

## **Long Island Alliance Church Chinese Language Education Center (CLEC)**

### **Information for Parents/Guardians:**

1. Each school year, we will post the list of Saturdays that classes meet, as well as the class schedules, in the Student Handbook. Parents/Guardians should consult the events calendar and the class schedules in the Student Handbook for relevant information.
2. Parents/Guardians should drop off and pick up students on time, and remind or help students to get ready their schoolbags bearing their names, books, homework assignments, things they need for classes and the Student Handbook.
3. All students must arrive at the assembly room on or before 9:30am on the Saturdays that classes meet. No student is permitted to enter the classroom by himself/herself. All students must be led by the teachers to their respective classrooms.
4. Please supervise and help your child to finish his/her homework assignments on time each week. If you have any questions or concerns, please contact his/her teacher in a timely manner.
5. Please review the Student Handbook every week, in which you will find information regarding what your child has learned in the classroom, his/her attendance record, comments from his/her teacher and extra-curriculum activities. Please be on the lookout for emails and Wechat notifications from CLEC.
6. Please instruct your child to obey CLEC rules and listen to the teachers.
7. Students are not permitted to use cell phones or other electronic devices in class. All electronic devices need to be put away until classes are over.
8. If your child is sick or is absent for any other reasons, please jot down the reasons for absence in the Student Handbook "Absence Notes" section before or after the incident. Please also notify the supervisor on duty that day or his/her teacher.
9. Do not bring guns or firearms or pornographic materials or other harmful objects to CLEC.
10. If a student misbehaves in class and refuses to change after repeated warnings, he/she will be referred to the Principal by his/her teacher. If he/she continues to misbehave, the Principal will call his/her parent/guardian to pick up the student. If the situation worsens, we may have to consider discontinuing his/her study at CLEC.
11. To ensure that our students have a safe, healthy and pleasant environment to learn and grow, we sincerely hope that parents/guardians would actively cooperate with the arrangements and rules set by CLEC and the teachers. Your support is crucial!
12. If Saturday classes are cancelled due to special circumstances, we will notify parents/guardians/students through our website, email, telephone or WeChat.