



**Washington School of Chinese Language and Culture**

**華府中文學校**

P.O. Box 10245 Rockville, MD 20849 Web: www.wsclc.org

**WSCLC REGISTRATION FORM 2011-2012**

Parent Name: (Father) \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
 (Mother) \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Address: \_\_\_\_\_ Home Telephone Number: ( ) - \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ Email Address: \_\_\_\_\_

**Student(s) Information:**

English Name (First Last)	Chinese Name	Sex M/F	Birthday	County School Grade	New at WSCLC	*Note to School
			/ /			
			/ /			
			/ /			
			/ /			

\* If you would like to register the new program or have special concerns, please indicate in this field \*

<b>Tuition:</b> (Please Circle One)	<u>One Year</u>	<u>One Semester</u>	
(a) No. of Student			
1	\$415	\$225	
2	\$800	\$435	
3	\$1185	\$645	
4	\$1570	\$855	
5	\$1955	\$1065	\$ _____
(b) Fee for the Parents Association .....	\$12/Family/Year .....	\$ _____	<b>12.00</b>
(c) Donation \$10 \$20 \$30 \$40 \$50 Other \$ _____		\$ _____	\$ _____
<b>Grand Total** (a+b+c)</b>			<b>\$ _____</b>

\*\* (Please makes check payable to "WSCLC" and send it to P.O. Box 10245, Rockville, MD 20849-0245)

**Emergency Contact Person:** \_\_\_\_\_ Telephone: \_\_\_\_\_

We/I, the undersigned, understand and agree that the WSCLC assumes no liability for any property damage or personal injury suffer by the student(s), parents(s), or guardian(s), while attending class or any related activities of the school, and expressly waive any right to assert any claim or to institute any action against the school, with regard to the aforementioned property damage or personal injury. We/I further understand that all students are expected to adhere to the WSCLC Student Code of Conduct (on the reverse side) during all school hours. Violators will be reprimanded.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**School Location:** Thomas Wootton High School, 2100 Wootton Parkway, Rockville, MD 20850  
 (Please **DO NOT** send check to this address)

**School Hour:** Sixteen weeks for every semester. On Sundays 2:00pm - 4:30pm

**Refund Policy:** Cancellation before third week (week 1 & 2) receives full refund; before fifth week, 50%; fifth and after, no refund. Please write a letter to request refund. Refund will not include any prepaid annual tuition discount after first semester is completed. There is a **\$10** processing fee **per student** for all refund requests.

# WSCLC Student Code of Conduct

- Help each other to learn and appreciate Chinese language, culture and good manners.
- Be positive, exercise good judgment and act fairly and responsibly.
- Shows respect, and courtesy to teachers and fellow classmates.
- Be on time for classes. Notify teacher ahead of time if you are going to be absent, late or leaving early. Secure a written permission from the teacher before leaving the school.
- Use school or other people's properties with care.
- Bring along only the things that are needed for schooling.
- Consume no food or drinks in classrooms, hallways or gyms.
- Keep away from unauthorized equipment, areas and doorways.

## SPECIFIC INFRACTIONS

### Identification Cards

All visitors and students who attend at WSCLC are required to wear a school issued ID card. Missing ID card will be replaced with a \$5 service fee. Students who do not comply with this rule will receive a warning or referral to administrator.

### Dishonesty or Cheating

WSCLC places a great deal of importance on student integrity and honesty. Cheating is an action that compromises the integrity of evaluated work. Dishonesty or cheating is not tolerated.

### Unauthorized Use of Equipment/Machinery

Vandalism or unauthorized use of school equipment or machinery (TV, VCR, DVD player, etc.) **will result in disciplinary actions.**

### Theft

Theft is the appropriation of someone else's property without permission. Theft is not allowed and **will result in disciplinary actions**

### Leaving School Grounds without Permission

No student may leave the school grounds without a request from a parent or guardian in whom the teacher must approve the written notice. Any student leaving school grounds at anytime during the school day must sign out in the school office.

### Disruptive Behavior and Unsafe Conducts (Intimidation, Fighting, or Physical Assault)

Shouting, running, or disruptive acts in the classroom, hallways or anywhere on school grounds can interfere with the safety and education of other students. Water guns or similar devices are considered disruptive and are prohibited. Unsafe conducts including throwing snowballs are not allowed on school grounds. Verbally abusing, threatening or mistreating another person is unacceptable. All persons engaged in fighting, regardless of the initiator, may be subjected to disciplinary actions where peer mediation will be encouraged. Physical assaulting others will not be tolerated.

### Insubordination

Students will be considered insubordinate if they refuse to follow the directions of any staff member, including the giving of their name when requested.

### Profanity, Obscenity-Libel, and Sexual Harassment

Profane, obscene, abusive, or slanderous language has no place in school or at school-related activities. Sexual harassment is unwelcome sexual advance, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment of any kind is strictly prohibited

### False Fire Alarms or Bomb Threat

Setting on a fire alarm when no emergency exists or making false bomb threats are not allowed.

### Smoking and Chewing Tobacco

Smoking or chewing tobacco is prohibited in school. It is illegal for anyone under the age of 18 to possess any tobacco products in the state of Maryland.

### Drug, Alcohol and/or Dangerous Substances

The use, possession or distribution of drugs, alcohol, and/or other dangerous substances (including drug paraphernalia and inhalants) are forbidden. Use of drugs on school property or attending school under the influence is considered drug abuse.

### Portable Pagers/Cell Phones on MCPS Property: MCPS Regulation COG-EA.

A portable pager is any portable device for receiving or communicating messages including cell phone. Possession of a portable device by students on school property is **permitted**. However, the device **cannot** be turned on during school hours.

### Personal Radios, Tape Players, Walkman, and Televisions

Personal radios, tape players, walkman-type players, and televisions are not allowed on school property. If seen by staff members will confiscate them.

### Weapons on MCPS Property: MCPS Regulation COE-RA

Students found storing, possessing or carrying firearms, explosives or other dangerous weapons will be referred to the police immediately.

**Students are expected to fully adhere to the school regulations. Violators will be reprimanded and punished accordingly.**

I, the undersigned, understand and agree to the WSCLC Student Code of Conduct. \_\_\_\_\_ Date \_\_\_\_\_