

KYCAA Chinese School  
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亲爱的家长们:

Dear Families,

感谢您选择了肯塔基华人协会中文学校。对于您的信任和支持，我们将回报以对您孩子的最衷心的帮助和关爱。

We would like welcome you to KYCAA Chinese School. We are looking forward to working with you and your children this year to help them improving Chinese language proficiency and knowing Chinese culture.

我们相信成功的学习依赖于学生， 教师和家长的共同努力与合作。我们致力于建立师生及家长间良好的相互信任和沟通。在以下的手册中，我们将向您解释我校的基本规章和守则。 希望我们共同创建一个安全积极的学习氛围来鼓励和帮助您孩子的中文学习。如果您有任何问题，请与我们联系。我们愿意随时聆听您的任何意见和建议。

It is our belief that successful learning is dependent upon a strong partnership between students, teachers, and parents. We are committed to develop and maintain a safe, orderly, active, and encouraging environment for student learning. We have compiled the following files to introduce necessary information for students and parents. Please take time to read through them. Feel free to contact us if you have any further questions.

肯塔基华人协会中文学校  
KYCAA Chinese School

## 学生守则 Code of Conduct for Students

为维护正常的教学秩序，保障学生和教职人员的安全，学生在校的行为须符合肯塔基州公立学校学生守则以及以下肯塔基华人协会中文学校学生守则。

To maintain a safe and orderly school environment, all students must obey the Student code of conduct issued by Fayette County Public Schools in Kentucky (*Statement on Rights and Responsibilities and Student Code of Conduct*) and the following *Code of Conduct for Students of KYCAA Chinese School (KCS)*.

- 按时到校。如有特殊原因早退或缺课，请家长及时与学校联系。(Attend school and class regularly. Arrive on time. Please inform the school at the earliest time if needs to leave early or be absent.)
- 认真学习，按时按规定完成课堂作业和家庭作业。(Complete classroom work, school activities and homework.)
- 尊重老师，友爱同学。不打架骂人。言行礼貌， 仪表整洁。(Respect and cooperate with teachers, school staffs, and other students.)
- 不可将个人游戏或玩具带入教室。(Do not bring personal games or toys into classroom.)
- 除课间上厕所或更换教室之外，其他时间学生应该留在教室，或指定地点，上课或等待。离开教室需经老师同意。(All students must stay in the classrooms or designated location, except for bathroom breaks or during commuting between classes. Do not leave classroom without teacher's permission.)
- 严禁在校内奔跑、喧哗、喊叫。(Running, screaming or yelling is strictly prohibited in the building.)
- 请尊重他人财产。学生只能使用课桌和椅子，请勿摆弄其他设施，严禁触摸墙上饰品。严禁学生翻动、挪用抽屉和柜子里的任何物品。(Respect others' properties. Students can only use the desks and chairs. No touching on decorations around the school. Touching other equipments, going through or using any item in the desk drawers and cabinets is strictly prohibited.)
- 不可在学校的桌、椅、墙、地等任何地方随便涂写 (Do not scribble on the tables, chairs, wall, floors, or any other school places.)
- 未经批准请不要改变桌椅的原有位置。用过后请放回原有位置。(Rearranging furniture is not allowed without teachers' permission. Return the furniture to its original location after use.)
- 学生可以自备一些饮料或食品，但只限在教室内及课间时进食。(Students may bring some food or drink with them, but should only eat inside classroom and during break time.)
- 保持校园清洁，请勿乱扔杂物。请协助维护洗手间卫生和整洁。(Please keep the school clean. Littering will result in fines. Keep the bathrooms clean and dry.)

## 家长须知 Parents' Rights and Responsibilities

### 家长权利 Parents' rights

家长享有肯塔基州公立学校家长的全部权力。家长有权向老师和校方提出关于孩子中文学习的意见和建议。(Parents enjoy the rights defined by *Statement on Rights and Responsibilities and Student Code of Conduct* issued by Fayette County Public Schools in Kentucky. Parents have rights to raise concerns or suggestions for teaching and school management. Please send your opinions to school administration team or board members.)

### 家长义务 Parents' Responsibilities

- 入学前请付清足额学费和押金。(Balance due to the school and deposit has to be paid in full before your child can attend any class.)
- KCS 保留对学生规劝和休学的权利，这在种情况下学校将不退还学费。(KCS reserves the right to discipline and suspend your child if his/her behaviors do not meet the KCS requirements. No tuition refund in this case.)
- 请在指定教室准时接送您的孩子。(Please drop off and pick up children in the designated classroom on time.)
- 在非上课时间，孩子必须有家长或监护人陪同。(Young children must be accompanied by a parent or guardian at all time when not attending classes.)
- 孩子上课时，您可以留在指定地点等待，也可以暂时离开而下课时返回。请不要在学校建筑周围逗留，也不要里面游逛。(You may stay in the designated area during the class period, or may leave and return to pick up your child at the end of the school session. Please note hanging around or roaming throughout the building is not allowed.)
- 请关心和督促您孩子的学习和作业。我们欢迎您多和老师 and 校长沟通。我们愿意聆听您的任何意见和建议。(You are responsible for your children's study at home. You need to help and monitor your children to complete homework, test preparation and other assigned activities. You are encouraged to contact the teacher or principal about your children's study. We care about your concerns and appreciate your suggestions.)
- 请教育您的孩子爱护学校财产，遵守纪律。若因行为不当引起罚款或因物品损坏导致赔偿，您将必须支付。(Please remind your children to take good care of school facility and not touch any school belongings without permission. You are obligated to pay for the fines and damages resulted from your kid's behavior.)
- 参加家长会和学校活动。(Participate in teacher/parent conference and be involved in school activities)
- 每学期至少担任一次值班家长。如不能担任或需要调整值班日期，请提前联系学校人员。(Be a Parent-On-Duty at least once per semester. Contact us in advance if you can't be a parent-on-duty or need to reschedule.)