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樂活中文教育協會 / 樂活中文學校

Norwood Chinese Education Association
Norwood Chinese School

學生及家長手冊

Parent/Student Handbook

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Norwood Chinese School Parent/Student Handbook

樂活中文學校學生及家長手冊

WELCOME TO NORWOOD CHINESE SCHOOL

Norwood Chinese School has been established since 1984. The school is developing a tradition of excellence in Chinese Language learning and it is a pleasure to welcome you as a member of our school population.

This handbook is designed to assist both students and parents in having a better understanding of the operation of Norwood Chinese School. Please take the time to read this handbook and become acquainted with its entries.

Additional information and procedures relating to students can be found in **the Norwood Chinese School Policies and Regulations**.

Parents are encouraged to contact the school for information to clear up any misunderstandings. Should you have questions or concerns, please call the school at **(780) 908-6406**.

Although school policies have been developed with the best interests of students in mind, we welcome your comments and questions about any of the items in the handbook. Since this booklet does contain information you may wish to refer to from time to time, we ask that you keep it as a reference.

歡迎您就讀樂活中文學校

我們誠意歡迎您就讀樂活中文學校。樂活中文學校創立於 1984 年，一向本着嚴謹務實的教學方式發展中文教育事業。

歡迎您成為樂活中文學校的一分子。為了幫助學生和家長對樂活中文學校之行為規範有更深入的認識和瞭解，我們編寫了這本《學生及家長手冊》。

有關學校的管理條例及政策，請參考 **Norwood Chinese School Policies and Regulations**。

若家長對我們的教學和工作有任何意見或建議，歡迎與我們聯絡。垂詢請致電學校辦公室：780-908-6406。樂活中文學校本着服務於學生和家長的宗旨，制定了各項學生行為準則和操行規範。我們歡迎您對此提出寶貴的意見和建議。由於這本小冊子包含了學校、家長及學生就讀所需要的綜合資訊，請您妥善保存，以備參考。

SCHOOL HOURS

- Cantonese Program (K1-G9): 9:30 am – 12:00 noon
- High School Credit Courses: 9:30 am – 12:00 noon
- Mandarin Program (K1-G9): 1:00 pm – 3:30 pm

學校上課時間

- 粵語班（幼稚園班至九年級）： 上午 9:30 – 中午 12:00
- 高中學分班： 上午 9:30 – 中午 12:00
- 普通話班（幼稚園班至九年級）： 下午 1:00 – 下午 3:30

ATTENDANCE

Regular attendance for all classes is a necessary ingredient of success in school. For only 2.5 hours of class time once a week, it will be a great for missing school. Students are advised to attend all the classes.

出勤

準時出勤是保證學生學習效果的必要環節。所以，對於學生來說，能否按時到校上課是非常重要的，它直接影響到學生的學習成績。每週只有 2.5 小時的學習時間，缺勤將會導致學生遺失重要知識環節。因此希望學生務必準時出席所有課時。

ABSENT

Parents are asked to inform the school, by telephone, about a child's intended absence. The school's phone number is (780) 908-6406. It is extremely important for the welfare of the child that ALL telephone numbers at home, at work and those of daycare arrangements or neighbors be kept up to date. Please contact the school when any information changes.

缺勤

若有學生因故要缺勤，請家長預先電話通知學校。樂活中文學校電話：(780) 908-6406。爲了確保學生就讀安全，學校需要留有所有學生緊急事宜聯絡方式，請家長向學校提供有效的緊急事宜聯繫電話。如：住宅、辦公、家長、親屬、保姆或鄰居等緊急事宜聯繫方式。緊急聯繫方式一經更改，請及時通知學校。

ASSESSING CURRICULUM

Assessing curriculum is a combination of the method of assessment and the process of collecting student information relative to curriculum.

The following are the main methods used by teachers at Norwood Chinese School:

- Daily observations of student work and participation
- Teacher-prepared tests and quizzes
- Checklists in specific areas
- Anecdotal notes
- Rubrics
- Standardized tests
- Student self-evaluations
- Oral discussion
- Student projects, reports and assignments

Detailed records are kept by each teacher to be interpreted and discussed with parents upon request.

教學大綱評估

教學大綱評估是用評估方法瞭解學生對所學課程的掌握程度，測評學生能否達到教材編撰規範的目的。

樂活中文學校的教師主要採用以下教學方式：

- 仔細觀察學生的課堂表現和教學參與情況
- 教師按教學內容認真編寫課堂及單元測驗題目
- 核對表
- 學生趣聞、軼事

- 標準的期中、期末考試
- 學生自我考核及評估
- 課堂討論發言
- 學生的製作、課後作業和成績報告單

教師將會保存所有記錄以備家長查詢，詳述並作研討。

CELLPHONE POLICY

Students are not to use cellular phones in their classrooms. The school is not responsible for stolen or lost cell phones. If a student is using a cell phone in the classroom, the teacher will confiscate the phone. Students are encouraged to contact parents by using the school phone.

手機使用規定

學生禁止在課堂上使用手機。學校不負責手機被盜或遺失的責任。如果學生在課堂上使用手機，您的老師將把手機沒收。學生如有急事可利用學校電話聯絡家長。

COMMUNICATION

Parent/Teacher: We highly recommend that parents meet with teachers before and after school to communicate regarding the child(ren)'s learning progress, learning style or any suggestions or recommendations. If you have any questions or concerns, you may direct them to the teacher and/or the school administration.

Parent/School : Norwood Chinese School is non-profit organization. All parents who have children attending Norwood Chinese School are encouraged to participate in the Norwood Chinese Education Association Committee Board meetings and become a member. This is all parents' chance to get involved in the school's business and help the school make decisions. NCEA is a springboard for parents' ideas, initiatives, and concerns where current issues within the school community can be discussed. The Board's goal is to enhance our students' educational experience, their learning environment and their sense of community. Parents are always welcome to contact any of the Board members listed about when and where the meeting is.

溝通管道

家長與教師之間的溝通：學校鼓勵家長和教師之間於課前或課後進行有效地溝通，交換意見。例如教學進度、學生的學習方式、對教師或教學的意見和建議。家長也可以直接就相關問題與教師或學校教務工作人員進行溝通。

家長與學校之間的溝通：樂活中文學校是一非營利機構，凡子女在校就讀的家長均有權力和義務參與樂活中文教育協會的議會，我們鼓勵家長成為樂活中文教育協會的議會委員為學校服務。成為委員可讓您參與學校管理，對學校活動計劃發表意見和建議。這也是您發表意見和建議的一種途徑。樂活中文教育協會將提供中文學習教育諮詢交流平臺，改善教學環境和增強參與意識。歡迎您加入，參加會議，或聯絡樂活中文教育協會。

CLASSROOM USAGE

Norwood Chinese School only rents the classroom space from Westmount Junior High. All furniture, equipment, books, pens, etc. in the classroom belongs to Westmount Junior High. Students MUST NOT TOUCH anything that does not belong to students or Norwood Chinese School.

- Students should be careful about the use of furniture.
- All books or any stationary that belongs to the Westmount Junior High should be left untouched.
- Students shall be responsible for the repair of any damages to property.
- Students should not use any items that do not belong to Norwood Chinese School in the classroom. Chalk, pens, papers, tissue papers and etc. are available in the office.
- Students should ensure the cleanliness and tidiness of the classroom. Desks, other furniture and materials must be kept in the classroom as it is when students first arrive.
- Students should protect school furniture and fixtures and preserve cleanliness of the walls.
- Students must immediately report any damage to their classroom teacher.

教室用途

樂活中文學校是租用 Westmount Junior High 的教室，教室內的所有傢俱，設備，書籍，筆等都屬於 Westmount Junior High，請學生不碰任何不屬於你或樂活中文學校的物品。

- 學生在使用課室內的桌椅時應該小心愛護
- 所有屬於 Westmount Junior High 的書籍或任何物品，一概不准動用
- 若因學生造成的任何課室內物品損壞，該學生將負責賠償全部損失
- 不要使用任何不屬於樂活中文學校的物品，例如筆、紙、書、紙巾等。若有需要，學生可到辦公室領取
- 確保教室整潔，尤其課桌，傢俱和材料等，要保持原樣
- 確保學校的傢俱、裝置和牆壁清潔
- 一旦發現物品損壞，請立即報告老師

CLASSROOM CONDUCT

Students are expected to participate actively and productively in all classes. The conduct in classes is to be such as to allow all class members to concentrate on tasks at hand. When a student's behavior disrupts the learning process for others, the teacher may take appropriate action to deal with the problem. For example, the teacher may isolate the disruptive student, assign a detention, or in extreme cases send the student to the office for the period involved. Sometime during or at the end of the school day, the disruptive student must see the teacher involved to resolve the difficulty. If a student is involved in disruptive behavior again within a short period of time, the same procedures as above will be applied. In addition, the administration of the school and the parents of the student will also likely become involved. It will be made clear to both the student and the parents that the disruptive behavior must cease. Continuous disruptive behavior in the classroom will not be tolerated.

In general, each case of seemingly disruptive classroom behavior is dealt with individually by the teacher and/or the administrator. A sincere effort is made to act in the best interests of the student and the

classroom involved. The teachers and the administration keep a record of student behavior.

課堂品行守則

本校希望學生要積極地有建設性地參與課堂教學。課堂管理要靠全體同學共同努力，營造一個良好的教學秩序和學習環境會讓所有學生專心學習。當一個學生的行為干擾到其他同學學習時，老師則會作出適當的處理。例如：把該學生隔離，令學生下課後留校或在極端的情況下把學生送往學校辦公室。

DISPLAYS OF PUBLIC AFFECTION

Students are allowed to hold hands or walk arm in arm at school. Students are not allowed to kiss, hug, sit on laps, or display any other public affection.

顯示親密

學生允許在校內牽手或把臂，但是不准在校內親吻，擁抱或坐在大腿上，或顯示任何與學生身份不符的親密關係。

DRESS CODE

Students are required to dress appropriately so that dignity is maintained at all times.

Dress that is suggestive, provocative, insulting and/or unsuitable for school wear is inappropriate. Students whose dress does not meet the requirements of our dress regulations will be asked to change into appropriate wear.

Graphics depicting or suggesting violence, profanity, pornography, alcohol, drugs, etc. will not be permitted on clothing.

The key element of our dress policy is moderation. Details are as follows:

- “Underwear” items should remain under cover
- Tops should reach the waistline; midriffs should be covered
- Necklines should be modest; skimpy tops (i.e. spaghetti straps) and see through tops are inappropriate.
- Shorts and skirts should be of moderate length.

- Pants, shorts and skirts should not hang too low below the waistline.

學生着裝

學生穿着必須適當得體。

凡是具有暗示、挑逗、侮辱或不適合在學校穿戴的服飾，都是不允許的。若有學生的穿着不適宜學生身份的着裝，學校有權要求學生換回適當服飾。

學生着裝服飾關鍵要適度。詳情如下：

- “內衣”的項目應保持隱蔽
- 上衣應達到的腰圍；腰部須全部遮蓋
- 領口應該是適度的 - 輕薄（如細肩帶），透明的上衣，都是不恰當的
- 適當長度的短褲和裙子
- 褲，短褲和裙子不要卡在腰際下面太低

DROPPING OFF AND PICKING UP YOUR CHILDREN

At Norwood Chinese School, we value parents and understand that you want to ensure the safety and wellbeing of your children. We encourage parents to allow their children to walk to the classroom by themselves. Children can walk from their car or say goodbyes by the main school entrance (west side of the building).

We also encourage parents to teach children over the age of 10 to meet them by the main entrance or by the car at dismissal times. As our student population increases, the areas around the classrooms become quite congested when there are many parents waiting to pick up their children. Often there are younger siblings, and there is a fair amount of noise. Teachers are finding that the noise level is interfering with the teaching and learning.

Let's work together in this area to ensure the best learning environment for our students, your children.

子女接送

樂活中文學校對家長重視孩子的安全極為理解和支持。我們鼓勵家長允許年長一些的孩子自行進入教室。孩子可以在下車後自己走進學校或在校門外與父母道別。請家長教導孩子放學時在指定之進出口（位於西邊的大門）或直接前往自家汽車與父母相聚。

由於學生人數逐年增加，教室外圍走廊變得相當擁擠，當有眾多家長等候接送子女時，時常會有年輕的兄弟姐妹和家長聊天，造成噪音。噪音就會干擾教師的教學和學生的學習。讓我們共同合作，以確保為我們的學生，您的孩子營造一個最佳的學習環境。

EVALUATION

Evaluation is a process that includes using the information from assessments to determine:

- Grade – level of achievement
- Achievement – demonstration of the knowledge, skills and attitudes students are expected to learn at a specified grade level.
- Performance – how well a student demonstrates grade level expectation
- Effort – demonstration of motivation of learning

At Norwood Chinese School, performance at all grade levels is measured by the following statements and/or measured by letter grades:

- | | |
|--|-------------|
| • Work meets standard of excellence | A - 80-100% |
| • Work exceeds acceptable standard | B - 65-79% |
| • Work meets acceptable standard | C - 50-64% |
| • Work does not meet acceptable standard | D - 0-49% |

評估程序

評估程式是採用以下測驗所得的資料去決定學生在下列各方面之表現:

- **等級** - 班級水準
- **學業成就** - 學生在知識、技能和態度等方面達到預定計劃的班級水準之顯示
- **學習表現** - 學生的表現達到預定的班級水準之程度

- **努力程度** - 學生激發學習積極性之顯示

樂活中文學校所有學生的學習表現都是用以下的評分/或字母等級作評定:

- | | |
|-------------------|----------------|
| • 學習成績優異 | A - 80 至 100 分 |
| • 學習成績良好 | B - 65 至 79 分 |
| • 學習成績滿意 | C - 50 至 64 分 |
| • 學習成績未達水準 | D - 0 至 49 分 |

EXAMINATION POLICY

The school exams, including midterm and final exam, can only be written on the scheduled date published by the school authority. Teachers, in consultation with administration, may exempt a student from writing the midterm or final exam when extenuating circumstances such as critical illness or bereavement warrant it. Upon receipt of written requests, teachers can arrange students to write their midterm or final exam one class prior to the scheduled exam day. Students who did not write midterm or final exam will not receive a final mark for the school year. Students will be disqualified for annual awards if they do not obtain a final mark.

考試規定

樂活中文學校期中和期末考試是學校組織的統一考試，所有學生必須在學校規定的時間參加考試。期中考試和期末考試日期將在學校年度校曆上注明，請各位學生及家長認真閱讀校曆並妥善安排好學生考試時間。如學生無故不能參加期中或期末考試，該學生將沒有此考試成績。如遇有特殊情況，如：學生突發疾病或遇有家庭親人去世等，學生任課教師必須與學校管理人員及時溝通，經特許方可安排特殊時間進行考試。

COMMUNICATING STUDENT LEARNING

Communicating student learning should be carried out so that it supports continuous learning and development.

Practices for communicating student learning include the following:

- Phone calls to parents
- Student Agenda
- Newsletters
- Parent -Teacher Conference
- Celebrations of learning
- Parent conferences

學習成績情況報告

學校會向家長報告學生的學習情況，據以確保學生學習的可持續性發展。

學校採用以下的方法與家長溝通學生的學習情況：

- 打電話聯絡家長
- 家長聯繫簿
- 學校通訊
- 家長-教師見面日
- 學習慶祝會
- 與家長面談
- 學生成績報告單

HIGH SCHOOL CREDIT COURSES

All students registering in high school credit courses must already be a high school student or entering Grade 10 in that same school year in order for the credit(s) to be counted towards their high school transcript.

Students must first complete Chinese 10, Chinese 20 and then Chinese 30. Some exceptions apply:

- A student that completes Norwood Chinese School's Mandarin Grade 9 class with a final mark of 60% or higher is eligible to register in Chinese 30.
- A student that completes Norwood Chinese School's Cantonese Grade 9 class with a final mark of 80% or higher is eligible to register in Chinese 20.
- A student with a Chinese education background from his/her origin is eligible to register in Chinese 20 or Chinese 30.
- A Chinese bilingual elementary graduate may register in Chinese 20.
- A Chinese bilingual junior high or high school graduate may register in Chinese 30.

高中學分課程

學生如果登記註冊高中學分班課程，必須已經是高中在冊學生或者是今年要開始就讀 10 年級，否則沒有辦法得到高中課程學分。

學生必須先修完中文 10，中文 20，然後才讀中文 30。一些例外如下：

- 學生完成樂活中文學校國語 9 年級課程並取得學年平均 60 分以上成績（含 60 分）符合註冊登記中文 30 的條件。
- 學生完成樂活中文學校粵語 9 年級課程並取得學年平均 80 分以上成績（含 80 分）符合註冊登記中文 20 的條件。
- 有中文教育背景的學生符合註冊中文 20 或中文 30 的條件。
- 中英雙語學校小學畢業的學生可以註冊中文 20。
- 中英雙語學校初中或高中畢業的學生可以註冊中文 30。

ILLNESS

If a student becomes ill during the school day, they should first inform their teacher, who will first inform their parents/guardians. The teacher may also inform the school office and the office staff will assist them in contacting a parent or guardian.

患病

如果學生在校期間有不適症狀，請先告知任課教師。任課教師會直接聯繫家長或監護人，任課教師也可以通知學校辦公室工作人員聯繫家長或監護人並妥善安排患病學生。

INJURY

If a student is injured at the school they are encouraged to inform an adult immediately. Many of our staff have first aid training. Parents will be contacted if medical attention is needed.

受傷

如果學生在學校受傷，請立即通知學校教職員工。大多數的學校工作人員都參加過急救訓練。如果需要就醫，學校會立即通知家長。

LATES

Due to security reasons and the safety of our students, all the school doors will be locked after 15 minutes class starts. The school's main entrance will be opened only 15 minutes before class ends. If students are late for class, please call the school at (780) 908-6406 to have the door opened. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

遲到

基於保安理由和學生的安全考慮，上課 15 分鐘後，所有學校的門都會鎖門上。學校的大門在下課 15 分鐘之前會打開。若有學生遲到，請撥打電話(780) 908-6406。學校會派專人開門。遲到早退都會影響其他同學的學習和老師的教學。敬請避免在上課時間安排其它活動。

LEAVING THE SCHOOL

A student is not allowed to leave the school without parental permission. If a student has an appointment, a note or a phone call is needed from the parent or guardian to allow the student to leave.

離校規定

無父母許可，上課期間學生不准離開的學校。如果學生必須離校，要有父母或監護人事先寫便條或打電話通知學校或任課教師。

MISSED WORK

After an absence, students should check with teachers and/or contact a friend to get assignments and find out what was missed during class. It is the student's responsibility to catch up.

缺課

學生若有缺課，必須及時聯繫老師或同學了解學習之進度。迎頭趕上，是你的責任。

NEWSLETTERS

To keep our parents informed, a newsletter is distributed regularly. Please always check with your child or the bulletin board at the school for important messages.

學校通訊

為和學生家長保持聯繫，我們定期出版學校通訊或發佈通知。請經常詢問您的孩子並注意學校公告板發布的一些重要資訊。

NUT-FREE POLICY

As part of the ongoing safety awareness at Norwood Chinese School and due to severe life-threatening allergies (anaphylaxis), we are a **total nut-free** school.

Exposure to even a small amount of the food substance could cause anaphylaxis and, without immediate emergency medical assistance, lead to loss of consciousness and even death in students with nut allergies. The school has the obligation to establish a safe learning environment of all students. Therefore, we are requesting that all parents and students be mindful of any products that contain nuts when preparing snacks. Parents of children who, historically, have suffered from any anaphylactic reactions to any foods or insect bites need to provide the school with an up-to-date medical action plan, signed by the parent.

Thank you for your cooperation in helping provide a safe environment for our students.

禁止攜帶含有堅果的食物

鑒於一些堅果類食物會產生嚴重的危及生命的過敏後果，出於對樂活中文學校學生安全考慮，我們學校完全禁止攜帶會引起過敏反應的堅果類食物。

對於有過敏症狀的學生來說，即使少量的過敏食物也會導致嚴重的過敏反應，如沒有任何應急的醫療搶救措施救助，可以致使這些過敏的人失去知覺甚至死亡。樂活中文學校有義務給生營造一個安全的學習環境。因此，我們要求家長在給學生準備零食時，必須特別留意含有堅果成分的食物禁止帶入學校。學生如對任何食品或

昆蟲叮咬有過敏反應歷史，必須告知學校並提供給學校有家長簽名的最新應急方案。

謝謝大家合作，為我們的學生提供一個安全的教學環境。

OFFICE CONTACT

Our phone number is 780-908-6406 (24 hours). Our office is open for the general public on every Saturday, except status holidays, from 9:30am – 3:30pm. The office is closed during summer months July – August.

辦公室聯繫

學校辦公電話：780-908-6406

辦公時間：每星期六，上午 9:30 分至下午 3:30 分（法訂節假日除外）。

暑假時間為每年的七月至八月。此間學校將關閉。

PARENT CONTACT

We welcome parents' involvement in their child's education. Parents may use drop off and pick up time to talk to the child's teacher in person to find out their learning progress. Parents may also call the school or volunteer. The more parents stay in contact with the school, the greater the chances of the child's success.

家長聯繫

我們鼓勵家長參與孩子的教育。您可利用到學校接送孩子的時間與任課教師了解有關您孩子的學習情況。您也可以直接打電話到學校詢問，或成為樂活中文教育協會委員，為學校服務。與學校保持及時地溝通與交流，將有助於您的學生獲得成功。

PARKING

For the student's safety, please do not use the staff parking lot to drop off or pick up your child. Parking is available on the west side of the school or east side of the school. "SAFETY OVER CONVENIENCE" is the phrase we continue to emphasize.

泊車

爲了您的孩子，我們學生的安全，禁止使用校內員工停車場接送學生。請使用學校西側或東側的停車場。敬請各位家長遵守學校泊車和接送學生的條例，以安全為重而不貪圖方便。

PERMISSION TO RELEASE STUDENT WORK AND IMAGES

Norwood Chinese School is proud of our students and their work and we take every opportunity to show the world.

學生作品展示

優秀的學生作品一直是樂活中文學校的驕傲。學校學生作品展板會定期展出優秀學生作品。

REFUND POLICY

If a student withdraws from a course before it starts, the tuition less \$100 administration fee will be refunded. No refunds will be granted after the first month of school.

退費政策

如果學生在學校開學前要求退學，學校將扣除至少 100 元的學生注冊登記管理費，退還其餘部分學費。學校開學一個月之後，將不再退還學費。

REPORT CARDS

Students will receive report cards two times a year. Student's progress will be based on a variety of tasks including regular assessments, quizzes, unit tests and term exams. Parent-student-teacher conference will be scheduled after the mid-term report cards go out. These are an important part of the reporting process and you and your child are encouraged to participate.

學生成績報告單

每學期，學生都會收到兩次成績報告單。學生成績的考評包括平時的評估，小考、單元測試、期中和期末考試。學生家長會將在

期中考試成績單分發後一周舉行。這些都是學生學習進步的主要因素，希望家長和學生都能踴躍參與。

SCHOOL WEBSITE

Please log onto our school website at www.norwoodca.net to access information such as school newsletters. Recordings of each chapter of the textbook for Grades 1 to 9 are available in Mandarin under the “Downloads” section.

學校網站

請經常到 www.norwoodca.net 瀏覽樂活中文學校網站。您可以在學校的網站上獲取有關學校的資訊，例如：學校通訊。在學校網站首頁“Downloads”那裏，你可下載本校所有課本的配套錄音，方便您和您的孩子一起聆聽和朗讀。

STORM POLICY

In case of inclement weather and impassable road conditions, the NCEA Board will make a decision to cancel the class on that particular day. The decision to continue or cancel classes will be made by 8:00 a.m. Class cancellation will be announced by the program director or principal and all students will be informed by NCEA staff and/or teachers by phone.

暴風雪停課政策

如果遇到惡劣氣候天氣或者道路無法通行情況，樂活中文教育協會董事會將有權做出臨時停課的決定。是否停課的決定將在當天上午 8:00 點之前做出。停課決定將由校長頒布。樂活中文學校的教職員工，老師將用電話通知學所有學生。

SMOKING

Smoking is not permitted on school property or within sight of the building.

吸煙規定

學校建築內和建築周圍嚴謹禁煙。敬請家長和學生通力合作。

STUDENT AGENDA

All students in Kindergarten through Grade Six use student agendas in order to promote positive interaction between teacher and parent. This also helps strengthen the feeling of support all children need for success in school. Each Saturday students will bring home a little blue booklet – the Student Agenda – which will have printed on any homework they have, if they need to bring something to school or any comments from the teacher about the student. It is important that parents initial each time after students have completed their work and shown it to parents, even if there are no comments at all. Parents are the key to making homework a positive experience for their children. We ask that all parents make homework a top priority at home, providing a quiet environment, a particular time and necessary supplies. Feel free to contact the teacher or school if parents have to address a particular concern. Hopefully this will help parents to find out a little more of what is happening in class instead of hearing, "What did you do in school today?", "Nothing", or "How was school today?", "Good"

It is critical to the success of every student to build a pattern of homework. Student attitudes to learning are improved when they acquire new skills. They feel more competent and are more likely to successfully challenge the next task. Please encourage the establishment of a daily routine and feel free to contact your child's teacher for assistance. The following should be a part of each child's regular review pattern:

- Completion of class assignments that were not finished in class
- Completion of long-term assignments (if an assignment is due in two to three weeks, work should be done regularly and not left to be completed the night before it is due)
- Review of work taken each Saturday (studies show that 70% of material learned is forgotten within 3 days if there has been no review)
- Leisure Chinese reading, watch Chinese channels, listen to Chinese radio channels
- Skills practice (reading aloud, writing)

By working together we will be able to better meet the needs of the students.

學生議程/家長聯繫簿

教師和家長之間的良好互動和交流，是確保學生成功的要素。樂活中文學校配有專用的聯繫簿，從幼稚園到六年級的學生，都會使用學生議程/家長聯繫簿。每逢星期六，學生將會帶這本藍色小手冊 - 學生議程回家，裏面會有學生的功課作業情況，測驗成績，學生需要帶東西到學校或老師對學生的任何意見和測評。請家長認真查閱並於學生完成家庭作業後發表意見和簽名，即使您沒有意見或建議，還是請您把名字簽上，表示您已查閱了。父母的關注是孩子們積極完成課後作業的關鍵。我們誠懇希望所有的家長能把學生的課後作業當作學生的首要任務，為他們提供一個良好的學習環境，安排特定的時間和提供必要的學習用品。如果您有任何疑問，請隨時與任課教師或學校聯繫，希望這本學生議程/家長聯繫簿能幫助家長瞭解您孩子在學校學習情況，以此來取代簡單的詢問與回答。如“你在學校做了什麼呢？”“沒什麼。”或“今天學習怎麼樣？”“還好吧。”等。

建立一個成功規範的課後作業模式對學生來講是很重要的。當學生掌握新的技能時，他們的學習態度會得到改善，他們就會開始覺得自己很能幹並積極地去挑戰下一個任務，學習新的東西。請鼓勵學生建立一個日常的作息時間計劃並隨時和您孩子的老師保持聯絡。

以下幾個方面可成為您孩子的定期檢查模式：

- 完成在課堂上未完成作業
- 長期的作業（如兩到三個星期到期，應在未到期前完成，不要等到前一天晚上才做）
- 複習每週六上完的課程（研究證明，若沒有複習，3天之內學生就會把70%所學的東西忘記了）
- 閱讀中文休閒雜誌或報紙，觀看中文電視，聆聽中文廣播
- 多練習（朗讀，寫作）等

通過我們的共同努力，我們將能更好地滿足學生的需求。

TELEPHONES

A courtesy telephone for students' use is the hallway on the main located north side of the building. This telephone may be used before and after classes and during recess. It may NOT be used during class time. If a student is not feeling well, inform the class teacher or the office.

電話使用

學生在上課前、放學後及小息時可使用走廊內的電話。上課時間禁止使用電話。若學生感覺不舒服，請通知你的老師或學校辦公室人員。

TEXTBOOKS , EXCISEBOOK, NOTES BOOK

A textbook, an exercise book and 4 notebooks are provided and are in the responsibility of the student. Extra notebooks may be purchased from the office.

課本、練習冊、寫字簿

學校為學生提供課本, 練習冊及寫字簿。如有遺失或需要更多的寫字簿, 可向學校辦公室購買。

VALUABLES

Electronic equipment can be very distracting and is prone to loss and damage. Leaving these items at home can prevent many problems.

貴重物品

電動設備可使學生上課分心, 並容易丟失和損壞。請盡量把貴重物品留在家中, 這樣可以預防許多問題。

VANDALISM

There is no tolerance for vandalism. Students that have vandalized school property will incur the costs to fix or replace damaged items.

破壞公物

學校不能容忍破壞公共財物的行為。若有破壞學校公共財物情況發生，當事人須自行賠償損失。

VISITORS

All visitors (including former students) must report to the general office upon arrival at the school. Knowing who is in the school fosters a safe environment for all.

訪客

所有訪客（包括以前的學生）必須在抵達時向學校辦公室報到。此舉是為確保學校有一個安全的環境。

學生及家長手冊

Parent/Student Handbook

樂活中文學校

Norwood Chinese School

V5.00 (Revised 09/2013)
