

HuaXin Chinese Language School

華心中文學校

Greater Boston Chinese Cultural Association

大波士頓地區中華文化協會

Handbook

2005-2006

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§ Missions

HuaXin Chinese Language School is the educational branch of the Greater Boston Chinese Cultural Association (GBCCA). It is administrated by volunteer staff, in collaboration with parents. The goal of this school is to provide an educational opportunity to children as well as adults to learn Chinese language, including listening, speaking, reading and writing. It also promotes community's awareness for Chinese culture, history and traditions.

§ Programs

Overview

This program is designed to strengthen children's Chinese language ability, as well as their awareness for Chinese culture and history. Simplified Chinese and Mandarin will be taught using "Standard Chinese" textbook (Biao Zhun Zhong Wen). Classes are offered at different levels based on the student's age as well as his/her level of Chinese capability. The program includes two 50minute sessions of language class followed by a 50minute session of culture activities. Students of age 5 and older may select to participate in one of the activities such as calligraphy, painting, Chinese chess, cooking, Kung-Fu, Yoyo, and arts and crafts. (Activities will be modified based on the new class (-es) will be added)

Morning Children Chinese Program

This program is designed to strengthen children's Chinese language ability, as well as their awareness for Chinese culture and history. Simplified Chinese and Mandarin will be taught using "Standard Chinese" textbook (Biao Zhun Zhong Wen). Classes are offered at different levels based on the student's age as well as his/her level of Chinese. The class includes two hours of language instruction plus one hour of various extracurricular activities that immediately follow. Students can choose to participate in activities such as calligraphy, painting, Chinese chess, cooking, Kung-Fu, and arts and crafts. (Activities will be modified based on the new class (-es) will be added)

Class Levels	Range of Ages*
Preschool	3-5
Beginner	6-8
Intermediate	9-11
Advanced	12 and older

* Based on enrollment and space, beginner class may be offered to those who are older than 8 years old.

Notes:

Preschool and Kindergarten classes are provided to emphasize the exposure of kids to Chinese language and culture by providing non-curriculum activities, such as singing, dancing, and arts and crafts. Starting from Beginner level, kids will be taught with formal curriculum where "Standard Chinese" textbook will be used. There are totally nine levels included in this set of textbook, (1-1 to 1-3, 2-1 to 2-3, and 3-1 to 3-3). Therefore, kids are expected to finish one level each year and complete the whole set in nine years.

Adult Chinese Program

The main focus of this class is for conversation Chinese, however, reading and writing may be included, if agreeable by students and the instructor. The instructor will design the course based upon the levels within the group.

Class	Levels
Adult 1	Beginner

Adult 2	Intermediate
Adult 3	Advanced

Notes:

- The Beginner class is provided for those who have little Chinese learning experience and would like to start from scratch. Chinese PinYin and simple conversation will be taught together with the skills of using English-Chinese dictionary.
- The Intermediate class will focus on the reading and writing of Chinese and extensive “situation talks”. For both levels, Chinese history and culture will be covered as important supplemental materials.

§ Policy and Procedures

School Year

There are 15 school days per term and 30 school days per school year. HuaXin Chinese School usually starts after Labor Day weekend and ends in June. Snow day make-up classes occur at the end of the school year.

Registration and Fees

General Guidelines

Registration requires the submission of a signed registration form and the tuition payment. Registration may be submitted by mail or in person. Early registration is strongly encouraged.

Tuition Payment

Tuition varies depending on the program enrolled and if any discount is applicable, along with a nonrefundable \$20 Registration Fee per family. Full tuition payment is expected by the first class. Please see Registration form for details.

Deadline

Early registration officially begins in May and ends on July 31st (no discount afterwards). Mail-in registration deadline is set on August 31st. Students will be required to register in person on the 1st Day of School after the Mail-in deadline, and acceptance is based on space availability.

Deadline for registration is the fourth week of each semester depending on space availability. Students will not be allowed to enroll for the current semester after the registration deadline.

Refund and Processing Charge

Tuition will be refunded less a \$20 Registration Fee if the student withdraws within two weeks of the trial period; there will be no refund after the first two weeks.

A \$25 processing charge will be imposed for any returned checks.

Discounts

Active GBCCA Member Discount (Membership paid for the current year) will be waived off the \$20 registration fee.

Other Expenses

Parents are responsible for purchasing textbooks, exercise books, other extra-curriculum materials, if required. Purchases are necessary only through a teacher’s recommendation and class curriculum.

Conduct

We strive to create a fun and safe learning environment for all Students. Students are expected to behave properly in the school. Disruptive conduct will not be tolerated and may result in disciplinary action. Examples of misbehavior and disobedience are bullying, creating a disturbance, fighting, vandalism, etc. Parents will be notified immediately, and repeated offense could result in expulsion.

Snow days

Parents and students will be notified by phone and by email from Huaxin School administrators in the event of class cancellation due to Snowstorm as early as possible. Parents are also encouraged to log onto www.huaxinpto.org for class cancellation announcement.

Prizes and Awards

Awards are presented annually to students with outstanding performance in the speaking contest, as well as to our graduating students of the advanced classes.

Special Activities

Throughout the year, parents and students are invited to attend our annual school activities and celebrations.

Parent Communication Meeting

The meeting is usually held in the first month of the first semester. Parents will have a chance to meet the school staff and ask any school logistic and administrative questions. This is also an opportunity for parents to volunteer for any school activities.

Teacher-Parent Conference

The meeting is usually scheduled in the second month of each semester. Parents are encouraged to schedule a one-on-one meeting with the teacher to understand the class expectation, curriculum, and checking the progress of the children. The meeting will be held from 11 to noon at a designated location.

Chinese New Year Celebration

Students and families are invited to celebrate this annual event filled with fun and food for this special occasion. This is also an enrichment experience for the students to appreciate the important meanings of the Lunar New Year traditions.

Speaking Contest

The contest is to encourage students to speak Chinese in front of a friendly and supportive audience. Each class may select the content and format of the presentation. Students can choose to participate in group performance and/or solo performances.

Picture Day

Class Picture is taken annually on the day indicated on the school calendar. These class photos will be showcased on our school bulletin board.

School Picnic

This event is held on the last class period of the school year. Weather permitting; the picnic will be taken place at a designated park to celebrate the completion of the school year. During this event, prizes and awards will be presented to students. Gifts will be presented to teachers and staff to show appreciation for their efforts and dedications to the school. Games, food and a good time for all!

****RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE BY HUAXIN CHINESE LANGUAGE SCHOOL.***

\$Organizations

Parent Teacher Organization – PTO

Missions of PTO are:

- To foster a community of parents and teachers whose common goal is to assist their children in the study of Chinese language and culture.
- To support parents' efforts to aid their children's Chinese language education.
- To assist the Huaxin Chinese Language School administration and teachers in providing capabilities for the school to thrive.

Parents are encouraged to join the PTO and attend PTO meetings.

GBCCA School Committee

Missions

The School Committee oversees the affairs of the Schools. The Committee formulates all major policies of the Schools, conducts the Schools' long-term planning, evaluates and approves the nomination of School Principals and Directors of Curriculum, administers the Schools' assets and endowment, allocates, regulates, and distributes available resources to support the Schools' functions.

§ Staff of 2005-2006

Position	Responsibilities	Names	Telephone	E-Mail
Principal	Responsible for the overall operation of the school. Communication with external entities.	Betty Pang		
Curriculum Director	Recruit teachers, take teachers' attendance, plan curriculum and coordinate all teaching related activities. Responsible for curriculum development, and teacher's training workshop.	Xiaozhe Han	617-424-5570	xhan@forsyth.org
Registrar	Manage student registration in each of the school semesters, maintaining and safe keeping the registration records, and helping the School Secretary to prepare the annual students' directory.	Melba Chin		
Treasurer	Responsible for the receipt, custody, safekeeping, and reporting of the School's tuition proceeds. Maintain a bank account or bank accounts on behalf of the School, have the power to disburse funds . Recommend a School budget, provide financial reports, statements, and legal documents for all the School divisions.. The Treasurer shall render financial reports to the quarterly Committee meetings and whenever else he/she is so requested by the Committee and assist the Controller to prepare the Schools' consolidated financial statement and tax forms.	Shuling Chou	781-320-9514	
General Manager	Responsible for the classroom setup; purchase, repair, and maintain school properties and classroom supplies.	Cheuw Yeo		
Special Event Coordinator	Design, plan, coordinate, schedule, and implement all school ctivities outside the scope of regular classroom activites. The special events are and but not limited to: Chinese New year celebration, Speaking Contest/Bake sale, end of school picnic.	Dan Gee		
Secretary	Maintaining and safe keeping all the School's records, recording the minutes of the School's meetings, handling correspondence and notes, publishing school newsletters, compiling, and printing the annual students' directory. Prepare school calendar and registration form and revise handbook. Communicate with GBCCA web master to update school web site.			