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学生手册

HandBook

www.ohiochineseschool.org

Mailing Address: Ohio Chinese School

P.O.Box #223, Hilliard, OH 43026

School Location: Worthington Phoenix Middle School

(formerly Perry Middle School)

2341 Snouffer Rd., Worthington, OH 43085

为了满足俄州中部快速壮大的华人社区及公众对学习中文和中国文化日益增长的需求，俄州新东方中文学校成立了！俄州新东方中文学校校有一支精诚团结、经验丰富的领导和教师团队。

我们的使命是: 为俄中社区提供更多优质教育的选择；

- 为学生提供一个安全、良好、积极向上的学习环境；
- 注重教学质量，做到因材施教、学有所成；
- 建立一个高效、到位的学校运作体制；
- 在学生、老师、家长、义工及整个社区之间建立起和谐美好、互相信任的良好关系。

俄州新东方中文学校校为华裔和非华裔学生提供一系列的中文及中国文化课程。我们将为各年级的学生提供各种学习提高的机会，例如：课后辅导、SAT和ACT考试准备、数学和英文的个别及小班辅导等。我们也将为有志于投身学校管理及社区服务的人士提供机会。

The new Ohio Chinese School provides more choices and opportunities for the local community. The Ohio Chinese School has been formed in response to the growing interest in learning the Chinese language and culture, the rapidly expanding local Chinese community, and the general public in Central Ohio. Ohio Chinese School has a united and experienced leadership team.

Our mission is:

- To create more choices in quality education for the local community;
- To build a safe and inspiring learning environment for students;
- To create a responsive school administration towards parental and student concerns;
- To foster cordial and trusting relationship between students, teachers, parents and volunteers, and community at large.

We offer a wide range of Chinese language and culture courses for both heritage and non-heritage students. We will assist students at all levels with enrichment options, such as after school programs, SAT/ACT preparation, and group or individual tutoring in math and English. We will also create programs for adults who would like to contribute their talents in schools operation and service to the community.

俄州新东方中文学校
Ohio Chinese School



学生注册信息记录

Enrollment Information

姓名 _____ name _____

注册科目 Class 时间 Time 教室 Room

1、 _____

2、 _____

3、 _____

4、 _____

缴费记录 Payment Info:

Check NO: _____ Total: _____

家长值班时间: _____

请提前15分钟到办公室报到

学生、家长须知

Information for Student & Parents

1. 根据学校注册日，提前注册课程，并根据规定缴纳学费和家长管理保证金。
2. 家长有责任督促子女遵守校规。
3. 家长有责任承担子女在校期间的医疗和事故保险。
4. 根据中文学校和（租赁的学校）制定的规章制度签署同意书。
5. 学生必须遵守课堂纪律，不得大声喧闹，不得随地乱扔垃圾。
6. 学生必须爱护教学楼里的公物，不得损坏任何设备。
7. 不得擅自移动和获取教室内的任何他人物品。
8. 上课时不得使用手机等其他网络电子产品。
9. 教学楼里严禁吃东西和喝除清水以外的饮料。
10. 学生不得在教学楼里使用任何轮滑设备。（包括鞋和滑板）
11. 每班义工学生，负责协助老师完成课堂教学，并帮助老师安排教材教具。
12. 课间休息时间，敬请家长督促孩子安全。
13. 紧急出口仅在非常时间使用，休息时间不可使用。
14. 家长有义务教育和督促自己的孩子遵守学校纪律。对多次被投诉，屡劝不改的学生，在老师建议下，学校有权让其退学。劝退学生学费一律不予退还。
15. 对有特别需要的孩子，家长可以向教务处申请临时陪读，并遵守课堂纪律。
16. 家长在上课间不得在教学楼走廊滞留，大声喧闹影响教学。
17. 家长不得在老师停车位置及消防区停车。
18. 家长每周课前务比确认阅读邮件，及时了解学校信息。
19. 家长被安排值班当日，提前15分钟到办公室家长会值班处签到，并到指定位置值班。
20. 家长在值班日如果不能按时到岗，可自行和其他家长协调，如无法协调时，请提前在周四通知家长会。
21. 家长值班不到岗签字，在学期内未补岗者，扣除家长管理押金。
22. 值班家长要协助老师维持课堂秩序，监督学生。
23. 课前、课后，请准时到指定位置接送孩子。
24. 初、高中学生可以报名参加学生志愿者，年度由学校出具志愿者时间报告。

新东方中文学校就要开学了。作为新东方校长，感谢每一位家长给我们的关爱、感谢每一位学生对我们的信任、感谢每一位老师付出的努力，感谢每一位校务人员的一个多月来辛勤的工作，才让我们大家可以看到，新东方开学了！

It's hard to believe that summer is almost over and the first day of school is just around the corner. As the first principal of the Ohio Chinese School, I'd like to express my sincere gratitude to every parent and student for the trust you've placed in us, to every teacher for the efforts you've put forth so far, to every staff member for your hard work in the past month. It wouldn't have been possible for us to open the school to the public in such a timely manner without all your help.

Spring LC Zhang

Principal, the Ohio Chinese School

Ohio Chinese School Facility Rules:

1. No students are allowed to be in any classroom without the presence of volunteers or teachers.
2. Return classrooms to the original form and configuration .
3. Without permission from school administration or teachers, students are not allowed to enter any room other than students' own classrooms or Gym. For example, students should not enter library, kitchen, and storage rooms.
4. Students are not allowed to alter, use any arrangements or equipment (TV, VCR or computers etc.) inside the classrooms.
5. Leave Phoenix Middle School's students stuff in desk alone and work around stuff that is lying out on the ground.
6. No food or beverages are allowed in the classroom, except for water.
7. Do not mess with classroom teachers' personal stuff and equipment.
8. Do not erase the text on whiteboard/blackboard if there is "Do not erase" or "Save" note on the board.
9. Try to keep classrooms, restrooms, hallways, gym and Café areas clean.
10. During snack time, each class has to have at least one volunteer or teacher with students the whole time.



2013 Fall 秋季日历

日期 Date	学校活动 School Activities
7/20/13	Open Enrollment
8/18/13	School Open House — Parents/Students meet the teachers; Pickup course material/textbooks Open Enrollment
8/25/13	Open for All Classes Open Enrollment
9/1/13	Labor Day — No School
9/8/13	Open for All Classes Open Enrollment
9/15/13	Open for All Classes Open Enrollment — Last Day Last day to switch/withdraw class for refund; Last day to make your payments without late fee, by postmark.
9/22/13	Open for All Classes
9/29/13	Open for All Classes
10/6/13	Open for All Classes
10/13/13	Open for All Classes
10/20/13	Open for All Classes
10/27/13	Open for All Classes
11/3/13	Open for All Classes
11/10/13	Open for All Classes
11/17/13	Open for All Classes
11/24/13	Open for All Classes
12/1/13	Open for All Classes
12/8/13	Open for All Classes
12/15/13	Open for All Classes — Last day of Fall semester 2014 Spring Semester Pre- Enrollment

2014 Spring 春季日历

日期 Date	学校活动 School Activities
12/24/13 Tuesday	2014 Spring Semester Open Enrollment
1/5/14 Sunday	Open for All Classes — First Day of Spring Semester
1/12/14 Sunday	Open for All Classes Last day allow switching classes.
1/19/14 Sunday	Martin Luther King Day — No School
1/26/14 Sunday	Open for All Classes Last Day — Last day to make the payments without late fee, by postmark. Last day withdraw class for refund
1/31/14 Friday	Chinese New Year Day 春节
2/2/14 Sunday	Open for All Classes
2/9/14 Sunday	Open for All Classes
2/16/14 Sunday	Open for All Classes
2/23/14 Sunday	Open for All Classes
3/2/14 Sunday	Open for All Classes
3/9/14 Sunday	Open for All Classes
3/16/14 Sunday	Open for All Classes
3/23/14 Sunday	Open for All Classes
3/30/14 Sunday	Spring Break — No School
4/6/14 Sunday	Open for All Classes
4/13/14 Sunday	Open for All Classes
4/20/14 Sunday	Easter Sunday — No School
4/27/14 Sunday	Open for All Classes
5/4/14 Sunday	Open for All Classes
5/11/14 Sunday	Open for All Classes
5/18/14 Sunday	Open for All Classes - Year End Commencement 2014 Fall Semester Pre- Enrollment

