



## 奧斯汀中文學校學校規則 (Austin Chinese School Rules)

1. 原有黑板上的留字請勿擦掉。 Do not erase any notes written by Murchison Middle School teachers on the blackboard.
2. 請勿移動教室內的書籍、掛圖及其他設備，下課時將教室恢復原狀。 All books, notes, wall hangings and equipment in the classroom shall remain untouched; all furniture shall return to its original condition at the end of school day.
3. 學生在離開教室前應將紙屑收拾乾淨帶出教室，室外環境亦應保持整潔。 Students shall clean the classroom and bring out the trash to garbage bins before leaving the school. Outdoors environment should be kept cleaned at all times.
4. 原學校物件若有損壞，損壞者應照價賠償。 Anyone who damages the property of Murchison Middle School will be held responsible for replacement or repair.
5. 因故缺席者，須由家長提前通知各班老師。 The teacher will take roll call in every class. Students who cannot attend the class shall contact teacher in advance by the parent.
6. 學生上課時，非經許可不得隨意交談或離開教室; 校區內不可嚼口香糖; 教室內及走廊不可吃東西、喝飲料。 Students cannot chat or exit the classroom without teacher's permission during class period; campus prohibits chewing gum, eating or drinking are also prohibited in classrooms and hallways.
7. 學生於放學前不得離開校區。若需提前離校者，應由家長提前告知各班老師。 Students are not allowed to leave campus before the end of school day; those who need to leave early shall inform teacher in advance by the parent.
8. 學生在課堂上不守秩序或在考試時作弊，老師將送該生至校長辦公室，校方依規定處理。 The teacher can suspend students who misbehave in the class or cheat on the tests and send them to the principal office for disciplinary actions.
9. 違反校規者，學校將口頭告誡學生，第二次則給予口頭告誡並通知家長，第三次召開家長會議，學生再屢勸不聽則勒令退學。 Disciplinary action: first violation – verbal warnings; second violations – verbal warnings and notifying parents; third violation – calling for a parent meeting; fourth violation – dismissal.



## 奧斯汀中文學校家長須知 (Notice to Parents)

1. Pre-K 班第一學期上課時家長可留在教室內，第二學期則僅一位輪值家長 (Teacher Assistant Parent = TA Parent) 在教室內輔助學生學習。K 及以上班級上課時僅一位輪值家長 (TA Parent) 留在教室內輔助老師及管理學生，所有輪值家長應遵守教室內一切規則並務必坐離學生區。  
During the first semester all Pre-K parents can stay in the classroom. During the 2<sup>nd</sup> semester, only one TA parent can stay in the classroom to assist the teacher during class. K and above classes, only one TA Parent can stay in the classroom. All TA parents shall sit away from the student area while in the classroom to avoid being a distraction.
2. 上課時間內請勿在教室走廊任意走動、講話或打擾上課秩序。 Avoid walking, loud conversation and other disturbing activities in the corridors during the class period.
3. 期中考及期末考時間，家長不可留在教室內。 No parents shall stay in the classroom during midterm and final examinations.
4. 為維護良好的學習環境，家長攜帶幼年子女，請勿在教室內逗留，若該週為輪值家長，提早請他人代班。 Parent with a younger child are prohibited in any classrooms. If the parent with a younger child happens to be the TA parent that week, please arrange assistance from another parent or other family member in advance.
5. 本校所開設的『華語班』(Heritage)：老師僅用中文授課，學生必須具備中文基本對話能力（必需具備兩項：聽、說）。本校也設有『雙語班』(CSL)班：專為須以英語輔助來進行中文對話之學生所設計，適合需要用英語翻譯而學習中文的學生。為能讓學生得以在其合適的環境中學習中文，學校會評量學生的中文程度並為學生做最合適的分班安排。 If a student needs to have a parent or a teacher to translate during class, this student is not fit for heritage class. We have classes in three different levels designed for Chinese as Second Language (CSL) for those students. To satisfy all parents, the school will have a placement test to decide which class is best for each student.



奧斯汀中文學校規則及家長須知同意書  
(Austin Chinese School Rules and Notice to Parents Agreement)

學生家長 (Parents Only) :

學生班級 (Student Class)\_\_\_\_\_ 簽字日期 (Date)\_\_\_\_\_

學生姓名 (Student Name Print)\_\_\_\_\_

家長聯絡電話 (Parent Cell Number)\_\_\_\_\_

家長姓名 (Parent Name Print)\_\_\_\_\_

家長簽名 (Parent Signature)\_\_\_\_\_

(\*\* If you have more than one child in our school, please sign each individual form for each student. \*\*)