



家长守则

遵守学校规章制度，维护正常的教学秩序，保护学生的安全，为学校作义工，是家长的责任与义务。为加强学校管理，保护家长权利，规范家长义务，以促进康华中文学校长期健康发展，华社教育委员会特制定以下守则，请各位家长自觉遵守。

It is the responsibility and obligation of parents to abide by the school rules and regulations, maintain a normal teaching order, protect the safety of students, and volunteer for the school. To improve CCLA management, protect parental rights, regulate parental obligations, and promote the long-term sustainable development of CCLA, the following guidelines are formulated by CCC Education Committee for parents to abide by.

1. 家长须遵守社会基本道德规范以及学校规章制度，维护正常的教学秩序，以传播中国文化，促进华人社区良性发展为己任。

Parents should observe basic social norms and school rules to maintain a normal teaching order. Should take spreading Chinese culture and promoting healthy development of the Chinese community as their duty.

2. 及时缴纳学费。拖欠或拒绝缴纳学费的家庭将由华社教育委员会书面通知。情节恶劣者华社将取消其子女入学资格。

Pay school fees in time. Families who default or refuse to pay tuition fees will be notified in writing by CCC Education Committee. Their children may be suspended from or denied admission to CCLA if the circumstances are abominable.

3. 如蓄意扰乱教学秩序，对中文学校造成不良影响，经华社教育委员会讨论批准，视情节轻重，予以警告或取消其子女入学资格。

Parents who deliberately disrupt the order of teaching and cause adverse effects on CCLA will be warned. CCC Education Committee reserves all rights to suspend their children from CCLA or deny admission under serious circumstances.

4. 家长每学年至少需要值班一至二次，值班过程中需全程在教室，主要职责是帮助老师维持课堂及课间秩序，课后复原桌椅以及打扫卫生。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。补偿金请在四周内交给家长代表。如若拖欠，家长代表可以记帐并通知拖欠家长和理事会。

Parents from each family should take class duties at least once to twice each school year. Parent(s) on duty should be present in the classroom in the course of class. The responsibilities are to help teachers discipline during class or recess, restore classroom back to original condition and clean the classroom post class. Parents on duty should arrive at school at least ten minutes before classes. In case one 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.

5. 家长有责任教育学生遵守课堂纪律。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。情节严重者，予以退学处理。

Parents have full responsibility to instruct their children to follow classroom rules, and may have to accompany their children per teacher and CCLA officer's request if the students fail to follow the instructions repeatedly.

6. 家长应准时送学生到校，课后及时将学生接走，并对学生在校安全负责。学生在校发生意外，由家长自行承担 responsibility。

Parents should drop off students on time before class and pick up them timely post class. Parents should take full responsibility for their children's safety on campus.

7. 每节课结束后，协助老师，值班家长和学生一起把桌椅复原。上课前，请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，不要随意使用教室里任何一样和上课无关的CREC Academy of Science and Innovation (ASI)所有的物品器具。

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. All unrelated equipment or school supplies in the classrooms that belongs to ASI is **not** to be disturbed.

8. 请保持校园教师清洁，所有的垃圾必须扔进垃圾桶里，或随身带走。

Please help to keep the campus and classrooms clean. Trash must be thrown away in the trash cans or take away with you.

9. 除非残障人或有特殊医疗需要，请不要使用电梯，教学楼里电梯不提供载人服务。如有必要，由学校保安负责操作。

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.

10. 任何学生和家都绝不允许进入教师的办公室及非中文学校上课用教室。

No student or parent should enter any of the CREC faculty offices or classrooms not assigned for CCLA usage at any circumstance.

11. 教导学生不要在走廊里奔跑打闹。课间休息时，当值家长应在走廊里维持秩序。

Please advise your kids do not run and fight in the hallway during recess. The parent on duty needs to provide supervision to the students.

12. 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。

Keep the bathroom clean. Report to the school administrators for any emergency.

13. 家长团体不得擅自用教室。如有需要，须经校务管理批准。

Without prior permission from the school administrators, parent groups should not use classrooms for any purposes.

14. 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。

Parents are welcomed to stay in the dining hall during class times. Please be aware of others' privacy and keep quiet.

15. 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。

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.

16. 关于保险问题，学生家长或监护人应自费购买，中文学校不提供任何保险。

With respect to insurance, the students' parents or legal guardians are responsible for his or her liabilities, and the CCC affirms its self-insured status for its own liabilities.

17. 家长应及时阅读学校的电邮和中文学校家长群及班级群的信息，并留意校历。如因忽略电邮、微信信息和校历造成任何损失，学校概不负责。

Parents need to pay close attention to CCLA emails, CCLA and class WeChat group chats as well as school calendar. CCLA holds no liability for any losses due to neglecting emails, WeChat messages or school calendar.

18. 任何违反本守则的行为，学校将酌情处理；情节严重者，学校将取消其子女入学资格。

With violation of any of the above guidelines, the school reserves all rights to act accordingly and may deny their children's admission.

19. 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.

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。

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.

Parent's Name (print): _____

Parent's Signature: _____

Student's Name (print): _____

Student's Classroom Number: _____

Student's Teacher Name: _____

Date: _____

康华中文学校

Connecticut Chinese Language Academy (CCLA)

Address: 600 Slater Rd, New Britain, CT 06053

Website: www.ccla-ct.org

华社教育委员会

Education Committee, Chinese Culture Center

Email: info@ccc-ct.org