



**COASTLINE COMMUNITY COLLEGE
EDUCATION BOUND UNITED STATES
(CCC-EBUS)
STUDENT HANDBOOK
XIANG JIANG HIGH SCHOOL**



Please note: All policies in the Spring 2011 Student Handbook are subject to change. All policies are current as of print date in January 2011.

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INTRODUCTION TO THE CCC-EBUS PROGRAM

In collaboration with Xiang Jiang High School (XJHS), Coastline Community College (CCC), a California USA college, offers students at XJHS an American college-level program in English language skills, TOEFL (Test of English as a Foreign Language) preparation, and selected general education courses necessary for the successful transfer to U.S. colleges and universities.

CCC-EBUS VISION AND STUDENT GOALS

Students admitted to the EBUS Program will:

- Obtain the motivation and skills needed to conscientiously pursue on-going academic, occupational, and personal growth.
- Obtain the requisite skills of independent and critical thinking, problem solving, articulation, and organization.
- Be aware of and respect human diversity and be able to maintain open communication with a wide range of people.
- Obtain self-knowledge, self-esteem, motivation and self-discipline, including the capacities to overcome adversity, accept boundaries, and maintain high standards.
- Acquire collegiate level skills appropriate for transfer to U.S. colleges and universities.
- Be productive, environmentally aware, and economically independent citizens who will contribute positively to our global society.

CCC-EBUS STUDENT EXPECTATIONS

As an EBUS student, Coastline Community College expects the following from you:

- Approach your studies with COLLEGE as your goal.
- Make education a high priority in your life.
- Take responsibility for your own learning, behavior, and success.
- Work to achieve and exceed your potential.
- Participate in class and school activities, seek guidance, ask questions, and immediately let your teachers know if you are having problems.
- Demonstrate the ability to make mature, independent, productive choices and accept responsibility for those choices.
- Be proud of your intelligence!

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美国“早期大学高中课程（EBUS）”项目简介

海岸线社区学院（简称CCC），位于美国加利福尼亚州，该学院与广州市香江中学高中部合作，向香江高中的学生提供美国大学水平课程，英语语言技能提高课程、托福（TOEFL）备考以及一系列为学生量身打造的大学程度通用课程，以最终让学生顺利升读美国大学和学院为宗旨。

“早期大学高中课程”纵览及目标

被“早期大学美国高中”项目录取的学生将：

- 获得持续学习、职业及个人发展所需的个人动力和技能。
- 掌握必备的独立思考、批评思考能力、解决问题能力、话语表达能力和组织能力。
- 认识和尊重多样性，并能够维持与各种各样的人们进行开放式的交流。
- 学习如何认识自我、自尊、自我提升和自律，并掌握克服逆境面对异议，包容界限的能力，并能够保持高标准。
- 获得成功转入美国大学所需的多方面技能。
- 学习如何成为有所成就、拥有环保意识，经济上独立的公民，并能在这全球化的社会社区中对作出积极的贡献。

“早期大学高中课程”学生守则

海岸线社区学院要求学生遵守以下规定：

- 为实现“进入美国大学”这一目标指引你的学业。
- 将学习和学业放在首位，积极参与课堂和学校的各种活动，发挥并超越自己的潜能。
- 要为自己的学习、行为和成功承担责任。
- 认真参与课堂，主动寻求指导，积极提问，如有任何问题要马上告知老师。
- 成熟、独立、并高效地作选择和决定，并对自己的选择负责。
- 请对自己的才能和智慧感到自豪！

Behavior Expectations

- Show respect and courtesy to everyone on campus: high school and college students, faculty, parents, guests, security guards, etc.
- Handle differences in a peaceful manner. Consult with the EBUS counselor for assistance.
- Use time productively in the computer labs and tutorial sessions.
- Treat all facilities with care in a manner that shows respect for all facilities and equipment on campus.
- EBUS IS AN ALCOHOL, DRUG, AND TOBACCO FREE SCHOOL

Classroom Expectations

- Attend all of your classes every day. Excessive absences will lead to failing grades and possible removal from the school.
- Arrive on time to all classes! It is your responsibility to be aware of the time and to arrive promptly.
- Be awake! Your academic success depends on it.
- Do not disturb, distract, or disrupt the teacher or your fellow students during the class. This means no talking or side conversations. If you have a question or something to say or contribute, raise your hand and address the teacher and the class as a whole.
- PARTICIPATE IN CLASS. You will learn more and class will be more interesting to you if you are an active participant.
- Keep a daily written record of all assignments and due dates in a planner.
- Bring all required materials to school every day.
- No food or drinks in the classroom.
- Be responsible for your own trash and dispose of it appropriately.
- No hand-held electronic devices or cell phones in the classroom, unless specific permission has been granted by the instructor. Devices will be confiscated.
- Complete in depth all in-class and homework assignments in a diligent, responsible, timely manner.
- Do your own work. It is unacceptable to plagiarize from another student or source, including the Internet, or to give or receive information during a test. (See Academic Honesty Policy)
- If you have questions regarding any class, or need more help on an assignment, SCHEDULE AN APPOINTMENT WITH YOUR TEACHER!
- Inappropriate behavior may result in a student being asked to leave the classroom. If this happens, report IMMEDIATELY, without argument, to the teacher's office. You will always have an opportunity to explain your position, but you do not have the right to disrupt class.
- Inappropriate behavior may result in suspension from college classes.

行为准则

- 在校要尊重他人，礼貌待人，包括高中和大学的全体学生、教职工、家长、来客及保安人员，等等。
- 如发生冲突，使用平和的方法解决矛盾，并寻求EBUS项目辅导员的帮助。
- 合理科学地利用电脑实验课和个别辅导课的时间。
- 爱护学校里所有的教学设备和其他设施。
- 修读EBUS期间严禁喝酒，吸毒或抽烟！

课堂纪律

- 每天按时出勤；经常性旷课将导致不及格，甚至有可能被开除学籍。
- 按时上课！你有责任安排好自己的时间并准时到达课室。
- 禁止上课睡觉或打瞌睡！否则你的学习将一无所获。
- 不得打扰、中断老师或同学的话，不得上课喧闹或私下交谈。如果有问题或者要发言，请举手示意并向老师和全班同学提问或发言。
- **积极参与课堂活动**！有你的积极参与，课堂将变得更加有趣，你也会有更多的收获。
- 书写备忘录，记录所有功课任务及其期限。
- 每天要带上上课所需资料。
- 不得在课室里吃喝东西。
- 自己制造的垃圾自己合理处置。
- 不得携带手机或其他便携式电子通讯装置进入课室。
- 按时、负责、认真地完成好所有家庭作业。
- 独立完成功课！严厉禁止剽窃其他同学的功课，不得抄袭互联网资源，不得在考试时互传信息。（详尽参看学业诚信制度）
- 如对任何课程有疑问，或者功课需要更多帮助，**请预约任课老师**。
- 行为不当的学生可能将被请出课室；一旦发生，不要争辩，请“马上”向老师办公室报告。你有权利解释自己的情况，但是绝对不能扰乱课堂。
- 行为不当可能会导致暂停修学大学课程。

POLICIES AND PROCEDURES FOR HIGH SCHOOL STUDENTS

- Students must complete a Coastline Community College admission application.
- Students must be in good academic standing at their school.
- Students must meet required course prerequisites.
- Students must take placement exams prior to enrollment in college math or English classes.
- Enrolling in college courses will create a permanent college record for the student.
- Credit courses are college level and instructors will teach at that level.
- Students may be exposed to and involved in discussion of mature subjects.
- Parents or guardians are NOT permitted to add or drop classes without specific written authorization from the student per regulations of the Family Educational Rights and Privacy Act (FERPA). (See FERPA Guidelines)
- Parents or guardians are NOT permitted to request transcripts or grade verifications without written authorization from the student, per (FERPA). (See FERPA Guidelines)
- It is the responsibility of the student to obtain and review a copy of the course syllabi and textbooks prior to the start of their class.
- Students must abide by the policies & regulations stated in the Coastline College catalog, including the student code of conduct.

ACADEMIC HONESTY POLICY

Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Coast Community College District Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

An instructor who has evidence that an act of academic dishonesty has occurred may, after speaking with the student, take one or more of the following disciplinary actions:

- Issue an oral reprimand
- Give the student an “F” grade or zero points or a reduced number of points on all or part of a particular paper, project or examination
- Lower the overall class grade
- Assign an “F” grade for the course.

NOTE: A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty.

高中生入学程序及相关规定

- 学生首先必须填写海岸线社区学院的入学申请书。
- 学生必须要有良好的在校学习纪录。
- 学生必须符合各个课程的必备条件。
- 学生在获得录取前必须参加数学或英语的评估测试。
- 学生获得大学录取资格后大学将成为该学生永久学历记录。
- 所有学分课程都属于大学水平，教师将进行同等水平的教学。
- 学生可能要接触到与成人话题相关的讨论。
- 根据家庭教育权利及隐私法案的相关规定，若没有得到学生的书面授权，家长或监护人不得随意为学生增加和提前退出所修课程。
- 根据家庭教育权利及隐私法案的相关规定，若没有学生的书面授权，家长或监护人不得要求查看学生的成绩单。
- 学生有责任在课程开始之前索取并阅读课程大纲和教材。
- 学生必须遵守海岸线社区学院学生手册中的规章制度，包括学生行为规范。

学业诚信制度

海岸线社区学院有责任确保学生的成绩能反映每一位学生所掌握的知识和技能水平，而作弊或不诚实行为使得这一责任难以实现。教职员对此要负最大的责任，要保证学生们在遵守学业诚信制度。学生们也同样负有责任避免任何形式的作弊和不诚实行为。如有任何作弊和不诚实行为，将严格按照《海岸线社区学院区域学生行为规范及惩戒程序》进行处置。

教师如发现并证实学生作弊或不诚实行为，在与违规学生谈话后，可采取以下一条或多条惩戒措施：

- 进行口头训诫和劝告；
- 对违规学生的全部或部分文章、设计或考试给予不及格、零分或降分处置；
- 降低其班级综合评分；
- 对所修课程给予不及格处置。

注意：因作弊行为而给予的不及格处置是不可更改的，并将记录在学生的成绩单当中。如果该学生其后退出该课程学习，将以“不及格”记录，而不是以“退出”记录。

Examples of Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

Plagiarizing

- Offering another person's work as one's own: copying a speech, essay, report, project or paper from another person or from books or other sources.
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student. Doing research for another student's project or report.
- Using outside sources (books, periodicals or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).

Committing Other Acts of Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

违反学业诚信制度的例子

不诚实行为包括（并不仅限于）下列各种行为：

作弊行为

- 在考试前或考试时从其他同学处获取试题答案。
- 在考试时与其他同学交流答案。
- 在知情的情况下允许其他同学抄袭自己的答案。
- 代替他人参加考试，或找其他人代替自己参加考试。
- 在考试时使用未经批准的资料。
- 在未获取任课教师同意的情况下，与其它同学交流家庭考试的答案。
- 对已经批改过的试卷或作业进行修改，然后上交企图获得加分。
- 在未获取任课教师同意的情况下，在准备演讲稿，撰写文章、报告或论文，或者设计项目时寻找他人帮助。
- 把某门课程中已完成的演讲稿、文章、报告、设计或论文作为另一门课程的功课上交；除非第二门课程的教师特别允许则另当别论。
- 歪曲或修改实验和研究报告中的数据。

剽窃、抄袭

- 把他人的功课作为自己的功课上交，即从他人功课、书籍或其他来源中抄袭演讲稿、文章、报告、设计或论文。
- 允许或伙同他人帮自己做研究或撰写演讲稿、文章、报告、设计或论文。
- 帮助他人撰写演讲稿、文章、报告、设计或论文；或者为他人的设计和报告做研究。
- 使用其他资源（包括书籍、期刊或者其他书面和口头资源）而没有注明出处（即没有说明作者并把所引用的话语放在括号之内）。

违犯其他学业欺诈行为

- 盗窃或企图盗窃试卷或考试答案。
- 篡改或企图篡改正式的学业记录和成绩。
- 伪造或修改评分卡。
- 在没有征得相关任课教师允许的情况下，把某个课程的功课的全部或部分上交到两个或以上课程以获取学分。
- 故意妨碍其他同学的学习或教职员工的工作，例如，搀杂实验样品或试剂，改变音乐或体育器材的状态，或者故意制造干扰妨碍他人。
- 伪造或修改出勤记录。

Engaging in Collusion

- Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty.
- Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

ACADEMIC PROBATION AND DISQUALIFICATION

Probation Status

- A student shall be placed on probation if he or she receives a grade of “D” or “F” or “W”. (see Grades & Grade Points)
- All probationary students shall be notified of their status and will be required to meet with the EBUS counselor before permission is given to enroll in a subsequent college course.

Disqualification Status

- Students who do not improve their academic status while on probation may risk disqualification from the EBUS program.

ATTENDANCE

- Students are expected to attend school daily and arrive to all classes on time.
- Class attendance, promptness, and participation are very important to be a successful student.
- Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.
- Students’ grades can be affected by absences from a class.
- Excessive absences in college may lead to a failing grade and possible removal from the school.
- Late arrival is disruptive to the class and to your education and may be calculated into your class grade.
- Your teacher may assign detention for excessive tardiness.
- Students who must miss the first class should notify their EBUS instructor or counselor.

AUDITING

- The EBUS program does not allow the auditing courses.

合谋学业欺诈

- 合谋学业欺诈是指学生在知情的情况下，或者故意帮助其他学生违犯学业欺诈行为。
- 合谋学业欺诈也属学业欺诈行为，并将根据所犯欺诈行为的规定进行同等惩戒。

试读及肄业

试读生

- 如果学生的成绩为“D”、“F（不及格）”或者“W（退学）”，该生被暂时失去其继续修读课程的资格。
- 学校将通知所有失去继续修读课程的学生其学业现状，并按要求与EBUS项目辅导员面谈，在获得辅导员批准后被重新录取并获取继续修读课程的资格。

肄业（退学）

- 如果学生未能获取其继续修课资格，将可能会作为退学成为肄业处理。

出勤记录

- 要求学生每天出勤并按时到达课室上课。
- 不缺堂、按时上课和积极参与课堂是学生学有所成的重要条件。
- 各课程导师可自行制定本课程的出勤制度以及完成课程学习的标准。
- 缺课将会影响到学生的学业成绩。
- 经常性旷课将导致不及格，甚至有可能被开除学籍。
- 迟到行为会扰乱课堂教学以及学生自身的学习，并将计算在你的班级评分之内。
- 经常性迟到的学生将要接受老师的额外辅导。
- 如学生不能参加课程的首节课则必须提前告知EBUS课程导师。

稳定出勤

- 海岸线社区学院规定，稳定出勤是指在每学年一个学期（秋季或春季）内完成至少一个课程的学习。

COMPUTER USAGE POLICY

- No food/drink in lab.
- No MySpace or any other social networking site.
- No YouTube or Tudou for non-academic purposes. Students may not view videos unless working on a school project. (Be prepared to show proof.)
- No Games (Approved educational games excepted.)
- No Headphones/Cell phones without permission.
- Nothing is to be attached to the computers but student external drives used to save student work. This includes mp3 players unless working on a school project. (Be prepared to show proof.)
- No going in and out of computer lab without permission. Students must ask to use restroom and only one student is excused at a time.
- Talking is to be kept at a minimum. Students are to use computer lab time wisely by working on homework, assignments and projects.
- At the end of the day, be sure each computer is shut down (monitors go into standby.)
- All EBUS Computers will return to their original state every time they are turned off/on. Work CAN NOT BE SAVED TO THE COMPUTER AND WILL BE LOST. All work needs to be saved on student personal external drives.
- Student computers utilize the Windows XP SP3 operating system.

计算机实验室使用守则

- 不得携带食物或饮料进入实验室。
- 不得访问“我的空间”（MySpace）或者其他社交网络。
- 不得访问YouTube或Tudou等与学业无关的网站或者观看视频，除非是做设计项目所需（并好提供的证明准备）。
- 不得玩电子或网络游戏（经批准的教学游戏除外）。
- 未经批准不得戴耳机或使用手机。
- 除了用于储存功课数据的外置硬盘以外，不得使用其他电脑外接设备，包括MP3，除非是功课所需。（并好提供的证明准备）。
- 未经允许不得随意进出电脑实验室；如需上洗手间许征得老师同意，而且每次只允许一个学生出去。
- 尽量避免交谈；学生应该科学地利用电脑实验课的时间来完成功课、任务和项目设计。
- 放学时请确保关机（显示器待机即可）。
- 所有EBUS的电脑都设置了“系统自动还原功能”，即电脑每次关机后系统将会被自动还原到最原始状态，因此学生的功课数据不会保存在电脑中而是将会丢失。所有功课数据都必须用自己的外置硬盘进行保存！
- 学生电脑运行 Windows XP SP3 操作系统。

CONTINUOUS ATTENDANCE

Continuous attendance at Coastline is defined as the completion of at least one course during a regular semester (fall and/or spring) of each academic year.

EXAMINATIONS

Final examinations are required in all graded courses. Students must be in attendance at Coastline for the entire length of the course and must take the final examination to receive credit.

GRADES & GRADE POINTS

Student performance is indicated by one of the grades below. Grades, which carry a point value and which are used in determining the grade point average (GPA) are as follows:

A = Excellent	4 grade points per unit
B = Good	3 grade points per unit
C = Satisfactory	2 grade points per unit
D = Passing-less than satisfactory	1 grade point per unit
F = Failing	0 grade points per unit

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F.

The following grades are not part of the GPA calculation:

P/CR= Pass-satisfactory, C or better, Unit credit granted

NP/NCR = Not passing, less than satisfactory or failing, No units granted

W = Withdrawal No units granted

I, IB, IC, ID, IF, INP = Incomplete No units granted

IP = in progress No units granted

RD = Report delayed No units granted

An "E" to the far right of a course indicates that the grade has been excluded from the GPA calculation.

The reason for the exclusion may be notated as follows:

ACDRNL Academic renewal

HS High school credit only

UR Unauthorized repeat

Other Notations

APL = Assessment of Prior Learning

CE = Credit by Exam

Students are encouraged to complete courses with letter grades since many four-year colleges and universities place a limit on the number of units acceptable with credit grades.

稳定出勤

海岸线社区学院规定，稳定出勤是指在每学年一个学期（秋季或春季）内完成至少一个课程的学习。

考试制度

所有学分课程都设有期末考试。学生要获取课程学分则在修读期间内不得缺席海岸线社区学院的课程，并要参加所修课程的期末考试。

学分等级和学分绩点

学生的学业水平可划分为以下几个学分等级。每个学分等级都相应的学分绩点值，学分等级和绩点一起决定平均学分绩点值（GPA），学分等级跟学分绩点的对应关系如下：

A = 优秀	4.0学分绩点
B = 良好	3.0学分绩点
C = 中等	2.0学分绩点
D = 合格	1.0学分绩点
F = 不及格	零学分绩点

平均学分绩点的计算方式是：绩点之和除以学分之和，所得值与A, B, C, D, 或 F各等级配对。

以下学分等级不在平均学分绩点（GPA）的计算中：

P/CR=合格（满意），C或以上，获取学分

NP/NCR=不及格，未达到满意程度，或不及格，不能获取学分

W=提早退出并无法修玩课程，不能获取学分

I, IB, IC, ID, IF, INP = 未完成，不能获取学分

IP=人在修读，不能获取学分

RD =成绩汇报延误，不能获取学分

E=该门课程的成绩被排除在计算平均学分绩点（GPA）以外，其原因有以下几点：

ACDRNL: 退学

HS: 高中部分学分

RECORDS

The Admissions office at Coastline Community College is responsible for registering students and maintaining active and permanent records. Students have the right to see their official school record. All courses taken and grades earned through the EBUS program are posted to the student's permanent record.

REPEATING A COURSE

Students may repeat a course in which a substandard grade of "D, F" was earned. This may only be done once for each class. Students in EBUS must consult their counselor for approval to repeat.

STUDY LOAD

College work is measured in terms of the "unit." In a lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week for 18 weeks. In a laboratory course, three hours in the classroom per week for 18 weeks with no outside work constitutes one unit of work.

TRANSCRIPTS

Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. The first two requests for transcripts are free of charge, unless ordering through the Internet.

WITHDRAWAL FROM CLASS

A student who has officially enrolled in a college course assumes the responsibility of completing that course. If circumstances arise making course completion impossible, it is the student's responsibility to seek guidance from their instructor or counselor immediately. Grades of "W" (Withdraw) shall be recorded in accordance with California state regulations as stated in Coastline's college catalog.

学生档案

海岸线社区学院招生办负责为学生注册并保存永久有效的学生档案。学生有权查看自己的学生档案。学生修读EBUS课程所获得的学分将被永久地记录在学生档案中。

复读（重修课程）

如学生某课程的成绩低于课程标准，即获得“D（及格）或F（不及格）”，可重修该课程。每个课程的重修资格只有一次，并且必须征得EBUS课程项目辅导员的同意方可重修。

学习任务

大学本科的学习任务是以“学分”来衡量的。一门理论课程一般包括每周一个小时的课程加上两个小时的家庭作业；一门实验课程则一般包括每周三个小时的课程，没有课外任务。

成绩单

学生通过书面形式可以提出将在海岸线社区学院所修EBUS课程的成绩单发送到任何大学院校。前两次可免费为其发送，通过互联网发送除外。

退学

每个被任何一门大学课程正式录取的学生都有责任完成该课程的学习；万一学生无法完成任何一门课程的学习，该生有责任及时向课程导师及项目辅导员寻求帮助。根据海岸线社区学院概况手册中的加利福尼亚州相关法规，该科目的成绩相应的在该学生档案中记录为“W（退学）”。



学生同意书

如果你被海岸线社区学院EBUS课程项目录取，你同意遵守以下学生守则吗？

- 是 否 把学习视为生活中的头等大事，积极参与课堂及学校活动，努力发挥并超越自己的潜能。
- 是 否 积极、准时出勤所有修读课程。
- 是 否 对自己的学习、行为以及成功负责。
- 是 否 积极参与课堂，主动需求帮助，积极提问，如有问题立即告知导老师。
- 是 否 在自己的日程中优先安排家庭作业。
- 是 否 尊重校园里的每一个人，尊重他人学习和追求成功的权利。
- 是 否 举止文明，爱护学校的设施设备。
- 是 否 成熟、独立、创造性地作选择，并对自己的选择负责。
- 是 否 了解并接受只有在你达到合格的英语水平方可修读海岸线学院的大学预科课程。
- 是 否 高中毕业后到美国继续修读大学课程。

本人已认真阅读、了解并同意遵守海岸线社区学院EBUS课程学生手册中所列的所有规章制度。

学生姓名（打印）：

学生签名：

日期：



家长同意书

只有在学校教职工、家长和学生的通力合作下学生才能够学有所成！如果您的孩子被被海岸线社区学院EBUS课程项目录取，你同意遵守以下家长守则吗？

- 是 否 同意我的孩子修读EBUS课程。
- 是 否 支持学校的各项规章制度。
- 是 否 阅读家庭资料，跟踪了解各种EBUS课程活动。
- 是 否 鼓励并要求孩子毕业后到美国读大学。
- 是 否 监督孩子的学习情况。
- 是 否 参加为EBUS课程召开的各种会议。
- 是 否 承认孩子有责任遵守EBUS课程的各项规章制度。
- 是 否 孩子必须完成多个课堂设计，有助于孩子学会把课堂理论运用到现实生活中，我表示理解。
- 是 否 明白家庭有责任与香江中学协力为孩子办理签证。
- 是 否 明白海岸线社区学院强烈鼓励学生参与暑期美国体验英语项目，我表示支持。
- 是 否 了解并接受只有在孩子达到合格的英语水平方可修读海岸线学院的大学预科课程。
- 是 否 海岸线社区学院会帮助学生为转学美国大学院校做好准备；如果学生能在海岸线社区学院ESL（第二外语英语）部门举行的英语水平测试中获得合格的分数，则不必参加TOFEL考试也可以到美国或者在线修读海岸线社区学院的课程。

本人已认真阅读、了解并同意遵守海岸线社区学院EBUS课程学生手册中所列的所有规章制度。

家长/监护人姓名（打印）：

家长/监护人签名：

日期：



STUDENT EXPECTATIONS CONTRACT

If you are accepted to the Coastline Community College EBUS Program, do you agree to the following student expectations?

- YES NO Make education a high priority in your life.
- YES NO Work to achieve and exceed your potential.
- YES NO Be punctual and maintain good attendance in all college classes.
- YES NO Take responsibility for your own learning, behavior, and success.
- YES NO Participate in class and school activities, seek guidance, ask questions, and immediately let your teachers know if you are having problems.
- YES NO Treat homework as a priority in your daily schedule.
- YES NO Show respect for everyone in the school community and respect the rights of others to learn and succeed.
- YES NO Behave in a manner that shows respect for the facilities and equipment.
- YES NO Demonstrate the ability to make mature, independent, and productive choices, and accept responsibility for those choices.
- YES NO Understand you will be eligible to take Coastline college-level transfer classes only upon achieving qualifying English placement scores.
- YES NO Plan to continue in college in the U.S. after graduation from high school.

In addition, I have read, understand and agree to all Coastline rules, policies and procedures outlined in the EBUS Student Handbook.

Student Name (Please Print) _____

Student Signature _____

Date _____

*COLLEGE COPY
Remember to sign and date above,
and submit this completed Contract to your EBUS Site-coordinator or Coastline Counselor.*



PARENT/GUARDIAN EXPECTATIONS CONTRACT

A student is successful when the school staff, the parents/guardians, and the student work together. Do you agree to the following parental expectations if your student is accepted to the Coastline Community College EBUS program?

- YES NO Allow my student to attend the EBUS Program.
- YES NO Support school policy.
- YES NO Keep up on EBUS activities by reading all materials sent home.
- YES NO Encourage and expect my student to attend college in the U.S. after graduation.
- YES NO Monitor my student's progress.
- YES NO Attend and participate in any meetings or conferences arranged by the EBUS staff.
- YES NO Recognize the fact that my child is responsible for following all the rules and regulations for EBUS.
- YES NO Understand that my child will be required to complete several classroom projects to help my child apply classroom concepts to real world situations.
- YES NO Understand that Coastline strongly encourages students to participate in optional Summer English immersion programs in the U.S.
- YES NO Understand that it is the family's responsibility to work with Xiang Jiang High School regarding student visas.
- YES NO Understand students will be eligible to take Coastline college-level transfer classes in China only upon achieving qualifying English placement scores.
- YES NO Understand that Coastline Community College classes will prepare students for transfer to other colleges and universities in the U.S. and that students may take Coastline classes in the U.S. and online without taking the TOEFL examination if they achieve qualifying scores on the Coastline ESL department's assessment tests.

In addition, I have read, understand and agree to all Coastline rules, policies and procedures outlined in the EBUS Student Handbook.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Date _____

*COLLEGE COPY
Remember to sign and date above,
and submit this completed Contract to your EBUS Site-coordinator or Coastline Counselor.*