



## ※ School Staff

Principal: Katherine Tseng

Vice Principal: Jenpei Chao / May-Jane Chuang

## ※ How to contact us

If you have any question or concern regarding your child's Chinese learning, we welcome you to contact us through e-mail [info@svchineseschool.org](mailto:info@svchineseschool.org) or phone numbers: 415-805-1512. Please provide the information: your name, child's name, class, teacher's name and your question.

## ※ Absence

1. A copy of school calendar will be included in the student binder.
2. If students can't come to the school, please contact teacher in advance and request homework from teacher or ask friend to pick up the homework for you.

## ※ Campus Rules

1. Campus's speed limit is 25 mph. In order to avoid traffic violation and disturbing neighbor, please follow the campus speed limit.
2. When enter the campus, please follow the parking lot instructions. For safety, do not let children get off the car before the car stops.
3. Please make an effort to walk your kid into the classroom (especially younger kids). Please do not stay inside the classroom, talk loudly or run in the hallways when class starts. If you like to wait for your child until the school is over, please stay in the school office. You may pick up your child when the teacher dismisses the class.
4. While you are waiting in the office, please do not move things in the classroom Or write on the whiteboard. Please keep young siblings in the office during class time. Before you leave office, please put things back to where they were.
5. It is everyone's responsibility to maintain the safety of campus. If you see anything suspicious, please notify office.
6. Please work together to maintain and protect the school facilities. If you see anyone is destroying school facilities, please notify office.

## ※ Curriculum

1. School reserves the right to change the curriculum arrangement. We will notify parents if there are any curriculum changes.
2. There will be a final evaluation in the Week 29 and student will receive their report cards in the last day of school.

## ※ Homework

1. School will provide binder and folder for each student. Binder is used for keeping the past homework and extra materials. Folder is used for turning in homework. Please remind student to bring the folder each week to turn in homework.
2. The first page of homework packet is "Cover Page". Parents are encouraged to read the cover page every week because it has homework instruction and other important information from teachers. Before students turn in the homework, parents need to check and sign their homework. If there is any question, please contact teacher.
3. If students lose their homework or extra materials, it is parents' responsibility to borrow and make copy from other students.

4. If students don't receive the homework due to absence, please ask teacher for the homework the following week or ask friend/neighbor to pick up the homework.

※ **Responsibilities of Room Parent on Duty**

1. Arrive at school 10 minutes before class.
2. Help teacher take attendance, deliver notices, and **return attendance folder back to office.**
3. Help collect and distribute homework.
4. Help teacher to keep class in order and assist students who need extra help.
5. Escort students to the restroom. Remind students not to play and run in the hallways.
6. Help teachers clean and put things back when class is over.

※ **Misbehaviors**

1. For students with misbehaviors during school time, teachers may ask Room Parent on Duty to bring student to office.
2. If above situation is repetitive, school may ask student to withdraw.

※ **Sickness and Emergency**

1. If your child has the following symptoms, please keep him/her at home: fever, severe cold, diary, vomit, eye infection, ear infection, cough, running nose, and other contagious diseases, like measles, SARS, H1N1.
2. If your child shows any sickness symptoms during school time, school will notify parents to pick up the child. If parent cannot be reached, we will notify the emergency contact person.
3. If your child has special health needs, please inform teachers and school when school starts.

※ **Pickup and Observation**

1. Students need to arrive at classrooms before 7pm.
2. Please pick up your child on time. If student is not picked up after school, teacher will send student to office. There will be penalty charge \$1 per minute after 9:15pm.
3. If you need to pick up your child early, please notify teacher ahead of time and explain the reason for early pick up.
4. If you have friends who are interested in observation, please have them contact school ahead of time. School will make arrangement with teacher and provide materials for the observation student. Parents are encouraged to stay in the classroom during the observation.