**New Student Transition Guidelines – Grade 6**

To help new students adapt smoothly to middle school life and understand expected behavior, the following rules have been established based on national student conduct codes and school policies. These apply from the first day of orientation and beyond.

**1. Arrival and Entry Guidelines**

**Time:** Morning arrival window

**Dress and Appearance:**

* Wear your former school uniform and red scarf, or neat student-style clothing. Shorts and slippers are not allowed.
* No dyed or permed hair. Boys' hair must not cover eyebrows, ears, or collar. Girls must tie hair in a high ponytail with black or dark blue ties; bangs should not cover the eyes.
* No jewelry such as necklaces or earrings. Fingernails must be trimmed to less than 0.5 cm, and nail polish is not permitted.
* Greet teachers and classmates politely upon arrival.

**2. Etiquette and Manners**

* Smile when seeing a teacher from 3 meters away, and greet them clearly when closer.
* Introduce yourself politely to classmates. Avoid nicknames or inappropriate language.
* Say “thank you” after receiving help and “goodbye” when leaving. Avoid impolite words like “hey” or “yo.”

**3. Classroom Conduct and Study Preparation**

**Before Class:**

* Arrive and be seated at least two minutes before the bell.
* Arrange materials as follows: textbook on the left, notebook on the right, pencil case in the center, all 5 cm from the desk edge.
* Store your backpack in the classroom locker and close the door.
* Do not bring mobile phones, toys, or snacks. Only water in bottles or flasks is allowed.

**During Class:**

* Stay silent and perform the greeting when the teacher enters. Wait for the teacher's dismissal before leaving your seat.
* Focus during lessons. Raise your right hand (above shoulder, not resting on the desk) and speak only when called upon.
* Avoid interrupting, speaking loudly, or engaging in unrelated activities.

**4. Mealtime and Daily Habits**

**In the Cafeteria:**

* Walk quietly and follow your class’s schedule. Sit in the assigned seat and remain calm while eating.

**Mealtime Rules:**

* Finish your rice; leaving more than one-third will be recorded.
* Clean your table after eating, dispose of leftovers properly, and return trays gently.
* Do not bang utensils, play, or waste food.

**5. Safety and Conduct Guidelines**

**Campus Safety:**

* No running or pushing in hallways or on stairs. Use the right side and step carefully.
* No climbing on structures or entering restricted areas without supervision.
* Inform your teacher immediately if you feel unwell.

**Public Area Behavior:**

* Do not run or play rough games indoors. Sports activities must take place outdoors.
* Flush toilets after use. Do not lock others inside or play pranks.
* Handle school property carefully. Report and compensate for any damage.

**6. Rule Violations and Consequences**

**Point Deductions:**

* Tardiness: –1 point per instance
* Dress code violations: –1 point
* Disruptive classroom behavior: –1 to –3 points
* Running indoors: –1 to –2 points

**Disciplinary Measures:**

* First offense: class-level public notice
* Second offense: grade-wide or school-wide notice
* Two school-wide offenses: administrative warning (recorded)
* Serious violations (e.g., fighting, cheating, phones in class): immediate formal warning or stronger punishment; loss of awards eligibility

**Reminder:**
Following these rules helps students integrate smoothly and avoid stress. If you have any problems, such as losing items or getting lost, please contact your homeroom teacher.