



※ 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 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 the school calendar will be included in the student binder.
2. If students can't come to the school, please contact the teacher in advance and request homework from the 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 violations and disturbing neighbors, please follow the campus speed limit.
2. When entering 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 the 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 the office.
6. Please work together to maintain and protect the school facilities. If you see anyone destroying school facilities, please notify the office.

※ Curriculum

1. School reserves the right to change the curriculum arrangement. We will notify parents if there are any curriculum changes.
2. Evaluations will be held periodically. Students will receive their report cards on the last day of school.

※ Homework

1. School will provide a 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 students to bring the folder each week to turn in homework.
2. The first page of the 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 the teacher.
3. If students lose their homework or extra materials, it is parents' responsibility to borrow and make copies from other students.
4. If students don't receive the homework due to absence, please ask the teacher for the homework the following week or ask a friend/neighbor to pick up the homework.

※ **Responsibilities of Room Parent on Duty**

1. Arrive at school 10 minutes before class.
2. Help the teacher take attendance, deliver notices, and **return the attendance folder back to the office.**
3. Help collect and distribute homework.
4. Help teachers 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 misbehavior during school time, teachers may ask Room Parent on Duty to bring the student to office.
2. If the above situation is repetitive, the school may ask the 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 the 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 a student is not picked up after school, the teacher will send the student to the office. There will be a penalty charge of \$1 per minute after 9:15pm.
3. If you need to pick up your child early, please notify the 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 arrangements with the teacher and provide materials for the observation student. Parents are encouraged to stay in the classroom during the observation.