

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 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 an 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.

Additional tutoring. If you want custom training/tutoring using any of our staff, please contact school directly and we'll arrange it.

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 only. Students should never use school computers with their personal log-ins.

Personal belongings. We provide a specific area for students hanging up their backpacks and jackets on the hooks. Water bottles and lunch boxes should be on the cart. 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. No student should use the pantry area or back doors. Use only the suite 100 front door for enter and exit. Deliberate or careless actions causing damage and expenses are subject to compensation.

Anti-Bullying. Any forms of bullying are not allowed and are subject to warnings and further action.

Physical contact: Avoid physical contact with other students in any rough or threatening manner. Pretend or real, fighting, boxing, wrestling or martial arts are forbidden.

Verbal and psychological bullying: Use of profanity is unacceptable, making fun of others in an embarrassing or demeaning manor, sexual gestures, language or touching, imposing nicknames, calling others other than their accepted, pressuring others to do anything they do not want to, including give money, food etc. are all unacceptable.

Acknowledged by:

Name: _____ . Signature: _____ . Date: _____