

麻州中部中文學校教務規定

此規定自二零一六年一月三十一日生效

I. 升級

- 一、學生應按時上課、繳交作業、參加考試、參與學校的活動，如新年晚會、學藝競賽、開學及結業式等。
- 二、學生因故不能出席，應於上課前通知老師。
- 三、全學年總平均成績在六十分以上者可隨班升級。
- 四、學生請假一學期不得超過七次，因故請假次數過多，需完成所有作業、參加期中考及期末考、且通過升級補考，才能隨班升級。
- 五、作業及補考須在各學期期末考前完成並通過任課老師考評。

II. 補考

若全學年總平均成績在五十分以上，未達六十分者可參加補考。補考時間在秋季學期開學前舉行，由教師通知學生及校長，補考成績必須達六十分才能升級。

III. 留級

學生成績全學年總平均在五十分以下，或參加補考成績未達標準，或未參加補考者；應留級重讀。

IV. 跳級

為嚴格學校的教學管理，保證教師教學與學生學習的品質，學校教務處對學生跳級學習作出如下規定。

- 一、申請跳級的學生必須學年成績不得低於八十五分，且排名在同年級前百分之二十。
- 二、學生在參加跳級考試前必須完成跳級部分中文習作的全部練習。
- 三、報名截止日期為學年結束後三周內，之後一概不予受理。
- 四、跳級一次最多不能超過中文一冊書的內容，總跳級次數不得超過二次。
- 五、學生必須在學校指定的時間、地點參加跳級考試，學校不再提供補考機會。因故不能參加考試的學生將不獲准跳級。
- 六、跳級考試的規定：
 - (一) 跳級考試於秋季開學當天於學校內舉行。
 - (二) 跳級考試由教務主任或其指定代理人監考。
 - (三) 跳級考試內容：
 1. 筆試: 內容包含整冊書的內容。

2. 與新任老師面談：測試學生聽說讀寫的能力。
 3. 作文: 跳級至四年級以上者需完成指定題目的作文。
- (四) 跳級考試的成績必須在八十分或八十分以上，學校有權根據學生的表現要求跳級生退回原級。

V. 轉學，插班

學生自他校欲轉入本校者，可申請插班。學生必須先與教務主任(及/或學校指定老師)面談，以討論所插班的年級。如所插班年級高於該學生在前中文學校就讀年級或高於其一般學校就讀年級時，得依跳級考試規定辦理。成績未達前述標準時，可於低一年級就讀。

VI. 畢業資格

凡本校學生合乎下列所有條件者，由學校頒發畢業證書。

- 一、本校九年級之學生；
- 二、本學年學業總平均成績及格，達六十分以上；
- 三、九年級作業及補考須在各學期期末考前完成並通過任課老師考評。
- 四、每學期請假不得超過七次。
- 五、未符合上面各條件的學生，可要求頒發結業證書或肄業證書。

附註：家長或學生若欲旁聽，須先獲得該班教師之同意，始得在教室內旁聽，並遵守教學規定，禁止照相及攝影，不得影響正常教學活動。

Central Massachusetts Chinese Language School

Language Program Regulations

effective starting on January 31th, 2016

1. **Grade Advancement Requirement**

- a. Students are required to be at school on time, finish their homework in time, and take all quizzes and tests. Students are expected to participate in all school-wide activities such as Chinese New Year celebration, family fun day, academic contest, opening and closing ceremony etc.
- b. In case of absence from class, students are required to inform their teachers in advance.
- c. Passing final report card grade (above 60/100).
- d. Students are not allowed to be absent for more than 7 classes. In case of absence for more than 7 classes, students should make up all homework and take all quizzes and tests. Also they have to pass make-up exam in order to advance to the next grade.
- e. All the missed homework and tests must be done and pass evaluation before the final exams of each semester.

2. **Make-up exam**

- a. Students with a final score of 50/100 to 60/100 may take a make-up exam. Teachers should inform students and Principal in advance. The make-up exam should be scheduled before the fall semester starts. Students may be advanced to the next grade if they pass the make-up exam.

3. **Grade Retention**

- a. Students should stay in the original grade if their final grade is below 50/100, fail to pass the make-up exam, or fail to take the make-up exam.

4. **Grade Skipping Requirement**

- a. Students should receive final score of 85/100 or above AND their ranking should be within top 20 percentile of the same grade students.
- b. Students are expected to finish the homework for the grade they plan to skip.
- c. Registration deadline is three weeks after the end of the school year.
- d. Students are allowed to skip only one grade at a time. The total number of skipping grades should not exceed two.
- e. Students must participate in an advanced placement exam at the specified time and place, as the school would not offer make-up opportunities. Students unable to take the exam will not be allowed to skip a grade.

- f. Advanced placement exams regulations.
 - i. The advanced placement exam is held at the school on the first school day of fall semester.
 - ii. The advanced placement exam is supervised by the academic director or the designated representative.
 - iii. Contents of the advanced placement exams,
 - 1) Written exam: covers the content of the textbook
 - 2) Interview with the new teacher: The ability of reading, listening, speaking and writing is evaluated.
 - 3) Composition: Students who plan to skip to 4th grade and above are required to complete an essay with an assigned topic.
 - 4) Receiving a score of 80/100 or above is considered passing for the advanced placement examinations. However, the school has the right to ask students to return to the original grade according to their performance in class.

5. Transfer

Students transferred from other Chinese school should first have an interview with academic director (and/or designated teacher) to discuss class placement according to their Chinese level. If a student intends to be placed in a class with level higher than his/her previous Chinese class or regular school, he/she needs to take an exam on the first school day of fall semester. The contents and requirements of the exam are the same as the advanced placement exam listed above.

6. Graduation requirements.

In order to graduate from CMCLS with a diploma, a student must meet all the following requirements.

- a. The student must be currently enrolled in 9th grade at our school.
- b. The student must be earning passing grade of 60/100 in the current school year.
- c. All the missed homework and tests must be done and pass evaluation before the final exams of each semester.
- d. The student has to fulfill the minimum attendance requirement. No more than 7 absences for each semester in current school year.
- e. Student can receive certificate of completion or certificate of attendance if requirements above are not met.

Note: Parents or students who would like to audit a class must obtain the consent from the class teacher. Photography and videotaping are prohibited. Parents should follow the class rules and cannot interfere with the teaching activities.

Levels of Disciplinary Action

1. **Verbal warnings.** Teacher will give 3 verbal warnings to students. Teacher will inform parents regarding action taken.
2. **Single out/time out.** Teacher offers single out/timeout for a maximum of 5 minutes. Used in a consistent, calm, and non-punitive way, time-out can be a valuable strategy for helping students develop self-control while preserving the smooth flow of the classroom. Teacher will inform parents regarding action taken.
3. **Visit with Principal and Parents intervention.** Teacher will send student who continues exhibit disruptive behavior to Principal. Parents will be contacted after visit with Principal. Parents must take correcting action.
4. **Temporary Removal from class.** Principal will discuss disciplinary action on temporary removal from class for one week.
5. **Financial Reimbursement.** A student will be required to reimburse individuals or MCPS for damage to or destruction of property. Tuition reimbursement based on current tuition reimbursement rule.

教室守則：

學生會根據違反規定程度的嚴重性給予下列處罰：

1. 三次口頭警告。
2. 5分鐘的教室隔離處罰
3. 送至校長室訓誡。口頭訓誡或 Time out。
4. 通知家長，並處以一個禮拜不得到校上課
- 5 退學（退費依註冊規定處理規定）