



京华中文学校 *Infinity Chinese School*

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## 学生指南 **STUDENT GUIDE**

本指南概述对参加网课学生的要求。学生必须熟悉并遵守这些规则以维持积极向上且高效的在线学习环境。如有任何疑问，请联系学校办公室澄清。

This guide outlines the expectations for students participating in online classes. It's essential for students to familiarize themselves with these rules and adhere to them to maintain a positive and productive online learning environment. Should you have any questions or concerns, please reach out to the school office for clarification or assistance.

### 课堂规则 **Online Classroom Rules**

1. 选择合适的位置: 找一个光线充足、安静、不受干扰的地方上课。  
Choose the right place: Find a suitable, well-lit, and quiet space without interruptions.
2. 保持礼貌和尊重: 使用适当的语言, 避免穿着不当的服装。  
Be polite and respectful: Use appropriate language and avoid wearing inappropriate clothing.
3. 做好准备: 提前准备好所有上课所需要的全部东西。  
Be prepared: Have all necessary materials ready before class begins.
4. 准时: 准时参加课程, 如需迟到或早退, 应在上课前通知老师。  
Be on time: Attend class punctually and inform the teacher in advance of any early departures.
5. 使用真实姓名: 在网课教室里必须使用真实的姓名。  
Use real names: Students must use their real names to sign in to the Zoom classroom.
6. 开启摄像头: 屏幕上始终保持头部清晰可见, 不可使用照片、图片或卡通图像替代真人。  
Turn the camera on: Keep your face clearly visible and avoid using photos or cartoons.
7. 关闭其他应用程序和设备: 关闭无关应用程序和电子设备, 不讲话时将麦克风静音以减少干扰。  
Turn off other devices: Minimize distractions by closing unrelated applications and devices, and muting your microphone when not speaking.

8. 保持在线和就坐:未得允许,不能随意离开网课教室和座位。  
Stay in the classroom and seated: Do not leave the classroom or your seat without permission.
9. 全神贯注:上课期间不可干任何与学习无关的事情。  
Pay attention: Avoid engaging in unrelated activities during class time.
10. 积极参与:踊跃参与课堂活动,及时回答老师提问。  
Be responsive: Actively participate in class discussions and activities.
11. 保护隐私:严禁截屏、录音、拍照、录像、和外传班里的信息。  
Maintain privacy: Taking screenshots, photos, videos, or recordings of class materials or sharing class information with anyone outside of the class is prohibited.

## 学术规则 **Academic Rules**

1. 缺勤:非紧急情况,缺勤需提前通知老师和学校办公室并按时交作业、配合补课。  
Absence: Notify the teacher and school office in advance for non-emergency absences, and fulfill responsibilities regarding homework, assignments, and makeup class arrangements.
2. 作业:按照老师的要求完成并上交作业。  
Homework: Follow the teacher's instructions for completing and turning in homework.
3. 成绩:对自己的成绩负责,并接受老师给出的最终成绩。  
Grade: Be responsible for your grade and accept the final grade given by the teachers.
4. 作弊:严禁任何形式的作弊。  
No cheating: Cheating in any form is strictly prohibited.

## 纪律 **Discipline**

1. 有作弊行为:任何作弊行为都将导致成绩被取消。  
Cheating: Any involvement in cheating will result in zero credit for all parties involved.
2. 违反隐私规则:违反保护隐私的规定可能导致法律后果。  
Violation of privacy rule: Violations may lead to legal consequences.
3. 过度缺勤:两次或两次以上未提前通知的缺勤可被视为自愿退学。  
Absences: Two or more absences without notification may be considered a voluntary withdrawal.