

SAN DIEGO HUA XIA CHINESE SCHOOL

Parent Guide

家长须知

By The Administration of SDHXCS

2015-2016

SAN DIEGO, CALIFORNIA

Dear Parents: By choosing I agree to Terms and Conditions when register for the school year, you acknowledge that you, student and parent, have read and completely understand the Parent Guide and the Student Guide, and you will follow the regulations it contains. You have also signed the Liability Waiver as part of the Terms.

School Contact:

info@sdhxcs.org
Principal 858-720-1110
Vice Principal - Administration 858-650-9483
Vice Principal - Credit Program 858-650-9484
Vice Principal - Regular Program 858-481-8105
Vice Principal - Enrichment Program 858-735-6361

Important Days

9/13 First day of school. AM class begins at 9:30am, PM class begins at 1:30pm.
9/20 Enrichment class begins.
11/1 Daylight Saving ends.
11/29 Thanksgiving. No school.
12/27 Christmas. No school.
1/3 New Year. No school.
1/17 2nd semester begins.
1/31 Chinese New Year Festival.
2/14 President Day. No school.
3/3 Daylight Saving begins.
4/10 Spring Break.
4/24 Registration for year 2016-2017 begins.
5/15 Last class meet.
5/22 Promotion/Graduation Ceremony.

Registration

Registration

- Online registration at www.sdhxcs.org. Registration is completed only with full payment of tuition.
- Existing students submit payment and a copy of *registration confirmation* to the room parents or teachers before deadline.
- New students submit payment and a copy of registration confirmation to the office, or via mail.

Tuition & Fees

- Refer to Registration Notice for tuition and fees.
- Must be paid in full at the time of registration. Cash or check.

- Write a separate check to **SDHXCS** for each student of your family.
- Via mail: SDHXCS
P.O. Box 928338
San Diego, CA 92192-8338

Textbooks & Workbooks

- Ready for purchase at the first class meet at the beginning of the school year. Or, available in the office upon request.
- Students may also choose to purchase it elsewhere.

Refund policy: counting from the 1st week of school year, *regardless of student's actual attendance.*

- \$35 registration fee (new student only) is not refundable;
- \$20 processing fee is deducted from the tuition paid;
- For Regular Program, \$20 is deducted for each week passed;
- For Credit Program, \$30 (\$50 for AP class) is deducted for each week passed;
- Last day for refund:
Regular Program October 4, 2015, Credit Program November 1, 2015.
- To withdraw, download the withdrawal form from school website **www.sdhxcs.org**, send the completed form 1) via email to the Vice Principal in charge, or, 2) to the office, or, 3) by mail. Refund will be send to the address provided on the request form.

On Campus & In Classroom

1. Be sure that your student(s) arrive to the classroom 5 minutes before bell time, pick up your student(s) within 10 minutes after class is over. SDHXCS is Not responsible for the safety of your student(s) after classes.
2. Inform teachers ahead of time if your student(s) are to arrive late or need to be picked up early.
3. If your students have to either arrive late or leave early (with the teachers' consent), please act quickly and quietly to keep the distraction minimum.
4. Late pick up:
 - For younger student (4th grade or under) who is not picked up within 10 minutes after class is over, the student will be taken to the administration office (within the office hour 9:30 am - 4:00 pm).
 - A late fee will be charged on spot:

\$15 for the first 10 minutes, \$30 for up to 30 minutes, and \$50 for up to closure of the office.

- If late pick-up becomes habitual, students may be suspended for the rest of the school year. No refund will be granted.
5. Keep sick kids at home, for his/her own well being, and for the health of the fellow students.
 6. Parents/guardians may not stay inside the classroom during teaching period. Class observation are welcomed but needs teacher's permission, and no more than 2 parents allowed in the classroom for each teaching period.
 7. When you do stay in the classroom, be respectful to the teacher, no interruption or question are allowed unless you are invited by the teacher to participate class activities. For questions or concerns, discuss them with the teacher after class, or with the administration.
 8. No siblings or other non-enrolled friends are allowed to stay inside the classroom at any time.
 9. If you choose to stay inside the building waiting for your student(s), keep your voice low and cell phone off so not to disturb the teaching session.

Please take your child-not-enrolled outside of the classroom / building to keep the distraction to minimum.

10. PTA room (F-209) is open and welcome parents, unless sometimes it is reserved for workshops, meetings or tests.
11. Keep the restrooms clean and tidy after your youngsters finish his/her business.
12. Be courteous to others as you wish others to you.
13. Traffic Policy:
 - Respect driving and parking regulations at all time, on campus or at anywhere else. Follow the direction of the traffic patrol.
 - For everyone's safety, keep your speed under 15mph on campus.
 - When dropping off student(s) at the curb, pull completely to the curb, and pull to the forward-most spot available.
 - Be careful not to park in the handicapped area, fire lane, or block the crosswalk.
 - No double park.

- Do not drive into or park in the parking lot by the administration office (F building) for any reason and for whatever short stop.

Parents Obligation

- SDHXCS is run by volunteers. Parents' support is the key for the survival of the school. The Administration welcomes and encourages parents' involvement in every aspect of the school management.
- It is every parent's obligation to help out at school activities at least once every school year.
- School level volunteer schedule is master-planned by the Administration, and is carried out by room parents.
- Class level volunteer schedule is managed by teachers or room parents.
- All parents will be notified of the volunteer schedule prior to the date of the service.
- Parents assigned for volunteer duties must report to the administration on time (to teacher or room parent if the work is for class only), be ready, and may leave after the duty is completed.
- If parents have a schedule conflict to the planned service date, an email notice should be sent to the room parent and/or Vice Principal-Administration at least one week ahead of time. One-time rescheduling may be requested in each school year.
- For parents who fail to complete volunteer duties by the end of the school year, the service deposit will **not** be refunded.
- Refund of Service Deposit can be in gift card format, at the choice of the Administration.
- Parents must provide emergency contact and updated medical insurance information. If a student needs to seek immediate medical attention, the parent is fully responsible for all expenses.
- Class meets only once a week on Sundays. It is the parents' responsibility to support and supervising student(s) in studying Chinese language and culture. Your involvement shows that you care about your student' Chinese study.

- Parents support does not mean *you* do the work for your student. All works must be completed independently by the students. Or, it is Cheating.

Contact Teacher & the Administration

- You may contact teachers via email or phone, whichever the teachers prefer.
- Do not call the teacher during teaching hours. If it is an emergency, please contact the administration directly.

The administration may update its regulations at any time when it is necessary. The administration reserves the final interpretation of its policies and regulations included in Parent Guide, Student Guide and all other Guides and syllabus.

~ End ~