



灣谷中文學校  
*Bay Valley Chinese School*  
www.bayvalley.org

## 2011/2012 Student & Parent Handbook

Bay Valley Chinese School is a non-profit organization operated by a group of volunteers for the only purpose of promoting Chinese language and culture for children

### I. General Guidelines

1. Students are expected to obey all school rules and regulations, and follow the instructions of teachers and school officials. If rules are violated, the school has the right to take appropriate disciplinary actions.
2. Students should follow the teacher's instruction and advice to study Chinese language and culture both at school and at home. Students are required to attend the classes as scheduled. When necessary, students should get prior approval for an excused absence by submitting a properly completed excuse slip. Any other absences will be considered to be an unexcused absence. Four unexcused absences in a semester could lead to disciplinary actions.
3. Parents are encouraged to participate in the learning process and actively stimulate their children's learning interest. A cooperative effort between teacher, child, and parent is required to get the best results.
4. Parents should supervise on-time completion of homework assignments.
5. Parents have the sole responsibility to transport the children to and from school in a timely and safe manner. The safety of the students during any extended stay either before or after the regular school schedule is also the sole responsibility of their respective parents.
6. Parents are encouraged to communicate frequently with the teachers to monitor the progress of their child so that adjustments could be made in a timely fashion to help the child.
7. As stated in the registration materials, parents are required to perform the assigned duty during the required time interval. Furthermore, parents are strongly encouraged to volunteer in school activities beyond those that are assigned. This is your school, and only you can make it better.
8. Parents should notify the school immediately of any changes in their home address, telephone number, emergency contact person, email address or medical insurance.
9. If parents do not perform their duties as specified in the handbook or the student commits any serious offense against the rules or regulations stated in

- the handbook, the school has the right to deny the student to register for the next school year.
10. The school does not assume any liability for any accident or injury to a student or parent.
  11. Parents should respect teachers. If the parent has any irresolvable issues with the teacher, please contact the Director of Academic Affairs or Principal. Please keep all discussions civilized.
  12. Parents should keep their voices down near the classrooms and offices during school hours.
  13. As stated in the registration materials, permission is granted to school to publish photos in newsletters, website and other public relations presentations

## **II. Rules and Regulations**

1. Drinking or possessing alcoholic beverages, smoking, possessing or carrying any illegal drugs, weapons of any kind or dangerous materials on the school property are strictly prohibited.
2. Using anything in the classroom belonging to the host school without any prior authorization is strictly prohibited. It is your school. Please help the school to maintain a cordial relationship with the host school.
3. Defacing the desks, walls and boards is strictly prohibited. Every student and parent is responsible for keeping the classroom and school as clean as possible.
4. Food, drinks, electronic devices and toys are not to be brought into the classroom.
5. Students should follow instructions from teachers and school personnel to help keep the classroom and school in proper order.
6. Students are not allowed to leave the school premises or go to Osage park without permission during the school hours.
7. Littering on the school campus is prohibited at all times.
8. When any student observes anyone violating school rules or regulations, he or she should report it immediately to a teacher or administrator.
9. There shall be orderly behavior at all times in the school buildings. This requires walking on the campus and keeping voices at a normal level. Throwing balls on the school campus are not allowed.
10. Students must report all accidents and injuries to their teachers immediately. Parents will be notified if the injury is of a serious nature or follow-up care is indicated.
11. When necessary, parents shall fill out the absence request form and turn it into the teacher before the absent date.
12. The basketball courts, tennis courts, and baseball fields are open to the public. Students and parents are allowed to use these facilities at their own risk. The school is not liable for any accidents.
13. Engaging in any commercial, religious or political activity on campus is prohibited.
14. Holding any activities or gatherings, which are not sponsored or authorized by the school, is prohibited on the school premises.

15. Parents must follow the traffic instructions given by the on-duty parents to keep the traffic flowing safely and smoothly.
16. Students and parents should follow instructions from the teachers and staff during emergencies such as earthquake, fire, etc.
17. Parents should pick up their child immediately after the end of class. Parents are subject to late pick-up fees if their child is not immediately picked up. Chronic abuse of this rule will not be tolerated.
18. Parents should keep their child at home when their child is ill.

All offences will be disciplined accordingly.

### **III. Parent Mandatory Services and Regulations**

1. Bay Valley Chinese School is a non-profit organization. In order to keep the tuition at an affordable level, all parents are expected to devote a certain number of hours of service to support functions to operate the school. The following services are vital to school functions:
2. **Mandatory School Duty:** To ensure the best possible safety of all students and staff, every parent must volunteer at the school, according to the assigned schedule. The school duties include monitoring student activities in the assigned areas, directing traffic, and inspecting classrooms after school. All parents take turns to perform these duties. All on-duty School Duty parents should report to the Student Affairs' Office fifteen (15) minutes before the school starts. The Student Affairs' Office will distribute the assignment for each School Duty parent. Parents should read the assignment carefully and carry out their assignment accordingly. In the event of an emergency, on-duty parents should follow the Emergency Procedures.  
\*Parents will receive a rotation list at the beginning of the school year, the parent must report on time on the designated dates. An absence or late arrival will result in a penalty that will be issued promptly.
3. **Classroom Parent:** The classroom parents assist the teachers and help keep the classroom clean and orderly. For detail role description, visit:  
[http://www.bayvalleychineseschool.org/room\\_parent\\_role.php](http://www.bayvalleychineseschool.org/room_parent_role.php)
4. **Volunteering at school:** Many openings in the office are available to the parents. These openings include Academic Affairs, Student Affairs, Activities, Accounting and Registration functions. Parents are welcome to contact the office for details or visit:  
<http://www.bayvalleychineseschool.org/volunteers.php>