



维中中文学校  
*Central Virginia Chinese School*

9801 Fort King Road, Richmond, VA 23229 USA

<http://www.CVChineseSchool.org> | [CVChineseSchool@gmail.com](mailto:CVChineseSchool@gmail.com)

**SCHOOL OPERATIONS, POLICY &  
PROCEDURES  
2017-2018**

**Last Revised: August 14, 2017**

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## SCHOOL OPERATIONS, POLICY & PROCEDURES

2017-2018

### I. Mission, Purpose, and Operations of Central Virginia Chinese School

**Central Virginia Chinese School** (hereinafter referred to as “CVCS”) is a 501(c)(3) nonprofit educational organization founded in 1996. It aims to promote Chinese language literacy and to encourage cultural exchange/diversity.

CVCS offers two types of Chinese language programs:

- 1) Chinese as a Heritage Language (CHL) program. It is designed for students whose parent(s)/guardian(s) can speak fluent Chinese (Mandarin).
- 2) Chinese as a Second Language (CSL) program is specially designed for students who are non-native Chinese speakers (both children and their parent(s)/guardian(s)).
- 3) In addition to language classes, CVCS offers a variety of Enrichment classes that include painting, dancing, sketching, Yoga, and chess. It may vary from semester to semester.

CVCS shall obey all applicable laws governing the educational program, and will obtain and keep current any and all appropriate Federal, State, and County license, permits, etc.

### II. Purpose of This Document.

First and foremost, the CVCS School Board is obligated to provide a safe and secure environment for all students and non-students who participate in the programs offered by CVCS. This obligation is the prerequisite for the above Mission, Purpose and Operations of CVCS.

As a community based nonprofit educational organization, CVCS is proud of the heritage of the Chinese language and culture and its pivotal contributions to and influence upon the world civilizations. CVCS expects both students and families to take full advantage of these educational opportunities with classes currently only offered on some Sunday afternoons when they fully understand the community expectations and receive consistent support in meeting those expectations at home and school. Students, parents, teachers, staff, volunteers, CVCS Board Members and the community all, as partners, have opportunities and a role to help to achieve the stated Mission, Purpose and Operations to ensure student success behaviorally and academically.

The purpose of this “**SCHOOL OPERATIONS, POLICY & PROCEDURES**“ (hereinafter referred to as “**SOPR**”) is to provide students and non-students who participate in the CVCS programs at school and any events that are sponsored by CVCS with a clear and comprehensive description of:



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- 1) **School Calendar/Hours of Operations**
- 2) **Class Registration, Cancellation and Refund**
- 3) **CVCS Board Members & Responsibilities**
- 4) **Rights and Responsibilities of CVCS Teachers**
- 5) **Rights and Responsibilities of CVCS Volunteers**
- 6) **Rights and Responsibilities of CVCS Parents/Guardians**
- 7) **Rights and Responsibilities of CVCS Students**
- 8) **The Minimum Standards of Behavior for All Students Enrolled in CVCS**
- 9) **Child Abuse**
- 10) **Policy Review**

Whereas this document defines and releases to the public the above areas in detail and presents a menu of interventions and responses to be employed by CVCS Board Members, teachers, parents, and the community to address individual students who exhibit inappropriate behavior or gets injured or abused, the cooperation of each and every person involved remains essential in providing an appropriate environment for learning the Chinese language and culture to take place. CVCS is assisted in this effort by a strong and consistent disciplinary policy which outlines the rights and behavioral expectations for every student. Together, as partners and volunteers, we can continue to keep CVCS among safest place in the community for children and adults to benefit from the Chinese heritage.

### III. School Calendar/Hours of Operations

CVCS does not own its physical building for classrooms. It rents a facility from other organizations. Academic calendar wise, it follows the [School Calendar of Henrico County Public Schools](http://henricoschools.us/calendars) (hereinafter referred to as “HCPS”; URL: <http://henricoschools.us/calendars>) in Virginia, United States. However, the Hours of Operations also depend on the rented facility.

For the current School Year, CVCS rents the facility owned by [Saint Andrew’s United Methodist Church](#) (hereinafter referred to as “SAUMC”) locate at [9801 Fork King Road, Henrico, Virginia 23229, United States](#).

**The Hours of Operations** for the current School Year, which is specified in *Exhibit A - CVCS School Calendar - 2017-2018*, are as follows:



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## 1st Semester

Week #	Date	Note
1	9/10/2017	The first day of school
2	9/17/2017	Open House
3	9/24/2017	
4	10/1/2017	
5	10/08/2017	
6	10/15/2017	
7	10/22/2017	
8	10/29/2017	
	11/5/2017	No Class
9	11/12/2017	
10	11/19/2017	Speech Competition
	11/26/2017	Thanksgiving. No Class

## 2nd Semester

Week #	Date	Note
1	1/7/2018	The first day of school
2	1/14/2018	
3	1/21/2018	
4	1/28/2018	
5	2/4/2018	
	2/11/2018	No Class Chinese New Year Celebration
6	2/18/2018	
7	2/25/2018	
8	3/4/2018	
9	3/11/2018	Room: 108A and 108B Unavailable
10	3/18/2018	
11	3/25/2018	



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11	12/3/2017		4/1/2018	<b>Spring Break. No class</b>
12	<b>12/10/2017</b>	<b>The last day of school.</b>	12	4/8/2018
			13	4/15/2018
			14	4/22/2018
			15	4/29/2018
			16	5/6/2018
			17	5/13/2018
			18	<b>5/20/2018</b> <b>The last day of school</b>

**Remarks:**

Thanksgiving Nov. 23 2017

Spring Break April 1- April 7, 2018

Winter Break Dec.18, 2017-Dec. 29, 2017

Chinese New Year Feb.16, 2018

## IV. Class Registration, Cancellation and Refund

1. Students who register before the midterm of any course period (school year or semester) must pay full tuition, and 50% after the midterm.
2. Tuition is refundable only if a student withdraws from school within the first two weeks of a semester or a student's family relocates out of the Richmond, Virginia area. In either case, withdrawals and/or request for refund must be made in writing to CVCS. No refund will be issued if the student withdraws from school after the second week of the semester. Refund will be prorated in case of family relocation. A \$20.00 processing fee will be charged per student and all the previously applied discounts will be voided.
3. If a class is cancelled due to low enrollment (less than 5), a full refund will be issued.



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4. No refund will be issued for students missing classes due to vacation, holidays, illness or other personal reasons.
5. No refund will be honored because of a class cancelled as a result of inclement weather.
6. In an unlikely event that a class is cancelled by CVCS due to an instructor's illness, CVCS will prorate a refund for that class.

### V. CVCS Board Members & Responsibilities

As a nonprofit educational organization, CVCS is managed and run by a group of people in the Greater Richmond Area in Virginia in the United States to serve as School Board Members. These people are usually experienced professionals from all walks of life who live in the local community. These people are passionate about the Chinese heritage and pledge to committee their time to serving the students who choose to enroll in CVCS, their parents, volunteers and the local community who come together to make CVCS run smoothly.

Every year, 7 to 10 people are needed to serve on the CVCS School Board, with one member being the School Principal, several others being Vice Principals and the others being Directors in charge of various areas:

- Curriculum
- Safety & Discipline
- IT
- Treasurer
- Accounting
- Community Relationship

For details of the CVCS Board Members & Responsibilities for the current School Year, please refer to *Exhibit B - CVCS Board Members & Responsibilities - 2017-2018*.

### VI. Rights and Responsibilities of CVCS Teachers

Teachers are the core to the success of the programs offered by CVCS.

CVCS heavily rely on quality and passionate Chinese teachers to make sure the students will gain the knowledge described in the CVCS Curriculum in a safe environment. They also serve as the bridge to communicate with the students, parents/guardians, volunteers, and the School Board Members.

For details of the CVCS Teachers and what grade each teaches for the current School Year, please refer to *Exhibit C - CVCS Teachers' Information - 2017-2018*.



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### A. CVCS Teachers' rights include, but are not limited to:

- 1) Working in a safe and orderly environment.
- 2) Being treated courteously, fairly, and respectfully by students, parents/guardians, volunteers and the School Board Members.
- 3) Communicating concerns, suggestions, and complaints to appropriate CVCS Board Members without fear of intimidation, reprisal, retaliation, etc.
- 4) Receiving appropriate professional development and training.
- 5) Receiving the necessary resources to deliver quality instruction.
- 6) Modifying instruction, if consistent with the policies of the CVCS School Curriculum and other applicable local, state and federal laws and regulations.
- 7) Working in an environment free from intimidation, harassment, or discrimination by CVCS Board Members or students on school facility or at a school sponsored events, functions, or activities.

### B. CVCS Teachers' responsibilities include, but are not limited to:

- 1) Attending work at scheduled time, being punctual, and implementing well-planned, differentiated, rigorous, and engaging instructional plans daily according to the standards for professional practice.
  - 2) Maintaining safe and orderly schools by using prevention and intervention strategies, and by following these documents:
    - a. This document **SOPR**.
    - b. The **HCPS Code of Student Conduct** (URL: <http://henricoschools.us/pdf/Schools/CodeOfStudentConduct.pdf>; Also see **Exhibit D - HCPS Code Of Student Conduct - 2017-2018**).
    - c. What is specified in the **Exhibit E - CVCS Facility Use Agreement with SAUMC - 2017-2018 (available upon request and approval)**.
  - 3) Being respectful and courteous to students, parents and guardians, serving as role models for students.
  - 4) Being knowledgeable about the policies of the documents listed in the above Item 2) and other applicable laws and regulations, and enforce them fairly and consistently.
  - 5) Being knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities.
  - 6) Communicating proactively and regularly with parents about student progress, CVCS and HCPS policies, building expectations, and responding to complaints or concerns in a timely manner.
  - 7) Creating a nurturing, fair and respectful learning environment.
  - 8) Being committed to practicing teaching Chinese in a fun, interactive, and inspiring way.
  - 9) Arriving at the classroom 10 minutes before class starts; starting and finishing class on time.
  - 10) Making sure each student's parent/guardian will sign in and sign out for each class the student attends, AND turning in the Sign-in & Sign-Out Sheet to the CVCS Board Member on Duty on the same day. See **Exhibit G - CVCS Parents Sign-In & Sign-Out Sheet - 2017-2018**.
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- 11) Coordinate with the parents and the CVCS Board Members on duty to ensure safe return of each student to his/her parent(s)/guardian(s) and make sure to keep the classroom in clean and tidy conditions and to put things back where they were.
- 12) Completing the **Exhibit I - CVCS Behavior Incident Report Form - VI.0** and emailing it to the student's parents and the CVCS Board when a student violates the School Policy, including the [Henrico County Public School Student Code of Conduct](#) (Or see **Exhibit D - HCPS Code Of Student Conduct - 2017-2018** for details; If there is a conflict of measurement, the CVCS Policy prevails) up to 1 time ONLY. If the same student violates the CVCS Policy the second time, the teachers shall submit the same Form to the CVCS Board of Directors within 24 hours after the violation occurs. The student will be suspended from attending CVCS without any refund for any fees already paid to CVCS.
- 13) Completing the **Exhibit J - CVCS Student Injury Report Form - VI.0**, emailing it to the student's parents and the CVCS Board when a student incurs an injury at school or during a CVCS sponsored event, and assisting the CVCS Board with any investigations till the injury is taken care of per the HCPS Policy.

## VII. Rights and Responsibilities of CVCS Volunteers

As a nonprofit educational organization, CVCS needs volunteers all year around. Volunteers are a most critical part of the programs offered by CVCS.

- A. CVCS volunteers enjoy the same or similar rights and responsibilities as listed above.
- B. For safety and security purpose, CVCS is in compliance with the same law, regulations and code of conduct deployed by the HCPS system. To be qualified for a CVCS volunteer, every applicant is required to fill out the Form "**Exhibit K - CVCS Volunteer Application Form - 2017-2018**" and submit it to the CVCS Board via email or WeChat or in person for approval.
- C. CVCS 8<sup>th</sup> Graders and higher who meet the same requirements as above are also qualified to apply for volunteering opportunities.

## VIII. Rights and Responsibilities of CVCS Parents/Guardians

### A. Parents'/Guardians' rights include, but are not limited to:

- 1) Being actively involved in their children's schooling at CVCS.
- 2) Being treated courteously, fairly and respectfully by all CVCS teachers, volunteers and Board members.
- 3) Receiving information about the policies and procedures of the CVCS, HCPS and SAUMC that relate to their children's education.
- 4) Receiving regular reports (written or oral) from CVCS teachers regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.



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- 5) Receiving information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary actions taken by the teachers, Volunteers or CVCS Board.
- 6) Receiving information about due process procedures for disciplinary matters concerning their children, including information on conferences and appeals.
- 7) Receiving information from CVCS Board staff about ways to improve their children's academic or behavioral progress.
- 8) Receiving communication through provided translators.

### **B. Parents'/Guardians' responsibilities include, but are not limited to:**

- 1) Having children regularly attend school on time, and communicating reasons for absences and tardiness.
- 2) Informing CVCS teachers and/or Board members about any concerns and/or complaints in a respectful and timely manner.
- 3) Working with CVCS Board members and teachers to address any academic or behavioral problems their children may experience.
- 4) Supporting CVCS by communicating with their children about acceptable and expected school behavior.
- 5) Becoming familiar and complying with the CVCS policies, the HCPS *Code of Student Conduct*, and the safety requirements set up by SAUMC
- 6) Providing and maintaining updated contact information to CVCS.
- 7) Supporting student completion of homework and participation in offered academic support programs.
- 8) Being respectful and courteous to CVCS teachers, Board Members, other parents, guardians and students at all times.
- 9) Taking full responsibility for their child's safety, behaviors and liabilities.
- 10) Helping educate their child(ren) to behave properly at school; to be respectful, polite, and considerate to others; and to be careful when using all public facilities at school.
- 11) Understanding and following the school's drop-off and pick-up policy.
  - i. Escorting their child(ren) to the student(s)' first classroom and signing in on behalf of their child(ren) when they drop off their child(ren) and signing out when they pick up their child(ren) in the classroom by completing the Form: ***Exhibit G - CVCS Sign-In & Sign-Out Sheet - 2017-2018***. If the teacher is not present when the student is dropped off, the parent/guardian must wait till the teacher shows up. Understanding that drop-offs at the exterior door/parking lot are expressly prohibited.
  - ii. Knowing that the latest pick-up time is 15 minutes after the class is over. After that, a \$5 late pickup fee will be charged, plus \$1 per minute thereafter and the totally charges will be deducted from the security check made per Section 13) below. Exceptions will be considered via a written petition and only on a case-by-case basis.

**12) Signing up "Parents on Duty" at least 2 times during one School Year: (1) 13:30 – 14:30 PM, EST, and (2) 14:30 – 16:30 PM, EST, respectively, except for the CSL**

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families, which are required to sign up only once during the school year. This is a prerequisite for registering classes without any exceptions. After sign-up, it will be the parent's responsibility to secure a replacement if he/she can't come on the sign-up day. Parents on duty must arrive at school 10 mins earlier and sign in with the board members on duty before classes start on the on-duty day. Parents on duty are responsible for supervising the students prior to, during recess and after classes. See "Exhibit H - CVCS Parents On Duty - 2017-2018.xlsx" for details.

- 13) Putting down one security check of \$50.00 per family with a date valid till the last day of the school year (refer to the related page on the School's Website) regarding the above "Parents on Duty" requirement. The check will be returned to each family at the end of enrolled school year (see the School Calendar on the School's Website for details: <http://www.cvchineseschool.org/WestEnd/index.php?id=c-calendar>) if the family on duty fulfills their duty for the whole school year: no absence and no being late for more than 30 minutes. It is each family's responsibility to request CVCS Board that the check be returned to the family on the last day of the school year if all requirements are met.

## IX. Rights and Responsibilities of CVCS Students

### A. Students' rights include, but are not limited to:

- 1) Attending CVCS upon approval from their parents/guardians.
- 2) Expecting that CVCS will be a safe and orderly place that is focused on providing equitable educational opportunities.
- 3) Being respected and treated courteously and fairly by other students and school teachers and CVCS Board Members.
- 4) Expressing their ideas verbally and/or in writing in accordance with CVCS and HCPS policies and procedures.
- 5) Dressing in a way that expresses their personality while following the HCPS dress code.
- 6) Having appropriate opportunities to participate in school activities.
- 7) Having access to relevant information concerning drug and alcohol abuse.
- 8) Learning in an environment free from intimidation, harassment, or discrimination by teachers, volunteers and School Board Members or students on school facility or at a school sponsored event, function, or activity.

### B. Students' responsibilities include, but are not limited to:

- 1) Attending school weekly, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities.
- 2) Being aware of all expectations regulating behavior and conducting themselves in accordance with these guidelines.
- 3) Expressing opinions and ideas, as well as, treating everyone in the school community with respect in accordance with HCPS and CVCS policies and procedures.
- 4) Dressing appropriately in accordance with the home school division's dress code.



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- 5) Seeking information and services that can help them with personal problems.
- 6) Following instructions from the teachers, the on-duty parents, the teaching facility staff and the school administration.
- 7) Treating all school properties with respect. No writing on tables or walls. No food or drink allowed in class except for water while in school.
- 8) Running is prohibited at school and making a loud noise in the class room or during recess is disallowed. Use of cell phone or electronics is prohibited while in the classroom, following the policy of HCPS Code of Student Conduct.
- 9) Following the other rules of the teaching facility. For the current School Year, it is **Saint Andrews United Methodist Church** (See *Exhibit E - CVCS Facility Use Agreement with SAUMC - 2017-2018* for details, available upon request and approval).
- 10) Reading and understanding how violation of Code of Student Conduct is handled at CVCS by referring to this Section “**Rights and Responsibilities of CVCS Teachers**”.
- 11) Helping create a school environment that is free from intimidation, harassment, or discrimination.
- 12) Reporting and encouraging others to report any incidents of intimidation, harassment, or discrimination to CVCS Board.

## X. The Minimum Standards of Behavior for All Students Enrolled in CVCS

Because CVCS is registered and physically located in Henrico County, Virginia, CVCS is follows all of the standard guidelines implemented by HCPS regarding Code of Student Conduct. If there is a conflict, generally speaking, the CVCS code prevails unless there is a conflict with the local, state or federal laws.

Besides the specifics listed above, CVCS is in compliance with the latest version of “**CODE OF STUDENT CONDUCT**” released by Henrico County Public Schools on the official website. A hard copy of the current version is attached as “*Exhibit D - HCPS Code Of Student Conduct - 2016-2017*” and a digital copy of the original can be accessed via this link:  
<http://henricoschools.us/pdf/Schools/CodeOfStudentConduct.pdf>

All CVCS students, parents/guardians, teachers, volunteers, and all Board Members are required to be familiar with and understand the detailed regulations in the above document.

Here is a list of the other areas in the document, with the details NOT covered in this document:

- A. Dress Code
- B. Cellular Phones and Electronic Devices
- C. Technology & the Internet
- D. Student Activities Contract
- E. Behavior Interventions and Responses
- F. Code Violation Categories
- G. Code Violation Categories, Interventions, and Responses



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- H. Elementary Code Violations
- I. Secondary Code Violations

## XI. Child Abuse

### A. General Rule.

Since the vast majority of the students enrolled in CVCS are minors (less than 18 years old), Child Abuse is a special topic that needs special attention from ALL those who study at or work for CVCS. **CVCS HAS ZERO TOLERANCE AGAINST CHILD ABUSE THAT HAPPENS ON THE CVCS TEACHING FACILITY OR AT A CVCS SPONSORED EVENT.**

For a detailed explanation of Child Abuse and how to prevent from happening, please refer to the attached “*Exhibit F - SAUMC Safe Sanctuaries - 2015-09-15*” used by SAUMC, where CVCS conducts teaching in the current School Year.

### B. Training

ALL those who work for CVCS, such as Board Members, Teachers, Volunteers and Parents/Guardians, are required to read all of the policies specified in this Document and all those exhibits tied to this Document, sign at the end of this Document indicating that they have read and that they understand the policy and agree to abide by it. Anyone who fails to do so will be prohibited from working for CVCS either paid or volunteer.

### C. Reporting Child Abuse

Should someone be suspicious of a case of child abuse that is happening or that may have just happened to anyone who works for CVCS, the following procedure should be followed. Any allegation of child abuse shall be treated seriously.

- 1) This person should email the CVCS Board at [CVChineseSchool@gmail.com](mailto:CVChineseSchool@gmail.com) immediately, describing in detail what he/she observed, and contact as many Board Members as possible (The detailed contact info is listed on the CVCS website: [www.CVChineseSchool.org](http://www.CVChineseSchool.org)).
- 2) The CVCS Principal shall contact ALL Board Members to conduct a meeting via phone or meet in person immediately to discuss the severity of the case and decide what to do next. The Board shall consult an attorney to determine the nature of the allegation. All information shall remain confidential.
- 3) if all believe the case is valid, CVCS Board will notify the following parties:
  - a. The Henrico County District Superintendent
  - b. The Student’s Parents
  - c. The Virginia Department of Social Services
  - d. The School’s Insurance Company



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- e. The Accused. If the accused is assigned any duties, he/she shall be temporarily relieved from his/her duties until the investigation is concluded.
- 4) Under no circumstances shall the CVCS Board reveal any information on the above other than the attorney who represents CVCS to handle the case.
- 5) With the case valid or not, the CVCS Principal should show care and comfort for the alleged victim.
- 6) If approved by the attorney, CVCS will choose a single spokesperson for CVCS to discuss the case with the public.

## XII. Policy Review

### A. Right to Change the Document

This Document is subject to changes without prior notice. CVCS reserves the right, in its sole discretion, to interpret, change, modify, add, or delete any portions of this Document at any time without further notice. Any questions, should refer to CVCS via email at [CVChineseSchool@gmail.com](mailto:CVChineseSchool@gmail.com).

### B. Review.

The “**SCHOOL OPERATIONS, POLICY & PROCEDURES**” of CVCS shall be reviewed annually by ALL Members of the CVCS Board, then signed by the CVCS Principal at least one month prior to the start of the Fall Semester before it becomes effective for the new School Year. This “**SCHOOL OPERATIONS, POLICY & PROCEDURES**” was adopted this 14<sup>th</sup> day of August (Month) in 2017 (Year), by Central Virginia Chinese School.

A handwritten signature in black ink, appearing to be 'Yan GAO', written over a horizontal line.

Dr. Yan GAO,

Print & Signature, CVCS Principal



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## **XIII. ACKNOWLEDGEMENT OF CENTRAL VIRGINIA CHINESE SCHOOL SCHOOL OPERATIONS, POLICY & PROCEDURES**

After reviewing the forgoing “**SCHOOL OPERATIONS, POLICY & PROCEDURES**,” please sign, date and return this Form to the CVCS Board to indicate that you have read, understood and accept the **SCHOOL OPERATIONS, POLICY & PROCEDURES** of **CENTRAL VIRGINIA CHINESE SCHOOL** (“CVCS”) as a requirement for you or your child(ren) to enroll in CVCS or work, paid or volunteer, for CVCS.

Full Name (PRINT): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

U.S. Home Phone #: \_\_\_\_\_

U.S. Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

WeChat ID (If available): \_\_\_\_\_

QQ # (If available): \_\_\_\_\_

Skype #: (If available): \_\_\_\_\_

I have read and understand **SCHOOL OPERATIONS, POLICY & PROCEDURES** of **CENTRAL VIRGINIA CHINESE SCHOOL**. I agree to abide by those policies and procedures. I have no convictions for child abuse or expungements of such convictions. I authorize and release any reference or expungements of such convictions to Central Virginia Chinese School regarding my work with children and/or youth in the past.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)