



## 2017-2018 School Guidelines

Great Wall Chinese Academy is a non-profit educational organization based in Highlands Ranch of Colorado. We provide Mandarin Chinese language and cultures education to students from preschoolers to adults through our well-structured and age-appropriate curriculum. Our school strives to provide a unique opportunity for our students to succeed in school and in life. We sincerely welcome students of all ages and from all culture backgrounds to study at the academy.

### School Admin Staff

<b>Principal:</b>	Mei Cheng
<b>Assistant Principal:</b>	Jennifer Tan
<b>Treasurer:</b>	Holly Wei
<b>Academic Affair:</b>	Karen Qi
<b>Student Counsel:</b>	Mei Cheng, Karen Qi
<b>PTO Chairs :</b>	Lishi Chu , Yihong Zang
<b>School Operation:</b>	Ying, Ding
<b>Registration:</b>	Lu He
<b>Books &amp; Library:</b>	Weimin Huang

### Parents Volunteer Opportunities 家长参与

Great Wall Chinese Academy welcomes parents' active involvement in school life to make the academy an excellent and safe learning environment for our students. All parents are required to sign-up at least one on-duty to assist school weekly operation or year-around school activities. 家长义务工作是学校管理的重要组成部分。学校需要家长协助每周值班，参与帮助学校组织的各项活动。欢迎家长积极参加学校各项管理工作。

### Parents to Know 家长须知

1. Contact your student's teacher or school staff should you have any question. Parents are the most important resource to help the school and teachers to help your students.
2. Pick up and drop off students on time
3. Drive slowly in front of school entrance and watch out people crossing the street
4. Report an absence, call your students' class teacher and get homework assignment from the teacher

### Tuition Policies 学费制度

1. Full (annual or quarter) tuition fee must be paid to attend classes. Late fee will be charged to late registration.
2. For drop-offs, parents need to fill Drop-off Request form to get tuition refund
3. Processing fee will be charged for drop-offs requests
4. Drop-off requests are processed quarterly
5. Refund for drop-off, if annual tuition was paid, is the remaining balance after quarter and week tuition fee are met.
6. Refund for drop-off, if quarter tuition was paid, is the remaining balance after week tuition fee are met.
7. No refund for a class absence due to personal reasons such as illness or vacations.

### School Calendar

<b>Aug 20</b>	First day of school
Sept 3	Labor Day Break
Oct 8	Fall break
Nov 12	Trimester-2 starts
Nov 27	Thanksgiving Break
Dec 16	Christmas Celebration
Dec 24, 31 Jan 7	Winter Break
Jan 14	Back to school
Feb 17	Chinese New Year Celebration
Feb 18	Chinese New Year Break
	President Day Break
Feb 25	Trimester-3 starts
Mar 25	Spring Break
Apr 1	Easter Break
May 6	Final Exam Day
<b>May 13</b>	Last day of school

### School Hours & Address

2:00-4:00PM Chinese Language classes  
1:00-2:00PM & 4:00-5:00PM Cultural and Enrichment classes  
Highlands Ranch High School  
9375 Cresthill Lane, Highlands Ranch

### Students Code of Conduct 学生守则

Parents please help students understand and follow the code of conduct described 家长需要帮助学生阅读理解遵守学生守则。

#### DO

1. Respect peers and teachers 尊重同学，尊重老师
2. Speak appropriate language to peers 讲礼貌，讲文明语言
3. Take care of school and classroom properties 爱护公物
4. Keep classroom clean, and put trash in trashcan 保持课室整洁，垃圾丢垃圾桶
5. Follow teacher instructions 听从老师指导
6. Rise hands before asking questions and wait your turn 发言要举手，发言要有先后

#### DO NOT

1. Touch or damage properties in classroom such as computers, smart boards, projectors, books, posters etc; 不要损坏公物，不要翻动或动用课室里的任何东西
2. Draw on tables or wall in classrooms 不要移动课桌，不要乱写乱画
3. Run or Chase in lobby during recess 不要在走廊跑跳追逐
4. Go to areas that are not permitted 不要到不许可的地方：楼梯，二楼，电梯
5. Bring color or glass bottle drinks to Sunday school 不要携带颜色饮料或玻璃装饮料到学校

### Inclement Weather 停课制度

1. Schools district Snow Hotline: 303-387-SNOW (7669)
2. Check our academy website or call your class teacher for school closure due to inclement weather
3. There will be no make-up class for canceled language classes.
4. There will be make-up class for cancelled cultural and adults classes.

### Courses 课程

Children Chinese \* MaLiPing Chinese \* Standard Chinese \* AP/SAT II Chinese \* SAT I \* Adult Chinese \* Yoyo \* Calligraphy \* Folk Dance \* Martial Arts \* Origami \* Violin \* Yoga \* Immersion & Bilingual