



# 匹兹堡中文學校 Pittsburgh Chinese School

www.pittsburgh-chinese-school.org

## Parent's Rules

**NOTE: All changes from previous version (if applicable) are underlined.**

### 匹兹堡中文学校家长守则

为维护正常的教学秩序，保障学生的安全，保持租用学校的整洁，匹兹堡中文学校特制定家长守则如下：

1. 家长应按时将子女送到学校指定的教室，以保证上课准时进行。放学后，按时到学校接学生，以保障每位学生的安全。
2. 家长应积极参与学生学习过程，在日常生活中利用机会教导子女中文，使中文学习不限于每周两小时的教学。
3. 家长应督促子女按时完成家庭作业及保持作业整洁，主动与老师沟通，以利学生学习。
4. 家长须教导自己的子女遵守学生手册上的规则。
5. 家长应积极参与学校义工，家长会，履行一学期一次的家长巡视员职责（另附）。
6. 全体家长有义务维护学校的正常的教学，活动秩序，并遵守租用学校的规定，勿在咖啡厅以外的任何场所吃东西，喝饮料。
7. 学生和班级的分配及调整，一律由校方统一安排。未经校方同意，任何家长不得擅自调换班级。凡经核对自行换班学生，校方有权立即将该学生送回原班级。
8. 若家长想了解子女上课情况而需听课，须征得教师同意。
9. 家长在学校停车不得停在道路上以免堵塞交通。在残疾人车位停车必须有许可证，不然会受到罚款和拖车的处罚。
10. 住址、电话或紧急联络人等资料有变动时，家长应尽快通知本校注册组，以期能在紧急事故发生时及时联络到家长或监护人。



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### Parents and Guardians Code of Conduct

In order to maintain the school order, students' safety, and the renting facilities cleanness, all students' parents and guardians must follow these rules.

1. The parents and guardians must send the students to the appropriate classroom before the class and must pick up the students after the class dismissal on time, for their safety
2. The parents and guardians must be actively involved in the students' study, helping them learn Chinese in daily life, beyond the two hours in class.
3. The parents and guardians must encourage students finish all assignments neatly, and be able to communicate with the teachers.
4. The parents and guardians must help students review and follow the students' policies and rules.
5. The parents and guardians must attend the parents meeting, and fulfill the requirements of the volunteer work.
6. The parents and guardians must help keep the school order, and follow the renting facilities rules and policies. Do not eat or drink except in the cafeteria.
7. The parents and guardians must not change the student's classes without the official transfer approval. The classes must be assigned by the school administration. The school has the right to remove student from the class, if that student does not have the proper registration or transfer approval.
8. The parents and guardians must receive the approval from the teacher for listening in the classroom.
9. The parents and guardians should not park the cars on the campus roadways to block the traffic. Cars parked in handicapped spaces without a valid permit may be ticketed and towed.
10. The parents and guardians must notice the school registration for any contact information changes, such as address, phone, email, emergency contacts, etc.