

## New East West Academy Conduct Policies

New East West Academy is growing in our number of courses and students. We strive to ensure the safety of our students and the productivity of our school environment.

**Sign in and out.** Students must be signed in and out by a Parent or a guardian over the age of 18, when the student arrives and departs.

**Parking.** There are six parking spaces in front of the school reserved for pick up and drop off, parking time for these spots should not exceed five minutes. Please don't stop your car on the street in front of our building as it may obstruct traffic, and also please be courteous to each other while picking up and dropping off your children.

**Pick up the students.** Our class times are fixed, so please arrive at school on time. We have an assigned teacher to facilitate the students during the 10-minute pick up process. You may be charged a aftercare fee after 10 minutes. If the parents cannot pick up the children on time, or special circumstance occurs, please contact the school in advance.

**Health.** Students must be fever-free for 24 hours or with a letter from a doctor before returning to our learning center. Missed days cannot be reimbursed or refunded.

**Mobile phones.** Students are not allowed to bring their personal mobile phones into the classroom.

**School computer use and safety.** The school provides students with computers and networks for classes. Students are not allowed to use them for anything not directly related to the class.

**Personal belongings.** We provide a space for students hanging up their backpacks, lunchboxes, and jackets. Students should be responsible for their personal belongings. Please make sure they don't leave things behind, lost and found items will only be kept for 2 weeks. Please do not bring valuables to school.

**School facilities and supplies.** Please take good care of and make proper use of school facilities and supplies. Deliberate or careless actions causing damage and expenses are subject to compensation.

**Students' interaction with each other.** We strive to provide students with a safe and quality environment for learning and socializing with their companions. Improper language, gestures, rough play, and any form of bullying are not allowed, and are subject to warnings and further action.

We welcome parents to communicate with the school if you have any concerns or questions. Please review and discuss the above policies with your student and sign below.

Parent's Name Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_