

學生手冊 - 校規規章

爲了維護學校紀律，及確保學生在學習活動之間的安全，特訂定校規，要求全體學生，家長和老師共同遵守。違規者，將依校規處分，嚴重者，依退學處理。校規條文如下：

第一條：爲了安全，全校師生穿著制服、掛戴名牌、及穿球鞋。

第二條：對師長、同學要有禮貌，要打招呼，並虛心接受師長指導。

第三條：本校學生一律要上中文及人文課，然後可選修第三節文藝課。

第四條：上課鈴聲響時，請立即進教室。

第五條：上課時，不可做與中文課程不相關的事情，或隨意與同學聊天。必須遵守校規、教室規則及關手機。

第六條：上課間，未經老師許可，不可擅自離開教室或學校。

第七條：不可在教室內擾亂秩序。請勿帶食物及飲料進教室。保持教室、走廊整潔。

第八條：不可在走廊或教室內亂跑、玩球或做危險性動作、或拋擲物品，傷及他人。

第九條：學生應準時到校。遲到或早退之行爲容易擾亂任課老師上課進度，並損害班上及其他班級上課學生的權益。

第十條：學生請假必須填寫請假單且直接交給班級老師。家長若需要提早接走小孩，通知輔導處值星志工。

第十一條：禁止攜帶煙、酒、毒品或危險物品到學校。不可進入禁區。

第十二條：未經老師許可，不可攜帶任何玩具至學校。

第十三條：未經老師許可，上課時間不可使用遊戲卡，電動玩具，iPod，MP3，PDA…等等個人電子用品。

第十四條：放學後 15 分鐘內，必須離開學校，不可逗留。

第十五條：遺失或損壞名牌、遺失課本或作業簿，需付十元補發。

第十六條：未經校方許可，不可直接打電話給 South Hills Middle School。

第十七條：未經校方允許，不可在學校範圍內散發傳單/買賣/籌集等等行爲，或任意帶非本校學生進入學校或隨意進入教室。

第十八條：未經校方允許，不得挪用或使用任何校產；嚴禁損壞，偷竊公物行爲，破壞公物者將負責賠償。

** 本校規條文曾經實施調整，當另行通知，修正時亦同。

Student Handbook – School Regulations

The purpose of Tzu Chi Academy Pittsburgh's regulations is to maintain order and ensure the safety and well-being of all students while they engage in their learning activities. We expect all students, parents, and teachers to respect and follow these regulations. Violators are subject to disciplinary actions up to and including expulsion from the school. Regulations are as follows:

1. All students and teachers shall wear the school uniform, a nametag, and sneakers for safety reasons.
2. Respect and greet teachers, parents, and classmates, and accept teachers' instructions.
3. All students must take a language and a humanity class before choosing a culture class.
4. Enter the classroom and be seated when the bell rings. During class, parents must stay at 2nd floor.
5. Talking or doing anything unrelated to schoolwork during class is not permitted. During class, all students must follow school regulations, classroom rules and turn off their cell phones.
6. Do not leave the classroom or the school building without a teacher's or school's permission while class is in session.
7. Keep the classroom in its original state, and do not bring food or drink into the classroom. Keep all areas clean.
8. Do not run, play ball, conduct dangerous activities, horse plays, or throw objects at any time in the school.
9. Be punctual for class; arriving late or leaving early disturbs the class.
10. When an absence is necessary, fill out an excuse form and give it to the teacher directly. Notify the guidance office when student needs be picked up early.
11. Smoking, drinking, doing drugs or carrying dangerous substances are strictly prohibited in the school.
Do not enter areas that are not open for school, such as computer lab and the high school area.
12. Do not bring any toys to school without teacher's permission.
13. Do not use iPod, MP3, PDA, or any personal electronics during class without teacher's permission.
14. Leave school premises within 15 minutes after school ends. Students must be picked up on time.
15. One must pay \$10 for each replacement of a lost or damaged nametag, textbook or homework book.
16. Do not contact the South Hills Middle School directly without consulting Tzu Chi Academy Pittsburgh.
17. School's permission is required for any solicitation, or for bringing unregistered students to the school or into the classroom.
18. Do not use or play with any school property without permission. Perpetrators are responsible for damages associated with such an incident.

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