

学校章程

教师

学校执行委员会聘请有教学经验和慈爱之心的个人为义务教师，所有受聘教师应履行下列各项责任：

- 允诺教完所指定课程一学年（两学期）。如因个人原因不能教完一学年，则必须在辞职两星期前通知校方。
- 一般情况之下，教师固定在一个年级。三年之后，或有特殊原因，经由校长批准，可以更换。
- 每学年开始，教师提交教学计划，由校方批准。
- 上课前对所教之课有充分准备。
- 应在上课前五分钟到达教室。
- 授课应以中文讲解为主。英文只能用于必要的解释。三年级以上，力求不用英文。
- 按时批改学生回家作业，给出评语。
- 对学生一视同仁。
- 下课后将写字板和教室整理干净，并关闭电灯。
- 如有紧急情况，请通知校长或校方其他代表人员。
- 如因故不能授课，应尽早通知学校。
- 对有建设性的建议或评论，应宽容大度。
- 如果遇到矛盾或冲突事件，应交给校方处理。
- 积极参加校务会议和活动。
- 遵守学校规则。

Teacher's Responsibilities

The school executive committee seeks experienced and kindhearted individuals to be volunteer teachers who shall fulfill the following responsibilities:

- **Commit to teach the designated class for the whole school year (two semesters). If, for any personal reason, cannot complete the committed term, provide the school a two-week notice.**
- **A teacher is normally assigned to a grade for 3 years. After 3 years, or, in certain special cases approved by the principal, a teacher can be assigned to a different grade.**
- **At the beginning of each school year, submit the syllabus to the school for approval.**
- **Prepare the subject well in advance.**
- **Be in the classroom at least 5 minutes before the class.**
- **Chinese should be used as the major language in teaching. English can only be used for necessary explanation. Starting from third grade, English should be avoided if possible.**
- **Review the assignment to students on time and provide feedback.**
- **Treat all students equally.**
- **Clean the classroom including the blackboard after the end of class. Leave the classroom in a good order and turn off lights.**
- **Notify the school principal and/or the committee as soon as possible for any emergency.**
- **If for personal reasons cannot be in school for the class, inform the principal and/or school committee as soon as possible.**
- **Have an open mind towards suggestions and comments.**
- **Defer any conflicts to school officials.**
- **Actively participate in school meetings and activities.**
- **Follow school's rules and regulations.**

家长

- 按时接送学生：两点钟之前到校，三点半（如有课外活动，四点半）离校。
- 在学校附近开车应十分小心，注意安全。
- 除教室值日之外，不要留在课堂。
- 不要将五岁以下的小孩留在教室。如有必要，应由校长批准。
- 在指定学校值班之日，应按时到校维持学校秩序。注意学生安全。放学后（约五点钟），检查教室，保证教室整洁，关闭所有电灯。如不能亲自到校值日，应安排他人代替。
- 督促学生按时完成作业。
- 教育学生遵守学校规章制度。

Parents' Responsibility

- **Take your student(s) to school on time and pick up your student(s) on time.**
- **Drive slowly and carefully in school area. Pay close attention to safety at all times.**
- **Do not stay in classroom unless on duty.**
- **Do not leave any child of 5 years old or under in the classroom. If you have to, approval from the principal is needed.**
- **Be on time if you are on school duty. Make sure everything is in order. Pay attention to students' safety. After school, check all classrooms, maintain classroom cleanliness, and turn off all lights. If you cannot be at school on your duty day, please arrange a substitute.**
- **Encourage your student(s) to complete homework on time.**
- **Teach your students to follow school rules.**

学生

所有学生应遵守学校规章制度，履行以下责任：

- 尊敬老师和同学。
- 按时完成课后作业。
- 按时到校上课。
- 上课注意听讲，积极参加课堂讨论。并且在问或回答问题之前举手。
- 在学校不可以到处乱跑和打闹。
- 保持教室整洁。不要损坏学校财物。
- 不要去拿不属于你的东西。
- 注意安全。

Students' Responsibility

All students should follow the school rules and shall have the following responsibilities:

- **Respect teacher and classmates.**
- **Complete home work on time.**
- **Be on-time for the class.**
- **Pay attention to teacher during the class, actively participate in classroom discussion, and raise hand before asking/answering questions.**
- **Do not run around during the recess; fighting is not tolerated at school.**
- **Keep class room neat and do not damage school's property.**
- **Do not touch anything that does not belong to you.**
- **Pay attention to safety at all times.**