



# 灣谷中文學校

Bay Valley Chinese School

[www.bayvalley.org](http://www.bayvalley.org)

## Parent & Student Handbook

Bay Valley Chinese School is a non-profit organization operated by a group of volunteers for the 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 notifying before class via email. Any other absences will be considered to be an unexcused absence. Four unexcused absences in a semester could lead to disciplinary actions.
3. Parents/Legal Guardians 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/Legal Guardians should supervise their child's homework assignments to ensure a timely completion.
5. Parents/Legal Guardians have the sole responsibility of transporting the children to and from school in a timely and safe manner. The safety of the students while participating in school activities or events at a time other than the regular school schedule is also the sole responsibility of their respective parents/legal guardians.
6. Parents/Legal Guardians 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/legal guardians are required to perform the assigned duty during the required time interval. Furthermore, parents/legal guardians are strongly encouraged to volunteer in school activities beyond those that are assigned. This is your school, and you can make a difference!
8. Parents/legal guardians 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/legal guardians do not perform their duties as specified in the handbook or if the student commits any serious offense against the rules or regulations stated in the handbook, the school has the right to decline admission in the following school year.

10. The school does not assume any liability for any accident or injury to a student or parent/legal guardian.
11. Parents should respect teachers and contact the Director of Academic Affairs or Principal for any irresolvable issues with the teacher. Please keep all discussions civilized.
12. Parents should keep their voices down near the classrooms and on campus during school hours.
13. As stated in the registration addendum, Parents/Legal Guardians consent and acknowledge that:
  - [a] their child may be filmed, videotaped, and photographed, and their child's voice may be recorded at school activities and events during the academic year;
  - [b] BVCS has the right to use, publish, broadcast or post such film, videotape, photographs, and sound recordings (hereinafter the "Material") on newsletters, brochures, flyers, website and other public relations platforms.
  - [c] BVCS is allowed to include the student's name in the media/publications aforementioned; and
  - [d] BVCS has the exclusive and complete ownership of the Material.

**Parents/Legal Guardians expressly waive any rights of privacy or confidentiality, or proprietary rights or interests in the use of the Material.**

## II. Rules and Regulations

1. Drinking or possessing alcoholic beverages, smoking, possessing or carrying any illegal drugs, 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. Please help the school to maintain a cordial relationship with the host school.
3. Defacing the desks, walls and boards is strictly prohibited.
4. Food, drinks, electronic devices (iPod, iPad, iPhone etc.) 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. Orderly behavior is expected at all times on campus. Walk your feet in between school buildings, refrain from chasing and jumping, and keep your voices at a normal level. Throwing balls or objects on the school campus is 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 required.
11. When necessary, parents shall email the teacher ahead of time 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 emergency 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 of \$2 per minute 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.

### 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 rate, all parents are expected to devote a certain number of hours of service to support the school operations.
2. **Mandatory School Duties:** To ensure the best possible safety of all students and staff, one parent from each family must volunteer on campus according to the assigned schedule. \*Parents will receive a rotation list at the beginning of the school year, and must report on time on the designated dates. An absence will result in a \$100 in-lieu fee for each missed assignment.  
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 parents should sign in at the Student Affairs Desk fifteen (15) minutes before the school starts to receive their assigned job for the evening. Parents are expected to cooperate with the Student Affairs Lead and carry out their assignments accordingly. In the event of an emergency, on-duty parents should follow the Emergency Procedures.

Parent Duty List can be found at:

<http://www.bayvalleychineseschool.org/resources.php>

3. **Classroom Parent Duties:** The classroom parents assist the teachers and help keep the classroom clean and orderly. For the detailed role description, please visit: [http://www.bayvalleychineseschool.org/room\\_parent\\_role.php](http://www.bayvalleychineseschool.org/room_parent_role.php)
4. **Volunteering opportunities at school:** Many openings in the office are available to parents. including Academic Affairs, Student Affairs, Accounting, Registration, and Event Coordinating and Support. Parents are welcome to contact the office for details or visit: <http://www.bayvalleychineseschool.org/volunteers.php>