



Charlotte Chinese Academy  
夏洛特中文学校

Charlotte Chinese Academy  
P. O. Box 78314  
Charlotte, NC 28271

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## Charlotte Chinese Academy (“CCA”) Parent/Guardian Rules - English

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 all parents/guardians to follow the procedures and rules below.

1. The school hours are 10:00 AM – 10:50 AM for the first session, and 11:00 AM – 11:50 AM for the second session. There is a 10-minute recess between 10:50 AM – 11:00 AM, unless otherwise notified by CCA.
2. Excluding water, all food, drinks and smoking are strictly prohibited in any building used for classroom or other school purposes.
3. Take good care of property; do not touch any equipment in classroom not related to Chinese learning. Avoid damaging any properties including but not limited to desks, chairs, and any other furniture or equipment in classrooms. Parents/guardians will be responsible for replacement cost for any damaged item.
4. 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.
5. Students and their family members are prohibited to set off a false fire alarm. Violators will be responsible for any fine and legal issues.
6. Emergency exits can only be used for emergency purposes. Students and their family members cannot use the exits during recess except for emergencies.
7. Students and their family members should avoid using elevators.
8. When class is in session, no parents/guardians are allowed to stay in the hallway of classroom buildings. Nor can parents/guardians speak loudly in other areas when class is in session.
9. Every classroom will be assigned a classroom parent representative (a.k.a. room parent). All parents/guardians shall agree to be a classroom duty parent as assigned by the classroom parent representative.
10. Responsibilities of the classroom duty parent/guardian are stated in the classroom duty parent/guardian rules (see CCA Parent/Guardian On Duty Policy).
11. Each classroom parent representative is responsible for the following duties:
  - Assist the classroom teacher as needed.
  - Create a schedule for the classroom duty parents/guardians stating the date (or dates) a parent/guardian is responsible for being a classroom duty parent/guardian.
12. Classroom duty parents/guardians may request to change their assigned date to be in the classroom. However, it is the responsibility of the assigned parent/guardian to find another parent/guardian to substitute for him/her. The substitute must be a parent/guardian of a student enrolled in the CCA program. If the parent/guardian assigned to be the classroom duty parent/guardian or his or her substitute fails to attend class, the assigned parent/guardian will be assessed a fine of US\$100.00.
13. In addition to fulfilling the duties of a parent representative or classroom duty parent/guardian, each parent/guardian 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.
14. Parents/guardians 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 the end of first class session.
15. The parent/guardian will be assessed a \$1.00 per minute late fee for late pick up after school.
16. 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/guardians must drop



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off children quickly and safely. Parents/guardians 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.

17. Only teachers with proper parking identification may park in the designated parking spaces for teachers on the library side of the Ferryboat area.
18. Check [www.charlottechineseacademy.org](http://www.charlottechineseacademy.org) for school closing due to inclement weather or other emergency reasons.
19. CCA reserves the right to warn, fine, suspend, and expel students who violate the rules stated by the CCA.
20. Donation. There is no discount for siblings.
  - Donation is required for each student.
  - Each student is required to pay US\$20.00 non-refundable registration fee.
  - All payments (fall and spring semesters, enrichment classes, and other fees) must be made in check or cash on or before Sept. 30<sup>th</sup> or 30 days within its due date, whichever is earlier. A \$50.00 late fee will be assessed after that.
  - Account delinquent more than 60 days will result in suspension and/or termination.
  - Any returned check will be subject to \$30.00 return-check fee or the actual charge by the bank, whichever is higher.
  - Students, who withdraw from the CCA program before September. 30, will receive a pro-rated refund of Fall semester donation and a full refund of Spring semester donation.
  - Students, who withdraw from the CCA program before February 28, will receive a pro-rated refund of Spring semester donation.
  - Same refund policy applies to other fees.
21. Students who withdraw from the CCA program after aforementioned deadlines will forfeit any/all donation and fees. Students who are expelled from the CCA program for violating CCA rules will forfeit the entire donation and fees.
22. CCA reserves the right to interpret, modify and amend these rules at any time without prior notice.



## Charlotte Chinese Academy (“CCA”) Parent/Guardian Rules – 中文

### 夏洛特中文学校家长守则

夏洛特中文学校是以非营利为目的，以教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. 学校上课时间：第一节课上午 10:00 到 10:50，第二节课上午 11:00 到上午 11:50. 课间休息 10:50 到 11:00，除非学校另行通知。
2. 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清水以外的饮料，严禁在校园内吸烟。
3. 爱护公物，不得损坏任何设备。如损坏东西，当事人应及时向校委会报告并按市价赔偿。
4. 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。
5. 严禁谎报火警，违反者将被罚款并承担有关法律责任。
6. 不得使用电梯，不得乱扔东西，紧急出口仅在非常时间使用，休息时间不可使用。
7. 严禁任何对学校声誉造成损害的行为(如在校园内打骂等等)。
8. 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。
9. 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。
10. 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。
11. 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。
12. 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 8 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。
13. 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。
14. 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”。
15. 值班家长和“陪读”的家长在进入教室前必须关闭手机。
16. 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。
17. 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。
18. 遇到特殊情况(如：下雪天是否上课)请上 CCA 网站：[www.charlottechineseacademy.org](http://www.charlottechineseacademy.org) 查询。
19. 对于违反此守则的家长和学生，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。
20. 学费：学费及其它费用必须在本学年九月三十号前或者到期日期 30 天内交清，逾期不交将被罚款 50 美元。逾期 60 天将会导致停课或退学。  
注册费：所有学生需交注册费 20 美元，注册费不予退还。  
支票账户金额不足造成的跳票会产生 30 美元的罚款，或者实际银行产生的费用，金额高者为准。  
退学：学生于本学年秋季九月三十号或次年春季二月二十八号前退学的，其该学期所交费用按比例退还。
21. 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。
22. CCA 对此守则拥有解释，修改，补充的权利而无需事先通知。



## Charlotte Chinese Academy (“CCA”) Student Rules (English & Chinese Version)

### 夏洛特中文学校学生守则

In order to maintain high ethical standards and to create a productive and safe learning environment, the following student rules must be observed by the students and parents/guardians and will be strictly enforced by teachers and school officials. All perspective students and their parents/guardians will be required to understand and sign the following consent agreement at registration.

#### DO

- Arrive on time (Students will not be allowed to enter the classroom until the next session if late for class more than 15 minutes). Follow the class rules. 按时上课 ( 凡迟到超过 15 分钟的学生要等到第二节课才可以进去 ) 遵守课堂纪律
- Bring all required books and stationery to class. 带好上课所需课本和文具
- Pay attention during class discussion. Raise your hand for permission to speak. 上课认真听讲，举手发言。
- Obey teachers, school officials and their volunteer helpers. 尊重师长，在校听从他们指导。
- Care for the public property. 爱护公物。
- Clean up trash before leaving. 课后把教室整理干净再离开。
- Study Chinese at home and finish homework on time. 课后认真学习中文，按时完成作业。

#### DO NOT

- Disrupt class. 扰乱课堂秩序
- Cheat on homework, quizzes and/or examinations 作业 或 考试作弊
- Move, or damage school property 搬动或损坏任何设备
- Eat or drink inside the building (only water is allowed) 教学楼里严禁吃东西和喝饮料 ( 可以喝清水 )
- Marking on furniture, wall, floor, and fixtures . 在桌椅面,墙面,地面乱画乱写
- Run, chase, climb anywhere other than in playground area, damage flowers and lawns , and plants. 奔跑或打闹或攀爬，损害花草。
- Shout, push, fight and/or throw on school property 大声喧哗 或推打，乱扔东西。
- Wear wheely shoes (shoes with wheels) to school 穿带轮子的鞋 到校
- Use elevator or emergency exit under normal circumstances 使用电梯或紧急出口
- Possess/use dangerous articles or toys irrelevant to school programs 携带或使用危险物品或不相关的玩具到校



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- Use others properties without permission. 不经同意使用他人物品
- False fire alarm . 谎报火警
- Playing ball in and around flower and lawn areas or any other type of physical activity where students walk. (Playing ball is only allowed on the soccer/la cross field adjacent to the West Wing Building ). 在花草地行人来往玩球

Each violation to the DO NOT Behaviors will result in a formal warning from the school. After giving two warnings to an individual student, the school reserves the right to fine, suspend, or expel the student from the school without refund of tuition.

违反此守则的学生，学校将给予警告。累计两次警告者，学校将给予罚款，停课，劝退，直至开除的处分。

**Student:** I fully understand and am willing to honor above student rules.

**Parent/Guardian:** I fully understand and have explained the student rules to the above student. I agree to assure above student to honor these rules.



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## CCA Parent/Guardian on Duty Policy - English

1. Arrive 10 minutes before 10 AM each CCA school Sunday, sign in with the On Duty Board Member.
2. Check the classroom for existing condition of Decks, Chairs, Windows and Other Equipments.
3. Prepare classroom (arrange decks and chairs before class begins).
4. Stay inside the class throughout the class sessions, unless otherwise instructed by class teacher.
5. Keep the classroom clean.
6. Assist teachers to keep the class in order (according to the CCA Student Rule).
7. Be available to the teacher at all times during class sessions.
8. Assist teacher to help students in sickness or injury.
9. Assist teacher in an emergency.
10. Record student violations of CCA Student Rule.
11. No talking with others when class is in session.
12. Mute laptops and cell phones in classroom.
13. Do not leave single student alone inside classroom during recess.
14. Ensure orderly conduct of students during recess inside and outside classrooms.
15. Clean classroom, put decks and chairs back to their original order after class.
16. Complete check-out list, sign and return it to On Duty Board Member.
17. Enrichment class on-duty parent/guardian must inspect the room. If the classroom condition is unacceptable, they must contact the On Duty Board Member immediately and report the situation. Otherwise, the on duty parent/guardian of the enrichment class assumes the final cleaning responsibility of the room when the activity class is over.
18. Parents/guardians can opt not to perform the parent/guardian on duty tasks by paying \$100.00 each time at the registration time.
19. Classroom duty parents/guardians or their substitute must be in class by the time the bell rings for class. They will be fined US\$10.00 for each five minutes late up to \$100.00 per day.
20. Any violation of this Policy, including but not limited to, leaving single student in class alone, being unavailable when teacher needs help, not cleaning the room or failing to meet the cleaning standard will result in a \$100.00 fine.
21. Any fine payment has to be made in 30 days after the occurrence. \$50 late fee will be assessed after 30 days. Account delinquent more than 60 days will result in suspension and/or termination.
22. CCA reserves the right to interpret, modify and amend these rules at any time without prior notice.





## CCA Parent/Guardian on Duty Policy – 中文

### 夏洛特中文学校(CCA) 值班家长职责

1. 值班家长必须提早 10 分钟 到校,在校委会值班处签到。
2. 盘查教室里 门窗,桌椅,仪器设备,照相备案。
3. 准备教室(摆桌椅等)。
4. 上课期间留在教室里协助老师,除非老师不要求值班家长留在教室。
5. 保持教室黑板,桌椅,地面清洁。
6. 按照<夏洛特中文学校学生守则>协助老师维持教室纪律。
7. 不论在教室内外,随时为老师提供帮助。
8. 协助老师对生病或受伤的学生采取必要措施。
9. 如发生火灾等紧急情况,协助老师做好安全疏散工作。
10. 协助老师记录违纪学生在册。
11. 不在上课时与其他家长聊天。
12. 如使用手提电脑必须关闭声音。
13. 课间决不能让任何学生单独留在教室。
14. 课间根据需要在教室 内外 维持秩序。
15. 课后整理 教室,将桌椅放回原样,清理垃圾桶。
16. 按照 <家长教室值班检查项目> 检查,签名后交给 校委会。
17. 才艺班值班家长上课前必须检查中文班结束后的卫生情况,如不 符合要求, 应立即告知校委会,否则,才艺班值班家长将负责最后的卫生工作。
18. 不愿或不能参加值班的家庭,可在注册时交费 \$100 美元 / 次。
19. 值班家长如迟到将被处以每 5 分钟 10 美元的罚款 (最多 100 美元 / 次)。
20. 值班家长任何违反规定的行为,让学生单独留在教室,不能及时帮助老师,课后不打扫卫生,教室内卫生情况不能通过检查等,将被罚款 100 美元 / 次。
21. 所有罚款必须在罚款之后 30 天内交齐。逾期 30 天者追加 50 美元迟交费。账户逾期 60 天将导致停课或退学。
22. CCA 对此守则拥有解释,修改,补充的权利而无需事先通知。





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## RELEASE OF LIABILITY FORM

I hereby agree to be responsible for the conduct and actions of my child/children and to release Providence Day School (PDS) and the Charlotte Chinese Academy (CCA) from any claims and demands that may occur during participation in the CCA classes held on PDS campus each Sunday while on PDS premises.

Furthermore, I agree to release PDS and its employees and will hold them harmless from any liability which may arise from incidents or accidents involving my child/children and myself while on PDS premises, to the extent allowed by law.

In addition, I also agree to release CCA and its volunteers and teachers, and will hold them harmless from any liability which may arise from incidents or accidents involving my child/children and myself while in CCA classes, to the extent allowed by law.

This release form will be valid for all child/children registered with CCA in my family for the school year of 2018 – 2019.



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## CONSENT TO RELEASE PHOTO/IMAGE

Dear Parent/Guardian:

During the school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways by CCA:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Posted on the school web pages on the Internet
- Submitted as samples to program publishers or as contest entries to sponsors
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general
- Used in a printed publication such as a newspaper or magazine

While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

### Release Form

By signing the agreement, I do give permission to CCA for your child's image/photograph or work to be used as described above. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

This release form will be valid for all child/children registered with CCA in my family for the school year of 2018 – 2019.