



***NEWTON CANTONESE SCHOOL***

***2017-2018***

***Policy / Handbook***

# TABLE OF CONTENTS

## **1.0 Mission**

- 1.1 Mission Statement
- 1.2 Statement of Equal Educational Opportunity
- 1.3 Code of Conduct

## **2.0 School Structure**

- 2.1 History

## **3.0 School Operations**

- 3.1 School Hours
- 3.2 List of Major Events
- 3.3 List of Major Activities
- 3.4 Enrollment Procedure
- 3.5 Enrollment Tuition
- 3.6 Refund Policy
- 3.7 Procedures for School Closing

## **4.0 Curriculum**

- 4.1 Pre-School and Kindergarten
- 4.2 Literacy Track (Grades 1 to 8)
- 4.3 Conversation Track (Grades 1 to 7)
- 4.4 Cultural Enrichment Activities

## **5.0 Parents Duties**

- 5.1 Participation and Homework
- 5.2 Parent Duty Activity

## **6.0 Student Duties**

- 6.1 Admissions and Placement
- 6.2 Disciplinary Procedures
- 6.3 Studies and Preparation

## **7.0 Attendance Procedures**

## **8.0 Early Dismissal**

## **9.0 Emergency Procedures and Safety**

- 9.1 Safety and Security

## **10.0 Refreshments and Snack Services**

## **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, gender identity or economic class.

### **1.3 Code of Conduct**

To provide an optimal environment for learning and for school community, NCS has established a strict Code of Conduct for all “Guests” (i.e., students, parents, teachers, staff, and extended family and friends visiting the school to follow:

- All Guests are required to act with respect and integrity towards each other.
- All Guests are not to exhibit behavior that could disrupt classroom activities or interfere with another student’s right to an education.
- All Guests are not to deface or destroy school property; all are expected to help keep the school clean, neat, and uncluttered.
- All Guests are not to handle anything in the classroom that is the property of the Bigelow School, except their desks and chairs.
- Any disruptive behavior, such as hazing, fighting, pushing, rough play tackling, shoving, or other behaviors that can be perceived as bullying will not be tolerated.
- Any form of verbal, physical, and/or sexual harassment or abuse is not tolerated.
- All Guests are seek the assistance of their assigned teacher, the Vice Principle, and/or a Board Members if there is a concern involving another

Authoritative action will be taken to secure compliance with the school’s policies. 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 policies which can include consulting local and state law enforcement and authorities.

## **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 School Operations**

### **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:

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

## **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 Enrollment Tuition**

<b><u>Enrollment Tuition</u></b>	
Prior to June	\$575
June to September	\$625
October to December	\$525
January to March	\$425
April to end of Year	\$325

### 3.6 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 for classes missed during the school year. Refer to the following table regarding Tuition Refunds:

<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

### 3.7 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.

In the event of school a school cancellation due to inclement weather or other events outside the control of NCS, there will be no refunds. If the teacher will be absent for the scheduled class, there will be an assigned substitute teacher to teach the next lesson.

## 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 7<sup>th</sup> 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. If you miss your scheduled day, you will be rescheduled another time, or you can be required to pay the \$45 exemption fee.

It may be required by the teacher that Pre-School and Kindergarten parents also 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.

## 5.2 Parent Duty Activity

When assigned parents report to their volunteer day, they are required to sign in the office and indicate which of the following assignments they will be responsible for. There may be occasions where the parent(s) will be required to help with additional activities including the one that they are responsible for:

- Snack set and breakdown
- Music Room – clearing space for music class
- Auditorium Stage – clearing space for dance class
- Cafeteria and Hallway monitoring – to ensure appropriate behavior and conduct
- Activity Classes – painting and cooking
- Other misc. activity assistance per school event schedule
- All parents will be required to assist with setting up and breakdown the ping pong tables

## 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 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.)

\*\*Refer to Code of Conduct when there if there are situations that warrant the NCS to engage with local state authorities.



## 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

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.

### **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**

### **Identification**

All teachers, volunteers and staff are required to wear their name badges at all times.

### **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.

**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 the cafeteria.