

Long Island Alliance Church Chinese Language Education Center (CLEC)

Rules for Students:

1. Students should attend classes on time every week and bring their schoolbags bearing their names, books, homework assignments, things they need for classes and the Student Handbook.
2. Students must arrive at the assembly room on or before 9:30am on the days that classes meet. No student is permitted to enter the classroom by himself/herself. All students must be led by the teachers to their respective classrooms.
3. If a student is sick or is absent for any other reasons, to the extent possible, his/her parent/guardian should notify the supervisor on duty that day or his/her teacher beforehand. Afterwards, the parent/guardian should jot down the reason for absence in the Student Handbook "Absence Notes" section.
4. Please dress appropriately in clean, tidy clothes to class. Do not wear beach sandals, lowcut or revealing garments.
5. Respect your teachers, elders and classmates. Listen to instructions from your teachers and obey classroom rules.
6. During class time, do not talk loudly in class or in public areas so as not to disturb others.
7. Do not assault your classmates or others verbally or offend them with body language. Never use any objects to attack anyone.
8. Use of cell phones in class is strictly prohibited. Students must turn off their cell phones and keep them in their schoolbags until classes are over. Without their teachers' permission, students are not allowed to use electronics in class.
9. Please use CLEC equipment gently and respect public property. Do not scribble on desks, chairs or walls. Do not spit on the floor or litter.
10. Do not bring guns, sharp objects, firearms, pornographic materials or other harmful objects to CLEC.
11. If a student misbehaves in class and refuses to change after repeated warnings, he/she will be referred to the Principal by his/her teacher. If he/she continues to misbehave, the Principal will call the student's parent/guardian to pick him/her up. If the situation worsens, we may have to consider discontinuing his/her study at CLEC.
12. If a student needs to leave early, he/she must get approval from his/her teacher and the Principal, and must leave with his/her parent/guardian.
13. During class, no student is allowed to leave the classroom unless he/she is instructed by the teacher to do so.
14. Any activity that is inconsistent with the educational goals of CLEC is not permitted on the premises.
15. If Saturday classes are cancelled due to special circumstances, we will notify parents/guardians/students through our website, email, telephone or WeChat.