



DEVELOPING VIRTUE
SECONDARY SCHOOL

PARENT STUDENT HANDBOOK

Ninth to Twelfth Grade

Compiled September 2012

Revised January 2025

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1. Introduction

- 1.1. Mission Statement.** Instilling Goodness Developing Virtue School is a Buddhist school that, in partnership with parents, works to instill and develop in our students the core virtues of kindness, filial reverence, respect, trustworthiness, fairness, citizenship, integrity, and humility. We provide an environment for our students to achieve their full academic potential and become outstanding citizens, who contribute to making their community and the world a better place.
- 1.2. Ideals.** Instilling Goodness Developing Virtue School is founded on the ideals set forth in the teachings of the Buddha. Accordingly, courses in Buddhist Studies are requisite for all students. Students of all faiths, however, are welcome. In addition, students cultivate specific skills for ethical leadership and service to humanity.
- 1.3. Expected Student Learning Results.** These are the student outcomes for a graduate:
- ESLR 1. Manifest the core virtues of kindness, filial piety, respect, trustworthiness, fairness, citizenship, integrity and humility.
- ESLR 2. Have gained a deep appreciation of their own inherent spiritual wisdom through meditation and other spiritual practices and teachings.
- ESLR 3. Have explored and developed their individual academic potential and talents in the humanities, sciences or arts.
- ESLR 4. Express a multinational, global awareness and understanding; and show an appreciation and respect for a variety of cultures and religions.

2. Developing Virtue Secondary School

- 2.1. About Us.** Developing Virtue Secondary School, established in 1981, emphasizes a concern for the well-being of one's country in addition to reverence for parents. Boys and girls study a full course of academic subjects and learn as well from the righteous and unselfish attitudes, wholesome conduct, and spirit of self-reliance of the founders of our country and the sages of the ancient past. Students are encouraged to discover their own potential for proper understanding as an essential part of developing a wholesome personality. They are encouraged not only to be good citizens, but also to devote their lives to making the world a better place. Boys and girls at Developing Virtue Secondary School study separately.
- 2.2. Our Founder.** The Venerable Master Hsuan Hua, Founder of the Instilling Goodness and Developing Virtue Schools, made a vow to save the world through education. His passion for teaching began at the age of eighteen when he set up a free school in his home to teach impoverished children in his community. Continuing to fulfill this vow, the Master founded Instilling Goodness Elementary School in 1976, followed by Developing Virtue Secondary School in 1981, the first Buddhist high school in the nation. His goal was to inspire children to cultivate goodness and to encourage transformation and virtue in young people.

- 2.3. The Curriculum.** The curriculum reflects a concern for educating the complete person rather than teaching academic skills alone. We encourage students to strive for academic excellence, to be good people, and to nurture their inherent wisdom. The Six Guiding Principles of the City of Ten Thousand Buddhas — no fighting, no greed, no seeking, no selfishness, not pursuing personal advantage, and no lying — form the ethical basis for the schools’ philosophy and goals. Developing Virtue Secondary School offers a college-preparatory curriculum that includes:

English Language Arts	Reading, Composition, Grammar, Literature, Speech, Memorization, Research skills
Mathematics	Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, Statistics, Discrete Math
Languages	Chinese, and other languages when available
Visual and Performing Arts	Drawing, Painting, Chinese orchestra, Theater arts
Social Studies	World Geography, World History, United States History, United States Government, Economics
Natural Sciences	Biology, Physics, Chemistry, Environmental Science
Religion/Ethics	Buddhist studies, World Religions, Ethics
Meditation	Chanting, Walking Meditation, Sitting Meditation
Physical Education	Sports, Calisthenics, Tai Chi, Dance
Additional Non-academic Courses	Home Economics, Music, Calligraphy

- 2.4. Faculty and Staff.** The faculty and staff members include both monastic and lay members of the Dharma Realm Buddhist Association, as well as teachers and professionals from around the world. They create a stimulating learning environment through a blend of Western and Eastern teaching philosophies and methods. The educational diversity and professional qualifications of the faculty enrich the learning experience, enhance student engagement, and contribute to a well-rounded educational environment. IGDVS faculty are committed to continuous learning and professional growth.
- 2.5. School Calendar.** The school year is divided into the fall and spring semesters. School begins in late August and continues through early June. An updated [academic calendar](#) can be found on the website each school year. Traditional school holidays and celebrations include:
- September: Labor Day
 - October: Honoring Elders Day

- November: Veterans Day, Thanksgiving
- December/January: Winter Break
- January: Martin Luther King's Jr. Day
- February: Lunar New Year, Presidents' Day
- March/April: Cherishing Youth Day, Spring Break
- May: Memorial Day
- June: Graduation

3. New Student Enrollment

- 3.1. Non-Discrimination Statement.** Instilling Goodness Developing Virtue School admits students of any race, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. The school does not discriminate on the basis of race, religion, national or ethnic origin in the administration of its education policies, scholarship programs, or other school-administered programs.
- 3.2. Enrollment.** To enroll in Instilling Goodness Developing Virtue School the following are required. More information can be found on our [Admission Page](#).
- Application for Admission
 - Consent for Emergency Medical Treatment & Program Participation
 - Student Medical Form (completed by a physician)
 - Immunization records
 - Passport (International students)
 - Proof of Health Insurance
 - Previous School Records and Grades
 - Two Teacher Reference Reports
 - Handwritten Essay: Why do you want to attend our school? (100-200 words)
- 3.2.1. Student Forms and Interview.** The student forms are available on our [school website](#). Upon receipt of these items, an interview will be scheduled.
- 3.2.2. Shadow Experience.** Families may request a half-day shadow experience for their child to immerse themselves in the school environment.
- 3.2.3. Admission.** Only those students with the sincere intent to study diligently, follow school rules, and respect their teachers and parents will be accepted. Admission is contingent on successful completion of a three-month trial period. Students whose parents wish for them to attend, but who do not demonstrate a strong, positive desire to enroll, will not be admitted. Currently, the school does not have faculty or staff trained to support students with special needs, including those with psychological or behavioral disorders.

- 3.3. International Students.** All international students must have legal student status in the United States during their course of study. If they lose their student status for any reason, by law the school must terminate their enrollment immediately. All international students must purchase medical and accident insurance.
- 3.4. Parent Responsibilities.** When parents and teachers collaborate and support one another, students receive a much stronger education. As parents have chosen our school for their children, we believe they are aligned with and will support the mission and values of the school. We welcome parental involvement and value their ideas and feedback. Parents are encouraged to attend Parent-Teacher Organization (PTO) meetings and participate in PTO-sponsored programs throughout the year. Active participation from parents is vital to the well-being of the school community. At IGDVS, we aim to foster a strong sense of community while teaching students the values of multiculturalism, cooperation, participation, equality, and harmony. Since tuition is kept minimal, parents are expected to volunteer a minimum of 25 hours each academic year in a school-related program or activity. Parents will receive a sheet to track their volunteer hours.
- 3.5. Tuition, Fees, Financial Aid.** Please refer to the current fee schedule for [tuition and associated fees](#). In addition to tuition, boarding students are responsible for room and board fees. All international and/or boarding students are required to purchase medical and accident insurance. Families experiencing financial need may inquire about the Financial Aid Program.

4. Academic Information

- 4.1. Introduction.** Our goal is to help students develop into well-educated, good people and upright citizens. We try to measure each student’s overall performance: class work, homework, testing, class participation, and general behavior. Progress reports are shared through [Gradelinks](#) to keep parents informed of the student’s academic progress and conduct. Grade reports are also shared through Gradelinks at the end of each semester. The grading system is as follows:

Score	Grade	Grade Points	Explanation
90-100	A	4	Excellent
80-89	B	3	Good
70-79	C	2	Average
55-69	D	1	Below Average
Below 55	F	0	Failing
	P	2	Passing
	I*	N/A	Incomplete

*Incomplete (I) grades must be made up within three months; otherwise they will automatically become an F.

- 4.2. Homework.** There is a considerable amount of homework for college-bound students. Parents are encouraged to help students by setting up a daily schedule for homework. We urge all parents to take an active interest in their son or daughter's homework. It is the responsibility of the student to record assignments correctly and to complete them on time. If there are any problems, parents should contact the teacher and set up a conference.
- 4.3. Honor Roll.** After each semester, teachers submit a list of students qualified for the honor roll, who satisfy the following criteria:
- Good Citizenship: Students must sincerely apply themselves to the eight core virtues. They are expected to follow all school rules, be punctual, show respect for others, and demonstrate good behavior.
 - Academic Excellence: Students must consistently perform at a high level in nearly all subjects, with no grades of D, F, or I (Incomplete).
- 4.4. Awards.** The Jerry Huang Award and Heng Jen Shi Award recognize students with outstanding academic and character. The 12th grade graduating class is also considered for the presidential award. A Perfect Attendance certificate is awarded at the conclusion of each semester or at the end of the year to those students who have not been absent or tardy during the entire semester.
- 4.5. Foreign Language.** Chinese is offered to students, with a focus on integrating reading, writing, speaking, and listening skills. The class provides students with a comprehensive opportunity to learn both written and spoken Mandarin. Additionally, students may have the opportunity to learn another language, subject to availability.
- 4.6. Class Placement.** Students will be assigned to classes based on their academic level, as determined by assessments or previous performance. While students may request to be placed in a different class, the final decision rests with the school.
- 4.7. Promotion.** All students must achieve at least grade level proficiency to be promoted to the next grade. The decision is based on teachers' evaluations and test scores.

4.8. Graduation Requirements. The following are the minimum requirements for graduating from Developing Virtue Secondary School. Students planning to pursue higher education should be aware that colleges and universities often require more than what is required by high school. See [Appendix C: What Will Colleges/Universities Require of Me?](#) or speak to a college counselor for more information.

4.8.1. General Requirements:

1. Good citizenship.
2. Completion of a minimum of 230 units in grades 9 – 12.
3. Memorization: Students shall have memorized “Standards for Students” by the end of their first year in this secondary school unless they have already memorized it in elementary school.

4.8.2. Subject Requirements for Grades 9-12:

1. English/ESL – minimum of 40 units (four years). Must meet minimum proficiency level in writing, reading, comprehension, and literature.
2. Social Studies – minimum of 30 units (three years)
 - a. Minimum of 10 units (one year) in World History and Geography or equivalent.
 - b. Minimum of 10 units (one year) in U.S. History.
 - c. Minimum of 5 units (one semester) in U.S. Government.
 - d. Minimum of 5 units (one semester) in Economics.
3. Mathematics – minimum of 30 units (three years)
4. Science – minimum of 30 units (three years); one year each of biological and physical sciences.
5. Foreign Language: Chinese – minimum of 30 units (three years)
6. Visual and Performing Arts – minimum of 10 units
7. Religious Studies
 - a. Minimum of 20 units (two years) of World Religions and Buddhist Studies or equivalent.
 - b. Minimum of 24 units (four years) of Meditation
8. Physical Education – minimum of 20 units (four years)
9. Notes:
 - a. Transfer students’ standing will be evaluated individually.
 - b. The principal must approve students’ schedule of classes each semester.
 - c. When the school is unable to offer certain classes required for graduation, junior and senior students may be allowed to take them at the local college or in summer school. See [Appendix D: Advanced Placement Program Guidelines and Requirements at Mendocino Community College](#)

5. School Policies

- 5.1. Absences from School Premises.** Students are not permitted to leave the school grounds at any time during the school day, including during lunch, unless prior arrangements have been made or in the case of an emergency. If a student is being picked up, the parent or legal guardian must sign the student out in the school office. If someone other than the parent or guardian is picking up the student, they must be listed on the authorized pick-up form before the student will be released. The school assumes no liability for situations where students leave the premises in violation of this policy.
- 5.2. Allergies / Special Needs.** It is the parent/guardian's responsibility to inform the school if the student has allergies or other health problems. Boarding students must inform the school of all health problems during the application process. Failure to inform the school of known health problems may result in dismissal.
- 5.3. Attendance.** Student attendance is integral to academic success and the overall educational experience. Regular attendance ensures that students can fully engage with the curriculum, participate in class activities, and benefit from the instruction and support provided by teachers. Consistent attendance is essential for maintaining progress and achieving the best possible outcomes.
- 5.4. Bicycles.** State law requires all minors to wear helmets while riding bicycles. Students who do not comply with this rule will lose their privilege of riding a bicycle on the school grounds of the City of Ten Thousand Buddhas (CTTB).
- 5.5. Books and Supplies.** The school provides textbooks, workbooks, and instructional materials, which become the responsibility of the student once issued. Parents will be billed for any lost or damaged materials. There may also be small additional fees for certain supplementary materials, art supplies, and field trips throughout the year. Once textbooks and instructional materials are issued, the student and their parents or guardians are responsible for returning them in good condition for continued use. If textbooks, library books, or other materials are not returned in a suitable condition, the student and parents or guardians will be required to reimburse the school for the full replacement cost. In cases where books or materials are damaged, they will become the property of the student and parents or guardians once the replacement fees have been paid.
- 5.6. Cars.** The speed limit in CTTB is 15 mph. Parents dropping off or picking up students must drive directly to and from the school, and are strongly encouraged to exercise caution at all times.

- 5.7. Child Abuse Reporting.** In accordance with California law, all school staff members are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA). This means that staff members are legally required to report any reasonable suspicion of child abuse or neglect, including, but not limited to, physical abuse, emotional abuse, sexual abuse, physical neglect, emotional deprivation, or insufficient supervision.

School staff members are required to report suspected abuse immediately to the appropriate authorities, which may include law enforcement or child protective services, without delay. This law does not allow for school personnel to notify parents or guardians in advance of making such a report, as the law prioritizes the immediate protection of the child.

Once reasonable suspicion of abuse has been established, school staff have no discretion to withhold reporting. The primary responsibility of school staff is to act in the best interests of the child by reporting concerns to the proper authorities, who will conduct a thorough investigation. Failure to comply with this reporting requirement can result in criminal penalties, including fines and imprisonment.

- 5.8. Community Service and Learning.** Students at Instilling Goodness Developing Virtue School are encouraged to participate in community service both in and outside of school. Such experiences that nurture the volunteer spirit are valuable in themselves as well as preparing them for their future education and careers. The school may offer students opportunities to set up community service projects such as:

- Summer camp counselors
- Working within a department of CTTB or DRBA
- Working with local organizations
- Community work that is part of the school and/or residential life regular schedule

- 5.9. Discipline.** Our school is committed to ensuring that all students have the right to learn in an environment that is free from disruptions. To maintain this conducive learning atmosphere, the staff upholds clear expectations for student conduct, which will be communicated to both students and parents. In the event that a student intentionally violates a school rule, appropriate disciplinary action will be taken in accordance with established policies. See [Appendix E: Disciplinary Referral](#)

- 5.10. Dress Code and Appearance.** Our school adheres to established dress code and appearance standards, as outlined below. Students are required to be properly dressed in a neat, clean, and complete uniform.

- 5.10.1. ***Abide by the Rules.*** In everything we do, we should abide by the rules. There's a saying: "Without a compass and a T-square, you can't draw circles and squares." [Note: In Chinese the words for 'compass' and 'T-square' form a compound that means "rules" 規矩.] When we cultivate patience to the utmost degree, then we'll be able to handle favorable as well as adverse states without losing our calm; we'll deal with everything naturally and easily. When we reach that level, we won't transgress the rules. People don't abide by rules because they don't have enough patience; they can't keep the fire of ignorance under control, and it burns up all the merit and virtue they have cultivated. ~Venerable Master Hsuan Hua
- 5.10.2. ***Establish Our Character.*** "Our bodies, to every hair and shred of skin, are received from our parents. We must not presume to injure or to wound them. This is the beginning of filial piety. When we have established our character by the practice of this filial course, so as to make our name famous in future ages and thereby glorify our parents, this is the end of filial piety." ~Confucius, (551-470 BC)
- 5.10.3. ***Uniform.*** In the future, all the students in our schools should wear uniforms. Boys and girls should not dress up in fancy clothes. That's too disorderly. When students are walking, they should be very orderly, like an army. In this way, we teach them to maintain peace and order in the country and in the school. . . . Our school is different from other schools. We want to communicate with other schools, and influence them. It's important for students to wear uniforms. The schools at the City of Ten Thousand Buddhas should have the style of the City. ~Venerable Master Hsuan Hua
- 5.10.4. ***Boys Dress Code.*** The Boys Division of our school enforces the dress code and appearance standards outlined below. Students are expected to arrive at school in proper attire and maintain a clean personal appearance. This includes wearing the correct uniform and ensuring it is worn neatly, such as with shirt tails tucked in.

If a student does not meet these standards upon arrival, a written notice will be provided outlining the issue and the expected date for correction. The student's parents will also receive a phone call to explain the matter. Failure to address the issue by the specified date will result in the student being sent home until the problem is resolved.

All uniforms must be clean and in good condition. Students who fail to meet these standards will be sent home. Please note that the school makes exceptions to these standards if they are for medical or religious/cultural reasons.

- **Uniform.** Black dress shoes or sport shoes with no apparent logos, navy blue/black socks, navy blue pants, black belts, plain white dress shirts, navy blue ties, solid navy blue sweaters and jackets. Wearing colored T-shirts under the white shirt is not allowed. However, on days a student has PE, he may wear the PE uniform under his white dress shirt. During inclement weather, navy blue stocking caps or navy blue hoods may be worn. Anyone wearing a hood will take their hood off while indoors.
- **Sizing.** All clothing must be appropriate in size, and all pants must be hemmed and fit at the waist. A student will be considered out of uniform if they wear skinny leg pants, hip hugger pants, the wrong color pants or jeans.
- **PE uniform.** Navy blue shorts or long navy blue sweatpants, running shoes, sneakers and socks. As announced — soccer shoes, shin guards, Intramural team color T-shirts.
- **Hair.** Students are required to keep their hair well-groomed. Boys may not grow their hair long (unless it is part of a specific cultural or religious practice). Bangs will not reach lower than halfway from the hairline to the eyebrows. Hair must be off the collar and above the ears. Hair styling gels, mousses, etc. are not allowed. Spiky hair is also not allowed. Hair that stands straight up is allowed only if the length of the hair is less than one inch. Dyed (or henna) hair is not allowed.
- **Monitoring and Compliance.** Students will be observed during the flag ceremony to ensure their dress and appearance conform to these standards. Any violations will be noted, and parents will be contacted. A date for correction will be communicated, which may be the same day, meaning the student may be sent home to change.
- **Tardiness and Uniform Compliance.** For students who are tardy, teachers are required to submit a note to the office if there are any deviations from the dress or appearance code. Parents will be notified, and the procedure for correction will be followed as outlined above.

5.10.5. **Girls Dress Code.** The following guidelines apply during school activities including field trips, and anywhere on campus. The dress code is intended to promote a neat, simple, respectful, and modest presence, to support the pursuit of learning at a Buddhist high school, which is housed at a monastery. Secondly, a professional and clean standard of dress prepares students to dress for success in college and workplaces. Please note that the school makes exceptions to these standards if they are for medical or religious/cultural reasons.

- **Uniform.** Students are required to purchase a school uniform sweater, pants, shirt, coat, and skirt. Please see below:
 - **Shirt:** White short/long sleeve buttoned down shirt with school logo tucked into skirt or pants. Wear a plain colored undershirt beneath.

- Long-sleeved shirts may not be worn under a short sleeved uniform shirt.
- **Skirt:** Khaki skirt below the kneecap
- **Pants:** Khaki pants
- **Socks:** Black leggings/black knee length socks with skirt
- **Shoes:** Black closed toe shoes with flat soles/heels no higher than ½ inch. Loafers and black sneakers are okay. Black boots can be worn with pants.
- **Outerwear:** Navy blue cardigan, fleece, jacket, vest, coat with school logo
- **PE Uniform:** Navy blue shorts or long navy blue sweatpants, running shoes (sneakers) and socks, and light gray school t-shirt
- **Accessories:** Hair accessories, scarf, winter hat, and gloves in solid colors and simple style.
- Label your uniform with your name. You are responsible for replacing any lost parts promptly, and for keeping the uniform in good, clean condition.

- **Hair, Body, and Nails.** Students are expected to maintain a natural appearance. Make-up and nail polish are not permitted, and jewelry is restricted to one pair of small, matching stud earrings on the earlobes. Exceptions may be made for religious jewelry with prior parental consent and approval from the principal. Hair should remain natural, without dye, perms, or any form of curling or straightening. If the hair is shoulder-length or longer, it must be tied back at least half of the way with a plain hair tie. Ponytails should be worn either in the center or one on each side. Neat buns and braids are also acceptable. Bangs that fall below the eyebrows must be pinned back using solid-color hairpins or bands. Hair must be kept neat and secured out of the face at all times.
- **Consequences** for lack of proper uniform or grooming (in increasing severity): warning, notification to parent, being sent home, and suspension.

5.11. Electronic Media at School. The use of computers and electronic devices at school is intended solely for academic purposes. The school will provide computers with monitored Internet access for students' educational use. Students are not allowed to bring personal electronic devices (e.g., cell phones, tablets, or laptops) to school unless prior permission has been granted by the principal and/or supervising teacher for special circumstances. When permission is granted, students must keep their devices in their backpacks and only use them during designated classes or specific situations. As part of our commitment to responsible digital use, every student and their parent/guardian must sign an [Internet Access Agreement](#) prior to using school-provided devices and Internet access. This agreement is a required condition for attending the school.

- 5.12. Electronic Media at Home.** We encourage parents to be mindful of their children's exposure to electronic media, including the Internet, social media, television, video games, and devices such as cell phones, tablets, and computers. Excessive use of electronic media can have various impacts on children's development, and it is important to ensure age-appropriate content and screen time limits. For older students, be aware that the music, videos, and websites they engage with may not always be suitable for younger children. We recommend that parents carefully monitor and guide their children's use of electronic media at home to promote a balanced and healthy lifestyle.
- 5.13. Emergency Forms and Procedures.** An up-to-date [Consent for Emergency Medical Treatment](#) form, including current contact information for parents or designated emergency contacts, must be on file at the school at the beginning of each school year. Please notify the school immediately if there are any updates or changes to this information. Parents will be promptly informed of any serious injury or sudden illness occurring during school hours. In the event of an emergency, if the school is unable to reach the parent/guardian or emergency contacts, it is understood that the school has the authority to select appropriate emergency care providers. The school will not be held liable for decisions made regarding emergency care if the parents/guardians cannot be reached.
- 5.14. Extracurricular Activities.** Extracurricular activities play a significant role in enhancing students' social and character development, contributing to a well-rounded and multifaceted student life. Over the years, these activities—many initiated by students themselves—have included Chinese (and sometimes Western) orchestra, cultural dance, choir, drama troupe, sports teams (basketball, soccer), yearbook, school newspaper, the Association of the Student Body (student government), Model United Nations, Chinese painting and calligraphy, language competitions, and various community service projects (see next section). Students also play an active role in organizing and participating in annual events such as Honoring Elders Day (autumn) and Cherishing Youth Day (spring), both of which were initiated by the School Founder, Venerable Master Hua. While participation in extracurricular activities is encouraged, students are reminded to balance these commitments with their academic responsibilities. Students who are struggling academically may be temporarily removed from extracurricular activities until their grades improve.
- 5.15. Field Trips.** Field trips may be incorporated into the curriculum to enhance classroom instruction and activities. A [Field Trip Permission Form](#) with all relevant details will be sent home prior to each trip. These forms must be signed by a parent or guardian and returned in order for the student to attend. Parent participation is encouraged and greatly appreciated.
- 5.15.1. Field Trip Guidelines for Parent Drivers:**
- Only drivers authorized by the school will be allowed to drive on school-related field trips.
 - Parents may apply to become authorized drivers by filling out a [School Driver Certification Form](#) and undergoing any training required by school.
 - Drivers shall be required to possess a valid California Driver License.

- Drivers of private vehicles are required to possess liability insurance of at least \$300,000 per occurrence. Owners, drivers, and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.
- Each child must have a seat belt.

5.16. Gender Segregation. Boys and girls are educated separately in order to help them concentrate on their studies, and to preserve their pure natures during adolescence. Any act that violates the below policy will result in serious consequences up to and including possible expulsion. Review the [Student Honor Code and Conduct Agreement](#) that all students will sign.

5.17. Images and Intellectual Property. Events in education are often considered noteworthy and of interest to both local and broader communities. As such, the school may seek media coverage to highlight successful programs and special events involving students and faculty. Your child may occasionally be interviewed or photographed by news media for positive school-related coverage. Additionally, your child’s image, name, or intellectual property may be included in school publications (such as brochures, newsletters, or documentaries) or displayed on school websites and social media platforms. If you object to your child being included in any of the above, you have the option to submit a [Student Media Release Form](#) to formally opt out. To ensure your preferences are noted, please submit the form to the principal within one week of your child's admission or enrollment each school year.

5.18. Illness/Diseases. If a student has been diagnosed with any of the following conditions, they should not attend school until cleared. Please notify the school office promptly. Below are the updated guidelines, based on [CDPH recommendations](#), regarding when students can safely return to school after common childhood illnesses, including COVID-19:

Condition	Return to School When
COVID-19	<p>If symptomatic: At least 5 days after symptoms first appeared and the student is fever-free for 24 hours without the use of fever-reducing medications, and symptoms have improved.</p> <p>If asymptomatic: 5 days after a positive test. In both cases, a mask is recommended on days 6-10, especially in situations where social distancing is not possible.</p>
Conjunctivitis (Pink Eye)	<p>Bacterial Conjunctivitis: 24 hours after starting prescribed antibiotic treatment and if no discharge remains.</p> <p>Viral Conjunctivitis: When symptoms have resolved (usually 7-10 days), and discharge has stopped.</p>
Common Cold, Earache, or Influenza	The child feels completely well, with no fever, cough, or other symptoms.

Fever	The child has been fever-free for at least 24 hours without the use of fever-reducing medications.
Head Lice	All lice and nits (eggs) have been removed following appropriate treatment. The student will be rechecked upon return.
Chickenpox (Varicella)	When all lesions have crusted over and dried (usually 5–7 days after the rash appears).
Measles (Rubeola)	At least 4 days after the onset of the rash, and once cleared by a healthcare provider.
Staph Infections (Including MRSA)	After 24 hours of prescribed antibiotic treatment and once lesions are no longer draining or open. If there are concerns about MRSA (Methicillin-resistant Staphylococcus aureus), students should have their condition cleared by a healthcare provider before returning to school.
Scabies	After 24 hours of prescribed treatment and once the child is no longer exhibiting active symptoms (such as itching).

- 5.19. Immunization.** Students entering California schools must submit evidence of the required immunizations. California schools are required to verify immunization records for all new students in Kindergarten through 12th grade, as well as for all students advancing to 7th grade prior to entry. See shotsforschool.org for more information. Failure to provide the required immunization verification will result in the student staying home until the records are submitted.
- 5.20. Medical Records.** All students must have a completed [Student Medical Form](#) and [Consent for Emergency Medical Treatment and Program Participation Form](#) on file. It is the responsibility of the parent/guardian to keep these forms current, including notifying the school of any medical conditions, allergies, or health concerns during enrollment and updating the school if these conditions change. Additionally, parents should ensure their child receives annual medical check-ups to maintain up-to-date health records.
- 5.21. Mixed-gender Parties.** Parties involving students (boys and girls, 4th grade and above), even though these parties are held at home, are discouraged. Parents are asked to cooperate with this request, even though, strictly speaking, this matter of parental-sponsored parties is primarily one of parental control and not that of the school. Failure of parents to accede to this request conflicts with the spirit and purposes of the school.
- 5.22. Natural Disasters.** In the event of inclement weather or a natural disaster, we will typically follow the Ukiah Unified School District's guidance regarding school closures or delays.
- 5.23. School Liturgy.** Students begin each day by saluting the American flag and dedicating themselves to the study of wisdom, represented by the Triple Jewel: the Buddha, the Dharma, and the Sangha. Before lunch, students participate in the Meal Offering Ceremony in the main Buddha Hall, which includes prostrations and chanting. While on campus, students are encouraged to recite the name of Manjushri Bodhisattva, known for his wisdom, to inspire their own growth in understanding. For further details, see [Appendix A](#).
- 5.24. School Lunches.** A hot, plant-based lunch is provided daily for all students, reflecting our commitment to cherishing the lives of all beings. By embracing a plant-based diet, we aim to instill in students the values of compassion and kindness. In addition, the five pungent plants—garlic, onions, shallots, chives, and leeks—are not used on the grounds of the City of Ten Thousand Buddhas, as their consumption is considered a hindrance to spiritual development. The meals are designed to be balanced, nutritious, and in accordance with dietary guidelines. Students are expected to eat the provided lunch unless special arrangements have been made for dietary restrictions or health concerns. Below, you will find sample menus for reference:
- Menu 1: Baked tofu, mixed fresh vegetables, steamed rice, fried rice, apples, bread, peanut butter, margarine, jam, nuts, and soy milk.
 - Menu 2: Spaghetti with tomato sauce, broccoli, seitan with vegetables, steamed rice, oranges, bread, peanut butter, jam, nuts, and almond milk.

5.25. Suspension and Expulsion¹

5.25.1. **General Guidelines.** Suspension from school is not an ordinary punishment. It will be used only when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for the disciplinary measure. The following quotations, taken from the California Education Code (E.C.), will be the criteria used at our schools for suspension and expulsion.

- **E.C. 48903** Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority or the school personnel, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school... Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil...
- **E.C. 48904** The school may suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other illicit drugs or substances.
- **E.C. 48907** The school may suspend or expel a pupil for misconduct when other means of correction fail to bring back proper conduct...
- **E.C. 48909** Any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor...
- **C.A.C.** Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

5.25.2. **Suspension Specific Guidelines.** A student may be placed on suspension for serious misconduct done on or off campus during school related activities, or for continued misconduct after having been placed on probation. The particular method of official suspension will depend on the circumstances surrounding the incident: the student may attend class but lose the right to participate in any school activity on or off campus; or the student may be suspended from a particular class or all classes and be required to report to a specific place on campus during that time. In addition, students may be required to report for community service. In some cases, the student may be sent home for the entire period of suspension and provided with assigned academic work to make up for loss of class time.

¹ These procedures apply only to officially admitted students. Misconduct meriting suspension, recommended transfer, or expulsion during the three-month probation period may constitute grounds for nonacceptance.

5.25.3. ***Expulsion Specific Guidelines***

- The final decision to expel a student rests with the Board of Education.
- Full credit will be given for all work accomplished by the student prior to the time of expulsion.

5.26. Dispute Resolution. One of the goals of Developing Virtue Secondary School, the school administration, faculty, staff and the Board of Education is to foster cooperation and non-contention. To this end, a dispute resolution policy has been created. The policy encompasses communication, conciliation, and mediation. The policy also includes mandatory binding arbitration for rare cases in which communication, conciliation and mediation do not resolve all issues. The informal procedure used by the school is documented in Section 6. The formal policy and procedure governing dispute resolution is available from the Board of Education, by request to the Principal.

5.26.1. ***Condition of Employment and Attendance.*** Agreement to conform to this dispute resolution policy is a condition of employment, attendance, and enrollment at the school, going on field trips or taking part in any school activities.

5.26.2. ***Binding Effect.*** Any child enrolled in the school and their parents or guardians, to the extent allowed by law, agree that they and their minor child shall be bound by the provisions of this policy.

5.26.3. ***Choice of Law, Jurisdiction, and Venue.*** The laws and regulations of the State of California and the United States of America shall control the interpretation of the terms and conditions of any action arising hereunder or related hereto. The jurisdiction and venue for conflict resolution shall be Mendocino County, California with mediation and arbitration meetings taking place at the City of Ten Thousand Buddhas.

5.26.4. ***Communication and Conciliation.*** The parties to this policy shall endeavor to work together in good faith, make good effort to fully and properly communicate concerns and issues, comply with the terms and conditions of enrollment and attendance at the school, fulfill their duties and responsibilities related to the schools, and resolve any disputes or claims in a cooperative, timely, professional, and non-contentious manner.

5.27. Visiting Policy. California law requires that visitors, with the exception of school district employees, law enforcement officers or other public safety officials in the performance of an emergency call, sign-in at the designated location of any school building between the official starting and dismissal times and to provide a reason for their presence at the school. It is best to schedule an appointment at least a day in advance.

6. School Procedures

- 6.1. Absences.** School policy requires students to be in school unless they are ill or prior arrangements have been made with the school for their absence.
- 6.1.1. *Absence for Illness & Emergencies.*** Call or email the school each day your child is absent. The email must state the reason and the exact length of absence. Students leaving campus due to illness or other emergencies must email the school and inform the supervising teacher.
- 6.1.2. *Planned Absence.*** Parents or guardians must notify the school in advance of planned absences. Email the school by providing the date, time, and reason for the absence. Absences will be approved for doctor or dental visits, or for personal reasons only. The email request should be sent before the absence occurs. Please note that any student leaving campus without prior approval through an emailed absence request will not have the absence excused and it will be treated as truancy.
- 6.1.3. *Absences Due to Illness for More Than Three Days.*** If a student is absent for more than three days due to illness, a doctor's note must be provided upon their return, detailing the reason for the absence. Parents/guardians are required to notify the school by 8:00 a.m. if their child will be absent that day. The school cannot assume responsibility for a student's absence unless prior notification has been received from the parent/guardian.
- 6.1.4. *Contagious or Infectious Diseases.*** If a student is diagnosed with a contagious or infectious disease, parents/guardians should inform the school so appropriate precautions can be taken, and necessary notifications can be sent to other families. If a student is unwell before the start of the school day, please keep the student at home. Students should be fever-free for 24 hours before returning to school.
- 6.1.5. *Excused Absences.*** A student may be excused from school for valid reasons, including personal illness, quarantine, medical appointments, funeral services, religious holidays, and court appearances.
- 6.1.6. *Makeup Work.*** Students are expected to make up any missed school work within a reasonable timeframe, typically equivalent to the number of days absent. If a student is absent for an extended period, parents are encouraged to contact the teacher to request work assignments that can be completed at home. The student is responsible for arranging with his/her teachers to make up any missed assignments and tests. Students who are truant receive an "F" for class work missed.

- 6.1.7. **Vacation.** The school strongly encourages regular attendance but recognizes that there may be occasions when a student has the opportunity to participate in an educational experience, such as a trip abroad, that requires missing school. If a family wishes to request an absence for such a meaningful reason, they should email a request to the teacher at least two weeks in advance of the planned absence. The teacher, in consultation with administration, will assess whether the absence is in the best interest of the student from an educational perspective and will respond as soon as possible.
- 6.2. **Attendance Procedures.** Attendance is taken at the flag ceremony every morning. Students are marked as Present, Absent or Tardy. Please note that any student who arrives after the "pledge of allegiance" has started is considered to be Tardy.
- Parents are required to call the school before the flag ceremony if their child is ill.
 - If a student arrives after the end of the flag ceremony, they are required to report to the school office to have "Absent" changed to "Tardy".
 - If a student cuts class after being marked Present for the day, the teacher notifies the office and the Principal or designee handles the matter.
- 6.3. **Tardiness.** Parents are responsible for ensuring that students arrive on time each day. Arriving late can cause students to feel rushed and unprepared to settle into their work, which can hinder their ability to start the day with a positive mindset. Students are expected to be in their seats or assigned areas (as defined by the teacher), and prepared to do work for class at the beginning of the period. A tardy becomes a cut when the student enters after 50% of the class time has expired without a written excuse from a parent, teacher, or administration staff. When tardies become excessive enough to influence the student's performance or disrupt the class, the teacher will effect the following procedures:
- After the third tardy, the teacher sends a letter to the parents and informs the student's core teacher.
 - On the fourth tardy, the teacher notifies the parents/guardian and the core teacher that the student may be removed from class if tardiness continues.
 - Five tardies equals a cut and will be dealt with accordingly.
- 6.4. **Before and After School Hours.** The flag ceremony begins promptly at 7:50 a.m. For safety reasons and in accordance with State law, no student may arrive at school before 7:30 a.m. or remain on school grounds more than 15 minutes after the end of the school day. Any exceptions to this policy must be approved by the principal. The school assumes no liability for students on the school grounds or in the City of Ten Thousand Buddhas before or after school hours. Students must be picked up promptly at the end of the school day.

6.5. Truancy. Truancies are absences from school without verified valid excuse. These absences may be full day or individual period “cuts.” Being truant results in poor grades and generally leads to behavior problems that negatively affect the school experience. The school often makes attempts to contact the parent/guardian of absent students; however, it is the responsibility of the parent to contact the school regarding absences. A student who is truant from a class three times will be dropped with an “F” grade.

6.5.1. Consequences:

- Full-day truancy – Eight hours of detention and/or service. The student’s core teacher will send a letter to the parents detailing attendance expectations and warning of removal from class on the third truancy.
- Period truancy – One hour of detention and/or service. The teacher will send a letter to the parents detailing attendance expectations and warning of removal from class on the third truancy. Tardies and truancies are recorded on a semester basis.

6.6. Informal Dispute Resolution Process. If a dispute arises between the school, a student, or parents/guardians of a student, the parties agree to perform the following actions:

6.6.1. Initial Dispute Resolution Procedures:

- The parties agree to promptly discuss and communicate problems or disputes as they arise. A good faith effort to promptly negotiate the problem or dispute when it occurs and expeditiously resolve differences will be made. If all parties are not satisfied, the matter will be brought to the principal.
- The principal will convene a meeting with the people involved in the dispute and an educated neutral third party suitable to all. This meeting will identify the problem, outline possible solutions, and select the resolution to be applied, the timeline for implementation, and schedule a follow-up meeting.
- A written summary of this effort will be prepared, filed, and forwarded to the Board of Education.

6.7. Secondary Dispute Resolution Procedures:

- If informal communication and negotiation between the parties does not result in resolution, the parties will submit the matter, in writing, to the Board of Education.
- Within ten working days of receipt of the written complaint, the Board of Education shall schedule a meeting at a mutually convenient time and place for discussion of the complaint with all parties involved.
- A decision by the members of the Board of Education shall be rendered within five working days of the completion of the hearing.
- A request for an appeal may be submitted to the Board of Education within five days of the decision. After receiving an appeal request, the Board of Education shall schedule a meeting of the Advisory Board within ten working days, to consider such an appeal. The Advisory Board may review and modify the decision of the Board of Education if it finds that the board failed to properly follow the grievance process.

6.8. Suspension Procedures. Specific procedures followed are:

1. Notice will be given to the parents by telephone or other appropriate methods within a reasonable time, and in some cases followed by written notice signed by the principal.
2. A conference with the parents, student, and appropriate school staff may be arranged.
3. The parents and student must sign a Disciplinary Referral form (see Appendix VII). On this form, the exact length of the suspension period will be specified and the reason for the suspension clearly stated.
4. The principal is required to maintain dated documentation of the facts and of the parent conference.
5. In emergency situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In such cases, notice to parents will follow within 24 hours.
6. The principal must approve a suspension.
7. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the student and parents.
8. The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances.

7. General Student Rules

In addition to all rules outlined elsewhere, students are expected to adhere to the following:

- **Food and Drink:** As a Blue Zone Project Approved School, healthy choices are integral to student development. Students are encouraged to drink water throughout the day to stay hydrated and bring snacks with no added sugar. Chewing gum is not allowed on school grounds or at school events.
- **Inappropriate Materials:** Students should not bring magazines, books, photographs, music, software, games, or any other materials deemed inappropriate for the school setting. Any such materials will be confiscated by the teacher and returned at the end of the school day. Electronic devices are only permitted with prior approval from the teacher and or principal.
- **Leaving Campus:** Students are not allowed to leave school grounds during school hours without prior permission from school administration.
- **Classroom Access:** Students may not enter classrooms unless a teacher is present, in accordance with California Education Code.
- **School Property:** All students are responsible for the care and preservation of school property. Vandalism or misuse of school facilities will not be tolerated.
- **Fighting and Play-Fighting:** Fighting, including "play-fighting," is strictly prohibited and may result in suspension or other disciplinary action.
- **Off-Campus Behavior:** Actions that occur off-campus but are related to school activities or affect the school community may be addressed by the school as if they occurred on campus.
- **Weapons:** Weapons, including knives of any size, are not permitted on school grounds. Any student found in possession of a weapon will face serious consequences.
- **Respect and Civility:** Students must treat each other with respect and kindness. Mocking, belittling, or making fun of another student is not acceptable and may result in disciplinary action.

Appendix A

School Liturgy

Flag Ceremony

1. **Time:** 7:50-8:00 am
2. **Attendance Check**
3. **Three Refuges:** Everyone places palms together, leader strikes the hand bell and starts the chants:
 - To the Buddha I return and rely, vowing that all living beings understand the Great Way profoundly, and bring forth the Bodhi Mind. (1 bow)
 - To the Dharma I return and rely, vowing that all living beings deeply enter the Sutra Treasury, and have wisdom like the sea. (1 bow)
 - To the Sangha I return and rely, vowing that all living beings form together a great assembly, one and all in harmony. (1 bow)
4. **Three Bows:** Make three deep bows from the waist and one half-bow.
5. **Three Bows to Our Founder:** Leader recites, “Bow in respect to the Venerable Master.” Make three deep bows from the waist and one half-bow.
6. **Pledge of Allegiance:** One student unfurls the American flag and everyone places their hand over their heart.
7. **Six Guiding Principles:** I promise not to fight. I promise not to be greedy. I promise not to seek. I promise not to be selfish. I promise not to be self-benefiting. I promise not to lie.
8. **Morning Greeting:** Teachers line up in front facing students, everyone places palms together.
Students: Good morning, teachers. Lǎo shī, zǎo ān. (Bow from waist)
Teachers: Good morning, students. Tóngxué men, zǎo ān. (May bow or incline head)
9. **Announcements:** The principal, teachers or students may share updates or announcements.
10. **Recitation:** Students walk in a single file to respective classrooms reciting:
Namo Greatly Wise Manjushri Bodhisattva or Namo Dà Zhì Wén Shū Shī Lì Pú Sà
This is recited to help students develop keen wisdom.

Explanations: The concept of the **Three Refuges** means to take refuge in the Buddha, the Dharma (the teachings of the Buddha), and the Sangha (the community of monks and nuns) who are united in their belief in and practice of these teachings.

1. **Taking Refuge in the Buddha:** To "take refuge with the Buddha" means to devote oneself to attaining enlightenment, the highest state of mind a human being can achieve. It is a commitment to the path of wisdom, compassion, and liberation from suffering.
2. **Taking Refuge in the Dharma:** To "take refuge in the Dharma" means to follow a life guided by virtue, aligning our thoughts, words, and actions with moral principles. It also involves cultivating meditative concentration and wisdom according to our own abilities and circumstances, thus creating the foundation for spiritual growth.
3. **Taking Refuge in the Sangha:** To "take refuge in the Sangha" refers to a commitment to the monastic community, as well as to the broader community of enlightened beings. The term *Sangha* comes from the Sanskrit word for “harmonious assembly.” The Sangha embodies the

ideals of harmony, and by living in harmony with others—whether in family, friendship, or community—we work toward collective peace and spiritual growth. The Sangha serves as a living embodiment of the Buddha’s teachings, and through it, harmony can be extended to all beings, both Buddhists and non-Buddhists alike. When understood in this way, the true spirit of Buddhism—emphasizing harmony, compassion, and wisdom—can be shared with all people around the world.

Bowing to the Buddha: An act of respect and reverence for the perfect wisdom and virtue of the Buddha. It serves as a reminder to strive to embody these qualities in our own lives. Bowing also teaches humility.

Greetings in Classroom

Every class begins with students greeting the teacher and ends with them saying goodbye, palms together and bowing.

- Afternoon Greeting:
 - Students: Good afternoon, teacher. Lǎo shī, wǔ ān. (Bow from waist)
 - Teachers: Good afternoon, students. Tóngxué men, wǔ ān. (May bow or incline head.)
- Good-bye Greeting:
 - Students: Good bye, teacher. Lǎo shī, zài jiàn. (Bow from waist)
 - Teachers: Good bye, students. Tóngxué men, zài jiàn. (May bow or incline head.)

The Meal Offering and Its Meaning

The Meal Offering Ceremony takes place in the Buddha Hall, where it serves as an offering to the Buddhas and Bodhisattvas. This offering represents respect and reverence, providing an opportunity for students and participants to express gratitude for the meals they are about to receive and to honor the donors who have made these offerings possible. The ceremony is conducted in both English and Mandarin Chinese, alternating daily, in the main Buddha Hall.

1. **Incense Praise:** The Abbot offers incense in the censor on the altar. The incense symbolizes wisdom. It penetrates all directions, thus inviting all the Buddhas and Bodhisattvas to the ceremony.
2. **The Meal Offering before the Buddhas** is recited three times to pay homage to various Buddhas and Bodhisattvas.
3. **Recitation:** Mantras are special syllables that convey innumerable esoteric, spiritual meanings. A final praise and mantra conclude the ceremony. Then the assembly files out of the Buddha Hall and walks to the Dining Hall reciting Námó běn shī jiā mó ní fó or Namó Fundamental Teacher Shakyamuni Buddha.
4. **The Meal Offering Chant** is recited in the dining hall with palms together, along with the Three Recollections and Five Contemplations. These contemplations help set the proper mindset for taking the meal. The assembly eats in silence, creating a space for mindfulness. During part of the meal, a recorded Dharma lecture is played, allowing participants to receive the "food of Dharma" to nourish their spiritual well-being, in addition to the nourishment for the physical body.
5. **Closing the meal:** The assembly recites the Mantra and Verse to End the Meal, returning the merit to the donors who supplied the meal. Then the assembly files out of the Dining Hall and returns to the Buddha Hall to perform the concluding ceremony to pay homage to the Three Refuges.

Appendix B

Student Residential Life

Mission Statement

The residential experience of IGDVS is a dynamic ground for embodying wisdom and kindness. To facilitate this opportunity for growth, IGDVS Residential Life creates a dormitory environment that supports students in their academic studies, character growth, and participation within a caring, interdependent community.

About

Student dormitories operated by the school are available to students aged 12 and older. Residential life residents and staff are subject to the jurisdiction of the school. Residential life students are expected to demonstrate a high level of maturity and self-discipline. They adhere to a structured daily schedule that includes study, Buddhist ceremonies, and community service.

Schedule

Residential life students are expected to move into the dormitory during the week prior to the first day of school and to vacate the dormitory during the winter, spring, and summer breaks. Students must leave the dormitory during the week following the last day of school. Weekends may include community service activities (e.g., dormitory and campus clean-up), personal time, and occasional special group events.

General Residential Life Rules: The following list is not all-inclusive. A printed copy of detailed regulations will be provided to each residential life student and parent.

1. During the hours students are expected to be in the dormitory, they are not permitted to leave the dorm or wander off campus without the permission of a residential life supervisor.
2. Students may not return to the dormitory during school hours without prior approval from both a teacher and residential life supervisor.
3. All students are expected to attend the evening ceremony in the Buddha Hall. During this time, students should wear the black robe and participate in the ceremony respectfully.
4. Snacking times and phone usage are restricted to designated hours.
5. Students are encouraged to engage in activities that promote a positive and wholesome environment. Watching television, playing video games, listening to popular music, reading inappropriate materials, and other activities that may not align with these values are discouraged. The residential life supervisor will provide guidance on what is considered appropriate.
6. Lights out is at 10:30 pm.
7. Students are responsible for doing their own laundry and keeping their personal space and belongings tidy.
8. All food brought onto the grounds must be vegetarian and free from ingredients such as eggs, garlic, onions, and other non-permissible items.

Fees: Please see the current [fee schedule](#) on our website.

Insurance: All residential life students are required to have medical and accident insurance.

More Information: [Boys School Residential Life](#) and [Girls School Residential Life](#)

Appendix C

What Will Colleges/Universities Require of Me?

Community College

- High school graduate or 18 years old or older.

University of California

- History / Social Science 2 years
- English 4 years
- Mathematics 3 years (4 recommended)
- Laboratory Science 2 years (3 recommended)
- Foreign Language 2 years (3 recommended)
- Visual/Performing Arts 1 year
- Electives 2 years
- 3.0 GPA for California residents, and 3.4 GPA for students whose parents reside in other states or other countries.
- SAT I; Recommended but not required (except for certain majors): SAT II: Writing, Math, and Third Subject of your choice

California State University

- English 4 years
- Mathematics 3 years
- Social Studies 2 years
- Laboratory Science 2 years
- Foreign Language 2 years
- Visual/Performing Arts 1 year
- Electives 1 year

Please Note:

The California Department of Education requires three years of Social Studies for high school graduation. This includes one year of World History, one year of US History, one semester of US Government, and one semester of Economics. They also require 2 years of Physical Education.

Appendix D

Advanced Placement Program Guidelines and Requirements at Mendocino Community College

The Advanced Placement Program at Mendocino Community College (MCC) is designed for advanced high school students who have demonstrated strong academic performance. To participate, students must meet the following criteria:

- A minimum 3.0 grade point average.
- Exhibit good conduct and citizenship.
- Be of junior or senior standing.

The primary purpose of this program is to allow students to take courses required for college admission that are not offered at our school.

Program Guidelines:

- **First Semester:** Students will enroll in only one course during their first semester at MCC and will attend on a probationary basis.
- **Performance Standards:** Students must maintain acceptable conduct and academic performance (B- or better) in order to continue in the program for the following semester.
- **Transportation:**
 - **Boarding Students:** Transportation will be arranged by the school, with students responsible for covering any incurred expenses.
 - **Day Students:** Parents are responsible for arranging transportation. A form will need to be signed releasing the school from liability for any accidents occurring when the student is off school grounds.
- **Class Scheduling:** Students should plan their MCC courses to minimize disruption to their regular school schedule and avoid excessive travel for drivers.
- **Credit Allocation:** Each college-level (200-level) course will be counted as 5/3 units at this school, rounded to the nearest whole or half unit.
- **Application Submission:** Students must submit a completed application to the school office at least one month before the start of the college term.
- **Exceptions:** Any exceptions to the above rules may be granted through a petition to the Board of Education.

By participating in this program, students represent our school, and their conduct and academic success must align with the values and expectations set by both the high school and MCC.

Appendix E

Disciplinary Referral

STUDENT'S NAME: _____ **CLASS:** _____ **GRADE:** _____

TEACHER: _____ **DATE OF INCIDENT:** _____ **TIME:** _____

NOTICE TO PARENTS: This report informs you of a disciplinary incident involving your student. We urge you to cooperate and support the corrective action taken by the teacher. This form will be filed in the student's cumulative folder.

Reason(s) for Referral:	
<input type="checkbox"/> CUTTING CLASS	<input type="checkbox"/> INATTENTIVE
<input type="checkbox"/> DESTRUCTIVE TO PROPERTY	<input type="checkbox"/> PLAGIARISM
<input type="checkbox"/> DISRESPECTFUL TO TEACHER	<input type="checkbox"/> LACK OF CLASS MATERIALS
<input type="checkbox"/> DISRUPTING CLASS	<input type="checkbox"/> VIOLATION OF TECH. / INTERNET POLICY
<input type="checkbox"/> EXCESSIVE TARDINESS	<input type="checkbox"/> OTHER _____
Action Taken Prior to Referral:	
<input type="checkbox"/> CHECKED STUDENT'S FOLDER	<input type="checkbox"/> TELEPHONED PARENT
<input type="checkbox"/> HELD CONFERENCE WITH STUDENT	<input type="checkbox"/> CONFERENCE WITH PARENT
<input type="checkbox"/> CONSULTED CORE TEACHER	<input type="checkbox"/> SENT REPORT HOME
<input type="checkbox"/> DETAINED STUDENT	<input type="checkbox"/> CHANGED STUDENT'S SEAT
	<input type="checkbox"/> OTHER _____
Present Action and Recommendations:	
<input type="checkbox"/> STUDENT REGRETS INCIDENT	<input type="checkbox"/> PLACED ON PROBATION
<input type="checkbox"/> FURTHER INCIDENTS REPORTED	<input type="checkbox"/> SUSPENDED
<input type="checkbox"/> STUDENT WILL MAKE UP TIME	<input type="checkbox"/> PARENT'S ATTENTION NEEDED
	<input type="checkbox"/> REFERRED TO _____

PRINCIPAL: _____ **DATE:** _____

TEACHER: _____ **DATE:** _____

PARENT: _____ **DATE:** _____

The completed form is to be returned to the Principal or the teacher for signature. The parent/ guardian will receive the original; the school will keep the copy for the student's file.