



學生暨家長手冊目錄

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課程及教學編制

【語文班】

- 語文課程開設繁體字班及簡體字班。
- 普通班每週提供兩小時語文課程。由學前班起，視學生之年齡、人數及程度，分班教學。每班設教師一名，如班級學生人數超過 10 人或因教學需要，可增設助教一名（詳細申請辦法請參考“教師申請助教的新規定”）。

【文化班】

- 為一年級及以上學生每週提供一小時的文化教育課程，使學生能接觸不同的傳統中華文化。課程包括：美術、美勞、書法、民族舞蹈、珠心算、棋藝、功夫等。

【聽說寫讀之訓練】

- 採用圖片、輔助教具，視聽方式，以達到語文學習之最大的成效。

【教材】

- 課文採用
 1. 康軒啟蒙漢語拼音教材, Hello 華語教材（幼稚園班）
 2. 美洲華語編訂的美洲華語課本（一年級 ~ 八年級）。
 3. 聽說讀寫教材（九年級）。
 4. 南加州中文學校聯合會編印之補充教材。
 5. 教師自行選擇。
- 輔助材料包括各類書籍，卡片及視聽材料。教師依教學課程，擬定家庭作業及語文練習。有關其他教材之申請補助細則，請洽辦公室教務人員。

【考 核】

- 除學前班外，每學期舉行期中、期末測驗及不定期的小考(由教師自行決定)，並頒發成績單作為家長之參考。
- 插班生或跳級生需通過入學測驗以決定編納年級。
- 就讀學前班及幼稚園班學生不接受跳級。

【獎 勵】

- 本校提供獎品及獎狀給品學兼優的學生，並在全學年結束由學校提供獎金給全勤及優秀學生。每學期除固定獎項外，老師可以自行增加其他獎勵方式來鼓勵學生。
- 其他獎項如下，詳細申請辦法請向學校查詢：
 1. 康谷華協獎學金。
 2. 南加州中文學校聯合會優秀學生獎學金。
 3. AP 中文/SAT 中文優良獎學金

【學生點名記錄】

- 每堂課必須點名，並註明遲到、早退、請假或缺課。
- 如遇學生缺席，家長又未事先通知者，請老師主動打電話關心，並詢問家長用何方式將作業交給學生。
- 連續缺課三週以上，老師須打電話查詢，並通知校方



學生暨家長守則

1. 上課時間為每週週六上午 9:15 至 12:25。請準時上課，並恪遵上下課作息時間。
2. 根據千橡高中的規定，在沒有老師或值班家長(教室媽媽)在場的情況下，任何學生不得進入教室或單獨留在教室內。
3. 學校校舍乃租借場地，請勿動用教室內任何設備(尤其是電腦裝置)、書籍掛圖及老師之用具等以保持本校清譽並維持主客間良好的關係。若必須移動教室的桌椅，務必在下課以前恢復原狀。原有黑板上所留字跡，請勿擦拭。
4. 任何人若損害了教室內物件或校園設備，應負責賠償。
5. 上課時，應該肅靜專心聽講，學生未經老師許可，不得離開教室。因故缺席、遲到或早退，家長應及早通知任課老師。認真按時做老師指定的家庭作業。
6. 禁止攜帶危險玩具、武器及毒品來學校，違者開除、法辦。偷竊行為亦同等處理。
7. 嚴禁在教室內飲食，請勿將食物丟置教室內的垃圾桶內。上課時不可嚼口香糖亦禁止戴帽子及太陽眼鏡。如在校園內吃東西，請把吃剩的食物及果皮等丟進教室外的垃圾桶內。務必儘全責保持教室內外之清潔。
8. 上課時間任何學生或家長如有冒犯或不守秩序者、老師有權送該生到辦公室接受輔導或靜坐，並給予警告。亦不可於上課時間在課室外大聲喧嘩，擾亂上課情緒。
9. 學生之間如果發生行為沖突事件，學校有權處理。若持續違犯，校方有權勒令退學，以維護其他同學安全。
10. 若有學生違反校規兩次，給予警告，第三次則通知家長面談。此後，即勒令退學，學費不予退還。如有家長違規，等同辦理。
11. 為了安全起見，請家長勿於上午九時前讓孩子單獨留校，並於十二時三十分以前把孩子接走。千橡中文學校對於非上課時間內學生的安全不負任何法律上的責任。如必要，學校將酌情護送逾時無人接送的學生至最近距離警局。
12. 緊急時學校將根據學生家長提供的緊急聯絡資料與家長聯絡。家長有責提供正確緊急聯絡資料。若聯絡不到家長，學校將酌情護送逾時無人接送的學生至最近距離警局。
13. 根據千橡高中的規定，中文學校學生及家長僅可以在中文學校租賃的範圍內活動。(此範圍包括 F 排教室與 I 排教室以南的空地)。
14. 千橡高中操場(在 F, G 和 H 排教室西面)未經學校的準許不可擅自進入。
15. 家長定期閱視學校網站及校方發送之電郵，對於千橡高中各項活動與考場秩序的要求，務必儘全責配合。
16. 鑑於以往有學生代表學校參加校外比賽，學校繳交報名費後，學生臨時又不參加。為避免不必要的浪費，學生家長須事先繳交參加校外比賽的報名費，待比賽結束學生確實出席後，再退還所繳交之報名費。
17. 請值班家長確實填寫「教室家長職責核對表」(包括攝影存証)並於當日下午下課時完成並繳回辦公室。



School Regulations and Policies

1. School hours are 9:15 AM to 12:25 PM every Saturday. Be punctual, attend regularly, and follow the school schedule.
2. As per Thousand Oaks High School policy, no student is permitted inside a classroom without a teacher present. Therefore, all TOCS students are not allowed to remain inside their classrooms unless the teacher is present.
3. Do not touch or remove any items from classrooms including books, computers (keyboard and mouse), charts, and supplies. It is important to keep good reputation for the school and maintaining smooth relationship with the host school. If the furniture needs to be move around for teaching purposes, they have to be restored before the end of the class. Do not erase any content left on the chalkboards.
4. If a student damages school property, the student's parent(s) will be financially responsible for the damages.
5. Students should respect and follow the classroom rules set by each teacher. Parents should inform school or teachers regarding tardiness, absence or early dismissal from school due to illness or personal reason. All assignments should be completed accordingly and satisfactorily.
6. No drugs, alcohol, firearms, knives or smoking allowed on campus. Offenses to this rule are subject to expulsion and legal actions. Stealing from the classroom and offices can leads to the same consequence.
7. **No food or drinks are allowed in the classrooms except water.** Do not chew gums; do not wear sunglasses or hats in class. To keep the classroom and its surrounds clean, leftover foods or snacks should be discarded in the trash can outside the classroom.
8. Students and parents in the classroom are expected to obey class regulations and respect the teacher's authority. Teachers are authorized to send students exhibiting disruptive behavior to the administrative office for corrective counseling. A warning of the misconduct will be issued. When class in is session, please keep the voice down and do not linger or talk outside the classroom.
9. Disciplinary actions: Verbal warning and counseling are given to students with first two violations again school regulations. Third violation will results in a meeting with the parent(s). The fourth violation will lead to student expulsion from school without tuition refund. The policy applies to violations committed by parents.
10. Children from regular classes should not be left alone on the campus before 9AM and should be picked up no later than 12:30PM. TOCS assumes no legal responsibility for the safety of students outside the regular school hours. If necessary, the school would shuttle the students to the closest police station.
11. Chinese school students and parents are only allowed to stay within the boundary of our classrooms, which is south of the F Building and I Building. To avoid interfering with the various activities or exams taking place around the Thousand Oaks High School campus on Saturday mornings, please avoid congregating and lingering on other areas of the campus - in particular the tables and chairs in front of the cafeteria.
12. Students must not play in Thousand Oaks High School's athletic field (to the west of F, G, and H Buildings) without prior permission from the administrative office.
13. Parents should visit the school website frequently and check email regularly. It is very important for all students, parents, as well as the staff and faculty to comply with the rules and requirements of activities hosted in Thousand Oaks High School.
14. In case of emergency, parents will be notified according to the information provided on the registration card. Parents should provide accurate and specific information.
15. For participating in outside contests where the students represent the school, parents are responsible for the registration fees in advance. The school will reimburse the expenses upon the students' completion of the contests.



Student Technology Acceptable Use Agreement

1. TOCS may use images and videos of students for educational session review including on the school and print materials. Parents may decline to allow this by completing a Student Media Release Opt-Out Form obtained from the school website and turn in to school for record keeping.
2. The following activities or uses of technology are prohibited to ensure a respectful digital learning environment:
 - Using technology to threaten, bully, or harass others by sending, accessing, uploading, downloading, or distributing text, images, or other materials or means that are offensive, threatening, profane, obscene, or sexually suggestive or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
 - Photographing, recording video or audio of students or staff without their permission.
 - Searching for, accessing, creating, or possessing lewd, sexually suggestive, graphically violent, or derogatory/demeaning images and/or media files, or creating such material with a 3D printer.
 - Posing on-line as someone other than themselves.

Student Media Release Opt-Out Form

To publicize and showcase the achievements of our students in Thousand Oaks Chinese School (TOCS), the school would like to occasionally publish students' names, photographs, or achievements in our school publications or release the information to local media (newspapers and television.) During on-line classes, teachers might record study sessions for review purposes. In some instances, students may even be interviewed and televised by local media. We may also post the information on the school's website.

We understand that you may not want to have your child's name, photo or achievements published. Please fill out this form to let us know if you do not want your child's name, photo or achievements published.

_____ I DO NOT give permission for my child's photo, name and/or achievements to be published in school or local newspapers, television, and/or posted on the school's website.

Please return the form by emailing back to privacy@to-cs.org.

Student Name (printed)

Parent Name (printed)

Signature

Grade and Class

Date



千橡中文學校教室環境維護和值班家長職責須知 Parent Volunteers Responsibilities & Classroom Upkeep Check List

To keep our classrooms clean and neat, please comply with the following regulations and check them off as they are completed. Parent volunteers on duty are expected to sign/date the form and return it to the Office at the end of the day. Thank you for your support and cooperation!

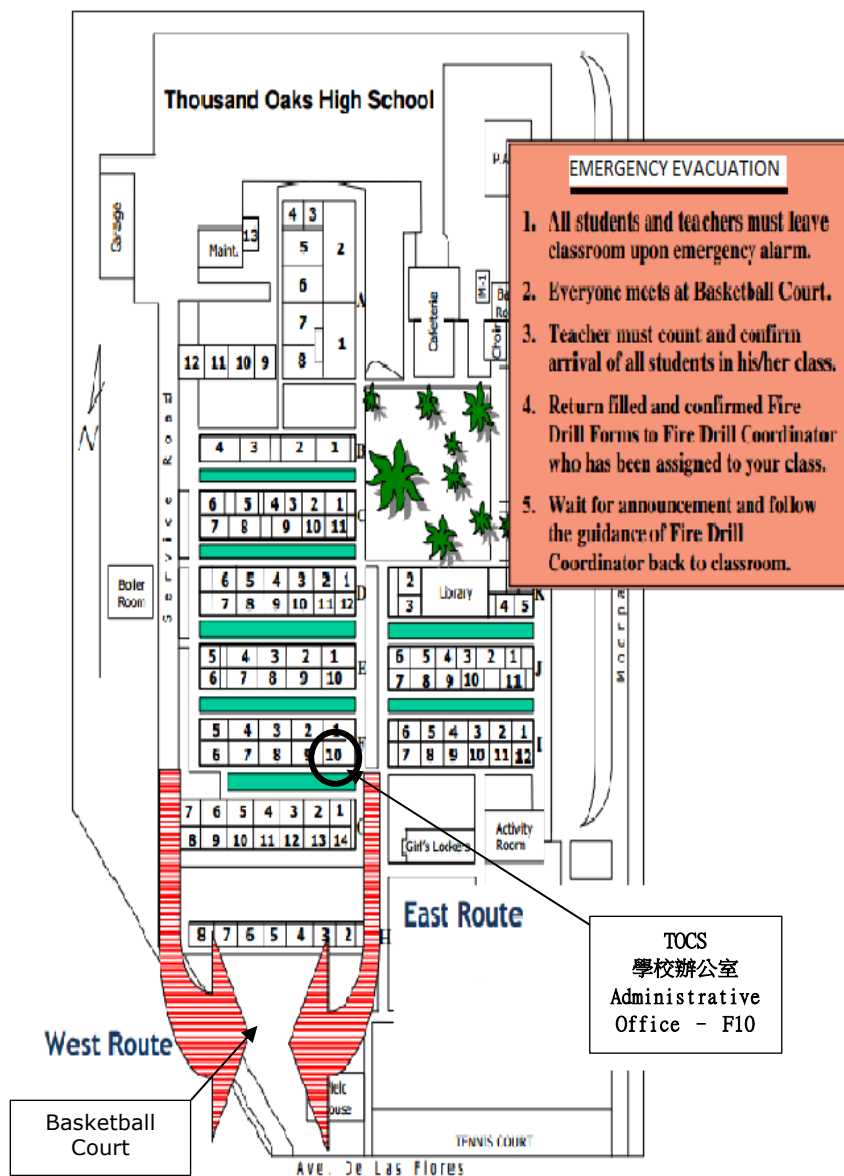
- ✓ 提醒學生請勿擦掉原有黑板上所留的字跡
Remind students not to erase the writings that TO High School teachers left on the white/blackboard.
- ✓ 阻止學生在黑板上塗塗寫寫。
Remind students not to write or draw on the white/blackboard.
- ✓ 監督學生不去觸碰教室裡的文具用品，書籍掛圖和器械設備，如投影机，電腦，電視 錄音機等等。
Keep an eye on students so they don't touch or use the stationary, books, and equipment (projectors, TVs, computers, etc) in the classroom.
- ✓ 提醒學生不在教室裡飲食。尤其提醒他們不要將食物丟置在教室裡的垃圾桶內，讓他們把吃剩的食物及果皮等丟進教室外的垃圾桶內。
Remind the students not to eat and drink in the classrooms, and not to leave foods/snacks in classroom's trash can.
- ✓ 課間休息時，請務必留在教室監督學生
During recess, please remain in the classroom so that students can be supervised.
- ✓ 教室的桌椅如有移動，請在課後務必把課桌椅搬回原來的位置。
Make sure all the chairs and tables are returned to their original positions after the class.
- ✓ 課後請查看教室內是否有遺留的物品和垃圾，並及時移交和處理。
After class, please check for stuff or littering left behind. If there is any, please hand it over to the office or throw it to trash can.
- ✓ 教室內如有任何損壞，請拍照並記錄具體經過和細節。
Record in details and take a picture of any damages that have occurred in the classroom, if any.

緊急疏散計劃

鑒於校內老師及學生的安全起見，千橡中文學校希望各位在緊急情況時遵守下列疏散規則：

- 地震發生時，應遠離玻璃窗戶。
- 各就各位躲在自己桌子下面，將手放腦後，蹲下，保持頭臉安全。
- 桌椅移位時，用雙手抓緊桌腳。
- 當地震過後，由各班老師帶隊至籃球場上集合、點名，並等待家長的來臨。家長需要簽名才可帶同學生離校。
- 如果發生火災，由各班老師帶隊盡快離開教室到籃球場上集合，點名，並等待家長的來臨。家長需要簽名才可帶同學離開。
- 以下是緊急疏散路線圖：

學校地圖 Campus Map & Emergency Evacuation



*FirstAid/CPR/AED Manual:

https://www.redcross.org/content/dam/redcross/atg/PHSS_UX_Content/FA-CPR-AED-Part-Manual.pdf