

# Shuang Wen School Parent Handbook 雙文學校家長手冊

## **School Contact Information 學校聯繫資訊:**

P.S. 184M, Shuang Wen School 雙文學校

**Address 地址:** 327 Cherry Street New York, NY 10002

**Website 網站:** <http://www.ps184m.org>

Main Office Phone Number 辦公室號碼: (212) 602-9700

Fax Number 傳真號碼: (212) 602-9764

**Principal 校長:** Iris Y. Chiu 邱雅雯女士

**Elementary Assistant Principal 小學部副校長:** Yvonne Chin 陳綺玲女士

**Middle School Assistant Principal 中學部副校長:** Jenny Kwong 鄺美珍女士

**Elementary Guidance Counselor 小學部輔導員:** Jia Yu 于佳老師

**Middle School Guidance Counselor 中學部輔導員:** Pao Lang Wang 王保琅老師

**Middle School Deans 中學部主任:** Kevin Yuhas & Tamara Stovall

**Parent Coordinator 家長協調員:** Meisheng Alice Ju McCabe 朱梅生老師

**School Nurse 學校護士:** Yolanda Bergold, R.N. (Room 106c) (辦公室 106c 室)

## Shuang Wen School Expectations 雙文學校的期望

### **School Mission 雙文學校使命:**

Shuang Wen School, PS 184M utilizes a dual language/dual culture approach, with parental involvement, and community support to prepare our students to excel in an increasingly global society.

雙文學校致力於雙語和雙文化教育，以鼓勵家長和社區參與的方式，預備我們的孩子具備各種才能，以掌握日益升高的環球化趨勢。

### **Respect and Tolerance 尊重和寬容:**

Parents and children are expected to behave with respect and tolerance towards all school community members. The Shuang Wen Family includes children and parents from ethnically and culturally diverse backgrounds. It is of utmost importance that parents/guardians not only set an example of respect and tolerance at all times, but also that parents/guardians discuss diversity with their child(ren) at home. Parents/guardians must ensure that their child(ren) understand that discriminatory behavior or remarks are unacceptable.

學校希望家長和孩子們對校內所有的人養成尊重和寬容的行為。雙文學校中包含了來自不同種族和文化背景的學生和家長們，家長/監護人應樹立在任何時候都具備尊重和寬容的修養，做孩子的榜樣，另外家長/監護人也應與子女在家裡討論多元化背景以幫助孩子瞭解。家長/監護人必須確保子女明白，歧視性的行為或言論是不可以接受的。

Our multicultural and ethnic differences should be appreciated and celebrated in positive ways.

Accordingly, there will be ZERO TOLERANCE for any form of discriminatory behavior.

Any child who displays such behaviors will receive appropriate discipline as described in the New York City Department of Education's *Citywide Standards of Discipline and Intervention Measures (The Discipline Code)*. This handbook incorporates the entire text of *The Discipline Code* by this reference.

針對我們學校的多文化和種族的差異，我們都應以積極正面的方式來讚賞及慶祝。因此，任何形式的歧視行為都將以「不寬容政策」處理。紐約市教育局規定，學生若做出在「全市紀律和干預措施標準（紀律準則）」(Citywide Standards of Discipline and Intervention Measures, The Discipline Code) 中所描述的任何歧視性的行為或言論將接受相應的處罰。

## **Shuang Wen School Attendance and Daily Procedures** **雙文學校出席和日常程序**

### **Drop-off/Pick-up Procedures 學生接送程序:**

School begins at 8:20 a.m. and finishes at 2:40 p.m.  
學校早上八點二十分開始，下午二點四十分結束。

Promptness for both morning drop-off and afternoon pick up is expected:  
預期家長做到適當的接送孩子時間如下:

### **Morning Drop-off Procedure 早晨送孩子到校確切程序:**

- **Drop-off (Pre-K through Grade 3):** Parents/Guardians may arrive by 7:30am and no later than 8:20am to drop their child(ren) off at the Cherry Street front entrance to access the cafeteria on the first floor.  
送孩子到校(預幼班至三年級): 家長/監護人應該於早上七點三十分至八點二十分之前到達學校，櫻桃街正門口，並送孩子到一樓餐廳。
- **Drop-off (Grade 4 through Grade 8):** Students may report to the auditorium by 7:50am on the second floor and sit quietly with their classmates.  
送孩子到校(四年級至八年級): 學生應該於早上七點五十分到二樓禮堂報到，安靜的和同學坐在一起。

### **Afternoon Pick-up Procedure 下午到校接孩子確切程序:**

- **Regular Full Instructional Day Pick-up (Pre-K through Grade 5):** Parents/Guardians should arrive by 2:40p.m. to pick up their child(ren). Upon arrival, parents/guardians must wait in the designated waiting area in front of the school on Cherry Street- Grades Pre K, 2, 3 and 4 or Montgomery Street- Grades K, 1 and 5 (location of pick up may change subject to seasonal weather). If any student needs to be picked up early for emergency circumstances, parents/guardians must sign in with school safety, proceed to the Main Office, state the name and class of the student to be picked up (office staff will assist to locate your child to be picked up), and sign out the child in the early pick up record book. Parents/Guardians cannot disrupt the teaching and learning by entering any classroom at any time. If you arrive after dismissal time, please proceed to the Main Office for assistance.  
正常全日教學日到校接孩子(預幼班至五年級): 家長/監護人應於下午二點四十分到達學校接孩子。家長/監護人應該到校門口指定地點等待：櫻桃街—預幼班、二、三、四年級。蒙哥馬利街—幼稚班、一、五年級(如季節天氣有變，將可能更改接送孩子地點)。如果家長/監護人有緊急狀況需提早接孩子離校，必需先跟學校安全警衛處登記簽名，再至大辦公室提供孩子的名字與班級給行政人員(行政人員將協助找尋孩子教室)，接著於提早接孩子離校的登記本簽名。家長/監護人於任何時間不得進入教室打擾老師教學和學生學習，如果家長/監護人於下午二點四十分之後抵達學校，請至大辦公室尋求行政人員的協助。

- **Regular Full Instructional Day Pick-up (Grade 6–Grade 8):** At 2:40 pm, classroom teachers will escort upper grade students to the Cherry Street main entrance/ exit where they will be dismissed. **正常全日教學日到校接孩子(六年級至八年級):** 下午二點四十分之後，班導師會帶領放學的學生至學校大門(櫻桃街出口)，學生在學校大門口放學。

### **Alternate Pick-up Arrangements 安排接送替代方案:**

If alternate pick-up arrangements are made (such as an adult other than the child's parent or guardian picking him/her up) parents/guardians must let the school staff know in writing ahead of time to avoid any miscommunication. If parents/guardians know in advance that he/she will be late for pick-up or drop-off he/she should make arrangements with another parent or authorized person to pick-up the child(ren); the school staff must be notified in advance of these changes. Please note, the school will only release the student to the designated people listed on the Blue Emergency card.

家長/監護人若提前安排他人到校接孩子(如非家屬或監護人)，家長/監護人應該事先以書面形式通知學校的教職員，避免產生任何溝通上的誤會。如果家長/監護人事先知道他/她會遲到或安排另一位家長或授權人到校接孩子，請務必通知學校的行政人員。請注意，到校接孩子的人必須註明在緊急聯絡卡(藍卡)上。

### **Early Pick-up 提早接學生:**

Should parent(s)/guardian(s) need to pick-up their child(ren) before the official dismissal time, children must be signed out individually. If the child(ren) will be leaving school before 2:40pm, sign-out needs to occur in the Main Office (Room 110); if pick-up will occur after 2:40pm, sign-out needs to occur in the after-school program office. Please note, all children must be signed out and signed back in if they will be returning to school later in the day. No child under age 18 may leave the school building without being accompanied by an adult or family member.

如果家長/監護人需要在正式放學時間前接走學生，家長/監護人必須到大辦公室(一一零室)簽署提早接走學生的證明。如果有參加課後班的學生在下午二點四十分之後要提前接學生，請至課後班辦公室簽名。請注意，所有的孩子在離開學校時都必須登記，若他們在當天晚些時候還會回到學校，請再一次簽到。十八歲以下的學生，沒有成人或家庭成員的陪同下，不可以離開學校。

### **Attendance 出席:**

Attendance is taken daily and promptly at 8:20 a.m. Attendance is an important part of your child's school record. In addition to academic achievement, 95% or higher attendance rate is necessary for educational success at Shuang Wen School.

早上八點二十分開始點名。出席率在您孩子的學校記錄中非常重要。除了學業成就，因為高出席率是晉升到下一個年級的標準之一，所以非常重要。所有雙文學校的學生都必須在學年中保持至少百分之九十五的出席率。

In an effort to help clarify absence procedures, here is a list of things to do in the event your child is absent, either for one day or an extended period of time.

不論您的孩子是缺席一天或一段時間，以下列舉的事項都有助於讓您釐清有關缺席的問題。

- Bring an excuse note (from a doctor, parents or legal guardian, etc.) to Room 110.

\*\*\*Vacations/other non-essential absence is not excused. Only Medical reasons, Middle School/High School Audition or recruitment, or family emergencies can be considered excused

\*\*\*Please note – Every absence (even with a valid excuse) will remain on your child's record, but it will appear as an excused absence.

將請假條送到學校辦公室 110 室 (醫生證明、家長/監護人說明書)

\*\*\*休假/其他非必要的請假都算是無故缺席。只有病假，初中/高中面試，或家庭緊急事故才能視作有理由的缺席。

\*\*\*請注意—即便是有理由的缺席仍將紀錄在貴子弟的出勤資料中，只是會註明為有理由的缺席。

- **Make up missed assignments-** Your child is responsible for all work missed during any absence, including being prepared for a test they might have missed. If a project or assignment is due during an extended absence, your child should make every effort to get it to school/teacher on time, or immediately upon return.

Have your child obtain the phone number/e-mail of classmates to help him/her retrieve daily assignments.

Any classroom work should be copied transferred into your child's notebook upon return as well. Students should not rely on our copy machines or school computers to do this. Copying notes by hand has its benefits, and is most likely the way that the teacher intended for students to do the work.

補齊缺失的功課-您的孩子要負責補齊所有請假期間缺失的功課，包括為錯過的考試所做的準備。如果請假期間延長，一項專題報告或功課已經該交了，這時您的孩子應該努力將該項功課準時交給學校/老師，或是在返校時立即交齊。

向孩子要一些同學的電話號碼/電子郵件以幫助您了解每日的功課狀況。

孩子返校後也該立即將課堂功課抄在筆記本中。學生不應該靠影印或電腦來做這件事。親自抄寫對學習有益，而且那也是老師希望他們做的功課。

### **Lateness Policy 遲到:**

Students need to be on time every day. If a child is late for any reason, he/she must first report to the Main Office (Room 110) to get a late pass before proceeding to his/her classroom. Habitual lateness is not acceptable. Should tardiness become a major problem, Shuang Wen School reserves the right to turn the case over to district and city authorities.

學生應該每天準時到校上課。如果孩子因故遲到，他/她必須先到學校辦公室(一一零室)領取遲到證明 (Late Pass)，然後再到教室上課。我們不希望學生習慣遲到。如果遲到成為孩子上學的一大難題，雙文學校有權通報學區及相關單位。

### **Absences 缺席:**

Students should not have unnecessary absences. Parents/Guardians need to call the school office (212) 602-9700 in the morning of a child's absence and report his/her name, grade, and class.

If the child is sick with a communicable disease (such as chicken pox) please report this information as well. Cases of excessive absences will result in a conference with the parent/guardian.

學生不應該有不必要的缺席。學生若要請假，家長/監護人需在早上打電話通知辦公室，說明學生名字、班級、年級及缺席的原因，學校的電話號碼為 (212) 602-9700。如果學生有傳染性的疾病(如水痘)，也請通知學校。若缺席天數過多，學校將會請家長/監護人到校召開會議。

### **Extended Absences 連續性缺席:**

An absence of three or more consecutive days requires a doctor's note. Any parent/guardian whose child(ren) miss more than three days of school while traveling with their parents/guardians will be required to submit written contact information at least one week in advance of the departure. Such information should include cell phone numbers and hotel information as well as copies of pertinent travel documents (such as boarding passes, train tickets, etc.). Parents/ Guardians note that extensive absence for traveling is not considered an excusable absence. Extending school holidays and long weekends by having the child miss days when school is in session is not acceptable.

超過三天或更多的連續性缺席需要醫生的證明。任何家長/監護人的子女與父母/監護人旅行缺席超過三天以上，須在至少出發前一個星期向學校提交書面聯絡資料，這些資料應包括手機號碼和旅

館資料，以及相關的旅行證件（如登機證，火車票等）的副本。延長學校假日及長週末的連續缺席，在學校正常學期中是不能接受的。

## **Emergencies/School Safety 緊急事項/學校安全**

### **School Safety Agent 學校安全警衛:**

All New York City Public Schools have at least one school safety agent (SSA) assigned to monitor the school building. This agent is required to ask all building visitors to show photo identification and sign the entrance log in order to access the main office Room 110 to obtain a building pass, prior to meeting with teachers for prescheduled appointments. We expect all parents/guardians to be patient and accommodating when asked for identification.

所有紐約市的公立學校都有學校安全警衛（SSA）負責控管校區建築內的安全性。安全警衛必須要求所有的訪客出示個人身分識別後才給予校區的通行證。我們希望所有的家長/監護人如果要求出示身分識別時能保持耐心和包容並出示相關身分證件。

### **Emergency Card Information 緊急聯絡卡資料:**

At the beginning of each school year or at the time of registration, a blue emergency card must be filled out with all necessary contact information for parents/guardians and/or designated guardians. It is very important that this information is complete and up to date as it will be used to contact parents/guardians and/or designated guardians in the event of an individual or general emergency. Should there be any changes to the pertinent information (contact address, phone numbers, email, etc.) please notify the Main Office immediately.

在每學年的開始或在註冊時，家長/監護人必須在一張藍色的緊急聯絡卡上，填寫所有家長/監護人和/或指定監護人必要的聯繫資料。這些資料的完整的和隨時更新是非常重要的，因為在學生發生個人或一般的緊急事件時，它會被用來聯繫家長/監護人和/或指定監護人。如果有任何變動的相關信息（聯繫地址，電話號碼等），請立即通知學校辦公室。

### **Fire Drills 消防演習:**

By law, during the school year, the school must conduct a series of fire drills. Anyone in the school building on those occasions must vacate the school building premises in an orderly manner. All personnel will have to exit the building in silence and in an orderly fashion. Teachers will go over all fire drill instructions with their students on the first day of school and will periodically review these procedures throughout the year.

根據法律規定，在學期中學校必須進行一系列消防演習。任何人在學校的建築內遇到這種情況時，必須有秩序的撤離學校。家長/監護人在離開時應該是保持安靜，以便為我們的學生樹立一個好榜樣。老師們會在開學第一天跟學生們說明整個消防演習的程序，並在學期中定期複習這些程序。

### **General Emergency 一般緊急事項:**

In the event of a general emergency, parents/guardians will be notified by telephone, and/or public announcement about how and where to meet their child(ren).

在一般的緊急的情況下，家長/監護人將通過電話或電子郵件通知，和/或公開的宣告他們可以如何以及在何處見到他們的子女。

### **Elevator Policies 電梯使用需知:**

In general, the school elevator is for staff only. However, under certain circumstances, students may use these elevators. Students will be identified by one of two passes:

在一般情況下，學校電梯提供教職員使用。然而，在以下兩種情況下，學生可以使用電梯：

- A medical elevator pass. This is an ID which would be worn by the student when using the elevator. It means the student has brought a doctor's note to the Assistant Principal's office and that this note was verified by the Assistant Principal. Students with temporary health issues will be given a temporary pass with the last applicable date indicated. At any given time, no more than 10 students will have medical elevator passes in the building.

醫用電梯通行證- 學生使用電梯時，必需在胸前配戴通行證。這表示學生已繳交醫生證明至副校長辦公室，也通過副校長審核。學生若有暫時性的健康問題，將可使用醫用電梯通行證，直到最後適用日期。同個時間段將不超過十位學生持有醫用電梯通行證。

- A service elevator pass. A service pass is issued to students assisting teachers/staff. The teacher will apply with the Assistant Principal for a temporary elevator pass and the teacher/staff must accompany the student(s) on the elevator.

服務電梯通行證- 當學生協助教職員時，將配戴服務電梯通行證。老師將跟副校長申請臨時的電梯通行證，學生搭乘電梯時，必須有教職員陪同。

### **School Closings 學校停課:**

In the event of heavy snow or public emergencies, parents/guardians should inquire whether school is closed by calling 311, listening to the radio (1010 WINS News) or TV broadcasts, or checking the Department of Education website (<http://schools.nyc.gov>) to confirm.

在有風雪或突發的公共緊急事件時，家長/監護人應透過聯繫學校辦公室、聽收音機（1010 WINS 新聞）或電視節目、或查詢教育局網站（<http://schools.nyc.gov>）以確認學校是否停課。

## **Health 健康資訊**

### **Health Regulations 健康的規定:**

At the time of registration, each incoming student must submit a completed medical form and immunization record signed by his/her doctor, to the school as soon as possible.

在註冊的時候，每個轉入的學生必須提交一份由他/她的醫生填妥及簽署的體檢表和免疫記錄，盡快交給學校。

Please notify the school nurse and teachers of any allergy conditions in the beginning of the school year. Please update the school nurse and teachers of any condition change during the school year. 任何過敏狀況請在學年開始時通知學校護士和老師。任何病情變化請在學年內通知學校護士和老師。

### **Illness Policy 疾病的處理方針:**

If a student becomes ill during the school day, the parents/guardians or designated guardians will be contacted as per the information on the blue emergency card, should the situation warrant it. Minor cuts, scratches, and bumps will be treated by the school nurse (Room 106C).

如果學生在校期間生病，家長/監護人或指定監護人將會被學校通知，聯絡方式是按照藍色緊急聯絡卡上的資料，所以要保證它的正確性。若輕微割傷、劃傷和撞傷將由學校護士（辦公室一零六C室）予以護理。

When trying to determine whether to send a child to school, please adhere to the following guidelines: 當試圖決定是否要送孩子到學校，請遵守以下準則：

- Children should not come to school with a fever (temperature of 99.2° or higher). Children who have had a fever should be free of fever for at least 24 hours before returning to school.  
發燒的兒童不應該來學校（溫度為 99.2 度或更高），必須在停止發熱至少 24 小時後再回到學校。
- Children who have been vomiting or experiencing stomach discomfort should not be sent to school.  
持續嘔吐的兒童不應該被送到學校。
- A serious sore throat should be evaluated by a doctor to be sure that it is not strep throat. A child with strep throat will not be allowed to return to school until he/she has received permission from his/her doctor to do so. A doctor's note must be given to the school nurse before the child will be allowed to attend class.  
嚴重的喉嚨痛，應該由醫生進行評估，以確保它不是咽喉炎。鏈球菌性喉炎的孩子在得到醫生准許前不允許返回學校。孩子被允許上課前必須將醫生的准許證明交給學校的護士。
- With any communicable disease or condition (e.g. chicken pox), a child will not be allowed to return to school until he/she has received permission from his/her doctor to do so. A doctor's note must be given to the school nurse before the child will be allowed to attend class.  
任何傳染病或類似情況（如水痘），孩子在得到醫生准許前不允許返回學校。孩子被允許上課前必須將醫生的准許證明交給學校的護士。

### **Medication 藥物治療:**

According to Department of Education regulations, no teacher or staff member may administer medication to a student. Only the school nurse may administer medication to a student following the completion of a Medical Administration Form (MAF). Any student with a chronic health condition (Asthma, Diabetes, ADHD, Sickle Cell, etc) that needs to receive long-term medication in school is required to have a MAF completed by the student's Health Care Provider and signed by the parent. Once the MAF is complete, the nurse is able to administer medications.

根據教育局的規定，老師或行政人員不允許幫學生管理或使用藥物。只有學校的護士可以遵循完整的醫療管理表格（MAF）來協助學生的藥物使用。任何一個慢性疾病（哮喘、糖尿病、過動症、鎌狀細胞等）需要在學校長期接受藥物的學生，需要有一份的由學生的醫療保健提供者完成，並經由家長簽署的只有學校的護士可以遵循完整的醫療管理表格。一旦醫療管理表格是完整的，護士即能夠管理好藥物的使用。

The school nurse cannot administer short-term medications (such as antibiotics). The child's parents/guardians or designated guardian must come to school to administer the medication. 學校護士不能負責或協助學生做任何短期的藥物服用（如抗生素）。孩子的家長/監護人或指定監護人必須到學校來協助學生服用任何的短期藥物。

For the safety of all the students in the building, only students who have Medication Administration Forms authorizing them to carry/self administer medication may do so. 學校護士不能負責或協助學生做任何短期的藥物服用（如抗生素）。孩子的家長/監護人或指定監護人必須到學校來協助學生服用任何的短期藥物。

### **Head Lice Policy 頭蝨相關規定:**

There is now a “no head lice” policy for all NYC public schools, but no longer a “no nit” policy. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. Students will be reexamined in 14 days to confirm that they have remained lice-free. Students with nits and no evidence of live head lice will not be excluded from school.

所有紐約市公立學校有「無頭蝨」規定，但不是「無卵(蝨卵)」的政策。若有活頭蝨的學生，在接受治療之前均不得上學，學生必須已經沒有蝨子才可返校上課。已去除頭蝨的學生在十四天之後需重新接受檢查，證明沒有活頭蝨或只有蝨卵才可返校上課。

## **School Meals 學校膳食**

### **Breakfast 早餐:**

A hot breakfast is available free-of-charge to any student who arrives at school by 7:30am in the school cafeteria. Only staff and certified breakfast volunteers will be permitted to remain in the cafeteria during breakfast time. All other Parents/ Guardians must leave the school as soon as students are dropped off at the Cherry Street front entrance of the school building.

熱早餐是免費提供給學校的學生，學生需於早上七點三十分到達一樓的餐廳享用早餐。早餐時間只有辦公室行政人員和幫忙早餐時間的家長義工可以被允許留在餐廳內，所有其他家長在孩子送達前門入口處後必須盡快離開學校。

### **Lunch 午餐:**

A hot lunch is available to all students. Students are also permitted to bring their own bagged lunch to be eaten in the cafeteria should they wish. Parents or Guardians are not allowed to accompany students during lunch time. Students need to learn their table manners and responsibilities independently:

熱午餐提供給所有的學生。學生也可以將自己的午餐袋攜入餐廳與同學一起用餐。父母或者其他監護人不得在午餐時間陪同學生用餐。學生需要自己學習他們的餐桌禮儀和獨立的責任。

在正常的上課日，學校將遵循以下的午餐/休息時間表：

On regular full instructional days, the school will adhere to the following Lunch/Recess schedule:

**10:35am -11:25am:** Pre-K (Pre-K has recess separately)

**10:35am -11:25am:** Grade K - 2 graders lunch/ recess

**11:25am -12:15pm:** Grade 3-5 lunch/recess

**12:15pm - 1:05pm:** Grade 6-8 lunch/recess

中午十點三十五分至十一點二十五分：預幼班使用午餐（預幼班單獨校園活動）

中午十點三十五分至十一點二十五分：幼稚班、一、二年級午餐/

中午十一點二十五分至十二點十五分：三至五年級午餐/校園活動

中午十二點十五分至一點五分：六至八年級使用午餐/校園活動

### **Snacks 點心:**

Pre-K and Kindergarten classes have snack-time. How snacks will be provided is determined by the classroom teacher and the parents. Please discuss this with your child’s day school teacher.

預幼班，幼稚班有點心時間。提供點心的方式由班級導師和家長決定。請與您孩子的班級導師討論這個問題。

## **Academic/Classroom Concerns 學術/課堂問題**



### **Curriculum Night 課程之夜:**

Following the opening of school, a Curriculum Night will be scheduled sometime during September as an opportunity for all parents and guardians to meet with the principal and their child's teacher. This is your opportunity to introduce yourself to your child's or children's teacher(s), ask questions, and share any concerns.

九月開學後，學校將安排課程之夜以幫助所有家長和監護人瞭解該學年度的教學內容。這是個可以與校長和孩子的老師會面的極佳機會，這是你介紹自己與認識老師的機會，同時可以提出您的問題，並提出你的想法。

### **Parent-Teacher Conferences 親師懇談會:**

Parent-Teacher Conferences are held two times a year in the Fall and in the Spring and are scheduled to coincide with the distribution of report cards. Teachers are available for conferences in both the afternoon and in the evening. Sign up sheets for conference slots are available prior to conference dates.

Parents/guardians should come prepared to discuss their child's academic and social progress and address any concerns or questions that they may have.

親師懇談會每年舉行兩次，分別在秋季和春季（通常在十一月和三月），並配合成績單發派的時間。教師可以在下午和晚上舉行會議。會議舉行日期前會開放給家長登記會議時間，希望參加的家長/監護人應該在參加前做好準備以討論孩子的學業和社交狀況，並向老師提出任何相關的疑慮或問題。

### **Student Year End Progress Night (Late Spring- May) 學習成果展之夜:**

Student Year End Progress Night is a citywide celebration which provide parents an additional opportunity to come to school and learn about their child(ren's) progress, review portfolios, and meet with teachers on how best to prepare their child(ren) future next school year.

學習成果展之夜是全紐約市學校提供給家長的額外機會，讓家長能在學期結束之前到學校了解孩子的進步狀況，欣賞學生作品，與老師見面討論下學期準備事宜。

### **Report Cards 成績單:**

Report cards are distributed three times each year, in the Fall and in the Spring, and at the end of the school year (usually November, March, and June). Parents/guardians should discuss concerns regarding report cards during Parent-Teacher Conferences with the teachers and school staff.

成績單每年派發三次，分別在春季、秋季和在學年結束時（通常是十一月、三月和六月）。家長/監護人應該在親師懇談會時提高對成績單的關注。

### **Appointments and School/Classroom visits 預約和學校/教室參觀:**

Teachers are available for conferences at a parent/guardian's request. Appointments should be made in advance so as not to interfere with normal classroom schedules and instruction. Parents who need to speak with teachers during the school day should call the main office and leave a message. Please understand that teachers have a schedule that they must follow and therefore may not return calls until after instruction time ends. Other than parent/guardian volunteers, anyone wishing to see or visit the school should call the Main Office to make an appointment with the appropriate parties.

老師可以在家長/監護人的要求下與家長/監護人面談。預約面談應事先提出，以免干擾正常課堂上課。需要與老師面談的家長應該在學校上課時間致電辦公室並留言給相關的老師。請理解老師有必須遵守上課的時間表，因此可能在課程結束前不會回電。除了義工家長外，任何要到學校拜訪的人都應致電學校辦公室跟相關人士預約。

### **Homework Policy 家庭作業方針:**

Homework is assigned at all grade levels with the purpose of extending and reinforcing learning as well as to develop self discipline, personal responsibility, and independent thinking. Parents/guardians should assist their child(ren) in the following ways:

所有家庭作業的目的是為了延伸和加強學生的學習，同時發展自律、個人的責任和獨立思考的能力。家長/監護人應在以下方面協助子女：

- Check your child's homework to make sure that it is neat and complete.  
檢查孩子的作業，確保它是整潔和完整的。
- If the assignment is unclear, contact one of your child's classmate's parents/guardians for assistance. If there is still confusion, please inform the teacher by writing a note requesting more clarity in future assignments.  
如果作業規定不夠清楚，請聯繫孩子其他同學的家長/監護人以請求幫助。如果仍然不清楚，請寫一張字條告訴老師，要求在日後的作業能更明確。
- Answer your child's questions about what and how to do, but let your child do the homework him/her self.  
回答孩子的問題時應該告訴他該怎麼做，但需讓孩子自己做他/她的功課。
- Make sure that your child has time set aside for homework. During this time it is important to provide your child with a calm environment that is free of distractions.  
確保孩子已預留作功課時間。在此期間，重要的是提供您孩子一個安靜而不讓人分心的環境。
- Take every opportunity to read to and with your child.  
抓住每一個與孩子一起閱讀的機會。

### **Mandated Tests 紐約州考試:**

As of this writing, all 3<sup>rd</sup>-8<sup>th</sup> grade students are required to take the New York State (NYS) Math Tests and the New York State English Language Arts Test (NYS ELA) once a year.

所有的三至八年級的學生，每年都必須參加一次紐約州數學州考和紐約州英語州考。

Additional annual tests include the Language Assessment NYSITEL (new entrants whose home language is other than English only), the New York State English as a Second Language Achievement Test/NYSESLAT (ESL students only), the New York State Science Test (4<sup>th</sup> and 8<sup>th</sup> grades only) and interim assessments throughout the year. Dual language classes from 3<sup>rd</sup> grade and up will also take the Chinese Reading Test in the spring.

每年額外的測試，包括新編版的語言評核測試 (NYSITELL)（只針對新入學者，其家庭語言為非英文需考試），紐約州英語作為第二語言成績測試(只針對 ESL 學生)，四年級和八年級學生則必須參加紐約州科學科性能測驗和科學科書面測試。三至八年級的學生將參加中文閱讀測驗。

Parents/guardians and students will receive notice of the test times and dates well in advance. If a student is absent on the test day, he or she will take a make-up test.

家長/監護人和學生將提前收到通知測試時間和日期。如果學生在考試當天缺席，他/她將參加補考。

### **Field Trips 校外學習或旅行:**

Each year, classroom teachers plan field trips that complement the curriculum throughout the school year. Parents/guardians must sign the Trip Consent form for each trip in order for their child(ren) to

participate. For each trip, parent/guardian chaperones will be needed. Please contact your child's teacher if there is a trip you are willing/able to chaperone.

每一學年，班級導師會配合課程計畫多次校外旅行。每次家長/監護人必須各別簽署校外學習/旅行同意書，讓自己的孩子（們）參與校外學習/旅行。在一般情況下，每一個行程都需要家長/監護人陪同，如果你願意或能夠陪同旅行，請聯繫您孩子的班級導師。

- The number of chaperones for each trip will differ, usually teachers will require 2 or more volunteer chaperones. During all field trips, every child and chaperone must remain with the class and will not be allowed to leave the group until they return to school.  
每次校外學習/旅行，隨行的家長/監護人人數會有所不同，班級導師通常需要兩位或更多的隨行家長/監護人同行。校外學習/旅行期間，每一位孩子和隨行的家長/監護人必須全程和班級待在一起，不可以離開，直到重返校園。

### **Birthday Celebration Policy 生日慶祝活動:**

Each classroom teacher shall determine his/her birthday celebration policy. If the teacher permits birthday celebrations to be held during the school day, parents/guardians shall be responsible for contacting the teacher one week before the date to make arrangements. Parents/guardians should limit treats to healthy snacks and juices; no soda will be permitted. The teacher must approve any party favors distributed. Parents/guardians are also asked to make accommodations for any children in the class who have food allergies.

每個班級的老師會有生日慶祝會的方式。如果老師允許在學校上課期間舉行生日慶祝會，家長/監護人應負責在日期到達的前一個星期聯繫老師作出安排。家長/監護人應提供健康的零食和果汁，汽水是不建議提供的。老師可以提供生日慶祝會較適合供應的食物清單。另外，家長/監護人需配合班上任何有食物過敏的兒童。

### **Uniform Policy 制服政策:**

Students are encouraged to wear the Shuang Wen School uniform to school every day.

Wearing a uniform is important because it builds school cohesiveness and instills pride in our students. Wearing a uniform is especially important when on field trips in order to quickly count and identify our students. Cookies and Lands End are the two companies that supply Shuang Wen School with uniforms. Please contact the vendors directly for the purchasing of uniforms.

鼓勵學生每天穿學校的制服到學校上課。穿制服很重要，因為可建立學校的凝聚力，並讓我們的學生引以為榮。當校外旅行時，穿制服更是特別重要的，以便老師迅速計算並確認學生數。目前 Cookies 和 Land's End 這兩家公司為學校制服供應商，請聯繫供應商直接購買制服。

Parents may choose to “opt out” of the school uniform by signing the uniform opt-out form (See Attachment 1). Those who opt out should keep in mind that there may be certain days, such as school trips, picture day, and graduations, when wearing a uniform would be encouraged.

家長可以選擇讓自己的孩子不穿制服，需簽署「申請不穿制服表格」（見附件一）。根據總學監的規定，那些希望不穿學校制服的人。選擇不穿學校制服的學生應瞭解某些特定日子，如校外旅行、照像日和畢業典禮時將被要求穿著制服。

The uniform for Shuang Wen Students is as follows 雙文學生的制服規定如下：

Formal Uniform - Worn any daily as recommended but required on picture day, and for school wide celebrations per request by teachers.

正式校服-自行穿著，但在照相日、作品發表會、全校慶典活動及老師要求時需要穿著。

### Pre-K - Grade 5 預幼班到五年級

Girls – Gray jumper with school logo, white peter-pan collar button down blouse. White socks or tights and black shoes. Pant option is gray slacks.

女生 – 灰色有校徽的背心裙，白色短袖圓領扣鈕襯衫，及膝白襪或緊身褲配黑鞋。也可選擇灰色褲子。

Boys – Burgundy cardigan, white button down shirt, burgundy and gray plaid tie, gray pants. Black socks with black shoes.

男生 – 棗紅色開襟毛衣外套，白色扣鈕襯衫，棗紅色及灰色格子領帶，灰色長褲，黑鞋黑襪子。

### Grade 6 – Grade 8 六年級到八年級

Girls – Khaki pants with white polo shirt with school logo. White socks and black shoes.

女生 – 卡其色褲裙配有校徽白色長袖馬球衫。白襪或白色緊身褲襪配黑鞋。

Boys – Khaki pants with white polo with school logo. Black socks with black shoes.

男生 – 棗紅色開襟毛衣外套，白色扣鈕襯衫，棗紅色及灰色格子領帶，灰色長褲，黑鞋黑襪子。

Informal Uniform - Worn any day other than those requiring the formal uniform besides items listed below, there are other options available on our vendor's website including: burgundy hoodies, sweaters, fleece jackets, polo dresses, and fleeces vests (not all options are available for both the Middle School and the Elementary School). Please see vendor sites for options.

非正式校服-可每天穿著，但須依照上述要求穿著正式校服。除了下面列出的項目，還有其他的選項可以在校服供應商網站上購買：棗紅色連帽衫，毛衣，羊毛外套，馬球連衣裙和羊毛背心（並不是所有中、小學的選項都有存貨）。請參閱供應商網站的選項。

### Pre-K - Grade 5 預幼班到五年級

Girls – Khaki skirt or khaki/grey pants with burgundy or light blue polo shirt with school logo. White socks or tights and black shoes.

女生 – 卡其色褲裙或卡其色/灰色褲子，有校徽的棗紅色或淡藍色馬球衫。白襪(到腳踝或膝蓋)黑鞋。

Boys – Khaki/grey pants with burgundy or light blue polo with school logo. Black socks with black shoes.

男生 – 卡其色/灰色褲子與有校徽的棗紅色或淡藍色馬球衫。黑襪黑鞋。

### Grade 6 – Grade 8 六年級到八年級

Girls – Khaki skirt or khaki pants with white or navy blue polo shirt with school logo. White socks and black shoes.

女生 – 卡其色褲裙或卡其褲與有校徽的白色或深藍色馬球衫。白襪黑鞋。

Boys – Khaki pants with white or navy blue polo with school logo. Black socks with black shoes.

男生 – 卡其色/灰色褲子與有校徽的白色或深藍色馬球衫。黑襪黑鞋。

Gym uniforms for all grades and for boys and girls are grey sweat pants and grey sweat shirts with the Shuang Wen logo and sneakers. Gym clothes are the only acceptable attire on designated gym days throughout the school year.

所有年級體育服是有校徽的灰色運動衫、灰色褲子、運動鞋。體育課時須穿體育服。

### **School Calendar/Newsletter 學校行事曆:**

Each September, a calendar will be available for the coming school year so that families can plan ahead. Shuang Wen School will provide a monthly newsletter which provides DOE information, school and community events, etc.

學校行事曆將於每學年九月制定完成，以便家庭做好計畫。雙文學校每個月會提供學校新聞給家長，通知大家有關教育局、學校及社區活動的消息。

There is no school on Federal Holidays, New York State/City holidays, Staff Development days, and the scheduled school recesses. Recess periods are: winter break, mid-winter break, and spring break. Parents should refer to the calendar on school website [www.ps184m.org](http://www.ps184m.org) or New York DOE website <http://schools.nyc.gov/default.htm>, and check frequently for most recent updates.

學校將會在聯邦假期、紐約州/市假期、教職員培訓日、寒假(聖誕假期)、仲冬寒假、春假關閉，學生不上學。家長需注意九月所公布的確切日期。

### **Announcements/ Fliers 公告/傳單:**

General announcements will be emailed to parents, posted on the school website, and on the Shuang Wen School parent bulletin boards (on the wall to the right of the first floor cafeteria doors). Announcements will also be posted on the main entrance doors, in the office, and in other “high traffic” locations.

一般公告將會被張貼在雙文學校家長佈告欄（一樓餐廳外右側的門牆）。公告也會張貼在主要入口的門牆上、辦公室和其他「高流量人群」的區域。

In addition, notices will be sent home in students’ backpacks. Please check your child’s pack each night for these important communications as they may be time sensitive documents that require acknowledgement, response, and/or a signature from the parent/guardian.

此外，有些時候學校通知將會放在學生的書包，請每天回家檢查孩子的書包，以免遺失或錯過重要的通訊，因為某些特定通知/文件可能有時間性，需要家長/監護人確認、回應或簽名。

## **School Discipline Code 學校紀律守則**

### **School Procedures and Policy 學校紀律守則**

Shuang Wen School adheres to the Department of Education *Citywide Standards of Discipline and Intervention Measures (Discipline Code)* for all matters concerning the discipline of students. Copies of this code are available in the school office from the Parent Coordinator or on the Internet at the Department of Education website: <http://schools.nyc.gov/Parents/Essentials/School+Safety/default.htm>.

雙文學校對學生紀律相關的一切事宜，是遵循教育局「全市紀律和干預措施標準（紀律準則）」。

。這個準則的副本可以跟學校辦公室的家長聯絡員領取，或在教育部網站上取得。

（<http://schools.nyc.gov/Parents/Essentials/School+Safety/default.htm>）。

### **Student Relations 學生關係**

Shuang Wen School discourages romantic relationships between students which include handholding and kissing while at school.

雙文學校不鼓勵學生之間談戀愛，包括在學校裡牽手和接吻。

### **Cell Phone Policy 使用手機規定:**

See attachment 2 請見附件二

# **School Resources and Organizations 學校資源和組織**

## **The Parent Teacher Association (PTA) 家長會:**

Every New York City public school must have a Parent Association. All parents/guardians (including foster parents and primary caregivers) of Shuang Wen School students are members of the PTA. Elected annually, the PTA Executive Board is the parents' official liaison to the school administration. The PTA of Shuang Wen School has an Executive Board elected each June by the members of the PTA that include the following officers:

每一所紐約市公立學校需成立家長會。所有的雙文學校的學生家長/監護人都可以是家長會的成員。家長會執行委員每年改選一次，是家長對學校管理的官方聯繫的主要窗口。雙文學校的家長會的執行委員會，每年六月由家長會成員進行選舉，選出包括下列人員：

- President or Co-Presidents (2) 會長或聯合會長（兩位）
- Vice Presidents 副會長
- Secretary 秘書
- Treasurer 財務
- Title I Parent Representative 第一條款家長代表

The annual election schedule is set by the DOE, typically between the last Friday in May and the second Friday in June. Monthly general meetings are held in the school auditorium.

年度的選舉時間表是由教育局訂定，通常在五月的最後一個星期五和六月的第二個星期五之間。每個月的家長月會在學校二樓禮堂舉行。

## **The School Leadership Team (SLT) 學校領導小組:**

In 1996, the New York City Department of Education mandated that School Leadership Teams be created in every public school. By law, parents must compose 50% of the SLT total membership.

Parent/guardians shall join the SLT as voting members only after their winning nomination and majority vote by the PA general body. Non-member parents are, however, welcome to attend and participate in any regularly scheduled SLT meeting, though they may not vote. The remainder of the SLT consists of teachers and other school staff, with automatic representation given to the principal, the United Federation of Teachers (UFT) chapter leader, and the PA president. In addition, community members may be selected to serve on these teams. Among the major responsibilities of the SLT are: 1) developing the schools Comprehensive Educational Plan (the CEP), 2) matching the budget to meet educational goals, 3) communicating these goals to the school community, and 4) evaluating the quality of the school's educational program and its effect on student achievement.

在一九九六年，紐約市教育局的規定在每個公立學校建立學校領導小組。根據法律，家長必須占學校領導小組成員總數的百分之五十。家長/監護人在他們的獲得提名和家長會成員大多數投票通過後，成為有投票權的學校領導小組成員。然而，非成員的家長雖然不能投票，但也歡迎出席並參加定期安排的學校領導小組會議。其餘的學校領導小組成員由教師和其他學校行政人員組成，校長、教師工會領導、家長會會長為主要代表。此外，社區成員也可以被選來為這些團體服務。學校領導小組的主要職責是：1) 制定學校綜合教育計劃；2) 配合預算來滿足教育目標；3) 將這些目標與學校成員溝通；和 4) 評估學校教育計劃的質量和對學生成就的影響。

## **Community Education Council (the CEC) 教育理事會:**

Each New York City district has a CEC which meets regularly and is a public forum for parents, community members, and DOE officials to meet and discuss issues relating to our community schools.

Meeting times and dates are publicized on the parent bulletin board. The Shuang Wen School PA is responsible for nominating and electing a parent representative to the CEC.

紐約市每個學區內有一個社區教育理事會定期開會，是由家長、社區成員、教育局官員會面，討論我們社區學校的相關議題。會議的時間和日期會在家長佈告欄上公佈。雙文學校家長會負責提名及選出社區教育理事會的家長代表。

In May 2007, a District One parent website was established as a resource and forum for District One parents: <http://district1parents.net>.

第一學區家長網站於二零零七年五月成立，成為第一學區的一個資源和論壇：

<http://district1parents.net>。

## **Bill of Parent Rights and Responsibilities 家長的權利和責任**

The Department of Education recognizes that parents/guardians are the primary educators of their children and that each child's maximum potential can best be achieved through a strong home-school relationship. The DOE guarantees all parents/guardians certain rights and gives all parents/guardians certain responsibilities toward their child(ren) and their child(ren)'s school.

All parents, and those in parental/guardian relationships to students, are guaranteed certain rights by the Department of Education. Parents also have certain responsibilities towards their child(ren) and their child(ren)'s school. For a complete list of these rights and responsibilities, please see the Bill of Parent Rights and Responsibilities. Copies are available from the Parent Coordinator or at the Department of Education website (<http://schools.nyc.gov/Parents/NewsInformation/BillofRights.htm>).

教育局認識到，家長/監護人是自己的孩子的主要教育者，每個孩子的最大潛能可以透過一個強而有力的家庭與學校的關係，才能實現到最好。對自己的孩子（們）和他們的孩子（們）的學校而言，教育局保障了所有的家長/監護人一定的權利，並給予所有的家長/監護人一定的責任。

所有家長和學生的親子關係，都受到教育局某種程度的保障。家長對他們的子女和孩子（們）的學校也有一定的責任。這些權利和責任的完整列表，請參閱「家長的權利和責任」，副本可向家長連絡員領取或在教育部網站查詢

(<http://schools.nyc.gov/Parents/NewsInformation/BillofRights.htm>)。

**Attachment 1**



**UNIFORM EXEMPTION REQUEST**

I, \_\_\_\_\_, (parent, guardian or person in parental relation) request that \_\_\_\_\_ be exempt from compliance with PS/IS \_\_\_\_\_'s voluntary Uniform Dress Policy.

**OPTIONAL**

For information purposes, please indicate reason(s) for exemption request:

- religious (if this reason is checked, a conference is not required.)
- medical
- other \_\_\_\_\_  
\_\_\_\_\_

I understand that in order to obtain an exemption, I am required to have a conference (by telephone or in person) with the school's appointed designee who will fully explain the reasons and benefits of the school's voluntary uniform policy. I agree that my son/daughter will wear appropriate dress as determined by the principal; i.e., clothing that does not constitute a health or safety hazard and which is not disruptive to the education process.

Parent's (or Guardian's) Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## 校服穿著豁免申請表

我, \_\_\_\_\_, (家長, 監護人或具撫養關係的成人) 請求

\_\_\_\_\_ 不需參與公立 \_\_\_\_\_ 雙文學校自願性統一校服政策。

### 自由選擇

請選擇以下不穿著校服的原因:

宗教 (如果選擇此原因, 不需要召開會議)

醫療

其他 \_\_\_\_\_

\_\_\_\_\_

我瞭解為了獲得校服穿著豁免權, 我可以要求召開會議 (通過電話或親自面談) 與學校的委任指派人員充分解釋學校的自願性統一校服政策的理由及好處。我同意我的兒子/女兒將穿著不影響健康或安全, 不擾亂課堂教學, 並由校長決定的合宜服裝。

家長 (或監護人) 簽名: \_\_\_\_\_

校長簽名: \_\_\_\_\_

日期: \_\_\_\_\_



## **POLICY OF SHUANG WEN SCHOOL FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

雙文學校在校內使用手機，電子設備，音樂隨身聽和娛樂系統規定

(Other entities in the school will follow their own policy 其他校內單位將依據各自自訂規定執行)

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players. 教育局允許學生攜帶以下電子產品到學校：1) 手機; 2) 筆記型電腦，平板電腦，ipad和其它類似的電子設備 (“電腦設備”); 3) 音樂隨身聽和娛樂系統，如iPod，MP3播放器。

### **A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.** 在學校使用手機，電腦設備，音樂隨身聽和娛樂系統受到以下限制

- Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination. 在任何學校測驗，小考或考試過程中，不准打開或使用手機，音樂隨身聽和娛樂系統。
- Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan. 在任何學校測驗，小考或考試過程中，不准打開或使用電腦設備，除非學校已明確授權，或包含在學生的個人教育計劃(IEP)或504計劃中，才能使用。
- Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules. 在紐約州會考中，使用手機，電腦設備，音樂隨身聽和娛樂系統及其他電子設備的規定是由紐約州教育部門訂定。
- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises. 在學校消防演習或其他緊急情況的演習中不得使用手機，電腦設備，音樂隨身聽和娛樂系統。
- Cell phones, computing devices, and portable music and entertainment systems may not be used in bathrooms. 在洗手間不准使用手機，電腦設備，音樂隨身聽和娛樂系統。
- Use of cell phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the school’s policy and the New York City DOE Discipline Code. 使用手機或電子設備來霸凌，騷擾或抄襲造假（包括作弊，剽竊或未經授權的合作），根據學校的懲處規定和紐約市教育局紀律守則，將會受到紀律處分。

### **B. Cell phones may be used as set forth below** 手機可在下述情況中使用

- Cell phones may not be turned on or used while on school property. 一般而言，在學校不准使用手機。
- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用手機，除非用於教學和教育目的，並經過老師明確批准。
- Students may not record, tape, film or photograph anywhere on school property using cell phones or other electronic devices unless the individual being recorded has consented. 除非經由當事人同意，學生不得使用手機或其他電子設備在校內任何地點錄影，錄音，拍照或拍影片。
- Students may not recharge cell phones anywhere in the school. 學生不可在校內任何地方為手機充電。
- Students are responsible for maintaining the safety and security of their own electronic devices while at school. 在校內學生有責任維護自己的電子設備的安全。



- During emergency situation, cell phones may be used per school staff's approval in the following designated areas: Main Office, Assistant Principal's Office, Guidance Office, or Nurse's Office. 在緊急情況下，經由學校工作人員批准，學生可以在以下指定區域使用手機：大辦公室，副校長辦公室，輔導員辦公室或護士辦公室。
- Other: In special circumstances, cell phones may be turned on or used upon permission granted by the teachers or school staff. 其他：在特殊情況下，經由老師或學校工作人員督導，可以打開或使用手機。

**C. Computing devices may be used as set forth below** 電腦設備可在下述情況中使用

- Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用電腦設備，除非用於教學和教育目的，並經過老師明確批准。
- Computing systems may be turned on and used only during instructional time for instructional and educational purposes with the explicit approval of the teacher. 電腦設備若在老師同意下，用於教學和教育目的時可以開啟及使用。
- Computing devices may be used during non-instructional times of the school day with the approval and supervision of the school staff. 在上學日，非教學時間，由學校工作人員督導，可使用電腦設備。

**D. Portable music and entertainment systems may be used as set forth below:** 音樂隨身聽及娛樂系統可在下述情況中使用

- Portable music devices and entertainment systems may not be turned on or used while on school property. 在學校不准打開或使用音樂隨身聽和娛樂系統。
- Portable music devices and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用音樂隨身聽和娛樂系統，除非用於教學和教育目的，並經過老師明確批准。
- Portable music devices and entertainment systems may be used if permission granted by the teacher or school staff. 在老師或學校工作人員督導之下，才能使用音樂隨身聽和娛樂系統。

**E. Confiscation and return of electronic items** 沒收和歸還電子產品

If the student violates the school policy for use of cell phones, computing devices, and portable music and entertainment system on school property, the device will be confiscated following progressive disciplinary actions (listed below but not limited to the list), depending on the level or frequency of the violation determined by school administration: 如果學生違反了在學校使用手機，電腦設備，音樂隨身聽和娛樂系統的規定，將會依照下列學校規定（列舉如下，但不限於此列表）被沒收，學校行政人員會根據學生違反規定的頻率而決定處罰方式：

- warnings 警告
- confiscation of item and return at the end of the school day 沒收物品，放學時取回
- confiscation of item and return following a parent conference 沒收物品，家長到學校與老師見面後取回
- confiscation of item and return following student entering into a behavioral contract 沒收物品，直到學生能遵循校規
- revocation of privilege to bring item to school 取銷攜帶手機到學校的特權

**F. Discipline** 紀律處分

Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the NYC DOE Discipline Code. 如果學生違反了教育局在學校使用手機，電腦設備，音樂隨身聽和娛樂系統的規定，就是違反了教育局紀律規範、學校規定、總學監A-413規定、教育局可使用及安全網路規定，將按照指導干預措施及紀律守則所規定的紀律處分受到處罰。