

Parents' and Students' Guidelines

家長及學生守則

- Please do not touch any of the class facilities, like TV, audio systems, movable chalkboards, etc. Only faculty, staff and those assigned to do so should be handling school equipment. 請勿觸摸教室中的任何設備，包括電視、音響、展示板等，僅黎明教職員或指定使用的人可以使用這些設備。
- Please do not remove any MONTCO property from the premises or move items from the classrooms. 請勿將教室中屬於 MONTCO 的物品移到教室外。
- No eating or drinking in the hallways. Please have your snacks **ONLY** in the assigned classrooms and the Lee-Ming Office, or in the lobby areas near the vending machine. 走廊上禁止飲食。僅在學生自己的教室內、辦公室內或大廳的販賣機旁可以吃東西。
- Please don't litter! Waste receptacles are available in every classroom and in some of the hallways. Please use them! Recycling bins are also available throughout the school. Please pick up litter when you see it and keep our school clean! 請勿亂丟垃圾！請將垃圾丟在教室內或走廊上的垃圾桶中，學校裏也有垃圾分類桶，請您隨手撿起垃圾，保持學校清潔！
- **Faculty Lounge and Computer rooms are off limits.** The only rooms that should be used by any Lee-Ming Chinese School students and their families are the assigned classrooms and the Lee-Ming Office. No running or playing in the hallways or lobby is permitted before, after or during class times. Bathrooms are for toilet business only. They are not playgrounds and students/families should use them as designed and keep them clean. **禁止進入教職員休息室及電腦室。** 黎明的學生及家人僅可使用學生自己的教室及黎明辦公室，上課前、下課後或上課時間禁止在走廊上奔跑、玩耍；此外，使用廁所後請保持廁所清潔。
- Please do not visit beyond the areas being leased by Lee-Ming Chinese School for use by the school. These areas are the main Lee-Ming office, Room **123, and the assigned classrooms 112, 114, 119, 120, 121, 122, 124, 126, 127.** The lobby outside the Lee-Ming office and the main lobby may be quietly used by parents and guardians while waiting. In addition to the Parkhouse Hall Lobby, waiting parents may visit the library in College Hall or wait in the Student Dining Hall also in College Hall. There is also a nice resting area in the ATC building. 請勿到黎明租的教室以外的地方。黎明租的教室包括：**123 室、112 室、114 室、119 室、120 室、121 室、122 室、124 室、126 室、127 室。** 家長可以在黎明辦公室外的走廊及大廳等孩子下課，但請保持安靜。除了 Parkhouse Hall 的大廳以外，家長也可以到 College Hall 的圖書館或學生餐廳等候；ATC 裏面也有休息的地方。
- The computer stations in the main lobby are for use by **MONTCO students ONLY** and should not be being used by families of students in the Lee-Ming Chinese School. 大廳內的電腦**僅供 MONTCO 的學生之用**，黎明的學生及家人禁止使用。
- It is generally preferred that siblings not attending the Lee-Ming Chinese School or its programs should not be brought to the school, however we generally do not consider this a problem if they have proper parental supervision and are following the rules listed above. 一般來說，黎明希望家長不要將未在黎明註冊上學的幼兒帶到學校來，但如果他們能有家長監督並遵守以上規則，我們不限制您帶他們到學校裏來。

Thank you! 謝謝您的合作！

The Lee-Ming Chinese School Faculty and Staff 黎明全體教職員敬上