



Davis NewStar Chinese School

Rules of facility use

The school facilities we have rented can only be used for NewStar classes and school activities. If you use the facilities without permission, you will be responsible for any consequences. Following are some guidelines for the use of classrooms (including but not limited on regular classrooms, dance room, gym, MPR, etc). It is the requirements to all students who is studying in Davis NewStar Chinese School. Please read it carefully and follow the guidance accordingly.

我们租用的学校设施只能用于NewStar 课程和学校活动。若未经许可使用该设施，产生的后果由您自行承担。以下是一些教室使用指南（包括但不限于普通教室、舞蹈室、健身房、MPR 等）。请仔细阅读并遵循相应的指导。这是对所有在戴维斯新星中文学校学习的学生们的要求，请大家认真执行。

- The teaching staff should keep the original setup and items in the classroom unchanged. If any changes are needed, they should be restored to the original after class.
 - Before and after each class, the teaching staff should take photos of the classroom (front, back, and overall view). If there are any notes left on the whiteboards or if there are any issues in the classroom, such as disorganized desks, the staff should take photos to document them. These photos should be immediately uploaded to the WeChat group for classroom usage. If the high school or the district questions our use of the classrooms, these timestamped photos with classroom names will serve as strong evidence of our proper use.
 - The teaching staff should still fill out the Classroom Checklist after and submit it to the board member on duty immediately after each class.
 - The board member on duty should not leave until after all class are finished and should assist the district staff in inspecting the classrooms, gym, and MPR before leaving.
 - In any case, when underage students are in the classrooms, gym, or MPR, there must be at least one adult present for supervision. The supervising adult should be a NewStar teacher or a parent.
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- 任课老师要保持教室原有布置及物品不变动。如需改变教室布置，需在下课后恢复原样。
 - 任课老师要在课前和课后给教室拍照（教室前部，后部，及整体）。如果前后白板上留有高中老师保留的板书，或者教室有异常，比如课桌乱放，老师要拍照记录。这些照片要在拍摄后立即上传至新星教室使用微信群。如果高中/学区质疑我们使用教室不当时，这些带时间点和教室名称的照片会是我们正确使用教室的有力证据。
 - 任课老师每次课仍需填写 Classroom Checklist 并在下课后立即交给值周理事。
 - 值周理事在课后班结束后才能离开，离开前协助中学工作人员检查教室、体育馆和 MPR。
 - 在任何情况下，未成年学生在教室、体育馆或者 MPR 逗留时，都必须有至少一名成年人看护。看护的成年人应是新星老师或家长。

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Oct 27th 2023