism and/or graffiti.
7. Dangerous toys, weapons, and drugs are prohibited in school.
8. No chewing gum at school.
9. No toys at school without teacher's consent.
10. Disciplinary Actions: 1) Gather and review evidence. 2) Contact the student and set up appointment with student 3) Meet the student and explain how he/she violates Student Behavior Guidelines. 4) File an Incident Report if misconduct occurred; also turn in the report to Student Service Department. Staff of Student Service Department will inform parents or guardian.
11. Disciplinary Actions: 1st violation—verbal warning; 2nd violation—notice to parents; 3rd violation—dismissal.

教室規則：

1. 禁止學員與師長強辯及頂嘴的行為。
2. 學校的物品與其他人的私人物品都應當愛惜, 不可損壞。
3. 未經老師的許可, 除了瓶裝水之外, 在教室中任何食物與飲料都是禁止的。
4. 學校的外面、牆壁、傢俱、與任何用品上嚴禁塗抹、畫圖或書寫。
5. 未經老師的許可, 禁止在白板上畫圖或書寫。
6. 嚴禁在任何的櫃子或櫥子中躲藏。
7. 禁止亂拋垃圾, 廢棄物應投入垃圾桶內。
8. 上課時間禁止玩任何電子遊戲機。
9. 未經老師的許可, 上課時間手機不可以設定為開啟狀況。
10. 學員離開座位時應該將椅子推入桌子下方。
11. 沒有成人時, 學員不可以在教室內逗留。

Classroom Rules:

1. Talking back and arguing is not acceptable.
2. Students should treat school property and the property of others with respect.
3. No eating or drinking in classroom except bottled water, unless planned by the teacher.
4. No writing/drawing on the wall and furniture, including the outside area.
5. No drawing on the whiteboard without teacher's permission.
6. No hide and seek inside the cabinet or closet spaces.
7. No littering. All trash goes into the wastebasket.
8. No playing with electronic games of any kind during class.
9. All cell phones must not be used unless given permission by the teacher.
10. Chairs should be pushed in before students leave.
11. Students should not enter classroom without adult.

體育館規則：

1. 進入體育館前請先換上軟底運動鞋。
2. 請勿穿著附帶滑輪的運動鞋。

3. 愛惜體育用品, 用後務必歸還。
4. 學員不可以進行任何粗暴或蠻橫的體育活動。

Gymnasium Rules:

1. Please change to sports shoes with rubber sole before entering the gym.
2. Sports shoes with wheels (Heelys) are prohibited in the gym.
3. Take good care of sports equipment and always return borrowed items.
4. Students are not to play any sports in a disruptive or violent way.

走廊規則：

1. 在走廊中禁止跑跳或玩耍。
2. 在走廊中應輕聲行走, 不可吵鬧影響他人。
3. 在上課時間, 學員不可以走在走廊逗留。
4. 禁止在電梯和樓梯上玩耍。

Hallway Rules:

1. No running and playing in hallways.
2. Students are to be expected to walk in the hallways using soft and quiet feet. Walking through the halls quietly shows respect for others who are studying.
3. Students are not to be idling in the hallways during class.
4. No horse-playing and jumping playing in elevator and on stairways.

盥洗室規則：

1. 盥洗室中, 所有設備均禁止玩耍。
2. 請勿將擦手紙棄於任何地方。
3. 每次用完馬桶後請沖水。
4. 廁所使用後請保持清潔, 以方便他人使用。
5. 廁所使用後請迅速返回教室。

Restroom Rules:

1. No playing in the restroom.
2. Paper towels go into the wastebasket, not anywhere else.
3. Always flush the toilet after each use.
4. Keep the restroom dry and clean.
5. Students should go back to class promptly after using the restroom.

點心和午餐區規則：

1. 休閒時或午餐時間, 所有學員必須留在午餐區用餐。
2. 學員在吃完午餐之前不得玩耍。
3. 休閒或午餐後, 學員必須在指定的地點活動。
4. 點心必須在室外指定地點食用。
5. 學員在休閒活動區應該遵守規定, 休閒時的安全規範由學校工作人員執行。

Break/Lunch Area Rules:

1. Students are to remain in the same area during break or lunch.
2. Finish lunch before playing.
3. Play only in designated area.
4. Eat only in designated area.
5. Students are to follow playground safety rules at all times. Playground rules will be taught and

consistently reinforced by staff.

廚房及辦公室規則：

1. 學員未經許可, 不可以進入辦公室或廚房。
2. 學員不得自行使用微波爐與熱水器, 若有需要請工作人員協助。
3. 爾灣中文學校需要家長為學員準備不需要加熱的午餐。由於午餐時間有限, 而學校沒有足夠的微波爐, 也無法提供專人加熱學員的午餐。為了確保學員安全, 請務必配合。

Kitchen & Office Rules:

1. Students should not enter Kitchen or Office without permission.
2. Microwave and hot water are for teachers and staff only.
3. For safety reason, microwave and hot water usage is not allowed for students. We encourage parents to provide lunch that do not need heating. This not only better facilitates lunch hour handling; it also ensures lunch helpers paying their full attention to all our students. Your cooperation is greatly appreciated.

衣著規則：

1. 請在所有背包、衣帽、外套上標註名字。
2. 學員請勿穿著涼鞋或拖鞋以確保安全。
3. 在學校請勿將鞋子脫掉。
4. 學員衣著打扮必須合乎一般禮節標準。
5. 室內請勿戴帽子。
6. 學員衣著打扮不可有任何影射毒品、酒類、種族歧視、幫派、或其他粗魯卑俗之文字或圖樣。

School Dress Code:

1. Each child's coat, hat, sweater, etc. must be clearly labeled with his/her name.
2. For safety reason please wear closed-toed shoes. No sandals or slippers.
3. Shoes must be worn at all time.
4. The dress, apparel, ornaments, or grooming is consistent with conventional standards of modesty and decorum.
5. Students may not wear hats, caps, combs, or picks, etc., inside the building.
6. The dress, apparel, ornament, or grooming is free from words, slogans, or pictures, which advertise drugs, alcohol, or sex or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems or which may infer membership in gangs.

校內活動:

校內各項活動以配合學校行事為準則, 學校因時制宜有權更改或取消任何活動。

School Activities:

All activities are listed in the school calendar. ICS reserves the right to change or cancel any event.

停車:

所有車輛應停在劃定的停車場內。不可將車輛停放於員工停車場或接送區(drop-off zone), 違反者將給予警告, 學校保留因違規並接到超過三次警告的家長們的學生退學權利。請大家遵守所有停車規定, 此事關係學員們的安全, 請特別注意。

Parking:

Park all cars in designated non-staff parking areas during school sessions. No parking will be allowed in the drop-off zone. Warnings will be issued to violators. The school reserves the right to dismiss any student whose family receives more than three warnings. Please follow all parking instructions to ensure safety on campus.

禁止商業行為:

本校為非營利機構, 請勿在校區內張貼或分發商業性與政治性的傳單、海報或從事商業交易。如須洽詢有關廣告宣傳事宜, 請與學校總務處聯絡。家長提供的電子郵件帳戶為校務通訊使用, 請勿用此帳戶來從事商業廣告或個人意見之發表。

Commercial and Political Activities Are Not Permitted:

ICS is a non-profit organization and does not endorse any political or commercial postings and activities. Should you need any information concerning such advertising, please contact the school's General Affairs Department. Please do not use parents' email to make commercial advertisement or present personal information. They are only used for school communication with parents.

爾灣中文學校教室規則

Irvine Chinese School Classroom Rules

1. 上課時間, 只有輪值家長可以留在教室。
 2. 輪值家長人數: 幼稚園及 1 至 2 年級最多 3 位; 其餘各班最多 2 位。
 3. 輪值家長請協助教師維持秩序。
 4. 為了避免影響學生學習, 請勿在教室內用手機或電腦、聊天、閱讀報紙、或坐在自己孩子身邊指導自己的孩子。
 5. 為了方便教學, 若有視聽器材、教具需要安裝或佈置, 請輪值家長提早到校, 或利用下課時間進行, 以避免耽擱上課時間。
 6. 考試時, 請家長不要留在教室。
 7. 註冊學生之兄弟姐妹, 上課時, 不得進入教室內。
 8. 教室內不可飲食或咀嚼口香糖。
 9. 進出教室時, 請小聲開門/關門。
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1. No parents other than room parents on duty are allowed in the classroom during class.
 2. The number of room parents should be no more than three for kindergarten, grades 1 and 2, and no more than two for other grades.
 3. Room parents should help the teacher to keep order in class.
 4. Please do not use cell phones or laptops, chat, read newspapers, or sit next to your child to give instructions in the classroom.
 5. Teachers may need help from room parents in setting up visual and computer equipment. Room parents should try to set up equipment before class or during recess to avoid disruptions to the class.
 6. No parents are allowed in the classroom during scheduled examinations.

7. Siblings of registered students are not allowed to stay in the classroom when class is in session.
8. Food or drinks are not allowed in the classroom. Please do not bring or chew gum in school.
9. When entering or exiting the classroom, please open and close door quietly.

爾灣中文學校地震時應注意事項

Irvine Chinese School Earthquake Strikes Instructions

1. 保持冷靜與保護自己, 藏身桌下及抓住桌腳以防止散落的物品。保護自己的頭部和頸部, 背向窗戶。假使身在戶外, 當地震開始時, 儘量朝空曠地移動, 遠離電纜、電線桿、大樹和圍牆。

Keep calm and protect yourself from falling objects by taking cover under a desk or table. Cover your head and neck and keep your back to the windows. If you are outside, move to an open area away from power lines, power poles, trees and walls as soon as the shaking begins.

2. 假如聞到瓦斯味, 請不要開燈。瞬間的火花可能會引起火災。

Do not turn on lights if you smell gas. The spark could cause a fire.

3. 地震後, 防止餘震, 移動小心。

After the quake expect aftershocks. Move carefully.

4. 老師帶領學生們有秩序的離開建築物, 向戶外指定地點集合 (請參見緊急疏散圖)。

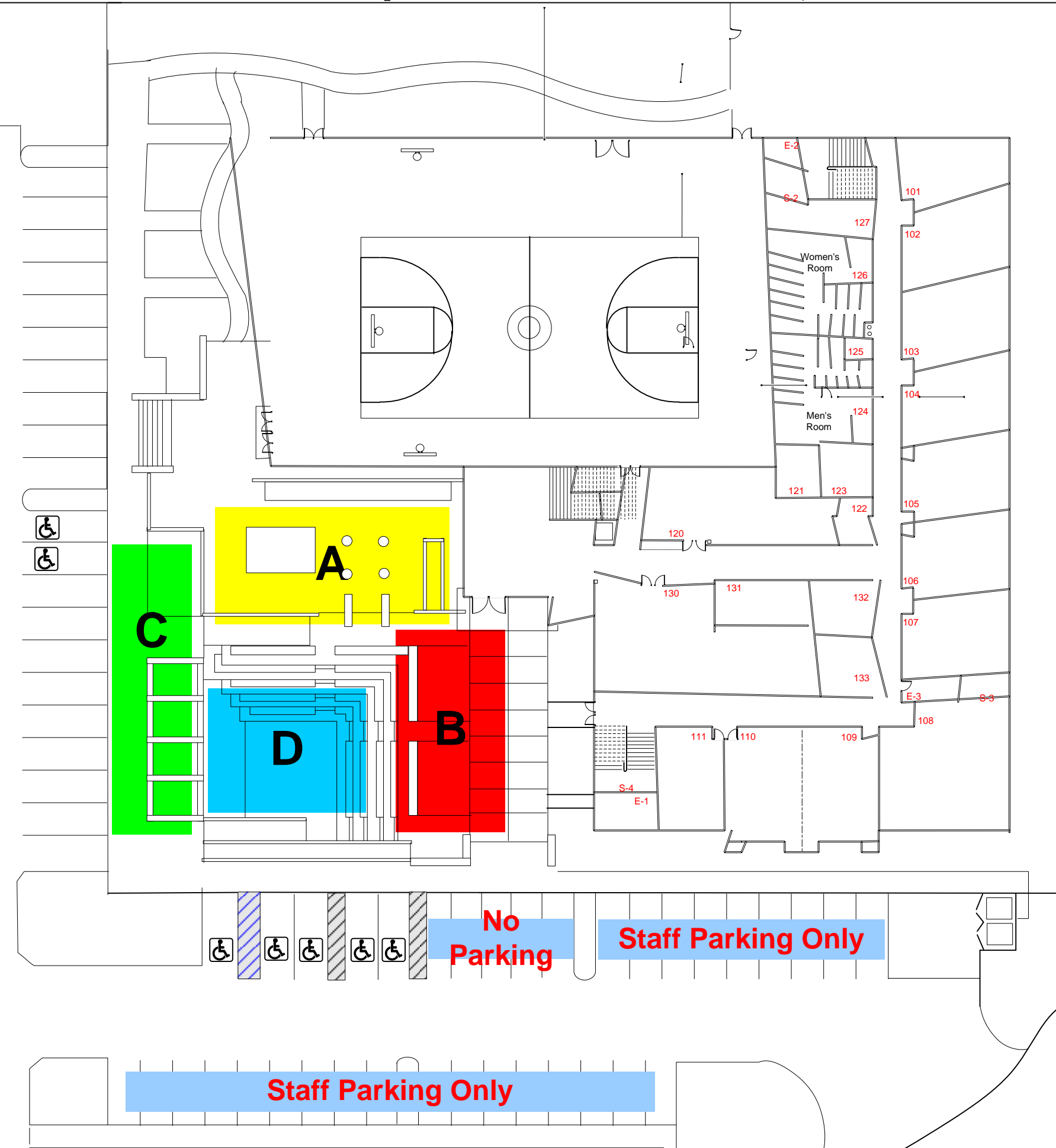
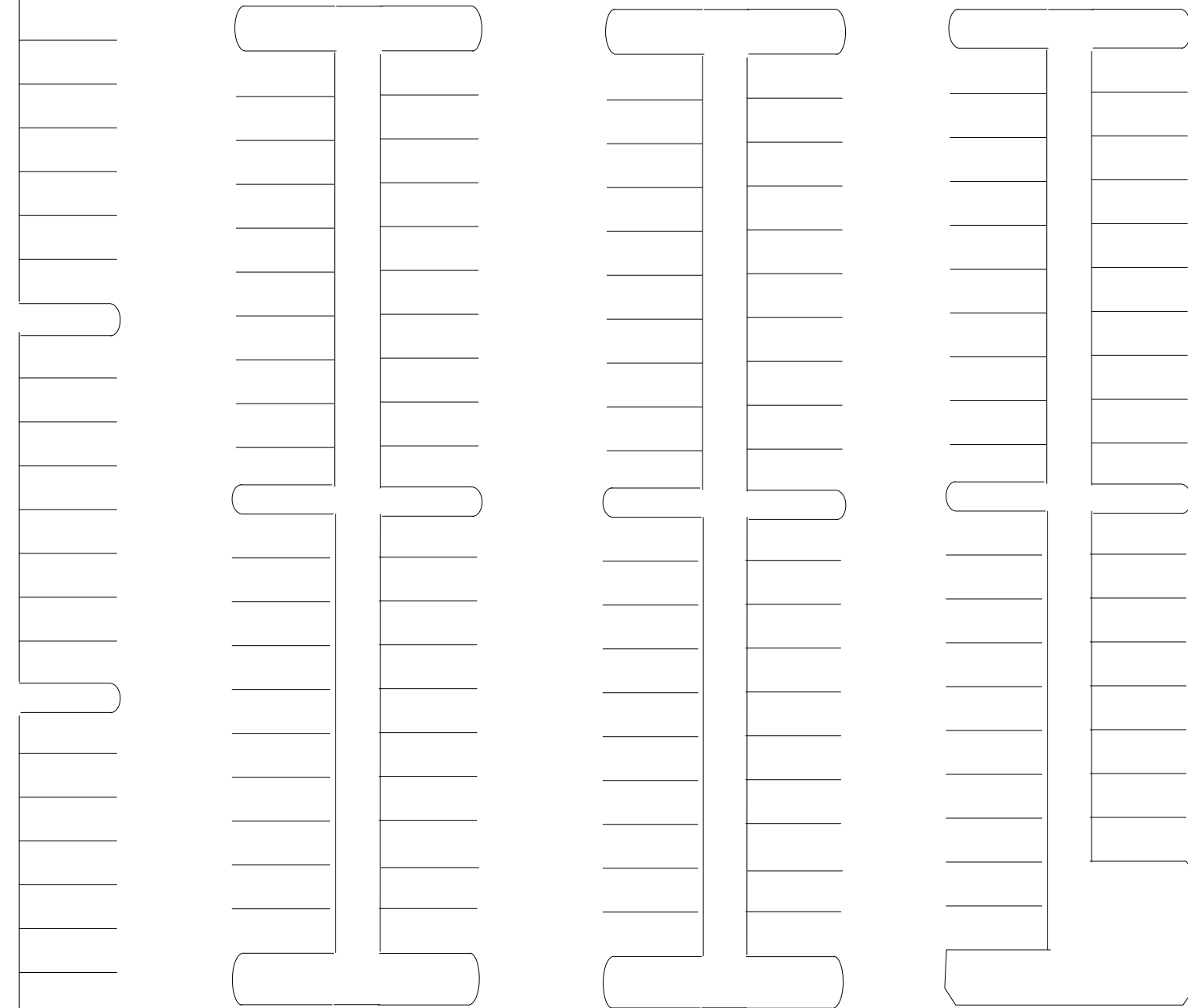
Teachers lead all of students leave the building orderly to their designated assembly area (Please refer to Emergency Evacuation Diagram).

5. 點名完畢, 請聽從老師的指示行動。

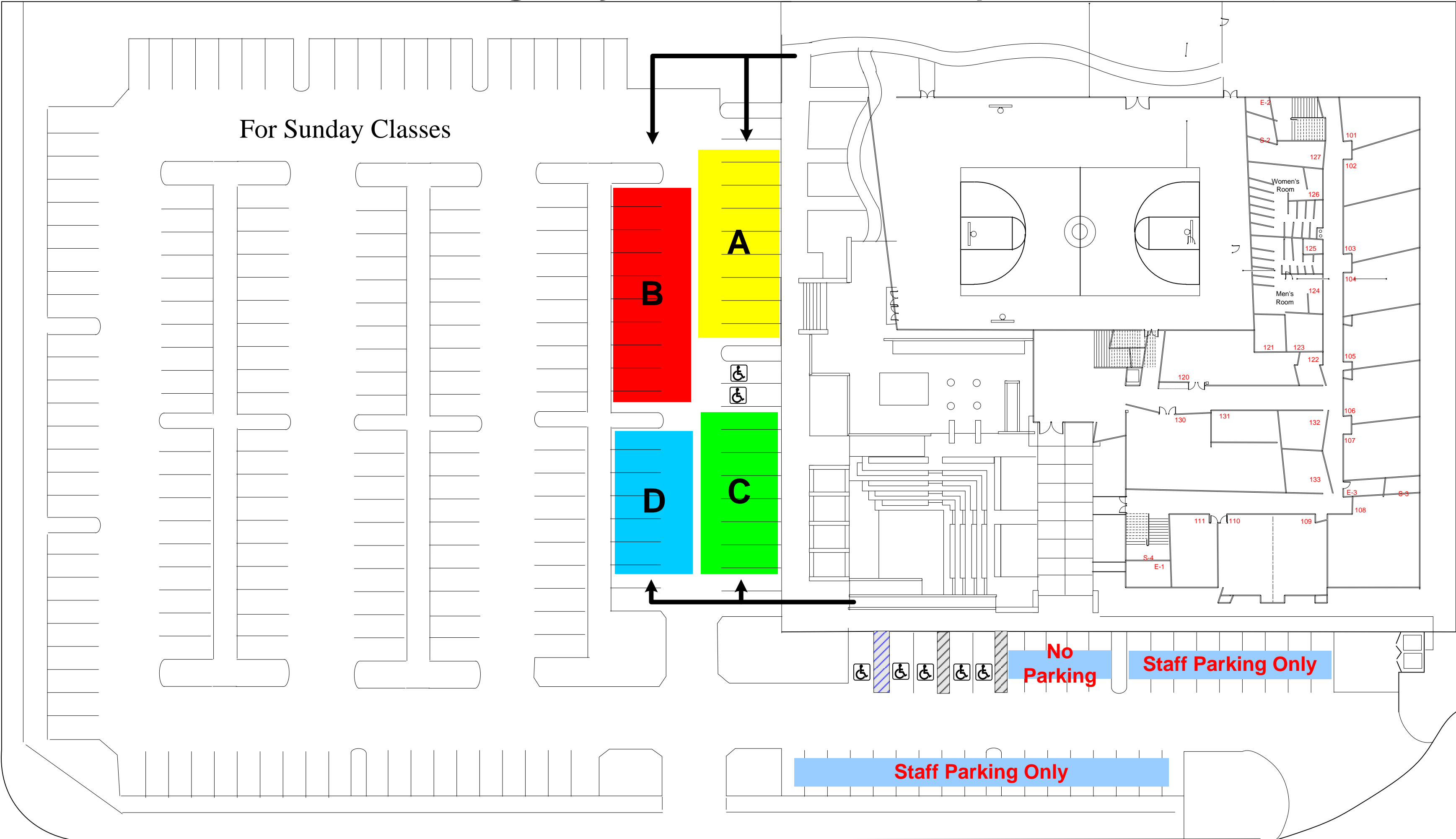
Once the roll call is completed at the assembly area, follow your teacher for further instructions.

附件III: Emergency Evacuation Area (戶外指定地點集合)

For Saturday Classes



附件III: Emergency Evacuation Area (戶外指定地點集合)



Sunday Drop-off / Pick-up Instructions

為了保護學生安全和改善本校上下學之交通流程，學校每星期日 (Sunday) 上課時的交通流程如下：

1. 學校大樓正門前方的停車區域將設定為老師及職員的專用停車位，需有停車証方可停車在此停車區域。每星期日早上起將會設立交通管制標誌，8時45分後並將會派專人看守。
2. 家長及訪客請改由中間出入口進入學校，看到交通指示牌後，如要放下(Drop-Off)學生請向前行，如要停車請向左轉 (Drop-Off 專區不可停車)。
3. **DROP-OFF/LOADING** 一進入 Drop-Off 專區後，車道分成兩條。家長請靠右邊線，同時請盡量向前停放(drop-off)學生，以便更多車輛可以停靠。完成 Drop-Off 學生或 Loading 動作後，如前面車輛尚未離開，在安全的情況下，可向左切換到直行道 (Through-Lane)，順著車輛行進路線離開校區或去停車區域。
4. **PARKING** 一進入學校左轉後有兩塊停車區域可進入停車。停好車輛後，請沿 Drop-Off 專區前後兩側進入學校大樓。
5. **PICK-UP** 一放學時接送(PICK-UP) 學生，請家長也是遵照同樣路線在 Pick-Up 專區短暫停車接送學生。如不確定學生是在 Pick-Up 專區等待，請將車輛停好後再去接學生。

To ensure student safety and improve traffic flow, the following Sunday morning traffic flow procedures will be implemented.

1. The parking spots in front of the Irvine Chinese School (ICS) Building will be reserved for staff and teachers only. Parking permits will be required when parking in this area. At 8:45 am, an on-site volunteer will be blocking this area.
2. Parent and visitor vehicles will enter the school through the middle entrance. For student drop-off, please drive forward. For parking, please turn left immediately.
3. **DROP-OFF/LOADING** – Upon entering the Drop-Off zone, please use the right lane for student drop-off and loading, and move your vehicle as forward as possible to accommodate other vehicles. If there is a vehicle in front of you when you are done, under safety circumstances, you can turn left and follow the traffic flow to park or leave the campus.
4. **PARKING** - After entering the campus and making a left turn, park your vehicle and take your student(s) to the ICS Building through either end of the drop-off zone.
5. **PICK UP** – Please follow the same procedures as those delineated for drop-off. If parents are not certain that the student(s) will be waiting at the pick-up area, please park you vehicle and then pick up the student(s).

Note: To use the handicapped parking spaces, please use the parking spots in the staff/teacher parking area.

Irvine Chinese School Sunday Traffic Direction Diagram

爾灣中文學校星期日交通路線圖

