



**HOLY MARTYRS OF VIETNAM CATHOLIC CHURCH
RELIGIOUS EDUCATION AND VIETNAMESE LANGUAGE OFFICE**

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STUDENT RULES AND RESPONSIBILITIES

To help students grow in faith and become a good student, the students and parents need to follow the rules set out below:

Timely Arrival:

- Students must arrive at class on time and attend classes regularly. If a student arrives 15 minutes late, a parent's permission note is required to enter the class. If a student is 30 minutes late, the student is considered absent for the day.
- To ensure the safety of the students, students are only allowed to enter the school 15 minutes before class starts and leave no later than 10 minutes after class ends.

Absences:

- If a student is absent, parents must send permission notification in advance to the student's teacher or to the Main Office.
- Students with unexcused absences of more than four (4) times will not be admitted to class unless the parent discusses with the Main Office in person. If there are more than six (6) unexcused absences for any reason, the student will be suspended for the school year and will not be able to advance to the next grade.

Attire:

- Students must wear appropriate attire when in school; The Vietnamese Eucharistic Youth uniform is considered appropriate.
- Male students wear a collared shirt or T-shirt, long trousers/khaki. Female students wear a shirt/blouse, trousers, or knee-length skirt.
- Do not wear revealing clothes, tank tops, shorts.

Classroom Manners:

- Students must be polite and respectful to the teachers/TAs.
- Students are not allowed to leave the classroom arbitrarily during class time. If a student needs to go out, he/she must get permission from the teacher in charge.
- Students must follow the instructions of teachers/TAs. If a student refuses to follow the instructions of the teacher/TA or disrupts the class in any way, he/she will be sent to the Main Office. If necessary, the Main Office will contact the students' parents or request the parents to visit the Main Office for further discussion.
- During class time, students are not allowed to use cell phones and electronic devices (Electronic devices: BlackBerry, iPod, MP3 Players, iPad, Tablets, eReaders, Laptop, Notebook, Camera, Headphones, Headsets, etc.). The teacher/TA may send the student to the Main Office, if caught doing so.

Class Assignments and Homework:

- Students are required to complete all class assignments and homework.
- Each semester will have two (2) exams: one (1) mid-semester and one (1) end-of-semester exam. If a student does not achieve a year-end GPA of Seven 7 points or seventy points, they will not advance to the next grade.

School Campus Disciplines:

- Students must maintain hygiene and general order on the school premises. Students must not move or steal classroom furniture, books, or supplies. If there is evidence of such actions, parents will be fully responsible.
- Students are not allowed to bring into the classroom or school premises sharp objects, explosives, drugs as well as weapons. If a student is found to be in violation, the Main Office will report it to the police and notify the parents.

Picking up/Dropping off:

For the safety of the children, parents must pick up and drop off their children on time. Follow instructions of the traffic directing volunteers during pick up and drop off.

Cellular Phone or Smart Watches:

- Youth should not have or be using a phone or smart watch during a catechetical or youth event.
- Parents need to know that cell phones or smart watches are not needed during a religious education or youth event.
- To assist in this policy, please be reminded that your child/children do not need to have a cell phone or smart watch during a religious education/youth event. We will ask the students to put their names on masking tape, attach them on their phones/smart watches, and put them in a box before class starts and retrieve these when they exit the class once the class is over.
- Please reach out to teachers in an emergency situation.

*** Note:**

- Parents are requested to always monitor and remind their children to follow these rules and responsibilities.
- When violating the rules, depending on the level, students will be disciplined according to the decision of the Executive Board after consulting with the relevant class teacher.
- If a student has special needs, please notify the Main Office in advance or at the beginning of the school year to avoid any misunderstanding.
- For more detailed questions or concerns, please contact the Main Office.