

## 8/8 Parent's Q&A Summary:

### School Presentation (See attached presentation slides):

#### 1. Parents are strongly encouraged to regularly browse the Thousand Oaks

Chinese School Home page <http://www.to-cs.org/tocs/> for registration

information, textbook pick-up time, school calendar, school hours, virtual

office hour, and other important school notifications

#### • Textbook pick-up and returning summer homework time and address:

○ Address: 1489 E Thousand Oaks Blvd Unit 3 (CCCA Cultural Center)

○ Date: 8/16, Sunday

➤ Grades 1-4: 10 a.m. to 12 a.m.

➤ Grades 5-8 & Prek , EC1: 1 pm to 3 p.m.

➤ Makeup & K,EC2,EC3 pick up date: 8/20, Friday, 4 p.m. to 6 p.m.

○ Note:

➤ Please wear face mask and bring your own pen, and follow the staff's safety guidelines

➤ Children of different grades in the same family can pick up all textbooks at the same time

➤ Reminder email will be sent out by 8/14

• Virtual office hour is from 10am to 11pm every Saturday (school day only) during distance learning period:

○ Link to the Virtual Meeting will be posted on the Chinese School's web page

- Principals and shift teachers will join the Virtual Meeting on time; parents are welcome to join the meeting or call in if there are any questions
- Parents can also send questions through email. Contact emails of the main school functions are listed on the school home page

## 2. Taking online classes using Google Meet

- Pointers for the use of Google Meet.
  - Teacher will send out the google meet link before class; Student can click the link to join the meeting when class starts (Normally the teacher will use the same meeting ID for his/her classes)
  - Google meet does not require each child to have their own google account, other personal accounts are also okay; **but the email account of the school district is not recommended**
  - Students of higher grades are encouraged to have their own accounts, so they can check the teacher's email, and be familiar with the use of google meet/class
  - The class will be recorded by the teacher and uploaded to google drive, in order for the students to have the opportunity for review if needed. The recorded classes are also convenient for students who have to take time off to go over the classes that they missed

**NOTE: Parents must sign photo/video release waiver (provided by the teacher)**

- To ensure privacy, Video Record will only be shared with students in the class and will not be used for any other purposes
- Suggestions and feedback from teachers:
  - Use a laptop with a camera and microphone; iPad is not recommended
  - Headphones are recommended to help student concentrate during the lesson
  - Home printer (black& white, inkjet/laser) is required for printing teaching

materials, homework, test exams, etc.

- Encourage students of higher grades to check emails and interact with the teacher independently; younger students may need help from parents to be familiar with google meet/class

### **3. Interaction with the teacher:**

- TOCS requires each teacher to arrange a 1-1 meet & greet with each student/parent before the start of the school year 8/22. It enables the teacher and student/parents to get to know each other, and take the opportunity to be familiar with google meet and its functions
  - It is very important for the students (parents with younger students) to familiarize the use of google meet in advance, and some basic functions, such as turning on video, mute&unmute, split screen display, document sharing, etc., which are necessary to maintain smooth interaction with teachers
  - Make sure the network connection is stable to ensure the quality of video and voice
- Online class requirements
  - Each teacher may have different class requirements, such as in-classroom writing practice. In this case parents need to prepare white paper and a thick marker for teachers to see clearly through the camera. Please follow the teacher's instructions to ensure a successful learning experience for the students.
  - Parents will be asked to scan or take photos of the student's weekly homework & tests/exams, and send to the teacher for grading

### **4. Registration and refund**

- Details regarding registration can be found on the Chinese School website:

[https://www.to-cs.org/tocs/?page\\_id=1043](https://www.to-cs.org/tocs/?page_id=1043).

- Class size is limited to less than 15 students (See the principal's presentation slides); this is done in preparation for the possibility of resuming the on-campus learning in the future
- The elective 3rd-period course is suspended during the distance learning until we are back to campus
- About refund:
  - To withdraw , please log in to your account at the registration website, you will see the "Withdraw For" button; click on the link and follow the instruction to submit the withdrawal application. The refund policy can be found on:  
[https://www.to-cs.org/tocs/?page\\_id=1043](https://www.to-cs.org/tocs/?page_id=1043)
  - As a result of distance learning for at least part of the coming school year, the unused rental and activity fee will be calculated and refund issued to students who are enrolled as of the end of the school year.

## **5. Student's Placement test**

A: For new or transferred students, a placement can be administered online by school staff; the student will be assigned to the appropriate grade based on the assessment results

## **6. What if the grade level material is too hard for my kid?**

A: Send email to [academic@to-cs.org](mailto:academic@to-cs.org) to request an online assessment; the school's faculty will determine if the student needs to be moved to a lower grade level. Due to the special nature of this year's situation, requests for skipping grade will not be considered

## **Parent's Questions**

### **1. What subject do you teach kindergarteners?**

A: K grade mainly teaches Pinyin and simple characters.

**2. Can you use bilingual tools so non Chinese speaking parents can participate too?**

A: You can ask the teacher to include English in the communication if needed. The school communications will be available in both Chinese and English.

**3. Could you tell me if the classes will be online throughout the school year? Or will it be in sync with the school district? If the school district goes back to campus learning, will Chinese School return to campus too?**

A: The plan for the first semester of the school year is distance learning (online class). If the school district decides to return to the campus in the spring, the Chinese school will do an assessment to determine whether to follow the school district.

**4. When will the Google Classroom emails be sent out?**

A: It depends on the teacher, but it must be before the 1st day of school. Each class should use its own fixed google meet ID/link for students to use weekly.

**5. Does a kindergartener need to be accompanied by a parent during class? Or the teacher will first teach the simplest operation (how to mute and so on), and later encourage children to attend the class independently.**

A: K's children are too young to use google meet independently, and parents are encouraged to accompany them.

**6. Will there be hybrid classes?**

A: Since the Chinese school does not have our own buildings, and only holds 2 hours of instruction each week, it will be quite challenging for the school to offer hybrid classes. In addition, teachers & staff are all volunteers in nature, and the Hybrid model would require much higher resources and work hours from teachers and staff. Therefore, the school will not consider this option.

**7. If I'm interested in volunteering at Chinese School, what are the ways to do it? Is it through PVA?**

A: Volunteers do not necessarily need to go through PVA. All interested parents are welcome to contact the school directly.

The PRESIDENT of the PVA replied: Parents who are interested in volunteering are welcome to join the PVA as volunteers.

**8. CCCA Youth Program asks : Does TOCS need high school TA ?**

A: If a high school student would like to become a TA at Chinese School, please fill out the volunteer application form online ([TA application form](#)). The school will assign classes based on Chinese ability and demand.

**9. How do students who register after 8/20I receive their textbooks?**

A: For the students who complete the registration after the school start date, Chinese School staff will arrange to distribute books every Friday from 3:30-4:00 pm at the CCCA Cultural Center. Please contact the school's faculty [academic-book@to-cs.org](mailto:academic-book@to-cs.org)

**10. Can I request to switch my kid to a class with a different teacher?**

A: To ensure the quality of teaching and even class sizes, students are randomly assigned to classes by computer and we do not accept change requests. If you think an adjustment is needed due to special circumstances, please email [academic@to-cs.org](mailto:academic@to-cs.org) with the details of your request and the school will review on a case by case basis.

**11. Can the student still use the PVA vouchers from last year?**

A: The PRESIDENT of the PVA replied: It can be used. For specific circumstances PVA has final interpretation rights, please contact the President of the PVA [williamcza@hotmail.com](mailto:williamcza@hotmail.com).

**12. Will there be a small break out session during class?**

A: Class group discussions will depend on the teacher's needs, and the teacher will inform the students/parents if necessary how to proceed.

**13. Does the school assign kids to the teacher who taught their sibling(s) previously?**

**This is usually done in many primary schools.**

A: The classes are randomly assigned, and the Chinese school does not have this practice.

**14. Do you allow 8th graders to take Chinese Pre-AP class? In the past, 8th grade students were able to do it.**

A: The school does not open the third class during the distance learning period, therefore the 8th grade students are not able to take the 3rd period Chinese Pre-AP class, until the school resumes on-campus learning.