

CCC Connecticut Chinese Language Academy

Parent Manual

康州华社康华中文学校家长守则

2008-2009

康华中文学校为确保学生在校期间能遵守学校的各项规则和其人身安全,特订立以下规则,愿家长遵守:

In order to enforce the school policies and maintain the students' safety, please read, understand and follow the rules below:

1. 请家长监督孩子每次上学时准备好所有的书本和学习用具,将学生按时送到指定教室,直到见到授课老师;下课后请按时接走自己的孩子,不要让学生自行寻找家长,学生不得独自逗留在学校。

Please make sure your child or children prepared with the necessary textbooks and tools before school. Please accompany the students to the designated classrooms to meet the teacher at the classroom; and please meet your child or children at the classroom when class completes. Students should not be wondering and looking for their parents in school.
2. 言传身教,嘱咐学生文明礼貌,爱护公物,遵纪守法,尊师爱幼。家长开车时应注意学生与其他行人的安全,不违规停车。违规者自付拖车费或罚金。家长与学生不随意在楼道中走动,不打闹哄笑,大声闲谈,不乱跑。保持教学楼安静,不玩弄警铃,不乱打紧急电话,不损害公物,违者自负其责。

Be a role model to your child/children, teach them respecting teachers, others and facilities, and following rules. Drive safely and park in the designated parking area. You are responsible for parking tickets or any other traffic violations. No walking, running or playing, chatting in the hallway while classes are in progress. Please do not play with the fire alarm, emergency phone. You are personal responsible for any damage caused by your child/children to the facility.
3. 建议家长在家同孩子多讲中文,监督孩子完成好每周的作业。如果学生不能到校,家长有责任提前向任教老师说明。之后,家长责成学生补上所落下的作业和课程。

Please speak to your child (ren) in Chinese whenever you can (CHL only). Monitor your child/children's home progress. If a child is absent from a class, parents must notify the classroom teacher before class begins to report the absence and reason for the absence (illness, religious observance, etc.). In such case, please make sure students make up the class lessons and homework.
4. 家长应教育孩子遵守课堂纪律。学生如果在课堂上表现不好,经说服教育不改者,任课老师和学校负责人会通知家长到校和学生一同听课,负责维持秩序。学校仅鼓励中文外文部的家长和孩子一同听课以便了解学习进度。但不欢迎其它没有注册的孩子在课堂内听课或影响秩序。

Parents should teach their children to follow the rules in the classroom. Parents may be asked to accompany their children in the classroom per teacher and program officer request if the students fail to follow the instructions repeatedly. If needed (especially for

CFL parents who are required to understand their child (ren) learning pace), parents are allowed to sit in the class, but student' siblings who have not registered are unwelcome.

5. 欢迎家长多给老师出谋划策, 提出意见和建议, 有任何问题都可以同老师联系. 如有作业不甚清楚的地方, 也要及时和任课老师联系.
Parents are welcome to provide suggestions, ideas for improvement, etc. The communications between parents and teachers are vital for the success of the school. If you are not clear about any homework requirements or instructions, please contact the teacher promptly.
6. 学校在一些特殊的节日会有些活动安排, 希望家长主动配合, 鼓励学生多参与.
The activities, celebrations or events are integral part the school functions. Please actively participate, assist or help organize these functions and encourage your child/children to be part of the activities.
7. 学生有二十分钟的课间休息, 在此期间, 学生可以吃自带的小食品, 饮水. 如果你的孩子有什么食物过敏, 请在开学第一天或更早和学校有关人员联系. 任课老师将要求所有家长避免带此食物.
There is a 20-minutes recess each school day. During the recess, students can bring drinks, food/snack. Please let your teacher know if your child is allergic to any particular food.
8. 学生若在校出现伤病等意外情况, 任课老师及校方值班人应尽力妥善处理, 迅速通知家长或招叫救护车送往医院. 家长须向校方提供有关学生医疗保险的必要资料和紧急联系方式. 校方包括任课老师个人不承担学生的医疗及事故保险责任, 学费中亦不含此款.
If student is sick during the school, the teacher and parent on duty will inform you immediately and take appropriate measure or call for ambulance. Parents are required to provide necessary medical insurance information, the emergency contact information and medical release. Neither the school nor the teachers are liable for the medical treatment and related expenses.
9. 值班家长应在课前与课后摆好教室桌椅, 保持教室清洁, 帮助照看学生.
The parents on duty are responsible to help arrange/organize the classroom before and after the class, maintain the cleanness of the classroom and take care of the students.
10. 如果学生需要转班, 家长应该先与原班教师联系, 然后向校方提出申请, 由校方工作人员作出合理安排.
If any student needs to transfer between classes, parents should communicate with class teacher first, then submit the request (oral or written) to school. School officer will provide the reasonable arrangement.
11. 家长应及时阅读学校的电邮, 并注意学校的年历. 如因忽略电邮和年历造成损失, 学校概不负责.
Parents need to pay attention to the emails from school as well as school calendar. The school is not liable for any loses due to neglecting the emails or school calendar.