

Merit Chinese School

School Notice – 8/25/2007

Please note the following information

(1) Student Handbook – General Information of the School

Assignment Checklist: lists weekly assignments and tests.

Progress Plan: lists weekly progress and teacher's phone number.

School Calendar: highlights school events and holidays

Staff List: introduces School Board and the teaching team

Exam and Scoring System explains the scoring and examination system

(2) School Website - www.meritchineseschool.org

It is where you can find the latest school flyers, photos, calendar and more.....

For effective communication, send an email to your teacher:

Principal Leung: principal@meritchineseschool.org

Kinder I Mrs. Christina Ho: k1@meritchineseschool.org

Kinder II Mrs. Esther Wong: k2wong@meritchineseschool.org

Kinder II Mrs. Una Tang: k2tang@meritchineseschool.org

Grade 1 Mrs. Polly Lo: g1@meritchineseschool.org

Grade 2 Mrs. Anna Chiu: g2@meritchineseschool.org

Grade 3 Mrs. Polly Wong: g3@meritchineseschool.org

Grade 4 Ms. Irene Chan: g4@meritchineseschool.org

Grade 5 Ms. Huang: g5@meritchineseschool.org

Grade 6 Mrs. Yin Wah: g6@meritchineseschool.org

Grade 7 Mrs. Diana Tran: g7@meritchineseschool.org

Mandarin Grade 234 Mrs. Jackie Lee: mandarin234@meritchineseschool.org

Mandarin Grade 567 Mrs. Yvonne He: mandarin567@meritchineseschool.org

Mandarin Class Mrs. Wang: mandarin_wang@meritchineseschool.org

Mandarin Class Ms. Qi: mandarin_qi@meritchineseschool.org

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

The school may close for bad weather. Announcement will be posted in the website by 8:45 a.m. If you have no access to the Internet or have other concerns, please call your room teacher, or the Principal. We will be glad to assist you.

Principal Frances Leung: 972-517-9382, 972-904-7218 or 214-477-3946

Bad weather day is scheduled this year on 4/26/08.

(4) 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.

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

Kindergarten and 1st grade

11:15 a.m. to 11:30 a.m. in downstairs recess hall.

All other grades 11:30 a.m. to 11:40 a.m.

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 inside the school building.

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

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

We Need Donation For the Treasure Box

Teachers will reward students with coupons in the class. Students can then use their coupons to redeem prizes 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.

(7) School Directory

Phone directory will send home in October. If you do not want to be included, please call Principal Leung before 9/30/2007 at 972-517-9382. Student will ONLY get the directory of his/her own grade.

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

(8) Fire Drill - 10/6/2007 at 11:30 a.m.

(9) Volunteer Opportunities - CALL 972-517-9382

Thank you very much for your kind attention.

美德粵語中文學校

學校通告 - 8/25/2007

請留意以下資料：

(一) 『學生手冊』包羅學校各方面資料

- ◆ 『每週家課表』記錄家課和默書範圍，請家長每週查閱。
- ◆ 『進度表』列明每週教學範圍和老師電話。
- ◆ 『學校職工名單』介紹學校理事會、行政人員和老師。
- ◆ 『行事曆』記錄學校假期和活動日期。
- ◆ 『考試評分及補考詳情』乃重要資料，請家長細閱。

(二) 學校網頁 - www.meritchineseschool.org

網上可看到最新學校通告、照片、班照、學校簡介，和送電郵給老師。

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Mandarin Class Ms. Qi: mandarin_qi@meritchineseschool.org

(三) 惡劣天氣停課通知 - 請看網頁

學校可能因惡劣天氣停課一週，理事會將於當天早上 8 時 45 分於網頁發放消息。任何疑問，歡迎聯絡老師或梁校長：972-517-9382 本年度補課日定於 2008 年 4 月 26 日。

(四) 缺課後補默或補考須知

★敬請聯絡老師★

缺課後請向老師查詢下週默書和功課之範圍。老師一般要求學生回校時與同學一同默書和交功課。此外，老師亦可能要求補默之前缺默之課文。詳情請向老師查詢。

若學生不能於考試當天出席，請盡早安排補考。詳情請參閱手冊中『評分及缺課須知』。一般預先知道的缺席在『復習週』考試。

各級『進度表』已於本週派發，內容包括教學進度和老師電話，方便同學於缺課後聯絡老師和溫習功課。

(五) 小息分流計劃

幼稚園和一年班 - 11 時 15 分至 11 時 30 分於樓下小禮堂

其他級別 - 11 時 30 分至 11 時 40 分

學校設有 DVD 和飲水機，學生於小息時可以收看中文兒童節目、飲水或換領小禮物。小息時候學生必須留在指定小息地點，不可擅自離開學校。

(六) 接送放學安排

為了保障同學安全，學校要求家長親自到課室接送子女。凡獨自放學的同學，請遵從以下守則：

- 在學校正門等候家長接送，不可四處遊蕩。
- 不可在學校或停車場內東奔西跑。

(七) 小禮物換領-歡迎捐贈禮品

鼓勵同學用功守紀，每週老師均派發『積點獎卷』以示鼓勵。同學憑著獎券，可在小息到禮物箱換領喜愛的禮物。學生都很喜歡這個獎勵制度，老師亦贊同這制度能有效地提高小朋友讀中文的興趣。

假若閣下家中擁有一些可捐贈的小禮物，請帶回校務處。我們歡迎各類禮物：玩具、貼紙、文具、小擺設、小飾物和糖果等都是小朋友喜歡的東西。

(八) 各班通訊錄

各班通訊錄將於十月印發，假如閣下不希望列入通訊錄，請於 9/30 前聯絡校長 972-517-9382。學校只派發通訊錄給同班同學。

學校嚴禁任何人士把通訊錄作任何商業性或非法用途，違者必究。

(九) 防火演集 - 10/6/2007 11:30 a.m.

(十) 義工招募 -有興趣人士請聯絡梁校長 972-517-9382/972-904-7218。

祝福大家有快樂的新一年！任何建議，歡迎聯絡老師和校長。