



***NEWTON CANTONESE SCHOOL***

***2016 - 2017***

***Parents and Students' Handbook***

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## 1.0 Mission

### 1.1 Mission Statement

The goal of the Newton Cantonese School (NCS) is to teach the Cantonese dialect, reading and writing the Chinese language, and the Chinese culture. This will enable our students to function more effectively in the bicultural environment they live in. Of equal importance, they will gain an understanding and appreciation of their heritage, its uniqueness and contributions; consequently, their pride in being Asian Americans will be enhanced.

### 1.2 Statement of Equal Educational Opportunity

No student shall be excluded from participation in, denied the benefit of, or subjected to harassment in any academic, extracurricular, or other school-related activity because of his/her protected status. In accordance with federal and state laws, no student shall be suspended, excluded, or otherwise disciplined on account of race, color, national origin, religion, sex, age, disability, sexual orientation, or economic class.

## 2.0 School Structure

### 2.1 History

NCS was first opened in 1978 having only one classroom with ten students. It became incorporated as a non-profit organization in 1986. In 1989, NCS developed its own Conversation Track textbooks along with audio recording. The curriculum is continually being upgraded and augmented with outside educational materials.

## 3.0 2016 - 2017 School Calendar

|     |        |                                                                     |
|-----|--------|---------------------------------------------------------------------|
| 九月  | 10-Sep | 1st Day of class                                                    |
|     | 17-Sep | NCS Board Meeting<br>Parents Welcome Back Assembly - 12pm Cafeteria |
|     | 24-Sep | Math Assessment - 12:40pm RM 111                                    |
| 十月  | 1-Oct  | Class Picture Day<br>Math Class Starts                              |
|     | 8-Oct  | Columbus Day- Holiday – No School                                   |
|     | 15-Oct | NCS Board Meeting                                                   |
|     | 22-Oct | Pumpkin Contest                                                     |
|     | 29-Oct | Halloween / Bake Sale                                               |
| 十一月 | 5-Nov  |                                                                     |
|     | 12-Nov | NCS Board Meeting                                                   |
|     | 19-Nov |                                                                     |
|     | 26-Nov | Thanksgiving Holiday - No School                                    |
| 十二月 | 3-Dec  |                                                                     |
|     | 10-Dec | NCS Board Meeting                                                   |
|     | 17-Dec | Santa at NCS                                                        |
|     | 24-Dec | Christmas Holiday - No School                                       |
|     | 31-Dec | New Year - No School                                                |
| 一月  | 7-Jan  |                                                                     |
|     | 14-Jan | NCS Board Meeting                                                   |
|     | 21-Jan |                                                                     |
|     | 28-Jan | Chinese New Year Celebration (Year of the Rooster)                  |
| 二月  | 4-Feb  |                                                                     |
|     | 11-Feb | NCS Board Meeting                                                   |
|     | 18-Feb | Winter Break - No School                                            |
|     | 25-Feb |                                                                     |

|    |        |                                                              |
|----|--------|--------------------------------------------------------------|
| 三月 | 4-Mar  | NCS Board Meeting                                            |
|    | 11-Mar | Bigelow School Play - No School                              |
|    | 18-Mar |                                                              |
|    | 25-Mar |                                                              |
| 四月 | 1-Apr  |                                                              |
|    | 8-Apr  | Open House                                                   |
|    | 15-Apr | Spring Vacation - No School                                  |
|    | 22-Apr | Spring Vacation - No School                                  |
|    | 29-Apr |                                                              |
| 五月 | 6-May  |                                                              |
|    | 13-May | NCS Board Meeting<br>Ice Cream Social<br>Year Book order due |
|    | 20-May |                                                              |
|    | 27-May | No School - Memorial Day Holiday                             |
| 六月 | 3-Jun  | Graduation & Last Day of School                              |

### 3.1 School Hours

School facilities are open on Saturdays from 9:15AM to 12:45PM. Classes are held from 9:30AM to 12:30PM. Faculty and staff are **not** responsible for children before the start time of class, **nor** is supervision provided after dismissal. Please do not leave children on the premises **unattended** before 9:30AM or after 12:30PM.

**Parents who have not picked up their children after 12:45PM will be charged \$5 for every 5-minute increment. A notification will be sent home with the child for the amount due. No one should be on the premises after 1:00pm.**

### 3.2 List of Major Events

#### Christmas Party

This is not a school-wide event. Teachers and students may choose to celebrate or exchange gifts on their own.

#### Chinese New Year Celebration

As listed on the Chinese school calendar, Chinese New Year celebration is a formal event for the entire school with various traditional performances by students and professionals. Parents and friends are welcomed. Normal classes on that Saturday will not be held.

#### Graduation and Awards Ceremony

The last Saturday of school is reserved for graduation ceremony, which usually takes place in June. This is a formal event for the entire school since every class will either have graduates and/or award recipients. Starting with the first grade, each class will have 3 awards: Best Progress, Best Student, and Academic Excellence. This occasion will also give recognition to board members, teachers, and volunteers for their work during the school year. Parents and friends are welcome.

#### Open Houses

Open houses are for current and prospective students and families. The first one is on the first day of school. A second open house is usually held on a Saturday in April or May. More may be scheduled as needed.

### 3.3 List of Major Activities

#### Class Pictures and Yearbook

Class pictures are taken in March for the yearbook. Participation includes all students from Pre-K to Grade 8, under the guidance of their teacher. During the school's special events/activities, there may be video and photographs taken. Any audio, video, and pictures taken, they are the sole property of NCS and may be used for marketing, the NCS newsletter, website and any NCS social media.

#### Newsletters/School Notices

Newsletters are published and distributed on the second week of each month during the school year. It will be sent out electronically via email to the parents who provide their email address to the school. The newsletter informs current and futures events, and other pertinent information. Parents are responsible for reading the announcements and other special notices sent home with their child/children. Any special notices will also be posted on the website.

#### Extra-Curricular Activities

In addition to the academic curriculum, NCS offers many extra-curricular activities to students starting from the first grade. These activities are intended to be fun and recreational in nature. During this period (from 10:45AM to 11:30AM), students can sign up for the following activities:

| Activity Code<br>課外活動 | Activity Description | Age Required |
|-----------------------|----------------------|--------------|
| AC                    | Arts & Crafts        | Age 8+       |
| CC                    | Chinese Cooking      | Age 7+       |
| CD                    | Chinese Dance        | Age 6+       |
| CP                    | Chinese Painting     | Age 7+       |
| CRO                   | Crochet & Knitting   | Age 8+       |
| JPC                   | Jr. Paper Crafts     | Age 6-7      |
| JTT                   | Jr. Table Tennis     | Age 6-8      |
| MA                    | Martial Arts         | Age 7+       |
| TT                    | Table Tennis         | Age 9+       |

#### Board Meetings

Board Meetings are held during school hours on the second Saturday of each month; and at least one meeting held over the summer. Parents are invited to attend and give suggestions, but are not eligible to vote at board meetings. All parents of the school are eligible to serve on the board. Term lengths are currently two-years for titled positions and one-year for non-titled positions.

#### Fundraising Activities

Fundraising activities take place throughout the year on school hours. The school will continue to seek for companies that will match donations to non-profit schools. Any donation to the school is tax deductible under Federal laws.

### 3.4 Enrollment Procedure

#### New Students

Application for admission and placement of new students occur between April and September. First priority will be given to siblings of current students. Enrollment for new students will be on a first-come, first-serve basis.

New students seeking admission to our **Pre-School classes must be four years of age on or before September 1<sup>st</sup>**. New students seeking admission to our **Kindergarten classes must be five years of age on or before September 1<sup>st</sup>**.

**Returning Students**

Completed registration for the following school year along with paid full tuition prior to June 30<sup>th</sup>, will be eligible for an additional discount off the tuition fee. Completed registration forms and paid full tuition are required prior to the start of classes the following school year.

**3.5 Refund Policy**

Tuition refund on or before the first day of classes is subject to a \$50.00 per student service charge. No refunds or deductions of tuition will be granted for withdrawal of students after the first day of class, or for classes missed, except in cases involving pre-school children. The following refund policy strictly applies to *Pre-School children only*.

| <u>Time of Withdrawal</u>           | <u>Amount of Refund</u>       |
|-------------------------------------|-------------------------------|
| On the second Saturday of classes   | 75% of yearly tuition payment |
| On the third Saturday of classes    | 50% of yearly tuition payment |
| After the third Saturday of classes | None                          |

**3.6 Procedures for School Closing**

In the event of inclement weather, parents and students should watch **Channel 5 WCVB and Channel 7 WHDH** starting at 7:00AM for school cancellations. An email announcing school cancellation will be sent out by 7:30AM to families who have submitted their email address to the school.

**4.0 Curriculum**

**4.1 Pre-School and Kindergarten Classes:**

There are two tracks of Pre-School and Kindergarten classes: *Conversation Track* and *Literacy Track*. At 12 noon, all 4 classes participate in a music and movement segment (exercise routine, counting numbers, and children’s songs)

The **Conversation Track** focuses on teaching oral communication skills and the recognition of Chinese characters. This track is suitable for students who do not speak the language and/or are not fluent in the language.

Conversation Preschool:

- Reviews vocabulary from previous week
- Learns one new vocabulary word each week
- Participates in a craft activity related to the new vocabulary word for the week
- Will have snack between 10:50am-11:20am

Conversation Kindergarten:

- Learns the weather, colors, different parts of the body, fruit groups
- Learns days of the week, members of the family, and count to 100
- Learns the four seasons, twelve zodiac animals, shapes, household items, different kinds of transportation

- Reviews radical of Chinese characters
- Learns poems recital, and how to write their Chinese name
- Will have snack between 10:50am-11:20am

The **Literacy Track** focuses more on reading and writing the Chinese language following the traditional Chinese instructional methods. This track is for students who can fluently speak the language. By the end of the school year, the Literacy Track Kindergartners can write his or her name, and 30-40 characters.

Literacy Preschool:

- Learns two new vocabulary words per week
- Learns festival related arts and crafts
- Reviews story telling
- Will have snack between 10:50am-11:20am

Literacy Kindergarten:

- Learns 2-3 new characters per week (60-70 per school year)
- Dictation for 3-4 characters learned
- Learn to write their name and date on all homework sheets
- Will have snack between 10:50am-11:20am
- After snack, participates in story-telling, bingo game, identify pictures/objects

#### 4.2 **Literacy Track (Grades 1 to 8)**

Currently, there are eight grades in the Literacy Track. Students are placed based on their ability to read and write Chinese rather than by their age. It is not uncommon to have students of different ages being placed in the same class. The curriculum includes the learning of Chinese characters, vocabulary and sentence structures.

Higher grades include writing composition, journal and poetry. Chinese culture and tradition are introduced to students in grades 1-8. A thirty-minute **conversational Mandarin** class is offered weekly to students from Grade 5 to 8. The 8<sup>th</sup> graders will participate as graduates in the June graduation ceremony.

#### 4.3 **Conversation Track (Grades 1 to 7)**

There are seven grades in the Conversation Track. Students are placed based on their ability to speak Cantonese rather than by their age. The curriculum focuses mainly on the verbal skills used for daily activities of the child. Students learn to recognize and practice writing Chinese characters. Dictation and composition are not required. Chinese culture and tradition are also introduced. All 7th graders will participate as graduates in the June graduation ceremony.

### 5.0 **Parents' Duties**

#### 5.1 **Participation and Homework**

Parents should take part and have pride in helping the school with a variety of duties during the year and with their children's homework. Parents are welcome in the school at any time and are invited to participate in board meetings and other activities.

There is a Parent Duty Fee of \$45 per family per year should parents want to be *EXEMPT* from Parent Duty, i.e., helping with the snack table on designated days. Parents who volunteer, a rotation schedule will be distributed on the second Saturday of the school year. If parents need to switch duties or dates with other parents, they should inform a member of the staff in the principal's office.

Parents of Pre-School or Kindergarten children are exempt from school duties since they are required to take on classroom duties.

It is required that all Pre-School and Kindergarten parents assist in their child's classroom. This is because a large part of their curriculum is activity oriented and requires extra adult supervision. A class list of phone numbers and duty assignment dates will be distributed on the second week of school. Use this list to arrange for alternate dates or substitution.

Homework assignments may include written and/or audio recording. Parents are encouraged to assist their child in his/her homework assignment rather than to do the work for him/her. Parents are responsible for providing the resources/technology to assist their child in completing his/her homework by the designated date assigned by the teacher.

## **6.0 Students' Duties**

### **6.1 Admissions and Placement**

Except for Pre-Schoolers and Kindergartners, students are admitted based on their language skills and knowledge rather than by age. Placement is based on recommendation of the teacher with parental consent. Final decision is that of the Principal. **No changes of class assignment will be allowed without the approval of the Principal.**

### **6.2 Code of Conduct**

To provide an optimal environment for learning, NCS has established a Code of Conduct for students to follow. In the beginning of the school year, the teacher will explain to students what is acceptable and unacceptable classroom behavior. Please review with your children the following rules and regulations:

- Students should be courteous and respectful toward teachers, adults and other students.
- Students should not run while in the school building.
- Students should be quiet while passing in the corridors so as not to disturb other classes in session.
- Students should not deface or destroy school property, and help keep the school clean, neat, and uncluttered.
- Students can only eat or drink in the cafeteria.
- Students should not handle anything in the classroom that is the property of the school, except their desks and chairs.
- Students should seek the assistance of his/her teacher or the Principal if there is a concern involving another student.
- Hazing, fighting, pushing, rough play tackling, shoving, or other behaviors that can be perceived as bullying will not be tolerated.
- Students should not exhibit behavior that could disrupt classroom activities or interfere with another individual's right to an education.
- Students are not allowed to use cell phones or tablets during class. Should the student use his/her technology device during class, it can/may be taken away during class time and returned to the student and/or parent at the end of class.



Authoritative action will be taken to secure compliance with the school’s regulations. In all cases, the school will make every effort to act in a reasonable way and in good faith. Appropriate disciplinary action will be determined for those in violation of school rules.

### 6.3 Disciplinary Procedures

When a student’s behavior becomes disruptive and unmanageable in class, he/she will receive a warning from the teacher. Repeated offenses will warrant that the student be referred to the Principal, and following procedure will be enforced.

|                |                                                                                                                        |
|----------------|------------------------------------------------------------------------------------------------------------------------|
| FIRST OFFENSE  | Warning from the teacher.                                                                                              |
| SECOND OFFENSE | Conference with the principal; an incident report will be sent to the parent to be signed and returned to the teacher. |
| THIRD OFFENSE  | Conference with one or both parents, and at least one parent will be required to sit in the classroom.                 |
| FOURTH OFFENSE | Suspension from school. (All efforts will be made to resolve the problem quickly to return the child to class.)        |

### 6.4 Studies and Preparation

#### What to Bring to Class

All students should bring their own pencils and erasers. A backpack or a tote bag is useful for carrying supplies, projects, homework, and snack.

#### Homework

Homework will be assigned *every* week. To the best of the teacher’s estimation, students will not have to spend more than half an hour *each day* on his/her Chinese homework.

#### Literacy Track (Grade 1 and up)

##### Weekly:

1. Study vocabulary
2. Copy new characters
3. Record journals (Grade 4 and up)
4. Prepare for dictation

##### Two to three times each semester:

Prepare for a test on materials covered since the last test (Grade 1 and up)

##### Once a semester:

Typically at the end of the semester, prepare for an exam on materials covered since the beginning of the semester.

#### Conversation Track (Grade 1 and up)

##### Weekly:

1. Listen to pre-recorded CD

2. Record electronically the weekly lesson as assigned
3. Copy new characters

**Two to three times each semester:**

1. Prepare for a test (oral) on materials covered since the last test.
2. Review characters learned since the beginning of the semester

**Once a semester:**

Typically at the end of the semester, prepare for an exam on materials covered since the beginning of the semester, (oral exam and recognition of characters).

**7.0 Absences and Illness**

Students are allowed no more than two absences a semester. When the student's unexcused absences surpass the number of times permissible, parents may be requested to withdraw the student so that space may be available for those on the waiting list. Parents are responsible to contact his/her child's teacher regarding class work or assignments missed due to absences. Extra help will be provided only if the teacher agrees to do so. The burden of failure due to absences is on the student and not on the school.

If a student is ill in school, the parent will be notified to pick him/her up immediately. If parent(s) cannot be reached, the emergency number on file will be used. Should a student has a communicable illness, parents should exercise good judgment and discretion, or consult with the Principal about whether he/she should be in school. Students should stay home if they have the following:

- A fever over 100 degrees in the last 24 hours
- A cold in the active stages
- Vomiting or diarrhea in the post 24 hours
- Have lice that have not been treated

**8.0 Early Dismissal**

Should you need to take your child/children out of the classroom prior to the end of school for any reason, you **must notify your classroom teacher**.

**9.0 Emergency Procedures and Safety**

It is very important to give at least two phone numbers to the school, so that a parent, guardian, relative, or authorized friend may be reached in case of emergency. These phone numbers should be kept current. Changes in phone numbers should be reported immediately to the school

In the event of an emergency, the school phone is **617-930-3380**. This private line is for emergency use only.

**Accidents**

A school board member, staff, or the person assigned to oversee the school that day will only administer basic first aid, such as Band-Aids, iodine, etc. All attempts will be made to notify parents in case of serious accidents. If parents cannot be reached, the school will call emergency number on file. If no contact can be made, "911" will be used.

**Allergies**

If a student has any serious food allergies, the parent needs to inform the teacher on the first day of class and send a note to the school. NCS teacher and faculty staff are not responsible for administering any medication in case of an allergic reaction, i.e., EpiPen or Benadryl. Note that children may be exposed to certain food allergies in the cafeteria.

## **9.1 Safety and Security**

### **Fire Drills/Evacuation**

NCS will practice a fire drill/evacuation at least once during the school year. The school has a plan for evacuation, taking attendance and assembly of students and faculty safely.

### **Lockdown**

Lockdown drills are practiced at least once during the school year. Students are protected from an intruder in the building by remaining silent and invisible behind locked classrooms doors. As serious and alarming these drills are, the school will try to inform parent of Pre-K students prior to the drill to help prepare and inform them.

### **Locked Building During School Hours**

To ensure safety for the children, faculty, and visiting parents, all doors entering the school will be locked at 10:00AM. Any parent or visitor entering the building after 10:00AM must use the designated entrance by the school parking and must sign in.

**Parents are also responsible and should be diligent for reporting unsafe conditions or unfamiliar individuals in the building. They should bring any concerns immediately to the principal's office.**

## **10.0 Refreshments and Snack Services**

Juice, snacks, tea and hot noodles may be purchased at the snack bar. Prices range from 25 cents to one dollar. Children are responsible in purchasing their own snack if they choose and should not carry more cash than necessary. All foods and drinks are to be consumed in designated areas (only in the cafeteria.)