

SAN DIEGO HUA XIA CHINESE SCHOOL

Parent Guide

家长须知

By The Administration of SDHXCS

2018-2019

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 understood 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
858-720-1110

Important Days

9/9	First day of school. AM class begins at 9:30am, PM class begins at 1:30pm.
9/16	Enrichment class begins.
11/4	Daylight saving ends.
11/11	Veteran's Day. No school.
11/25	Thanksgiving. No school.
12/23	Christmas. No school.
12/31	New Year. No school.
1/20	Chinese New Year Festival.
2/17	President Day. No school.
3/10	Daylight Saving begins.
4/21	Enrollment for year 2019-2020 begins.
5/12	Last school day.
5/19	Promotion/Graduation Ceremony.

Registration

Registration

- Registration and payment are processed online at **www.sdhxcs.org**. Registration is completed only when full payment of tuition is received.
- If choose payment other than credit card:
 - ✓ A \$20 processing fee will apply.
 - ✓ Current 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 enrollment confirmation to the office, or via mail.

Tuition & Fees

- Refer to Registration Policy for tuition and fees.
- Must be paid in full at the time of registration.
- If choose payment by check, make it payable to **SDHXCS**, one student one check.

- Via mail: SDHXCS
P.O. Box 928338
San Diego, CA 92192-8338

Textbooks & Workbooks

- School provides a service to sell it in class on the first school day. If inventory run out, students are responsible to purchase it from other source, such as Amazon.

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

- Fees (registration, surcharge, renewal, etc.) are 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 7, 2018; Credit Program November 4, 2018.
- To withdraw, fill out the online withdrawal form on school website. Allow 4-6 weeks for processing. 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 leave 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 to 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. Notify your teacher via email.
6. Parents/guardians may not stay inside the classroom when class is in session. Class observation are welcomed but needs teacher's permission. Generally, no more than 2 parents are 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 stay in the hallway waiting for your student(s), keep your voice low and cell phone off so not to disturb the teaching session.
10. PTA room (F-209) is open for parents' use most of the time, except when 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. Driving on campus:
 - 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.
 - To drop off student(s) at the curbside, pull closely to the curb and further-most.
 - **DO NOT stop in the middle of the road** to drop off your student(s). It is dangerous for children, and is inconvenient for others.
 - Do not park in the handicap slots, fire lane, or block the crosswalk.
 - Double parking is prohibited .
 - Do not drive into or park in the lot by the administration office (F building) for any reason and for whatever short period of time.

Parent's 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 one or more times each school year.
- School volunteer schedule is master-planned by the Administration and carried out by room parents. Classroom volunteers is organized by room parents and teachers. Volunteers very much needed and appreciated.
- 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 (report to teacher or room parent if the work is for in classroom), be ready to work, and may leave only after the duty is completed or following schedule.
- Parents on duty must take the job seriously, be responsible, be in charge of the area you are assigned to watch, report to the Administration immediately for any incidents happen, anything or anybody suspicious.
- The Administration keeps a parent-on-duty log to track every parent in charge of each area. In case something happens, the parent who is on-duty is responsible for reporting it to the Administration.
- If parent has a schedule conflict to the planed service date, an email notice should be send to the room parent and Vice Principal-Administration at least one week ahead of time. One-time reschedule request is allowed in each school year.
- Fail to complete service duties before the end of the school year, the service deposit will **not** be refunded.
- Refund of Service Deposit maybe in gift card format, at the choice of the Administration.
- In case of a health emergence occurs and the student needs to seek immediate medical attention, the parents are fully responsible for all expenses.
- Class meet once a week on Sundays. It is the parents' responsibility to support and supervise student(s) study Chinese language and culture. Parent's involvement and support are the key to your student' Chinese study.

- Parent's support to student does not mean *you* do the work for your student. Rather, all works must be completed independently by the students.

Contact Teacher & the Administration

- For any academic related questions, please contact teachers directly via email or phone, whichever method the teacher prefers. Parents must not interrupt class session at anytime.
- Do not call your teacher when class is in session. If it is an emergency, please contact the administration directly at 858-720-1110.
- SDHXCS reserves the right to suspend any student if the student, or the parent/guardian of the student , does not cooperate in the educational process with school faculty and staff in and out of the classroom. Under such circumstance, no credit is recorded, no tuition is refunded.

Parent's Right

- Parents and students have the right to appeal any unsolved disputes to SDHXCS Board of the Directors. The decision made by the Board is considered final.

The administration may update its regulations at any time. The administration reserves the final interpretation of its policies and regulations included in the Parent Guide, Student Guide and syllabus.

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