

# CCCCA School Rules

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Posted on CCCCCA.org site

Parents are encouraged to play an active role in keeping the school at Solon High School (SHS thereafter) and helping the CCCCCA School (the School thereafter) earn a good reputation. In order to maintain a distraction-free environment during class sessions and protect SHS and the School property, following rules are strictly enforced. Please note that our continued use of the school facilities is contingent on our good conduct and good relationship with SHS.

## STUDENTS

### Student Conduct

The School policy governing student behavior is based on two principles – respect and safety. The school expects mutual respect, civility, as well as orderly and safe conduct among all individuals on school premise or at a school event. In order to ensure a proper learning environment, the School requires students to respect themselves and the rights of all other students, to exhibit self-control, and to show courtesies to all teachers, parents, and school officers with whom they come in contact. Thus, students are encouraged to follow directions the first time they are given and to listen carefully to anyone speaking. Disciplinary actions may be taken against any student guilty of gross disobedience or not abiding by the following school rules.

### School Rules

1. Respect your teacher, parents, and elderly persons.
2. No running, rough playing, leaning, climbing, or damaging SHS or the School property.
3. No writings on the desk, wall, or floor;
4. No verbal or physical fighting on school premises or at a school event.
5. No weapons, controlled substances or hazardous materials are permitted in the School.
6. No student or parent will be allowed permission or access to areas beyond the School boundaries as marked by sign posts during regular School hours (2:00 PM to 4:00 PM and 4:00 PM to 5:00 PM). The restricted areas include the entire 2<sup>nd</sup> floor, unused school classrooms, lockers, desks, closets, or computers.
7. No wandering outside the classrooms when classes are in session.
8. No eating or drinking is permitted in the school classroom without permission from the teacher.

9. No inappropriate or disruptive behaviors that interfere with the teaching and learning inside the classroom. Obey directives from school staff members and/or rules and regulations governing student conduct.
10. No early class dismissal without a verbal or written notice to the teacher by the parent.
11. Do not pull fire alarm or call 911 and do not open emergency exit door if there is not an emergency.
12. Attend regular class and complete assigned homework and the seriousness of the violation as regard to the attendance and assignment is reported as misconduct at the discrete decision of the offender's teacher
13. Any inappropriate behavior in the restroom areas is strictly intolerable and any misconduct will immediately be considered as the "third time offense" described below.
14. Evacuate the building immediately in case of fire.
15. Report to parents or school staff immediately if an injury occurs.

### **Discipline Policy and Procedures**

Any School participant may report misconduct to teachers, PTA, Parents on Duty or the Board Members for review. The Board reserves all rights to take disciplinary measures toward students and parents that violate school rules as they see fit and reserves the right to dismiss or expel students or parents on a case-by-case basis. In general, discipline rules are as follows

#### **The Discipline Policy**

##### ***First Time Offenders***

**First time offenders will** be brought in to the office by the classroom teacher, a duty officer, or a duty parent. Behavior incident report will be filed and a verbal warning will be given to the student by the duty lead and the parents will be notified in person or emailed of this verbal. If the misconduct is considered of extreme seriousness by PTA and/or the Board Members, it may be treated as the second time offense or third time offense as described below, and appropriate actions will be taken against the offender

##### ***Second Time Offenders***

**Second time offenders will** be brought into the office by the classroom teacher, a duty officer, or a duty parent to speak to the Principal. A second behavior incident report will be issued to the parents for signing with a copy of the incident report within one week (7 days) of issuance. If the misconduct is considered of extreme seriousness by PTA and/or the Board Members, it may be treated as the third time offense as described below and appropriate actions will be taken against the offender

##### ***Third Time Offenders***

**Third time offenders** will be brought into the office by the teacher, a duty officer, or a duty parent to speak to the Principal. A third behavior incident report will be issued to the parents for signing with a copy of the incident report within one week (7 days) of

issuance and a meeting will be arranged by the board to determine further disciplinary actions and the student will be suspended or expelled as determined by the Board.

### **The Discipline Procedures**

- The Student Discipline and PTA officer will inform the parents (by emailing a copy of the report) of the suspension and arrange for a meeting in school to discuss remedial measures. The Student Discipline and the PTA officer and the Principal (Board President optional) will preside over the meeting. The parent's copy of the incident report should be returned to the Student Discipline with the parent's signature within one week (7 days) of issuance.
- All student behavior incident reports, school-parent correspondence, and meeting minutes relating to disciplinary issues are filed and handled by the Student Discipline.
- The behavior incident reports and remedial measures will be in effect from the date of issuance for the duration of the school year.
- For a repeated offender who fails to abide by the school rules, the School will have the rights to request the student to withdraw from the school with the consensus from the Student Discipline, the student's teacher, the Principal, and the Board President. A letter will be sent by registered mail to notify the parents of the school dismissal and a copy of the letter will be filed in the school's record and any tuition paid will not be refunded.
- Any cost for damages done to properties of SHS or the School, and any other expenses incurred due to any incident will be paid by the offender's family immediately and the student could be suspended from the School as decided by the Board and determined case-by-case.
- The security deposit will not be refunded to students who are dismissed because of disciplinary issues.
- Any dispute on the Student Discipline Policy and procedure can be appealed to the CCCC Board of Directors within two weeks of receipt of the School notice.

### **PARENTS**

- Parents **pay** \$50 waiver fee if they do not sign up for parent duty. Parents will sign up for duty on the form at the beginning of each semester or year or pay the fee.
- Parents are required to attend mandatory parent meetings.
- Parents will be held legally responsible and agree to release the CCCC organization, the Board Members and staff for their children's actions and agree to pay any fees, costs or damages associated with their child's actions while on SHS or the School properties.
- Parents have the rights to vote and to be elected as school officers and the Board Members. Parents are also entitled to participate in all school-sponsored activities.
- Parents are expected to strictly follow the parking rules and regulation of SHS, violators will be fined Fifty (\$50.00) Dollars for each offense. In the event that the vehicles are towed as a result of said violation, parents are liable for any towing expenses and fines.

NOTE: Such parking violations may jeopardize our School's lease agreement with SHS.

- No student will be allowed to register for any classes if there is any overdue fine or penalty owed and due our School as a result of his/her late or incomplete registration.
- When class is in session, parents should stay in the cafeteria area (ground floor) and not to go upstairs or enter any classroom without prior permission from the teacher.
- Parents are allowed to sit in a class ONLY with prior consent of the teacher. They should stay quietly in the room and not interfere with the class.
- Discussion or inquiry with the teacher should be avoided while the class is in session. You may email your child's teacher with questions or concerns that you may have. Email addresses are posted on the CCCCA.org website.
- **Parents are required to pick up their child(ren) after school (4:00 PM and 5:00 PM). Day care service is not provided by the School and any child who is not picked up from the classrooms will be sent to a designated location and parents will be charged \$5 each 10 minutes after 4:10 PM if the child does not have more class to take or 5:10 PM.**
- Follow all rules regarding the use of SHS gym
  - Wear appropriate attire, i.e., shirt on at all times and only athletic shoes on the court.
  - Observe on and off court time requirements and etiquette.

In addition, all individuals visiting or attending the School at SHS campus have to abide by SHS regulations, particularly those in related to traffic. The School cannot and will not be responsible for those whose cars are ticketed or towed. We advise you to pay close attention to the posted speed limit, as well as to obey the "No Parking" and "No Standing" signs.

### **Parents On Duty**

Every parent, except teachers, has the responsibility to serve on duty at least once within each school year. There are 10 locations within the Solon High School buildings, each of which needs one on-duty parent each school day. Please check the school calendar at CCCCA web site for school days. Sign up for duty will be required at the beginning of each year as indicated on the new class registration forms, beginning in Fall 2005. If you wish not to participate for duty, there will be a \$50 waiver fee to be payable with school fees.

### **Responsibilities of the On-Duty Parent:**

- Attend shift using duty schedule as posted on ccca.org website or checking with the PTA. Schedule changes and cancellations must be communicated to the PTA one week prior to shift.
- Those who are on-duty should sign-in with the PTA before 1:50 at main office area outside the Lecture Hall to obtain and wear orange vest, stay at assigned on-duty

location during all school hours. Please do not attend any other activities during on-duty time.

- Each location will be assigned to one class or multiple classes, if the class size is very small (from grade 1 to grade 5).
- Watch students and school for safety.
- Make sure that students are not wandering halls during school hours.
- In between classes and break time, do not allow students to exit the school, go up stairs or leave food or garbage anywhere in the school.
- Report or escort student to main office or to their parent when emergency or disciplinary problems happens during class hours.
- Keep the hallway quite during the class hours.
- Make sure that no chairs and signs from are left in the hallway after school.

### **Homeroom Parents**

Each class will designate a “Homeroom Parent” for the year within the first week of school each fall. It is the responsibility of parents from each class to designate a representative and communicate their participation to the PTA Board within the first two weeks of each semester. Classes that do not have a Homeroom Parent representative will not be governed by the PTA and could miss out on key information and events.

### **Responsibilities of the Homeroom Parent:**

- The Homeroom Parents are required to attend and participate in PTA meetings and activities.
- Class parents are responsible to identify and assign the on-duty parent, at assigned location, for each school day.
- Homeroom Parents will communicate important information with Teachers, students and parents regarding school and PTA activities.

By signing this agreement, you agree that -

- You understand and agree to all content within this agreement.
- **The Solon High School, the CCCCA board members, staff and volunteers are forever released from liabilities for any accident during school and cultural activities.**
- You agree to any updates or amendments to these rules as specified on the CCCCA.org website, unless written objections are submitted to the CCCCA board and placed on file with the school.

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Signature of Parent  
or Legal Guardian

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Signature of Student

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Date