

<Request to Change Class Form> Review and Decision Procedure

Version 1.0

The Charlotte Chinese Academy (CCA) is strived to provide the best educational opportunity to all students who love to learn the Chinese language at the most appropriate level to help each individual to achieve his/her language learning objectives. Meanwhile, the CCA and hereafter the “School” also has the responsibility to maintain a safe, orderly and structured educational environment for all the students, parents, teachers and volunteers. Rules need to be established, observed and enforced on all aspects that impact our way to operate the School.

Occasionally the School received requests from parents/guardians who wish to change class assignments for their children moving to upper, lower or lateral grades due to various reasons. Such requests need to be submitted to the school by filling out the <**Request to Change Class Form**> on or before the deadlines specified below. Requests received after the deadlines will be automatically rolled over to the next semester for consideration, unless withdrawn by parents/guardians.

New Students: September 30 for Fall semester; January 31 for Spring semester. A maximum of two applications are allowed per school year, and one application is allowed per semester.

New students are defined as those who were not in any of the CCA Chinese language classes in the previous school year. Students who were in the talent classes but not in the Chinese language classes are considered as New Students.

Existing Students: September 30 for Fall semester; January 31 for Spring semester. Only one application is allowed per school year.

Existing students are defined as those who were assigned to one of the CCA Chinese language classes in the previous school year. Students who were in the talent classes but not in the Chinese language classes are NOT considered as Existing Students.

Upon receipt of the request, the School should follow this procedure to review the request and make appropriate decisions within two weeks, excluding any week(s) that the school is not in session. Before any decision is made, students should remain in their current assigned classes. Attending the requested class without an official approval of the request may result in suspension or termination.

This guideline should be applied to all students registered with the School in any of its Chinese language classes, including CSL. However, this guideline does NOT apply to students whose parents are school teachers of the Chinese language classes. Students whose parents are talent class teachers, school board members and/or school administrative staff are required to follow this guideline without exceptions.

Procedure for New Students

New student and his/her parents/guardians should discuss with the Academic Directors on the following aspects to decide which class is most suitable for the new student, including but not limited to:

1. Student's past learning experience of Chinese language
2. Spoken language used at home or other environment to which the student has extended period of exposure
3. Parents/guardian's expectations towards Chinese learning

Based on the information provided, an **evaluation test** may be required and then an appropriate level of class can be assigned to the new student.

Procedure for Existing Students

Decision on the request of class change for existing students will follow the procedure described below:

1. Academic Directors will review the request form and evaluate its reasonability. Reasons that a person with ordinary firmness would not believe to cause the change of class request will be automatically denied, examples include but not limited to "My child (or I) like XXX (teacher's name)", "My child would like to be in the same class with XXX (student's name)", etc.
2. If the request reasons are justifiable, an **evaluation test** will be given to the student. The test should be at similar difficulty level of the final test used by the requested class from the most recent semester. Grade of 80 percentile and above is required to proceed to the next step. Otherwise, the request will be denied.
3. Academic Directors will consult the student's current assigned teacher and the requested class teacher to discuss the request. The discussion should cover (1) each teacher's opinion on the request of change; (2) the potential impact to each class in terms of class size, morale, peer students/parents perception, etc.
4. If both teachers have no objections to the request and the Academic Directors believe that the change will not cause adverse impact on the larger body of students and CCA, the request will be submitted to the board for final voting. At least five board members need to be present at the voting and 51% and above vote is needed for final approval.

The request from both New Students and Existing Students will require final sign-off from the School Principal, regardless of the outcome of decision. The decision will be communicated to the requestors via email or phone calls. Any appeals to the decision have to be submitted to the School in writing within two weeks of decision communication, and will be re-evaluated in four weeks upon the receipt of appeals. Two consecutive denial decisions constitute the final decision, and no appeals will be accepted afterwards.

The School reserves the right to interpret, modify and amend this document at any time without prior notice.