

Parent Guide to East Bay Chinese School

Tardiness

Students who arrive in class late should enter the classroom quietly and sit in a designated area closest to the entrance to avoid disruption of the class. Notice will be sent to parents upon being late three times in a school year. Parents need to sign for acknowledgment and return the notice to school.

Student Behavior Guidelines

Parents are required to go over the *Student Behavior Guidelines* with their children to ensure their children fully understand the behavior guidelines. Parents are abided by rules 1 to 6 of the *Student Behavior Guidelines* in order to maintain a respectful relationship with the host school.

Classroom Disruption

When class is in session, parents are asked to avoid disruption by reducing the frequency of entering and exiting the classroom and refraining from unnecessary conversation inside the classroom. Only registered students and their parents are allowed in the classroom when class is in session.

Traffic/Parking Procedures

To ensure the safety of students, drop-off and pick-up in front of the school are allowed in designated areas only. Parents must follow the instructions of the safety patrol parents.

Parent Responsibility For Picking Up Children

Parents must ensure that their children are picked up immediately after school. Teachers and staff are not required to provide childcare after school. There will be a penalty fee of \$30 per 15 minutes of late pick-up.

Parent Participation

Each family is required to volunteer twice a year in school administration and twice a year in the classroom. Details for parent participation can be found in the *Parent Volunteer Instruction*.

Disciplinary Actions

The following disciplinary actions will be taken for student found to have committed any act of misconduct:

- First time disruption: Verbal warning and student's name put on the board.
- Second time disruption: Student's name will be marked "√" and student will be assigned to a designated seat (time-out).
- Third time disruption: Student will be sent to the school office and a written notice will be sent to the parents.
- Upon issuance of the second notice in the same school year, parents are asked to schedule a conference with the teacher to seek immediate improvement.
- Upon issuance of the third notice, student may be dismissed from school.
- If the misconduct has a safety concern, the teacher and school administrator will intervene immediately and student may be immediately dismissed from school.

Deposits and pro-rata amount of the tuition balance will be refunded upon dismissal of student.