



Student Handbook

Dear Parent/Guardian,

Welcome to our new school year! The information in this handbook is designed to provide valuable details regarding Khai Trí Academy procedures and the rights and responsibilities of students. We hope it serves as a resource for you and your student(s) during the school year. Although Khai Trí Academy has its own unique culture and climate, our goal of promoting student excellence in a safe, positive environment is shared. The academy has developed and implemented a school-wide discipline plan, which emphasizes students being safe, respectful and responsible during the school day. The success of academy also depends on positive collaboration between home and school, so we invite you to visit your academy often, take part in school activities and show an interest in your child's progress. Please don't hesitate to contact your child's teacher or principal if you have any questions or concerns. It is our sincere wish that we all work together in fostering positive learning experiences for students. We wish you and your family an outstanding school year!

Board of Directors

MISSION:

Our mission is to achieve excellence in teaching the Vietnamese language and promoting the Vietnamese culture.

VISION:

- 1. To preserve the Vietnamese language and culture for our children and future generations.*
- 2. To provide a strong foundation with which the children will grow and mature into successful, kind and productive members of society.*

BOARD OF DIRECTORS and ADMINISTRATION:

Information about the Board of Directors and School Administration is available on the school's website.



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Khai Trí

A C A D E M Y

ACADEMICS

Fun Learning and Quality Education. Students at Khai Tri Academy enjoy the best of both worlds - quality education and fun learning. The Academy created several play-based programs with the use of music, interactive games and hands-on activities customized to help students develop language skills and maximize fun time in the classrooms. By doing so, students are able to learn Vietnamese the natural way, picking up words and phrases as they participate in fun and engaging activities.

SCHOOL HOURS

Sundays from 9:00am – 12:00pm. Break time is from 10:30am to 10:50am.

ATTENDANCE POLICY

School attendance is important in order for your student to be successful. Please help us make this a priority. Our school year consists of the fall and spring semesters. Please be courteous to teachers and fellow students by having your child in class on time and seated at **9:00 AM**. If you are planning time for your family, please see the school calendar for observed holidays and school events. Students are to be picked up at **12:00 PM** by parents or a designated person noted at registration. Each student has **Two** excused absence available to use per semester. Please discuss directly with the student's teacher for individual circumstances. Excessive unexcused absences or tardiness in picking up your child or children may result in dismissal from school. Tardiness in picking up your child/children is defined as more than two times per semester.

GRADING

75 Points or more is needed to pass a class. Quizzes = 30%, Midterm = 20 %, Final = 20 %, Homework = 15 %, Participation = 15 %. The teacher and administrative staff determine if a student is advanced to the next level class.

TUITION

Tuition is set yearly by the school principal and Board of Directors based on yearly fundraising and budget. Tuition for the whole school year is due at the time of registration. Tuition for the registered school year is non-refundable after a set deadline.



COMMUNICATION

A Parent and Teacher conference is held at the beginning of the school year. Weekly communication is mainly via **email**. Please provide E-mail address and phone number at registration. For urgencies we will text parents and teachers.

DRESS CODE

Student appearance should be neat and clean. Students are to always be fully clothed and wear shoes. Individual dress is up to the student and his/her parents/guardians as long as it complies with the following guidelines which were created to encourage a positive and safe learning environment: Clothing may not have any pictures, symbols or words that represent alcohol, tobacco, illegal drugs, gangs, sexual messages, racial slurs or profanity. Pants must be secured at the waist. No beach wear may be worn. This includes bathing suits, short shorts or skirts, halter tops and clothing that exposes the midriff. Shirts or tops with straps must be “three finger widths”. Tops considered to be “spaghetti straps” are not appropriate. Shoes must be worn at all times. No slippers. No undergarments, including boxer shorts, may show. Hats may not be worn inside the school. In addition, this dress code policy will be in effect for all school related activities. Violation of dress code may result in asking the student(s) to go home and come back with the appropriate outfits.

The key guideline is that dress and grooming should never interfere with anyone’s right to learn or teach or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

CONDUCT

We want to keep a professional, respectful and friendly environment for our school and set a good example for our children. Healthy interactions are expected between teachers, teachers and parents, students and teachers and also among students. Any type of harassment (verbal or physical) or uncivilized actions among any of the above members should be reported to the appropriate entities. We encourage healthy interactions between students.

ELECTRONIC DEVICES

Electronic devices are allowed in class only for educational purposes and when supervised by the teachers. The teachers have the authority to collect students’ cell phones or electronic devices in class if they are deemed inappropriately used. The devices or cell phones will be given back to students at the end of the day.



CLOSED CAMPUS

Khai Tri Academy has a closed campus policy. Students are to remain on school property during the school day. Students are to enter school property immediately upon arrival.

Parents who wish to remove their child from school for any reason should send a note indicating the time and purpose of departure.

- **Traffic safety**

For kindergarten classes, we ask that parents drop off at the door and pick up in the cafeteria. Parents with children not in class should be responsible for supervising their own children and ensuring their safety.

- **Safe environment**

Students are prohibited from carrying drugs, cigarettes, e-cigarettes, and weapons to school. These include but not limited to guns, knives, martial arts weapons or other devices that can be used as a weapon.

Security guard is available for the students' safety. Mace or pepper spray is allowed for adults and for 14 years or older students with the permission of their parents. Please be on alert and report any suspicious strangers entering the school ground or any abnormal behaviors among our members to the above in paragraph # 5 or to the security guard.

See updated contact names and numbers listed in the index at the end of this document.

- **Steps to report incidences**

We strive to provide a healthy, safe and productive learning environment for our children. Any disturbing incidence should be reported to the teacher, principal, or head of the PA. These include any misconduct, physical or verbal abuse or violence from an adult or child.

- **Facility**

Be conscientious of the facility that we use. We are leasing the facility and there are cleaning staff available. However, be mindful of trash and keep things in order.

FIRE DRILL

One fire drill will be conducted during each school year. Fire drill plans are detailed below.

- a. PTO will notify parents ahead of time of the date of the fire drill.
- b. At the beginning of class, the teachers will take a roll call and count the number of students.
- c. At the signal of the fire drill, teachers will line up their students at the classroom door; one teacher should be in front of the students, and one teacher or teacher assistant should be in the back of the line. They will walk the students out into the open courtyard away from the building. Teachers then will count their students and report to the designated staff conducting the drill that day.



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- d. Any parents that are in the hall way or restrooms should quickly look for any students that may be in the restroom and direct the student and themselves out of the building and report that student to designated staff conducting the drill. Parents should not run to classrooms to look for their own children. They are to wait outside for their children's class.
- e. In the event of a real fire alarm - the above procedures are carried out and the principal or designee should immediately call 911.

EMERGENCY NOTIFICATIONS FOR INCLEMENT WEATHER

In the event of inclement weather, acts of God, power outages, etc. beyond the control of the school administrators that would make the campus unsafe to operate or unsafe road conditions for teachers, staff, and students to attend class, closure notification will be issued by 7 AM of a school morning via email, text messages, web site and Facebook notice at the discretion of the Principal and Board.

FIRST AID

A first aid kit will be available onsite for all school days or events. Basic first aid supplies and medication are available and will be administered or not based on the discretion of the person in charge. Parents are encouraged to fill out a brief health questionnaire about their child at the beginning of registration that includes any illness that the child has or any allergies. If any extra medical information that parents feel is important, please notify the first aid team directly.

MOVING UP/ADVANCING TO THE NEXT CLASS

This is at the discretion of the teaching and administrative staff as set forth in class.

KHAI TRI ACADEMY INTERNET TERMS AND CONDITIONS ACCEPTABLE USE

The purpose of using the network or internet in our academy is to support research and education by providing access to unique resources and the opportunity for collaborative work.

Transmission of any materials in violation of academy policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or protected by trade secrets.

PARENTS AND STUDENTS

Please familiarize yourself with the student handbook.

CONTACT INFORMATION

School Physical Address:

Houston Community College
5601 West Loop S
Houston, TX 77081

Phone: 281-763-0469

Website: www.khaitriacademy.org

Email: info@khaitriacademy.org

Mailing Address:

Khai Tri Academy
P.O. Box 841546
Pearland, TX 77584