

华夏中文学校家长和学生守则

华夏中文学校是以非营利为目的，以华裔学生为主的周末学校，是我们自己的家园。我们为了能够更好的做好工作，最大限度地教导我们的孩子，我们邀请您共同爱护和参与我们。敬请家长做到：

1. 根据中文学校和 Providence Day School 签署的正式合同，教学楼里严禁吃东西和喝除清水以外的饮料。
2. 学生必须爱护教学楼里的公物，不得损坏任何设备。
3. 学生必须遵守课堂纪律，不得大声喧闹，不得扔东西或做任何影响其他学生学习的事，否则，老师或家长代表有权请其离开教室。
4. 家长有义务教育和督促自己的孩子遵守学校纪律。如有其他家长或老师反映其孩子不遵守课堂纪律，家长有责任坐镇班上监督自己的孩子。
5. 对屡劝不改的学生，学校有权让其退学。
6. 除老师之外所有学生家长都有在课堂值班的义务。值班家长要协助老师维持课堂秩序，监督学生。若不值班，又没有提前通知家长代表和请别人替代，校方有权罚款一百元。如有情况自己处理不了，要及时向校委会反映。
7. 学生不得在教学楼里使用带轮子的鞋滑行；不得使用电梯；不得乱扔东西。
8. 敬请家长准时接送孩子。迟到和延后接孩子都会给老师造成困难。
9. 课间休息时间，敬请家长督促孩子安全。严禁攀爬树木，损害花草。
10. 紧急出口仅在非常时间使用，休息时间不可使用。
11. 除小班(1班,3班)外家长一律不准进入教室“陪读”。
12. 敬请小班“陪读”的家长在进入教室前关闭手机，不得在教室内接听手机。
13. 家长在上课间不得在教学楼走廊滞留,大声喧闹影响教学。
14. 家长不得在老师停车位置及消防区停车。
15. 对于违反学校此守则的家长和学生,学校校委会将给予警告，罚款，劝退，直至开除的处分。
16. 学期过半其本学期费用一律不予退还。
17. 因违反学校纪律被劝退，开除的学生其费用一律不予退还。另外如有公物财产损失必须按市价赔偿。

Charlotte Chinese Academy Students and Parents Rule

1. Students are not allowed to eat or drink anywhere inside the classroom or classroom building. Students are only allowed to use the water fountains. PDS and CCA require all students and parents to strictly follow this rule.
2. Students and parents are required to not remove any Providence Day School equipment from any classroom and must protect all of the equipment and items in the classroom and in the building.
3. Students and parents are not allowed to use PDS teachers' paper or other products in the classroom such as tissue, notepads, construction paper, copy paper, etc.
4. Students must obey the teacher's instruction during the class. Students should listen attentively. Behavior that disrupts the class or other students is grounds for a student's dismissal from class. The teacher reserves the right to determine what acceptable student behavior is.
5. Parents need to encourage their children to follow classroom rules. If a teacher reports a student's bad behavior, the student's parent is required to attend class to monitor his/her child's activity and correct the student's behavior.
6. CCA reserves the right to expel frequent student offenders.
7. On-duty parents have the responsibility to help teachers maintain class discipline. On-duty parents are required to sit in class. If an on-duty parent can't attend the class and does not inform the room parent in advance, CCA will levy a \$100 fine on the on-duty parent.
8. On-duty parents should report any problem that cannot be managed to an on-duty board member immediately.
9. Heely shoes (shoes with wheels) are strictly prohibited inside the school. The elevator cannot be used while the school is open.
10. Parents and students are asked to not litter either inside the building or outside. Please use the provided trash cans.
11. Please drop off and pick up your children on time. Tardiness and late pick-ups inconvenience teachers.
12. During recess, parents are responsible for their own children's safety and behavior. Do not let your children climb trees, or walk in garden areas.
13. Please don't use the emergency exit EXCEPT for a real emergency. CCA will put cones in front of those exits during school hours.
14. On-duty or sit-in parents must turn off their cell phones when inside the classroom. Using a phone inside a classroom during class is strictly prohibited.