

NewStar Chinese School Parent and Student Handbook

NewStar Chinese School is a nonprofit, nonpolitical, and non-religious organization. Our mission is to teach students Chinese language and culture. All staff members (with the exception of salaried teachers) volunteer their time and effort to maintain normal operation of the school. Every parent is required to assist the staff in enforcing school regulations and performing assigned yard duties. A more detailed description of the school's guidelines follows.

Part I General Guidelines

- 1 All students shall adhere to the regulations put forth in this Parent and Student Handbook under the guidance and supervision of parents, teachers, and staff members. Students who violate these regulations will be reprimanded accordingly.
- 2 All students are expected to follow and obey the teacher's instructions. If a foreseeable absence is forthcoming, please inform the teacher in advance.
- 3 Parents should actively help their children with assigned homework. Parents are encouraged to speak and write Chinese with their children outside the classroom.
- 4 Parents and students are expected to be punctual for school sessions. Parents are also expected to obey all traffic safety rules.
- 5 Parents are encouraged to communicate any concerns about classroom instructions or special needs for their children directly with the school teachers.
- 6 Student address and contact information must be kept current with our staff.
- 7 If a parent or student has seriously violated school regulations and/or engaged in improper conduct, the school reserves the right to expel the parent and his/her children.
- 8 If a parent has violated school regulations and/or engaged in improper conduct, which resulted in serious consequences, the school will not be held accountable for said conduct or the consequences resulting there from.
- 9 Parents shall respect all school teachers and staff. If problems occur, contact the on-duty staff immediately.
- 10 No dissemination of any advertisements, including political or religious pamphlets, is allowed, nor should solicitation of any kind on school property during school hours be permitted.
- 11 There will be no student assembly or activities without prior permission from the school.
- 12 Lost and Found: Report all items found on the campus to the on-duty staff. Likewise, notify the staff of items lost on the campus.

Part II Regulations

1. Registration:

- (1) The staff and parents must agree on the appropriate grade level for students initially entering this school prior to registration. If there is vacancy available, new students and transferring students will be permitted to enroll in a desired class.
- (2) Observe all deadlines for registration. Late applicants will be charged a late registration fee.
- (3) All students who transfer to this school after a semester has started will be assessed a prorated tuition fee based on the remaining instructional days.
- (4) If a student withdraws from the school prior to the beginning of any classes within the semester, all tuition will be refunded except an administration fee.
- (5) If a student withdraws within the semester, there will be no refund of tuition.
- (6) A birth certificate or passport containing proof of the student's birth date will be required for initial registration and advanced classes.

2. Report Cards:

- (1) Parents have the right to request their children's official report cards and progress reports. Questions regarding report cards and progress reports should be addressed to the main office.
- (2) During a whole semester, if students miss more than three sessions of instruction or fail to submit their homework for more than three occasions, the school will give the parents a written warning notice.
- (3) The school will grant permission for withdrawal from the school provided that both the student and parent make this request.
- (4) The school retains the right to expel any student after issuing three written warnings to his/her parents following the student's violation or continued violation of school rules and guidelines.
- (5) Students wishing to change class levels should follow the following procedures: a) the student's parents send a request to the school's office; b) Permission from the student's current teacher is required; c) Finally, permissions from the new teacher and the office are required before the request to change class level is granted.
- (6) A Year-End Attendance and Certificate of Completion are provided to students based on their attendance, academic performance and test scores.
- (7) A Graduation Diploma will be considered according to the guidelines established by the California Chinese School Association.
- (8) Upon parents' request, an enrolled student may obtain a proof of current school attendance, provided that he/she has enrolled in the school for at least two consecutive semesters, passed tests, and paid any required or outstanding fees.

3. Instruction Requirements:

- (1) Regular Chinese class times are between 13:30 p.m. to 15:20 p.m. on Sundays. There is a ten-minute recess between the two periods.
- (2) Students are required to know their English and Chinese names, their grade level and their teacher's name.
- (3) Students should respect their teachers and all school staff. Students should also help and respect each other.
- (4) Parents and students should help the teacher clean up their classrooms and rearrange the classroom to its original setting at the conclusion of class.
- (5) If a student misses 5 or more sessions of school during a semester or did not turn in his/her homework for 5 or more times, the student will be considered not having successfully fulfilled the basic requirements of attendance and learning responsibility.
- (6) Students are prohibited from bringing any firearms or explosives into the campus. Students are not allowed to bring in food, drinks, or toys into classes except with the consent of their teachers.
- (7) During class, parents should not do anything that distracts the interaction between teachers and students, including talking while class is in session.
- (8) Always notify teachers and staff if any student gets hurt or becomes ill during class.
- (9) If a student needs to leave early before the end of class, the student's parent must personally make a written request to the teacher, so that the teacher has proof of the student's need to be dismissed.

Part III Parental Duties and Responsibilities

1. Classroom Coordinators/Classroom Assistants (parent volunteers):

- (1) **CHECK-IN** the classroom before class. You must come to school at least five (5) minutes before 13:30 pm to make sure that you know how the classroom is set, and make sure students are not in the classroom unsupervised before class, during recess and after class.
- (2) **CHECK-OUT** the classroom after class. You must make sure the classroom is clean, back to its original setting and close the doors. Paper cups must be placed in the trash receptacles where drinking water is available. No students will be allowed to go back to the classrooms once the class instruction is over. Return final CHECK-OUT form to the BOD Member-On-Duty.

2. Yard-Duty Parents:

Yard Duties are mandatory for parents. Parents of each student is assigned these duties one (1) time per child per semester. Duty dates are assigned to parents as soon as possible after start of a new school year. Parents who are not able to serve on the assigned date must inform the BOD Member in charge of the yard duty at least one week in advance before the designated date and pay a service fee of \$10 to the school. However, no service fee is required if you cannot fulfill your yard duty as assigned but arrange another parent to be your substitute. If you cannot find a replacement, you must inform the BOD Member in charge of the yard duty, who will in turn try to find a replacement for you. In this case a service fee of \$10 will be applied. If you fail to show up for your yard duty and fail to inform the BOD Member in charge of the yard duty ahead of the assigned date, a service fee of \$20 will be charged.

- (1) Come to school five (5) minutes before class starts at 13:30 pm and do not leave until the school is cleared after 15:20 pm. You must be present during recess.
- (2) Bring one-gallon of bottled water.
- (3) Sign-In with Board Member-On-Duty and get a Yard-Duty Vest to identify yourself as the Yard-Duty Parent.
- (4) Station around the school perimeter as assigned, guarding the doors open to outside and monitoring students in the yard.
- (5) When on duty, do not chat with each other or with other parents. Stay focused on monitoring students and their behaviors -- no running, fighting, or throwing things including papers and cups.
- (6) Pick up trash in the yard and collect them in the designated trash receptacle near the drinking water area. After the school is over, the Staff or BOD Member-On-Duty will dispose of the collected trash according to requirements.
- (7) Emergency Contacts:

Fire, Ambulance	911 or 756-3400
Davis Police Dept.	911 or 758-3600
Davis Joint Unified School District	757-5300

3. Traffic Safety:

- (1) Parents must follow traffic safety instructions. Parents shall not park their vehicles illegally.
- (2) Speed limit within the school premises is 5 mph.
- (3) Students are not allowed to run or play within the school parking lots.
- (4) Parents must pay a \$20 fee if they pick up their children 20 minutes late after the end of class.

Part IV Emergency

1. Teachers:

- (1) Upon hearing the whistle or alarm, teachers will stop any teaching activities, remain calm, and as quickly as possible, account for all students in attendance. Escort all students in an orderly manner to a safe location outside the main entrance.
- (2) If an earthquake occurs while a class is in session, children and staff should drop to the ground and crouch under their desks placing their hands above their heads and necks. When the earthquake has stopped, the students will be escorted out of the classroom to the designated safe area as above.
- (3) All students must be accounted for, and checked against the enrollment list. Any missing students shall be recorded and reported to the designated emergency staff.

2. Parents:

- (1) Please pick up your children immediately at the designated safe place.
- (2) If the parent is currently at the school, do not leave until your child has been counted by the teachers and staff.
- (3) During an emergency, the school will care for the students until the parent's arrival.

3. Any time when accident happens, inform the teacher/BOD Member-On-Duty.