

# Mandarin Language and Cultural Center

1630 Oakland Rd. Ste. A-207 San Jose, CA 95131

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## Milpitas Parent Meeting Outline and School Calendar for 2017-2018

**The organization:** Mandarin Language and Cultural Center is a non-profit organization. There are five members on the board, eight staff in the administrative crew, 52 teachers and 1030 students on two campuses. In our Milpitas campus we have 455 students in 26 Chinese classes.

### School Administrative Personnel

Principal Jane Chen

Academic Coordinators Chih-Mei Wang, Chenhui Wu, Julie Chen, Shirley Yu, Sabrina Wun,

Treasurer Celia Wu

School Events Coordinators Reuyling Chang

### Office in Milpitas High School : F1

**Important Date:** Last day of school: 06/01/18

**Holidays:** 11/10, 11/24, 12/22, 12/29, 1/5, 2/23, 4/20

### 2018 Registration and Withdrawal Refund Policy

**Registration Date:** 3/9/18 (current students and their siblings), 3/30/18 (new students)

**Refund Deadlines:** Before 8/1/18 an administration fee of \$50.00 will be assessed  
Before the first three weeks of class \$100.00 will be charged; No refund afterwards.

**Newsletter:** Sent by e-mail the first week of every month, if you don't receive it after 10/05, or if you need a hard copy, please contact us: (408) 441-9114 or e-mail us at: [mlcc@mandarinschool.org](mailto:mlcc@mandarinschool.org); or you may view the newsletter on our website.

**School Website:** <http://www.mandarinschool.org> you may find calendar, monthly newsletter, registration information, etc. in school website.

**Seminars for Parents:** The following seminars are held in the office

1. 9/15 @ 8:10 Introduction of Acculive, the online virtual classroom

### Activities

1. Halloween Trick-or-Treat on 10/27: Students may wear costumes to school
2. Chinese New Year celebration on 2/16
3. CFL Open House on 3/23
4. 2B: Book and Bake Sale Annual Fundraising Event on 4/27

**Phrases Evaluation Test Dates (to review the phrases: <http://quizlet.com/mlccschool>)**

Fall Semester on 12/1, 12/8, 12/15, Spring Semester on 05/4, 05/11, 05/18

### **Program Material and Education**

“*Chinese Wonderland*”, a textbook series of six volumes, is developed by MLCC and Taiwan Knowledge Bank, a digital learning company in Taiwan, especially for CFL students. “*Chinese Wonderland*” Book I to VI have been approved by the government in Taiwan, and are now available to Chinese schools around the world. It is the result of combining our first-hand experience in the classroom with the technology provided by TKB.

### **Online Virtual Class, Weebly and Edmodo Classroom (or Google Classroom)**

To enhance student learning, we are providing online classes to help students review and preview the materials: the synchronized virtual classroom and the unsynchronized practice session. CFL 1 to CFL 2 students will meet weekly in the virtual classroom, twenty five minutes at a time, with maximum of five students in each group. And CFL 3 to CFL 7 students will meet for thirty minutes at a time. Though the session is short, this midweek online class will help students review what is learned in the previous week, and preview the next lesson to come. There is also a Weebly or Edmodo classroom (or Google Classroom) set up for each CFL level. Teachers will upload the assignments for students to download, and students can turn in their homework and receive grade for their work. The curriculum design team has uploaded materials for students of CFL 1 to CFL 7 to preview and to review.

### **Parents on campus duties**

1. Six parents each week, about every two years a turn.  
On campus duty schedule will be distributed to class coordinators. CFL 1 and CFL 2 classes will be back up on duty this year.
  - A. Please report to office 15 minutes before class starts. On duty time is 6:35 to 9:15.
  - B. Ensure students’ safety during arrival, recess, and departure time.
  - C. Patrol campus during class time, and assist with school office work on that day.
  - D. If there is any unusual situation in class or on campus, please notify the office immediately.

### **Safety, Emergency Escape Route & Fire Drill Date**

If your child has a food allergy, please inform us, and please be there when your class has a party.

Parents must accompany their child/children to the classroom. Do not let children wander around in parking lot.

In case of medical emergency, parents have the responsibility to pay for ambulance and medical expenses.

Fire Drill date is 9/15 (second school week) 8:03 to 8:15 pm.

### **Use of Cellular Phones, other Electronic Devices (iPods, etc.) during the regular school hours is prohibited.**

Students are prohibited by school policy to use any type of unauthorized electronic or mechanical device during regular school hours. This includes, but is not be limited to, cellular phones, portable musical devices (including iPods and other MP3 players), laser pointers, cameras, etc.,

**Please note:** The side parking lot along Escuela Parkway is reserved for teachers and people who are in charge of school library books. Please use the student parking lot.