



京华中文学校 *Infinity Chinese School*

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2023-2024 学年 School Year

## 家长/监护人指南 **PARENT/GUARDIAN GUIDE**

本指南旨在为您提供有关帮助孩子在我校学习的信息和指导，其内容涵盖父母/监护人的义务与权力、沟通渠道，注册程序和退款政策。我们强烈建议您熟读本指南。我们希望通过共同努力，在家长、学生和学校之间建立稳固的合作关系，为您的孩子打造一个良好的学习环境。感谢您积极参与孩子的教育。

This guide has been designed to provide you with information and guidelines for supporting your child's education and engagement in our school. We highly encourage you to familiarize yourself with the contents of this guide, as it covers important topics such as your obligations and rights, communication channels, and our enrollment procedures, as well as refund policy. By working together, we can establish a strong partnership between parents, students, and the school to create a supportive and enriching learning environment for your child. We are grateful for your active involvement and commitment to your child's education.

### 父母/监护人的义务 **Parent/Guardian Obligations**

您作为孩子教育的重要合作者，有以下义务：

As valued partners in your child's education, you are obligated to

1. 及时、真实、准确地填写所有学校表格。以后如有变化，特别是联系信息，请在5天内通知学校办公室。

Provide truthful and accurate information on all school forms in a timely manner. Notify the school office within 5 days of any changes, particularly regarding contact information.

2. 确保孩子在每节课开始前。具备上网课所需的全部材料和设备，包括教材、练习册、笔记本、笔、带摄像头和麦克风的电脑、及稳定的互联网。

Ensure that your child has all the necessary materials and equipment for online classes, including textbooks, workbooks, notebooks, pens or pencils, a computer with a camera and speakerphone, and reliable internet access before the start of each class.

3. 为孩子提供一个光线充足、安静、无干扰、适于参加网课的地方。

Create a suitable, well-lit, and quiet space free from interruptions for your child to attend online classes.

4. 孩子不得不缺勤时, 提前通知教师和学校。

When your child has to miss class, inform the teacher and school in advance.

5. 上课期间, 请不要进入网课教室或陪同孩子一起上课。

Refrain from logging into the online classroom or staying with your child during class sessions, allowing only the student to participate.

6. 熟悉《学生指南》, 了解学校对学生的要求。

Familiarize yourself with the “Student Guide“ to understand the expectations and guidelines for online classes.

## 父母/监护人的权力 **Parent/Guardian Rights**

您有权了解孩子的学习情况, 其中包括:

You have the right to be informed about your child's education. This includes:

1. 课程信息: 教师将在学年开始时提供《教学日历》和《教学大纲》, 概述课程内容, 教学计划, 和要求。

Curriculum Information: Teachers will provide an “Instructional Calendar“ and “Syllabus” at the beginning of the school year, outlining the course content, teaching plans, and requirements.

2. 课程进展: 教师将定期向家长/监护人发送电子邮件, 提供班级进展并分享其他相关信息。

Class Status: Teachers will send you emails periodically to provide class status updates and share other relevant information.

3. 学生学业: 教师每学期将发两次报告, 以便家长/监护人了解孩子的学业情况。

Progress: Progress reports will be provided twice a semester to keep you informed about your child's academic progress.

## 沟通 **Communication**

- 您随时可以在学校网站 ([infinitychinese.org](http://infinitychinese.org)) 上找到教材信息、校历、请假条等。

You can always find the textbook information, Academic Calendar, Absence Form, etc. on the school website ([infinitychinese.org](http://infinitychinese.org)).

- 如有关于课程、报名、班级安排或其他学校政策的问题, 请通过电话 (510-648-0489) 联系学校办公室。

For general inquiries about the curriculum, enrollment, class placements, or any other school policies, please contact the school office by phone (510-648-0489).

- 在学年期间, 如有与学术相关的问题, 请按老师指定的方式直接与老师联系。如果无法与老师解决问题, 则应联系学校办公室寻求进一步协助。

During the school year, for academic-related questions, please reach out to teachers directly through email or phone, using the preferred method specified by the teacher. If you are unable to resolve your issue with the teacher, then you should contact the school office for further assistance.

## 注册程序 **Enrollment Procedures**

1. 三月: 您将收到有关注册的电子邮件通知。为避免支付新生注册费, 请在电子邮件中提到的截止日期前填写[注册表](#)。

March: You will receive an email notification regarding registration. To be considered a current student, please ensure that you fill out the [Registration Form](#) before the deadline mentioned in the email.

2. 六月: 您将收到有关学费支付的电子邮件通知。请务必在截止日期前付款, 否则需缴迟交费用。

June: You will receive an email notification for tuition payment. Be sure to pay before the deadline to avoid a late payment fee.

3. 付款后, 您通常会在一天内收到包含教材信息的确认消息。您也可以在学校网站([infinitychinese.org](http://infinitychinese.org))上找到教材信息和新学年校历。

After making payment, you will receive a confirmation message with textbook information, usually within a day. You can also find the textbook information and the new school year Academic Calendar on the school website ([infinitychinese.org](http://infinitychinese.org)).

4. 八月: 您将再次收到电子邮件。此邮件除感谢您的信任外, 主要包含《校历》、《学生指南》、《家长指南》、《缺课请假条》及其它相关信息。

August: you will receive a welcome email containing the "Academic Calendar", "Student Guide", "Parent Guide", "Absence Form", and other relevant information.

5. 开学前一周 One week before school starts:

- a. 初、高中学生的家长将通过电子邮件收到[外语学分申请表](#)的链接。请务必在指定的截止日期前准确填写此表格。

Parents of junior high and high school students will receive the link to the [Foreign Language Credit Application Form](#) via email. It is essential that FUSD students complete this form accurately and submit it before the specified deadline. The

school will handle all matters related to foreign language credit applications for FUSD students who meet this requirement.

- b. 学习美洲华语学生的家长将收到关于如何领取教材的通知。

Parents of students in Meizhou Chinese class will receive information on how to pick up textbooks.

6. 第一节课的前两天:各班老师将通过电子邮件发送网课教室和其它开学信息。

Two days before the first class: Teachers will email out online classroom information.

#### 注意事项 **Note**

1. 上述所提均为大概时间, 如有不可预见的情况导致时间发生重大变化, 学校将会通过电子邮件及时通知您。

Please be aware that the times mentioned above are approximate and subject to change in the event of unforeseen circumstances. In such cases, the school will notify you via email.

2. 您在注册表开头所填电子邮件地址将被全年使用。请务必提供一个您常用的电子邮件地址, 最好是每周至少一次或更频繁查看。

The email address you provide in the Registration Form will be used throughout the entire year. It is important to provide an email address that you check regularly, preferably at least once a week or more frequently.

3. 新生需支付一次性注册费用。根据您的开始注册的时间, 您可能会同时收到多封电子邮件。

Please note that there is a one-time charge for new students. Depending on the timing of your enrollment, you may receive multiple emails simultaneously.

#### 退款政策 **Refund Policy**

- 如果您在第一堂课一周或之前退课, 我们将退还全部学费, 但扣除一定的服务费。

Full Refunds: If you withdraw on or before one week of the first class, you will receive a full refund, minus a service charge.

- 如果在第一堂课前一周到第三堂课结束之间退学, 将退还已缴纳学费的70%。

Partial Refunds: If you withdraw between one week before the first class and the end of the third class, 70% of the tuition paid will be refunded.

- 第三堂课结束后, 恕不退款。

No refunds will be offered after the completion of the third class.