



Fremont Chinese School 費利蒙中文學校

P.O. Box 1309, Fremont, CA 94538 Tel: (510) 438-8866

Accredited Curriculum

General Policies

Policy on Attendance

1. Students are required to attend 32 weeks of 4 hour classes and 24 hours of special research project each school year.
2. When a student is unable to attend classes on a certain day, the student's parent or guardian shall notify the teacher and fill out an absence form.
3. A student who has 4 days or more of absence per semester shall not qualify to earn credits.
4. A student who has 3 days of absence per semester shall attend 2 make-up classes.
 - 4.1 If the student does not attend any make-up class, the student's final grade will be lowered by one letter grade.
 - 4.2 If the student only attends one make-up class, 5 points will be deducted from the student's final grade.
5. A student who has 2 days of absence per semester shall attend one make-up class.
 - 5.1 If the student does not attend the make-up class, 5 points will be deducted from the student's final grade.
6. A student who has one day of absence per semester does not need to attend any make-up class.
7. During the first half of each semester, FCS-AC will announce the schedule of make-up classes. Make-up class dates are usually between 11th and 14th week of each semester.
8. A student takes SAT I or more than one SAT II subject tests will not be counted as absence by submitting a copy of admission ticket or score report to the AC office.
9. Each semester, each student shall be allowed up to two official excuses from attending FCS-AC's classes to represent his / her high school to participate in school events or extra-curriculum activities.

Policy on Tardiness

1. A student who arrives at a class five minutes after the class bell is considered late for the class. Bell time shall be in accordance with the office clock.
2. Three tardiness will be equivalent of a one day of absence.
3. A student takes one SAT II subject test will not be counted as tardiness if returns to school immediately after the test and submits a copy of admission ticket or score report as proof.

Policy on Credit Application and Withdrawal

1. To be eligible for transfer of foreign language credit, a student shall be concurrently enrolled in FCS AC and in a 9th to 12th grade high school.
2. For each school year, in order to be registered in the credit transfer program, eligible students shall complete their credit application before the 3rd week of first semester of a school year.

3. To withdraw from credit application and reporting, a student shall complete the withdrawal procedure before the 5th week of first semester of a school year.

Policy on Grades

1. Grade evaluation is based on homework, midterm, quizzes, research papers, oral presentations, class participation, behavior and final test from each teacher.
2. Grades cannot be changed once they have been submitted to the school district without prove of a legitimate reason.

General Rules

1. Respect teachers, staff and fellow students.
2. Prohibited behaviors include:
 - 2.1 Cheating on homework, projects, and tests
 - 2.2 Degrading and / or inflammatory statements
 - 2.3 Defiance of authority or deliberate classroom disruption
 - 2.4 Harassment or intimidation of students, staff and teachers
 - 2.5 Endangering safety or actions that may cause danger or harm to another person
3. No food or drink is allowed in the classrooms, unless permitted by the teacher.
4. No visitor or friend is allowed in the classroom.
5. Changing classes without permission from the office is not allowed.
6. Classroom assignments, such as homework and reports, shall be turned in on time.
7. All electronic devices must be turned off in the classroom.
8. Students are required to stay on campus during school hours, including recess time, unless permitted by the teacher or a staff member.
9. Repeated violation of the above rules shall result in one of the following consequences:
 - 9.1 First violation – Parent(s) will be informed
 - 9.2 Second violation – The student is referred to the Discipline office. The Principal or Vice Principal will talk to the parents or guardians in person.
 - 9.3 Third violation –
 - 9.3.1 Expulsion or denial of next year's registration.
 - 9.3.2 Deduction of 10 points from the final grade for students of levels 5 and 6.
10. For violation of section 2.5 above, the student will be suspended immediately.

Form:FCSAC-005, rev 8/11/2011

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The above policies and rules apply to all accredited classes, including non-credit students, of Fremont Chinese School, Accredited Curriculum, effective September 1, 2011. I have read the above policies and rules and agreed to abide by them.

Name of Student (please print)

Signature of Student

Class #

Date