

# 聖峪華協中文學校教師須知

## 一般規章

- (1) 教師授課或上班時間為星期六上午 9:40 至中午 12:30 (學分班 8:30 至 12:30)。
- (2) 教師需參加每週(9:20 至 9:40)教務簡報會議，以及不訂期舉行的教務會議。
- (3) 教師職責包括擬訂教學進度、預備教材、準時授課、發家庭作業通知單、親自批改作業、登記作業成績、舉行小考、期中考、期末考、登記考試成績、登記出席記錄、主動聯繫家長、維持教室秩序與清潔。(四項記錄表格，教學進度表與家庭作業通知單由教務主任提供)
- (4) 教師請於下課放學後，將教室內用具物歸原狀並簽清潔工作表，關窗、關門後再離開。
- (5) 教師聘期為一學年度；新聘教師，前兩個月為試用期。教師若因故辭職，應於一個月前提出辭呈給校長。
- (6) 教師每二年至少需參加一次聯合會舉辦的暑期或冬季教師研習會，協助校方參加聯合會舉辦的各項活動及比賽。
- (7) 經核准參加校外活動者，由校方酌予車馬費，每次不得超過肆拾元。
- (8) 教師在辦公室內和每週教務簡報進行時，請勿交談、閒話家常及批改作業，以維持會議的教室寧靜。

## 行事準則

- (1) 教師應於教務簡報會議前十分鐘至辦公室簽到，並查詢當日注意事項，以及領取教師夾內的資料，然後準時上課。會議後，儘快返回教室，以免學生等候。
- (2) 同一年級的教師們在教學進度、教學內容與考題方面應互相溝通以達統一效果。
- (3) 初級組 (K-3)、中級組 (4-7)、高級組 (101, C1-C3)，各組教師應保持連繫，以助上下各年級之間教學的銜接。
- (4) 期中、期末考期間，家長不得留在教室內，若需幫忙監考者，由校方安排協助。
- (5) 教師應向上週請假的學生索取有家長簽名的請假單。
- (6) 講義及作業如需校方影印，請將資料於上課前一週前，交予總務主任處理。
- (7) 教師需在校外影印或採購教具，請先填申報表交由校長批准，事後應將收據附上交財務主任退費。
- (8) 學期結束日請將校方提供的課本、教學指引及課外補充教材交還學校。
- (9) 學期末學生成績於期末考三日內繳至教務主任，以備獎狀之用。

## 請假須知

- (1) 開學及學期結束當日，請避免請假。
- (2) 教師因故請假，應盡早通知校方安排代課老師。
- (3) 請假老師應事先與代課老師聯繫，並備妥學生點名單與預訂教學進度及家庭作業範圍，事後聯繫代課老師，以瞭解教學進度。

# 聖 峪 華 協 中 文 學 校

## 家長須知 (Notice to Parents)

1. 上課時只有輪值家長(Room Parent)可留在教室內，其他家長須經老師同意及教室內座椅足夠的情況下，才可在教室裡旁聽或幫忙。凡在教室內的家長需遵守教室內一切規則，不可晚進早退。  
*Only Room Parent can stay in the classroom; other parents who like to sit in the class shall get permissions from the teacher. Please do not interrupt while class is in session.*
2. 上課時間內請勿在教室走廊任意走動、講話或打擾上課秩序。  
*Avoid walking, loud conversation, and other disturbing activities in the corridors during the class period.*
3. 期中考及期末考時間，家長不可留在教室內。  
*No parents shall stay in the classroom during midterm and final examinations.*
4. 家長們對教課或作業有疑問，請利用課間休息和下課後時間請教老師，在上課中請勿隨意進入課堂。  
*Please ask teacher only questions that are pertaining to class work or homework during session breaks and after hours.*
5. 車輛請停在指定停車場內，接送學生時所有車輛均聽從安全人員指揮。此事關係學童安全及保險責任，請各位特別注意。  
*Please park your car in the designated area. All traffics shall follow the direction of the security personnel at all times.*
6. 本校為非營利性機構，請勿在校區內張貼或分發商業性與政治性的傳單、海報或從事商業交易。如欲變通，須先徵得校長同意，售票亦在此限。  
*Due to the nonprofit status of the Chinese school, business/political fliers and business activities are prohibited on campus unless approved by the principal.*
7. 本校所用教室及場地租自洛杉磯學區的 Granada Hills High School，中文學校需負責上課當天的清潔、安全和保險。請各位務必督促學生愛護公物，不可擅自移動或塗寫教室內的書本、桌椅、儀器及其他教具，教室內外必須隨時保持整潔。  
*During Saturday school days, it is the responsibility of the Chinese school to keep the campus cleaned and safe. Please advise the students not to disturb or damage the properties that belong to the Granada Hills High School. Outdoors environment shall be kept cleaned at all times.*

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### 家長須知同意書及學校規則同意書 (Notice to Parents Agreement and School Rules Agreement)

_____	_____	_____	家長
簽名 (Parent Signature)	家長姓名 (Parent Print Name)	日期 (Date)	
_____/_____	_____/_____	_____/_____	
學生簽名/班級 (Student Signature/ Class)	學生簽名/班級 (Student Signature/ Class)	學生簽名/班級 (Student Signature/ Class)	

# 聖 峪 華 協 中 文 學 校

## 學校規則 (School Rules)

1. 原有黑板上的留字請勿擦掉。  
*Do not erase any notes written by Granada Hills High School teachers on the blackboard.*
2. 請勿移動教室內的書、掛圖及其他設備。桌椅用完後請歸還原處。  
*All books, notes, wall hangings, and equipment in the classroom shall remain untouched; all furniture shall return to its original condition at the end of school day.*
3. 學生在離開教室前應將紙屑收拾乾淨帶出教室，室外環境亦應保持整潔。  
*Students shall clean the classroom and bring out the trash to garbage bins before leaving the school. Outdoors environment should be kept cleaned at all times.*
4. 原學校物件若有損壞，損壞人應照價賠償。  
*Anyone who damages the property of Granada Hills High School will be held responsible for replacement or repair.*
5. 放學後請家長準時接回學生。逾時十五分鐘後，每分鐘罰款一元。逾時一小時仍未接回者，由學校輪值人員帶回處理。  
*Students shall be picked up within 15 minutes after school. \$1.00 per minute late pick-up fine will be posted thereafter. If it is late more than one hour, school safety personnel will place the student to another safe location.*
6. 每次上課前由老師點名。因故缺席者，須由家長填寫請假單。學分班學生遲到超過5分鐘以遲到計；超過15分鐘則以該堂課曠課計。  
*The instructor will take roll call in every class. Students who cannot attend the class shall submit an "Absence From Class Notice" signed by the parent. Credit class students will be recorded as **TARDY** if they are late for class for more than 5 minutes; and **ABSENT** if more than 15 minutes.*
7. 任課老師有全權安排其學生參加有關活動，家長應全力支持配合。  
*The instructor can arrange or organize the students for school-sponsored activities. Parents should give full support for such activities.*
8. 學生上課時，非經許可不得隨意交談或離開教室；亦不可嚼口香糖、吃東西、戴帽或把腳翹在桌上。上課時不可玩電動玩具、不可聽MP3，違者沒收，需家長到辦公室領回。  
*Students cannot chat or exit the classroom without teacher's permission during class period; chewing gum, eating, wearing hat, and putting feet on furniture are not allowed. Playing video games and listen to MP3 are also prohibited during class period. Video games/MP3 will be taken away from students who violate it. Parents will need to go to the office to get it back.*
9. 學生于放學前不得離開校區。若需提前離校者，應由家長填寫請假單。  
*Students are not allowed to leave campus before the end of school day; those who need to leave early shall submit an "Absence From Class Notice" signed by the parent.*
10. 學生在課堂上不守秩序，或在考試時作弊，老師有權送該生至辦公室，接受校方處理。  
*The instructor can suspend students who misbehave in the class or cheat on the tests and send them to office for disciplinary actions.*
11. 違反校規者將接受兩次警告，第三次通知家長面談，此後勒令退學。  
*Disciplinary action: first and second violations - verbal warnings; third violation - notifying parents; fourth violation - dismissal.*
12. 禁止攜帶危險玩具、武器或毒品來校，違者開除。  
*Dangerous toys, weapons, and narcotic drugs are prohibited on campus. Violator will be dismissed.*