

# SDHXCS Credit Program Guidelines

## 课程目标 Course Objectives

The goal of the Credit Program is to develop students' interrelated language skills (listening, speaking, reading, and writing/typing) within an enriched cultural framework. Language skills and cultural understanding complement each other during the learning process.

## 课程标准 Learning Standards

SDHXCS follows The Standards for Foreign Language Learning in 21st Century (National Standards in Foreign Language Education Project, Standards for Foreign Language Learning in the 21st Century, Lawrence, Kan.: Allen Press, 1999) to develop its course outline. The core is the 5Cs:

- **Communication**
- **Cultures**
- **Connections**
- **Comparisons**
- **Communities**

For detailed standards, please refer to the *Standard for Foreign Language Learning in the 21st Century* at <http://www.actfl.org/files/public/execsumm.pdf>.

## 课程名称 Course Names

Chinese I, Chinese II, Chinese III, Chinese IV, AP Chinese & Culture.

| SDHXCS Credit Program Course Titles & Codes v.s. Public School Districts |                          |                          |               |                 |               |                 |
|--|--------------------------|--------------------------|---------------|-----------------|---------------|-----------------|
| SDHXCS   | SDUSD                    |                          | Poway         |                 | SDUHSD        |                 |
| Spring & Fall Semester   | Fall Semester            | Spring Semester          | Fall Semester | Spring Semester | Fall Semester | Spring Semester |
| Level I  | Chinese 1 IWLS (2151)    | Chinese 2 IWLS (2152)    | Chinese 1     | Chinese 2       | Chinese 1     | Chinese 2       |
| Level II   | Chinese 3 IWLS (2153)    | Chinese 4 IWLS (2154)    | Chinese 3     | Chinese 4       | Chinese 3     | Chinese 3       |
| Level III  | Chinese 5 IWLS (2155)    | Chinese 6 IWLS (2156)    | Chinese 5     | Chinese 6       | Chinese 4     | Chinese 4       |
| Level IV   | Chinese 7 IWLS (2157)    | Chinese 8 IWLS (2158)    | Chinese 7     | Chinese 8       | Chinese 5     | Chinese 5       |
| AP Chinese   | Chn L/C1-2AP IWLS (2149) | Chn L/C1-2AP IWLS (2150) | AP Chinese    | AP Chinese      | AP Chinese    | AP Chinese      |

## 全年课时 Length of Course

Two semesters, 180 instructional hours total per school year required by the public-school districts. It includes 124 hours classroom instruction, and 56 hours projects, assignments, and activities.

## 学分认可 Accreditation

SDHXCS Chinese Programs are ACS WASC accredited. Its credit is also accepted by:

San Diego Unified School District  
San Dieguito Union High School District  
Poway Unified School District  
Carlsbad Unified School District  
San Marcos Unified School District  
Sweet Water Union High School District  
Grossmont Union High School District

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Riverside Union School District

High school and middle school students (6th grade and up) from above mentioned districts may apply for SDHXCS Credit Program.

Although grade 6-8 (or middle school) classes will not appear on a high school transcript, academic grades earned and recorded at SDHXCS during students' middle school years may be used as prerequisites or placement to high school courses and grade 7 & 8 grades in language other than English may be listed on some college applications and a college may request to see all grades earned. Therefore, learning, classes and grades in the middle school years are equally important.

For private schools and public schools not listed above, we can contact each school or school district for course review upon request. However, the final decision is the schools in quest. Please contact the Administration for this matter.

## 入学测试 Placement Test

All incoming Credit Program students are highly recommended to take the placement test in April or August. This test helps the Administration to recognize students' needs in learning and helps to improve the quality of teaching.

6<sup>th</sup> grade Students who wish to start at a higher level must take a challenge test. Placement is based on students' language proficiency and culture knowledge as well as their current teachers' recommendation.

## 班级人数 Class Size

Maximum number of students in each class is 25, and minimum is 8. We try our best not to exceed the upper limit.

## 表格及学分 Forms & Credit

According to the regulations of all school districts, **high school students must complete a *Request for Off-Campus Course*** (or similar title) form bearing their high school counselors' signature ***prior to*** the first class meet. Therefore, on the first school day, all high school students are required to submit a copy of the completed and signed form to Chinese class teachers. It is highly recommended that students complete the paperwork in April, when SDHXCS enrollment for new school year begins.

**Please keep in mind that, it is students' responsibility to complete the required paperwork before due date. Transcript may not be accepted by high schools if the form is not submitted before the 1st class meet.**

Report cards are sent to high schools twice a year, at the end of each semester. By choosing **I Agree to Terms & Conditions** on the registration form, you give permission to SDHXCS to report grades to your high school.

Although most middle schools do not require credit report, academic grades earned and recorded at SDHXCS during students' middle school years are the basis for high schools to grant credits,

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sometimes a full transcript is also requested by colleges. Therefore, the learning in the middle school years is equally important.

## 使用教材 Teaching Materials

**Integrated Chinese** (4<sup>th</sup> edition, by Yuehua Liu) series are used throughout Credit Program. Chinese I: Integrated Chinese 1; Chinese II: Integrated Chinese 2; Chinese III: Integrated Chinese 3; Chinese IV: Integrated Chinese 4. Extensive selections of supplementary materials such as books, movies, news, DVDs as well as internet resources are also used.

## 评分标准 Grading System

|                     |     |                          |     |
|---------------------|-----|--------------------------|-----|
| Class participation | 10% | Quizzes                  | 20% |
| Homework            | 15% | Projects & presentations | 15% |
| Unit tests          | 20% | Final Exam               | 20% |

### 1. Numerical Grade vs. Alphabetic Grade:

|          |    |          |    |
|----------|----|----------|----|
| 97 – 100 | A+ | 73 – 76  | C  |
| 93 – 96  | A  | 70 – 72  | C- |
| 90 – 92  | A- | 67 – 69  | D+ |
| 87 – 89  | B+ | 63 – 66  | D  |
| 83 – 86  | B  | 60 – 62  | D- |
| 80 – 82  | B- | below 60 | F  |
| 77 – 79  | C+ |          |    |

### 2. Class participation grade is determined by the following criteria:

- Promptness: Arrive on time;
- Readiness: Bring all study tools (books, paper, workbook, writing utensils, etc.);
- Courtesy: Courteous toward teachers and classmates. Behavior does not interfere with the learning of the others;
- Cooperation: Maintain a cooperative and positive attitude;
- Attentiveness: Stay on task, do the right work at the right time, keep focused on the progress of the class;
- Involvement: Voluntarily answer questions, actively contribute to group discussions;
- Critical thinking: Ask appropriate questions at the appropriate time to clarify, or to show interest and thought;
- Speak Chinese: Speak Chinese in class;
- Follow directions.

### 3. School activities:

The annual Hua Xia Chinese New Year Festival is part of the curriculum. Participation is counted 1% toward Project & Presentations.

### 4. GPA

Student's overall Grade Point Average (GPA) is calculated by their high schools. All courses (Level I through Level IV) are non-weighted. An A is 4 points, and a B is 3 points, etc. when

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calculating GPA. However, final method of calculation is up to the high schools. SDHXCS has no right to interfere their decision.

"D" is not a high school recommended grade; it may jeopardize acceptance to some universities. Student finishing a course with a "D" is recommended for remedial work. Such remedial work must be approved by the Credit Program Management.

Student with an "F" must repeat the course.

### **5. Citizenship Grade is determined by the student's class participation:**

|                |                 |
|----------------|-----------------|
| Participation: | Citizenship:    |
| 9-10%          | Excellence      |
| 7-8 %          | Good            |
| 5-6 %          | Satisfactory    |
| 5 and below    | Need to improve |

### **上课纪律 Class Rules:**

Students are expected to come to class with a positive attitude, an open mind, and ready to learn. Class rules are coherent with Student Guide regulations.

- Be prepared.  
Bring tools of the trade (pen, paper, books, laptop, USB, etc.) and assignments to each class meet.  
  
For each class meet, plan on at least 2-4 hours outside of classroom self-study and preparing assignments.
- Be polite and respectful.  
Some examples of unacceptable behavior that will not be tolerated include but are not limited to:
  - Not following teachers' instructions;
  - Sleeping in class;
  - Uncooperativeness, disruptive and/or disrespectful behavior.
- Be actively involved in class.  
Students are expected to be fully engaged in and complete in-class activities and be on task. Class participation includes but not limited to question/answer and individual, pair or group activities.
- Cell phone, iPad, tablet, laptops or other electronic devices are not permitted to use during teaching period without teacher's content.

Violation of the policy will result in confiscation of the item by the teacher.

The confiscated items will be held in the administration office only to be returned to the parents/guardian of the student. To retrieve the item, a written letter by the student,

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acknowledging that the similar incident will not happen again, must be submitted at the time.

### 缺课/旷课 Absence

Satisfactory school progress is dependent upon regular attendance.

A. ***Sick Leave.*** If a student is ill and is to be absent, the teacher should be notified before class meet. The request must be in writing via email, all three parties (parent, student, teacher) must be copied in the message. All missed works must be submitted upon returning to the class, quizzes and tests may be taken at a prearranged time.

Excessive sick leave (2 or more consecutive weeks) may be excused ***with a doctor's slip***. Abuse of Sick Leave policy not only interrupt student's learning process, resulting in undesired grades, but also leave students' trustworthiness questionable.

B. ***Excused absence.*** Students are excused if they leave class to participate activities organized by SDHXCS, or an emergency due to a death in the immediate family.

C. ***Unexcused absence.*** All other absences are unexcused. These may include but not limited to students' regular school organized activities, academic or athletic competitions, musical recitals, and vacations. Such absence exceeds 12 hours (each class meet is counted as 4 hours) per school year will result in zero credit. In this case, no tuition will be refunded, and the student must repeat the grade level.

Two or more absences without notifying the teacher or the Administration, regardless the reasons, will be considered as "Withdraw Voluntarily". In this case, no refund will be granted, and no credit for the school year will be recorded.

D. ***Late arrival & Early retreat.*** It is treated either as an excused, unexcused, or sick leave, depending on each individual case. If it is unexcused, the missed class time will be counted toward the 12 hours mentioned in C.

E. ***Make-up test.*** *(Please consult your teacher for the guidance during the online teaching)*

- Make-up test is available on the Sundays after each Unit Test date, with pre-arrangement;
- Make-up test is taken in the office;
- Test time is during 12:00pm-1:15pm (for PM class students), and 1:15pm-2:30pm (for AM class students).
- \$35 per test is at the student's expense. Test fee must be collected before the make-up test begins.
- No make-up test for final exams.

Students must make every effort to avoid absences on test dates, as all unit tests are fairly long. To help students plan ahead, a progress calendar is distributed at the beginning of the school year. Students are responsible for finding out assignments they have missed by contacting their teachers, classmates, and teacher's webpage. All make-up work is due the day students return to class.

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F. ***Make-up lesson.*** Very rarely a student exceeds 12 hours unexcused absence, but if it has to happen, student may contact his/her teacher make-up lessons.

Make-up lesson is given by any of the same grade level teachers, with the consent of your own teacher and the Administration. Make-up lesson is considered a private lesson and is at the student's expense. Hourly rate and length of the lesson is decided by the teacher.

We recognize students' athletic/artistic talents and understand their busy schedules. We also want all students and their parents keep in mind that, by selecting credit class, you have chosen to prioritize the workload, and are committed to attending classes whenever the school on Sundays.

### **临时换班 Temporary Change of Class**

Except for Sunday class changes between Morning and Afternoon sessions, the School strongly discourages frequent requests of temporary class change between in-person and online classes, due to substantial difference in modes of teaching between in-person and online classes.

A student may request up to Four (4) temporary class changes between in-person and online classes during the entire academic year. Any further such request, i.e., beyond the four requests, is subject to a \$35 fee, payable upon each request.

A 24-hour advance notice must be given to all teachers of the impacted classes, including the assigned class and the change-requested class.

The School reserves the right to deny any class change request.

### **诚信规则 Honesty Code & 惩处条例 Discipline:**

SDHXCS believes that academic honesty and integrity are bedrocks of a student's educational experience. Students are strongly encouraged to uphold highest standards of personal honesty, integrity, and responsibility.

Students are required to comply with SDHXCS regulations and rules on academic conducts. Any instance of academic dishonesty, including cheating and plagiarism, is strictly prohibited. Examples of dishonest academic conducts include cheating on tests, helping others cheat in tests, copying other students' homework, copying from a book or web page without proper credit to the author, receiving unauthorized assistance on homework and exams, etc.

Students who violate academic integrity, including students who help others so doing, are subject to sanction and discipline. A minimum sanction of nullifying work credit (i.e., zero grade) will be imposed, together with further disciplinary actions as follows:

A warning is given to first-time offenders to admonish against future dishonest academic conducts.

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A second or further violations can lead to severe sanctions, such as forfeiting class credit for the entire period of semester or school year, or even resulting in expulsion from the class.

A class teacher may additionally impose his or her own disciplinary requirements, announced during the beginning of class or given notice prior to the instance of violation.

### **签字认可 Participation Signature**

By choosing **I agree to Terms and Conditions** when register for the school year, you acknowledge that you have read and understood the Credit Program Guidelines (including A Message to Parents/Guardians), and you will follow the regulations it contains.

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## **A MESSAGE TO PARENTS/GUARDIANS**

Dear Parents,

- 1) Please read the guidelines *together* with your student, understand that credit classes are much more demanding in time and effort compare to that of Regular Program you have experienced in the past years. This demand increases with the progress of the courses. The courses are to be taken as seriously as any accredited courses your student choose at his/her home school. Diligence and discipline are expected at all time.
- 2) Parents' assistance to teachers in the classroom is required. TA's schedule will be distributed by the teachers, and it can be multiple times within a school year. Helping out in the classroom offers parents a best opportunity to observe the class, and to better understand the teaching and learning process at our school.
- 3) While parents' involvement in the process of students' study is highly encouraged, all assignments/projects must be completed independently by the students.
- 4) All quizzes/tests papers are for in-class use only. Students and teachers review quizzes and tests together in class. Parents may request to view their own students' quizzes or tests papers in the classroom with the teachers.
- 5) Communicating with teachers in a time frame and method preferred by the teachers. Parents should not interrupt class session at anytime for any reason.
- 6) Any questions not directly related to teaching and learning content will be referred to the Administration. The Admin consists of the Vice Principal of the Credit Program and the Principal.
- 7) SDHXCS reserves the right to dismiss any student if the student, or the parent/guardian of the student, does not cooperate in the educational process with school faculty and staff in and out of the class. Under such circumstance, no credit is recorded, and no tuition is refunded.

~ End~