

Disciplines Procedures (subject to all laws applicable to FTAA)					
Name of Disciplinary Procedures	DP1 (Warning)	DP2 (Office)	DP3 (3-way)	DP4 (Suspension)	DP5 (Expulsion)
Demerit Points 扣分	1-2	3-5	6-9	10-19	20 or more
Disciplinary Procedures (DP), in addition to federal, state and local laws. 纪律程序, (此外學生必須遵守美國聯邦、紐約州及地方法律)	Oral warning and document by teacher 教师口头警告, 记□。	See Student Affair Teacher, community work. Student may be asked to write an essay (> 200 words). 训导老师约谈, 参加勞動, 寫不少於二百字反省。	3-Way Conference (Parent/Student/School), lost privileges, community work, essay (> 400 words), restitution for loss. 学生、教师、家长会, 停止部分活动, 参加勞動, 賠償損失, 不少於四百字反省。	Suspension from school up to 10 school days, restitution for loss, essay (> 600 words) 停课查看, 最多十学日, 賠償損失, 寫不少於六百字反省	Restitution for loss. Possible expulsion and calling police. 賠償損失, 面臨开除学籍, 法辦。
Expectations: details in Student Code of Conduct (SCC), 学生守□					

Category 1 Infractions, 第一□ (minor, 輕)	1st 一次	2nd 二次	3rd 三次	4th 四次	5th 五次	>5
1. Address teachers by proper title and last name. Respect teachers and staff. Greet teachers by last name: Mr. Smith, not John; Mrs. Jones, not Susan. 可称呼□老师, Susan 老□等. Raise hand before asking question, answer teacher, no talking without permission in class . Activities unrelated to class are not allowed (e.g. reading other books, listening to music, looking at phones, laptops, no drinking or eating, including chewing gum, etc.) 尊重老師 及員工, 举手提问, 回答老师, 上□不得随意说话, 不得做與上課無關的任何事 (看其它讀物, 聽音樂, 看手機、電腦、吃、喝、嚼口香糖等)。	1	1	1	2	2	2
2. No loud noise, no running in school building. No littering in school and dorm. Do not disturb other students in class and during self-study time. 保持学校肃静整洁, 室内不追跑打闹, 不影響其他同學聽課及自習。	1	1	1	2	2	2
3. Tardy: Fail to show up in class on time. Boarders fail	1	1	1	2	2	2

to get on bus on time. A tardiness greater than 10 minutes is considered absence for the class. Teachers have right to excuse tardiness with valid reasons (e.g. insufficient time between classes). 準時上課。準時上校車。迟到超过十分钟按旷课处理 学生如有正当理由(如课程安排造成迟到),教□可原□。						
4. Follow school dress code (SDC), maintain conservative appearance (hair, makeup). 服裝、髮型及化妝品使用要莊重保守。	0	1	1	2	2	2
5. Do not lend / borrow money from fellow students 學生禁止互相借□	1	1	1	2	2	2
6. Follow school electronic usage policy 遵守電子□品使用規定	1	1	1	2	2	2
7. No business activities (profit making) among students. 不許在學校及宿舍買賣賺錢。	1	1	1	2	2	2
8. Apply for leaves in writing, subject to department chair approval. 請假須交書面申請,批准后方可離開。	1	1	1	2	2	2
9. Other offences similar in seriousness 其它□似性□□。	To be determined by school administration. 校方酌情記過。					

Category 2 Infractions 第二□ (serious, 較重)	1st 一次	2nd 二次	3rd 三次	4th 四次	5th 五次	>5
1. No offensive languages 不□□□,和冒犯他人的□言。	1-3	2-4	3-5	4-6	5-7	6-8
2. Obey Teachers and staff. Insubordination is not allowed. 聽從教師、員工指令不得違抗。	1-3	2-4	3-5	4-6	5-7	6-8
3. No dishonest conduct (SCC) 不□謊。	1-3	2-4	3-5	4-6	5-7	6-8
4. No gambling of any kind 禁止賭博。	1-3	2-4	3-5	4-6	5-7	6-8
5. Abuse School IT security rules are prohibited 違反學校電腦網絡安全規定。	1-3	2-4	3-5	4-6	5-7	6-8
6. No violence, including fighting (all parties are at fault) 禁止暴力行爲,包括打架(雙方都有□)。	1-3	2-4	3-5	4-6	5-7	6-8

Category 3 Infractions 第三類	1st 一次	2nd 二次	3rd 三次	4th 四次	5th 五次	>5
1. Absolutely no cheating and plagiarism in tests / exams. □□禁止考□作弊、抄襲。	3-5	4-6	5-10	6-10	7-10	
2. No inappropriate materials and activities (SCC), 禁止不良□物及行□。	3-5	4-6	5-10	6-10	7-10	
3. No bullying, no hazing. 禁止欺凌及羞辱。	3-5	4-6	5-10	6-10	7-10	
4. No discrimination of religious beliefs, racial and ethnic background. 禁止歧視宗教信仰、種族。	3-5	4-6	5-10	6-10	7-10	
5. No tobacco or alcohol 禁止烟酒。	3-5	4-6	5-10	6-10	7-10	
6. Absolutely no dating and intimacy (SCC) □□禁止男女生戀愛、交友。	3-5	4-8	5-10	6-10	7-10	

7. Absolutely no banned substance (SCC), <input type="checkbox"/> <input type="checkbox"/> 禁止携 <input type="checkbox"/> 使用 <input type="checkbox"/> 禁物品, 毒品。	10-20	10-20				
8. Absolutely no theft and vandalism. <input type="checkbox"/> <input type="checkbox"/> 禁止 <input type="checkbox"/> 盜与故意 <input type="checkbox"/> 坏公物。	10-20	10-20				
9. Other offences similar in seriousness 其它 <input type="checkbox"/> 似性 <input type="checkbox"/> <input type="checkbox"/>	To be determined by school administration 校方酌情記過。					

No dating and intimacy (between students of opposite genders)	男女生之間行爲準則
No hand holding (handshaking in special public events are permissible)	不准拉手(公共場合禮儀需要握手例外)
Boys and girls shall avoid casual body contacts, such as hitting, kicking, patting, high-fives	避免身體接觸,包括打、踢、拍、擊掌等。
A boy and a girl shall not have private, out-of-sight moment together, including talking, walking, biking and others, on campus and in classroom, regardless of nature of topics.	在校期間,一男生一女生不得在私下交談、散步、 <input type="checkbox"/> <input type="checkbox"/> 等,無論任何內容。
Club activities need at least 3 people.	社團活動至少要三人。
Students of opposite genders shall try to avoid playing sports and games together.	體育運動和遊戲,男女要尽量分開。包括羽毛球, <input type="checkbox"/> <input type="checkbox"/> 球、籃球、飛盤等。

Last Revised 6/8/17