

EAST TENNESSEE CHINESE SCHOOL

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EAST TENNESSEE CHINESE SCHOOL REGULATIONS

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In order to maintain a good learning environment in our school, the administration and faculty will cooperate closely with the parents to uphold high standard for the behavior of our students. Because our school serves the students mostly from our small local Chinese community with a mainly volunteer-based administration and faculty, the parents have the full responsibility to discipline their children on the campus. At a request of the school administration or a teacher, a parent has the responsibility to sit in a classroom and supervise the class order, or to patrol the hallways and buildings to enforce school regulations. We stress that no student has the right to insult any teacher or school official, to prevent any teacher from teaching, or to prevent any other student from learning.

Every student must obey the following classroom rules:

- 1) Respect teacher and follow teacher's instructions.
- 2) No eating, drinking, or sleeping during a class.
- 3) Do not write anything on classroom furniture, door, ground, ceiling or walls.
- 4) Keep classroom clean.
- 5) Do not move classroom furniture or use unauthorized equipment such as computers, video monitors etc. without teacher's permission.

Consequences for classroom rule infractions are administered as follows:

First Offense: The principal will notify the parent. The infractor must apologize to the teacher and the class before he or she can resume study in the class. The infraction will be documented.

Second Offense: The school management team will send the parent an official letter regarding the infraction. The infractor must apologize to the teacher and the class before he or she can resume study in the class. The infraction will be documented.

Third and future Offenses: The management team will send the parent another official letter regarding the infraction and the infraction will be documented. One parent of each family that has a child or children in the infractor's class will be invited to a meeting to discuss the infraction, and to decide by anonymous voting under the supervision of the school management team whether a severe consequence should be administered. The decision becomes valid if not less than 60% families of the class return the ballots. If 51% or more of the total votes are in favor of administering a severe consequence, the infractor's family has the choice of suspending the infractor from the school for one year, or paying a fine of \$200 to the school in addition to an apology from the infractor to the teacher and the class. The infractor can not resume study in the

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class before the meeting is convened and the consequence is administered. If the family chooses suspension, the paid tuition will not be refunded.

Illicit return: For any classroom offenses, it is considered an illicit return if the infractor goes back to the class before the corresponding consequences are administered, and the teacher **MUST** instruct the infractor to leave immediately. If the infractor refuses to leave, the teacher **MUST** leave the class and school officials should demand the infractor's parent to remove the infractor from the class. If the parent refuses to do so, law enforcement will be called for a police investigation of public disturbance and a resumption of school order. The parent is responsible for any consequences such as arrest, jail time, and police record.

In case of a classroom disturbance, teachers, school officials and parents should follow the procedure below:

- 1) If a student causes a disturbance in classroom, the teacher should first give a verbal warning to the student.
- 2) If the student continues the disturbance, the teacher should leave the classroom and report to a school official and/or the student's parent to avoid further conflict.
- 3) In case of an unavoidable conflict, the teacher should avoid any physical contact with the student except self defense.
- 4) Upon the teacher's report, the school official or the parent should suspend the student from the class for the school day.
- 5) If the student or the parent refuses the suspension, law enforcement will be called for a police investigation of public disturbance and a resumption of school order. The parent is responsible for any consequences such as arrest, jail time, and police record.

Every student must obey the following campus rules:

Rules During Class Breaks:

- 1) No running, fighting or loud noise in hallways, rest rooms or classrooms.
- 2) Snacks and soft drinks are allowed.
- 3) Hallways and classrooms should be kept clean.
- 4) Do not vandalize the vending machines. Post a note on the machine for refund if you have lost money due to machine malfunction.
- 5) Do not attempt to get drinks/snacks from a vending machine without paying.

Rules on Campus:

- 1) Do not damage plants or trees.
- 2) The fruits from the trees, even if already on ground, are not to be used for any purpose.
- 3) Be cautious when using the stairs or standing near guardrails. Small students may slip through the rails and fall.

Consequences for campus rule infractions are administered as follows:

First and Second Offenses: The infractor will be given a verbal warning from the principal or

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other school officials. The principal will notify the parent. The infraction will be documented.

Third and Fourth Offenses: The infractor will lose recess under his/her parent's supervision. The infraction will be documented.

Fifth and Future Offenses: The management team will send the parent an official letter regarding the infraction. The infractor will lose recess and must pay a fine of \$10.00 before resuming study in the class.

Every parent must obey the following campus rules:

- 1) Observe parking signs, do not park in unmarked areas.
- 2) Keep hallways and buildings quiet when classes are in session.
- 3) Cards or chess should not be played near classrooms. Parents should wait in designated areas when classes are in session.
- 4) Take full responsibility for your children's safety on campus.
- 5) Small children need to be attended while having drinks or snacks. If a class has an organized snack, it should be administered by the parents or teacher.

Authority of the school administration:

In dispute about school rule infraction, the school management team has the right to decide and suspend a student in reference to Tenn. Code Ann. § 49-6-3401 (2004) Suspension of Students - Expulsion of Students. (TITLE 49. EDUCATION; CHAPTER 6. ELEMENTARY AND SECONDARY EDUCATION; PART 34. SUSPENSION OF STUDENTS)