



Merit Chinese School

School Notice - 8/12/2006

Please note the following information

(1) Student Handbook – General Information of the School

Assignment Checklist: lists weekly assignments and tests.

Progress Plan: lesson planning of the year and teachers' phone number.

School Calendar: highlights the important events and holidays

Staff List: introduces the school Board and our teaching team (coming up)

Exam and Scoring System explains the scoring and examination system

(2) School Phone Numbers

School Phone: **(972)904-7218 – Please use this during school hour.**

Principal (Home): **(972)517-9382**

Principal (Cell): **(214)477-3946**

(3) School Website - www.meritchineseschool.org

It is where you can check out the latest school news, photos, calendar and more.

You can also send us a email through the web:

Principal: **principal@meritchineseschool.org**

Kinder I Ms. Christina Ho: **k1@meritchineseschool.org**

Kinder II Ms. Leonie Lee: **k2@meritchineseschool.org**

Grade 1 Ms. Polly Lo: **g1@meritchineseschool.org**

Grade 2 Ms. Irene Chan: **g2@meritchineseschool.org**

Grade 3 Ms. Anna Chiu: **g3@meritchineseschool.org**

Grade 4 Ms. Yin Wah: **g4@meritchineseschool.org**

Grade 5 Mr. Ronald Tsang: **g5@meritchineseschool.org**

Grade 6 Ms. Polly Wong: **g6@meritchineseschool.org**

Grade 7 Ms. Esther Wong: **g7@meritchineseschool.org**

(4) Cancellation of Classes - Not sure? Check the web!

The school may close for bad weather. Announcement will be made at the website and school phone by **8:45 a.m.** If you have other concerns, please call your room teacher or the Principal. We will be glad to assist you.

Bad weather day is scheduled this year on 4/7/07.

(5) What if you were absent from class?

→ Call your Room Teacher

1. **Upcoming dictation.** Find out what your child has missed. Help him/her get ready for the upcoming dictation and finish the homework at home.

2. **Make-up dictation for the previous lesson.** Your child's teacher may request a make-up dictation after an absence. Call your teacher for details.

3. **Make-up examination.** The school requires each student to sit for ALL examinations in a school year. Call your teacher if you have missed one.

(6) Recess Schedule (Based on location of classes)

Kindergarten and 1st grade

11:15 a.m. to 11:25 a.m. in downstairs recess hall.

2nd, 3rd, 4th and 5th grade

11:25 a.m. to 11:35 a.m. in downstairs recess hall.

6th, 7th and Mandarin Class

11:25 a.m. to 11:35 a.m. on 2nd floor.

The school has installed a DVD player and a water dispenser. Students can enjoy Chinese kid's videos, fresh water and coupons redemption during recess. **During recess, ALL students should stay in their designated recess area.**

(7) Dismissal Policy – We do this for the best interest of your child

Please walk your child/children to the classroom before class and pick them up from the classroom at 12:30 p.m.

(8) We Need Donation For the Treasure Box

Teachers will reward the student with coupons during the class. Students can then use their coupons to redeem prizes from the treasure box during recess. Students love to visit the treasure boxes. If you accumulate **NEW** unwanted small gift items, or if you might wish to purchase similar items specifically for this purpose, we would be thrilled to receive them at school. **Suggestions for items:** small toys, games, special pencils, small craft items, or any small items you can imagine that is sturdy, non-spillable, and enticing to children.

(9) School Directory

Phone directory will send home by the beginning of September. If you do not want to be included, please inform the Principal before 9/1/2006. Student will ONLY get the directory of his/her own class.

Legal action will be taken against any misuse of the school directory such as sales promotion or commercial activities.

(10) Fire Drill - 8/26/2006

(11) We Always Welcome Volunteers - CALL the Principal

Thank you very much for your kind attention.