

## **Policies and Rules for Students of Chinese Accredited Class Program**

### Attendance Policy

1. For 32 weeks per school year (2 semesters), students are required to attend 4-hour class each week.
2. When a student is unable to attend classes on a certain day, the student's parents/guardians shall notify the teacher in a written format – emails will be accepted.
3. Each student shall be allowed up to two official excuses per semester from attending classes to represent his/her high school to participate in school events or extra-curriculum activities. Student needs to fill out the official excuse request form and turn it in to class teacher or school office. No attendance points will be taken off for official excused absences.
4. A student who gets into class after the class bell shall be considered tardy, and four instances of tardiness will be equivalent to one absence. Tardy student needs to fill out a tardy slip at the school office and submit to the teacher.
5. School will offer one makeup class each semester. A student who has absences (any type of absence, including official excused and sick absences) totaling more than 5 days per semester shall not qualify to earn credits.

### Grading Policy

1. Students are required to attend 4-hour class and do at least 4 hours of homework and research per week.
2. Grade evaluation is based on attendance, homework, quizzes, tests, exams, projects, presentations, class participation, and any other assignments assigned by the teacher. All work need to be turned in on time. Late work may result in partial or no credits.
3. Students can make up quizzes, tests, or final exams within two working weeks of their scheduled dates. For make-up tests, scores will be counted at 100% if the student missed the test due to illness (a parent or doctor's note is required) or had made a pre-arrangement with the teacher. Scores will be counted at 80% if there is no pre-arrangement made with the teacher. Makeup classes can be taken in any of the three branches of the school.
4. Students will receive a letter grade (A, B, C, D, F) based on overall percentage grade calculated with the weights of assessment categories. Without proof of a legitimate reason, grades cannot be changed once they have been submitted to the high schools.

### Credit Application and Withdrawal Policy

1. To be eligible for transfer of foreign language credits, a student shall be in a 9<sup>th</sup>-12<sup>th</sup> grade high school in California unified school districts and concurrently enrolled in accredited classes at Haiao Chinese Academy.
2. Haiao Chinese Academy will distribute credit application form at the beginning of each school year. Eligible students shall complete and submit the credit application following the instructions in the application form.
3. If students change their minds and do not want HCA to send their grades to their regular high school, the students should complete the credit withdraw form to notify the teacher and

the school their intention to withdraw the credits at least 2 weeks **before** the last day of each semester.

4. The first semester usually ends in mid-January and the second semester usually ends in early June. Please check the school calendar for specific dates.

General Rules

1. Responsibility, honesty, integrity, compassion, respect, and self-discipline are expected from all students.
2. Prohibited behaviors include:
  - Cheating on homework, projects, quizzes, tests, and exams
  - Degrading and/or inflammatory statements
  - Defiance of authority or deliberate classroom disruption
  - Harassment or intimidation of students, staff, and teachers
  - Actions that may endanger or cause harm to another person
3. No food or drinks (except for water) are allowed in classrooms or campus buildings.
4. Do not use or replace any devices, supplies, or materials in the classrooms.
5. All electronic devices must be turned off during class time.
6. Students are required to stay on campus during school hours including recess time, unless permitted by the teacher or school staff.
7. First time violation of the policies and rules may result in a verbal warning. Repeated violations may result in one or more of the following consequences:
  - A written notice to the parents/guardians
  - Class suspension
  - Grade deduction
  - Expulsion from the school
  - Denial of next year’s registration
8. Actions that may endanger or cause harm to another person will result in immediate suspension.
9. No refunds will be given for any suspension or expulsion by the school.

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**We understand that Haiao Chinese Academy policies and rules for Chinese accredited class program apply to all credit and non-credit students. We have carefully studied these rules and policies, understand the consequences of non-compliance, and agree to abide by them.**

Class: \_\_\_\_\_ School Year: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of student (print)

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Name of parent/guardian (print)

\_\_\_\_\_  
Signature of parent/guardian