

泰华德中文学校注册须知

1. 预先注册，学费退还，及罚款规定

任何学生在开学当月1日前递交注册表可享受\$20折扣。例如，学校是在一月或八月开学，凡是在一月一日或八月一日当日或以前递交或邮寄的（以邮戳为准）注册表，都可以有折扣。中文课开班的最低注册人数为六人，其它课开班的最低注册人数由学校酌情决定。

开学后第二个上课日前退学，退款为学费扣\$5。开学后第二个上课日当天至第三个上课日前退学，退款为学费扣\$15。开学后第三个上课日当天至第四个上课日前退学，退款为学费扣\$25。开学后第四个工作日当天至第五个上课日前退学，退款为学费扣\$35。第五个上课日当天及随后不再退还学费。

2. 非歧视性规定

学校录取任何学生，不分种族，性别，肤色，和出生地。入学后，学生享有同等的权力参与学校的活动和安排。学校在任何活动中，包括教育，入学，奖学金，和其它项目中，不得以种族，性别，肤色，和出生地为由对学生作出不公平对待。

3. 学生行为规范

学校依照弗吉尼亚州教育部的学生行为守则政策指引来规范和处理学生行为。

(http://www.doe.virginia.gov/support/student_conduct/index.shtml)

当学校使用ODU教室授课的时候，为继续保持和ODU的良好合作关系并为学生创造一个安静的学习环境，学校要求学生和家长保持楼道内的肃静和教室内的整洁。

Notice for Registration with Tidewater Chinese School

1. Pre-registration, minimum enrollment requirement, tuition refund, and penalty policy

Any students pre-register before the first calendar day of the opening month of the semester can have \$20 discount from the tuition. For example, if the school opens January or August, any registration form submitted or mailed (by postmark) before or on January 1 or August 1 can include the discount.

Language classes have a minimum requirement of six students each and minimum enrollment requirement for other classes are at the discretion of the school.

Refund policy: withdrawal before the 2nd day of class: tuition minus \$5; withdrawal after the 2nd day but before the 3rd day of class: tuition minus \$15; withdrawal after the 3rd day but before the 4th day of class: tuition minus \$25; withdrawal after the 4th day but before the 5th day of class: tuition minus \$35; withdrawal on or after the 5th day of class: no refund.

2. Non-discrimination policy

Tidewater Chinese School shall admit students of any gender, race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and shall not discriminate on the basis of race, gender, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

3. Conduct Policy and Disciplines.

The school follows Virginia Board of Education Model Guidance for Positive, Preventive Code of Student Conduct Policy and Alternatives to Suspension

(http://www.doe.virginia.gov/support/student_conduct/index.shtml).

In addition to foster an effective learning environment and to be a polite guest at ODU, the school expects all students and parents to behave appropriately at all times and particularly quiet in the hallway and neat in the classrooms when the school offer classes on ODU campus.

Annex C

Parent/Legal Guardian Notification Process

This procedure, is to be used for notifying the minor's parent/legal guardian in case of an emergency, including medical issues, behavioral problems, natural disasters, or other significant disruptions. The program administrator shall provide written information on the notification procedure to adults involved in the program, parents/legal guardians of minors, and, if age appropriate, the minor.

For overnight programs, each program administrator must have a roster of all minors participating in the program. The roster shall include each minor's name, gender, age, and home address; local room assignment (if any); phone number(s) of parent or legal guardian; and emergency contact information.

1. Provide information to the parent or legal guardian detailing the manner in which the minor can be contacted during the program.
2. For overnight programs, provide the registry administrator with a roster of program staff and contact information, including information on the program administrator.
3. Have completed a comprehensive health form for each minor campor conference participant.
4. Program staff may distribute medications to minors only under the following conditions:
 - The minor's family must provide the medicine in its original pharmacy container labeled with the minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container and labeled with the minor's name, dosage, and timing of consumption.
 - The parent or guardian must provide written authorization before program staff may distribute any medication to a minor.
 - Program staff shall keep the medicine in a secure location and, at the appropriate time for distribution, meet with the minor in the presence of another adult.
 - The program staff member shall allow the minor to self-administer the appropriate dose as shown on the container.
 - For medicine that the minor cannot self-administer, the parent or guardian must make arrangements in advance of the minor's arrival with a qualified individual to administer the medication.
 - Minors may carry personal "epi" pens and inhalers during activities for self-administration.
5. Develop and make available to participants the rules, discipline measures, and response protocols applicable to the program.
6. Obtain all liability releases as part of the program registration process.
7. Assign a staff member who is at least 21 years of age to be accessible to the participants. The staff member must reside in the housing unit, if applicable.
8. As applicable, all programs must adopt and implement rules and regulations for proper supervision of minors in University housing.