

Parent-Student Handbook of Family And Child Education & Support (FACES)  
updated: August 2025

**Mission Statement**

FACES: Empowering the next generation through academic diligence and leadership development via community service.

**Contact Information**

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**Core Values:**

**Learning:** Fostering academic growth that remains relevant in an ever-changing world.

**Leadership:** Developing leadership skills through meaningful community service.

**Love:** Nurturing a spirit of compassion and care, guided by God's grace.

**Educational Slogan:**

*Just Serve with Love*

**FACES Alma Mater**

In the halls of truth and wisdom,  
We shall seek and strive to grow,  
With our hearts and minds united,  
Through the paths that we shall go.

*Just do it to serve with kindness,*  
With a love that leads the way,  
Guiding every step we follow,  
Shining bright through each new day.

In the quest for truth and honor,  
We uphold our banner high,  
Bound by service and compassion,  
Reaching forth to touch the sky.

*Just do it to serve with purpose,*  
With the strength that never fades,  
Our Alma Mater stands before us,  
In her light, we are remade.

**FACES PERSONNEL**

We work very hard to provide the following subjects to equip the next generation:

Basic Subjects: math, language arts (reading, writing, grammar, spelling, and vocabulary), science, social studies, religion, health, physical education, biology, music, philosophy, critical thinking, literature, and computer

Fine Arts: art, vocal music, violin, piano and etc.

Exploratory Experiences: art, library, coding, French, Chinese, Spanish, Leadership, speech, field trips,

Extra-Curricular Activities: basketball, flag football, volleyball, track, drama club, handbell, choir, children's choir, band, praise band, robotics, cyber security, spelling bee, poetry festival, writing contest, Math Olympiad, Science Olympiad, Information Olympiad, Philosophy Olympiad, podcast, yearbook, and student council  
Comprehensive leadership development through community service.

## GENERAL INFORMATION

### A. Non-Discrimination Statement:

"FACES admits students of any Race, Color, National and Ethnic Origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this FACES. The FACES does not discriminate on the basis of Race, Color, National or Ethnic Origin in the administration of its educational policies, admissions policies, scholarship programs, or other FACES-administered programs."

### B. Admissions Procedures – General Admission Policy

All incoming students are academically tested and will upon satisfactory performance, be admitted as follows:

Priority 1: Volunteer teachers currently serving the FACES.

Priority 2: Registered students of the FACES.

Each student is registered for a period of one year only. Re-enrollment is necessary each year and depends upon the successful completion of the previous classes, parent cooperation with the FACES, and fulfillment of all financial obligations.

All new students will be placed on academic and conduct probation for at least one term.

The length of time may be extended at the discretion of the principal.

The administration and faculty of the FACES wish to remind every family that this FACES is not geared to accommodate those students who demonstrate severe grade-level deficiencies or behavioral problems. We do all in our power to recommend specialized testing where academic deficiencies may be caused by specific learning disabilities and will assist in referrals for alternate FACES placement.

### C. Tuition and Fees

#### Tuition Policy

Monthly tuition should be paid in full in first 7 days of the month. If the tuition is not paid on time, afterward, the student's study may be asked to terminated at FACES.

Most volunteer teachers' classes are free.

Students of the contribution class can be excused only twice a full-time, and the payment of these two absent classes can be redeemed in the next full term.

At the time of Registration:

1. Complete all online registration forms and print the required health documents.

2. All tuition and fees uncollected from the previous year must be paid in full – if delinquency exists, no child will be registered from that family;

Special Notice:

All delinquent accounts will, at the discretion of the Office Manager and Day School Committee, be forwarded to a collection agency or pursued through court.

D. Parental Obligations

It is of the utmost importance that parents constantly seek to remind themselves that their support of the FACES, especially in regard to attendance at the FACES, willingness to participate in FACES projects, respectful and good faith interaction with faculty, administration, and staff, and prompt payment of tuition and fees, does operate as a

prerequisite to re-registration and as a condition for continued presence in the FACES.

Attendance at FACES functions, participation in FACES projects, and overall support of the FACES will be reviewed periodically during the FACES year. Failure to fulfill any part of the enrollment agreement or to adhere to the guidelines set forth in this handbook will jeopardize a family's continued presence in the FACES.

E. FACES Hours

8 a.m. -10 p.m various classes

Parents picking up students:

No trees may be climbed on campus. Parents must not allow their children on the hill by the church and the grass in front of it to be unsupervised after they have been signed out. Children should be beside their parents until their family leaves the campus. If you have written permission and sign out another parent's child you must take them with you when you leave campus. (See parent cooperation in supervision above).

F. Extended Day Care

Afterschool children were picked up later than 6:00 P.M. penalized by an additional charge payable directly to the Day Care person in charge at the time.

4. Students attending Day Care whose siblings are in an after-school activity such as scouting, athletics, tutoring, etc. will be charged for Day Care.

Overtime Rates 1st Child 2nd Child Additional Children

6:31 P.M. – Onward \$5.00 per 5 minutes (per child)

Continuous misuse of daycare hours will result in an increase in fees as well as potential loss of participation in the daycare program or other appropriate remedies at the FACES's discretion.

G. Raffle Tickets

All families are required to purchase a \$10 per child electronic raffle ticket at registration. The raffle will be held during the FACES's Carnival.

## FACES POLICIES

### A. Child Abuse Reporting Obligation

In accordance with FACES policy and California law, FACES staff is obligated under penalty of fine and jail term to report a reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the FACES will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. FACES staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### B. Federal Asbestos Management Compliance

Asbestos regulations in the Asbestos Hazard Emergency Response Act and as

promulgated by the Environmental Protection Agency are followed at FACES. A management program is followed. Parents interested in obtaining more information

are encouraged to contact officers.

### C. Absences, Tardies, Dismissal for Medical and Dental Appointments

Parents and students must realize the importance of consistent attendance at the FACES – especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

If a child has been diagnosed as having a contagious disease, (e.g. Covid, chicken pox, strep), kindly notify the office, so that precautions can be taken and notifications sent home. A child with flu-like illness, new cough, vomiting, or diarrhea, must stay home from the FACES for at least 24 hours. A child with a fever must stay home, after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100F or higher. Upon returning to the FACES after an absence, a written excuse stating the reason for the child's absence must be presented to the office.

The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released. Students will be released without a note to persons listed on the child's emergency card.

A child who re-enters the FACES the same day must sign in at the office and receive an admittance slip to go back to class. The FACES assumes no liability in cases where students leave the premises in violation of the above policy. Students may not leave the FACES grounds after the FACES and return for an FACES-sponsored activity that occurs immediately after the FACES. They must remain on campus unless picked up and returned by parents.

If for any reason your child must leave the FACES prior to the last day of the FACES year, an "incomplete" will be given in any affected subject area, and all work necessary to clear the

“incomplete” from the transcript must be completed during summer FACES in order for grades to be entered for the fourth quarter and the year.

#### Absence from FACES and Extra-Curricular Activities

A student must attend a minimum of half day of the FACES on the day of an extra-curricular event in order to attend that event. A student who is absent from the FACES may not participate in practices, athletic events or performances, FACES dances, or special events that day unless in a specific circumstance with the principal’s written permission.

#### Work Missed Due to Absence

It is the responsibility of the student to see that missed work is made up and turned in. As a general rule, students absent due to illness will be given one day for each day absent to make up daily work. A student absent only on the day of a scheduled test will be required to make up that test the following day. In the case of absences lasting more than one day, tests will be made up by special arrangement with the teacher.

#### Tardiness

It is the parent’s responsibility to see to it that the student arrives five minutes before the class.

\*\*Any student who is absent from the FACES without a valid excuse or who is tardy in excess of thirty minutes total for any week may be considered truant. Please see the California Department of Education for the definition of Truant and further information on Education Code penalties.

#### D. Address/Telephone Number/Email

It is necessary that you notify the FACES secretary when there is a change in your address or phone number. This is extremely important so that we may keep our emergency information cards up to date! FACES will increasingly rely on email notifications to parents and we want to make sure we communicate with all of our families.

#### E. Textbook Policy

All textbooks are the property of the FACES and are recorded and assigned a number. The book checked out to a student must be the book returned. If lost or damaged, the

text must be paid for before a final report card is issued. All textbooks must be covered and the student’s name must be written in the place provided on the front of each textbook. Students found with uncovered textbooks will be fined \$1.00 per book, per incident. Students whose books are found left outside will be fined \$5.00 per incident. Repeated fines may result in the student purchasing the textbook or textbooks.

#### F. Bicycles/Walking to FACES

Bicycles are to be walked on and off the FACES grounds. Students who violate this rule will not have the privilege of riding their bicycles to the FACES for a designated time. It is necessary that your child’s bike have a lock. Bikes are kept locked by the FACES website. The FACES accepts no liability for bicycle damage or theft. Only children in grades 5-8 may ride their bikes to the FACES.

Students are required to wear a helmet. Only students in grades 5-8 may walk to and from the FACES. Parents/Guardians must notify the office if they choose their student to walk.

#### G. Book Bags and Personal Athletic Equipment

All students are encouraged to use a durable, protective bag so that wear and tear on FACES materials may be lessened. Athletic equipment not specifically requested by a teacher is forbidden on the FACES grounds.

#### H. Pets, Toys, Comic Books, Sports Cards

Pets may not be brought to the FACES unless a teacher has made a special request, and the principal has approved it. Toys, comic books, and trading cards may not be brought to the FACES – they get lost, or broken, are distracting, or are traded, exchanged or purchased by other students. Such things as toy guns, knives, squirt guns, lighters, and any form of fireworks are forbidden.

Electronic devices such as radios, other emerging technology, handheld video games, etc. are not allowed. No cameras are allowed at the FACES unless by teacher request for a special event.

#### I. Fad Items & Graphic Novels

New items come on the market all the time, a recent example was fidget spinners. Please do not assume such an item will be allowed at the FACES. Please check with the FACES administration prior to allowing your child to take it to the FACES. Also, we are pro-reading, but graphic novels that contain violence, or a heavy focus on weaponry are not allowed at the FACES. If you have questions about the acceptability of graphic novels, please see the FACES principal.

#### J. Emergency Contact

Parents are notified immediately of serious injuries or sudden illnesses that occur during FACES hours. For this reason, you must notify the FACES website when there is a change of phone number or persons to be contacted when you cannot be reached. Parents should understand that enrollment at FACES confers upon the FACES the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would be attached to such a decision in the event the parent cannot be reached.

#### K. Forgotten Lunches, Books, Homework, Etc.

To minimize classroom interruptions, any forgotten article brought to the FACES during class time must be deposited at the office, not the classroom. The student may then come to the office at recess or lunch to collect anything left for them. Students will not be called down to the office.

It is the student's responsibility to check for the forgotten item. In regard to lunches, students may purchase a 20-punch card or semester card and participate in our hot lunch program or may bring a lunch from home. Fast food may not be purchased and dropped off for students.

Students may not be directly given the forgotten item by a parent.

#### L. Phone Use, Cell Phones, SMART watches, Electronics

Cell phones should be kept in student backpacks for the entirety of the FACES day. Students may not use FACES phones to make calls or send text messages for forgotten items. If a student chooses to violate this policy and is found using a cell phone, the phone will be taken away and the student subject to suspension. A student found with a cell phone inside a classroom will receive a daily grade of zero for all classes for that day and the possibility of suspension. Photos or videos taken in classrooms may lead to expulsion. Phones may be held by the FACES overnight or longer. No electronic devices may be brought from home to the FACES, especially ones with Internet capacity. This includes SMART watches.

#### M. Dress Code

Students should be dressed and groomed in a manner that is a credit to the student, the parents, and the FACES; thus student dress and grooming should be in good taste, fits properly (not too baggy or tight), and be appropriate for the FACES day and related activities. Clothes should be neat and clean at all times. Students may not write on their clothing, their shoes, or themselves. Any clothing viewed by the administration to be disruptive or that appears gang related will not be allowed.

The FACES has a uniform style of dress for both boys and girls.

##### Shirts

Must be purchased from the FACES website, or given from the FACES. They must either have the name or logo of the FACES on them. Two shirt styles are approved are: Polo shirts that are long/short sleeve and T-shirt styles being long/short sleeve.

##### Undershirts

Shirts worn beneath the uniform shirts can be long sleeve or short sleeve and must be:

1. PLAIN
2. A color that matches the polo shirt or white
3. Tucked into pants/shorts/skirt

##### Pants

Pants should fit properly (neither too tight nor too baggy) and be worn at the waist. They must have no writing on them and must have a hem that is not frayed. They must be free from holes, faux holes, designs, logos, etc. Jeans or slacks are permitted.

1. Leggings/jeggings/tights which only may be worn by students in grades K-4 under a skirt, dress, or shorts. Leggings/jeggings/tights may not be worn as pants.
2. Sweats or any other type of athletic pants are not permitted.
3. Overalls may not be worn.

##### Shorts

Shorts should fit properly (neither too tight nor too baggy) and be worn at the waist. The length must be long enough to extend beyond the student's fingertips when the arms are fully extended at the student's side. Shorts may not extend below the student's knees. They must

have no writing on them. Hems may not be frayed and they should be free from holes or faux holes.

Note: Athletic shorts (nylon, mesh, etc) of any kind are not permitted.

#### Skirts (girls only)

Skirts must be long enough to extend beyond the student's fingertips when the arms are fully extended at the student's side. They may have no writing on them. They must have a hem that is not frayed and they should be free from holes or faux holes. Students in grades K-4 only may wear leggings under skirts.

\*Sweaters, sweatshirts, and jackets with hoods may be worn.

#### Footwear

Footwear should be tennis shoes or casual shoes with non-slippery soles. Socks must be worn. Sandals, Crocs, open-toed shoes, moccasins or any footwear the administration deems unsafe may not be worn. Ugg-style boots with non-slip soles may be worn in cold weather only. No other boots (Doc Martens, fashion boots, cowboy boots, etc.) may be worn.

#### Hair/Jewelry/Cosmetics/Misc.

##### Boys and Girls:

1. Metal or imitation metal studs on jewelry or belts are not allowed.
2. One accessory item on each wrist is allowed (including a watch).
3. Athletic sweatbands may only be worn during athletic contests.
4. Students wishing to wear caps/hats or visors may purchase them at the FACES website. FACES's stocking caps are allowed on cold days. Beanies are not allowed.
5. All hats/caps, visors, etc., must be removed upon entering the classroom.
6. No choker necklaces allowed.

##### Girls

1. Only natural hair color is allowed (tints, highlights, and dyes are not allowed)
2. Extreme fad haircuts are not allowed.
3. No shaved designs into students' hair are allowed. (stars, lightning bolts, etc.)
4. Students in grades K-7 may not wear make-up. Students in 8th grade may wear lipgloss or light-colored lipstick, and light make-up. Students who abuse the privilege will not be allowed to wear any make-up.
5. Socks worn must not extend higher than the knee.
6. Hoop earrings may not be worn for safety reasons

7. No acrylic nails are allowed.

#### Boys

1. Hair should be neat, clean, and moderate.
2. Hair may not extend over the student's collar, may not extend over the student's eyebrow when combed forward, and may not extend over the middle of the ear. Hair may not extend away from the head more than 2 inches.
3. Only natural hair color is allowed (tints, highlights, and dyes are not allowed)
4. Blended steps are allowed (shaved sides and tails are not allowed)
5. Extreme fad haircuts are not allowed (mohawks, faux hawks, etc.).
6. No shaved designs into students' hair are allowed. (stars, lightning bolts, etc.)
7. No mustaches or beards (students must be clean-shaven).
8. May not wear earrings.

#### Relaxed Dress Days

Occasionally during the FACES year, students will be allowed relaxed dress. A relaxed dress is not a "free" dress. Students have the privilege to participate as long as they follow these guidelines:

1. Shirts, sweatshirts, and jackets worn must be considered FACES appropriate (no tank tops, sleeveless shirts, musical performers/bands, inappropriate video games, songs or movies, violence, weapons, etc.).
2. Pants, shorts, and skirts must follow normal dress code requirements with the exception that athletic shorts or pants may be worn.
3. Footwear, hair, cosmetics, jewelry, and misc. must follow the normal dress code.

#### Physical Education Dress Code

All students must wear tennis shoes for PE classes. Students in grades 5-8 must wear running shoes with support (No Vans, Keds, or skate shoes). Students 5 – 8 must purchase a P.E. uniform from the FACES. Students must change out of their P.E. uniforms before going to the next class for hygiene reasons.

#### Dress Code Enforcement:

The enforcement of the dress code will be as follows:

First offense: Students are sent to change either into P.E. clothes, or clothing available in the office. A note is sent home. The note must be signed and returned.

Second offense: Students are sent to change either into P.E. clothes, or clothing available in the office. The parent/guardian is called. A note is sent home. The note must be signed and returned.

Third offense: The parent must bring the student a change of clothes. If the parent is unable to do so, the student will remain in the office until compliance is met. The student will serve a 7:15 A.M. detention. Conference with principal mandated.

Any further dress code violations may result in removal from the FACES.

In any extreme or unconventional case, FACES may dispense with the progressive discipline policy and discipline the student at the discretion of FACES, up to and including suspension or expulsion.

The administration reserves the right to determine whether or not student dress is appropriate. The FACES considers this a matter of parental responsibility and urges all parents to monitor their children's clothing and grooming. Students should not arrive at the FACES inappropriately dressed. If you have questions, contact the administration prior to sending your child to the FACES.

#### N. Health Policies

General: Only well students should attend the FACES. Students with a fever should not attend the FACES. FACES will comply with all applicable state and federal laws preventing disability or medical condition discrimination. A child with flu-like illness, new cough, vomiting, or diarrhea, must stay home from the FACES for at least 24 hours. A child with a fever must stay home, after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100F or higher.

Shots Required for Kindergarten: Please pick up a copy of the Parent's Guide to Immunization Requirements for Children Entering FACES or Child Care in California. Copies are available on the FACES website.

Physical Education: Students who are well enough to come to the FACES should be well enough to participate in physical education. A parent note will excuse a child from P.E. for one day only. A doctor's note is required to be excused from physical education class for longer than one day. Students who are on club teams, going to dance classes, or other outside athletic events will not be excused from P.E. If a student is unable to participate in P.E. class, they will not be allowed to participate in any FACES athletic contest on that same day. A detailed physical education participation guideline sheet will be sent home with all 5-8 students during the first week of the FACES.

- The FACES will not provide anyone with aspirins or other medications.
- Medications to be administered at the FACES must be accompanied by a medical authorization form (available on the FACES website).
- Any medication to be administered at the FACES must be in the original prescription container with the student's name and instructions clearly marked by a pharmacist or doctor. At no time should a student have any kind of medicine in his/her possession, desk, cubby, or locker. This includes over-the-counter medications.

#### O. FACES Insurance

All children in kindergarten through grade eight are required to have accident/health insurance to attend FACES. At registration, proof of insurance, listing the company name and policy number, will be required. All parents will be required to purchase student insurance if they do not have their own insurance.

#### P. Lost and Found

Each year pupils in all grades lose many things of value. Every article that could possibly be lost should be plainly marked with your child's name. Please see that your child makes an effort to recover all belongings. Articles not claimed are given to a charitable organization at the end of each month.

#### Q. Field Trips and FACES Sponsored Activities

It is against the FACES field trip policy for parents to drive their own cars and "follow the bus" to the field trip destination. This policy is made with your child's safety in mind. We select as many parents as we can to chaperone our field trips. These parents are given strict guidelines and put in charge of closely monitoring specific students. Parents who arrive at field trip designations independently cause confusion and disrupt the learning experience. Additionally, our field trips are pre-paid based on a pre-determined number of children and adults attending. All students and chaperoning adults are required to travel both to and from our destination with us on the bus.

At the discretion of the principal, a student or parent whose previous conduct or attitude has not been positive may not be allowed to attend a field trip or activity. Also, students and parents should remind themselves that a high standard of behavior is expected on all field trips, as student conduct that does not reflect positively upon the FACES will result in serious disciplinary action.

#### R. Discipline & Student Conduct

The climate at FACES is characterized by its focus on the importance of the individual, by love and concern, and by forgiveness. These factors tend to have a positive impact on children's behavior. Children usually act as they are expected to act.

At FACES we believe good discipline means teaching a child self-control, responsibility, and the freedom to make choices – making sure he or she accepts the consequences of those choices.

At FACES, discipline is rooted in teaching responsibility, respect, and self-control. Our approach emphasizes logical consequences, restoration, and growth. Students are expected to conduct themselves in a way that honors themselves, their peers, their teachers, and the academy.

#### S. Common Disciplinary Action

We try to have disciplinary action reflect the logical consequences of the offense committed. That is, if a student breaks something, the student pays for it, or if a student makes a mess, the student cleans it up. Obviously, in some cases, this is not possible.

We believe students should regard attendance at FACES and participation in the FACES's activities as a privilege. Therefore, the most common form of discipline is a "time-out" which is the removal of a student from an activity.

Corporal punishment is not a part of our discipline program.

#### T. Reflection

Students that are removed from class for behavior problems may serve time in the office or in a classroom assigned for reflection. Written work, involving papers on character, respect, attitude, and other common values will be copied during this time. Additional consequences may also be assigned at the discretion of the administration.

#### U. Conduct Probation

Students' behavior, general conduct, and/or attitude should reflect positively upon themselves and our FACES. If a student enters a period where trips to the office have become frequent or his or her deportment deteriorates said student will be placed on conduct probation for a length of time to be determined by the principal. A weekly conduct report will be issued to inform the student's parents of his/her status. Continued enrollment in the FACES will hinge upon the improvement of the student's deportment.

#### V. Suspension and Expulsion

##### 1. General Guidelines:

Suspension or expulsion from the FACES is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense or violation of FACES policy is committed on or off campus. When a student is suspended or expelled, the parents will be notified of the suspension or expulsion and the reason for this disciplinary measure. Serious offenses for which a student may be suspended or expelled include, but are not limited to, willful disobedience, habitual or severe profanity or vulgarity, defiance of the authority of the FACES personnel, assault and battery upon a student, any threat of force or violation directed toward FACES personnel, at any time or place, smoking or having tobacco on FACES premises use, or possession of narcotics or other hallucinogenic drugs or substances, willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the FACES, use or possession of intoxicating liquor while on the FACES grounds, or elsewhere when under the authority or direct supervision of FACES personnel, or when such conduct is otherwise related to FACES activity or FACES attendance, use or possession of weapons of any kind, including firearms (including pellet or bee-bee guns), knives or blades, or explosives, or any knowing or willful violation of FACES policy.

##### 2. Suspension – Specific Guidelines

Official suspension, related procedures, and the amount of time of the suspension may vary depending on the circumstances in the sole discretion of FACES. The student may attend class, but lose the right to participate in any FACES activity on or off campus. The student may be suspended from a particular class and required to report to a specific place on campus during that time. Students may also be required to report for maintenance work responsibility. The student may be sent home for the entire period of the suspension provided that he/she is assigned academic work to make up for the loss of class time. In more serious circumstances, suspension or expulsion may be immediate and without prior notice or procedure, at the sole discretion of FACES. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

##### 3. Expulsion – Specific Guideline

a. The final decision to expel a student rests with the principal with the knowledge and consent of the Day FACES Committee Chair. No procedural rights are conferred upon parents or students in an expulsion situation. In some circumstances, at the discretion of FACES, an expulsion may take place immediately and without a notice period.

b. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

#### **W. General Student Rules**

In addition to those individual rules and consequences posted in every classroom, the following policies are in place.

a. Gum chewing is not acceptable in the classroom or on the FACES grounds at any time. The fine/penalty for gum chewing is 1st offense, \$5.00; 2nd offense, \$10.00; 3rd offense, \$15.00 and five days 6:30 detention; fourth offense, \$20.00 and a three-day suspension. A parent conference is mandated after the third offense.

Habitual disregard for FACES policies is grounds for expulsion.

b. Students may not leave the FACES grounds at any time during the FACES day without written permission and clearance from the office. Students should be in their assigned play areas during recess and lunch.

c. Inappropriate Language (“Bad Words”)

Respectful communication is a core value of FACES. The use of profanity, vulgarity, or disrespectful language is not tolerated. This includes spoken words, written words, gestures, or digital communications.

Consequences for Use of Inappropriate Language:

1. First Offense – Verbal warning and reflection activity (writing assignment on respect). Parents notified.
2. Second Offense – Student assigned campus service task (e.g., trash pick-up). Parents notified.
3. Third Offense – One-day in-school suspension or reflection period in the office. Parent conference required.
4. Severe or Repeated Offenses – May result in conduct probation, suspension, or expulsion at the discretion of administration.

d. Zero-Tolerance:

- Ethnic, racial, or discriminatory slurs will result in immediate disciplinary action, which may include suspension or expulsion.
- Threatening or harassing language directed at staff or peers will be treated as a serious violation of academy policy.

e. Students may NOT throw any items from the 2nd floor of any building on campus.

f. Students are not allowed in the classroom at any time unless the teacher is present.

g. All students will be responsible for the protection and preservation of FACES property and for the good of others.

h. Fighting or “play-fighting” is prohibited and subject to suspension.

- i. Actions occurring off campus but related to the FACES shall be dealt with as if they occurred at the FACES.
- j. Romantic or sexual touching between students is prohibited. Specifically, a “hands-off” policy is practiced on campus.
- k. Off-campus activities that are detrimental to the reputation, mission, operation, administration, or performance of the FACES or its faculty, administration, board, staff, students, or student body are prohibited and may subject the offender to disciplinary action including suspension, or expulsion.

#### X. FACES Zone Gun Policy

“FACES does not allow guns to be carried in its FACES Zone (as defined in California Penal Code section 626.9), or to be carried on or during FACES events not in the FACES Zone (such as field trips and sporting events), unless the person carrying the gun is exempt from the prohibitions of California Penal Code section 626.9.”

### ACADEMIC AND STUDENT ACTIVITY INFORMATION

#### A. GRADING POLICY

The administration and faculty of the FACES seek to measure total student performance; in-class work, homework, evaluative testing performance, and where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of their performance. We are concerned that students do their best. Frequent parent contact with the teacher first, and with the teacher and principal second is necessary. It is our desire that parents and teachers recognize the necessity of proper communication. Any matter involving a student’s work or behavior must be taken up with the teacher first.

The grading scale at FACES is as follows:

93 -100 = A

90 – 92 = A-

86 – 89 = B+

83 – 85 = B

80 – 82 = B-

76 – 79 = C+

73 – 75 = C

70 – 72 = C-

66 – 69 = D+

63 – 65 = D

60 –62 = D

Below 60 = F

#### Letter Grades

Letter grades will be given in Grades 3 – 8. An alternative grading system is used in grades K – 2. Kindergarten uses a mastery skill system and grades one and two use a plus for outstanding, a check for satisfactory, and N for needs improvement.

#### B. REPORT CARDS AND PROGRESS REPORTS

At the end of each grading period, report cards will be distributed. Report cards in grades K – 4 are to be signed by the parent and returned to the FACES within the week they are given. Report cards in grades 5 – 8 may be kept by the parents. Progress reports will go home at the mid-term of each quarter to students in grades 4-8. It shall be the responsibility of the student and parent to inquire at that time as to steps, which may be taken to correct any deficiency.

#### C. CONFERENCES

A formal parent-teacher conference will accompany the distribution of the first report card. At the end of the third quarter, parents or teachers may request a formal conference. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher.

#### D. ACADEMIC STANDING

Students must maintain a 2.0-grade point average in all subject areas and must also maintain a 2.0-grade point average in the core subjects: English, Literature, Social Studies, Science, and Math. Students must also not have a failing grade in any subject. After any grading period (either mid-terms or report cards) students who do not meet both of these criteria will be placed on academic probation for a length of time to be determined by the administration. These students will be issued a weekly progress report and may be placed in a mandatory study hall.

All students' second-semester core/overall GPA must be at least 2.0 without any failing grades or first-session summer FACES will be required. Failure to improve the student's academic standing may result in dismissal from FACES.

#### E. EXTRA-CURRICULAR ELIGIBILITY

Students who participate in the yearbook, student council, choir, after-school dances, drama, podcast, and/or athletics must maintain a 2.0-grade point average both overall and in the four core subjects and may not have a failing grade in any subject. After any grading period (either mid-terms or report cards) students who have fallen below this standard are immediately ineligible for one week (five FACES days). If all work is turned in and the student's grade point average improves, eligibility will be restored after one week. If eligibility is not restored after one week the faculty sponsor of the activity will determine if and when eligibility may be restored.

#### F. HONOR ROLL

The honor roll is posted at the end of each quarter. Students in grades 5-8 are eligible for the honor roll if their grades overall (in each subject) and in their four core subjects (English, social studies, science, and math) are the following:

Principal's Honor Roll 4.0

"A" Honor Roll 3.5 – 3.9

"B" Honor Roll 3.0 – 3.4

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

#### G. PROMOTION

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Teacher evaluation and standardized test score review will form the basis of the decision.

#### H. HOMEWORK POLICY

In recognition of the role of parents as primary educators, and in recognition of the FACES's philosophy with respect to the value of family time outside of regular FACES hours, homework is not assigned on weekends except in the following cases:

- math assignments
- unfinished class work may be assigned as homework where the student was able to finish the work in class, but did not do so;
- makeup work may be assigned over the weekend in the case of student absence, and previously assigned homework, which was not completed due to student absence on the date it was originally given, will be assigned as weekend homework; homework may be assigned on Thursday and due the following Monday.

The time spent on homework should be quiet and uninterrupted and not exceed the following:

Grades K – 2 30 to 40 minutes

Grades 3 & 4 45 to 60 minutes

Grades 5 – 8 Not to exceed two hours

If a student cannot finish his/her homework in the time given, a signature of either parent on the paper with an appropriate explanation will be accepted provided that this is done only for exceptional reasons. For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in their child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

#### I. STUDENT AMBASSADORS

Eighth graders nominated by their peers and approved by the faculty will be named at the end-of-the-year Award's Assembly as Student Ambassadors. These students will be selected based on kindness towards peers and staff and positive student attitude.

#### J. CITIZENSHIP AWARD

A student, who gives evidence of whole-hearted cooperation in FACES and class activities, good observance of FACES regulations, punctuality, and exemplary behavior is eligible for this award.

This would include effort both in the classroom and outside of class and hence is much more than the General Conduct grade found in the report card. This award is designed to go to those few students who clearly and consistently do much more than the basic requirements of proper conduct.

#### K. PERFECT ATTENDANCE

Perfect attendance is awarded at the end of each semester to those students who have not been absent or tardy. Students who are picked up before the end of the FACES day are not considered to have perfect attendance.

#### N. LIBRARY

Our FACES library gives our students access to numerous books in addition to those available in

their classrooms.

Library rules are as follows:

- students may check out the book (s) each week as they return their previous books;
- a one-dollar fine is charged for an overdue book;
- if a book is lost or badly damaged, the student will be charged the value of the book plus a \$10.00 fee for processing.

FACES will gladly accept donated books from parents and students. However, the FACES will not pay for new or used books that are brought in from outside sources. All our textbook purchases are from our FACES-approved vendors. All books donated to the library will be reviewed as to their suitability for the students at FACES. A donation record form is available from the FACES website.

#### O. VOCAL AND INSTRUMENTAL MUSIC

The FACES choir is open to all pupils of grades four through eight who apply and qualify. The choir sings at regular church services and special occasions. An opportunity to participate in beginning and advanced instrumental music is available to students in grades four through eight who wish this instruction and qualify. The band plays for special occasions. Band members must supply their own instruments.

General classroom music is taught in grades K – 8. Every child is given the opportunity to experience music through theory, singing, listening, dancing, and playing rhythm instruments.

Classes participate in chapel, the Christmas program, and special occasions throughout the year.

#### P. SUMMER FACES

Our summer program offers students a change of pace from the regular FACES year. Mornings are devoted to academics the first session with a focus on math and language arts. Learning is enhanced through hands-on experiences and activities. In the afternoon, field trips, water play, nature hikes, games, picnics in the park, swimming, skating, and movies add a variety to your child's learning experience.

Summer FACES information is available in April of each year. For some students, promotion or acceptance may be conditional on Summer FACES attendance and performance.

#### R. PARTIES IN CLASSROOMS

The \$15.00 class party money at registration covers the Christmas Party and In and Out lunch.

We allocate \$8.00 for the Christmas party and the remainder of the money to provide an In and

Out Lunch for all students during Spirit Week. No goodie bags or crafts are a part of the class party. If a parent wishes to acknowledge his or her child's birthday, a single food item may be brought for the end of the day. Absolutely no goodie bags or decorations may be brought for a birthday party. No pizza or lunch parties to celebrate birthdays will be allowed. We wish to have the least disruption to the FACES day as possible. Invitations may not be passed at the FACES for personal parties before, during, or after FACES hours on campus. Parents may request a list of email addresses from the FACES website to facilitate personal invitations.

On behalf of the faculty and staff at the FACES, we welcome you to the beginning of a wonderful FACES year. We look forward to working with you to help our students further develop their abilities and talents.

FACES Calendar 2025–2026

Fall 2025

Thanksgiving Vacation:

November 24–28, 2025 (Mon–Fri, full week off)

Christmas Parties:

Friday, December 12, 2025

Christmas Recess:

December 22, 2025 – January 2, 2026

Winter 2026

Martin Luther King Jr. Day:

Monday, January 19, 2026

Leadership Days:

Friday, February 6, 2026 and Friday, May 1, 2026

Lincoln's Birthday:

Thursday, February 12, 2026

President's Day:

Monday, February 16, 2026

Spring 2026  
Fun and Fitness Day:  
Friday, March 13, 2026

Summer 2026  
1st Day of Summer FACES:  
Monday, May 25, 2026

Memorial Day:  
Monday, May 25, 2026

## **Appendix I Payment Policy**

I have read the above and understand that FACES does not pro-rate tuition on a monthly, weekly, daily, course, or any basis. Each payment is unrelated to the number of days my child attends the FACES. Each payment made goes toward paying off my total tuition financed.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix II Parent Agreement/Handbook

I have read the FACES Parent-Student Handbook. I understand and accept the policies set forth in the Parent-Student Handbook including all the Appendix's items.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Appendix III Permission to Participate

Permission to Participate in FACES Activities and to Receive Emergency Medical Care I hereby grant permission for my child to use all play equipment and participate in all activities of the FACES.

I hereby grant permission for my child to leave the FACES premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission for my child to be included in the evaluation and pictures connected with the FACES program.

I hereby grant permission to the FACES and/or the agent of the FACES to take whatever steps may be necessary to obtain medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact the parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact you through any of the persons you've listed as emergency contacts.
4. If we cannot contact you or your child's physician, we will do any or all of the following:
  - a) Call paramedics or another physician
  - b) Call an ambulance
  - c) Have the child taken to an emergency hospital in the company of a staff member
5. All expenses incurred under number 4 (above) will be borne by the child's family.
6. The FACES will not be responsible for anything that may happen as a result of false information given at the time.

It is understood that every parent who assists as a driver must have a valid California Driver's License, possess evidence of legal minimum insurance, and follows applicable seat belt regulations.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix IV Harassment Prevention Policy**

### **Purpose**

It is the FACES policy to provide students with an FACES free of discrimination and harassment, to provide for the prompt and thorough investigation of harassment complaints, and to provide a process for eliminating any such abuse. Harassment of students in any form is unacceptable conduct and will not be tolerated.

### **Scope**

All employees and students must comply with this policy and take appropriate measures to ensure that such conduct does not occur. This policy covers, but is not limited to, harassment for the following reasons: race, color, national origin and ancestry, sex, medical condition, disability, and any other protected basis. This policy applies to all students in all aspects of the student relationship, including registration, class promotion, matriculation, classroom activity, and extracurricular activity. It also applies to how students are treated by employees, vendors, and all other people related to our FACES.

### **Forms of Harassment**

Harassment may take many forms. It includes, by way of example:

- (i) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments
- (ii) Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures
- (iii) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis
- (iv) Threats and demands to submit to sexual requests
- (v) Retaliation for having reported or threatened to report harassment

### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment undermines the student/FACES relationship by creating an intimidating, hostile, or offensive FACES environment and will not be tolerated.

Sexual harassment may take different forms. One specific form is the demand for sexual favors.

Other forms of harassment include, but are not limited to:

- A. Verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- B. Non-verbal sexually suggestive objects or pictures (e.g. scantily clad models,

cartoons, etc.), suggestive or insulting sounds, leering, whistling, obscene gestures

C. Unwanted physical contact, including touching, pinching, brushing the body, pushing

#### Policy and Procedures

Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated at the FACES. Violations of this policy may result in disciplinary action up to and including the termination of employees or expulsion of students.

All employees and students must comply with this policy and take appropriate measures to prevent harassment from occurring.

FACES encourages students who believe they are being harassed to come forward and report such incidents to a teacher and/or the principal.

FACES will promptly and thoroughly investigate any complaint as it arises and will take appropriate action, including termination of employment or expulsion from the FACES, if the circumstances warrant.

FACES will not retaliate or allow any form of retaliation against any student for making a complaint or participating in an investigation. In fact, retaliation for reporting a violation is itself a violation of this policy.

If a situation develops that a student feels should be investigated, the student should provide a complaint to the principal or a teacher. The complaint should be made as soon as possible after the incident and should include as many details as possible regarding the incident or incidents.

FACES will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, the investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

#### Bullying

Bullying is a form of harassment. The FACES is committed to providing a compassionate, receptive, and non-threatening atmosphere where each and every one of our pupils can learn and succeed. We believe that bullying is completely unacceptable in our FACES community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly, and effectively. We also expect that anyone – whether student, educator, family member, or other FACES parties – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality when practicable.

If the FACES determines that harassment contrary to this policy has occurred, corrective action will be taken in accordance with the circumstances involved. Any person determined by FACES to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from the FACES. Whatever action is taken against the harasser will be made known to the student lodging the complaint.

Additionally, FACES will take any action deemed appropriate to remedy any loss to the student resulting from harassment. FACES will not retaliate against anyone for filing a complaint but encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

## Sexting

In keeping with FACES responsibility to provide a safe learning environment for all students, FACES has established the following policy regarding the issue of “sexting”. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via a cell phone, computer, or another digital device. Students engaged in such activities are subject to state and federal laws and FACES discipline, including, but not limited to expulsion from FACES. FACES considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy and will result in both discipline and notification of local law enforcement in appropriate circumstances.

Students are required to immediately report any such activities to a teacher or FACES administrator.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix V Internet Acceptable Use Policy**

This document defines the rights of FACES and its students regarding electronic communications, Internet access, and transactions carried out on FACES computers.

### **The Need for Policy:**

While Internet access can be a great educational asset, it can also potentially distract students, affect discipline and study, impinge on the rights of students and others, cause physical and emotional harm, and endanger the integrity of the FACES's computers and network. And while FACES manages and monitors the Internet usage of its students, user compliance with the conditions listed in this document is necessary to help keep the electronic elements of the FACES free from negative consequences.

### **General Principles:**

- FACES provided computer, Internet, and e-mail privileges are considered FACES resources and are intended to be used for FACES-related purposes only. These resources are not private, and students and other users should have no expectation of privacy in these systems and communications.
- It is not permissible to encrypt or password-protect any of the computer systems at FACES without the prior written approval of the principal.
- Students are not permitted to access the electronic communications or files of other students or of FACES employees or third parties unless directed to do so by the principal.
- Access to the Internet, websites, e-mail accounts, and other types of computer access are to be used for FACES-approved activity only.
- The distribution of any information through the Internet, computer-based services, e-mail, and messaging systems is subject to the scrutiny of the FACES. FACES reserves the right to determine the suitability of this information.
- Questions about access to electronic communications or issues relating to security should be addressed to the principal.
- Unauthorized access into the computer files of FACES or any third party (i.e. hacking) is in many cases illegal and is in all cases prohibited.

### **Conditions of Use/Users shall not:**

- Visit Internet sites that contain obscene, pornographic, indecent, or sexual materials; hateful, discriminatory, defamatory, or other objectionable materials; send or receive any material that is obscene, pornographic, indecent, sexual, hateful; discriminatory or defamatory or which is intended to annoy, harass, or intimidate another person.
- Download any software or electronic files without permission of the principal and without implementing virus protection measures that have been approved by the FACES.
- Install or attempt to install any software on a FACES computer without the permission of the principal.

- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of FACES or to FACES itself.
- Solicit e-mails that are unrelated to legitimate educational activities.
- Use the Internet or e-mail for any illegal, immoral purpose or for any purpose contrary to the mission of FACES.
- Make or post indecent, obscene, pornographic, sexual, hateful, discriminatory, or defamatory remarks, proposals, or materials.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high-volume network traffic that substantially hinders others in their use of the network.
- Examine, change or use another person's files, output, or username for which the user does not have explicit authorization.
- Perform any other inappropriate uses identified by FACES:
- Waste time on non-educational or scholastic matters.
- Engage in communications with strangers in chatrooms, emails, or instant-messaging conversations not approved by the principal.
- Post or communicate personal information about the user to strangers without the authorization of the principal.
- Gain unauthorized access to FACES or other third parties' computer files (i.e. engage in hacking) under any circumstances.
- Use Internet-based social networking programs such as Facebook, Linked In, Vine, Instagram, Snapchat, YouTube, Tic Tok, and Twitter unless preauthorized by FACES personnel. Even if authorized, users may not use such social networking programs (i) for non-educational purposes, (ii) to reveal confidential FACES information, (iii) to reveal personal information of FACES students, faculty, or staff, (iv) or to ridicule, harass, threaten, or bully any person.

Users who violate any of the guidelines set in the policy may be subject to disciplinary action including revocation of access privileges, suspension, or expulsion. FACES also retains the right to report any illegal violations to the appropriate authorities.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Appendix VI Verification of Student Insurance

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Policy # (if different): \_\_\_\_\_

All FACES parents are required to have insurance for each student. If you do not have insurance for your student, student insurance is available for purchase. If purchasing student insurance, please fill out FACES-provided insurance forms with payment. These forms and payment MUST be submitted at registration.

All students must have insurance by August 9, 2022

#### Appendix VII Parking Lot Rules and Regulations

Our goal is for all our students to arrive at and be picked up from the FACES safely and efficiently. Unfortunately, some of the people who drive students to the FACES and pick up students from the FACES follow procedures that are contrary to both goals and actually cause safety hazards. We appreciate your concern for all our students' safety and your patience.

##### Guidelines and Requirements:

- Speed Limit is 5 miles per hour in the parking lot.
- You may use the morning drop-off zone only if your child or children have their items collected and are ready to depart your vehicle. If you need more time to exit, please use a regular parking space. Otherwise, when dropping off a student, you must park your car, exit the vehicle, and walk your child to the sidewalk. Please use crosswalks where they are available.
- Students from preschool through at least second grade should hold the hand of the adult picking up and dropping off the student.
- Dropping off a family member who gets the child and then gets into a car that is rolling through the parking lot is not allowed. Cars must be parked in a legal parking spot while waiting for a student.
- Parking in the handicapped spot if your vehicle does not have a handicapped placard is not allowed.
- Waiting for a parking spot that is not immediately available (in other words, the car you are waiting for does not have its reverse lights on) is not allowed.

FACES will enforce the requirements and guidelines first with a warning and then with fines. Warnings are not required for serious infractions. Excessive violations or unpaid fines may result in the expulsion of your child from the FACES.

It is the undersigned responsibility to acquaint anyone picking up or dropping off your student with the FACES parking lot rules and regulations.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix VIII Verification of Student Insurance**

All students must have insurance by August 9, 2022

### **INSURANCE INFORMATION**

If said participant is covered by any insurance company, please complete the following:

Medical Insurance Company:\*

Medical Insurance Policy Number:\*

Medical Insurance Phone Number: Format XXX-XXX-XXXX

Medical Insurance Group Number:

Health Insurance Card Upload:

### **PHYSICIAN INFORMATION**

Physician's First Name:\*

Physician's Last Name:\*

Physician's Phone: \*Format XXX-XXX-XXXX

Hospital of Choice:\*

### **MEDICAL HISTORY**

If the answer to any of the following questions (below), is yes, please describe the problem and its implications for proper first aid treatment within the registration.

In the past 24 months, have you been tested, diagnosed, and/or treated for a concussion?:\*

Does the player have any allergies that we need to be aware of?:\*

Does the player have any other medical conditions that we need to be aware of?:\*

Are you currently taking any medications?:\*

Participant Signature: \* regardless of age

Participant Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### **PARENT/GUARDIAN CONSENT AND MEDICAL RELEASE**

The Participant being registered has my permission to participate in training, competition, events, activities, and travel sponsored by SPORTING or any of its Regional SPORTING Associations (RSAs). I approve of the leaders who will be in charge of this program. I recognize that the leaders are serving to the best of their ability. I certify that the participant has full

medical insurance with the company listed above. I understand and agree that this document will be kept in the possession of authorized adult team personnel and that reasonable care will be used to keep this information confidential. I agree to allow the authorized adult team personnel to release this information in the event of a medical emergency to a third-party medical provider. I also certify to the best of my knowledge that the participant named hereon is physically fit to engage in the activities described above.

Agreement:\*

I/We have read, understand, and agree to comply with the Parent/Guardian Consent And Medical Release as outlined above.

Parent/Legal Guardian Signature:\*

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Relationship to Participant:\*

#### EMERGENCY MEDICAL /DENTAL CARE AUTHORIZATION

If during the course of my child's activities in SPORTING, she/he should become ill or sustain an injury, I hereby authorize you to obtain emergency medical/dental care. I will assume financial responsibility for the bills incurred through my insurance company.

Agreement:\*

I/We have read, and understand the Emergency Medical /Dental Care Authorization as outlined above.

Emergency Medical/Dental Care Authorization:\*

I authorize emergency medical/dental care for my daughter/son.

Parent/Legal Guardian Signature:

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix IX SPORTS WAIVER AND RELEASE OF LIABILITY

I acknowledge that any sporting event is an extreme test of a person's physical and mental limits and that my participation in a sporting event can cause potential death, serious injury, or property damage. With a full understanding of the potential risks, I HEREBY ASSUME THE RISKS OF PARTICIPATING OR OFFICIATING IN A SPORTING EVENT.

I hereby take the following action for myself, my executors, administrators, heirs, next of kin, successors and assigns: a) I WAIVE, RELEASE, AND DISCHARGE from any and all claims or liabilities for death or personal injury or damages of any kind, EXCEPT THAT WHICH IS THE RESULT OF GROSS NEGLIGENCE AND/OR WANTON MISCONDUCT OF PERSONS OR ENTITIES LISTED BELOW, which arise out of or relate to my traveling to and from or my participation in any SPORTING event, THE FOLLOWING PERSONS OR ENTITIES: SPORTING and its Regional SPORTING Associations, tournament directors, sponsors, and the officers, directors, employees, representatives, and agents of any of the above; b) I AGREE NOT TO SUE any of the persons or entities listed above for any of the claims or liabilities that I have waived, released or discharged herein; and c) I INDEMNIFY AND HOLD HARMLESS the persons or entities mentioned above from any claims made or liabilities assessed against them as a result of my actions.

Agreement:\*

I/We have read, understand, and agree to comply with the SPORTING Waiver and Release of Liability as outlined above.

If the applicant is under 18 years of age, a parent or guardian must execute, in addition to the foregoing Waiver and Release, the following, for and on behalf of the minor. The undersigned parent and natural guardian or legal guardian of the applicant (being registered) execute the foregoing Waiver and Release for and on behalf of the minor named herein. I hereby bind myself, the minor and all other assigns to the terms of the Waiver and Release. I represent that I have the legal capacity and authority to act for and on behalf of the minor named herein, and I agree to indemnify and hold harmless the persons or entities named in the Waiver and Release for any claims or liabilities assessed against them as a result of any insufficiency of my legal capacity or authority to act for and on behalf of the minor in the execution of the Waiver and Release. I fully consent to my child's participation in SPORTING/RSA events.

Parent/Legal Guardian Signature:\*

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix X PRIVACY POLICY

Protecting your private information is our priority. This Statement of Privacy applies to yucai.org and FACES and governs data collection and usage. For purposes of this Privacy Policy, unless otherwise noted, all references to FACES include yucai.org and FACES. The FACES is a Youth SPORTING Club site. By using the FACES website, you consent to the data practices described in this statement.

### COLLECTION OF YOUR PERSONAL INFORMATION

FACES may collect personally identifiable information, such as your: Name Address Email Address Phone Number If you purchase Icon SPORTING's products or services, we collect billing and credit card information. This is the information used solely to complete the purchase transaction and will not be stored or saved. FACES encourages you to review the statements of the website you chose to link to from FACES so that you can understand how those websites collect, use and share your information. FACES is not responsible for privacy statements or other content on websites outside of the FACES website.

### USE OF YOUR PERSONAL INFORMATION

FACES may also use your personally identifiable information to inform you of other products and services available from FACES and its affiliates. Our trusted partners are required to maintain the confidentiality of your information. FACES does not sell, rent or lease its customer lists to third parties. FACES will only use your personal information to contact you via email, postal mail, or phone or to provide customer support for orders or deliveries such as merchandise, uniforms, or travel. In addition, 18s, 17s, 16s, and 15s age groups information will be used for college recruitment on [www.yucai.org](http://www.yucai.org). FACES will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on FACES or the site; (b) protect and defend the rights or property of FACES, and (c) act under exigent circumstances to protect the personal safety of users of FACES, or the public.

### AUTOMATICALLY COLLECTED INFORMATION

Information about your computer hardware and software may be automatically collected by FACES. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used for the operation of the service, to maintain the quality of the service, and to provide general statistics regarding the use of the FACES website.

### SECURITY OF YOUR PERSONAL INFORMATION

FACES secures your personal information from unauthorized access, use, or disclosure. FACES uses the following methods for this purpose: SSL Protocol McAfee SECURE When your personal information (such as credit card number) is transmitted to other websites, it is protected through the use of encryption, such as Secure Socket Layer (SSL) protection. CHILDREN UNDER THIRTEEN FACES collects personally identifiable information from children under the age of thirteen. FACES collects this information solely for the following purposes:

#### Tryout Registration Emergency Contact Information

If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website. If you are a parent and you have questions regarding our data collection

practices, please contact us using the information provided at the end of this Statement of Privacy. OPT-OUT & UNSUBSCRIBE We respect your privacy and give you an opportunity to opt out of receiving announcements of certain information. Users may opt out of receiving any or all communications from FACES by contacting us.

FACES welcomes your questions and comments regarding this Statement of Privacy. If you believe that FACES has not adhered to this Statement, please contact FACES at one of the methods above.

#### CHANGES TO THIS STATEMENT

FACES will occasionally update this Statement of Privacy to reflect company and customer feedback. FACES encourages you to periodically review this Statement of Privacy to be informed of how FACES is protecting your information.

#### CONTACT INFORMATION

##### FACES

Privacy Policy – Parent or Legal Guardian Signature:\*

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix XI SPORTING CODE OF CONDUCT**

### **THE FOLLOWING ACTIONS ARE PROHIBITED:**

1. Violation of any anti-doping policies, protocols, or procedures as defined by the International Olympic Committee (IOC; [www.olympic.org](http://www.olympic.org)), World Anti-Doping Agency (WADA; [www.wada-ama.org](http://www.wada-ama.org)), Federation Internationale de SPORTING (FIVB; [www.fivb.org](http://www.fivb.org)), US Anti-Doping Agency (USADA; [www.usada.org](http://www.usada.org)) or the United States Olympic Committee (USOC; [www.teamusa.org](http://www.teamusa.org)). Violations of this provision will be adjudicated only by USADA or the proper anti-doping authority, not SPORTING.
2. Violation of safe sport rules, policies, and procedures promulgated by the U.S. Center for SafeSport ([www.safesport.org](http://www.safesport.org)), as they may be amended from time to time.
3. Possession, consumption, or distribution of alcohol and/or tobacco if illegal or in violation of Regional SPORTING Association (RSA) policy.
4. SPORTING policy prohibits the possession, consumption, or distribution of alcohol and/or tobacco by anyone registered as a junior SPORTING player at the event venue of any SPORTING/RSA-sanctioned junior event.
5. Use of a recognized identification card by anyone other than the individual described on the card.
6. Physical damage to a facility or theft of items from a room, dormitory, residence, or another person. (Restitution will be part of any penalty imposed.)
7. Possession of fireworks, ammunition, firearms, or other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons at SPORTING/RSA-sanctioned events.
8. Any action considered an offense under Federal, State, or local law ordinances.
9. Violation of the specific policies, regulations, and/or procedures of the SPORTING, RSA, or the facility used in conjunction with a sanctioned event. (It is the responsibility of the individual to be familiar with applicable specific policies, regulations, and procedures.)
10. Conduct that is inappropriate as determined by comparison to normally accepted behavior.
11. Physical or verbal intimidation of any individual.
12. Actions that will be detrimental to SPORTING or the RSA.

### **SPORTING DISCIPLINARY POLICY:**

Infraction

When Occurred

Suggested Maximum Penalty

First, Before or during the event

An individual is disqualified (if a person is a junior, he/she will be sent home as soon as possible and parent or guardian notified). The individual may be declared ineligible for USAV registration or RVA membership for one year starting from the date of the infraction.

After event concludes,

The individual may be declared ineligible for USAV registration or RVA membership for one year starting from the date of the infraction.

Second, Before or during the event

An individual is disqualified (if a person is a junior, he/she will be sent home as soon as possible and a parent or guardian notified). The individual may be declared ineligible for USAV registration or RVA membership for two years starting from the date of the infraction.

After event concludes: The individual may be declared ineligible for USAV registration or RVA membership for two years starting from the date of the infraction.

Third, Individuals may be declared ineligible for USAV registration or RVA membership for the remainder of his/her lifetime.

NOTE: Major misbehavior (e.g. verbal or physical abuse of a child, sexual harassment, etc.) may subject the violator to lifetime ineligibility for USAV registration or RVA membership after the first infraction.

Penalties are only applied after affording the participant due process may be required by the Ted Stevens Olympic and Amateur Sports Act (TSOASA), USOC, USAV, and RVA. Appeals, other than for doping violations, may be made in accordance with procedures set forth in the bylaws and operating codes of the RVA as printed in the current RVA Handbook, respectively.

I have read and understand the USA Volleyball Code of Conduct and Disciplinary Policies  
I agree and consent to abide by the USA Volleyball Code of Conduct and Disciplinary Policies  
and other region-specific codes of conduct and/or disciplinary policies.

I understand that, if I violate the USAV and/or RVA Codes of Conduct, I might be subject to  
disciplinary action in accordance with USAV and/or RVA Disciplinary Policies.

Agreement:<sup>\*</sup>

I/We have read, understand, and agree to comply with the SPORTING Code of Conduct as  
outlined above.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix XII COLLECTION OF YOUR PERSONAL INFORMATION**

FACES may collect personally identifiable information, such as your: Name Address Email Address Phone Number If you purchase Icon SPORTING's products or services, we collect billing and credit card information. This is the information used solely to complete the purchase transaction and will not be stored or saved. FACES encourages you to review the statements of the website you chose to link to from FACES so that you can understand how those websites collect, use and share your information. FACES is not responsible for privacy statements or other content on websites outside of the FACES website.

### **USE OF YOUR PERSONAL INFORMATION**

FACES may also use your personally identifiable information to inform you of other products and services available from FACES and its affiliates. Our trusted partners are required to maintain the confidentiality of your information. FACES does not sell, rent or lease its customer lists to third parties. FACES will only use your personal information to contact you via email, postal mail, or phone or to provide customer support for orders or deliveries such as merchandise, uniforms, or travel. In addition, 18s, 17s, 16s, and 15s age group information will be used for college recruitment on [www.yucai.org](http://www.yucai.org). FACES will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on FACES or the site; (b) protect and defend the rights or property of FACES, and (c) act under exigent circumstances to protect the personal safety of users of FACES, or the public.

### **AUTOMATICALLY COLLECTED INFORMATION**

Information about your computer hardware and software may be automatically collected by FACES. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used for the operation of the service, to maintain the quality of the service, and to provide general statistics regarding the use of the FACES website.

### **SECURITY OF YOUR PERSONAL INFORMATION**

FACES secures your personal information from unauthorized access, use, or disclosure. FACES uses the following methods for this purpose: SSL Protocol McAfee SECURE When your personal information (such as credit card number) is transmitted to other websites, it is protected through the use of encryption, such as Secure Socket Layer (SSL) protection. CHILDREN UNDER THIRTEEN FACES collects personally identifiable information from children under the age of thirteen. FACES collects this information solely for the following purposes:

- To register students and manage enrollment procedures;
- To provide educational and after-school services;
- To maintain necessary communication with parents or guardians;
- To comply with applicable laws, regulations, or requirements from educational authorities.

FACES will not use personal information of children under thirteen for marketing purposes, nor will it share such information with third parties without the explicit consent of parents or guardians. Parents or guardians have the right to access, correct, or request deletion of their child's personal information at any time.

## Appendix XII PHOTOGRAPHY AND VIDEO RELEASE

I, the undersigned, do hereby grant permission to the FACES to post my child's photo, team photo, and videography on [www.yucai.org](http://www.yucai.org) and other related sites such as Instagram, Twitter, and Facebook. I hereby release your representative, employees, managers, members, and officers, and directors from all claims and demands arising out of or in connection with any use of said photos, videography including, but not limited to, and all claims for invasion of privacy, infringement of my right of publicity, defamation and any other personal and/or property rights.

I, the undersigned, do also hereby grant permission to the FACES to post my child's photo, and player profile information on the [www.3andme.org](http://www.3andme.org) college recruitment page, which includes:

Player Name Age Parent Email Player Stats Video

I acknowledge and agree that no sums whatsoever will be due to FACES as a result of the use and/or exploitation of the "photos or video" or any rights therein.

I acknowledge that my child is 17 years old or under and lacks the legal capacity to enter into binding agreements. Accordingly, I have read this Release and consent to my child's inclusion in this Photography & Video Release and will not contest the rights granted in this Release.

Photography & Video Release – Parent or Legal Guardian Signature:\*

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

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Manage consent

## Appendix XV

### Employee & Volunteer Code of Conduct Agreement

(Special Section on Protection of Minors & Prohibition of Private Tutoring)

**Applicability:** All **employees, volunteers, and teaching staff** (collectively, “Personnel”) of the Center.

**Purpose:** To protect the safety of minors, maintain fairness and quality of instruction, and reduce legal and reputational risks to the Center.

#### Article 1 – General Compliance

Personnel agree to abide by all policies, procedures, and training requirements of Tang Education, Inc., and to comply with applicable law, including but not limited to California’s **Child Abuse and Neglect Reporting Act (CANRA)** and **AB 506** requirements for youth service organizations (background checks, mandated reporter training, and written policies).

#### Article 2 – Prohibition of Private Tutoring

2.1 Without written authorization and supervision by the Center, **Personnel are strictly prohibited** from providing any form of **private tutoring, home visits, one-on-one meetings, or lessons at locations other than the Center’s designated facilities** to enrolled students.

2.2 This prohibition also applies to **private solicitations or communications** (including but not limited to WeChat, text, direct messages, or personal emails) that seek to arrange, collect fees for, or otherwise conduct off-site tutoring.

2.3 If a parent requests private tutoring, Personnel must **politely decline, redirect the request** to official Center arrangements, and **report the incident in writing** to the Center administrator within 24 hours.

2.4 This clause is intended to **protect student safety, avoid conflicts of interest, ensure fairness, and maintain unified quality control**. No circumvention or disguised conduct is permitted.

#### Article 3 – One-on-One Contact & Supervision

3.1 Personnel shall avoid **one-on-one contact in closed or isolated settings** with minors; whenever possible, instruction or activities should take place in **open and observable spaces**.

3.2 **Two-adult rule:** The presence of two trained adults is the **preferred practice**. If this is not possible, alternative safeguards must be implemented (e.g., glass doors, open-door policy, roaming supervision, video entry logs, or parental presence). Note: AB 506 requires organizations to establish written policies that **limit one-on-one interactions** and encourage “two-adult presence” whenever feasible.

3.3 **Transportation:** Personnel are prohibited from personally transporting students. Transportation, if required, must be arranged by the Center with prior **written parental consent** and proper records.

#### Article 4 – Communication & Social Media

4.1 All instructional communication with students shall occur through **official Center accounts/channels**, with parents included in appropriate communications. Avoid late-night messages or content that may blur professional boundaries.

4.2 Personnel shall not add students to personal social media accounts, send inappropriate content, or establish unsupervised private communication outside the Center’s systems.

4.3 Any photos, videos, or works involving students require **prior written parental consent**. Personnel may not post student images or videos on personal social media.

#### Article 5 – Parental Presence for Volunteer Classes

5.1 For **volunteer-led classes**, parents/guardians must **remain on-site** and be reachable at all times. If a parent cannot remain present, the student may not participate in that session.

5.2 The Center will provide a **welcoming observation environment** (seating, waiting area) to encourage transparency and communication.

#### **Article 6 – Mandated Reporter Obligations**

6.1 **Scope:** Under AB 506 and CANRA, administrators, employees, and “regular volunteers” (18+ who have direct contact/supervision of minors for **more than 16 hours per month or 32 hours per year**) are generally considered **mandated reporters** with a legal duty to report suspected child abuse or neglect.

6.2 **Reporting obligation:** If Personnel **know of or reasonably suspect** abuse or neglect, they must make a **telephone report immediately or as soon as practicably possible** to the county child protective agency/police, followed by a **written report within 36 hours** (California DOJ Form **SS 8572 / BCIA 8572**).

6.3 **Immunity & Penalties:** Personnel who report in good faith are granted **civil and criminal immunity**. Failure to report is a **misdemeanor** (punishable by up to 6 months in jail and/or up to a \$1,000 fine).

6.4 **Internal coordination:** After external reports are made, Personnel must also **notify the Center compliance officer**, but internal procedures must **not delay or obstruct** statutory reporting.

#### **Article 7 – Background Checks & Training**

7.1 **Background Checks (Live Scan):** Personnel must successfully complete a **California DOJ-approved Live Scan fingerprint background check** before direct contact with minors.

7.2 **Mandated Reporter Training:** Administrators, employees, and regular volunteers must complete the **California Department of Social Services mandated reporter training** and provide certification to the Center, as required by AB 506.

7.3 **Insurance & Compliance:** The Center will maintain a compliance system of **screening, training, and written policies**, consistent with AB 506, which insurance providers may audit prior to coverage.

#### **Article 8 – Classroom Management & Boundaries**

8.1 Personnel shall respect professional boundaries, avoiding discriminatory, harassing, intimidating, sexually suggestive, or otherwise inappropriate behavior.

8.2 Classroom management must follow the Center’s curriculum, attendance, and grading standards. No favoritism, special treatment, or acceptance of gifts/cash from students or families.

8.3 Any approved one-on-one tutoring must be **formally scheduled, observable, and recorded** (time, location, content).

#### **Article 9 – Incident Reporting & Emergency Response**

9.1 In case of injury, illness, or property damage, personnel must first ensure **student safety**, then notify parents/guardians, and file an **Incident Report Form** with the Center.

9.2 Suspected abuse or neglect must follow **Article 6** for external reporting first, then internal follow-up.

9.3 The Center will maintain records of **sign-in logs, supervision, video entry systems, incidents, and reports** for auditing and evidence.

#### **Article 10 – Violations**

10.1 Violations of this Agreement may result in **verbal/written warnings, retraining, suspension, reassignment, or termination**.

10.2 Suspected unlawful conduct will be **reported to law enforcement**.

10.3 Retaliation against whistleblowers or mandated reporters is strictly prohibited and will result in escalated disciplinary action.

#### **Article 11 – Acknowledgment & Signature**

I have read, understood, and agree to comply with this Agreement. In case of conflict with updated laws, the **higher standard for the protection of minors** and the **latest legal requirements** shall prevail, and the Center will revise policies accordingly.

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

#### Implementation Checklist

- Parental presence log for volunteer classes
- Approval and visibility safeguards for any one-on-one tutoring
- Official communication channels only; social media boundaries enforced
- Mandated reporter training certificates & Live Scan results on file
- Incident & suspicion reporting forms available and posted at office

#### Key Legal References

- AB 506 (effective 2022): Requires youth service organizations to implement screening (background checks), training (mandated reporter), and written policies, and allows insurers to verify compliance.
- **CANRA** (Child Abuse & Neglect Reporting Act): Defines **mandated reporters**, requires **telephone report immediately/as soon as possible** and **written report within 36 hours**, grants **immunity for good faith reports**, and sets **penalties for non-reporting**.
- **Live Scan Background Checks**: California DOJ-approved fingerprint process for screening individuals working with minors.

# Appendix XVI

## Parent Support Policy for Volunteer-Led Classes

### Purpose

To ensure a safe, organized, and supportive learning environment, parents of participating students are asked to take turns assisting during classes led by undergraduate high school volunteers. This policy encourages collaboration, accountability, and community involvement.

### 1. Parental Rotation System

- Each class will have one parent volunteer on duty each week.
- Parents will be **scheduled on a rotation basis**, with advance notice provided by the coordinator.
- If a parent cannot attend on their assigned day, they must **arrange a substitute** or **notify the coordinator at least 48 hours in advance**.

### 2. Responsibilities of the Parent Volunteer

During their assigned session, the parent volunteer shall:

- Arrive **10 minutes before class** and stay until all students have left.
- **Support the high school teacher** by helping manage attendance, transitions, and student behavior.
- Ensure **safety and order** in the classroom and assist in case of any emergency.
- Maintain **a positive, respectful attitude** toward all students and volunteers.
- Refrain from taking over the lesson unless safety or discipline requires intervention.

### 3. Boundaries and Conduct

- Parents are observers and helpers, not instructors.
- All communication with students should remain **appropriate, encouraging, and supportive**.
- Parents may not photograph or record students without consent.
- Confidentiality regarding student behavior or performance must be maintained.

### 4. Safety and Compliance

- All parent volunteers must sign the Parent Support Agreement before assisting.
- Volunteers must follow the organization's **child safety and conduct guidelines**.
- In case of any incident, the parent should **report immediately** to the class coordinator or site supervisor.

### 5. Appreciation

We deeply value parents' time and care. Your participation not only supports the student volunteer but also strengthens the spirit of community and shared responsibility that defines our program.