



## Frequently Asked Questions

### Contents

<b>Hua Hsing Chinese School and Staff:</b> .....	1
<b>Registration:</b> .....	2
<b>Fall 2020 Registration Process:</b> .....	2
<b>Returning Students:</b> .....	3
<b>Declining or Revising Reserved Seat:</b> .....	3
<b>New Students:</b> .....	4
<b>Class/Course Information:</b> .....	4
<b>Online Classes:</b> .....	4
<b>Materials/Devices Needed:</b> .....	5
<b>Class Structure:</b> .....	5
<b>Attendance:</b> .....	7
<b>Troubleshooting Technical Issues:</b> .....	7
<b>Learning Environment, Engagement and Motivation:</b> .....	7
<b>Being a Good Digital Citizen:</b> .....	8

### Hua Hsing Chinese School and Staff:

#### 1. What is Hua Hsing Chinese School (HHCS)?

HHCS is a non-profit school established in the summer of 1989 with the endorsement of Madame Chiang Kai-Shek. From the School's inception, the goal was to exemplify Madame Chiang's high standards on better education opportunities and culture awareness. Maintaining a strong curriculum and high expectations of our teachers and students, HHCS has become one of the largest secondary accelerant schools in Texas. Students of all ethnicities and backgrounds are welcome.

#### 2. Who is the staff?

**Contacts: For faster assistance, please leave a voice-mail and/or email.**

董事長	President	牟呈華	Eric Mu		
校長	Principal	孟敏寬	Mily Meng	(469) 789-6858	<a href="mailto:mily@huahsing.com">mily@huahsing.com</a>
副校長	Vice-Principal	牟若屏	Agnes Yam	(972) 310-7661	<a href="mailto:agnes@huahsing.com">agnes@huahsing.com</a>
數學部	Math Director	牟立平	Austin Mu	(972) 827-8801	<a href="mailto:austin@huahsing.com">austin@huahsing.com</a>
中文部	Chinese Director	陳次蘊	Agatha Chen	(972) 403-8090	<a href="mailto:agatha@huahsing.com">agatha@huahsing.com</a>
會計	Accountant	牟珍屏	Audrey Fan	(972) 612-2823	<a href="mailto:audrey@huahsing.com">audrey@huahsing.com</a>
註冊部	Registration			(469) 237-4431	<a href="mailto:registration@huahsing.com">registration@huahsing.com</a>

### 3. Where is HHCS located?

For our Fall 2020 semester, our classes are all online. There are no classroom face-to-face classes.

### 4. How are teachers hired?

Teachers are hired based on their experiences in teaching, affiliations in subjects, references, interviews with Staff, and the result of a thorough professional investigation of their background.

### 5. I am interested in teaching or volunteering how can I apply? Do I need teaching background?

HHCS welcomes anyone interested in teaching and has a passion in helping the community. Please email [registration@huahsing.com](mailto:registration@huahsing.com) for an application. Teachings positions may or may not be available, however your information will be kept. We will contact you for your initial interviews. Teaching background is not a necessity if your background demonstrates an affiliation to the particular subject, i.e.: job, PHD, previous volunteer work at schools.

## Registration:

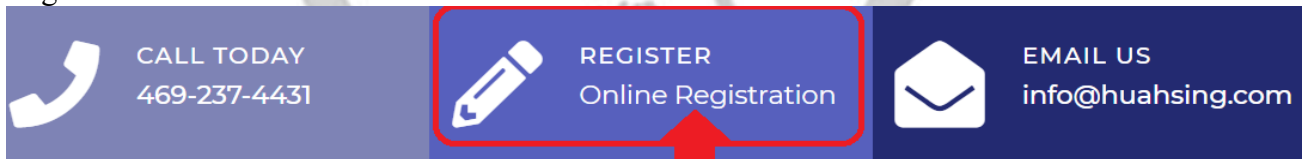
### Fall 2020 Registration Process:

#### 1. How do I register?

New student online registration begins on July 19<sup>th</sup> - 10 A.M. Returning student registration begins on July 12<sup>th</sup> - 10 A.M.

To register according to start dates: Please go to our website: [www.huahsing.com](http://www.huahsing.com)

- 1) On the bottom of our website, you will see in blue “REGISTER Online Registration” Click on “Online Registration”.



- 2) You will be taken to a secure portal. If you do not have an account, create an account for your family. If you have already made an account, log on using your information. *Please note:* if you forgot your password, please click “I forgot my password”. HHCS does not request or store personal information. If you forgot your email sign-in, please email [registration@huahsing.com](mailto:registration@huahsing.com) for further assistance.
- 3) Upon sign-in, you will see your family home page. This list your family details on the right and in the center of the page, you will see each child (ren).
  - a. **Returning Student:** you will see your child’s current classes and their next classes needing payment. (Classes needing payment appear only during the priority reservation.)
  - b. **New Student:** Click on “register” and begin selecting each child and class.
- 4) If you see a class that shows “WAITLIST” that means the class is currently full. Click on the wait list so you are on the list and will be notified of availability. Please see wait list information below for details.
- 5) When completed and you are ready for check out, do not forget to click the \$15 registration fee for the season. This is a one-time fee for all classes. For example, if you are registering for 3 classes, you are paying the \$15 one time. This is a required fee for each registering student.

#### 2. What are the deadlines for registering?

*Returning Students:* July 18<sup>th</sup>-5 P.M. for registration and payment of classes to retain your reserved spot.

#### 3. What does returning student mean?

Returning students are current enrolled students who would like to continue learning at HHCS. As returning

students, they have first priority to complete registration. For example, from last semester a 3<sup>rd</sup> grade math student has priority to enroll and pay for 4<sup>th</sup> grade math for the Fall 2020 semester until July 18<sup>th</sup>- 5 P.M.

**4. Do I have to register online? Can I come in person?**

You must register online. All registration information can be found on our website: [www.huahsing.com](http://www.huahsing.com). HHCS does not accept any verbal in-person/email registration requests. All registration is done online. If you have a specific question about a specific class, you may email [registration@huahsing.com](mailto:registration@huahsing.com). Please be mindful of any possible payment deadlines. Due to the high registration demand, your email will be answered in 48 hours.

**5. I already see a class in “WAIT LIST”, what do I do next?**

*Very Important:* If you see “wait list”, the class is full. If you would like to be on the wait list for the class, click on the “wait list” button and complete the enrollment. With the completion of enrollment, the student’s information will be time stamped. *Payment is not required until a seat is available.* There is a possibility that more classes or seats may be added. You will be notified immediately via email once a seat is available with payment request. Payment is required in 48 hours to secure the seat.

**6. How do I pay for classes?**

You can pay online via any credit card or debit card.

**7. My child is in a higher grade than what is showing up, how do I select the right grade?**

Registration is by birthday for the student’s current grade level.

If your child has a birthdate that does not correspond with the Texas eligibility grade age, please email [registration@huahsing.com](mailto:registration@huahsing.com). If your child has skipped a grade in their regular school, please provide documentation (previous semester’s report card or schedule that reflects their higher grade level) as an attachment and email [registration@huahsing.com](mailto:registration@huahsing.com).

**8. I want my child to skip a grade and the system will not let me select the next grade level.**

For Fall 2020, skipping a grade is not available. Due to the COVID-19 and the disruption of school for many of the students, placement tests are not available. Students are to register for their grade level.

**Returning Students:**

**1. Do I have priority to register for new classes?**

The priority is only for current registered classes. Any new classes is considered new enrollment. For example, student that is currently enrolled in math class. Priority is only given for math class. To enroll in a new class like writing class, registration begins on July 19<sup>th</sup>- 10 A.M..

**2. I forgot to pay, and now it’s July 19<sup>th</sup>, what do I do?**

Regretfully, you have lost your reserved seat. Enroll as soon as possible and complete enrollment. There may now be a wait list, do not forget to click “Wait List”. We will be working through our wait list to hopefully be able to seat all students. Staff is not able to retrieve your lost reserved seat. The system has deemed that previously reserved seat as available and has given the seat to a new student.

**Declining or Revising Reserved Seat:**

**1. I do not want to continue the class and would like to decline my reserved spot.**

Please email [registration@huahsing.com](mailto:registration@huahsing.com) to cancel your reserve seat. We wish you and your family well and continued academic success.

**2. I want my child to skip a grade and the system will not show me the next grade.**

For Fall 2020, skipping a grade is not available. Due to the COVID-19 and the disruption of school for many of the students, placement tests are not available. Students are to register for their grade level.

**New Students:**

**1. I see a wait list already for class, how can I get in?**

*Very Important:* If you see “wait list”, the class is full. If you would like to be on the wait list for the class, click on the “wait list” button and complete the enrollment. With the completion of enrollment, the student’s information will be time stamped. *Payment is not required until a seat is available.* There are possibilities of available seats due to transfers, cancellations or new classes. You will be notified via email once a seat is available with payment request.

**2. Can we observe a class?**

For security and privacy of our students, we do not allow trial online classes. HHCS staff member can walk you through the course curriculum, materials, expectations and schedule. Please email [registration@huahsing.com](mailto:registration@huahsing.com) for your questions.

**3. Can we buy class materials if we can’t get into class?**

Our materials are not for sale as only our teachers are trained to teach HHCS materials.

**Class/Course Information:**

**Online Classes:**

**1. What kind of courses does HHCS offer?**

HHCS is very proud of our curriculum and our teaching staff. We want to accelerate our students’ learning and further challenge them to their next level. We offer online classes of: Math, English Language Art & Reading, Simplified Chinese, Traditional Chinese, Chinese Second Language, and Hindi. For Fall 2020, we encourage our families to learn directly from our amazing partners for Chess- [North Texas Chess Academy](#) , Tae Kwan Do [Lee's U.S. Tae Kwon Do](#) , SAT/ACT preparation- Princeton Review For a complete list, please see our [printable registration form](#).

**2. What is the teacher/student ratio?**

The teacher/student ratio will vary by grade level and subject. For our younger classes, the typical class size is 15-22 students. For our older classes, the typical class size is 20-25 students. With our online classes, there may be variations of the student count due to the difficulty of the subject or class pace.

**What is the schedule of classes?**

Different subject matters are at different times. The class schedules can be found on our [printable registration form](#).

**3. What is the calendar for the school year?**

Our calendar can be found on our website: [Click for HHCS Calendar](#)

We follow Plano ISD school year. If there are student holidays on Mondays, we will not have school on the Sunday prior.



## Materials/Devices Needed:

### 1. How will my child access online classes?

Upon completion of registration, you will receive an email of your child's username to enter Google Classroom. We will be using Google Meet to conduct the class. Each Sunday, your child will need to log into Google Classroom and Google Meet at the appointed class time. Students who are more than 15 minutes late will not be able to attend class.

### 2. What materials or device should my child need to bring to online class?

Your child will have access to Google Classroom, and Google Meet. Some classes may request use of other specific applications that may help the teacher and student complete materials. You will be notified by the teacher.



Google Classroom



Google Meet

We recommend that your child has a dedicated device where he/she can use for class. For the best utility of these applications:

- a. **PC:** You will be logging in directly into Google Classroom and Meet.
- b. **Android users:** Download Google Classroom, Google Meet and App from your App store. These applications are free.
- c. **IOS: ipad users:** Download Google Classroom, Google Meet and App from your App store. These applications are free.

We also recommend that your child has a lined notebook where he/she may take notes during class. Please do not use loose-leaf paper as papers may get lost. Your child's teacher will advise if additional school supplies are needed.

## Class Structure:

### 1. How will the teacher teach?

Our online classes will mimic our classroom classes. The teacher will be teaching and utilizing different Google tools to teach the week's lesson. Because the classes are all online, the lessons will be more interactive with breaks. For some classes, there may be visuals, videos, animations or power point to bolster the lesson. Students will still be called upon to answer questions and interact with teacher and fellow classmates.

### 2. What is the protocol for online class?

- i. Student should use the bathroom before class. Student may have glass of water next to them.
- ii. Before class begins (we recommend at least 5-10 minutes before class starts in case of technical issues), log into Google Classroom using your [@huahsing.com](mailto:@huahsing.com) username.
- iii. Click the Google Meet Link found in the classroom title page. You will not be able to enter the meeting until the teacher arrives. For security, your child will be let into class.
- iv. Upon start of class, please make sure the teacher's screen is "pin" so the teacher is the main larger screen. Please also make sure your child's microphone is muted. This will cut down on distracting background noises and echo. The teacher will advise when there are talking moments.
- v. Some great habits to form for online classes:
- vi. Dress for success. No pajamas for class.

- vii. Make sure your child knows where the important buttons are: Microphone for mute and unmute, volume button for louder/quieter control, and where the camera is. Please ensure that the camera is at a good angle to see your child. Please also advise how the camera can catch everything.
- viii. Student should be sitting on a proper chair at a desk where it is clean, quiet and bright. No couches or beds where students.
- ix. Depending on the age of your child, a notepad or notebook should be by your child. This can be used to take notes or jot down questions. The teacher will pause to ask for questions throughout the lesson. Writing down questions and taking notes will help your child stay focused.
- x. The parent may be near for any possible technical issues, however the student should have his/her own independent autonomous area. This will provide greater confidence in individual learning. With a parent too close, a student may rely on the parent for answers.

### **3. How will my child ask questions?**

The lesson will have breaks where the teacher will stop to ask for questions. Your child may ask questions during class. If he/she is not comfortable asking questions during class, he/she may ask questions in the Chat function of Google classroom or email the teacher. Please note that emails sent during class may not be answered immediately in class.

### **4. Does my child still receive homework? Is homework required?**

Your child will receive homework. Homework is required. We believe in the power of homework. The completion of HHCS class and homework have a direct correlation to the student's success in HHCS. Homework will allow your child to better understand, practice and extrapolate the week's lesson.

### **5. What is the math class like?**

Our Math program is an accelerated honors program. Often times, for some of the students, HHCS lessons may be ahead of their school program. We have taken the Texas State Board of Education standards for Math and created our own program. Students follow along with a class outline taught by the teacher. Midterms and finals are part of the class grade. Homework pages will vary by grade level. Students are expected to do their homework throughout the week. The homework will provide the needed practice and understanding of the week's lesson.

### **6. What is the Chinese class like?**

We offer three types of Chinese classes: Simplified, Traditional and Chinese Second Language. Simplified and Traditional classes are taught in 100% Chinese. Chinese Second Language is taught 80% in English and subsequently reduced to teach non-native speakers. Quizzes, midterms and finals are part of the class grade. Homework pages will vary by grade level. Students are expected to do their homework throughout the week.

### **7. What is the English Language Art & Reading class like?**

We offer 5 different classes per grade level. Our curriculum varies by grade and created with the standards of the Texas State Board of Education. The first semester will concentrate on reading comprehension with writing skills emphasized. The second semester will build upon the students strengthened reading skills to delve into grammar and syntax. Written essays or required reading is a part of the mandatory weekly homework with additional grammar homework and worksheets. *As a 1<sup>st</sup> grader, student must be able to read and write simple sentences to enroll.*

### **8. Is there still midterm and final exam?**

Yes, our students will all still receive midterm and final exam.

**9. Will my child still receive grades and a report card?**

Yes, items assigned and completed by your child will be graded. You will receive a report card at the end of the semester.

**10. What if my child needs to use the restroom during online class?**

There will be breaks during class. If your child needs to use the restroom outside break times, he/she may step away from his/her device to use the restroom. If the teacher sees a pattern to where a student is frequently absent, the teacher will contact the parent for further discussion.

**Attendance:**

**1. Is attendance counted?**

Yes, attendance is still counted. Our class progression and pace are fast. If a class is missed, the whole week's lesson and work are missed.

**2. What if my child is late for class?**

Please make sure to sign into class before the start of class. Student who signs in after 15 minutes class begins will be counted as an unexcused absence. A maximum of 4 online unexcused absences are allowed in a semester. **Student who exceeds the 4 online unexcused absences will be withdrawn without refund and receive a failing grade for the semester.**

**3. What if we need to miss a class?**

If a class is to be missed, please email the teacher or [registration@huahsing.com](mailto:registration@huahsing.com) for an excused absence. A maximum of 4 online unexcused absences are allowed in a semester. **Student who exceeds the 4 online unexcused absences will be withdrawn without refund and receive a failing grade for the semester.**

**Troubleshooting Technical Issues:**

**1. My child/I can't log on, what's wrong?**

Please make sure you are on the correct platform with the correct HHCS sign-in. Some devices and platforms will save your sign-in information. A previous sign-in of a different account may be blocking your entrance into HHCS Google Classroom and Meet.

**2. My child can't hear the teacher?**

Please check the volume of your device. Please also check your network and that your internet is connected.

**3. My child's screen keeps showing "buffering" or connection issue.**

Please check your internet connection. You may also need to check how many other devices are on the network. As a family, during HHCS class time, there may need to be a rule where gaming, non HHCS streaming, and/or television watching may need to be limited.

**4. Google has a 24/7 support and helpful articles for. Please note, at the bottom of the website, you can change the article Language.**

**Google Classroom:** [Click for Google Classroom Support](#)

**Google Meet:** [Click for Google Meet Support](#)

**Learning Environment, Engagement and Motivation:**

**1. How should my child take online classes?**

To have the best conducive learning environment, mimic a real school setting. Student should be sitting on a

proper chair at a desk. Student should not be on a couch or bed where he/she may lose focus. The learning area should be bright, clean, quiet and free of distractions. Parents should be near in case of technical support, however they should not be sitting by the student while the student takes class. Give your child an independent autonomous area.

**2. My child does not learn well online, what should I do?**

Learning online is very different than classroom. Students and teachers miss the physical interaction and relationship building. Learning online requires great persistence. Students who succeed at online learning are willing to tolerate technical problems, seek help when needed, and work consistently even through challenges. With the family displaying and supporting this persistence, it may assuage online learning. Vice-Principal, Agnes Yam, is available to further discuss with you to see how we can help your child learn better online: [agnes@huahsing.com](mailto:agnes@huahsing.com)

**3. Why is my child’s microphone muted?**

Our HHCS teacher may mute students’ microphone during class to prevent distractions. Microphones capture all noises, which can easily distract students. Your child will have opportunities to speak, interact and ask questions during designated times.

**4. What if my child does not want to attend class or complete homework?**

The completion of HHCS class and homework have a direct correlation to the student’s success in HHCS. If the student does not progress due to incompleteness of work, disengagement in class, unwillingness to learn and lack of improvement from parent/teacher/staff conferences, HHCS reserves the right to terminate student’s registration. This policy is strictly adhered to protect the welfare of HHCS students and teachers.

**5. For many children, given the choice of attending class and completing homework, many will choose to not do any work. This is natural behavior. We want to emphasize that our teachings need parents’ engagement and support. We need our parents help to keep the consistency and encouragement for our challenging materials. We want our students to feel confident in growing their knowledge. For “strength doesn’t come from what you can do. It comes from overcoming the things you once thought you couldn’t.” –Rikki Rogers. Vice-Principal, Agnes Yam, is available to further discuss with you and your child:**

[agnes@huahsing.com](mailto:agnes@huahsing.com)

**Being a Good Digital Citizen:**

**1. What does being a good digital citizen mean?**

Our world has become digitized where technology is synonymous with daily living. HHCS wants to encourage the best online habits and behavior. Being a good digital citizen, a student should demonstrate safe, responsible and legal use of technology. For our younger students, we ask that our parents begin to teach the importance of being a good digital citizen.

We ask our HHCS students to pledge their best in:

- i. Create safe and secure passwords for all accounts and never use the same password twice.
- ii. Protect private information (address, email, and phone) by monitoring privacy settings and understanding how websites can access my information.
- iii. Practice caution and good judgement when sharing non-identifiable personal information with individuals online.
- iv. Turn off geotagging on photos and review personal photography carefully before posting to ensure it does not reveal information I don’t want shared.
- v. Know how to generate licenses for my work and promise to respect the intellectual property rights of others.
- vi. Secure permission for any work I share online and provide proper citation.



- vii. Research carefully the emails and assertions I encounter online to protect against viruses, malware, phishing, ransomware and identify theft.
- viii. Display proper “netiquette” and present myself professionally online.
- ix. Be acutely aware of the permanence of my digital presence and consider how what I do or say now could affect my future.

**2. Why does HHCS require my child to be a good digital citizen?**

HHCS foundational principle has always been to provide a challenging and safe environment for all our students to thrive. By being a good digital citizen, it is following precautions that may better safeguard the student and family online privacy and security. As a parent, if you do not agree with these precautions, please contact Vice-Principal, Agnes Yam, for further discussion: [agnes@huahsing.com](mailto:agnes@huahsing.com)

Any questions, please email [registration@huahsing.com](mailto:registration@huahsing.com)



HUA-HSING  
CHINESE SCHOOL