西谷中文學校

West Valley Chinese Language School

學生 / 家長手冊

School Handbook 2025-2026

www.wvcls.org

Dear Parents and Students,

The West Valley Chinese Language School is a non-profit organization supported by parent volunteers. Our goals are to provide children the opportunity to learn the Chinese language, experience and understand Chinese customs and culture, and be proud of their Chinese heritage. These can only be achieved through your enthusiastic support and involvement. You can help by volunteering your time and services as future board members, staff, teacher aides, and parent representatives. We urge you to actively participate in school activities and attend school board meetings to help us in guiding the directions of the School. School board meetings are generally held once a month as indicated on the enclosed School Calendar.

We hope you will find this booklet helpful in explaining our expectations, policies, and procedures. In addition, the board will provide further communications via email, flyers, school website etc. for announcements and on-going activities throughout the year. Your comments and feedback will be most welcome and appreciated.

We look forward to seeing and hearing from you throughout the year.

Sincerely,

The School Board

各位家長與同學:

西谷中文學校是一所不牟利的學校,一切校務均由家長義務負責擔任。本校的宗旨是為輔導我們的孩子,讓他們有一個良好機會去學習中國的語言,風俗,文化及中國的傳統。

為了達到這個目標,我們希望所有家長都能踴躍參加學校的不同活動。家長們可以擔任多項不同的工作,例如協助教室活動,出席每月的校務會議,發表意見以求改善校方進展等事項。

我們希望這手冊所附的資料與學校章程都能對你有幫助。此外，校董會利用電郵，通告及學校網頁等傳達不同的學校訊息和活動,希望你們能藉此通訊獲得更多有關學校及孩子們的進展。

如你們有任何建議,請與我們聯絡。謹此

敬祝安康!

西谷中文學校校董會 謹啟

SCHOOL DIRECTORY 2025-26

Class	Teacher		School Board		
CK	Ms. Amy Du	陳雪芬	Principal	Annie Chen	陳美華
C1A	Ms. Jennifer Chan	陳敏玲	Vice Principal	TBD	
C1B	Ms. Connie Lam	林康霞	Secretary	Ming Tsoi	蔡銘雅
C2	Ms Jacinda Chan	陳婉兒	Controller	Rebecca Leung	何淑慧
C3	Ms. Shirley Tan	譚曉華	Treasurer	Ivy Chan	陳韻雯
C4	Ms. Yung-Yung Cheng	鄭容容	Treasurer	Michelle Leung	梁智欣
C5	Ms. Jaclyn	林慧妍	Registrar	Rachel Tong	湯佩欣
C6	Ms. Letitia Lam	林美娟	Curriculum	Joice Chan	陳韻志
C7	Ms. Rita Fang	方娟紅	Curriculum	Wendy Wong	黃穎恩
C8	Ms Siwin Chu	朱思韻	PTA Director	Wilma Yeung	楊淑珊
CAdv	Mr. Stephen Leung	梁起鵬	Public Relations	Amanda Bok	卜思敏
PTH[2]	Ms. Jasmine Zhong	鐘悅珊	IT Administrator	Ken Ng	伍裕
			Advisor[1]	Mary Muk	穆秀芬
			Advisor[1]	Lydia Chan	陳妤
			Advisor[1]	Barbara Wong	陳寶寶
			Advisor[1]	Angie Yim	嚴婉芬
			Admin Assistant	Susan Ho	何舒瑤

[1] *Advisor - Independent Advisory Committee*

[2] *PTH denotes Putonghua teacher for classes C4 - C7*

NOTE: The above information is furnished to facilitate communications between the parents and the School. It is not intended for external sharing and other uses.

ADMINISTRATIVE INFORMATION

Mailing Address:	P.O. Box 2383, Sunnyvale, CA 94087
School Site:	Building A, 21370 Homestead Road, Cupertino, CA 95014
Office Hours:	Fridays, 7:00 p.m. - 9:00 p.m.
Voice Mail:	(408) 839-7001
Primary EMail:	wvcls.principal@yahoo.com
Website:	www.wvcls.org
Report Absences:	(408) 839-7001
School Calendar:	www.wvcls.org/calendar.html
School & Classroom Map:	www.wvcls.org/map.html
Teacher Contact:	By appointment only. Teachers will provide contact information to parents at the Parent Information Meeting

NOTE: Please DO NOT contact Homestead High School regarding West Valley Chinese Language School matters.

GENERAL SCHOOL POLICIES

Time Schedule

The school year runs concurrently with the Fremont Union High School District School Calendar. School starts at 7:00 pm and ends at 9:00 pm every Friday with the exception of holidays or Homestead High School events. Recess is from 8:00 pm to 8:10 pm.

Student Arrival Time

Students are not to be dropped off before 6:50pm.

Tardiness

Students who are late for class miss valuable instruction and interrupt the class. Repeated tardiness may result in phone conversation or in person meeting with the principal to develop a plan for punctuality.

After School

All students must be picked up promptly at 9:00 pm as supervision is not available after that time. In case of an emergency, please notify the School immediately for special pick up arrangements. Students who are not picked up on time may check in at the school office. A service charge of $20 will be assessed for pick-up between 9:15 pm to 9:30 pm. School office will be closed at 9:30 p.m., after which there will not be any person on duty.

Absences

For the safety of the students, all absences should be reported in writing to the homeroom teacher or by leaving a message at the School phone number before 7:00 p.m. on the day of absence, followed by a written note to the teacher. It is the responsibility of the parent to report absence. Any student who misses more than four consecutive classes without notification to the School may be considered to have voluntarily withdrawn from the school.

Drop/Refund

Please refer to the Refund policy included in this Handbook.

Class Cancellation

The School reserves the right to cancel class at any time. In such an event, class fees will be refunded.

Class Transfer

Please refer to the Class Transfer Policy included in this Handbook.

Visiting Classrooms

Parents of students currently enrolled are welcome to observe classes. However, advanced arrangements must be made with the class teacher before the visit.

Lost and Found

Lost-and-Found is located in the Office. All unclaimed items will be donated to a charitable organization at the end of a school year.

Parent Support

The School is owned and operated by parents. All parents are required to provide volunteer service to the School. The mandatory service policy is included in this Handbook for your reference. Please also contact the School Board if you can help during School functions.

Special Occasions

Homestead High School hosts many activities on Friday nights for their students. There may be no school on certain nights. Please refer to the Calendar for details. To the best effort, the School will inform parents if there are activities that require restraint on assessing certain parts of the campus.

Parent Information Meeting

The Parent Information Meeting is for teachers to meet with parents in classrooms to explain specific curriculum areas. The meeting covers instructional materials, expectations, homework policies, and rules and regulations. It is for parents to raise questions that are general in nature, NOT a time for individual conferences.

Annual General Meeting

An annual parents' general meeting (Back-to-School Night) with the current School Board will be held in September to cover general school policies and review the activities of the school year.

Leaving Early

If students need to leave early, they must notify the teacher and be picked up by a parent/guardian from the classroom. No students may leave the school grounds during school hours.

Conferences with Teachers

Teachers are not available for conferences during school hours. Parents should make an appointment by email or discuss with the teacher after school instead. Teachers will request a conference with the parents if they need to review student progress or any special problems. Please make every effort to attend those meetings.

Disciplinary Actions

The seriousness of disciplinary actions depend on the seriousness of the behavior. Every attempt will be made to solve the problems. If satisfactory citizenship continues to be lacking, students may expect the following: counseled by teachers or principal, loss of privileges, "time out" in office. A report will be sent home to be signed and returned to the principal's office. A parent conference may be called if the above actions do not resolve the problem.

Emergencies

The School staff is prepared to make prompt and responsible decisions in any situation that could threaten the safety of students. The decision to close schools before the regularly scheduled closing time may have to be made. It could arise from a minor emergency, such as a prolonged interruption in power, or from a major event, such as fire, earthquake, or storm. Evacuation would take place as soon as it appeared safe to do so. Please DO NOT CALL THE SCHOOL. We must keep our phone lines open for emergency purposes. It is the parents' responsibility to keep all contact information on the Emergency Form up to date.

Injuries and Illness

Any injuries may be inspected by the staff and the student kept under observation in the office. The parent will be notified and asked to come for the child if 1) any sign of illness, temperature, vomiting, ear ache; 2) evidence of a communicable disease (including head lice) or rash; 3) complaints on the part of the child of feeling ill or 4) any severe accident, including a deep cut, tooth injury, possible fracture or dislocation, or any accident requiring immediate medical attention or parent involvement.

Moving

Notify the school of any changes in address, telephone, or emergency contact.

Registration

Registration for the new school year usually starts in April and ends in the middle of September. For further details, please contact the School Registrar.

SCHOOL RULES

West Valley Chinese Language School strives to provide all students an engaging and enriching environment in the classroom for learning. Our staff encourages each student to develop desirable qualities of self-discipline. Students are responsible to comply with behavioral expectations in demonstrating consideration and good manners. They should avoid any behavior that is harmful to the good order of the school, to themselves, or to fellow students.

The following school rules and regulations need to be observed at all times:

1. Classrooms should be kept neat and clean. At the end of class, all furniture should be restored in the same arrangement as it was found at the beginning of the class.
2. Do not touch or remove any of the classroom objects.
3. There will be no eating or drinking inside the classrooms except during class party. Gum is not to be brought to or chewed at school. Do not leave any perishable garbage (e.g. orange peels) in the classroom garbage cans.
4. Listen to and follow teachers' and staff's directions.
5. No littering and running inside the classroom.
6. No students are allowed to invite friends to the school site without expressed permission from the teacher.
7. Parents and students are responsible for any damage done to personal or school property, whether by accident or otherwise.
8. No students may leave the school grounds during the school hours. If students need to leave early, parents need to go to the classroom and notify the teacher.
9. No fighting or any violent behavior is allowed as they are considered serious offenses.
10. Any type of radios, recorders, electronic games, water pistols, etc., will be confiscated and parents will be notified to pick up the items at school.
11. Inappropriate language will NOT be tolerated.

Consequences

When any of the rules above is violated, the following actions will be taken:

1. At the first offense, the student will receive a verbal warning.

2. Repeated violators will be sent to the Principal's Office and his/her parent(s) will be notified. A disciplinary report will be sent home to be signed and returned to the principal.

The School reserves the right to expel any student for disciplinary reasons and in such case, there will be no tuition refund.

Important Warning

NO student may bring firearms, knives or other weapons, any form of explosives or fireworks, cigarettes, alcoholic beverages and illegal drugs to school. Any such violation is an IMMEDIATE CAUSE FOR EXPULSION from school and may be turned over to the police.

TRAFFIC/SAFETY RULES

The School has classes distributed throughout different buildings on campus; with multiple open areas and parking lots. Maintaining a secure and safe environment is very important to the School community. The School requires parents and students to observe the following rules to help keep our school safe.

Parking

- The faculty parking lot next to Bldg. L has about 140 parking spaces. No parking is allowed on Homestead Road.
- Please make use of the student parking lot next to the tennis court. It has ample spaces, and is closer for students with classes in Building B.
- There is side-street parking on the north side of Homestead.

Drop-off

- There are 2 drop-off zones, one along Homestead Road and another along Mary Ave. (See School Map for detail.)
- Pay attention to Traffic Controllers on duty.
- Definitely NO parking along the curbside, to allow traffic flow.

Pick-Up

- The drop-off zone will be used for pick-up only. NO parking is allowed.
- Parents are advised to pick up students at the classrooms and walk them to the cars, especially for younger students.

- Students are advised not to walk to the student parking lot alone. Younger students need to be accompanied by an adult.
- All students are to remain inside the classroom buildings. They can stay in the classrooms or in the hallways.
- Teacher Aids will supervise and monitor the students in the hallways within their building.
- Yard duties volunteer parents and board member on duty will patrol around the campus during recess.

PARENT PARTICIPATION POLICY

West Valley Chinese Language School (WVCLS) is a non-profit, all-volunteer organization. We have a long tradition of excellence due in part to the dedicated support of our parents. To help ensure an effective education for our children, WVCLS is entirely dependent on parents to help with the administration of the school. Please read the following carefully to better understand where and how you, the parents, can best support WVCLS.

1. PARENT PARTICIPATION

a. **Mandatory Activities**
All parents of CK and above, if not serving as a teacher or a School Board member in a school year, are REQUIRED to support the school as traffic/security patrol and office helpers. The Office Administrator will assign these duties for the entire school year. A duty roster will be posted to the school website by the third week of school.

b. **General Service Activities**

i. Parents are STRONGLY ENCOURAGED to also volunteer their time, talent, and skills to further support the ongoing administration and activities of the school.

ii. Parents are required to sign up, and identify their preferences, for jobs listed on the “General Service Activities” form.

iii. The School Board will assign these activities for the entire school year.

2. GENERAL CONSIDERATIONS

a. It is the responsibility of the School Board to conduct a fair parent participation program. Parents with more than one child registered with the school shall expect to be scheduled for duties at the school more than once during the year.

b. Every consideration will be given to accommodate the activity preferences identified on the “General Service Activities” form. However, the School Board cannot guarantee all preferences can be met. Final assignment of activities is at the discretion of the Board.
c. Performing general service activities is an honor system. The School Board expects parents to honor their sign-up selections when called upon to fulfill their assignment(s).
d. For parents who do not wish to serve in any of the mandatory duties after the start of school, notification must be sent to the School in writing by the 2nd school session. The school will invoice the parent a waiver fee of $200 per student. Payment is due immediately upon the receipt of an invoice and is non-refundable.
e. Parents must submit any exceptions or deviations for the said assignments and policies described above for approval by the School Board.

3. TRAFFIC/SECURITY/OFFICE HELPERS

All parents with children in CK and above classes will be asked to work as Traffic/Security Duty/Office Helpers for the School. A roster will be posted on the school website by the third week of school. It is a parent’s responsibility to trade dates when there are schedule conflicts. Parents who have more than one child enrolled shall expect to get scheduled more often. Parent participation is mandatory on the assigned days.

- Responsibilities
    - act as traffic controllers before and after school
    - act as security patrol for buildings and hallways
    - act as yard monitors during recess
    - assist in office duties

- All parents on duty must report to the school office NO LATER THAN 6:30pm and stay until 9:15pm. Parents on scheduled duty who do not report to the office on time will have to pay $50 for their tardiness at the organizer's discretion. There will no longer be a “grace period” for being late. Payment is due immediately. Parents who do not show up on the assigned night will be invoiced $200 for each “no show”.

4. TEACHER’S AID

Parents are needed in their own child(ren)’s classes as Teacher’s Aid (formerly known as Room Parents in some classes). Teachers will schedule parents as Teacher’s Aids on a rotation basis. Parent participation is mandatory on the assigned days.

- Responsibilities

    - Assist teacher to maintain discipline in class
    - Monitor students during recess time to ensure their safety
    - Help check the condition of the classroom before and after class
    - Request and pick up photocopies from the office. Also, pick up flyers, newspapers and other documents for the class.
    - Report to the teacher on the assigned days
- Number of Parents
    - **CK to C2** : 1 to 2 parents per class per night.
    - **C3 and higher** : optional, at teacher's discretion.

5. PARENT REPRESENTATIVE (PARENT REP)

Each class will select **2 parents** on the first day of School or Parent Information Night for a one-year term. Responsibilities are as follows:

Parent Rep A

- Spokesperson and the focal contact for the class
- Facilitates communications between parents, teachers, and the School Board
- Plans and conducts special class events and parties (e.g. field trips, class parties, Chinese New Year activities, etc.)
- Buys awards for students and gifts for the teacher
- Reminds parents to attend school events and meetings
- Back-up for Parent Rep B

Parent Rep B

- Maintains a class directory and prepares a phone-tree for calling parents
- Schedules class help volunteers
- Coordinates classroom observation activities
- Collects and organizes class photos and mementos for the school yearbook
- Collects class fee and disburses the funds to Parent Rep A
- Maintains a record of financial transactions
- Publishes financial records to the teacher and parents each semester
- Back-up for Parent Rep A

It is recommended that the Parent Reps hold a meeting with the teacher and the other parents on the first day of school or Parent Information Night to review their roles, set objectives and expectations, and solicit input to develop plans for class activities. That meeting is also a good time to collect class fees and ask parents to sign up for class help and classroom observation as needed.

All class Parent Reps should meet at least twice in each semester to exchange ideas, discuss issues, and evaluate progress.

The amount of class fee depends on the needs of the class and the parents' expectations. It can be determined in the class parents meeting e.g. Parent Information Night or first day of School. If parents are undecided on an amount, $30 per student is suggested.

CLASS TRANSFER POLICY

Principles

When students are assigned to a specific class, it is based on the following objectives:

- Assign students to classes consistent with their academic standing and readiness;
- Achieve a balanced distribution of student-to-teacher ratio;
- Minimize administrative work in this task;
- Earn the support from parents and students that the assignment is fair and practical.

For various reasons parents and/or students have made requests to transfer from one class to another. Such requested transfer will be evaluated individually and the evaluation criteria will be consistent with the Student Assignment Objectives as outlined above.

Guidelines

1. For same grade transfers between classes, a transfer can only be granted if there are similar requests from both classes. This is to ensure that a balanced distribution of student-to-teacher ratio is maintained.
2. For transfer to a different grade level, a transfer can only be made if the class requested is not full and that the student is transferred to a class consistent with his academic standing and readiness.
3. Each transfer is evaluated individually on a first-come-first-serve basis.

Specific Procedures

1. **ALL transfer requests must be submitted to the School for consideration and approval. No student may transfer between classes without the official approval from the School.**
2. Requests for transfer must be made in writing.
3. A Class Transfer Panel will be the body to evaluate the requests. This Panel will decide, based on each specific situation, if the request is granted.
4. Decisions will be documented and communicated to the Registrar, who will then communicate to the requested parties within two (2) weeks from receipt of the written requests.
5. Any appeal to the decisions made by the Panel must be done in person to a scheduled Board meeting. The Board's decision will be final.

This Policy was approved by the School Board and is effective starting the school year 2024-25.

REFUNDS, WITHDRAWAL, AND SERVICE CHARGE POLICIES

1. Requests for refunds should be made in WRITING to the Registrar. All refund requests are to be approved by the Board.
2. For withdrawals made by the end of the first two class sessions of the school year, tuition refund will be granted with a $50 service charge. No refunds will be issued thereafter.
3. There will be a service charge of $50 on all returned checks.
4. There will be no refund for students who are expelled from School due to disciplinary reasons.

PRINCIPLES AND PREMISES

P1 - Purpose of Chinese School

The purpose of the school is to provide an environment for children of Cantonese descent to learn the Chinese language and culture.

- The focus is on children *not* on adults - i.e. children's classes have priority over adults'.
- Would not exclude children of Non-Cantonese descent or adults from classes.

P2 - Principle of Non-profit Organization

The premise of the school is non-profit.

If budget permits, the school will offer classes even if the number of registrants is below the break-even-point for the class.
A reserve fund should be set up to take care of contingencies.
As long as the net of the classes is at break-even, some classes may be above the break-even point; while others may be below.
Operating profits should be returned to the members in the form of:

- Reduced tuition;
- Improved teaching material/equipment;
- Improved facilities;
- Investment for future school facilities e.g. real estate;
- Retain in reserves for possible future school expenses.

P3 - Concept of Ownership

The members of the school consist of the parents of the students enrolled in the school. The school is jointly owned by all the members. The Board and administration need to represent the majority opinion of the members. The members need to also take ownership of the school. This means that members should be willing to participate/help in the operation of the school. This may be achieved either by

- Volunteer services;
- Mandatory services;
- Hired services financed through tuition/fee.

P4 - Principle of Adult Class

The primary reason for offering Adult Classes is to acquaint the parents with the school so that they are more likely to participate and help in school activities.

Adult classes concerning the Chinese language(s), culture(s), or other areas of interest are ways to engage parents. Both Mandarin and Tai Chi classes have been offered.
It's important that these classes remain financially sustainable, either by being profitable or maintaining affordable net expenses, without placing an unreasonable strain on our resources.

P5 - Concept of Core Courses

A set of core courses will be offered regardless of number of registrants (as long as the net of the classes are at or above break-even, or net expenses within "affordable" range). This is to provide continuity and focus on the primary purpose of the school.

P6 - Principle of splitting classes

A class will only be split if qualified teachers are available and if it meets at least one of the following criteria:

- The number of students exceeds what one teacher can effectively manage.
- There is a significant difference in student abilities, making it challenging for one teacher to effectively instruct the entire class.

S1 - Concept of limit

If a class is too large and cannot be effectively split, we may need to implement the following measures:

- Limit Class Size: Set a maximum number of students, with enrollment on a first-come, first-served basis.
- Discourage Enrollment:
    - Implement more demanding quality standards.
    - Establish placement criteria such as age, ability, prerequisites, or test scores.
    - Set higher performance expectations.
- Reassign Students: Move some students to different classes that better suit their abilities or needs.

S2 - Concept of Quality

In order to ensure that students have learned something about the Chinese language and culture, a standard of quality needs to be established. These may be achieved through:

- Quality teachers
- Standardized curriculum
- Standardized promotion criteria

S3 - Concept of Fun

In addition to providing the proper environment for learning, the students also need to be interested and motivated to learn. Ideas to motivate students include:

- Making learning fun;
- Making learning practical;
- Offer rewards and incentives;
- Enthusiastic support from parents.

S4 - Effective Administration

This requires :

- Simplicity in the organizational structure;
- Simplicity in the By Laws; and
- Motivated board members and staff.

Since the School is a non-profit organization supported by the volunteer efforts of the concerned parents, we are limited in our ability to offer any compensation to the volunteers. The motivation has to come in other forms - i.e. either self-motivated callings or prestigious titles.

S5 - Protection of Member Interests

To make sure that this happens, some form of controls needs to be established to provide checks and balances to the administration staff. These controls may be provided in various forms such as the By Laws; the need to have a quorum to hold board meetings; the right of members to call special meetings; and the requirement to post the purposes for such special meetings.

The School reserves the right to refuse service to anyone.

ROLES AND RESPONSIBILITIES

School Board

Accountable to: Members of the school

- Direct, guide and conduct all the activities and affairs of the School.
- Set strategies, policies and direction.

Principal (*)

Accountable to: The School Board

- Chief Executive Officer of the School.
- Facilitates the Board Meetings.
- Facilitates all member meetings.
- Spokesperson for the School.
- Defends and upholds the Bylaws.
- Maintains and updates copy of the Bylaws.
- Responsible for petty cash.

Vice Principal (*)

Accountable to: The Principal

- Act on behalf of the Principal when the Principal is unavailable.
- Head of the teaching staff.
- Selects, hires and provides orientations to the teachers.
- Provides academic quality control.
- Conducts school financial audits at least once a year.
- Coordinates substitute teachers.
- Backup for the Principal and Curriculum Director.

Registrar (*)

Accountable to: The Principal

- Handles registration and all registration related activities.

- Maintains a current set of records for students and members.
- Contact focus for the School phone.
- Backup for the Treasurer.

Controller / Treasurer (*)

Accountable to: The Principal

- Custody of and responsible for all funds and securities of the School.
- Receives and deposits all incomes.
- Disburses the funds of the School as directed by the Board.
- Keeps and maintains an adequate record of all the assets, liabilities and financial transactions for the School.
- Prepares financial and tax statements for the School.
- Ensures that the School is adequately insured.
- Backup for the Publicity Director.

Secretary (*)

Accountable to: The Principal

- Records and publishes the minutes of all meetings.
- Handles all correspondences for the School, including the mailbox.
- Prepares and files legal forms and documents.
- Prepares Newsletter and general announcements.
- Backup for the Administrative Director.

(*) has bank signature authority

Curriculum Director

Accountable to: The Principal

- Curriculum planning and assessment.
- Conducts and monitors all contests.
- Custody of library and teaching materials.
- Backup for the Vice Principal.

- **Key Activities**: Speech/LongDu Contest, Penmanship Contest, ANCCS Contests, SAT Mock Test

Public Relations Director

Accountable to: The Principal

- Coordinates School activities with the School District and community.
- Facility rental and related matters.
- Public relations.
- Advertisements.
- Backup for the Registrar.

Administrative Director

Accountable to: The Principal

- Assists the Registrar in the summer months.
- Purchases books, teaching materials and supplies.
- As School Historian, maintains and updates photo albums and mementos.
- Maintains School operations records, student emergency files and attendance records.
- Conducts periodic inventory checks (at least once a semester).
- Maintains facilities enhancements, safety and emergency issues.
- Backup for the Secretary.
- Coordinates volunteers for administrative duties.
- **Key Activities**: Emergency Evacuation and Lockdown Drill Logistics

Information Technology Director

Accountable to: The Principal

- Leverages the use of technology to consolidate data and record of the school.
- Maintains the School's web site to improve communication within the School community; and provides relevant information to external bodies.
- Explores the use of technology to enrich the Chinese learning experience.
- **Key Activities**: Dictionary Demo for C4 and C7 students

PTA Director

Accountable to: The Principal

- Facilitates communications between parents, teachers and the School Board.
- Plans, prepares, and conducts extracurricular activities and special functions such as picnics, parties and celebrations.
- Plans, organizes, and coordinates adult classes.
- **Key Activities**: Halloween Party, Christmas Party, CNY, Fund Raising

Advisor – Independent Advisory Committee

Accountable to: The School Board

- Upholds the Bylaws.
- Provides advice to the School Board.

Student Council Advisor

Accountable to: The School Board

- Provides advice to the Student Council.
- Acts as liaison between the Student Council and the School Board on activities scheduling/coordination and facilities requirements.

章　程

校 址： Building B, Homestead High School, 21370 Homestead Road, Cupertino, CA. 95014

聯 絡 方 式：

一. Google 留言：(408) 839-7001
二. 郵件： P.O. Box 2383, Sunnyvale, CA.94087
三. 電郵： wvcls.principal@yahoo.com

注意：有關西谷中文學校的事務, 請勿與 ***Homestead High School***聯絡。以免對該校造成不必要滋擾。

上 課 時 間：為配合 Homestead High School章程, 我校除例假外, 授課時間是每週五下午七時至九時, 小息時間是八時正至八時十分。

返 校 時 間：學生返校時間不能早於下午六時五十分。

遲 到： 學生應培養準時習慣, 遲到者不單是損失寶貴的時間, 還會妨礙其他同學的學習。

下 課 時 間：家長必須在九時正接回學生。如家長遲來接學生, 請到校務處接回子女,
如在九時十五分至九時三十分接回, 罰款是二十元正; 九時三十分後, 校務處會關門, 並無員工當值。

缺 課： 為了學生安全, 所有缺課的學生均應在下午七時前與學校或老師聯絡。
電話留言：(408) 839-7001。如果學生連續四次缺課而沒有與校方聯絡及說明原因, 學校將認為學生是自動退學。

退 還 學 費： 詳情請參閱後頁的退學規則。

取 消 班 級： 校方有權宣佈取消班級, 在此情形下, 校方將會發還學費。

申 請 轉 班： 在各種不同情況的理由下, 家長或學生可申請轉班。但請先詳閱後頁的申請轉班規則。

參 觀 授 課： 歡迎已註冊的學生家長參觀授課,但參觀前必須在課前取得教師允許。

失 物 領 取：校務處設有失物領取處。過時不領之失物將於學年結束時捐到慈善機構。

家 長 支 持：由於學校校務完全是由家長義任, 所有家長均應盡其一責。擔任義工的分配請參閱後頁, 如家長對學校校務上有任何見教, 請與董事會任何一人聯絡。

特 別 事 項 : 由於 Homestead High School 間中會在週五晚舉行課外活動, 所以中文學校會停課, 請參閱校曆。

教 師/ 家 長 日 : 校方會向家長議談有關學校的行政, 規則等。然後每位老師在各自課內向該班家長集體闡釋課程, 教材, 和學術要求。集會只限於一般性的討論而不是單獨與老師會談。

早 退 : 如學生因事要早退, 家長需要親自到課室接回子女, 並通知老師。學生不得在上課時間擅自離開學校。

老 師 家 長 會 談 : 在上課時間家長不便與老師會談, 最好和老師預約於放學後十五分鐘內見面。老師亦會要求與家長單獨討論學生學業, 謹請家長通力合作。

紀 律 處 分 : 紀律處分純粹視乎學生操行。如學生操行持續不良而又屢勸不改, 不聽老師訓導, 學生會受到各種紀律處分: 見老師, 見校長, 剝削在班上某些權利, 在校務處受處罰。校方會書面通知家長, 家長簽名後請交回學校。如學生仍不守紀律, 校方將與家長開會討論。

緊 急 情 況 : 必要時, 如火災, 地震, 風暴, 或長時間停電, 為了學生安全起見, 校方會疏散學生和停課。到時學校需要用電話作緊急用途, 所以請家長不要打電話到學校。同時, "緊急資料" 表格如有所更改, 家長切記要盡快通知學校。

學 生 傷 病 : 學生在校因故受傷, 校方會了解情況和送學生到校務處觀察。如學生害病, 患有傳染病, 或意外受傷而需要醫療或家長護理, 校方會通知家長來接走學生。

遷 址 : 請家長盡早通知學校家中新地址, 電話, 和聯絡人。

註 冊 : 新學年註冊通常會在每年的四月期間開始至九月中旬。本校只設有秋季註冊, 詳情可與註冊主任諮詢。

校　規

西谷中文學校致力於給予同學們一個富有趣味性的學習環境。教職員也盡力地鼓勵同學們各自養成自律。無論在課室內及在校中, 同學們應尊敬師長, 以禮貌待人, 並遵守下列規例:

一. 保持課室整潔, 授課完畢必須將桌椅及用具放回原狀。

二. 課室內任何裝備及工作佈置不得移動。

三. 不可在課室內吃食物 (包括香口膠)。不可留下任何易腐廢物(例如果皮)在課室的廢物箱內。

四. 聽從師長及職員的訓導。

五. 在校園內, 學生無論何時不能 :
- 隨便拋廢物;
- 在課室內亂走;
- 搬動課室內任何物件。

六. 在未得教師允許之前, 學生們不能邀請朋友到課室。

七. 毀壞公物, 家長與學生有責任作出賠償。

八. 學生不得於上課時間擅自離校, 如學生需要早退, 家長必須親自到課室帶走子女和通知老師。

九. 校園內, 嚴禁打架, 暴力事件。違者作嚴重罪行處理。

十. 學生不准帶收音機, 錄音機, 電子遊戲機, 水槍等物件回校園內。 有違者, 物件一律充公。如要索回, 請家長親自來領取。

十一. 嚴禁在校園內以粗言穢語交談。

教師們會在開學的第一天和學生們討論校規。違校規者會受下列的懲罰:

一. 初犯者會口頭告戒;

二. 屢犯者將會送到校長室, 並由學校通知家長。學校有權開除任何有紀律問題的學生。

嚴重警告 :
學生不得攜帶槍械, 刀具, 及其他武器, 香煙, 含有酒精的飲品及違法藥物進入校園。任何違法者將立即被學校開除。

學 校 交 通 和 安 全 規 則

本校所租用的校園廣闊, 空曠地方很多。為了維護學生的安全, 校方謹請各位家長和學生遵守以下交通和安全規則。

泊車

- L座旁的停車場約有140個車位。在Homestead Road的學校大門前不准泊車。
- B座旁的停車場亦有大量停車位提供給接送學生之用。
- Homestead Road 對面馬路可以泊車。

學生下車

- 學生可在兩個指定地點下車: 在學校大門前的 Homestead Road下車, 或在 Mary Avenue 的L座旁下車。

- 下車地方不准泊車。

學生上車

- 上車地方和下車地方一樣, 不得泊車。
- 家長最好去課室接學生, 然後步行去停車場。
- 學生不要單獨步行去停車場。年幼學生需要家長陪行。

小息

- 小息時, 所有學生必須逗留於課室樓宇內的課室或走廊。
- 老師助手在課室走廊監督學生, 維持秩序。
- 校園/校務處當值家長和校董會員於小息時巡視校園。

家 長 服 務 條 例

家長參與條款

西谷中文學校是一所不牟利、全自願性機構。本校具有悠久的優良傳統，部份是有賴各位家長的熱心支持，為了幫助我們的子女得到良好的教育，西谷中文學校的行政運作完全倚賴全體家長的協力幫忙。請你細心閱讀下列各項，以便更清楚知道在那方面和怎樣能對校方作出最大支持。

1. 家長參與

(A) 規定活動 **(Mandatory Activities)**

- 所有 CK及以上班級家長，沒有在本年度擔任教師或校董會職責者，都必須參與交通/保安巡邏;並校務處助理工作。校董會會安排整學年當值分配，當值表會在開課首天派發。

(B) 一般服務活動**(General Service Activities)**

- 家長務請積極騰出時間、專長和技能，進一步支持學校持續的行政活動。
- 家長須要在「一般服務活動表」(General Service Activities)的表列項目中，填報和選擇活動取向。
- 校董會將會安排整學年的服務活動分配。

2. 一般性考慮

- 校董會有責任推行公平的「家長參與計劃」，有一個以上子女就讀本校的家長，將會被安排在同一學年內，當值一次以上。
- 校方會盡量安排家長擔任「一般服務活動」表的自選項目，但校董會不能保證滿足所有要求，最終活動安排會視乎校董會判斷。
- 履行「一般服務活動」是各家長的光榮，是自動監管制。校董希望當有需要時各家長會履行校方所安排的任務。
- 如果 **CK**及以上班級家長在開課後，不準備參與任何家長「規定活動」**mandatory activities**，必須在開課第二週或以前，以書面通知校方。此等情況下，校方會以發票通知該家長繳付「括免規定活動費用」，以每學生**$200**計算，費用應在收到發票後立即繳交，概不發還。
- 如果家長有特殊因素, 在上述分配工作或措施上要作特別安排, 必須書面呈交校董會審核。

3. 交通 **/** 保安巡邏 **/** 校務處助理工作 **- (**「規定活動」**- Mandatory activities)**

CK及以上班級家長必需履行「交通 / 保安巡邏 / 校務處助理工作」, 此項工作是規定性工作。當值表會在開課後第三個星期上載在學校網頁, 如有日期上的衝突, 請自行與其他家長更換當值日期。家長們如有多過 一個子女就讀本校, 將會被安排在同一學年內, 當值一次以上。

責任:

- 在上課前和下課後當疏導交通工作
- 在校園、課室和走廊當保安巡邏
- 小息時, 在校園內維持學生秩序
- 校務處助理工作

當值家長必需在**6:30pm** 準時到校務處簽到和當值。當值時間是**6:30pm** 至 **9:15pm**。如家長在值日當晚遲到**,** 校方會酌情徵收 **$50**罰款**,** 罰款會即時徵收。如家長在值日當晚缺席**,** 校方會徵收缺席罰款**,** 每次 **$200** 。

4. 教師助理

家長須要在子女就讀班級幫忙, 擔任教師助理。教師會安排家長輪流出任, 這項參與也屬家長規定活動。

- 責任
    - 協助教師維持課堂秩序
    - 在小息監管學生, 確保安全
    - 於上課前後, 協助課室內各項用具擺放完整
    - 交收校務處影印, 及領取各項傳單、學校通訊和其他班用文件
    - 在出任當天, 首先向教師報到
- 家長數目
    - CK至C2: 每上課晚上, 每班有一到兩位家長。
    - C3及以上: 由教師決定。

5. 家長代表

每班於 Parent Information Night 挑選兩位家長做任期一年的家長代表.

職責:

家長代表A

- 班家長發言人
- 代表該班與家長, 老師, 和校董會交流
- 組織該班的活動和社交聚會, 如旅行, 聽演講, 生日慶祝, 班級派對, 中秋節和新年節目, 等等
- 代購學生獎品和謝師禮物
- 提醒家長參加學校活動

- 家長代表B的後備

家長代表B
- 保持一份學生和家長名單
- 找家長幫忙班中事務
- 安排學校年刊的本班照片和紀念品
- 繳收班會費
- 紀錄該班有關班會費的財政收支
- 每學期對老師和家長作財政報告
- 家長代表A的後備

班會費的多少視乎該班的需要和家長的要求, 可以在該班家長會議時議決。如大家不能決定, 不妨每位學生$30元。

在 Parent Information Night 家長代表不妨和老師開會議交流大家對該班各種活動的意見, 到時也可繳收班會費, 訂定幫助活動的家長名單和旁聽老師上課的時間表。兩位家長代表每學期至少要會面兩次來共同討論班中情況。

學 生 轉 班 規 則

原則：

學校分配 學生班級是根據下列因素而決定：

- 學生中文程度
- 班級學生人數
- 分配手續的繁易
- 家長與學生的認可

每位學生轉班的要求都會根據以上的標準而作個別處理。

準則：

一. 如果同級轉班, 對調的一班必須要有學生同意對換, 這樣師生的比例才能維持平衡。

二. 如果不同的級別轉班, 要求轉調的班級必須有空位, 同時也要符合要求轉班的學生的中文程度。

三. 每個轉班的要求都是以 "先到先得" 分別處理。

手續：

一. 所有轉班要求必須向學校申請及得到校方同意。學生不可以自行轉班。

二. 轉班申請必須用書面通知學校。

三. 校董會轉班委員會將評核申請 。

四. 委員會作出決定及通知註冊主任。而註冊主任會在一星期內對申請者給予回覆。

五. 所有上訴必須在預約的校董會會議時親自提出; 最後的決定是由校董會議決。

此規則在**2024-25**年的校董會議決通過。歡迎各位家長隨時反映閣下的意見。

退 學 規 則

一. 要求退款必須先向註冊主任提出書面通知, 並需經過校董會批准才能退款。

二. 如在 "預先註冊" 期限前註冊, 而又在期限前要求退學, 註冊訂金校方會如數奉還。

三. 如在學年的首兩個課程結束前提出退學申請, 學費退款將扣除50美元的服務費。
此後的退學申請將不設退款。

四. 支票不兌現, 手續費是$50元正。

五. 如因受紀律處分而被逐出校者, 不可獲得任何退款。

宗旨與前提

一. 學校宗旨 :

西谷中文學校的宗旨是輔導祖籍廣東省的學生學習中國語言和文化。
- 重點是兒童教育。成人班次之。
- 不排除非廣東裔學生。

二. 非牟利組織 :

西谷中文學校是一所非牟利的機構。
- 在學校財政預算許可下, 虧蝕的班級也會開設。
- 設立儲備金應付緊急開支。
- 只要總體保持收支不虧, 開班不論盈虧。
- 所有盈餘回歸學校 :
    * 酌減學費
    * 改善教材
    * 改善學校設備
    * 投資擴建設施
    * 留爲學校儲備以作不時之須

三. 擁有權 :

學校是屬於學生家長所擁有, 校董會是家長代表, 一切校務需要家長義務負責擔任。

四. 成人班 :

- 除了中文班外, 還有成人興趣班來鼓勵家長參與活動。
- 成人興趣班務求收支不虧。

五. 基礎課程 :

基於學校的宗旨, 在保持整體收支不虧的原則下, 設立一組學生必修的基礎課。

六. 分班 :

一班如果學生太多或學生中文程度過份參差不齊, 該班會被分成二班或多班。

學生人數限制：
如果一班學生人數太多而又不能有效地分班, 校方會根據 "先到先得" 方式來分配學生, 或提高入學資格來減低學生人數。

質數：
為了使學生學好中文, 我們力求良好的師資, 標準化的課程, 和統一性的升學標準。

趣味性教學：
除了良好的學習環境和學校制度外, 我們還需要好的教學方法來激發學生去努力學習中文, 其中包括: 使孩子們學得開心, 學有所用, 獲得獎賞與鼓勵。當然家長們還要極力支持孩子們學習。

學校行政：
有效的行政需要精簡的行政結構, 明朗的組織規章, 和熱心的校董和全體教職人員。作為一個非牟利的組織, 我們的資源有限, 極需要家長們踴躍參加一切校務工作。

維護學校成員利益：
為了維護學校所有成員 (家長) 利益, 我們有各種方法去制定一切行政：我們訂有學校組織 規章, 所有校董會議都規定要有法定參與人數, 每位成員均有召開特別會議的權利, 和每個特別會議都必須有會議章程。

我們保留拒絕向任何人提供服務的權利。

校董會成員名稱及職務

校董會

授權於 ：全體學生家長

- 管理, 領導, 貫徹一切學校活動
- 決策行政方針

校長

授權於 : 校董會

- 學校行政首長
- 校董會和所有會議的主席
- 學校代表, 發言人
- 擁護和堅持學校規章
- 修訂規章文件
- 負責小額現金收支

顧問 **-** 獨立顧問委員會

授權於 : 校董會

- 堅持學校規章, 向校董會提供參考意見

學生會顧問

- 向學生會提供參考意見
- 在安排慶祝晚會, 慶典等課外活動時, 作爲學生會與校董之間的橋樑

下列各校董成員向校長報導 :

副校長

- 全體教師首長
- 僱請老師
- 改善及提高在學術上的質素
- 每年至少有一次核對學校的財政
- 安排代課老師
- 是校長和課務主任後備

註冊主任

- 處理一切學生註冊事宜
- 保持學生最新紀錄
- 學生電話聯絡
- 財務主任後備

財務長 **/** 財務主任

- 負責管理學校所有資金和證券
- 負責收款和存款
- 根據校董會指示發款

- 負責紀錄學校一切財務交易
- 制訂財政與稅務報告
- 負責學校保險
- 公關主任後備

秘書

- 記載一切會議記錄
- 負責學校所有通信來往
- 整理和編檔保存一切法律表格與文件
- 編作校務通訊與通告
- 校務主任後備

註 : 校長, 副校長, 秘書, 註冊主任, 財務主任都有銀行簽字的權力。

課務主任

- 選決學校全部課程
- 帶領和監察學生比賽
- 保管圖書與教材
- 副校長後備

要務:書法比賽, 朗讀/演講比賽, ANCCS比賽, SAT摸擬考試

公關主任

- 安排學校與校區的交流
- 負責有關學校設備租賃事宜
- 公共關係及廣告
- 安排義務活動
- 註冊主任後備

校務主任

- 夏季時協助或代理註冊主任
- 購買書本, 教材, 和用品
- 作為學校編史家, 保管學校相簿與紀念品
- 保存學校行政記錄, 學生緊急檔案和上課紀錄
- 定期檢查存貨 (至少每學期一次)
- 負責校園的安全和緊急設施
- 安排義務家長的相關工作
- 秘書後備

要務:緊急疏散演集及緊急反鎖演集的有關安排

資訊組主任

- 採用資訊和科技去組織處理學校檔案和資料
- 採用校網去改良校方對內和外的通迅和資料傳播
- 開拓利用科技去改良和充實學習中文的途徑

要務:C4/C7網上字典示範

康樂文化主任

- 促進家長, 教師, 與校董之間的交流
- 安排野餐, 慶祝晚會, 慶典等課外活動
- 計劃, 組織成人班

要務: 萬聖節聯歡會, 聖誕節聯歡會, 新年聯歡會, 募捐等