



## 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.



Charlotte Chinese Academy  
夏洛特中文学校

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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 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 vehicles with proper parking permit may park in the designated parking spaces in 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. Delinquent Account
  - Donation, fees and fines must be paid on or before due dates. 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.
21. Students who withdraw from the CCA program after deadline (refer to [www.charlottechineseacademy.org](http://www.charlottechineseacademy.org)) 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 - Chinese

### 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，当回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 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。
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. 凡遇到非常情况(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. 逾期账户  
学费及其它费用必须在收费截至日期前缴清。逾期不交将被罚款 50 美元。逾期 60 天将会导致停课或退学。  
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。
21. 学生在截至日期后退学(截止日期见 [www.charlottechineseacademy.org](http://www.charlottechineseacademy.org))，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。