



HN Document #: HNR001

Hope Chinese School Herndon Campus General Rules

In order to safeguard the education of all Hope Chinese School Herndon Campus (HCS-HN, School) students and the orderly operations of the School, and to ensure our long-term use of the Herndon High School (HHS) facilities, the following rules are formulated and will be enforced in addition to the Bylaws of Hope Chinese School (HCS), and Fairfax County Public School Student Responsibilities and Rights.

Parents or guardians (Parents) shall go through these rules with their children. Violations of major school rules may result in suspension, or dismissal from school. Other behavior, not specifically mentioned below, which is clearly contrary to the school's values and goals, may be considered cause for disciplinary action.

STUDENTS:

1. Do not move desks, chairs, and other furniture in the classrooms without teachers' instruction.
2. Do not touch anything in classrooms that is not related to School classes and without teachers' instruction.
3. Do not scribble on any properties of HHS, such as desks, blackboards, and walls.
4. Do not litter or dispose trash on the floor in classrooms or hallways of HHS.
5. Do not run and yell in the hallways and inside classrooms.
6. Do not vandalize any properties of HHS.
7. Do not leave school or play out off school area during school time including recesses.
8. Prior to teachers' arrival students under 7 should be accompanied by Parents when they enter and stay inside classrooms, and should obey rules set forth.
9. No eating is allowed inside classrooms at all time during school hours. Drinking of bottled water is permitted inside classrooms. However, caution should be exercised when doing so. Drinking of any other beverages, including, but not limited to, soda and juice, is prohibited inside classrooms at all time during school hours.

PARENTS:

1. All Parents are required to take turns to be on duty to maintain order and help in their children's classrooms.
2. Class assignment of students can not be changed without the approval of the Dean or Principal.
3. Parents must supervise students under 7 during the class switching time between Chinese and elective classes.
4. Parents, other than on-duty Parents, should stay away from the classroom hallways during the lecture time.

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5. Parents of grade one and up should obtain the approval of the Dean or Principal if they want to sit in the classroom. Parents of kindergarten classes are encouraged to stay out of class so their children can learn independently.
6. All classes of HCS-HN are held on Saturday in every week during the school year of Fairfax County Public School. School ends at 4:50 p.m. Parents shall pick up their children on time. School does not provide after-school-care services.
7. Refund of tuition and fees: before the end of the second week-100%; before the end of the fourth week 50%; after four weeks 0%.
8. Parents are required to keep the School informed of their current address, telephone number, and email address.
9. HCS-HN uses its email list (HCS-HN@listserv.aol.com) as primary channel to disseminate school and community related information. It is the responsibility of Parents to read all notes, and/or messages sent by school officers via the mail list.
10. During the arrival time of the school days, parents are required to ONLY stop their vehicles and discharge their children at the school entrance #5 if they drop off their children. The school entrance #4 is for walk-in only. The drop off rule is to be strictly observed during school's core arrival time, which is normally the time period(s) during which a large number of students arrive for school. If necessary, the school administration may further define and/or refine the core arrival time based on practical and reasonable consideration. This rule is to be followed and any repetitive violators may be subject to disciplinary action that is deemed appropriate by the school administration. In the event that the activity held by Herndon High School impacts the drop off rule and other normal parking practices, parents shall follow the notice issued by the school administration that is tailored to the event about the parking and drop off.
11. When Fairfax County Public Schools close its facilities due to inclement weather, HCS-HN will close as well without separate announcement. Please call FCPS snow line 703-246-2500, or visit FCPS website (www.fcps.k12.va.us/news/emerg.htm) for most updated information.

Amended and adopted by Board of Directors of HCS-HN on April 17, 2003.

Amended and adopted by Board of Directors of HCS-HN on Feb. 7, 2006.