



聖地牙哥中華學苑家長須知

San Diego Chinese Academy Parent Handbook

1. 請詳閱家長須知及學生守則，並請貴子弟熟記學生守則。
Parents shall keep this Parent Handbook for reference for the whole school year. Please read and discuss the Student Handbook with your students so that they understand the expectations and follow the rules.
2. 請家長準時接送貴子弟上下課。請勿早於下午一點到校。因故晚接時請事先告知老師或辦公室，並請貴子弟至辦公室等待。地主學校的校門將於晚上六點關閉。
Please be punctual to drop off and pick up your students. Do not come earlier than 1pm. Do not pick up your students late. Please inform the teacher or office in advance if you cannot avoid being late, and have your students go to the office to wait for you. The school gates will be closed at 6pm.
3. 學生上課前及放學後的安全，請家長自行負責。
The school provides ground supervision during school hours only. Parents are fully responsible for your students' safety before/after school hours.
4. 被沒收的物品需要家長親臨辦公室簽名才能領回。
Parents need to come to the office to pick up confiscated items. Your signatures are required.
5. 如學生對教室，校園，或他人之物品造成破壞，家長需負責賠償。
Parents are required to pay for any school's or/and other people's property damages that are caused by your students.
6. 請家長每週放學後務必撥冗檢查貴子弟帶回家之各項通知及該週作業。
Parents shall check the Weekly Announcements and homework brought back by your children.
7. 請家長監督貴子弟按時將作業完成，但請不要幫孩子寫作業。考試前請多幫貴子弟複習，孩子得到好成績自然會提高學習興趣。
Please supervise your children to complete the homework on time every week, but refrain from doing the homework for them. Help your children to prepare for exams. Good grades foster greater self-confidence and refined interest in the subject.
8. 請家長踴躍參加學校各種典禮、活動和家長與教師座談會，以建立與學校良好的互動。
The school encourages all parents to participate in school ceremonies, activities or PTA meetings to establish good relationship and to keep parents well informed.
9. 輪值家長必須準時至辦公室簽到，並穿上義工背心。完成指定工作後，請務必至辦公室簽退，並返還義工背心。敲鐘的家長請記得把鐘交回。
Parent Volunteers please arrive for your duties on time. All volunteers are required to come to the office to sign in/out and wear SDCA vests. All volunteers are required to return SDCA vests (and the bells for Bell Ringers) after they are done with their duties.
10. 如有任何建議，歡迎向理事會、學校行政人員或家長會提出。
The school Board, PTA, and Administration Office welcome suggestions and feedbacks. Your involvement helps the school improve. Please let us know as soon as possible so we can address your concerns or suggestions.