



TZU CHI ACADEMY U.S.A.

Student's & Parent's Handbook



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INTRODUCTION OF TZU CHI ACADEMY

Tzu Chi Academy USA was established in 1994. Previously, it was named Chinese Class Of Youth Corp. The Youth Corp was established to help the children of Tzu Chi volunteers to learn the Chinese language. Due to high demand, Tzu Chi Academy was formally established to create a good foundation for all of the supporter's children.

The philosophy of Tzu Chi is not only to have compassion, understanding and empathy with others but also offer love and help to the needed persons. The school's goals were developed on the basis of the philosophy. With humanity education, we hope to open the hearts of the children and develop the global view of the world. Our ultimate goal is to help our children develop open-minded visions to the world.

All teachers of Tzu Chi Academy have the qualities of professionalism, unselfishness and devotion to all the children. All parents are expected to be supportive and be part of the classroom by providing volunteer services.

Throughout the US, we have 19 Tzu Chi Academies with more than 4,500 students. All Tzu Chi Academies have unity within the teachers, students, and parents. They work as a cohesive unit to achieve the goals of the school. The children are not only work on academics, but also on moral and character development.

Jin Sin Aphorisms Teachings:

To teach Master Cheng Yen's education: Using stories with visual aides such as cartoons and artworks teaches children the aphorism. Through the activities and active interaction with teachers, children learned to become better ethical persons.

Humanity Courses

In order to fulfill Master Cheng Yen's great love for the community, all Tzu Chi Academies across the US started offering humanity classes as elective courses in 2003. Since then, all students will spend at least 30 minutes each class on humanity studies. We offer enriching courses that benefit humanity studies. Students are encouraged to study humanity, along with cultural and language development. These courses are Environmental Protection classes, Tzu Chi's Sign Language teachings, Tzu Chi's Tea Ceremony courses, Beauty, Truth, and Faith Flower Arrangement courses, Tzu Chi's World New Knowledge, Advanced Drama, Still Thought Stories, Stories of Sakyamuni, and Earth Appreciation (We Live and Breath Together with the Earth). The Educational Joint Committee provides all further Humanity and Life Classes.

ENTRANCE QUALIFICATION

Student shall be at least 4 years old to enter the school. Students' age must be between 4 to 18.

TEXTBOOK

Our textbook is provided by the Overseas Chinese Affairs Commission. Other sources will be used for reference only. The Academy will have Pinyin classes at the beginning of level 5 textbook. Even in the Pinyin class, traditional Chinese characters are used in the textbooks.

STUDENTS UNIFORM

For safety concern, Academy adopted a mandatory School Uniform Policy for all students. The student must take vegetarian food while wearing school uniform.

Student Uniform Standards:

White shirts with school symbol (please purchase at school) and dark blue navy pants with khaki material.

LEAVE OF ABSENCE, WITHDRAWAL, REFUND & ABSENTEE POLICIES

(1) Parents shall complete a "Leave of Absence/Withdrawal Application" form when a student needs to be absent or withdrawn. The form can be picked up from school secretary office.

(2) A student coming back school after leave of absence or withdrawal the student will be deemed as a new student and must go through new student application process.

(3) Withdrawal before school starting date of 1st semester, tuition can be refunded after deducting \$20 processing fee. Withdrawal after school starting date of 1st semester and before the 4th class, tuition can be refunded after deducting 25%. Withdrawal after the 4th class and before school starting date of 2nd semester, tuition can be refunded after deducting 50%. No tuition can be refund after the start of 2nd semester. Please contact the school secretary office for details.

(4) A free tuition program is available for qualified students. Please contact the school secretary office for details.

(5) It is the parent's responsibility to inform the school when the child is absent. Please call the school office to report the absence. Parent shall complete "absence form" and give it to the teacher following after the phone call. Absences not reported by the parent according to the above mentioned methods will be considered as "unexcused" absences.

(6) A student who has three (3) or more unexcused absences within one semester is deemed truant. School will not refund tuition due to truancy.

(7) Parents shall help students comply with all school rules and classroom procedures. If a student does not improve after several violations, our school has right to dismiss the student after three notices.

(8) Students shall register for ALL four classes, including two Chinese classes, one Humanitarian class, and one extracurricular activity. Students cannot attend only extracurricular activities. Our school has right to dismiss student if a student's absences exceed 1/3 of a semester, i.e. absence is over 18 hours, or 5 classes within one semester.

TZU CHI ACADEMY SCHOOL REGULATIONS

Our goal is to provide a safe, high-performance school for all of our students. Other than regular public school rules, all students, parents, and volunteers shall comply with the following:

(1)Students shall promptly and respectfully obey the teacher(s) and the room mom(s) in the classroom. Students cannot disturb other students by using profane and vulgar language or physical actions. Students will be brought to the school office if the violation affects the whole classroom. The school has the right to dismiss the student on case-by-case basis if the student fails to correct his/her violations.

(2)The school uniform is mandatory. No sandals are allowed at school. The school will notify parents of uniform violation. The school has the right to dismiss students on case-by-case basis if student fails to correct his/her violations.

(3)Students are expected to be on time at school. Students shall enter the classroom when the school bell rings. Students shall not loiter or create disturbances in the classroom. Either being 15 minutes late or leaving 15 minutes early shall be deemed as an absence from class. Three absences from class are treated as an absence of one day. The school has the right to dismiss a student on a case-by-case basis if a student continues being late to the class.

(4)Students are required to conform to the classroom regulations. Students cannot roam around the classroom, chat, or do other unproductive things. Students must refrain from leaving the classroom without permission.

(5)No smoking is allowed in the school.

(6)There is no eating, drinking, wearing hats, being noisy, and putting your feet on the chairs or desks.

(7)No cheating during tests.

(8)There shall be no weapons (i.e.: knives, guns) or drugs taken to school. If a student is found with any of these items, they will be expelled.

(9)Do not touch anything that doesn't belong to you in the classroom, such as posters, papers, and anything on the teacher's desk, as well as anything on the whiteboard. The same rule applies to the restroom: no misuse of toilet paper or paper towels, covering the floor with water, etc.

(10)Stealing is forbidden.

TZU CHI ACADEMY SCHOOL REGULATIONS

- (11)** Keep your hands off other students' belongings if you do not have their permission to do so.
- (12)** Do not climb the chain-link fence or handball wall, or any other walls/fences surrounding the school. If a ball happens to leave school grounds, the student(s) must notify a supervisor or teacher to receive permission to go out of school grounds and retrieve it.
- (13)** Students must stay in the playground supervisor(s)' sight during recess.
- (14)** There will be no leaving the school without permission. If a student needs to leave early or miss class time, a parent is required to notify the school.
- (15)** Since the school is a part of the Tzu Chi Foundation, students are also required to participate in all activities of the Tzu Chi Foundation, such as: the Buddha's Birthday, the graduation ceremony, the annual celebration, and athletic meets.

DISCIPLINARIAN GUIDELINES

- (1)** There are a total of 15 school regulations; if rule #8 is violated, the student shall be expelled.
- (2)** If a student has violated a regulation, the school will notify his/her parent(s) and they will both sign the violation record.
- (3)** If the student has made a serious violation, the school board will expel the student.
- (4)** All information on all students of the school is confidential; each student's violation record will affect their citizenship grade.
- (5)** If the parent(s) or student(s) fail to cooperate with the school, please voluntarily withdraw from the school.
- (6)** All school regulations are adopted and approved by the school board. They are effective from the day of publication.
- (7)** There are several steps of discipline: being put on the violation record, given advice, notification by phone or letter to a parent, counseling, etc. If a student has made a serious violations, the student will be expelled. If any student or parent(s) does not agree upon any of school regulations, please do not sign up to register.

COOPERATION AND SUPPORT FROM PARENTS

- (1)** Examine and sign school correspondences, student's homework, and any school notices; and ask the student to turn them in to the teacher.
- (2)** Help your student comply with teacher's arrangement to participate school activities. Prepare drinking water or recycling cup for student's health concern. Please provide a written note to room mom if student is required to take medicine at school.
- (3)** Stay inside the classroom during school hours and do not talk or linger in the hallway.
- (4)** Cooperate with the school and respect the school's decision on the student's evaluation and grade assignment.
- (5)** Follow the volunteer's instructions about traffic control and do not do illegal parking.
- (6)** Participate in parents meetings, school starting and graduation ceremony.
- (7)** Join to be a Tzu Chi volunteer and attend Tzu Chi activities.
- (8)** Give advices and recommendation to the school and communicate your opinions to the school.

SUPPORT THE PARENTS TO BECOME VOLUNTEERS

Please check with the school for further detail information.