

Tidewater Chinese School, Board director

Subject: Maintaining a safe, clean and orderly environment at TCS

First draft: July 16, 2015

For the past 33 years, ODU has been continuously supporting TCS for fulfilling its educational and cultural goals. Currently, TCS has grown to be the largest Chinese school in Tidewater area, thousands students have taken advantage of our programs. We deeply appreciate the generous and consistent support from ODU and seek to contribute to the core value of ODU's long-term prospective.

We also realized that we, as a guest at ODU, must make all efforts to minimize the burden that we might cause to the administration and staff of ODU. In the past, incidents, such as activation of emergency alarm without an emergency situation, noise generated by our students and other personals and unorderly situation caused by our school activities, occurred during the TCS school time in ODU facility. These incidents have caused unnecessary confusion and burden to ODU administration and staff, and put TCS in jeopardy of losing the privilege of using ODU facility. Although ODU had generously forgiven us for these incidents, we must examine our regular practice closely to minimize the occurrence of such incidents.

The TCS general regulations for students, teachers and parents are specified in the TCS BYLAWS and several relevant documents: **Code of Conduct for Students**, **Code of Conduct for Teachers** and **Code of Conduct for Parents**. This document specifically address the incidents mentioned above by clarifying responsibilities of all parties on this matter.

Responsibility of TCS Board

1. The TCS Board is responsible for ensuring that the TCS is safe, secure, and orderly.
2. The TCS Board is responsible for making and implementing the rules to maintain a safe, clean and orderly environment following applicable federal, state and local educational regulations.
3. It's the responsibility of all board members and other school staff to explain the school rules regarding the safety, cleanness and order of TCS and observe the implementation of the school rules.
4. The TCS Board is responsible for making final decision when a disciplinary action is needed regarding safe, clean and orderly school environment.
5. The PTA President is responsible for explaining the TCS rules to parents, organizing the parents hallway patrol and keeping record of any incident occurring during school time.

Responsibility of Teachers

1. Teachers are expected to educate students of their classes to maintain a safe, clean and orderly environment on a regular basis.
2. At the beginning of each semester, teachers should use part of the class time to clarify the rules of TCS regarding safety, cleanness and order of the school, this includes but not limited to:

- a. Except in case of an emergency, don't activate any safety devices such as Emergency Response device, fire alarm and any other electrical devices in the classrooms and the hallway;
 - b. Remain quiet after entering the school facility, no running, chasing and loud speaking under any circumstances within the school facility.
 - c. Keep cleanness in school facility. Clean up thoroughly if a mess is made.
3. Teachers are responsible for organizing in-room parent activity. This duty can be implemented by parent(s) on a volunteer basis.
 4. During break time between classes, teachers should pay attention to any improper behavior of students in his/her class, and take immediate action if such behavior is observed.
 5. Teachers are responsible for examining cleanness of the classroom before and after class. Clean any mess before and after class. If the mess is beyond simple cleaning, report to the Board.
 6. Keep a record of any incident during school time for his/her class. The TCS board will review this record on the next board meeting.

Responsibility of Parents/Legal Guardian

1. Parents/legal guardian are expected to educate students of their child(ren) to maintain a safe, clean and orderly environment in TCS.
2. Parents/legal guardian should remain alert about the TCS rules regarding safety, cleanness and order and correct any improper conduct from their child(ren) when such conduct is observed in the TCS facility.
3. Parents/legal guardian should conduct volunteer duties of hallway patrol each semester. The policy for parent hallway patrol volunteer are specified in **Policy for Parent Hallway Patrol**.
4. Parents/legal guardian should conduct Class On-Duty Parent duties for the class their child(ren) is(are) in. The policy for in-room parent duties is specified in **Policies for Room Parents Representative and Class On-Duty Parent**.
5. Parents/legal guardian are responsible for escorting their child(ren) (10 years old or younger) to classroom and remain attending their child(ren) until their teacher is in classroom.
6. Parents/legal guardian are responsible for picking up their child(ren) on time after class is dismissed.

Policies for Room Parents Representative and Class On-Duty Parent

At the beginning of each semester, a Room Parents Representative is assigned/appointed for each class within parents of students of the class. Room Parents Representative serves as coordinator among teacher, parents and the school. A Room Parents Representative is exempted from other class and school duties. The duties of a Room Parents Representative includes:

1. Facilitate communications among teachers, parents and the TCS Board.

2. Collect emails of all parents of the class, and coordinate the assignments of Class On-Duty Parent for each class.
3. Communication with teacher regarding class activities, homework, teaching materials and other issues.

For each class session, a Class On-Duty Parent is assigned/appointed within parents of students of the class. The Class On-Duty Parent serves as assistant for the teacher in the class. The duties of a Class On-Duty Parent include:

1. Be in the classroom before class starts, sign in duty log sheet with class teacher.
2. Assist teacher and enforce classroom rules and orders. Make sure students take good care of the school properties and equipment, and keep them in its original place.
3. Assist teacher with copying, distributing teaching materials, cleaning etc. during class time.
4. Make sure all non-duty parents leave the classroom when class is in session. Preschool, Kindergarten, first and second grades classes are exempt from this restriction. All sit-in parents need to turn off their cell phones when class is in session.
5. Escort student when a student needs to leave classroom during a class.
6. Work with teacher and students to keep classroom clean and restore everything to its original position after class is dismissed. Lock the door after class is over.

Policy for Parent Hallway Patrol

1. All parents are expected to volunteer for hallway patrol at least once each semester. Class representatives may be exempt from this duty. In-room parents is also exempt from this duty when he/she is executing the duty.
2. Hallway patrol during school time is organized by PTA.
3. The PTA president, a board director, is responsible for organizing PTA and serves as the leader in hallway patrol.
4. Hallway patrols should sign in at the beginning of the school session. Responsibilities of hallway patrol include but not limited to:
 - a. Ensuring students following general school rules before, between and after classes;
 - b. Monitor and prevent students from activating any emergency device in the hallway and any other facility that TCS is using during regular school time, report such incident to the TCS Board immediately if it occurs;
 - c. Monitor and prevent students from making mess in the hallway, restroom and any other facility that TCS uses during regular school time, ask the student to clean up any mess if it occurs. If the mess is beyond simple cleaning, report to the TCS Board immediately;
 - d. Monitor and prevent student from running, chasing and making loud noise in the hallway during the regular school time;
 - e. During class time, pay attention to students who come out of the classroom, monitor them until they go back to the classroom