

华夏中文学校家长守则

华夏中文学校是以非营利为目的，以学中文为主的周末学校。为了能够给学生创造并保持安全、良好的学习环境，保持并促进与 Providence Day School 的合作，特制订此家长守则，请大家相互监督执行。

1. 根据中文学校和 Providence Day School 签署的合同，严禁在教学楼里吃东西和喝除清水以外的饮料。
2. 爱护公物，不得损坏任何设备。如损坏东西当回事人应及时向校委会报告并按市价赔偿。
3. 严禁携带毒品，枪支，弹药，和其他非法物品。违反者将被交付警方处理。
4. 严禁谎报火警，违反者将被罚款并承担有关法律责任。
5. 紧急出口仅在非常时间使用，休息时间不可使用。
6. 不得使用电梯，不得乱扔东西。
7. 家长在上课期间不得在教学楼走廊滞留，不得大声喧哗影响教学。
8. 家长有义务教育和督促自己的孩子遵守学校纪律。如有孩子被反映不遵守课堂纪律，其家长有责任坐在教室里“陪读”，监督自己的孩子。
9. 家长代表应由推荐产生。家长代表要协助老师工作，安排家长值日，参与组织学校的各项活动。每个星期六前，家长代表要提醒值日的家长有关值日事宜。
10. 所有学生家长都有在课堂值班的义务。值班家长必须根据值班家长守则协助老师维持课堂学习秩序。任何家长如因故不能值班，要及时告知家长代表及校委会。若不值班，又没有提前通知家长代表或请别人替代值班，校方将对其罚款\$100美元。
11. 我们学校是一个非营利的组织，因此学校要求每位家长每学期至少为学校义务服务2小时，(不包括值班时间)。服务内容包括校园内纪律监督、春节联欢、秋游做菜等。
12. 敬请家长准时接送孩子。凡迟到超过15分钟的学生不得随便进教室，必须等到第一节课下课以后才可以进去。学校对于没有准时到教室接孩子的家长，将处以每分钟\$1.00美元的罚款。
13. 除小班(一班, CSL班)外，家长无特殊情况(见第8项)不准进入教室“陪读”。
14. 值班家长和“陪读”的家长在进入教室前必须关闭手机。
15. 接送车辆必须在指定地点停靠，课前家长可以停靠在教学楼前让孩子下车，但决不能停留。放学时决不可在教学楼前停车等孩子，堵塞交通。违反者将被罚款，每次20美元。
16. 不得在老师停车位停车，不得在消防区停车。严禁在能引发交通事故，造成财产损失，或危害人生安全的区域停车。违反者每次罚款20美元。
17. 凡遇到非常情况，如下雪天是否上课？请上CCA 网站: www.charlottechineseacademy.org 查询。
18. 对于违反学校此守则的家长，校委会将给予警告，罚款，停课，劝退，直至开除的处分。学校还将追究违纪家长对于学校造成的损害。
19. 学费：中文班每学期每位学生125美元，才艺班每学期每位学生70美元。学费两个学期一起收，每学年每位学生250美元。学费必须在二零零九年九月二十七日前交清，逾期不交将被罚款50美元。
注册费：在校学生凡在网上注册的，免交注册费。在校学生开学当天在校注册的，及所有新学生需交注册费20美元。所有新学生每个家庭需交20美元值班押金。
退学：学生于秋季二零零九年十月二十五日或春季二零一零年三月十四日前退学的，其该学期所交费用按比例退还。
20. 学生在学期过半后退学，其该学期费用不予退还。因违反学校纪律被劝退，开除的学生，其所交费用一律不予退还。

Print Name _____ Signature _____

Charlotte Chinese Academy (“CCA”) Parent Rules

All parent must read, sign and return the following form to the CCA (please pass it to a CCA School representative).

CCA is a non-profit, Sunday school whose purpose is to teach Chinese. In order to maintain our current school location and fulfill the contract obligations with Providence Day School (herein “PDS”), we require each parent to follow the procedures and rules below.

1. **Excluding water**, all food and drinks are strictly prohibited in any building used for classroom or other school purposes.
2. Take good care of property, do not touch any equipment in a classroom not related for Chinese learning. Avoid damaging any properties including desks, chairs, and any other furniture or equipment in classrooms. Parents will be responsible for replacement cost for any damaged item.
3. The following items are prohibited on PDS campus: illegal drugs, weapons, and other illegal items. Violators will be reported to the PDS campus security and/or police and will be dismissed from the CCA program.
4. Students and their family members are prohibited to set off a false fire alarm. Violators will be responsible for any fine and legal issues.
5. Emergency exits can only be used for emergency purposes. Students and their family members cannot use the exits during recess except for emergencies.
6. Students and their family members should avoid using the elevators.
7. When class is in session, no parents are allowed to stay in the classroom building area (Dickson-Hemby Technology Center). Nor can parents talk loudly in the hallways when class is in session.
8. Every classroom will be assigned a classroom parent representative elected by the parents of the students in the classroom. All parents shall agree to be a classroom duty parent as assigned by the classroom parent representative. A rotation schedule will be handled out by the classroom parent representative.
9. Responsibilities of the classroom duty parent are stated in the classroom duty parent rules (see attached).
10. Each classroom parent representative is responsible for the following duties:
 - Assist the classroom teacher as needed.
 - Create a schedule for the classroom duty parents stating the date (or dates) a parent is responsible for being a classroom duty parent.
 - Call the classroom teacher the day before (Saturday) to remind him/her to be in the classroom on Sunday as specified by the schedule.
11. Classroom duty parents may change their assigned date to be in the classroom. However, it is the responsibility of the assigned parent to find another parent to substitute for him/her. The substitute must be a parent of a student enrolled in the CCA program. If the parent assigned to be the classroom duty parent or his or her substitute fails to attend class, the assigned parent will be assessed a US\$100 fine.

12. In addition to fulfilling the duties of a parent representative or classroom duty parent, each parent will be asked to contribute at least two hours of volunteering work to the CCA program such as safety patrol, Chinese New Year party, fall picnic, etc.
13. Parents are responsible for ensuring that their students arrive on time for class. Any student who is more than 15 minutes late for the first class session will be prohibited from entering the classroom until end of first class session.
14. The parent will be assessed a \$1.00 per minute late fee for late pick up after school.
15. All vehicles must be parked in the proper designated areas on PDS campus. No vehicle may block the fire lane (lane closest to the sidewalk in the ferryboat (oval) area AT ANY TIME. Parents must drop off children quickly and safely. Parents cannot park in any of the car lines in the ferryboat area (oval area) at any time. Violators will be fined US\$20.00 for each violation.
16. Only teachers with proper parking identification may park in the designated parking spaces for teachers on the library side of the Ferryboat area.
17. Check www.charlottechineseacademy.org for school closing due to inclement weather or other emergency reasons.
18. CCA reserves the right to warn, fine, suspend, and expel students who violate the rules stated by the CCA.
19. Donation. There is no discount for siblings.
 - Donation for 2009 Fall Semester is US\$125.00 per student.
 - Donation for 2010 Spring Semester is US\$125.00 per student.
 - Fee for each enrichment class is US\$70.00 per student per semester.
 - New student registration fee is US\$20.00.
 - Existing students without online pre-registration will be charged a registration fee of US\$20.00.
 - New student family will be requested to pay a parent duty deposit of US\$20.00 per family.
 - All payments (fall and spring semesters, enrichment classes, and other fees) must be made in check or cash on or before Sept. 27, 2009. A \$50.00 late fee will be assessed after Sept. 27, 2009.
 - Students who withdraw from the CCA program before Oct. 25, 2009 will receive a pro-rated refund of fall semester donation and a full refund of 2010 spring semester donation.
 - Students who withdraw from the CCA program before March 14, 2010 will receive a pro-rated refund of 2010 spring semester donation.
 - Same refund policy applies to other fees.
20. Students who withdraw from the CCA program after the middle of a semester will forfeit any/all donation. Students who are expelled from the CCA program for violating CCA rules will forfeit all the donation.

Print Name _____ Signature _____