



Kalamazoo Chinese Academy (KCA) Rules

Kalamazoo Chinese Academy (KCA) is a 501c(3) non-profit educational organization dedicated to providing Chinese language and cultural experiences to youth from all cultural, racial, and ethnic backgrounds in the greater Kalamazoo area.

This year, our classes take place at the **Portage Community Senior Center (PCSC)**. In order to maximize the positive experience of our students and community members, we ask that you help maintain our school as a safe and friendly learning environment.

Please read the following rules carefully:

1. **Students should not attend class if they feel sick.** Contact the teacher if the student will be absent. Follow the Center for Disease Control (CDC) and prevention guidelines regarding coronavirus and other illnesses.
2. **Masks are encouraged**, but not mandatory.
3. **Be on time.** Tardiness and late pick-up are highly discouraged. Parents should drop off and pick up their child/children **at their classroom**. Students are not allowed to wander through the building unsupervised.
4. **Parents are responsible for their child/children's safety and behavior while on the school grounds.** Children are not permitted to run around and make loud noises both inside the PCSC building and in the surrounding area. Parents are welcome to bring their non-enrolled child/children with them, but must supervise their child/children at all times. **The Building Coordinator from the PCSC has the authority to ask persons with disruptive children to leave the premises.**
5. Students and parents must respect all KCA and PCSC equipment and property. The premises are to be left in the same condition as they were upon arrival.
6. **Parents are responsible for the property damage or bodily injury** caused by their child/children (in accordance with the signed agreement in the registration form).
7. **No food and drinks** other than water are allowed in the building. Students are encouraged to bring water bottles. Parents and students must keep the building and facilities clean at all times.
8. **The following are strictly prohibited:** Smoking; use of alcohol; use of helium balloons, glitter, confetti, small bits of tinsel, sand, tape, or similar products.

9. **Pets are not permitted** inside the building at any time.
10. Students must follow their **teacher's class rules and instruction**. Behavior that disrupts the learning atmosphere is grounds for a student's dismissal from the class. The teacher reserves the right to determine what constitutes disruptive behavior. If a student is constantly disruptive, the teacher has the right to require the student's parent to sit in the classroom to supervise their child. KCA reserves the right to expel repeat offenders.
11. **Parent Service Program:** Parents will rotate as volunteers to help maintain order during the class and to help clean up after classes. In addition, the parent volunteers will be responsible for monitoring the hallways of the school while classes are in session. (More information to come.)

Thank you for your cooperation. We look forward to a safe and educational school year.