

NCA Chinese School Code of Conduct

Dear Parents,

A well-disciplined classroom is essential in teaching and learning. Each student has the right to learn without disruption from other students. All teachers and staff are committed to teaching and reinforcing appropriate student behavior. Students are expected to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Together, our goal is to create a positive learning environment that helps our students better learn Chinese language and culture. We believe that you, as parents, play an important role in helping your child achieve our expectations, both academic and behavioral. The major role of parents in school discipline is to continually show interest in and support for their children at school.

Generally, classroom teachers administer classroom discipline, but when the situation warrants, the Chinese School Board members will be involved. Parents are not necessarily called on the first problem, as students are encouraged to take responsibility for their actions and to learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

The NCA Chinese School Board

Student Responsibilities

Students are responsible for:

- Obeying classroom rules
 - Do not engage in behavior that is not respectful of other students, instructor or staff
 - Do not use disrespectful language
 - Do not engage in non-classroom related activities, for example, video games, private talks, reading books that are not related to the class, etc.
 - Do not leave classroom without instructor's permission
 - Pick up their own trash when school is over
- Attending school on a regular basis and to be on time.
- Bringing appropriate materials to class.
- Completing all academic work as assigned.
- Respecting the rights of others.
- Respecting school property.

Student Rights

Students have the right to:

- A positive learning environment without disruption from other students.
- Attend a safe school.
- Not be discriminated against.
- Fair and just treatment by school employees.

Exceptional Misconduct

Certain behaviors that are so serious in nature in terms of the disruptive effect upon the operation of the school may be deemed *Exceptional Misconduct*. *Exceptional Misconduct* may warrant immediate short-term suspension or expulsion. *Exceptional Misconduct* includes, but is not limited to:

- Possession of a controlled substance
- Vulgar or offensive language directed to and in the presence of a staff member
- All fighting and/or assault
- Harassment
- Defacing, misuse or destruction of property
- Defiance of school staff

When Expectations Are Not Met

Students who break rules will discuss the incident with the instructor or school board member. Students will be taught and be given the opportunity to practice expected behavior. Repeated misbehavior may have consequences (time-out on the wall, warning slip sent to parents, etc.) while rules are being re-taught.

Students who continue to break rules will be given a Warning Slip and Problem-Solving Exercise. A copy of the Warning Slip and Problem-Solving Exercise will be sent home to be signed by a parent or guardian and returned to school within 7 days. At the same time, the instructor and school staff will also communicate and work actively with parents together to help student meet the school's expectations. Often times, we may ask a parent to sit in the classroom and assist in classroom management.

If a student has received 3 Warning Slips without improvement, the student may be suspended for a semester. If a student has been suspended twice, he or she may be expelled.

Li Li, Principal **NCA Chinese School**
8206 Blondo Street, Omaha, NE 68134
Warning Slip

Student name: _____

Teacher: _____

Date: _____

Concern: _____

Consequences that have already occurred:

- * Behavior has been discussed with student and others involved if appropriate.
- * Student has had "time out."
- * Student has been referred to the Chinese School Board staff.

Parent/Guardian Signature _____

NCA Chinese School
Problem-Solving Exercise

Name: _____

Date: _____

What was the problem?

How could I have avoided the problem?

Principal _____ Parent _____ Student _____