

HN Document # 012

Hope Chinese School at Herndon, Board of Directors

Subject: Policy on school closure, class cancellation and tuition refund

The Hope Chinese School at Herndon (HCS-HN) rents the school space (classrooms, etc) from Herndon High School to offer its Chinese and culture education and other relevant activities. Therefore HCS-HN does not have the full control of the space availability. Under certain situation, HCS-HN may have to close the school entirely.

The majority of HCS-HN teachers have regular jobs in addition to teaching in HCS-HN. With this nature, they may occasionally be absent from their teaching duty under extreme circumstance.

This policy sets the guidelines to manage the school closure, class cancellation and tuition refund that is the direct result of the school closure or class cancellation.

1 SCHOOL CLOSURE

The school may be closed due to any of the following reasons

1.1 Inclement Weather Conditions

Under most circumstance, when inclement weather conditions occur, HCS-HN will follow the school closure of Fairfax County Public Schools (FCPS). When FCPS closes its schools, HCS-HN will be closed as well. All classes are cancelled. Parents may visit FCPS website (www.fcps.edu) for the up-to-the-moment school closure information.

In some extreme circumstance, in which inclement weather conditions occur while FCPS does not make any school closure announcement, the school Board of Director will make the decision to close the school for the safety of the parents and students. The closure decision will be broadcasted through the school's mail list, or/and be provided in the school website at www.hcshn.org, under Current School Status.

1.2 Pre-planned Activity

When Herndon High School becomes unavailable for our school use due to its pre-planned activity, HCS-HN will close the school. All classes are cancelled.

2 CLASS CANCELLATION

In addition to school closure, a class may be cancelled if the teacher becomes unavailable to fulfill the teaching duty. The class cancellation should follow the procedure outlined below.

- 2.1 The teacher shall notify the school principal or principal designated officer in advance that he or she will not be able to fulfill the teaching duty.
- 2.2 The HCS-HN will find a substitute teacher to fill the teaching duty. The absent teacher may also recommend a substitute. However the substitute teacher as recommended must first be approved by the school principal or principal designated officer before the substitution may take place.
- 2.3 Only when the substitute teacher can't be found will the class be cancelled. A teacher can only have such class cancellation two (2) times in one semester.

3 TUITION RUFUND

3.1 Tuition Refund for School Closure

When HCS-HN closes its school more than three (3) times (including 3 times) in fall semester or more than four (4) times (including 4 times) in spring semester due to inclement weather conditions, HCS-HN will refund the tuition for those closed school days.

3.2 Tuition Refund for Class Cancellation

When a class is cancelled more than three (3) times in fall semester or more than four (4) times in spring semester, HCS-HN will refund the tuition for those cancelled classes. The class cancellation may be due to school closure or teacher unavailability, or the combination of both.

3.3 Tuition refund Disbursement

The refunded tuition may be disbursed any time after the refund threshold, as defined in 3.2 and 3.3 above, has been reached and before the end of the semester in which the refund occurs, and may be made by checks or as credits in online registration accounts. The school principal has the sole authority to decide the timing of the refund disbursement.

4 AMENDMENT OF THE POLICY

The Board of Directors (BoD) of HCS-HN reserves the right to amend these policies at anytime the BoD believes that the amendment is necessary in order to continue and/or enhance the normal school operation.

Appendix **Revision History**

Version	Revision	Author	Date of Approval
First release	N/A	zhuang ti	3/10/2012
Revision	Rev 1	zhuang ti	3/24/2014