



Chinese School Andover

P. O. Box 870
Andover, MA 01810

CSA School Activity Rules

In order to better serve the CSA community, we establish the rules outlined below for all activities that operate within the school premises when CSA is in session:

1. Each family needs to have a CSA membership in order to participate in any activities on the school premises. The family membership covers one family only, i.e., the children, their parents and grand parents. It cannot be shared by other families.
2. No food or drinks (except water) are allowed inside the school except in the cafeteria.
3. No running around and no intrusion into not-in-used classroom/area.
4. No materials (product or service promotion materials and flyers, newspapers, posters, photos, etc.) are allowed to be distributed in the school without approval of the principal. Designated area will be given for newspaper and flyer distribution. Flyers should be cleaned up by the distributors at the end of the school.
5. Activities with for-profit potential should only be arranged with the approval of CSA Principal and coordinated by CSA Seminar/event coordinator.
6. CSA yahoo email group is set up mainly for communications between the school administration and the parents and for school related issues. If you would like to distribute promotion materials through the email network, please contact CSA principal. Violation of this rule may cause the removal of your email account from the list.
7. No activity on the school premises should be conducted without approval of the principal. CSA reserves the right to stop any un-approved activities.
8. While CSA admin will do its best to accommodate every activity group's needs, each group should respect decision by the admin in terms of the type of activity allowed, space and facility given, and time slot allocated for the group.
9. Arrangement for each group will be reviewed every semester by CSA admin and it is subject to change and adjustment. Priority will be given to CSA run classes and programs.
10. In case of a fire alarm, all activities must stop immediately and one should follow on-duty parents and staff's instruction to walk out the building and gathering in the front parking lot.
11. Interpretation of the rules belongs to CSA principal.