

# 匹茲堡中文學校

[www.pittsburgh-chinese-school.org](http://www.pittsburgh-chinese-school.org)



## Student Handbook 學生手冊

Amended in December, 2018  
2018年12月修訂

### Code of Conduct for Students of the Pittsburgh Chinese School:

匹茲堡中文學校學生行為守則：

1. Students should respect and follow instructions of teachers and parent guards, and must not be disruptive during class or in recess. .  
1. 學生必須尊敬並服從老師和值班家長，不得擾亂課堂與課間秩序。
2. Students should enter classroom, be seated and be quiet when the bell rings signaling the start of class.  
2. 上課鈴聲響後，學生應該進教室就座並保持安靜。
3. During class, students must not walk around in the classroom or leave the classroom without teacher's permission. A student must get the teacher's approval in advance or during class before leaving a class for medical reasons or otherwise. During cultural class, a student must not wander away from class without teacher's permission.  
3. 上課時，未經老師許可，學生不能隨意在教室裡走動，或擅自離開教室。學生因生病或其他原因不能上課必須事先或在課上得到老師的批准。文藝課上，學生不得未經老師允許擅自脫離課堂。
4. During class, students should turn off mobile phones, must not use any electronic device without teacher's permission, and must not chat, disturb others, or do anything unrelated to the class.  
4. 上課時，學生應關閉手機，未經老師許可不得使用電子用品，不可隨意與同學聊天，干擾他人學習，或者做和課程不相關的事。
5. Students must not run, fight, or engage in unsafe activities during class or in recess.  
5. 學生不能在上課時或課間打鬧，跑跳追逐、或進行不安全的活動。
6. Students should not eat or drink outside the cafeteria.  
6. 學生不應在咖啡廳以外的任何場所吃東西，喝飲料。
7. Students should keep school clean, including the hallways, classrooms and bathrooms, and must not litter anywhere in the school. Students should help teachers clean and restore classroom after each class.

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7. 学生应当保持学校清洁，包括走廊、教室和洗手间卫生，不随地丢垃圾；上完课后，和老师共同清理教室，物归原处。

8. Students should care for school property and must not move, use or play with any school property without school's permission. Damaging or stealing school property is strictly prohibited. Anyone who damages or steals the school property is solely responsible for compensation for losses and all other consequences.

8. 学生应当爱护公物，不得挪用未经学校许可使用的任何校产；严禁损坏，偷窃公物行为，破坏偷窃公物者将负责赔偿并承担一切后果。

9. Students must not cheat on tests, and must not forge signatures.

9. 学生考试不可作弊；不可伪造签名。

10. Students must not intimidate, discriminate or harass student(s) or teacher(s), verbally or physically.

10. 学生不可用言语或肢体语言去恐吓，歧视或侵犯同学或老师。

11. Students must not write, draw, paint or cause damage on any picture, painting or artwork on the walls in school.

11. 学生不要涂损教室或学校墙上挂的任何画像，艺术品，或学生作品。

12. Students must not enter areas that are not open for use of the Pittsburgh Chinese School.

12. 学生不要进入未对中文学校开放的区域。

13. Smoking, drinking, drug use, or fighting in the school building is strictly prohibited.

13. 禁止在学校大楼内吸烟，酗酒，吸食毒品或打架闹事。

14. It's not allowed to bring any unregistered students to the school.

14. 不可任意带非本校学生进入学校。

15. Firearms, knives, or dangerous substances are not allowed in the school.

15. 不可携带枪支，武器或危险物品到学校。

16. Distribution of commercial flyers is prohibited without prior approval of the school.

16. 未经校方同意，不可在学校范围内散发传单。

17. Students must not leave the school building unless accompanied by a parent or guardian. If a student has to leave the school during a class, the student's parent must give advance approval and notify the teacher.

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17. 除非有家长或委托人陪同，学生不得擅自离开学校大楼。若有事要中途离校，必须由家长出具证明，通知该班老师。

18. Students should enter the school building no earlier than one hour before the start of classes and should leave the school building within 15 minutes after the last class is over.

18. 学生不应当早于上课前一小时进入校园，并应该在放学一刻钟之内离开学校。

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## Disciplinary Process for Violations of Code of Conduct for Students:

违反学生行为守则的处罚程序:

The school administration, at its discretion, may take one or more of the following disciplinary actions if a student violates the Code of Conduct for Students:

1. Give a verbal warning to the student;
2. Give a written warning to the student's parent(s)/guardian(s) and require the student's parent/guardian to sign and return the written warning to school;
3. Require the student's parent(s)/guardian(s) to attend a meeting with a school administrator;
4. Remove the student from one or more registered classes;
5. Suspend the student from school; and
6. Recommend expulsion of the student to the Board of Directors.

The school administration may delegate its disciplinary power to a school administrator or a teacher to enforce a disciplinary action.

如果学生违反学生行为守则，学校行政管理层有权决定采取下列一项或多项纪律处分：

1. 给学生口头警告；
2. 给学生家长/监护人书面警告并要求学生家长/监护人签字后将书面警告送达学校；
3. 要求学生家长/监护人与学校行政管理人员开会；
4. 将学生从一门或多门注册课程中暂时移除；
5. 勒令学生停学；和
6. 向校董事会建议永久开除学生。

学校行政管理层可以授权学校行政管理人员或老师实施纪律处分。

The school administration may suspend the student without any prior warning in case of student's egregious behavior or habitual/repeated violations. If a student is suspended, the student will not be allowed to attend any classes or activities on campus. The student can appeal to the Board of Directors for reinstatement and shall remain suspended during the appeal process. As a result of the appeal process, the Board of Directors may reinstate the student, put the student on probation, or deny reinstatement.

如果学生行为恶劣或屡教不改，学校行政管理层有权不经事前警告直接勒令学生停学。学生被勒令停学后，不得上课或参与其他校园活动。学生可以向董事会上诉申请恢复学习，但在上诉过程中，学生保持停学状态。上诉过程后，董事会可能准许学生恢复学习，将学生留校察看，或拒绝学生的恢复学习的申请。

Under extraordinary circumstances, the school administration may recommend expulsion of a student to the Board of Directors and, with the Board's approval, permanently expel the student

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from the Pittsburgh Chinese School. Once expelled, the student will not be allowed on campus and have no opportunity for reinstatement.

特殊情况下，学校行政管理层可以向董事会推荐，并在董事会批准后永久开除学生。一旦被开除，该学生不得进入中文学校校园，也再没有机会恢复学习。