



2018~2019 學年度  
第 34 屆學生手冊  
Student Handbook

節次 (Period)	上課時間 (Time)	課別 (Class)
第一節(1)	8:30~9:20	高中外語學分班 / 選修課 (Credit / Elective)
(Staff Meeting)	8:50~9:20	教學示範及週會
第二節(2)	9:30~10:20	語文課(Language)
第三節(3)	10:30~11:20	語文課(Language)
第四節(4)	11:30~12:20	語文課(Language)

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# 育林中文學校

## **Yulin Chinese School**

Yulin Chinese School is a nonprofit organization founded in 1986. The school holds classes every Saturday in Valley Vista High School. All classes are small in size and taught in both English and Chinese. Students can learn traditional Chinese, simplified Chinese, Ping-yin, Chinese culture, etc. Teachers and students are encouraged to participate in annual SCCCS (Southern California Council of Chinese Schools) activities, such as writing, calligraphy, speech, sports, etc., which can enhance students' learning ability and interest. Yulin Chinese School also offers high school credit program and SAT II Chinese preparation class to meet the needs of high school students.

# Yulin Chinese School 2018-2019 Academic Year

## Administrative Staff

職稱/Title	姓名/Name	E-mail address
校長 Principal	孫子期 Robin Sun	robin@yulincs.com
教務副校長 V.P., Academics	吳姁憇 Nancy Wu	nancy@yulincs.com
總務訓導課外活動副校長 V.P., Business / Discipline	祝君儀 Jessica Chu	jessica@yulincs.com
學分班主任 Credit Program Director	蕭樹蓉 Shu-Yung Chen	hscrcdit@yulincs.com
註冊組長 Registration Coordinator	蔡曉瑜 Theresa Chai	registration@yulincs.com

## 教師名單 Faculty (語文班)

班級/Class	教師/Teacher	E-mail address
基礎班 Basic Class	周薇芳 Theresa Yu	theresa@yulincs.com
初級一班 Primary 1 Class	王月秋 Grace Wang	grace@yulincs.com
初級三班 Primary 3 Class	林秀靜 Judy Luh	judy@yulincs.com
中級一班 Intermediate 1 Class	吳姁憇 Nancy Wu	nancy@yulincs.com
中級二班 Intermediate 2 Class	淳于永君 Cindy Chunyu	cindy@yulincs.com
高級一班 Advanced 1 Class	林信靈 Faith Cheng	faith@yulincs.com
高中外語學分班 High School World Language Credit Program	林信靈 Faith Cheng	faith@yulincs.com

## 2018-2019 Fall Semester Calendar

09/08/2018~01/19/2019 ( 1<sup>st</sup> semester )

Date	Week	Activities
08/26		School Preparation & Staff Orientation
09/08	1	First day of Fall semester Fall Open registration
09/15	2	Fall Open registration
09/22	3	Fall Open registration Yulin Calligraphy, Composition, Poster Competition registration
09/29	4	Earthquake and emergency evacuation drills Last day for student class change Yulin Calligraphy, Composition, Poster Competition registration deadline
10/06	5	Parent Meeting
10/13	6	Yulin Penmanship, Calligraphy, Poster competition
10/20	7	
10/27	8	Mid-term exam Credit class withdraw deadline
11/03	9	(11/04/2018 SCCCS calligraphy and poster Competition)
11/10		Veteran's Day - <b>NO SCHOOL</b>
11/17	10	
11/24		Thanksgiving (holiday) - <b>NO SCHOOL</b>
12/01	11	
12/08	12	
12/15	13	
12/22 12/29		Winter recess – <b>NO SCHOOL</b>
01/05	14	
01/12	15	Final Exam Open registration for Spring semester
01/19	16	Last day of fall semester Open registration for Spring semester

*Yulin Chinese school will notify you by email or Remind text if there is any change on school calendar or any event, which is held by Southern California Council of Chinese Schools. Thank you.*

## 2018-2019 Spring Semester Calendar

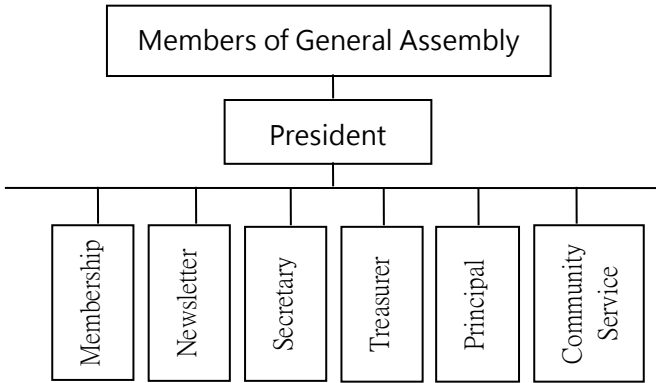
01/06/2019 ~ 06/08/2019 ( 2<sup>nd</sup> semester )

Date	Week	Events/Remarks
01/26	17	Spring semester open registration
02/02	18	Yulin poetry recital, speech contest sign-up Chinese New Year Celebration
02/09	19	
02/16		President's Day - <b>NO SCHOOL</b>
02/23	20	Yulin poetry recital, speech contests application deadline
03/02	21	
03/09	22	Credit class withdraw deadline
03/16	23	Mid-term exam
03/23	24	Yulin poetry recital, speech contests Scholarship Applications Deadline
03/30	25	
04/06		Spring Recess - <b>NO SCHOOL</b>
04/13	26	Literacy Competition
04/20	27	
04/27	28	SCCCS Athletic Competition
05/04	29	(05/05/2019 SCCC competition for poetry recital and Speech contests)
05/11	30	
05/18	31	UCAA annual meeting Final exams 2019-2020 open registration
05/25		Memorial Day (holiday) - <b>NO SCHOOL</b>
06/01	32	2019-2020 open registration
06/08	33	Year End Assembly Students' work exhibit 2019-2020 open registration <b>LAST DAY OF SCHOOL</b>

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# United Chinese American Association

## Organization Chart



## 聯合華美協會理事名單

### UCAA Board of Directors

職稱/Title	姓名/Name	E-mail address
會長 President	黃煒南 Tony Wong	president@unitedcaa.org
副會長/會務期刊 Vice President/ Newsletter	陳義 Paul Chen	vp@unitedcaa.org newsletter@unitedcaa.org
公關 Outreach	梁維銀 Jenny Quan	outreach@unitedcaa.org
秘書 Secretary	柯健明 James Kulp	secretary@unitedcaa.org
育林校長 Principal	孫子期 Robin Sun	robin@yulincs.com
財務 Treasurer	汪宗鏡 Alec Vuong	treasurer@unitedcaa.org
會籍事務 Membership	黃意梅 Emmy Wong	membership@unitedcaa.org
社區聯絡 Social Media	周傑文 Vance Chu	social@unitedcaa.org
科技支援 Technology	孫子期 Robin Sun	technology@unitedcaa.org
社區服務 Community Service	梁友光 Y.K. Liang	yk@unitedcaa.org

## Yulin School History

The Yulin Chinese School was founded in December 1985 and is affiliated with the United Chinese American Association (UCAA). It is a California-registered non-profit organization. UCAA was founded by nine people: Niu Rurong, Li Huimei, Yu Canzhen, Zhang Yumei, Shen Mezi, Kang Qiuxia, Liu Huiling, Zhu Yuyi, Xiao Shurong.

In February 1986, the first school year was divided into elementary, intermediate and advanced Chinese. A total of six classes and three elective courses were recruited, and nine teachers were employed.

In the fall of 1986, a high school Chinese literature class was added to benefit the Orange County High School Foreign Language Courses to obtain high school foreign language credits.

Previous and current principals are:

1986 春-1987	康秋霞	2002-2004	梁友光
1987-1988	朱藹儀	2004-2007	楊淑禎
1988-1989	沈介子	2007-2008	陳尚清/楊淑禎
1989-1990	龔人雅	2008-2011	梁友光
1990-1991	林穗琿	2011-2014	鄭螢照/劉菲菲
1991-1993	劉中秋	2014-2015	朱玉明
1993-1994	鄭君儀	2015-2016	梁友光/吳媻懃
1994-1995	朱玉明		/沈文琳
1995-1997	詹祖樵	2016-2017	梁友光
1997-1999	鄭螢照	2017-2018	梁友光/楊淑禎
1999-2001	蔡寶琴	2018-2019	孫子期
2001-2002	蘇芳儀		



## **Education Committee**

Established since 1992, the Education Committee is comprised of past principals, professional educators and teachers of Yulin Chinese School. The functions of this committee include but not limited to:

- (1) Assisting the school in choosing the best possible text book and supplementary materials.
- (2) Conducting teachers training workshop.
- (3) Interviewing new teachers.
- (4) Implementing technology into teaching.
- (5) Introducing innovative teaching methods.

## **Chinese as High School Credit**

Any high school student who wishes to take Chinese for high school credit is welcome to register at Yulin Chinese School. The credits are approved by most high school district in Orange County and may be accepted by colleges for entrance requirement. Call Shu-Yung Chen at (657) 325-0888.

# Yulin Chinese School

## Student Discipline Guidelines

### **First Offense**

- 1) After warnings by teacher, the student is sent to office accompanied by class assistant or on duty parent.
- 2) VP of Discipline and the principal or designee will discuss the matter with the student.
- 3) During break, the VP of Discipline and the Principal will discuss the matter with the classroom teacher.
- 4) The parent will be notified.
- 5) The student will be notified consequence of the next offense.
- 6) The student is sent back to class.
- 7) The Principal should send a follow-up letter describing the incident and the school's action as well as the consequence of the next offense to parents.

### **Second Offense**

Repeat steps 1, 2, 3, 4, 5 and 7

- 8) The student will be sent home with the parent for the day or stay in office till pick up by parents.

### **Third Offense**

Repeat steps 1, 2, 3, 4 and 7

- 9) The student will be dismissed from Yulin Chinese School.

### **NOTE:**

#### **Minor Offense:**

Late to class, gum chewing, listening to iPod during lecture, eating in class, riding skate board in the hallway, etc.

#### **Major Offense:**

Disrespect to teacher, staff or classmate, truancy, smoking, etc

# Student Rules

1. Because the safety of the students is our utmost concern, we request that the parents drop off their children to the teacher at the classroom doorstep at 9:30AM sharp on school days and then meet them at the doorstep of the classroom at 12:20 PM. Except during the school period, the school is not responsible for the safety of the students.
2. Students shall walk, not run, on campus.
3. Students are expected to be polite and considerate to others. If there is insubordination on the part of a student, the parent will be notified and the student will have to remain with the parent-on-duty for the rest of the school day. A repeat offense will result in barring the student from attending class.
4. If the student knows ahead of time that he/she will be absent or will leave school early, the class teacher should be notified in advance, and permission to miss class must be obtained from the teacher. To leave early, the student must be picked up by his/her parents.
5. Parent or guardian must notify the teacher in advance about a student's absence; a written excuse must be submitted later. Students are responsible to notify school for unexpected absence (i.e. illness) at (657) 435-0888 or [absences@yulincs.com](mailto:absences@yulincs.com)
6. When ill, the student is not allowed in school. No medicine may be taken by the student while in school.
7. Books, stationeries, and other articles appropriate for classroom study are the only items a student is allowed to bring to school. Anything else, such as toys, sport equipment, skateboards, radios, and hazardous materials must not be brought to school. These items will be confiscated and will only be returned to the student's parent.
8. No food or drink is allowed in the classroom. Trash shall be put in the wastebaskets. The indoor/outdoor environment should be kept clean at all the time.
9. Students shall not touch any articles that do not belong to them without permission from the owner, and all equipment in the classroom shall remain untouched.
10. Parents are welcome to visit a classroom, but arrangements to do so need to be made in advance with the principal. Parents are encouraged to volunteer at the school to be a model for your children for serving the community.
11. Students are responsible for their own personal belongings.
12. If a student damages any of the school property, he or she is responsible for making compensation.
13. During class, students are not allowed to leave the classroom without the teacher's permission.
14. Cell phones and pagers must be turned off during class.

## Classroom Regulations

Yulin is renting the classrooms of Valley Vista High School from the Huntington Beach Union High School District. We have the obligation to maintain the classrooms in the same condition before and after usage. Please read the following rules carefully and share them with your child(ren) in order to minimize any unnecessary disturbance to the lease agreement.

### Classroom regulations:

1. No guns, knives, or fire hazardous materials are allowed on campus at any time.
2. No illegal drugs or tobacco products (cigarettes, cigars, chew, etc.) are allowed on campus at any time.
3. No running in the classrooms or hallways.
4. No food or drink is allowed in the classrooms.
5. No chewing gum is allowed on campus at any time.
6. Students should make every effort to keep the carpet clean. This includes picking up trash from the floor before leaving classroom.
7. Students should not touch or remove any material from the classrooms that do not belong to them. At the end of the school day, students should return all desks and chairs to the position in which they found them at the beginning of the day.
8. All books, costumes, and other materials borrowed by the students must be returned to Yulin Chinese School on time.

### **Teachers please pay attention to the following matters:**

1. Do not wipe any writing left by the original classroom teacher on the whiteboard.
2. Avoid using any supplies in the leased classroom. If you need supplies, please ask the staff of Yulin Chinese School.
3. At the end of each class on Saturday, remind the students to help restore the classroom to the original state:
  - a) Wipe off the writings written by your and any other students on the whiteboard
  - b) The tables and chairs moved by the teacher and the student should be returned to the original place.
  - c) Ask students to pick up litter waste at any time to keep the environment clean and tidy
  - d) Please turn off the lights, TV and air conditioner after class.
4. If there is any accident, please inform the staff of Yulin Chinese School immediately.
5. Please supervise the student not to touch or use any VVHS classroom computers and equipment on the premises

# Honesty Policy

High ethical and moral behavior in education is essential, and each individual student is responsible for his/her own work and action. The school and society as a whole benefit greatly from the maintenance of high standards.

The following rules, adopted from the Academic Code of Honor of Valley Vista High School, will be printed in Yulin Chinese School's student handbook.

1. Before, during and after examinations, the student shall use only those materials allowed by the teacher or those made available to all students by the teacher.
2. The student, when doing research assignments, shall give proper credit (footnotes, citations, and/or bibliography in compliance with teacher instructions to those sources used in order to avoid plagiarism.

The procedures of handling "violation of honesty" in Yulin Chinese School are as follows:

## 1) FIRST OCCURRENCE

- a) An F or Zero will be given for the work in question.
- b) A notation of the violation will be placed by the Administration in the student's file.
- c) The parents of the student will be notified.
- d) The student may lose school recognition. This decision shall be jointly made by the Scholarship Committee Chair and the Vice Principal of Academics of Yulin Chinese School.

## 2) SECOND OCCURRENCE (SAME CLASS)

- a) The student will be removed from the class in which the violation took place.
- b) A grade of F will be recorded for the class in which the violation occurred.
- c) A notation of the second violation will be placed by the Administration of Yulin Chinese School in the student's file.
- d) A notation of the second violation will be sent to the respective high school attended by the student.
- e) The student's parent will be notified.
- f) The student will lose honor recognition.

## 3) SECOND OCCURRENCE (DIFFERENT CLASS)

- a) An F or Zero will be given for the work in question.
- b) A referral will be sent to the Administration specifically describing the violation.
- c) A notation of the violation will be placed by the administration in the student's file at Yulin Chinese School
- d) A notation of the second violation will be sent to the respective high school that the student attends.
- e) The student's parent will be notified.
- f) The student will lose honor recognition.

## **Duty List of the Room Assistant**

1. Communication between parents, teachers, and the school staff.
2. Coordinate the participation of other parents during school session.
3. Assist teachers in helping students with behavior problems. Let school staff know if problems persist.
4. Assist teachers in copying, material preparation, classroom arrangement, and maintaining classroom order. Assist younger students to go to the restroom.
5. Students should not be allowed to disturb the classroom setting without teachers' permission. Food and drink are not allowed in the classroom.
6. Provide assistance to teachers during emergency.
7. Assist teachers in making props and costumes for student's performance.
8. Supervise the students maintaining classroom cleanliness. The classroom setting should return to the original arrangement at the end of the school. Blackboard should be wiped clean. Trash should be put into the trash can near the hallway.
9. Make sure that all auditing students have been granted permission by school staff.

## Parents on Duty

Parents on duty should report to the school staff before 9:20 AM on the assigned date. If one can not come to school on that date, it is the responsibility of the assigned parent to locate a substitute and notify the school staff before Thursday of that week.

### 1. **Weekly duty :**

- a. Ring the bell at 9:30, 10:20, 10:30, 11:20, 11:30, 12:20.
- b. Campus surveillance. Report to the office when spot suspicious persons or events.  
Assist school personal in emergency situation.
- c. Supervise students to return to their classroom on a timely matter after each break.  
Enforce students' safety rules during the break.
- d. Return classroom to their original conditions after school. After class dismissal, parents on duty should be in the parking lot to supervise traffic flow and students' safety.
- e. Assist teachers and school staff during emergency situation.

### 2. **Assignment :**

Two parents in a team

第一位 <i>No. 1</i>	Supervise students returning to their classroom on time after each break. Returning the equipment to the original place, clean up surrounding, and maintain a good traffic flow and student safety in the parking lot.
第二位 <i>No. 2</i>	Campus surveillance. Report to the office when spot suspicious persons or events. Assist school personal in emergency situations. Maintain a good traffic flow and student safety in the parking lot.

# UCAA/Yulin Chinese School Scholarship

## 2018-2019 Application Guidelines

### GOAL:

The UCAA / Yulin Chinese School Scholarship is awarded to current Yulin Chinese School students who have demonstrated exceptional academic achievement and participation in extracurricular activities.

### AWARD:

To be determined by the Board of United Chinese American Association

### NUMBER OF RECIPIENTS:

To be determined by the UCAA board

### ELIGIBILITY:

1. Currently enrolled at Yulin Chinese School
2. A current high school student in 10th, 11th and 12th grade
3. Parents or guardians must be current UCAA members
4. Attendance at Yulin Chinese School for 3 or more years (excluding the current semester)
5. Yulin GPA of B (85%) or better for the past school year
6. Minimum 3.5 GPA for the past school year from local high school
7. Previous recipients of this scholarship are not eligible

### APPLICATION REQUIREMENTS:

(Organize the ★ marked application documents in a **report cover** according to the order listed below. Submit the report cover to the principal or send it to UCAA Scholarship Committee. Application submitted without following the order listed, 5 points will be deducted from the total points):

- ★1. Completed application form in Chinese or English
- ★2. School transcripts from Yulin Chinese School and local high school
  - a. Copies of school transcripts for the past 3 years from Yulin Chinese School
  - b. Copy of official Chinese SAT II score report, if available
  - c. Copy of school transcript for the past year from applicant's local high school
- ★3. List of past 3 years' extracurricular activities from Yulin Chinese School and local high school, including, but not limited to, academic contests, performance, sports, work, and community service activities (attach copies of proof of awards, activities or community services, and etc.)
4. Yulin Chinese School Teacher Evaluation Form:

The form must be filled out and submitted to the principal by a Yulin Chinese School teacher who has taught the applicant within the last three years.
5. Submit the application form, documents and copies of reward to the Principal or mail to the address of:

UCAA Scholarship Committee  
P. O. Box 3271  
Huntington Beach, CA 92605
6. Application and all required materials must be received by **March 23, 2019**
7. Submitted transcripts or certificates will not be returned to applicants.

### Announcement of the recipients and Awards

Scholarship recipients will be announced by **June 1, 2019**



# Professor Shu-Lin Yu Scholarship

## 2018-2019 Application Guidelines

### GOAL:

Professor Shu-Lin Yu Scholarship is awarded to current Yulin Chinese School students who were born in the USA and have demonstrated exceptional academic performance and participated in extracurricular activities at Yulin Chinese School.

### AWARD:

- \$200 for each award recipient
- One award for a middle school student, 6<sup>th</sup> – 8<sup>th</sup> grade (American school grade)
- One award for a high school student, 9<sup>th</sup> – 12<sup>th</sup> grade (American school grade)

### ELIGIBILITY:

- Must be born in the United States
- Must have enrolled at Yulin Chinese School for a minimum of 7 semesters (not including the current semester)
- Current middle school or high school students
- Parents or guardians must have been UCAA members for a minimum of 3 years
- Yulin GPA for the last 7 semesters of B (85%) or better
- Local middle or high school GPA of 3.5 or better (last 7 semesters)
- Past award recipients not eligible for the same grade category (middle school or high school)

### REQUIRED MATERIALS:

- A completed application form in Chinese or English
- One letter of recommendation/Evaluation Form from the current Yulin Teacher
- All copies of transcripts from Yulin Chinese School for the last 7 semesters
- All copies of transcripts from local high school or middle school for the last 7 semesters
- A copy of your official Chinese SAT II score report (if available)
- A list of extracurricular activities from Yulin and local schools, including but not limited to academic contests, performance, sports, volunteer work, part-time jobs, and community services
- A copy of birth certificate for citizenship verification
- Interview to be conducted by the Selection Committee

### DEADLINE and APPLICATION PROCESS:

1. Application and all required materials must be received by **March 23, 2019**.
2. Submit the sealed application package to the Principal of Yulin Chinese School or her assignees at the Yulin office.
3. All submitted documents **will not be returned** to applicants after evaluation
4. Date of Interview will be announced later.