Thank you to the teachers who came to the Get Acquainted Dinner last Friday night. I also appreciate the teachers who informed me they would not be able to attend the dinner.

Please carefully read the following school polices:

1. Arrive at the classroom at least 5 minutes prior to the start of class. In order to prevent students from prank calling 911 in the future, every classroom should always be attended by a teacher during school hours. Please don’t leave the classroom immediately after class, wait till the next teacher arrives before you leave. For the teachers who teach class from 4:00pm - 5:00pm, please make sure no students remain in the classroom when you do leave.

2. Please make sure to let the students know that they are not allowed to touch or play with any of the classroom equipment especially computers, projectors and telephones.

3. Try and keep the classroom clean. Please ask students clean up the desks and floor before release. Don’t change the arrangement of the classroom, if you have to move the desks and chairs, make sure they are back in their original place when class is done. NO FOOD AND DRINKS ALLOWED IN THE CLASSROOMS.

4. Please sign your name on the sign-in sheet in the office (**Room - IRN131)**.

5. All Math and Chinese teachers need to send student homework via the school website. Homework needs to be sent out no later than by the end of the Sunday after the class.

The subject of home work should be formatted as shown below:

暨南1 - 第1周

马立平2 - 第二周

Math 3- Week 3

Bilingual 1- Week 4

6. Please check the school calendar for the pay dates and the school schedule.

<http://www.azhopechineseschool.org/ischool/index.php/Home/Link/calendar>

7. Math and Chinese teachers should send a greeting letter to the students and their families before Sep 2nd.

8. Please make sure to maintain good communication with parents. You are representing Hope Chinese School.

Please response to this email by you have read and understand the policies.