



Universal Chinese Cultural Academy
環宇中文學校

Universal Chinese Cultural Academy Handbook 2022

School Email:	UniversalChineseCulturalAcad@gmail.com
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School Mailing Address:	P.O. Box 35001 Brighton, MA 02135

1.0 Mission

The mission of Universal Chinese Cultural Academy is to engage our students in appreciating the Cantonese language through speaking, reading, and writing in an enriching curriculum at the comfort of their home.

2.0 Statement of Equal Educational Opportunity

No student shall be excluded from participation in or subjected to harassment in any academic, extracurricular, or other school-related activity because of his/her protected status. In accordance with federal and state laws, no student shall be suspended, excluded, or otherwise disciplined on account of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity or economic class.

3.0 Social Media, Web and Media Usage Policy

Pictures may be taken during class sessions and school events for promotional purposes and may be posted on the UCCA website and UCCA social media pages. Any other social media, webpages and blogs that have not been sanctioned by UCCA, the school does not represent or maintain any views, opinions, nor is the school liable for anything posted on such pages other than the official UCCA website and UCCA social media pages.

4.0 Communications

Teachers will send weekly communication to parents through the email provided in the registration form. School-wide information and important announcements will be posted on our school website and be communicated through emails to parents.

If there are questions/concerns about your child's class, please reach out your child's teacher via the email provided in the class welcome email and/or to the school's Program Director via the school's email.

5.0 Absences

There are no refunds, deductions of tuition or make up sessions for classes missed due to student absences. For One 2 One programs, the teachers will attempt to accommodate make up sessions up. If no makeup session is possible then the session is considered a forfeit. Please email your teacher directly on all absences.

7.0 Family Discount

UCCA offers a \$50 Family Discount for each family that enrolled three (3) and more kids in our programs. One discount applied per school year. The discount is not applicable for summer programs.

6.0 Tuition Refunds

Tuition refund on or after the second session is subject to a \$50 (fifty dollars) student service charge. There are no refunds after the third session should the student/family decides to withdraw from the registered program. Refer to the following table regarding tuition refunds:

Withdrawal Timeframe	Refund
Prior to second session	100% tuition payment
On the second session	75% tuition payment+ service charge
On the third session	50% tuition payment+ service charge
After the third session	None

8.0 Class Expectation

All sessions will start promptly at the designated time. Please be on time by signing on 5 minutes prior. Each session will end in accordance to the session’s end time. There will not be any makeup times.

For the 90-minute sessions, there may be a break after the first 40 minutes. Please make sure your child(ren) knows how to log back on to resume the Zoom session.

9.0 Behavior Expectations

UCCA opposes discrimination of any form. UCCA is committed to providing a learning environment that is free from bullying, cyber-bullying, abusive language, spoken or written threatening gestures, hostile or disruptive behavior.

When a student’s behavior becomes disruptive in class, he/she will receive a warning from the teacher. Students with repeat offenses will be disciplined per the following policy:

First Offense	Warning from the teacher
Second Offense	Conference with teacher and parent(s)
Third Offense	Conference with teacher, parent(s), and Program Director and possible suspension from school

10.0 Parent Involvement

Students feel a sense of belonging to the school when parents are involved. We would love to hear your ideas of programs you would like to see and any activities to bring the community closer together.

If you enjoy teaching, consider joining our Teacher Team!