

Spring 2019

# 雪城中文学校

CNY Chinese School Handbook



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Rev. 1.0



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# 雪城中文字学校

## CNY Chinese School

**Mailing:** The CNY Chinese School, P. O. Box 83, Manlius, NY 13104-0083

**Email:** [cnychinese@gmail.com](mailto:cnychinese@gmail.com) | **Website:** [www.cnychinese.org](http://www.cnychinese.org) | **Group Email List:** [cnycs@listserv.syr.edu](mailto:cnycs@listserv.syr.edu)

**Class Location:** Bishop Grimes Jr./Sr. High School  
6653 Kirkville Road,  
East Syracuse NY 13057

**Class Time:** Sundays, 1:00 PM – 5:00 PM

### **School Administration and Board**

范英俐  
郑巍

Yingli Fan  
Wei Zheng

*Principal*  
*Vice Principal*

陈辉  
邱洁静  
高洪斌  
董昊元  
雷静  
华利  
翟洪涛

Hui Chen  
Jiejing Qiu  
Hongbin Gao  
Haoyuan Dong  
Jing Lei  
Li Hua  
Hongtao Zhai

*Chair*  
*Chief Accountant Officer*  
*Treasurer*  
*Director*  
*Director*  
*Director*  
*Director*

### ***Nondiscrimination Policy***

***The Central New York Chinese School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.***

## 2019 春季课程安排

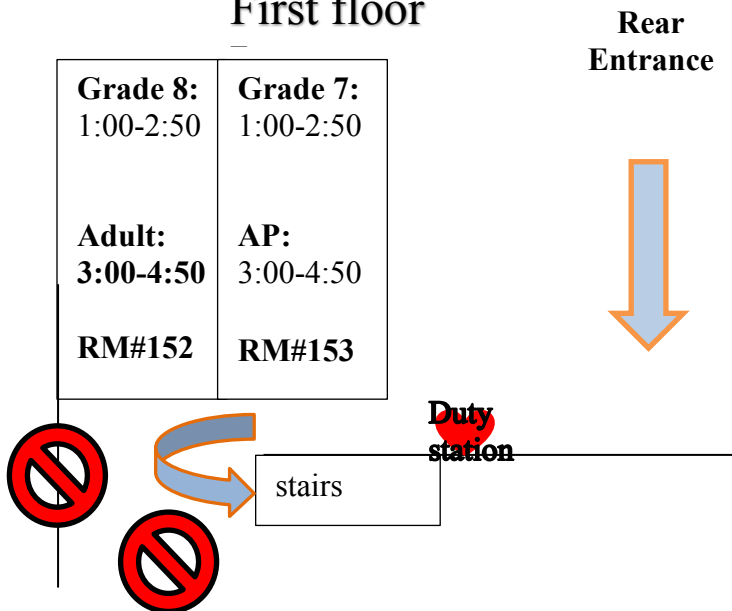
课程	学生适龄	教室	时间
<u>汉语环境中文班</u>			
启蒙班	3-5岁	229	3:00-4:50
学前班	4-6岁	241	3:00-4:50
一年级	5岁以上	228	3:00-4:50
二年级	1年级以上	228	1:00-2:50
三年级	2年级以上	246	1:00-2:50
四年级	3年级以上	241	1:00-2:50
五年级	4年级以上	229	1:00-2:50
六年级	5年级以上	236	1:00-2:50
七年级	6年级以上	153	1:00-2:50
八年级	7年级以上	152	1:00-2:50
AP班	9年级以上	153	3:00-4:50
<u>英语环境中文班</u>			
儿童一班	5-7岁	246	3:00-4:50
儿童二班	7岁以上	236	3:00-4:50
成人班	成人	152	3:00-4:50
<u>文化课</u>			
基础芭蕾	4-10岁	232	1:00-1:50
儿童舞蹈一班	4-8岁	232	2:00-2:50
儿童舞蹈二班	9岁以上	232	3:00-3:50
绘画一班	4-8岁	238	2:00-2:50
绘画二班	7岁以上	238	3:00-3:50
围棋初级班	9岁以上	155	3:00-3:50
围棋高级班	9岁以上	155	4:00-4:50

## Spring 2019 Class Schedule

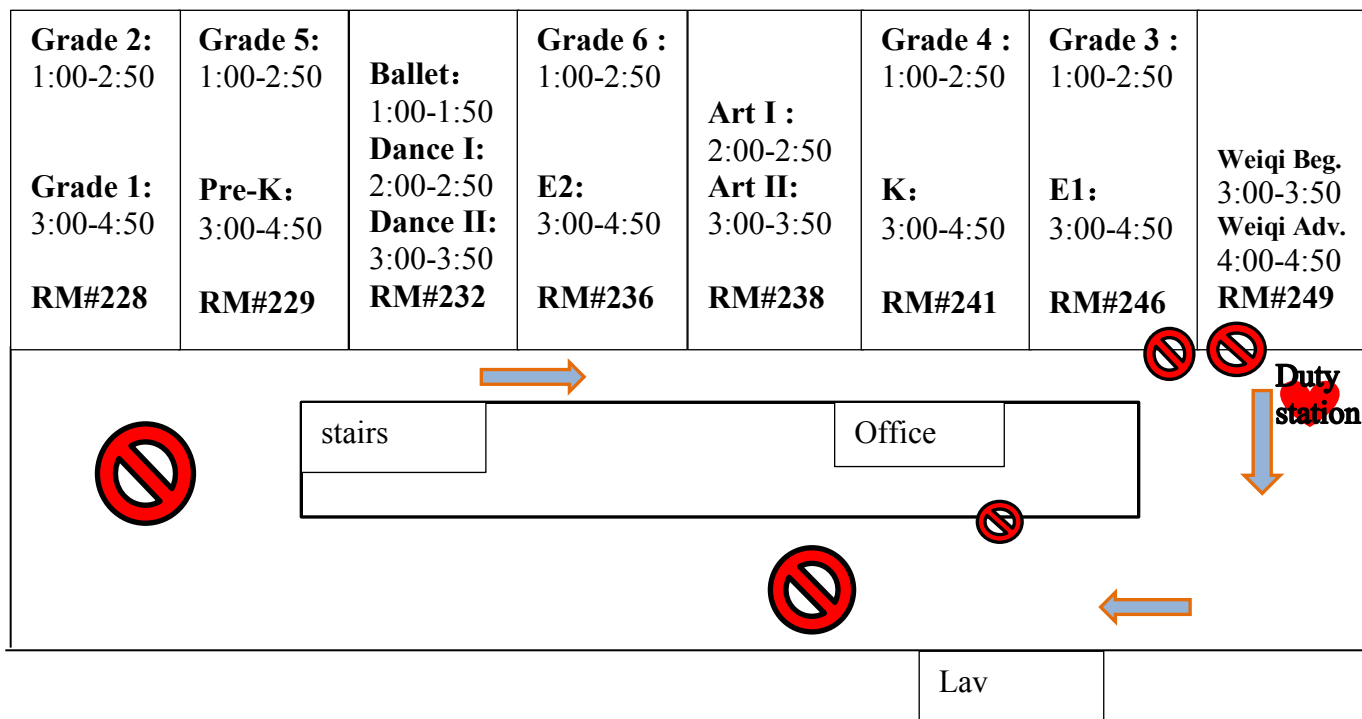
Course	Students' Age	Classroom	Time
<b><u>Chinese for Chinese Speaking Families</u></b>			
Preschool	Ages 3-5	229	3:00-4:50
Kindergarten	Ages 4-6	241	3:00-4:50
Grade 1	Age 5 & up	228	3:00-4:50
Grade 2	Grade 1 or up	228	1:00-2:50
Grade 3	Grade 2 or up	246	1:00-2:50
Grade 4	Grade 3 or up	241	1:00-2:50
Grade 5	Grade 4 or up	229	1:00-2:50
Grade 6	Grade 5 or up	236	1:00-2:50
Grade 7	Grade 6 or up	153	1:00-2:50
Grade 8	Grade 7 or up	152	1:00-2:50
AP Test	Grade 9 or up	153	3:00-4:50
<b><u>Chinese for English Speaking Families</u></b>			
Children's Class I	Ages 5-7	246	3:00-4:50
Children's Class II	Age 7 & up	236	3:00-4:50
Adult class	Adult	152	3:00-4:50
<b><u>Cultural Courses</u></b>			
Intro-to Ballet	Ages 4-10	232	1:00-1:50
Children's Dance I	Ages 4-8	232	2:00-2:50
Children's Dance II	Age 9 & up	232	3:00-3:50
Art I	Ages 4-8	238	2:00-2:50
Art II	Age 7 & up	238	3:00-3:50
Weiqi (Beginner)	Age 9 & up	249	3:00-3:50
Weiqi (Advance)	Age 9 & up	249	4:00-4:50

# Classroom Map

## First floor



## Second floor



## 2018-2019 Academic Calendar Spring

Feb 24, 2019 – Jun 16, 2019

Week	Date	Special Event	Note
1	2/24	Opening Day	Tuition Day
2	3/3		
3	3/10	Daylight Saving Time Begins	Late Fee
4	3/17		
5	3/24		
6	3/31		
7	4/7		
8	4/14		
	4/21	Spring Break Weekend	No Class
9	4/28		
10	5/5	<u>Last day of AP class</u>	
11	5/12		
12	5/19		
	5/26	Memorial Day Weekend	No Class
13	6/2		
14	6/9		
15 	6/16	Graduation Ceremony	Summer HW Assignment (1hr)

**Class Location:** Bishop Grimes Jr./Sr. High School,  
6653 Kirkville Road, East Syracuse NY 13057  
1:00 PM-5:00 PM



# 雪城中文学校学生注册表

New Member

CNY Chinese School Student Registration Form 20\_\_ Spring Fall

## I. 家庭基本资料 Family Information

父亲姓名 Father's Name: \_\_\_\_\_ 电话 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 母亲姓名 Mother's Name: \_\_\_\_\_ 电话 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 家庭地址 Home Address: \_\_\_\_\_

## II. 学生注册 Student Registration (DO NOT WRITE IN THE SHADED AREA BELOW)

教师  学时 1 2 3 4

姓名 Name	出生年月 DOB: mm/yy	中文课 Chinese Class	学费(\$) Fee	课本费(\$) Textbook	文化课 Cultural Class	学费(\$) Fee				材料费 (\$) Material fee	其他 Others
		启蒙班 学前班 __ 年级 E1 E2	180 <input type="checkbox"/> 150 <input type="checkbox"/> 130 <input type="checkbox"/> 0 <input type="checkbox"/>	50 <input type="checkbox"/> 35 <input type="checkbox"/> 30 <input type="checkbox"/> 0 <input type="checkbox"/>	1-2pm <b>ballet</b> 2-3pm <b>dance art</b> 3-4pm <b>dance art go</b> 4-5pm <b>go</b>	90 90 90 90	75 75 75 75	65 65 65 65	0 0 0 0		字典 Dictionary \$20 <input type="checkbox"/> \$15 <input type="checkbox"/>
		启蒙班 学前班 __ 年级 E1 E2	180 <input type="checkbox"/> 150 <input type="checkbox"/> 130 <input type="checkbox"/> 0 <input type="checkbox"/>	50 <input type="checkbox"/> 35 <input type="checkbox"/> 30 <input type="checkbox"/> 0 <input type="checkbox"/>	1-2pm <b>ballet</b> 2-3pm <b>dance art</b> 3-4pm <b>dance art go</b> 4-5pm <b>go</b>	90 90 90 90	75 75 75 75	65 65 65 65	0 0 0 0		捐款 Donation \$ _____
		Adult*	180 <input type="checkbox"/>	150 <input type="checkbox"/>	3:00 pm-4:50 pm						
义工押金 (每学期) Volunteer Duty Deposit( Per Semester): \$50 <input type="checkbox"/>					会员费 (每年) Annual Member Fee Due: \$20 <input type="checkbox"/> existed <input type="checkbox"/>						

总计 Total: \_\_\_\_\_

经手人: \_\_\_\_\_

### WAIVER

I hereby waive all rights and claims for damages my child(ren) and or I may have against the CNY Chinese School (hereinafter the "School"), its board members, officers, teachers, staff, volunteers, and facility sponsors for any injuries sustained by my child(ren) and or myself while attending the School or during any activity sponsored by the School. I do hereby grant and give the School the right to use my and or my child(ren)'s photographs and images for the purpose of public presentations, advertising, publicity, and promotion for the School. I also understand and authorize that my child and or I may be disciplined if breaches of rules and regulations occur and assume responsibility for any damages brought about by my child(ren) and or myself.

Student's or Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 注册须知

### I. 时间和地点

开学时间: 2019年2月24日, 周日下午1:00 .

授课地点: Bishop Grimes Jr./Sr. High School,  
6653 Kirkville Road, East Syracuse NY 13057.

注册: 在开学日注册。请早来10分钟的时间进行注册。

### II. 学费和课本费

学费: 1) 两个学时的课程: \$180 (非会员), \$150 (会员).  
2) 一个学时的课程: \$90 (非会员), \$75 (会员).

课本费和材料费: 1) 启蒙班: \$30 2) 学前班: \$35.  
3) 1-2, 4-5 和 7-9年级: \$50.

字典: 1) 1-3年级:\$15 2)四年级及以上的年级: \$20.

说明: 如果你已经有字典, 就不用买.

❖ 志愿者押金: 每个家庭每个学期

\$50 (在你做完志愿者工作会按一个小时10元的价格返钱) 详细条款请参见13页。

会员费用: 每年每个家庭\$20.

#### 优惠和免费:

- 1) 同一个家庭的第二个孩童和更多孩童  
会享受优惠: 两个学时减\$20元 / 一个学时减\$10元.
- 2) 教师家庭享受一个孩子 (同等学时) 的免费待遇。
- 3) 理事会和教师家庭不用缴纳志愿者押金.

#### 过时附加费:

中文学校每学期的第一周和第二周为新学期的注册时间。如在第三周及第三周以后注册, 需缴纳\$20.00的过时附加费用

#### 返款:

- 1) 第二周 (含第二周) 之前全款返款, 象棋课除外。
- 2) 第四周 (含第四周) 之前半款返款, 象棋课除外。
- 3) 第四周以后不能返款.

请写支票给: **CNY Chinese School**.

### III. 家长接送规则

请家长按时送孩子上学, 按时接孩子放学。请注意自己孩子的上课和放学时间。

### IV. 家长值日注册

每个家庭 (中文学校教师除外)

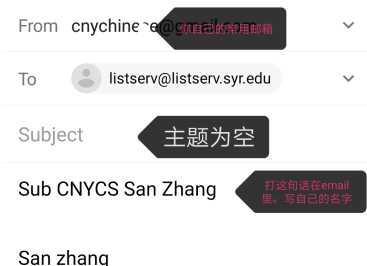
请在开学时注册义工值日时间。如果你有任何原因不能在注册时间值日的话，请提前联系雷静（目前负责管理的一个理事会成员）。我们非常希望和鼓励大家都来注册义工帮忙。

## V. 学校官方邮件群和微信群

我们强烈建议中文学校的家长和老师注册到中文学校的邮件群。 ([cnycs@listserv.syr.edu](mailto:cnycs@listserv.syr.edu))，中文学校所有的官方通知，都会在邮件里发送。

加入邮件群的方法如下：

1) type sub CNYCS your name in your email body, 2) leave the subject line empty, and 3) send to [listserv@listserv.syr.edu](mailto:listserv@listserv.syr.edu).



微信群：雪城中文学校

## VI. 课本与字典

### A. 课本

启蒙班: 老师选择用书

学前班: 老师选择用书（张菁编辑的教材）。

一年级到九年级:

“马力平教材1-8册”

AP 考试班:

1) “Strive for a 5: AP Chinese Practice Tests”

Weiman Xu (2010), Cheng & Tsui AP Preparation Series.

2) Barron's AP Chinese Language and Culture  
by Yan Shen M.A. (Author)

Children's Class I (English Environment):

1) I Love Chinese 12 Storybooks- Simplified

2) I Love Chinese Workbook - Simplified

### B. 字典

一年级到三年级:

“Mandarin Chinese English Bilingual Visual Dictionary”, (2009), DK Publishing.

四年级到AP考试班:

“Pocket Oxford Chinese Dictionary” (English to Chinese, Chinese to English), 2009, Oxford University Press.

## VII. 课程更改和取消

雪城中文学校尽力开设中文及其相关的文化课程，但学校有权改变或者取消任何一个课程以及活动。

# Registration Instructions

## I. Date and Location

**Opening Day:** *Feburay 24, 2019* Sunday, 1:00 PM.

**Class Location:** **Bishop Grimes Jr./Sr. High School,**  
**6653 Kirkville Road, East Syracuse NY 13057**

**Registration:** Walk-in to register on the Opening Day. Please come 10 minutes earlier than your class starting time. Please complete the Registration Form ahead of time and bring it for registration.

## II. Tuition and Fees

**Tuition:** 1) two-hour class: \$180 (non-member), \$150(member).  
2) one-hour class: \$90 (non-member), \$75(member).

**Textbook:** 1) Preschool: \$30 2) Kindergarten Class: \$35.  
3) Grade 1-2, 4-5 and 7-9: \$50.

**Dictionary:** 1) Grade 1-3: \$15. 2) Grade 4 - AP Test: \$20.

**Note: No need to buy a dictionary if you already had one.**

❖ **Volunteer Duty Deposit:** \$50 per semester each family  
(It will be refunded once your volunteer duty is fulfilled, rate is \$10/hr).

**Member Fee:** \$20 per year each family.

### **Discounts and Waivers:**

- 1) A second or more kids from the same family will receive discounts of \$20 for a two-hour class and/or \$10 for a one-hour class.
- 2) One family member student of a current teacher of the Chinese School will receive a waiver of a tuition equivalent to the tuition amount of the class which the teacher will be teaching.
- 3) The Duty Deposit will be waived for the family of a current teacher and board member of the Chinese School.

**Late Fee:** A \$20 late fee will be charged after the second week of class.

**Refund:** 1) 100% refund prior to end of the second week, except chess class.  
2) 50% refund prior to end of the fourth week, except chess class..  
3) No refund after the fourth week.

Please make a check payable to: **CNY Chinese School**.

## III. Parents Drop Off and Pick Up

Please be aware of starting and ending time of your children's classes. Be on time when dropping off and picking up your kids.

## IV. Parents Volunteer Duty Sign-Up

Each family (except the family of a current Chinese School teacher or Board member) please sign up a parent volunteer duty on the school Opening Day. If any questions, please contact a board member who is in charge of the volunteer duty. Each family is greatly appreciated and encouraged to participate and serve their volunteer duty **once each semester**. Refund rate is \$10/hr (more details on page 14)

## V. School's Group Email List

All teachers and parents are strongly encouraged to subscribe to the School's group email list (cnycs@listserv.syr.edu) to receive the School's official announcements.

To subscribe to the group list,

- 1) type sub CNYCS your name in your email body,
- 2) leave the subject line empty,
- 3) send to listserv@listserv.syr.edu.

## **VI. Textbook and Dictionary**

### **A. Textbook**

Pre-K: Teacher-Select Textbook

Kindergarten: Teacher-Select Textbook.

Grade 1 through Grade 9:

“Ma Liping Chinese” Book 1 through 8

AP Test:

1) “Strive for a 5: AP Chinese Practice Tests”

Weiman Xu (2010), Cheng & Tsui AP Preparation Series.

2) Barron's AP Chinese Language and Culture

by Yan Shen M.A. (Author)

Children's Class I (English Environment):

3) I Love Chinese 12 Storybooks- Simplified

4) I Love Chinese Workbook - Simplified

### **B. Dictionary**

Grade 1 through Grade 3:

“Mandarin Chinese English Bilingual Visual Dictionary”, (2009), DK Publishing.

Grade 4 through AP Test:

“Pocket Oxford Chinese Dictionary” (English to Chinese, Chinese to English), 2009, Oxford University Press.

## **VII. Class Changes/Cancellation**

The CNY Chinese School makes every effort to ensure each class is delivered. However, we reserve the right to make changes to any of the classes or programs without notice or liability. The changes could include cancelling a class due to unforeseen circumstances or low enrollment, and making reasonable changes to class start and end dates, timetables and locations.

## 雪城中文学校统一教学纲要

1. 以课本为主。
  2. 补充资料要与学生的语言能力及词汇量一致，与课本相辅相成。教师要将补充资料的复印件留给学校存档。
  3. “教学大纲”包括当天所学的内容，家庭作业和家长意见，每次课后发给学生。家长可以此辅导孩子。
  4. 除了练习册上的作业外，各年级每周都会有字词练习单张，练习新老字词。
- 注：以上纲要只适用于中文环境学前班至AP中文班。

### **CNY Chinese School Chinese Curriculum Standard Approaches**

1. All teachers use textbook as the priority material in teaching.
2. Supplemental materials are supported but should be in line with the vocabulary and the language level of the students. Teachers should leave school a copy of the supplemental materials for record.
3. Teachers will hand out their “Teaching Outline” every class, which includes Content Taught, Homework and Parents’ Suggestions. The outline is expected to serve as a bridge between parents and teachers.
4. Students at all grades will have a Character Sheet to practice new or old characters by the end of each class, in addition to the homework in their workbooks.

NOTE: The above “standard approaches” only apply to the heritage learners from K to AP.

## 雪城中文学校家长义工责任说明

### 家长值班登记

中文学校鼓励每个家庭积极参与学校的服务和管理工作，每个家庭在每个学期建议完成累计五个小时的义务服务，义务服务可以通过值班（每次两个小时），清洁（每次一个小时）以及帮助中文学校组织的多项活动来完成。每完成一个小时的义务服务将退款 10 元。在开学头四个星期，每个家庭可以最多五个小时的义工服务时间，如果还有空余时间，中文学校会通知大家继续注册。**因任何原因不能在本学期完成义工服务的，义工押金恕不退还！所收的押金会作为将来中文学校的活动经费使用。**

每个家庭（现任中文学校老师或理事会成员家庭除外）请在中文学校开学时在**学期**值班表上选择可以值班和清洁的日期，签名并请留下联系电话。

### 义工押金

- ❖ **中文学校开学时会收取每学期的义工押金（每家 \$50）。义工押金按每小时\$10 元返还。**

### 值班责任（四个小时）

1. 时间：请在值班当天 **12:45PM** 到达学校。
2. 上下课按时摇铃：**1:00, 2:5PM 或 3:00, 4:50PM。**
3. **值班期间维持学校秩序和学生的安全，防止学生私自走出教学楼或进入学生止步区域。**

### 清洁责任（一个小时）

1. 需要打扫的房间号：一楼 152 153，二楼：228, 229, 232, 236, 238, 241, 246, 249
2. 在 4:50 开始整理打扫已使用完毕的教室：将教室和楼道的地清理干净，将桌椅码放整齐等。  
请注意：在 4：50 之前，几乎所有教室都还在使用。
3. 6/2/2019 和 6/9/2019 统一返款
4. 中文学校的两个吸尘器在中文学校办公室；

### 其他义工服务机会：

中文学校每年组织多项文化活动也需要家长的参与和帮助，我们会在活动前期将义工的机会和时间发布在微信群和 maillist 上。欢迎大家积极参与服务！

## CNY Chinese School Parent Volunteer Duty Instructions

### Parent volunteer Duty Sign-up

The CNY Chinese School encourages all parents to actively involve and participate in Chinese School's services and management. Each semester, Chinese school will collect \$50 volunteer deposit from each family. All families are expected to complete 5 hours of volunteering services per semester. Chinese school will refund the volunteer deposit at the rate of \$10/hr of volunteer service. Parents can complete these 5 hours by signing up to help maintain school safety during school time, clean classrooms or help at events organized by Chinese School. In general, every family can sign up for up to 5 hours of volunteering work to fulfill the requirement. If there are additional volunteer hours available, parents are welcome to continue to sign up and they will get paid for \$10/hr as well. **Due to any circumstances, if parents cannot complete the volunteer hours, the volunteer fee will not be able to refund to them. The fee will be used for hiring people to do their duty or use for future Chinese School programs.**

Every family (except Chinese School teachers' and Board Members' families) please sign up for volunteer services on the school opening day. A Duty Sign-up Sheet will be provided. Please select an available date and provide your contact information, including phone number.

### Volunteer Deposit

**❖ A \$50 volunteer duty deposit will be collected each semester for each family. Once your family fulfills a volunteer duty, the deposit will be returned to you at rate \$10/hour. If your family cannot fulfill the volunteer duty FOR ANY REASON, your deposit will not be refunded.**

### Volunteer Duty(4 hours)

1. Arrive Time: Please arrive at school at **12:45PM** on your duty day.
2. Ring the Bell: Please ring the bell **at 1:00 , 2:50PM or 3:00 , 4:50PM**
3. **During School time, Watch out students' safety during the school. No students are allowed to play in the parking lot and other prohibited areas.**

### Cleaning Duty(1 hour) :

1. Rooms need to be cleaned: First Floor-152, 153, Second Floor- 228 229, 232, 236, 238, 241, 246, 249
2. After 4:50PM, you may start to do cleaning in classrooms that have completed in use: put chairs and tables etc. in order; vacuum the floor in the classrooms, hallway and stairs etc. Please note: before 4:50PM, almost all classrooms are still in class use.
3. Refund date will be at 6/2/2019 and 6/9/2019.
4. There are two vacuums in CNYCS office ;

### Other opportunity of Volunteer

Any events volunteer assignments will be announced before an event occurs. We will send an announcement to remind parents to sign up.

# 雪城中文学校

## 学生守则及管理办法

### 一、学生守则：

- 1、不缺席，不迟到，不早退。按时到校进教室，准备好应交的作业和上课用具。因故缺席、迟到或早退，要事先请假。
- 2、不带玩具，不带任何会自动发声，会影响课堂纪律的其它物品进教室。
- 3、尊敬老师。主动问好。接受老师的教导，与老师交流。课堂上，先举手后提问，认真回答老师的提问。
- 4、遵守课堂纪律。认真听讲，认真按老师的要求去做。不得自动离开座位，交头接耳或做小动作。如必须离开教室，要向老师请假。
- 5、爱护公物。不随便乱动教室内与教学无关的物品。有必要时，要事先请示老师。课程结束后，主动帮助老师整理教室和桌椅。
- 6、课间休息，不得离开教室，更不能在楼道内乱跑。如需上厕所或喝水，要经教师同意，并及时返回教室。休息时不得打闹，损坏公物。要尊重同学，不可出口伤人，更不能动手伤人。到户外活动要有老师或家长陪同，并不做任何危险或可能伤人、损物的活动。
- 7、按时完成并上交家庭作业。完不成作业要向老师说明原因并事后补齐。
- 8、以上守则适用于所有正、副课，在校期间和在校外学校组织的一切活动。

### 二、管理办法：

- 1、中文学校所有在校学生都应熟知和自觉遵守学生守则。每一学期开学第一天，教师应向本班同学重申学生守则，提醒学生自觉遵守学校纪律。
- 2、教师有责任督促检查学生遵守学生守则。出现问题及时教育和引导。必要时,及时与家长联系，共同帮助学生改进。
- 3、学生家长也应熟知学生守则的内容。有责任教育和督促自己的子女自觉遵守学校纪律。帮助孩子安排好时间，避免迟到、早退等发生。因故缺席应向老师说明和请假，并帮助孩子将缺课补齐。
- 4、如学生严重违反学校纪律，或不听劝导，教师有权采取措施。如站着听课、暂停听课、送交校长谈话等。
- 5、如学生严重损坏公物，或致伤他人，要按照损失情况照价赔偿。
- 6、如学生持续违反学校纪律，或伤及他人，屡教不改，严重影响学校正常秩序，经与家长共同教育仍不见效，经校务会研究，报理事会批准，学校有权将学生劝退或除名。



# The CNY Chinese School

## Behavior Management and Regulations

### Students' Behavior Regulations:

- 1、 No absent, no late entry, and no early leave. Come into the classroom in time, submit homework and get ready for the class. If you have to be absent, late or leave early, inform the teacher in advance.
- 2、 Don't bring toys to the classroom. Don't bring any object into the classroom that would make noise or would in any way disturb the class.
- 3、 Respect teachers. Be polite and follow teachers' instructions. Communicate with the teacher. Raise your hand first before asking a question during the class. Answer teacher's questions seriously.
- 4、 Comply with the classroom rules. Listen to the teacher attentively. Do as the teacher required. Don't leave your seat, fidget, or make small talks to each other without permission. Ask permission if you have to leave the classroom during the class.
- 5、 Respect and cherish public property. Don't touch objects not related to the class in the classroom. Ask teacher's permission first if you really need to. Help teacher restore the classroom to its original setting after the class.
- 6、 Don't make loud noise and get into fight during recess. Don't damage public property. Respect fellow students. Don't say or do things, which may cause physical or emotional harm to other children. Ask teacher's or parents' permission if you have to go outside during recess. Don't instigate or participate any activities that might do harm to yourself, other people or public property.
- 7、 Complete and submit homework on time. If for any reason you cannot do so, explain to the teacher and make up later.
- 8、 The above regulations apply to all Chinese and elective classes, and all activities organized by the CNY Chinese School, inside or outside the school perimeter.

### Management Procedures:

- 1、 All students of the CNY Chinese School should be fully aware of and comply with the students' behavior regulations. On the first day of each semester, the teachers should make the regulations known to the students and remind them routinely thereafter.
- 2、 Teachers bear responsibility in instructing and checking students' behavior in their class, and provide timely corrective advice and guidance. When necessary, notify the parents and ask parents' cooperation to help the student improve.
- 3、 Parents should be fully aware of the contents of the regulations as well. Parents are responsible for their children's behavior. Parents bear the responsibility in helping their children to manage time, and to prevent tardiness and absents. Inform the teacher if your children cannot make a class or have to be late. Help your children make up the missed class.
- 4、 If a student displays any disruptive behavior that is disallowed in the regulations and ignores oral discipline, the teacher has the right to take other measures such as having the student stand in class, time out or sending him or her to see the principal.
- 5、 If the student's behavior causes damage to public property or harm to other people, compensation has to be made according to the loss.
- 6、 If the student displays chronically disruptive behavior and would not improve regardless of teacher's and parent's effort, the school reserves the right to suspend or discharge the student. No tuition will be refunded if this occurs.

# 雪城中文学学校场地申请使用规定

- 1、任何中文学校场地的使用要先向校理事会申请批准。
- 2、经校理事会批准以后，由负责场地的理事向学校提出申请使用场地。
- 3、得到学校场地使用许可后，负责钥匙的理事(或其指定人)负责开关门和场地的使用。
- 4、活动参加者要求是中文学校会员。
- 5、活动要在中文学校正常开学上课期间举行。若中文学校放假或没课，其它活动也和中文学校一样没有，中文学校不开门。
- 6、活动参加者要求签署责任豁免同意书。
- 7、任何人在使用场地的过程中自己承担可能出现的一切意外和责任，中文学校与此无关。
- 8、任何人在使用场地的过程中对其造成的任何损失，自己负责赔偿。

## CNY Chinese School Facility Usage Application Process and Usage Rules

1. Any one or group who needs to use school facility must first ask the school board for approval.
2. Upon the board's approval, the board member in charge of facility usage then requests facility usage permission from the school on behalf of the school.
3. Upon approval from the school, the board member (or an authorized proxy) in charge of the building keys will be responsible for opening and closing the building doors and facility usage.
4. Each participant must be a CNY Chinese school member.
5. Activities will be allowed only during the Chinese school session. If the Chinese school is not in session or closed, no such activities shall be allowed.
6. Each participant must sign a Waiver of Liability and Hold Harmless Agreement
7. The person(s) who use the facility will assume responsibility for any accident and/or loss happened during the usage.
8. The person(s) who use the facility will be personally responsible and compensate any damage and/or loss caused during the usage.

# 雪城中文学校火警安全疏散须知

如果火警在上课期间工作时，请按以下步骤

1. 保持冷静；
2. 找到最近的安全出口撤离学校；（教师知道最近的安全出口）
3. 在撤离之前，请快速清点班级人数，在楼前停车场集合。
4. 到达安全地点之后再次清点人数；如果发现孩子缺失，请立即报告负责人员；
5. 一旦撤离，请等待中文学校理事会成员或者学校的相关人员的指挥。
6. 任何人请不要擅自离开班级队伍，尽量保持冷静，舒适，绝对不可以重新回到教学楼里；
7. 在得到中文学校负责人员的通知后，方能把孩子交给他的家长，绝对不能让孩子自己离开；
8. 在撤离“过程”中不可以把孩子交给家长。记住家长可以协助教师一起离开，但是教师只能在指定地点，并收到中文学校负责人通知后才可以把孩子交给家长

## CNY Chinese School Fire Safety Plan

*If a fire alarm sounds at the class location during school hours, follow these procedures.*

1. Remain calm.
2. Locate nearest safe exit that all teachers know
3. Before evacuating, count the number of children in your class. Assemble at the **FRONT DOOR OF THE BUILDING**.
4. Call roll AGAIN when you arrive safely in the evacuation area. If a child is missing, **IMMEDIATELY** notify the person in charge.
5. Once evacuated, please wait for further instructions from a board member of school or a member of the Bishop Grimes Jr./Sr. high school.
6. Stay with your group! Keep them as calm and as comfortable as possible. **Do not go back into the building.**
7. Release children **ONLY** to their parents (for ALL ages) and **ONLY** after you have been given the okay to dismiss by a member of the School Board. **DO NOT** dismiss any children, to leave on their own.
8. Do not allow parents to take their child from your care during the “process” of your evacuation. Remind the parents they can walk with you, but you cannot release a child until you have arrived at your designated location, and received approval from a School board member.

# 雪城中文学校问卷调查

## CNY Chinese School Survey

中文学校由志愿者支持运作。为了更好的为您的子女和为社区服务，学校需要您的帮助。请回答下列问题： The volunteer operated Chinese School needs your help to better serve your child(ren) and the community. Please answer the following questions:

(1)您愿意为中文学校做哪些服务(可选多项)? What would you like to do to help the school? (Please choose all that apply)

- 校长 Principal                      校理事 Board Member   教师 Teacher  
临时帮忙 Temporary Helper   其他 Other

(2) 您愿意为中文学校哪些活动临时帮忙(可选多项)? What would you like to do as a temporary helper? (Please choose all that apply)

- 服务社区 Community Serve      春节晚会 Spring Festival Celebration   野餐 Picnic  
毕业典礼 Graduation Ceremony   其他 Other

(3) 您愿意从何时开始(可选多项)? When would you like to start helping? (Please choose all that apply)

- 现在 Right Now   下学期 Next Semester   不定期 Flexible   其他 Other

(4) 您有什么其他关于改进中文学校的建议: Suggestion and Comment

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(5) 您的联系方式 Your Contact Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The CNY Chinese School is a non-profit organization with a federal 501(c) (3) tax-exempt status. Your support is highly appreciated. Your financial support, comments or questions can be mailed or sent to:

The CNY Chinese School  
P. O. Box 83  
Manlius, NY 13104-0083

Email: [cnychinese@gmail.com](mailto:cnychinese@gmail.com)

Website: [www.cnychinese.org](http://www.cnychinese.org)

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