

# **SDHXCS Credit Program Guidelines**

## **(Updated in April, 2008)**

### **The Goal**

The goal of the Credit Program is to develop students' interrelated language skills (listening, speaking, reading, and writing (typing)) within an enriched cultural framework. Language skills and cultural understanding complement each other during the learning process.

### **The Standards**

We follow The Standards for Foreign Language Learning in 21<sup>st</sup> Century (National Standards in Foreign Language Education Project, Standards for Foreign Language Learning in the 21<sup>st</sup> Century, Lawrence, Kan.: Allen Press, 1999) to develop the course outline. There are 5Cs in Standards for Chinese language learning.

- 1. Communication**
- 2. Cultures**
- 3. Connections**
- 4. Comparisons**
- 5. Communities**

For detailed standards, please refer to the Standard for Foreign Language Learning in the 21<sup>st</sup> Century at <http://www.actfl.org/files/public/execsumm.pdf>.

### **Course Names**

Chinese I, Chinese II, Chinese III, Chinese IV, Chinese V, and AP Chinese Language and Culture

### **Length of Courses**

Two semesters, 180 instructional hours per school year required by the school districts  
AP Chinese course – two semesters, 250 hours required by the College Board

### **Eligibility**

The high school and middle school students from San Diego School District, San Dieguito School District, Poway School District, Carlsbad School District, and San Marcos School District are eligible to apply for the Credit Program.

### **Placement Test**

All applicants except those in the beginning level must take a placement test. Placement is based on students' language proficiency, their current enrollment in the regular program at SDHXCS, as well as their current teachers' recommendation.

### **Class Size**

The maximum number of students in a credit class is 25. The minimum number of students in a credit class is 8.

### **Credit**

High school students from all above mentioned school districts and middle school students from San Diego School District are required to complete the paperwork at their individual high/middle schools according to their school rules prior the first class starts. It is recommended that students and parents check with their school counselors for the required paperwork as early as possible.

**IMPORTANT: All students must take both Language and Culture courses. The parent's signature on the registration form gives the permission to the Credit Program to send the student's grades to his/her home school. For all high school students, as well as middle school students from San Diego School District and Carmel Valley Middle School, we report their grades to their individual schools twice a year, in January and June, at the end of each of the two semesters. For other students (middle school students from Poway, Carlsbad, San Marcos and San Dieguito except CVMS), we do NOT report their grades to their individual schools, but credits earned at lower levels in SDHXCS during middle school years are the**

**basis for high schools to grant credits at higher levels. We keep the students' academic records; therefore the learning in the middle school years is equally important.**

### **Teaching Materials**

Integrated Chinese series are used for level 1 through level 4 language classes. Extensive selections of supplementary materials including books, websites, movies, news, and DVDs are used in the culture classes.

### **Leave of absence**

- A. *Sick Leave*. If a student is ill, both teachers should be notified before the class time when possible. The request must be made in writing. If via email, the parent and the student must copy each other on the message. If via a note, both the parent and the student must sign the request. The student is required to make up the missed work after recovering from illness. Make-up quizzes and tests must be taken as soon as the student returns to school.
- B. *Excused absence*. Students are excused if they leave class to participate in activities organized by SDHXCS. Examples include presentations or Chinese artistic performances away from class. These absences are expected to be occasional and will not be counted against the participants.
- C. *Unexcused absence*. All other absences are unexcused. These include, but are not limited to, school district organized activities, athletic competitions, or musical recitals. Such absence of 6 hours or more (Language and Culture classes combined) per semester will result in no credit. In this case, the student must repeat the same grade level.

To resolve a scheduling conflict, students who usually take morning classes are encouraged to switch to afternoon classes, and vice versa, with consent from both their own teachers and the other teachers involved. We will not record unexcused absence under this circumstance.

We recognize our students' busy schedules as well as their athletic/artistic talents, but also want all our students and parents to keep in mind that by choosing to participate in the credit program at SDHXCS, we have prioritized our workload and are thus committed to attending classes whenever the school is in session.

AP students should refer to the AP class rules.

### **Grading System**

#### **Language course 70%, Culture course 30%**

Language course is graded based on student's performance in the following areas:

Class participation	10%
Quizzes	25%
Homework	15%
Unit tests	25%
Final Exam	25%

#### **Grade distribution is as follows:**

97 – 100	A+	73 – 76	C
93 – 96	A	70 – 72	C-
90 – 92	A-	67 – 69	D+
87 – 89	B+	63 – 66	D
83 – 86	B	60 – 62	D-
80 – 82	B-	below 60	F
77 – 79	C+		

### **Grades**

Student's overall Grade Point Average is calculated by student's home school. All courses (Level 1 through Level 5) are non-weighted. An A is 4 points, and a B is 3 points, etc. when calculating the GPA. **It is important to know that district policy and procedure (AP 4770.C.3 from San Diego School District. Other school districts have the same policy.) states that students who complete an AP course but do not take the corresponding AP exam will not receive the weighted credit; the U or unweighted version of the course will be entered on their transcripts.**

NOTE: D's are not high school recommended grades and can jeopardize acceptance to some universities. Student ending a course with a D grade is recommended for remedial work. Such remedial work must be approved by the Credit Program Managing Team. Student with an F grade must repeat the class.

### **Change of Class**

Students who wish to change class due to the schedule conflict can do so by filling out the Change of Class form and obtain the signatures of both teachers and Managing team. In some cases where classes are full, the student needs to find another student to switch class with.

### **Disciplinary Policy**

In the beginning of each school year, each teacher will distribute the class rules to students. It is students' responsibility to follow all the rules. If a student chooses to break the rules, the disciplinary actions will be taken depending on the degree of the offense.

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*Credit Program*

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