

Fort Bend Community Church Chinese School
Parent Information and Student Handbook

Please read following rules and information carefully and keep it for your record throughout the school year. Parents and students should abide by the rules, cooperate and communicate frequently with teachers, principal or school staffs during school year.

1. Registration: Dates for registration for both new and return students will be announced before the end of each school year.
2. Punctuality: Late for class for more than 15 minutes will be counted as Tardy. Three tardy without an excuse will be counted as an absence. Late for class due to church activities will require a signed note from the parents.
3. Class hours: Classes are from 1:15pm to 3pm on Sunday. Please pick up the students on time. The school will not be responsible for safety of the students after school hour.
4. Classroom rules: Follow teachers' rules during class hours. Do not make noise, disturb others, run or jump in the classrooms or hallways, and do not go out to parking lot to play during recess. Keep classroom order during classes. Clean the classrooms and put tables and chairs up after the class is over. Do not write on the walls or blackboard. Students are only allowed to play on the playground during recess under the supervision of teachers or parents.
5. Attendance: Please notify teachers of any absence ASAP due to illness or any special reason and inquire about school work and homework for the class with the teachers so that students may study and make up the lesson at home. Missing any class without notifying the teachers is considered as absence and absence more than three times will be dismissed from school and loses registration. .
6. Withdraw and transfer: Parents need to come to Chinese School counter to withdraw students from school. Students may not transfer to different classes without approval of teachers and school.
7. Refund: Withdraw from school within three weeks after school commences can withdraw at school counter and receive full refund except \$20 registration and book fee. Withdraw between 4th week and end of first semester with tuition fee paid for full year may receive refund of half of payment. Withdraw between 4th week and end of first semester with half year tuition fee paid, no tuition fee will be refunded.
8. Teaching plan: Teachers should distribute monthly teaching plan to school and students at the last Sunday of each month for parents and school to follow up on the progress of the class.
9. Parent communication: Teachers distribute Teacher-Parent communication tablet to students every week to inform parents of homework, teaching material of each lesson and test and exam information, please read it and help students with homework.
10. Test and exams: Please note the dates of monthly tests, mid-term and final exams on school calendar. Makeup test will be on first class after the exam. The score of akeup exam is reduced by 10%. Cheating on the test will receive zero on that test.

11. Grading:
GPA
A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: below 60 I: Incomplete
Conduct
A Follow rules, respect teachers, good attitude
B Follow rules, good attitude with frequent reminding
C Follow rules infrequently, acceptable attitude, less respect to teachers
D Cause disturbance in class, show no respect to teachers and others
12. Report card: Report card will be sent home on the second week after mid-term test, please read and sign and return to teachers the following week. \$2 is charged for any missing report card.
13. Tuition fee: Tuition fee including books is \$220 for whole school year per student. Registration fee is \$20. Full tuition is due upon registration. Only families with two or more children may pay half of tuition per semester.
14. Worksheet: Teachers distribute worksheets to students each week for homework.
15. Student data: Please come to Chinese School counter to update any change of Contact information or personal data.
16. Awards: Awards are given at end of school year.
 - 1) Academic awards: GPA at top 30% of the class will be awarded without ranking. Exp. Three awarded for class of ten, four for class of 12.
 - 2) Full attendance award: Students with absence and tardy less than three times for whole year will be awarded for full attendance.
 - 3) Conduct award: Students with conduct grade A will be awarded for good conduct.
 - 4) Completion award: Completion of one full year with passing grade and good conduct will receive award.
 - 5) Special award: Attending school for at least two year and finishing 6th or 12th grade with passing grade and good conduct will receive special award.
 - 6) Special Progress award: Teachers may nominate students with remarkable progress with school work for special progress award.
17. Speech contest: Speech contest or presentation is held in second semester and awards are given to top 30% of students in each class.