

# Chinese School

Chinese Community Center

Capital District of New York



## School Handbook

2015 - 2016

Websites: <http://dreamschool.com/albany/> and

<http://www.albanychineseschool.org/>

Email: [Principal@AlbanyChineseSchool.org](mailto:Principal@AlbanyChineseSchool.org)

**School Operation Address:**

**475 Watervliet-Shaker Road, Latham, NY 12110-4698**

**School Mailing Address:**

**11 Avis Drive, Latham, NY 12110**



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# Introduction

Welcome to the Chinese School of Chinese Community Center of Capital District of New York (“the Chinese School”). With over forty years of operation and growth, our school now has reached enrollment of more than 350 students from grade K to 12. There are two sets of Chinese language curriculums offered for Chinese heritage speakers and non-Chinese heritage speakers respectively. In addition, there is a variety of cultural, artistic and enrichment programs to meet needs of students with different interests. The mission of the Chinese School is to help students gain the language skills and enable them to read, write and communicate in Chinese, develop understanding of Chinese culture and history, and establish connections and broaden reaches to communities with different language and cultural background.

This handbook contains important information about the Chinese School, including staff contacts, school calendar and events, program descriptions, graduation requirements and the Chinese School scholarship programs. This handbook also provides guidelines for student conduct, parent and PTA responsibilities, and teacher responsibilities.

It is imperative that all students, parents and school personnel read and follow the guidelines in the handbook in order to maintain a safe and orderly school environment. We appreciate everyone’s effort in keeping the classroom and campus in order and neat, such that the school can provide better educational and cultural programs.

For more information about the Chinese School, please visit the school websites at [www.albanychineseschool.org](http://www.albanychineseschool.org) (general information) or <http://dreamschool.com/albany> (registration). Please feel free to email your inquiries and suggestions to [principal@albanychineseschool.org](mailto:principal@albanychineseschool.org).

Being a part of the Chinese Community Center (CCC) of the Capital District of New York, the Chinese School works closely with other branches of the organization to develop programs serving our members and community. For information about the CCC, please go to the website at [www.cccalbany.org](http://www.cccalbany.org).

Please also note any update of this handbook can be found at [www.albanychineseschool.org](http://www.albanychineseschool.org).

# School Programs

1. Chinese Language and cultural classes for students from kindergarten to advanced grades (Simplified Chinese character 简体中文)
2. Chinese as Second Language (CSL) classes for children and for adults (Beginner and Intermediate levels 中文为第二语言)
3. English as a Second Language (ESL) classes for adults and new immigrants (Beginner and intermediate levels 英语为第二语言)
4. Art classes for children ( 美术绘画 )
5. Chinese folk dance classes ( 民族舞蹈 )
6. Introduction to Music (基础键盘音乐)
7. Chinese Martial Arts class for children ( 武术 )
8. Handcraft class for children ( 美术手工 )
9. Chess class for children ( 国际象棋 )
10. Go Chess ( 围棋)
11. Math Counts ( 数学 )
12. Ping-Pong class for children ( 乒乓球 )
13. Badminton class for children ( 羽毛球 )
14. Basketball class for adults ( 成人篮球俱乐部 )
15. Badminton class for adults ( 成人羽毛球俱乐部 )
16. Introduction to Computer Science ( 电脑班)

## School Year and Hours

The school year generally consists of 27 sessions on Sunday afternoon. The fall semester starts on the first Sunday after Labor Day in September and ends by the Sunday before Christmas holiday. The spring semester starts on the first Sunday after the New Year's Day and ends before Memorial Day. Each Sunday session is structured to have three periods of classes and runs from 1PM to 4PM.

1:00pm - 1:45pm: First period of language class

1:55pm - 2:40pm: Second period of language class

2:50pm - 3:40pm: Culture/enrichment classes

# Registration Policy

## School Operation Rules

By registration of any class in the Chinese School, you agree to abide by the school rules and regulations.

## Important Days

School starting day: Sunday, September 13rd, 2015 (fall semester)

Registration deadline: August 31st, 2015

## Tuitions and Fees

Registration for the school enrollment will be open once every school year. Full payment for tuition and mandatory fees are due before or on the first day of fall semester. The School reserves the right to cancel class registration if full payment is not received two weeks after fall semester starts.

School year 2015-2016 tuition:

- \$ 240 per student for each language class unless otherwise stated
- \$ 120 per student for each culture class unless otherwise stated

Mandatory fees:

- \$20 PTA fee per family
- \$50 CCC annual membership fee per family

Other fees:

- Late registration fee: \$10 per family if full payment is received after 8/31/2015
- Processing fee: \$10 per student for class withdraw

## Tuition Refund Policy

The tuition refund policy is applicable to both fall and spring semesters. If a student withdraws class registration:

- prior to the 1st school session: 100% refund

- between 1st and 4th school sessions: tuition is prorated based upon actual weeks of attendance.
- after 4<sup>th</sup> school session after the semester starts: no refund.

### **Fee Waiver/Refund Policy**

#### PTA fee:

- is waived for students who only register for culture class
- is waived for adult students taking CSL-A1 or CSL-A2 class
- is refunded upon parent duty fulfillment

#### CCC membership fee:

- is waived for the family that has already paid the 2015-2016 membership directly to CCC and provides appropriate proof of the membership
- is waived for the family that donated more than \$100 to CCC for the year 2015-2016. For questions regarding to the CCC membership collection and/or fee waiver, please contact CCC at:<http://www.cccalbany.org/CCCCMS/contact>

#### Late registration fee:

- is waived for the family new to the Chinese School for the school year of 2015-2016

# 纽约首府中文学校校历 (2015-2016)

## CCC Chinese School 2015-2016 Calendar

### 2015 Fall Semester

| Date               | School Week | Events   |
|--------------------|-------------|--|
| September 13, 2015 | 1           | Semester starts  |
| September 20, 2015 | 2           |  |
| September 27, 2015 | 3           |  |
| October 4, 2015    | 4           |  |
| October 11, 2015   | No school   | Columbus Day (Oct. 12)   |
| October 18, 2015   | 5           | Fire Drill, School Council Meeting(1)                              |
| October 25, 2015   | 6           |  |
| November 1, 2015   | 7           | Mid-term Exam; Daylight saving                                     |
| November 8, 2015   | No school   | Veteran's Day (Nov. 11); Story telling (CCC building/Yinghui Shan) |
| November 15, 2015  | 8           |  |
| November 22, 2015  | 9           | Scholarship application due; School picture day                    |
| November 29, 2015  | No school   | Thanksgiving   |
| December 6, 2015   | 10          | Oversea essay competition deadline (Xiaoqing Zhang)                |
| December 13, 2015  | 11          | School Council meeting(2)  |
| December 20, 2015* | 12          | Final exam; Potluck lunch; Holiday party in Auditorium             |

### 2016 Spring Semester

| Date              | School Week | Events   |
|-------------------|-------------|--|
| January 3, 2016   | 1           | Semester starts  |
| January 10, 2016  | 2           | School Council meeting(3)  |
| January 17, 2016  | No school   | Martin Luther King day (Jan. 18)   |
| January 24, 2016  | 3           |  |
| January 31, 2016  | 4           |  |
| February 7, 2016  | 5           |  |
| February 14, 2016 | No school   | Winter break (Feb. 16-20)  |
| February 21, 2016 | 6           |  |
| February 28, 2016 | 7           | Classroom fee reimbursement due (Yinghui Shan)                                 |
| March 6, 2016     | 8           | Mid-term exam; SAT II mock test (Feng Chen)                                    |
| March 13, 2016    | No school   | Shaker Musical rehearsal   |
| March 20, 2016    | No school   | Shaker Musical   |
| March 27, 2016    | No school   | Good Friday (Mar. 25)  |
| April 3, 2016     | 9           | School yearbook submission due (Xiaoqing Zhang)                                |
| April 10, 2016    | 10          | Graduation application due (Xiaoqing Zhang)                                    |
| April 17, 2016    | 11          | Art exhibit submission due (Yinghui Shan); Teacher survey due (Xiaoqing Zhang) |
| April 24, 2016    | No school   | Spring break (Apr. 25-29)  |
| May 1, 2016       | 12          |  |
| May 8, 2016       | 13          |  |
| May 15, 2016      | 14          | School Council meeting (4)   |
| May 22, 2016*     | 15          | Final exam; Potluck lunch; Field day (Youth team); Semester ends               |

\* Last day of Fall semester (12/20/ 2015) and last day of Spring semester (05/22/2015) will be double sessions, 10am-4pm.



**纽约首府中文学校校务人员名单**  
**School Administration 2015-2016 School Year**

| Title  | Name                  | 姓名        | Telephone            | E-mail   |
|--|-----------------------|-----------|----------------------|--|
| Principal 校长   | Feng Chen             | 陈峰        | 364-4918             | fchenisu@gmail.com                                 |
| Council Chair<br>校董事会主席                              | Xufeng Sun            | 孙旭峰       | 859-4095             | xufeng.sun@gmail.com                               |
| Vice Principal 副校长                                   | Xiaoqing Zhang        | 张晓清       | 899-3387             | qingagency@yahoo.com                               |
| Vice Principal 副校长                                   | Yinghui Shan          | 单英辉       | 930-8705             | yhshan9714@gmail.com                               |
| Treasurer 财务   | Ling Wang<br>Frank Li | 王凌<br>李发展 | 364-3227<br>512-0857 | ling_wang0705@yahoo.com<br>frankli.email@yahoo.com |
| Registration & Database<br>Administrator<br>注册及资料库主管 | Jianhua Chen          | 陈建华       | 439-7869             | jchen_9898@verizon.net                             |
| Web Master 网站主管                                      | Ling Xiao             | 肖玲        | 383-1626             | lxiao2004@yahoo.com                                |
| Bookkeeper<br>出纳/记账                                  | Xia Li                | 李霞        | 250-8042             | purplelee88@gmail.com                              |

**家长会 Parent Teacher Association**

|           |               |     |             |                        |
|-----------|---------------|-----|-------------|------------------------|
| PTA 家长会主席 | Jian Xu       | 徐健  | 961-1531    | jxuonline@gmail.com    |
| PTA 家长会代表 | Youqing Huang | 黄友琴 | 847-6311    | youqin.huang@gmail.com |
| PTA 家长会代表 | Jiankun Kuang | 旷建坤 | 588-4755    | jiankun2011@yahoo.com  |
| PTA 家长会代表 | Lingyun Li    | 李凌云 | 617-6423852 | lingyun.li@gmail.com   |
| PTA 家长会代表 | Xiao Su       | 苏晓  | 203-5080998 | xsu91@yahoo.com        |

## 纽约首府中文学校董事会成员名单

CCC Chinese School Council

2015-2016 School Year

| Title                              | Name              | 姓名  | Phone       | E-mail                  |
|------------------------------------|-------------------|-----|-------------|-------------------------|
| Council Chair<br>校董事会主席            | Xufeng Sun        | 孙旭峰 | 859-4095    | xufeng.sun@gmail.com    |
| Principal<br>校长                    | Feng Chen         | 陈 峰 | 364-4918    | fchenisu@gmail.com      |
| Vice Principal<br>副校长              | Xiaoqing<br>Zhang | 张晓清 | 899-3387    | qingagency@yahoo.com    |
| Vice Principal<br>副校长              | Yinghui Shan      | 单英辉 | 930-8705    | yhshan9714@gmail.com    |
| Treasurer<br>财务主任                  | Ling Wang         | 王 凌 | 364-3227    | ling_wang0705@yahoo.com |
| Teacher Rep.<br>教师代表               | Xiaobo Ren        | 任小波 | 783-2831    | xulujia@gmail.com       |
| Teacher Rep.<br>教师代表               | Jinzhe Feng       | 冯晋哲 | 396-5364    | jzfeng@hotmail.com      |
| Teacher Rep.<br>教师代表               | Li Huang          | 黄丽  | 618-3417    | dongfeng7369@yahoo.com  |
| PTA 家长会主席                          | Jian Xu           | 徐 健 | 961-1531    | jxuonline@gmail.com     |
| PTA 家长会代表                          | Youqing Huang     | 黄友琴 | 847-6311    | youqin.huang@gmail.com  |
| PTA 家长会代表                          | Jiankun Kuang     | 旷建坤 | 588-4755    | jiankun2011@yahoo.com   |
| PTA 家长会代表                          | Lingyun Li        | 李凌云 | 617-6423852 | lingyun.li@gmail.com    |
| PTA 家长会代表                          | Xiao Su           | 苏 晓 | 203-5080998 | xsu91@yahoo.com         |
| Former Council<br>Chair<br>前任董事会主席 | Gang Dong         | 董 刚 | 396-5367    | donggang36@gmail.com    |

**纽约首府中文学校教师名册**  
**Teacher Directory 2015-2016 School Year**

| Class   | Teacher       | 教师  | Room   | Phone        | Email                   |
|---|---------------|-----|--------|--------------|-------------------------|
| <b>Pre-School Chinese Classes</b>               |               |     |        |              |                         |
| XQ-1  | Baozhen Huang | 黄宝珍 | B102   | 917-981-1060 | huang.bao@yahoo.com     |
| XQ-2  | Ling Xiao     | 肖玲  | C106   | 383-1626     | Lxiao2004@yahoo.com     |
| <b>Chinese Heritage Language Classes (CHL)</b>  |               |     |        |              |                         |
| Chinese 1-1                                     | Qiongfey Yu   | 於琼飞 | B105   | 982-9366     | Vyu18@yahoo.com         |
| Chinese 1-2                                     | Li Huang      | 黄丽  | C105   | 618-3471     | Dongfeng7369@yahoo.com  |
| Chinese 1-3                                     | Chanel Zhao   | 赵春岚 | B103   | 253-3029     | Chanelc00@yahoo.com     |
| Chinese 2-1                                     | Dan Su        | 苏丹  | B107   | 256-6022     | Dansu.susan@gmail.com   |
| Chinese 2-2                                     | Jie Wang      | 王洁  | B108   | 213-4553     | Wangjie2005@gmail.com   |
| Chinese 2-3                                     | Tracy Chen    | 陈晓曦 | C108   | 253-3716     | Tracy.bsb@gmail.com     |
| Chinese 3-1                                     | Minghua Huang | 黄明画 | C104   | 618-3856     | Mhcatch.huang@gmail.com |
| Chinese 3-2                                     | Lan Huang     | 黄兰  | B106   | 526-6723     | miqqi2@gmail.com        |
| Chinese 3-3                                     | Ping Qiu      | 邱萍  | B104   | 867-9538     | qiuping517@gmail.com    |
| Chinese 4-1                                     | Haiyan Sun    | 孙海燕 | B202   | 6262834935   | Chloesun410@yahoo.com   |
| Chinese 4-2                                     | Dawei Liu     | 刘大卫 | B203   | 439-1958     | i6liu@yahoo.com         |
| Chinese 4-3                                     | Ju Gao        | 高巨  | B204   | 708-7350     | Npine2011@gmail.com     |
| Chinese 5-1                                     | Jinzhe Feng   | 冯晋哲 | B205   | 396-5364     | jzfang@hotmail.com      |
| Chinese 5-2                                     | Jennifer Li   | 李方  | B206   | 785-1981     | ji100029@yahoo.com      |
| Chinese 6-1                                     | Hongyue Sun   | 孙宏悦 | B207   | 374-1607     | hongyue_sun@yahoo.com   |
| Chinese 6-2                                     | Miao Zhou     | 周淼  | C206   | 434-0321     | meganzhouny@gmail.com   |
| Chinese 6-3                                     | Lily Lee      | 李莉  | B208   | 618-3473     | lilycc2@hotmail.com     |
| Chinese 7                                       | Yadan Chu     | 褚亚丹 | A205   | 956-2628     | chuyadan2@gmail.com     |
| Chinese 8-1                                     | Wenyi Zhai    | 翟文怡 | C205   | 373-9531     | Wangzhai11@aol.com      |
| Chinese 8-2                                     | Fangbing Li   | 李芳冰 | C204   | 724-549-6408 | li_fangbing@hotmail.com |
| Chinese 9                                       | Quanxi Wu     | 吴全喜 | C203   | 779-6748     | wuquanxi@gmail.com      |
| Chinese 10                                      | Shenwen He    | 何沈文 | C202   | 786-6382     | shenwen@hotmail.com     |
| <b>Chinese as Second Language Classes (CSL)</b> |               |     |        |              |                         |
| CSL-A1  | Wei Zhang     | 张伟  | C207   | 618-3051     | weizh85@yahoo.com       |
| CSL-A2  | Ruby Pu       | 董音  | C208   | 783-5430     | dongyin@aol.com         |
| CSL-C1  | Xiaobo Ren    | 任小波 | C101   | 783-2831     | xulujia@gmail.com       |
| CSL-C2  | Ying Liao     | 廖影  | C102   | 401-378-8880 | Cairo_liao@hotmail.com  |
| CSL-C3  | Lynn Gan      | 颜丽玲 | C103   | 545-8438     | lynngande@gmail.com     |
| CSL-C4  | Jerry Liu     | 刘杰  | C201   | 377-7409     | jliuny@gmail.com        |
| CSL-C5  | Wei Zhang     | 张伟  | C207   | 618-3051     | weizh85@yahoo.com       |
| <b>English as Second Language (ESL)</b>         |               |     |        |              |                         |
| ESL-1   | Maya Zhou     | 周莹  | Lounge | 782-9478     | mtzclay@yahoo.com       |
| ESL-2   | Kelly Hsu     | 徐楷理 | Lounge | 383-1626     | Lxiao2004@yahoo.com     |

**纽约首府中文学校教师名册**  
**Teacher Directory 2015-2016 School Year**  
**Culture/Enrichment Classes**

|                               |               |     |         |              |                          |
|-------------------------------|---------------|-----|---------|--------------|--------------------------|
| Art 1(绘画入门)                   | Quanxi Wu     | 吴全喜 | B105    | 956-2628     | wuquanxi@gmail.com       |
| Art 2(绘画初级)                   | Ping Qiu      | 邱萍  | B104    | 867-9538     | qiuping517@gmail.com     |
| Art 3(绘画中级)                   | Dan Su        | 苏丹  | B107    | 256-6022     | Dansu.susan@gmail.com    |
| Art4 (绘画高级)                   | Lan Huang     | 黄兰  | B106    | 526-6723     | miqiji2@gmail.com        |
| Craft (手工艺术班)                 | Chanel Zhao   | 赵春岚 | B103    | 253-3029     | Chanelc00@yahoo.com      |
| Badminton (羽毛球)               | Tracy Chen    | 陈晓曦 | Gym     | 253-3716     | Tracy.bsb@gmail.com      |
| Beginner's Fencing (剑击入门)     | Ricky Leung   | 梁子扬 | Gym     | 608-334-8781 | rleung@gmail.com         |
| Chess-1 (国际象棋初级班)             | Ryan Rogers   |     | C206    | 316-0591     | Rogersry22@gmail.com     |
| Chess-2 (国际象棋中级班)             | Patrick Chi   | 池明浩 | C205    | 381-9918     | patrickchi@yahoo.com     |
| Chinese Kungfu (Wushu!) 武术功夫班 | Lucas Geller  | 鲁克  | Gym     | 755-7512     | lucas.s.geller@gmail.com |
| Dance-1 (舞蹈 1 班)              | Baozhen Huang | 黄宝珍 | B102    | 917-981-1060 | huang.bao@yahoo.com      |
| Dance-2 (舞蹈 2 班)              | Xinhua Lee    | 李新华 | Gym     | 618-3508     | xlee8820000@yahoo.com    |
| Dance-3 (儿童歌舞剧)               | Wei He        | 何薇  | B108    | 268-8947     | xinxinranelva@gmail.com  |
| Math 3:(数学 3)                 | Roger Hou     | 侯文远 | C101    | 275-5711     | Rogerhou@gmail.com       |
| Math 4: (数学 4)                | Robert Seth   | 赛飞闲 | C102    | 899-3387     | Robertseth47@yahoo.com   |
| Math 5A: (数学 5A)              | Frank Miao    | 朱 燊 | C103    | 496-1336     | tygateer@gmail.com       |
| Math 5B: (数学 5B)              | William Wang  | 王易威 | C104    | 320-4639     | willwang343@gmail.com    |
| Math 6: (数学 6)                | Jeffrey Shen  | 沈西卿 | C105    | 782-0066     | Jeffshen321@yahoo.com    |
| Math 7: (数学 7)                | Jerry Qu      | 曲 晨 | C106    | 383-6178     | tareyza@yahoo.com        |
| Math 8 & 9: (数学 8 & 9)        | Bill Dong     | 董子青 | C108    | 396-5367     | bdong8@gmail.com         |
| Ping-Pong-1 (乒乓球 1 班)         | Minfeng Xu    | 徐民风 | Hallway | 406-5451     | Minfeng100@gmail.com     |
| Ping-Pong-2 (乒乓球 2 班)         | Fang Biao     | 方 飙 | Hallway | 371-3174     | biaofang@yahoo.com       |

**Adult Sport's Club and Dance Group**

| Name            | Teacher/<br>Coordinator | 教师<br>联系人 | Room    | phone    | Email               |
|-----------------|-------------------------|-----------|---------|----------|---------------------|
| Badminton Club  | Zhong Li                | 李 锤       | Gym     | 433-0214 | zhlih@yahoo.com     |
| Basketball Club | Kirk Huang              |           | Gym     | 782-0746 | kkhbravo@yahoo.com  |
| Dance club      | Weiqing Chen            | 陈伟青       | Gym     | 782-9003 | weiqing@verizon.net |
| Ping Pong Club  | Minfeng Xu              | 徐民风       | Hallway | 406-5451 | xum@research.ge.com |

## 纽约首府华社中文学校中文继承语教学大纲

纽约首府华社中文学校是一所民间非营利学校，为纽约首府华人社区及当地爱好中国文化人士提供中文教育，传播中国文化。学校的办学宗旨是系统传授汉语基本知识，培养学生阅读，理解，和运用中文的能力。在教学过程中，让学生接受中国历史文化的熏陶。

### 教学目标:

在校学生经过 10 年的系统学习(5 岁学前班至 9 年级), 达到以下四个目标:

- (1) 学会汉语拼音, 掌握常用汉字 1500 个.
- (2) 具备初步的听说读写的能力, 能够在使用汉语文字地区用中文处理简单日常事务.
- (3) 了解中国文化, 历史, 地理基本常识.
- (4) 具备参加并通过美国高中 SAT II-Chinese 或美国大学理事会 AP-Chinese 的考试能力.

### 教学进程/评估标准: (中文学校教学进程分为三个阶段)

| 阶段               | 马立平中文教材 (共 30 册) 教学进程   | 教学要求 评估标准                         |
|------------------|---|-----------------------------------|
| 学前班<br>至<br>4 年级 | 第 1 册至第 15 册<br><br>集中识字：以中国传统的“直接认字法”为主要手段，通过高频复现的方法，学认近 1500 个常用字。                              | 汉语拼音<br>常用汉字 1500<br>通过 YCT 4 级考试 |
| 五年级<br>至<br>七年级  | 第 16 册至第 21 册<br><br>集中阅读：消化和巩固 1500 汉字<br>实用中文：介绍美国生活常用中文<br>写作训练：谈作文 16 讲，课堂看图写话<br>中国文化介绍：神游中国 | 要求学生完成作文 16 讲<br>完成教科书规定的看图写话     |
| 八年级<br>至<br>九年级  | 第 22 册至第 27 册<br><br>实用中文：准备 SAT II 中文考试<br>中国文化：中国文学文化思想介绍                                       | 通过 SAT II 中文模拟考试                  |
| 十年级<br>以上        | 选项：<br>(1) 阅读：<<中国文化常识>>，<<中国历史常识>>，<<中国地理常识>>。以及有关中国文化的专题阅读材料。<br>(2) 学生可以选择参加复习 AP-Chinese      | 选择参加 AP-Chinese 考试                |

## 纽约首府华社中文学校汉语作为第二语言班教学大纲 ( Effective on 05/18/2015 )

### Curriculum for Teaching Chinese as Second Language

The CCC Chinese School offers a five-year Chinese as a Second Language (CSL) program to students who are non-heritage speakers of Mandarin Chinese, or who do not speak Mandarin Chinese regularly at home. The curriculum is based on 90 minutes of instruction per week for 27 weeks per school year. It focuses on oracy in the beginning with an increased emphasis on developing listening, speaking, reading, and writing skills. The content-enriched instructional method, the purposeful spiraling and recycling of vocabulary and sentence patterns across the curriculum reinforce the development of both oral and written Chinese language proficiency and skills.

At the completion of the program, students are expected to be able to

- have a good command of the Chinese phonetic system *pinyin*;
- read 600 high frequency characters;
- have basic knowledge of some Chinese history, Chinese cultural and social traditions and customs;
- use Chinese to complete most of the communicative tasks in a Chinese-speaking environment;
- take the YCT (Youth Chinese Test) Level 3 test.

The following outline has been developed in conjunction with our CSL teachers. We will continue to adapt the program as required to meet the evolving needs of our students.

| <b>Primary Textbook: <u>Chinese Made Easy for Kids Vols. 1-4.</u> by Ma, Yamin Hong Kong: Joint Publishing Co. 2005.</b> |   |
|--|---|
| <b>Level 1</b>   | <ul style="list-style-type: none"> <li>• Focus on learning the correct tones in Mandarin Chinese and gaining basic listening and speaking skills.</li> <li>• Songs, video clips, interactive activities, pictures, storybooks will be utilized to introduce students to the Chinese language and culture, holidays and traditions.</li> <li>• Students will learn to read 100 Chinese words.</li> <li>• Students will learn to describe a picture scene using simple sentences.</li> <li>• Students will learn to write using the correct order of strokes.</li> <li>• Students will learn how to write their names and other characters in Chinese.</li> </ul> |
| <b>Level 2</b>   | <ul style="list-style-type: none"> <li>• Focus on learning Pinyin.</li> <li>• Some high frequency characters in the following categories are introduced: numbers, colors, clothing, animals, fruits and vegetables, food, and household items.</li> <li>• Students will read 120 Chinese words, plus 100 words from previous year.</li> <li>• Students will be able to greet others, identify and introduce themselves and family members.</li> <li>• Students will be able to understand and speak simple sentences.</li> <li>• Students will continue to learn to write more characters.</li> </ul>   |
| <b>Level 3</b>   | <ul style="list-style-type: none"> <li>• Focus on learning Pinyin continued.</li> <li>• Students will read 120 Chinese words, plus 220 words from previous years.</li> <li>• Some high frequency characters in the following categories are introduced: addresses, date and time, hobbies, schools, countries.</li> <li>• Students will start to understand and speak more complex sentences.</li> <li>• Students will continue to learn to write more character.</li> </ul>  |
| <b>Level 4</b>   | <ul style="list-style-type: none"> <li>• Some high frequency characters in the following categories are introduced: jobs, friendship, weather, animals, and activities.</li> <li>• Students will read 120 Chinese words, plus 340 words from previous years.</li> <li>• Simple grammar will be introduced.</li> <li>• Students will learn to read short stories in Chinese..</li> <li>• Continued emphasis on reading, writing, listening, and speaking.</li> </ul>   |
| <b>Level 5</b>   | <ul style="list-style-type: none"> <li>• More high frequency characters in the aforementioned categories are introduced</li> <li>• Students will read 140 Chinese words, plus 460 words from previous years.</li> <li>• More complexed grammar will be introduced.</li> <li>• Students will learn to read longer stories in Chinese.</li> <li>• Continued emphasis on reading, writing, listening, and speaking</li> </ul>  |

# 学生守则

1. 按时到校上课。
2. 因故缺席，应提前通知老师。
3. 做好课前准备，包括完成家庭作业，带好课本，作业本，笔记本，和所需文具。
4. 上课要认真听老师讲课，上课发言要举手。
5. 尊重老师和同学。遵守课堂纪律。
6. 严禁在教室里吃食物和喝饮料。
7. 不得动用教室内任何不属于自己的物品。
8. 不得在桌椅和墙上涂抹。
9. 课间休息严禁乱跑或一切危险行为。遵循校方安全巡视人员的指挥。
10. 严禁吸毒，饮酒，抽烟，严禁携带危险物品。
11. 上课期间若发生紧急情况，应听从老师和校方人员指挥。如需打 911 紧急电话，一律由老师或校方人员拨打。
12. 学生如破坏学校公物，一律由家长赔偿。
13. 学生因违反校规所造成的意外，由家长承担一切法律责任。

## 对在校学生违反学生守则的处理办法

如果学生有违反学生守则，老师及校方可依据情况轻重给予以下处理：

1. 学生初次违反学生守则，老师可以给予该学生口头警告；
2. 学生如再次违反学生守则，老师可以给予该学生书面警告，并告知家长及学校；
3. 如经老师，家长，校方教育后，学生继续屡教不改；学校可酌情将其退学。

# Student Conduct

1. Come to school and attend class on time.
2. Notify your teacher in advance of any excusable absence.
3. Come to class prepared, including completing all homework, bringing textbook, homework book, notebook, and general supplies.
4. Be attentive in class. Raise hands to speak.
5. Respect teachers and classmates. Follow all classroom rules.
6. Eating and drinking beverages in the classroom are prohibited.
7. Do not touch or remove anything in the classroom that does not belong to you.
8. Do not draw or write on school furniture or walls.
9. Running inside school building and any dangerous conduct are prohibited.  
Follow the directions of PTA hall monitors.
10. Drugs, alcohol, smoking, and dangerous objects are strictly prohibited in school.
11. In case of emergency during class, students should follow the directions of the teachers and school staff. If a 911 call is necessary, teachers and school staff are responsible for making such an emergency phone call.
12. If students deface or damage any school property, parents are responsible for replacement and repair.
13. Parents are legally responsible for any accident due to the violation of school rules by the student(s) involved.

**In the case of a student having misconduct or misbehavior, the corresponding teacher should follow the following guidelines:**

1. If it is the first time that the student violates the Student Conduct code, the teacher could give the student a verbal warning;
2. If the student violates the Student Conduct code again, the teacher should give the student a written warning. At the same time the teacher must inform the student's parents and report to the school administration;
3. If the student repeatedly violates the student conduct rules, the school reserves the right to expel the student.



## 家长责任

1. 每学年至少在校值班一次。
2. 对学生安全负责。
3. 按时送学生到校上课。年幼学生的家长需将学生送到教室交给老师后方可离开，并在校等候。
4. 提醒学生严格遵守一切校规（详见学生守则）。
5. 将车辆停放在停车场，不得停放在路边。
6. 下课后请及时将学生接回。未及时接走的学生，一律由校方安全人员临时看护。超过 20 分钟未接走者，家长应支付看护人员每 5 分钟\$5.00。
7. 上课期间，未经允许家长不得在教室内陪读。不得在教室附近大声喧哗。
8. 未经校方同意，不得在校园内做任何宣传广告或举办任何形式的集会和商业活动。
9. 家长应向学校提供详细的联络地址，包括地址，电话，及电子信箱。若联络地址有更变，应及时通知校方。
10. 家长应支持校方举办的各类教学及课余活动。
11. 学生如破坏学校公物，一律由家长赔偿。
12. 学生因违反校规所造成的意外，由家长承担一切法律责任。

## Parent Responsibilities

1. Fulfill parent-on-duty at least once a year.
2. Be responsible for the safety of students.
3. Send students to school on time and take students directly to their classrooms. Parents with young children are advised not to leave school during school hours.
4. Remind students to strictly follow school rules (see Student Conduct for details).
5. Park your cars in the parking lots. Curb parking is prohibited.
6. Pick up students on time after classes. Those students who are not picked up on time will be put under the care of school staff. A \$5.00 fee will be charged for every five minutes exceeding the first 20 minutes.
7. During classes, parents are not allowed to accompany their children without teachers' permission. Loud talking outside the classrooms is prohibited when classes are in session.
8. No advertisements, commercial activities, or other gatherings are allowed inside the school without permission from the school administration.
9. Parents should provide school with detailed contact information, including address, phone number, and email addresses and inform school of any changes.
10. Parents should actively support all school activities.
11. Parents are responsible for any repair or replacement cost for school property damage by their children.
12. Parents bear the legal responsibility for any accident due to student violation of school rules.

## 教师职责

1. 每学年制定教学计划并刊登到学校网页上。
2. 每学期在开学后三周内召开家长会，明确申明家长责任及学生纪律要求，并由家长选出家长代表。
3. 精心备课，认真教学，耐心回答学生提出的问题，批改学生作业，发现问题及时与家长和学校沟通。
4. 认真准备期中期末考试试卷，并尽可能为学生提供考试复习提纲。
5. 登记填写学生考勤和成绩单，期末发给学生及家长，经家长签字后交学校存档。
6. 了解学生兴趣爱好，结合美国的教育风格及中国的教育精华，激发学生的学中文热情。
7. 准时到校上课，提前 5-10 分钟到校做好上课准备工作。因故不能准时到校,需打电话通知校长。
8. 因事请假，应提前一星期通知校方，以便有充分的时间安排代课老师。
9. 若因故要求离职，至少提前四周通知校方以便及时更换老师。
10. 保持教室整洁，维持教室秩序。
11. 老师应尽量多参加学校安排的一切教学交流活动。

## Teacher's Responsibilities

1. Prepare a teaching plan (syllabus) every school year and publish the teaching plan on school website.
2. Meet with parents in the first three weeks of the school year to review parent responsibilities and student conduct. Coordinate with parents to elect a room parent.
3. Prepare lessons carefully and approach teaching in a professional manner. Always respond to students' questions with patience. Supervise and review students' homework. Initiate communication with parents and school when problems occur.
4. Prepare mid-term and final exams. Provide necessary test preparation guidelines to students.
5. Maintain student attendance record and report card. Distribute report card to parents for signature and submit report cards to school for proper filing.
6. Pay special attention to students' interests and best utilize both Chinese and American teaching philosophies/styles to enhance student motivation to learn Chinese.
7. Arrive at school 5 to 10 minutes before the class begins. Teachers who are unable to arrive in school on time for unanticipated circumstances should initiate phone call to the school principal.
8. Teachers who anticipate one-day absence should notify school principal one week in advance, allowing the school administration to arrange substitution.
9. Resignation from current position during school year should be requested with a formal notification, written to school administration four weeks ahead of the last day of teaching.
10. Keep classroom clean and maintain class order.
11. Active Participation in teaching activities sponsored by the school.

## 家长会职责

1. 安排，提醒，监督 并协助每周的家长值日。
2. 管理学校影视资料。
3. 协助校方收集各班家长代表名单。
4. 组织学校募捐活动，以补贴学校财政预算。
5. 协助学校每年一次的火警演习。
6. 维护复印机正常工作，负责购买复印纸和油墨。
7. 做好失物招领。
8. 协助各班家长代表为每位教师准备圣诞礼物。
9. 安排圣诞聚餐，学年最后一天的学生活动，以及其他课外活动。
10. 向学校财务提供家长会财务报告。

## Parent Teacher Association (PTA) Responsibilities

1. Assign, remind, supervise, and assist the weekly parent-on-duty activities.
2. Manage the video library.
3. Assist school in compiling a class coordinator list.
4. Conduct fund raising activities to supplement school budget.
5. Assist school administration in conducting the annual fire drill.
6. Be responsible for Xerox machine routine maintenance, purchase toner and paper.
7. Be responsible for collecting and displaying Lost-and-Found items.
8. Assist each classroom coordinator in preparing Christmas presents for teachers.
9. Organize school Christmas potluck luncheon, the end-of-school-year student field day, and other extracurricular activities.
10. Present the annual PTA financial report to the School Treasurer.

## 值日家长职责

1. 提前 10 分钟到校 ( 12:50 )。值班时间为 12:50 – 16:00.
2. 将文具柜从储藏室移到指定地点。佩戴上放在柜里的值日牌，安置好两台复印机，并把失物招领箱放在桌子上，以便认领。
3. 帮助教师及校务人员复印材料。
4. 打上下课铃。第一节课:1:00pm–1:45pm; 第二节课:1:55pm–2:40pm; 第三节课: 2:50pm–3:40pm。
5. 为了学生的安全，请在上课和课间休息时在走廊巡视，防止学生乱跑或做危险动作，特别是二楼的楼梯处，以免发生事故。
6. 在火警演习和各种紧急情况下，协助学校搞好疏散工作。
7. 在第三节课结束后，请把复印机和其它一切物品放回文具柜，把文具柜锁好并送回储藏室。
8. 请检查所有教室及餐厅以确保整洁。若发现老师和学生丢失物品，请将其收放到失物招领箱里。
9. 完成所有事情后，将钥匙交还给学校负责家长值日的代表，并领回值日押金。

## Responsibilities of Parents on Duty

1. Arrive at school at least 10 minutes before school starts (at 12:50). Work starts at 12:50 and ends at 16:00.
2. Move the school supply cabinet from the storage room to the designated area. Please wear the parents on duty badges that are available inside the cabinet. Set up the copy machines, and put out the Lost-and-Found box on the table.
3. Assist school teachers and staff in making copies.
4. Ring the bell before and after each period. First period: 1:00pm - 1:45pm; Second Period: 1:55pm - 2:40pm; third period: 2:50pm -3:40pm.
5. Monitor hallways during and between classes for student safety. Prevent students from running or any other dangerous behavior. Pay special attention to the stairway areas on the second floor to prevent any accident.
6. Assist school officials during fire drill and any other emergency situations.
7. After the third period, put all equipment and supplies back in the cabinet, lock the cabinet, and return the cabinet to the storage room.
8. Inspect all classrooms and cafeteria area. Collect items that are left behind by students and teachers, and put them in the lost-and-found box.
9. After completing all tasks, return the supply cabinet key to one of the school PTA members. School PTA will return the \$20.00 deposit.

# 中文学校毕业条例

中文学校给符合下列毕业条件的学生颁发毕业文凭：

1. 毕业前两个学期，申请人必须注册在校。
2. 完成中文学校八年学业，或相当于中文学校八年的中文教育。
3. 学完《标准中文》系列，或类似的汉语教材系列。注：《标准中文》系列要求学生认识 1500 个汉语单词，具备听说读写的基本能力。
4. SATII 模拟考试成绩达 51 的综合分数。(注：51 的综合分数相当于标准分 650。SATII 模拟考试每年由学校组织进行)。
5. 学生的汉语水平，包括听说读写，必须通过教师的书面评估。

## CCC Chinese School Graduation Requirements

In order to graduate from the CCC Chinese School with a diploma, a student must meet the following requirements:

1. Registered as a regular student in the CCC Chinese School for at least two consecutive semesters immediately prior to graduation.
2. Received at least eight years or equivalent to eight years of formal Chinese language instructions (including kindergarten instruction) at the CCC Chinese School or similar Chinese schools elsewhere.
3. Completed the Standard Chinese textbook series or equivalent textbook series. (Note: By completing the Standard Chinese textbook series, students will learn approximately 1,500 Chinese characters and achieve basic proficiency in listening, speaking, reading, and writing.)
4. Scored at least 51 Composite Total Score on the Mock SAT II Chinese Exam. (Note: The 51 composite total score is equivalent to scaled score 650. The Mock SAT II Chinese Exam is administered at the CCC Chinese School each year.)
5. Received satisfactory teacher evaluation in all four Chinese language modalities (listening, speaking, reading, and writing) at the time of graduation.

# 华社中文学校奖学金颁发条例

## 1. 引言

华社中文学校设立的奖学金，是用来奖励在中文学校就读的高中生，奖励他们学习汉语和中国文化所取得的优异成绩，表彰他们在当地学校所取得的优异成绩，以及对社区的义务贡献。奖学金颁发对象为中文学校就读三年以上，毕业后即将上大学的高中生。

## 2. 奖学金简介：

中文学校董事会于 2003 年 7 月 18 日，设立奖学金基金。每年度颁奖一次。

设立奖学金的目的是为了帮助高中生支付部分大学开支，包括学费，书费和其他勤杂费用。奖学金定于每年秋季颁发，金额为 \$ 150。每年授予奖学金名额视奖学金金额多少而定。学生在校期间只允许获得一次奖学金。

奖学金面向每个学生，不论其种族，肤色，宗教信仰和国籍。

## 3. 奖学金评审委员会

中文学校奖学金评审委员会负责评审和颁发奖学金。评审委员会委员由中文学校董事会任命。委员由两名教师，两名家长代表和一名校方行政人员组成。

中文学校董事会每年春季任命奖学金评审委员会委员。任期一年。候选人如果有亲属申请奖学金，或者与申请奖学金有任何利益冲突，均不能入选奖学金评审委员会委员。

奖学金评审委员会主席由奖学金评审委员会委员选举产生。委员会必须将当年的奖学金评审过程（参照本章条例 4）在本学年五月十五日之前提交校董事会。委员会对奖学金候选人有最后决定权。奖学金获得者由委员会通过多数投票产生。

## 4. 奖学金评审标准

1. 申请人必须符合中文学校毕业条件。
2. 申请人必须提出书面申请，用中文撰写一篇申请论文。
3. 在校三年里，学习成绩达本班前三分之一优秀学生之列。
4. 完成当地学校 9 年学业。
5. 高中平均分数在 3.5 或 3.5 以上。
6. 拥有 25 小时社区服务纪录，包括至少 10 小时中文学校或华社服务纪录。
7. 本校教师或校务人员推荐信两份。

## 5. 奖学金申请截止日期

申请人必须在本学年十一月的第三个星期天将申请表和有关材料送交奖学金评审委员会。奖学金评审委员会在十二月的第一个星期天前结束评审工作，并公布于众。申请表可从中文学校网站下载。

# **The Chinese Community Center Chinese School**

## **Scholarship Award Program**

### **I. Introduction**

The Chinese Community Center (CCC) Chinese School Scholarship Award (The Scholarship Award) is established to recognize outstanding high school students for their commitment to and achievement in learning the Chinese language and culture, their overall academic achievement in high school, and their volunteer services to the community. The Scholarship Award is intended for high school students who have been enrolled in the CCC Chinese School for at least three years and plan to attend college immediately after high school graduation.

### **II. Description**

The Chinese School Council with the initial school operation fund contribution of \$10,000.00 established the Scholarship Award program on July 18th, 2003. The Scholarship Award shall be awarded with the interest earned from this initial contribution and other resources such as the additional scholarship donations and contribution from the school administration. The Scholarship Award is an annual award.

The Scholarship Award is intended to help high school students to cover partial college expenses, namely tuition, books, and fees. The Scholarship Award, in the amount of \$150, will be awarded at the end of the fall semester. The number of scholarships to be awarded each year depends on the amount of available scholarship funds. A student is permitted to receive such award only once during his/her attendance at the CCC Chinese School.

The Scholarship Award shall be granted without regard to race, color, religion, or national origin.

### **III. Award committee**

The Chinese School scholarship committee shall administer the Scholarship Award. The Chinese School Council appoints scholarship committee members. The committee shall consist of two teacher representatives (including past teachers), two parent representatives (including parents of past-students), and one representative of the school administration for the current school year.

The Chinese School Council shall name the committee members in the spring semester each year, and each member shall serve a 1-year term. Persons who have immediate family members and/or relatives who might apply for the current year award or any other conflict of interest shall not be selected to this committee.

The committee members elect the Committee chair. The current year award selection process, based on section 4 defined in this documentation, shall be presented to the school council for approval no later than May 15. With such approved processes, the committee is the final decision maker on the award selections. The award winners are selected by a majority vote of the committee members.

### **IV. Scholarship Recipient Selection Criteria**

1. Meets all Chinese School graduation requirements at the time of application.

2. Completes a Scholarship Application, including an essay in Chinese.
3. Ranked at the top one-third tier in the CCC Chinese School in the immediate past three years.
4. Completed at least 9<sup>th</sup> Grade in the regular high school.
5. Earned a GPA of 3.5 or above in the regular high school.
6. Performed at least 25 hours of community service, including at least 10 hours in the CCC Chinese School or the CCC.
7. Received at least two scholarship recommendations from Chinese School teachers and/or administrators (including past teachers and past administrators).

#### **V. Application Deadline**

Completed scholarship applications and supporting documents should be submitted to the Chinese School Scholarship Committee on or before the third Sunday of November. The Scholarship Committee shall review the applications and make the final award selection no later than the first Sunday in December. The Scholarship Award shall be publicly announced after the selection. Scholarship application forms can be downloaded from the Chinese School website at <http://www.albanychineseschool.org>.



# 火警及紧急疏散的有关步骤

为确保在校学生，家长，工作人员和其他在校人员的安全，中文学校每学年举行一次火警和紧急疏散的预演。开学初，每位教师根据所在教室的位置，找到本教室紧急疏散的最近通道和出口，并告知学生。

请老师向学生详细介绍紧急疏散的七个步骤：

1. 当警铃响起之后，停止任何工作，要求学生在教室门口排好队，沿着指定通道走向指定出口。
2. 不要随身携带物品。
3. 疏散过程中，要沉着冷静，次序井然，切勿奔跑，注意楼梯和出口处安全。
4. 撤离大楼后，教师和家长代表必须将本班学生集中在一起，听候校方指令。
5. 在食堂和室内体育场的人员必须听从校务人员和家长代表的指挥，从最近出口撤离大楼。
6. 未得到警铃消除指令之前，不得擅自进入大楼。
7. 老师在得到警铃消除指令之后，将本班学生带入教室，恢复教学和其他一切正常活动。

## Emergency/Fire Evacuation Procedures

### Important

#### Fire Evacuation Procedures

For the safety of all Chinese school students, parents, staff, and all other occupants, the CCC Chinese School plans to conduct one fire drill every school year. At the beginning of each school year, all teachers should locate the emergency evacuation maps in your classrooms to determine the closest emergency exit for your class and familiarize yourself and your students with the evacuation route and exit.

All teachers shall read the following fire evacuation procedures carefully and explain the procedures to your students.

1. At the sound of the emergency siren, stop what you are doing and line up all your students at the doorway and walk outside as a group along the designated evacuation route and by the designated exit.
2. DO NOT try to collect your belongings.

3. Walk. Do not run during the evacuation. Proceed in a calm and orderly manner. Caution should be exercised at the stairway/exit.
4. After exiting the building, teachers and class coordinators shall keep the class together for the duration of the fire drill and wait for further instructions.
5. People in and around the gym and cafeteria areas shall evacuate by the nearest exits as directed by school staff and PTA representatives.
6. DO NOT reenter the building until the Emergency Coordinator gives the “all clear” signal.
7. After the all-clear signal is given, the teacher shall lead the class back to the classroom to continue the class or other activities.

## 因天气原因学校停课

学校如果因天气原因停课，校方和家长代表会及时通知家长。停课消息还将在以下媒体广播。

## Inclement Weather

If weather conditions make it necessary to close the Chinese School, school administrators and PTA members will communicate with every family about the closure. The closing information will also be announced by the following media organizations:

|                            |               |            |
|----------------------------|---------------|------------|
| Capital News 9 Times Union | The Post Star | WFLY-FLY92 |
| WGY-810 WGY WNYT TV        | WRGB TV       | WTEN TV    |
| WRVE-The River             | WYJB – B95.5  | WXXA TV    |

**SHAKER JUNIOR HIGH SCHOOL – 475 WATERVLIET-SHAKER ROAD – LATHAM, NY**

**REGULAR FIRE DRILL EVACUATION PROTOCOL**

1. After announcement, FULLY OPEN BLINDS and CLOSE WINDOWS. LAST ONE OUT CLOSES THE DOOR. TURN OFF LIGHTS/GAS. Know primary and alternative evacuation routes.
2. Teachers should take their CLASS ATTENDANCE ROSTER when evacuating the building. Attendance should be taken once the class has reached its designated evacuation location. NO TALKING during ENTIRE drill so extra instructions can be heard.
3. If an adjacent room is unoccupied, turn off the lights and shut the door.
4. Students should not move until told to do so by their teacher. Bathrooms should also be checked by male and female staff members during exiting procedures. Teachers should actively supervise students as they evacuate the building.
5. Students and faculty should return to their classes only after they are directed to do so via the PA system.

***GUIDELINES FOR DISABLED STUDENTS DURING FIRE & SHELTER EMERGENCY SITUATIONS***

1. Each disabled student must have assistance available during all emergency situations. Students with disabling conditions affecting their legs, feet, arms, hands, sight or hearing must receive appropriate assistance. Assist downstairs, no elevators. Wheelchairs must be carried down by assigned adults.

**LOCKDOWN PROTOCOL**

1. A PA or television announcement will direct to “FOLLOW LOCKDOWN PROCEDURES.”
2. Check the corridor for any students in the hall, bring them into the nearest classroom and LOCK CLASSROOM DOORS. Do not open the door or leave the room until told ALL CLEAR over the PA system.
3. TURN OFF LIGHTS. CLOSE BLINDS AND CLOSE/LOCK WINDOWS. Students and teacher should gather in a safe area away from the line of sight of the corridor. Cover any hall window to prevent sight into classroom. Turn on TV to Channel 75.
4. Maintain silence, stay in place until you receive the ALL CLEAR announcement via the PA system or television.

**SEVERE WEATHER PROTOCOL**

1. A PA or television announcement will direct to “TAKE SHELTER”.
2. WINDOWS ARE TO BE CLOSED, BLINDS CLOSED, LIGHTS ARE TO BE TURNED OFF and DOORS CLOSED.
3. Students and teachers are to move to ground floor hallways AWAY FROM DOORS AND GLASS AREA.
4. Once students have reached their designated shelter area, they should sit or stand as instructed and remain silent.

## **LOCKOUT PROTOCOL**

This is a procedure which allows the school to continue with the normal school day, but curtails outside activity and allows no unauthorized personnel into the building.

1. A PA announcement to indicate a lockout has been implemented. Turn on TV to Channel 75.
2. Classes which are outside should immediately re-enter the school building.
3. Administrators/custodians/assigned staff – lock and secure all exterior doors and entrances.
4. Monitor main entrance and allow only AUTHORIZED personnel into building.
5. CLOSE BLINDS
6. Continue until the all clear is given via the PA or television.

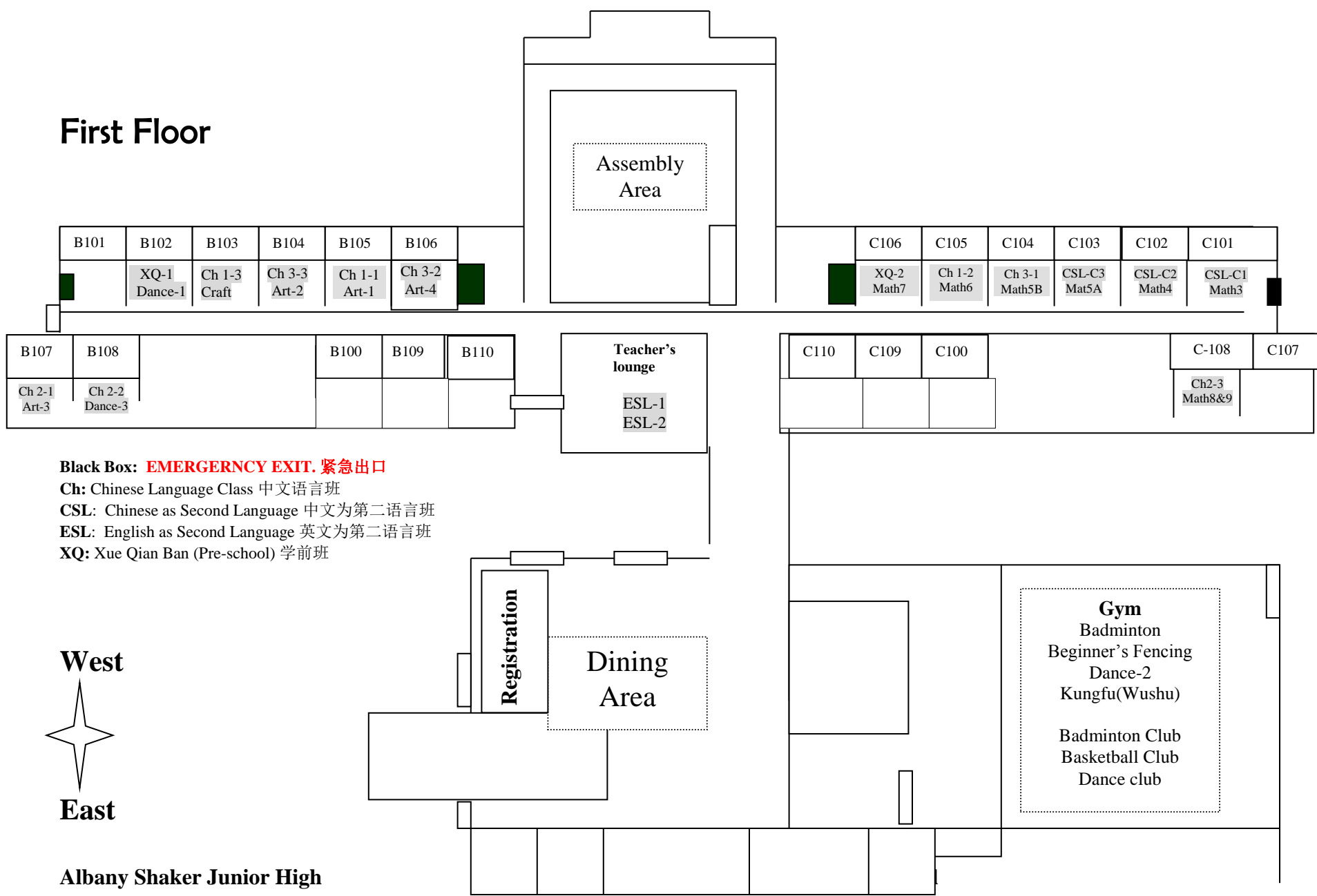
## **SHELTER IN PLACE**

1. Teachers and staff in classroom or other general use areas should check the corridors for students and bring them in. LOCK CLASSROOM DOORS. Classes that are outside should be brought inside to a secure area.
2. Teachers should conduct a visual scan of their rooms for anything new or out of place. If something is found, use the emergency call button to contact the main office. Turn on TV to Channel 75.
3. Maintain students in the secure areas. Continue instruction/conduct business as usual until the “All Clear” is given via the PA or television.
4. When Sheltering in Place, DO NOT LEAVE ROOMS OR EXIT THE BUILDING unless directed to do so via the PA or television.
5. Children who are ill: use the call button. Office staff will contact the school nurse, who will come to you.

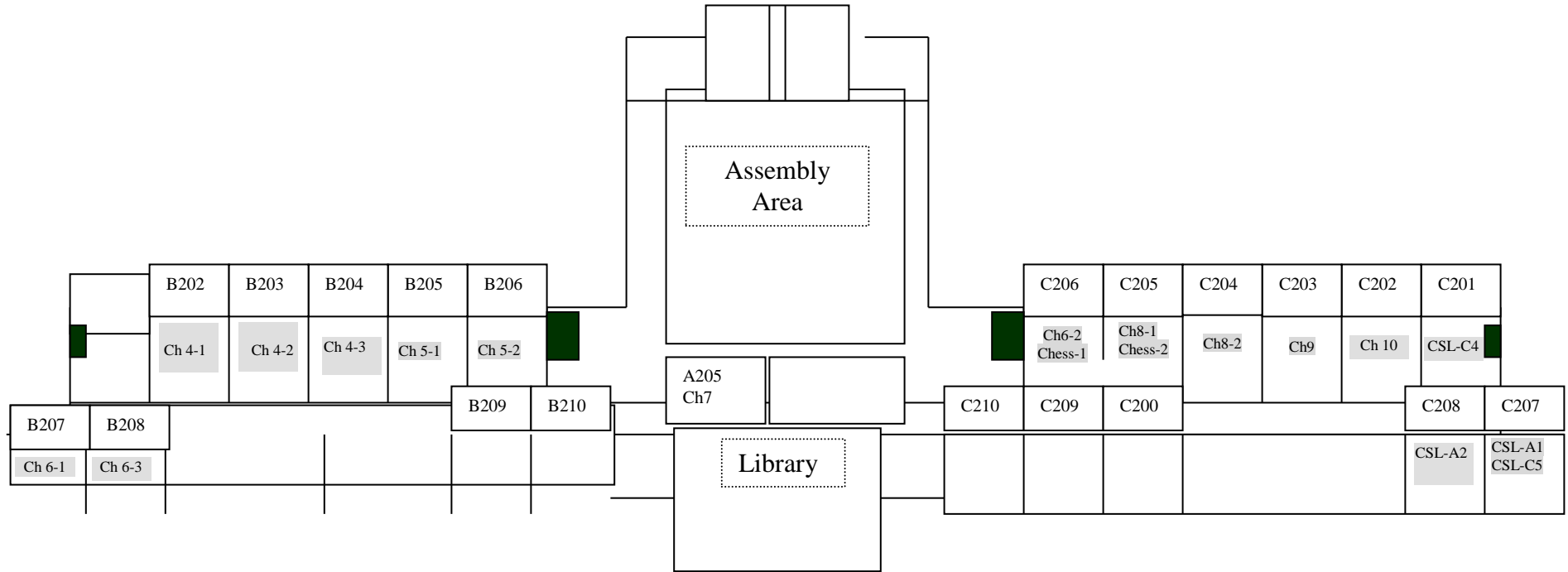
## **IN-BUILDING RELOCATION PROTOCOL**

1. Check corridor for students and bring them into classroom. Lock doors; turn on TV to Channel 75.
2. Follow directions as given via the PA or television.
3. Do not leave rooms or exit the building unless directed to do so via the PA or television.

# First Floor



# Second Floor



**Black Box: EMERGERNCY EXIT. 紧急出口**

**Ch:** Chinese Language Class 中文语言班

**CSL:** Chinese as Second Language 中文为第二语言班

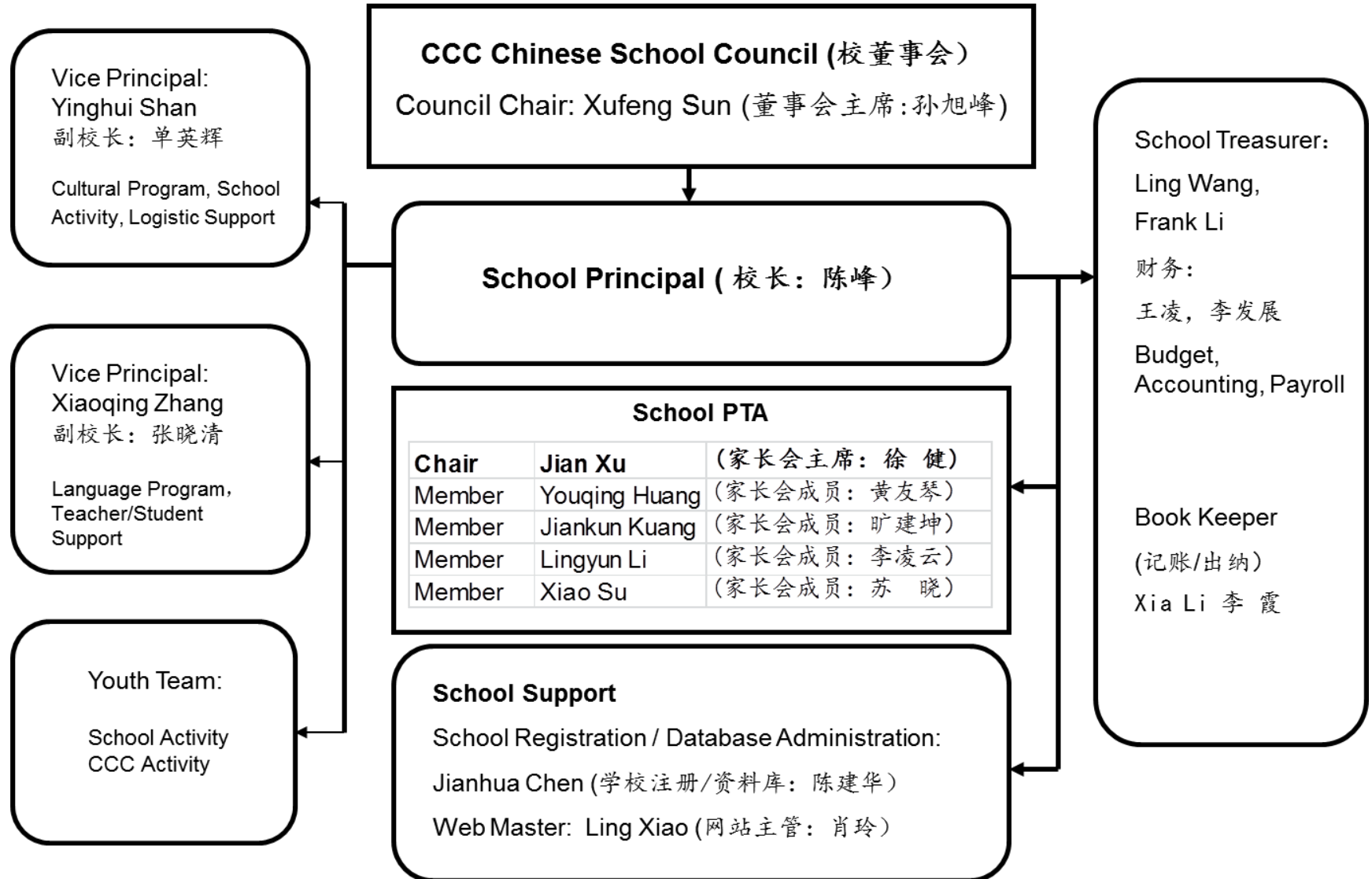
**ESL:** English as Second Language 英文为第二语言班

**XQ:** Xue Qian Ban (Pre-school) 学前班

**Albany Shaker Junior High**

**CCC Chinese School 2015-2016**

2015-2016 CCC Chinese School Organization Chart (纽约首府中文学校组织机构)



中文学校欢迎您