



Connecticut Chinese Language Academy (CCLA)

www.ccla-ct.org

CCLA School Policy – CREC Campus Usage Policy 康华中文学校校规-CREC ASI 学校教室使用规则

各位家长，我们康华中文学校2018-2019新学期将要搬到新的校址，CREC Academy of Science and Innovation，这是一个6-12年级的中学校园，由哈特福德地区教育委员会（CREC）经营管理。该校园的地址是：600 Slater Rd, New Britain, CT 06053。

为了长期、安全、有效地使用新教室，请大家仔细阅读以下条款。

- 1) Classrooms must be returned to its original condition at the end of the class. It is the teacher, the parents and the students' responsibility to restore the classroom to its original condition. Please take a picture of the classroom before entering and ensure desks and chairs are put back to their original condition correctly.

教室用完后必须放回原样。上完课后，老师，家长和学生应该一起负责把桌子椅子摆回原样。请上课前，标明桌椅是怎样摆放的，这样有助于把桌椅放回原样。不许把桌椅挪出教室。

- a. Do not touch any items or use any school supplies in the classrooms. Supplies will be provided by the CCLA administration for use in class. 教室里任何一样东西都不能碰！康华老师会自带文具用品。

- b. All the equipment in classrooms is **not** to be disturbed. 教室里的任何器械都不能碰。

- 2) Trash must be thrown away in the trash cans or take away with you. 所有的垃圾必须扔进垃圾桶里，或随身带走。

- 3) The elevator is not in service for regular use, but only for handicaps and medical reasons. If needed, the elevator will be operated by the security guard only.

教学楼里电梯不提供载人服务，残障人和特殊医疗需要除外。如有必要，由学校保安负责操作。

- 4) Students and parents absolutely cannot enter any of the CREC faculty offices or classrooms not assigned for CCLA usage.
任何学生和家​​长都绝不允许进入教师的办公室及非中文学校上课用教室。
- 5) Students cannot run in the hallway during recess. The parent on duty needs to provide supervision to the students.
学生绝对不能在走廊里跑。课间休息时，每班值班家长要在走廊里维持秩序。
- 6) Keep the bathroom sinks and toilets clean. Report to the school administrative team for any emergency.
请保持厕所的清洁卫生。若有紧急情况或事故，立即报告校务管理。
- 7) Parent groups cannot use classrooms for any purposes without the permission from the school administrative team.
家长团体不得擅自用教室。如有需要，须经校务管理批准。
- 8) Parents are welcomed to stay in the dining hall during class times. Please be aware of others' privacy and keep quiet.
欢迎家长在孩子上课期间在CREC的食堂休息。请注意互相保留私人空间，不要喧哗。
- 9) CREC has limited parking space. Parents are encouraged to make more drop-offs and pick-ups if possible. If the lot is full, please try to do off-street parking nearby. Pay special attention to traffic, please.
该校园停车场车位有限，请大家尽量不在校园停放车辆。如果没有空位，请大家就近沿街停车。请注意安全。
- 10) With respect to insurance, the student's parents or legal guardians are responsible for his or her liabilities, and the CCC affirms its self-insured status for its own liabilities.
关于保险问题，学生家长或监护人对其负责。
- 11) The parents' representative of each class is responsible for arranging the duty roster of safety and hygiene supervision. By Saturday, the parents' representative will remind the parents of duty of their responsibilities. Parents on duty should arrive at school at least ten minutes before classes. If for some reason they cannot make it, they must switch with other parents, and inform

parents representative in advance to request help and timely adjustment. If not, the absent parent is required to pay the compensation fee (\$20 each time), and the parent representative and/or classroom teacher will arrange for another person to fulfill the duties. The compensation must be submitted to the parent's representative within 4 weeks. In the event of default, the parents' representative may record and notify the parent and the Board of CCC within 8 weeks.

各个班级的家长代表负责安排安全及卫生监督的轮流值日表。每个星期六之前，家长代表会提醒值日的家长有关值日事宜。值班家长应提前十分钟到学校，做好值日工作。因故不能值班者，可自行与其他家长协商调换，并提前通知家长代表请求帮助，及时调整。如擅自不到，缺席家长应缴纳补偿金（每次\$20），由家长代表或者任课教师安排其他人员代理。补偿金请在一个月之内交给家长代表。如若拖欠，家长代表可以记帐并通知拖欠家长和理事会。

- 12) To the fullest extent permitted by law, the Party who signs this agreement (“Undersigned”) shall indemnify, defend and hold Chinese Culture Center (CCC), Connecticut Chinese Language Academy (CCLA), and its partners, members, officers, directors, shareholders, agents and employees (collectively, the “Indemnities”) harmless from and against all claims, liabilities, losses, penalties, damages and costs, including, without limitation, reasonable legal, engineering and other professional or expert fees and expenses which any or all them may incur, resulting from attending or not attending any CCC or CCLA’s activities or any action or non-action by or on behalf of Undersigned or any of Undersigned or any family members, invitee, representative, agent, or other party acting by or on behalf of Undersigned (collectively, “Undersigned’s Parties”). Undersigned releases and covenants not to sue the Indemnities with respect to any personal injury or property damage suffered by Undersigned or any of Undersigned’s Parties, whether, resulting directly or indirectly, wholly or partly, from attending or not attending any CCC or CCLA’s activities or any action or non-action by or on behalf of Undersigned or any of Undersigned or Undersigned’s Parties or both. The forgoing indemnity, release and covenant shall not, however, apply in the event any such personal injury or property damage is caused or created as a result of the willful misconduct of the Indemnities or any party acting by or on behalf of the Indemnities.

I have read and understand the policies set forth by the administrations of the CREC and the CCC/CCLA. Violations of these policies by the students and parents of the students will be documented and consequences decided by the administration, up to and including expulsion from the school.

Continued violations by the students and parents could lead to the loss of privileges to use the CREC facility by the CCLA.

我读了，也明白哈特福德地区教育委员会 (CREC) 和华社/康华中文学校制定的政策。如果学生或家长违反了这些政策，他们将被记录下来，后果将由学校决定，会包括学生被学校开除。如果我们屡次违反，康华中文学校将会失去使用哈特福德地区教育委员会校区的权利。

Parent's Name (print): _____

Parent's Signature: _____

Student's Name (print): _____

Student's Classroom Number: _____

Student's Teacher Name: _____

Date: _____