监护人职责及指导手册、监护权声明

Guideline for Supervisors/Supervision Statement

Chaperoning is an important responsibility and needs to be taken seriously. The safety of all is compromised when chaperones do not follow the established procedures. We like our chaperones to behave in a positive manner and dress professionally during the school visits. . Inappropriate language is unacceptable for adults or students. No Physical contact is allowed between chaperones and students. It is illegal to hit or spank a child in America. Please be mindful of your behavior around all children.

监护人的职责在团队中尤为重要，如果监护人在团队出行中没有遵守现有的规章制度，整个团队的安全将不能保证。在插班期间，我们希望我们的监护人衣着整齐，行为端正，态度积极，为学生做好榜样。监护人应注意自己言谈举止，不得辱骂及体罚学生。

*Please initial that you understand and next to each rule below*

*请在每一项规则前标注并确保已理解此项规则*

**School**

**学校方面**

\_\_\_\_\_\_\_Please be aware of what your students are doing and discuss any inappropriate behavior to the school staff and AIA staff. Please make sure that all students behave in an appropriate respectful manner at ALL times.

\_\_\_\_\_\_\_请时刻提醒学生们注意其言谈举止，不得对学校及AIA员工有任何不当言行及举止，确保在插班期间每位学生言谈举止得当；

\_\_\_\_\_\_\_\_It is your responsibility to report any students who are absent from school. Please contact AIA staff.

\_\_\_\_\_\_\_\_在校期间，若有学生因故缺席，监护人要负责通知AIA员工；

\_\_\_\_\_\_\_\_A chaperon/teacher is expected to be at the school at all times while the students are at the school. Students are not allowed to be left alone on the campus.

\_\_\_\_\_\_\_\_学生插班期间，学校内至少须有一位监护人或者老师全程陪同，学生不允许独自离开学校；

\_\_\_\_\_\_ Chaperones must deal with all behavior problems. If the principal calls a child into his office for misbehavior a chaperone must be with him/her. If the misbehavior continues, the student will be asked to leave the school and depending on the problem, the host family as well.

\_\_\_\_\_\_ 监护人必须为学生一切行为不当付责任，如果学生因个人行为恶劣被当地校长带到办公室训导，监护人须全程陪同。如果教导警告后再次出现行为恶劣问题，该学生将会被学校劝退，寄宿家庭视情况也不再接待该学生；

\_\_\_\_\_\_\_If students are asked to leave the program for misbehaving, students are left in the care of the chaperone at the student’s expense.

\_\_\_\_\_\_\_如果学生因为行为恶劣被学校劝退，监护人将会有部分或全部责任；

\_\_\_\_\_\_No smoking is allowed on school property or anywhere around the school property. No child form Lakeside school district can see a chaperone smoking. If this happens you will be asked to leave the program.

\_\_\_\_\_\_\_校内禁止吸烟，如若发现，将会被学校劝退；

**Homestay**

**家庭方面**

\_\_\_\_\_\_\_\_ No smoking is allowed inside Host families’ homes.

\_\_\_\_\_\_\_\_ 禁止在寄宿家庭内吸烟；

\_\_\_\_\_\_\_\_ You may not treat your host family like your employee. Host families host students because they want the cultural experience. When you are with a host family, you participate and immerse your self in their activities. You do not choose the activities, the host families do.

\_\_\_\_\_\_\_\_ 禁止把寄宿家庭当做雇员或你的服务人员。寄宿家庭之所以接待你是因为他们想要这种文化体验。你要把自己当做家庭的一员，参加家庭组织的活动；

\_\_\_\_\_\_\_\_\_ If you mistreat the host family, you will be asked to leave the program.

\_\_\_\_\_\_\_\_\_ 如果你不尊重寄宿家庭，我们只能停止你的插班项目；

\_\_\_\_\_\_\_\_\_ Swimming is strictly forbidden.

\_\_\_\_\_\_\_\_\_ 出于学生安全考虑，禁止游泳；

**Illness**

**生病情况**

\_\_\_\_\_\_\_ If a child is sick, the child will stay home with the host mother. If the student is in need of medical attention, the host mother will take the student to the hospital or doctor. Chaperons must accompany the student to the medical facility and bring a credit card to cover ALL the costs. Students never go to a doctor or hospital without their chaperone.

如果学生在学校期间生病，寄宿家庭会把学生接回家。AIA工作人员会通知领队/监护人。孩子痊愈之后会返回学校。如果学生需要看医生或者去医院，领队/监护人必须陪同学前往，并支付所有费用。

**Trips and Excursions**

**外出游览项目**

\_\_\_\_\_\_\_\_Whenever boarding a bus, please check to make sure all students in your group are present and seated. (please do this from your seat without blocking the aisles as our tour guides will want to do a head count)

\_\_\_\_\_\_\_\_外出期间，上下车时请随时清点学生是否全部到齐，随时清点人数；

\_\_\_\_\_\_\_\_ Please be flexible when the itinerary changes. Sometimes buses are late and traffic is bad. You need to be flexible. (On occasion the itinerary may need to be modified)

\_\_\_\_\_\_\_\_对于行程变更，大巴车迟到及交通堵塞问题，请注意随时安抚学生；

\_\_\_\_\_\_\_ Whenever the itinerary calls to tour in chaperone groups, please be certain of the pick up location and time. Be sure you confirm with the Tour Guide the pick up time and location prior to leaving the bus

\_\_\_\_\_\_\_\_请随时注意集合的时间和地点，随时跟随团导游保持联系；

\_\_\_\_\_\_\_\_ If a student is missing, notify the Tour Guide immediately

\_\_\_\_\_\_\_\_如果学生走失，请立即联系导游寻找。

**Emergencies**

**紧急情况**

\_\_\_\_\_\_\_\_ In case of any Emergency, please contact a staff member or in case of a severe emergency call 911

\_\_\_\_\_\_\_\_任何紧急及突发情况，请随时联系我们的工作人员或直接拨打当地报警电话911

CHAPERONS AND STUDENTS DO NOT LEAVE THE GROUP FOR ANY REASONS. PLEASE REMAIN POSITIVE!

请注意：监护人及学生在任何无理由的情况下不能随便脱团！另外，请随时保持积极乐观的态度！

**CHAPERONE CONTRACT** I have read and I understand the **CHAPERONE RESPONSIBILITIES AND GUIDELINES. I have read and agree to go by the**

I will comply with these rules and regulations at all times.

**监护人：我已阅读上述全部关于监护人职责及指导，并会严格执行！**

CHAPERONE SIGNATURE

**监护人签字**

PRINT NAME

**监护人姓名**

DATE

**时 间**

**\*\* *Return to person in charge of your trip. AIA must have this form on file PRIOR TO ARRIVAL . NO EXCEPTIONS*.\*\***

**\*\*出行前请将负责人或监护人签字的文件交至AIA\*\***