

Westside Chinese School Regulations

西區中文學校校規

General Rules 學校規範

1. The school is in session on Saturdays from 8:45 a. m. to 11:45 a. m. Extracurricular activities start at 11:45 a. m. and end at 12:45 p. m. Students are required to arrive and leave school on time. Parents shall notify the instructors of absence, late arrival, and early departure.
學校上課時間是星期六，上午八點四十五分至十一點四十五分。課外活動自十一點四十五分起上課，至中午十二點四十五分下課。學生必須準時到達教室以及準時離開教室。若需請假，遲到，或早退，家長必須事先通知老師。
2. Parents shall park their cars in appropriate places as indicated on the campus map or instructed by traffic control personnel when dropping off or picking up students around the campus. As a courtesy to nearby residents do not honk and minimize noise.
家長請將車子停在學校地圖上指定的停車空間或依據交通指揮人員指示的停車地點。到校接送學生，請依據交通指揮人員的指示行駛。請尊重校園附近住戶的安寧，儘量避免按喇叭並降低音量。
3. Smoking is strictly prohibited both indoors and outdoors on campus.
校園內，不論室內或室外，嚴禁吸煙。
4. Students shall not bring weapons (e.g. knives, guns, Laser pointers) or controlled substances to school. If found, items will be confiscated and violators punished.
校園內嚴禁攜帶武器（例如：刀子，槍，或是雷射會議筆）以及管制藥物。如有攜帶，一律沒收，違規者並將予以懲戒。
5. No drink or food except water is allowed in the classroom and in the hallway. Violators will receive one warning and food and drink will be confiscated.
除了飲用水，教室內和走廊上不得飲用其他飲料或進食。違者將予以警告，食品和飲料也將予以沒收。
6. No loitering outside the classroom is allowed when the class is in session. Violators will receive one warning or the parent will be notified to personally supervise his/her own child.
上課時間學生不得在教室外遊蕩。違者將予以警告，其家長亦會被通知，促請到校親自監督自己的孩子。
7. Students shall treat each other and teachers with courtesy and respect. No inappropriate language, verbal harassment or unwanted physical contact either in the classrooms or during breaks will be tolerated.
對其他學生和老師應互相尊重並以禮相待，不恰當的語言，言語騷擾，或不必要的身體接觸，無論在課堂上或下課時，都不會被容許。
8. Students are required to observe all the rules and follow instructions of instructors and school administrations. The school will send a written notification to the parents of the violator. The violator will receive one warning or be expelled, as the case may be.
學生必須遵守教師和校方所有的指令與規範，違規學生的家長將會收到校方的書面通知。依據其行為違規的嚴重程度，懲罰方式包括警告或退學。
9. No tuition will be refunded to expellees.
被退學之學生的學費將不予退費。

Classroom Rules 教室規範

1. Students are prohibited from using any stationery, books, apparatus, instruments, animals and any other objects that belong to Grand View Boulevard Elementary School. Violators will receive one warning. The parents shall be responsible for any damage or shortages.
嚴禁使用教室內任何屬於 Grand View Boulevard Elementary School 的文具，書本，教材，教具，動物，或其他物品。違規者將予以警告，其家長並須負損害賠償之責任。
2. Any instructions or messages left on the blackboard by instructors of Grand View Boulevard Elementary School shall not be erased. In the case when there is not enough room on the board to work with, portable whiteboards are available in the storage for instructions.
Grand View Boulevard Elementary School 教室裡白板牆面上，其教師所寫的任何教學內容與信息，皆不允許塗拭掉。辦公室內有行動式白板，可供若沒有足夠的白板空間時使用。
3. When instruction ends, desks shall be restored to the original location and chairs shall be set on the top of the desks. Make sure the classroom is clean and all trashes are removed from the classroom.
當教學結束時，書桌應恢復到原來的位置，椅子應放在課桌上，確定教室已乾淨，一切垃圾也都已從教室裡帶走。
4. Only the teaching assistant(s) on duty is allowed to stay in the classroom while the class is in session. Other parents who wish to stay in the classroom to audit or help shall obtain permission from the instructor.
課堂進行中，只有值班助教可以留在教室裡。若有其他家長意欲留在教室裡觀察或幫忙，必須得到導師之同意。
5. Parents staying in the classroom shall observe all the Classroom Rules. Unless requested by the instructor, parents shall be seated quietly in the rear section of the classroom at all time. Parents are prohibited from walking around in the classroom, chatting or interrupting the teaching in any manner.
家長在教室裡應遵守所有的課堂規則。除非教師要求，課堂進行中，家長應安靜地坐在教室的後方。嚴禁家長們在教室裡走動，聊天或做任何影響教學的舉動。
6. Parents are prohibited from staying in the classroom when quizzes or tests are in progress.
課堂小考或任何測試進行中，禁止家長們在教室裡逗留。
7. No electronic devices, including phones, iPads, iPods, PDAs, video game machines and MP3s, are allowed to be used without the instructor's prior permission during the instruction sessions. Instructors shall give warnings or confiscate the devices while the instruction session is in progress or send the devices to administration for repeated violations. If the device is sent to administration, only parent(s) or legal guardians can go to the administration in person to receive the device. While the device is confiscated, the school and instructors are not responsible for the device in case the device is damaged or no longer functional.
任何電子器材，包括手機，iPad，音樂播放器，掌上型電腦，電動遊戲機和MP3，除非事先得到教師的同意，皆不容許在課堂上使用。若有違規行為發生，教師應給予警告或沒收其器材。若學生屢次違規，其電子器材將被送到學校的行政單位，只有父母或法定監護人可以到辦公室親自領取器材。器材一旦被沒收，若有任何損壞情事，學校和教師不負責器材的任何損害賠償責任。