

家長守則

為維護學校正常的運作，保障學生的安全，保持學校環境的整潔，學校需要所有家長的配合遵守學校的規章及制度並且參與協助，特制定家長守則如下：

1. 上課期間，全校師生均須穿著學校所規定的制服、掛戴名牌、及穿球鞋。學生校服是繡有校徽的白色上衣（可在學校請購）及自備的深藍色卡基布料長褲、球鞋。如有任何特殊情況，請向校方詢問。
2. 上課期間，為維持上課秩序，家長請留在第二樓，到餐廳休息，請勿在教室外的走廊上逗留及談話，以免影響上課！如果家長想要隨堂聽課了解自己孩子上課情況，須徵得教師同意。
3. 家長有義務維護學校的正常教學，活動秩序，並遵守學校的規定，勿在餐廳以外的任何場所吃東西，喝飲料。
4. 家長須教導孩子遵守學生手冊上的規則。若有需要簽名的，請家長簽完名後，交由學生帶回學校。住址、電話或緊急聯絡人等資料有變動時，家長應盡快通知校方註冊組，以期能在緊急事故發生時及時聯絡到家長或監護人。
5. 家長應按時送孩子到學校指定的教室，以保證老師可以準時進行上課；放學後 15 分鐘內，按時到學校接走孩子，讓孩子安心。
6. 家長應積極參與學生學習過程，在日常生活中時時利用機會輔導孩子練習中文，使中文學習不限於每週兩小時的學習。
7. 家長應確實檢閱孩子家庭聯絡單上老師指定之作業與批註，及本校之各項通知。並督促孩子按時完成每週老師指定的家庭作業，主動與老師溝通，以利學生學習。
8. 家長應積極參與學校活動，家長會，履行一學年四次的家長值勤職責（另附）。
9. 未經校方許可，不可直接打電話給 South Hills Middle School。
10. 未經校方允許，不可在學校範圍內散發傳單/買賣/籌集等等行為，或任意帶非本校學生進入學校或隨意進入教室。
11. 學生和班級的分配及調整，一律由校方統一安排。未經校方同意，任何家長不得擅自調換班級。凡經查對自行換班的學生，校方有權立即將該學生送回原班級。
12. 為了維持同一年級中文程度學生的學習效率，對學習不良或程度落後之學生，教師可以提出建議，經教務處評鑑後作調整年級或重讀輔導；學校將會主動與家長連絡，屆時請學生及家長配合。
13. 請假辦法：學生因故請假或早退時，請於課前填寫好「請假單」向老師請假。請病假者，請於當日上課前，打電話到學校口頭請假，並於下次上課時補交「請假單」給老師。倘若未能按照以上請假之規定辦理請假，均視之為曠課。
14. 重要規定：以一學年為單位，凡學生無故曠課達三次，將被本校視為自動退學，不得退費。校方對學生出席之嚴格要求，是希望學生在良好的出席率下，於學習中文的過程中，能夠完整、有效率地一氣呵成。敬請家長體諒校方之用心良苦。倘若家長接獲本校通知，要求協助改善您孩子之上課行為，請家長務必及早處理；若您孩子之行為表現不見改善，為維護其他上課學生的權益，於通知三次之後，本校將以退學或個案處理。

15. 學校有提供清寒學生學費減免制度，申請辦法請與校方聯絡。
16. 家長若對學校有任何建設性的建議，請不吝賜教。在餐廳亦設有意見箱便於使用，歡迎署名投書。

值星家長值勤職責實行辦法

值星家長是由全校家長義務在校輪流值勤而成。其目的是共同維護學校的聲譽和正常運作，為學生，家長與學校三方面的溝通管道之一，並為學生們創造一個良好的學習環境。

誰必須做值星家長？

每個在學學生的家庭都必須有一位家長每學年做四次值勤服務，但有以下情況者除外：父母雙方或一方為學校老師，助教，行政人員或固定的愛心家長。

值星家長主要職責是什麼？

負責學校師生的安全；保護學校財產，特別是教室內外的物品；維護學生紀律；幫助學校組織各類活動。

值星家長工作時間是幾點到幾點？

無論有幾個子女在校就學，每個家庭每學年都要做四次的值勤服務。具體工作時間是早上九點三十分至下午一點三十分。輔導處會统一安排各家庭的服務日期並提前用通知家長，但您可以選擇對自己合適的週日在開學前告知校方，以便調整。如有特殊原因遲到、早退或缺席，必須事先與輔導處聯繫以便給您調換日子或做其他的安排。

具體操作細則：

1. 上下學前後 10 分鐘，在校門及樓梯旁呵護維持學生安全及秩序。
2. 負責上下課搖鈴，以控制上下課時間。
3. 維持學生進出教室、廁所及走廊秩序；保持安靜，禁止家長或閒人在教室外或走廊逗留及談話。
4. 點心時間，協助學生上下樓梯及入座。
5. 接受學生請假條；如果有需要則負責分發及收回每班學生名牌及班級名牌。
6. 與各班級的老師密切配合，協助維持課堂內的秩序。處理任何的突發狀況並立即告知輔導處。
7. 檢查維護教室清潔，歸還原狀，黑板擦拭乾淨，隨手關燈。

簽到方法：

輔導處負責值星家長的統一調配與登記。請家長在到校後儘速到餐廳的輔導處簽到，領取值星家長工作牌及志工背心，並在您完成值勤工作後回到輔導處簽離。學校不時會舉辦講座、家長會、比賽及總結大會，請聽從輔導處新的安排。

交納缺席服務費辦法：

未履行家長值勤職責的家庭將有\$20.00 缺席服務費記錄，須在本學年結束前繳納。

其他事項：如果您對此家長值勤實行辦法有任何疑問或有不清楚的地方，請與輔導處聯繫。

** 本守則會經實施調整，當另行通知，修正時亦同。

Parents/Guardians rules (Code of conduct)

In order to maintain normal school operation, student safety, school facilities and environment cleanliness, the school requires all parents/guardians' cooperation to observe the school's rules and regulations, and participation. The parents/guardians rules are as follows:

1. During class, all students are required to wear their school uniform, nametag, and sneakers for safety. The student school uniform is the white shirt embroidered with school logo (available for purchase at school). Wear your own dark blue khaki pants and athletic shoes. If there is any special circumstance, please notify the school authorities.
2. During class, parents/guardians must stay in the cafeteria of 2nd floor. Do not stay or wander outside the classroom while speaking to others or talking on the phone as it will disturb teaching and the students' learning. One must obtain teacher's permission to stay in the classroom.
3. Parents/guardians have the obligation to help maintaining normal school operation and to follow facilities rules and school policies. Do not eat or drink except in the cafeteria.
4. Parents/guardians must help their child to review the student handbook and follow school rules. If a signature is required, please sign your name and give it back to your child to bring back to the school. One must notify the school for any contact information changes, such as home or mailing address, phone, email, emergency contacts, etc., for contact in case of emergency.
5. Parents/guardians must take their child to the appropriate assigned classrooms on time to ensure that the teacher will be able to teach punctually. Parents/guardians must pick up their child within 15 minutes after school ends on time.
6. Parents/guardians must participate in their child's studying in a positive manner, using the opportunity to help their child learn and practice Chinese in his or her daily life so that the learning experience will not be restricted to only two hours a week.
7. Parents/guardians must check on their child's assignment, the teacher's annotation, and any school notices. Parents/guardians must encourage their child to complete their homework, and be able to communicate with the teacher in order to help the student learning.
8. Parents/guardians must attend school activities, parents' meetings, and fulfill the requirements of volunteer work four times per school year (additional details attached).
9. Do not contact the South Hills Middle School directly without consulting Tzu Chi Academy Pittsburgh.
10. School's permission is required for any solicitation, or for bringing unregistered students to the school or into the classroom.
11. Parents/guardian must not change their child's classes without school approval. The classes are assigned by the school administration. The school has the right to remove a student from class or return to his or her original class if the student does not have the proper registration or transfer approval.
12. In order to maintain teaching progress, students falling behind will be noted by teacher. After an evaluation by the Academic Affairs Department, a change in the student's current level or a repeat of his or her level may

be needed. The school will take the initiative to contact parents/guardians to discuss the issues. Please be understanding and cooperative.

13. A 'Request of Absence' excuse form must be filled out and given to the teacher prior to an absence. In case of student sickness, please notify the teacher on the day of the absence and bring in a filled 'Request of Absence' excuse form to the teacher the next class. If not in accordance with this guideline, the school will mark the student absent.
14. Good student attendance is vital so that the process of learning Chinese will be complete, coherent and effective. If a student's parent/guardian receives school notice regarding his or her child's school behavior, be sure to take care and talk to your child as soon as you can. The student should then work to meet the requirements in the student handbook, and if student behavior is reported to parents/guardians three times, the school will consider expulsion.
15. The school has scholarships for needy students; please contact school authorities for detailed information.
16. Suggestions are always welcome. The suggestion box is in the entry of cafeteria for you to use.

Parent/guardian on-site duty service measures (August 2010 Amendment)

The Parent/Guardian on-site duty service is formed from all of the parents/guardians of our school by taking turns with on-site duty. The aim is to ensure a smooth operation for the school, to maintain the school's reputation, to communicate between the students, parents and the school, and to create a safe and enjoyable learning environment for our students. In order to reach our aim, the school has thus created a parent/guardian proctor policy.

Who must serve as a parent/guardian on duty proctor?

Serving as a duty proctor is mandatory for the parents/guardians of all families who have a child or children enrolled in the school. Every family must serve on-site duty four times per school year unless either parents or both parents are committed to being a school teacher, a teaching assistant, an administrative staff, or a room parent for a whole school year.

What are the responsibilities of a parent/guardian proctor?

A parent/guardian proctor is responsible for safe-guarding the school, students, and teachers. He or she must protect school property from any damage, maintain order, mentor students, and help the school in organizing various activities.

What are the hours of on-site duty for a parent/guardian proctor?

Each family is required to serve as a parent/guardian proctor four times per school year, regardless of the number of children enrolled in the school per household. The hours of on-site duty are from 9:30 am to 1:30 pm. The Guidance office will arrange and send you an email notice advising you of the service times. If you prefer a certain date please inform the school before school starts. If for any reason you expect to be late, absent, or leaving early, please notify the Guidance office to reschedule or make another arrangement accordingly.

On-site duty specific job descriptions:

1. The proctor must be in school 10 minutes before and after the school hours and maintain order and safety at the school entrance and stairway.
2. Be responsible for the bell schedule of each class session.
3. Keep silence in the hallway or outside of classroom when school is in session. Prevent parents from staying or talking outside the classroom or hallway. Monitor students in and out of restrooms or classrooms.
4. Assist students up and down the stairs and settle down in the cafeteria during the snack time.
5. Accept student's excuse form. Be responsible for distributing and collecting student nametags, classroom tags for each class or school notice.
6. Help teachers maintain classroom order when necessary, assist needy students, and handle any unexpected situations, inform the Guidance office of any such incidence immediately.
7. Inspect and maintain classroom and blackboard cleanliness, turn off the lights, and restore everything to its original position after school.

Where to sign in and sign out:

The Guidance office is responsible for arranging and coordinating the schedule of the parent/guardian on-site duty service, along with tracking parents/guardians who have not completed the service commitment. You must report to the Guidance office located in the school cafeteria by signing in and receiving a volunteer nametag and vest before proceeding to your duty. You must also report to the Guidance office after complete your proctor duty by signing out and returning the volunteer nametag and vest. During the hours of service you are required to wear the nametag and vest for identification and safety purposes. Occasionally, the school will have some other activities, in which case you must follow the Guidance office's instructions if you are assigned to a different responsibility.

Service fee for an absent parent/guardian proctor:

Any parent/guardian who fails to fulfill the parent/guardian on-site on duty will have a record of absence for service and must pay \$20.00 to school by the end of this school year.

Please contact the guidance office if you have any questions.

** All rules will be adjusted and revised when needed.