

HOUSTON KOREAN SCHOOL RULES & REGULATIONS

The following school rules and regulations apply to student actions at any time when under the supervision and guidance of school personnel. Please read these policies over very carefully, and discuss them with your child/ren.

Abiding by School and Class Rules

Students, and parents should work closely together to insure excellent behavior and educational success. Students are expected to consistently abide by our behavior code. Obey teachers, principals and others in authority. The individual rules of each classroom should be followed, with any questions discussed first with the classroom teacher. Give full, respectful attention to your teachers, cooperatively following directions.

School Hallways and Restrooms

When moving on school property, walk calmly and slowly. There is to be absolutely no running, helping to prevent needless accidents. Hallways, restrooms, and class lines should be reasonably orderly to prevent disturbing classes which are in session. Pencils, pens, crayons and markers should be left in classroom when visiting restrooms. Proper hallway behavior and care, including litter prevention, are expected.

Classrooms

Come to class prepared with all the materials you need and be ready to begin work on time. When students enter a classroom, it should be done in an orderly manner. Students should take their seats and prepare for their next lesson, and not exit until dismissed by a teacher. During class lessons, excellent behavior is always expected. Raise your hand politely and wait to be called upon if you wish to speak during a class lesson. If the class is involved in an informal discussion, take turns with others when speaking. Give your full attention to the teacher or student who is speaking, and allow other students to concentrate on their work. Behave in a manner that does not disrupt classroom learning or the operation of the school.

Cafeteria

Lunch periods at school are to be conducted in an orderly manner with socializing permitted at a normal conversational level. Respect and good manners are expected; the directions of the supervisory

teachers and aides should be followed with respect. Students should remain seated in the School Cafeteria unless granted permission to leave their seats. Classes should enter and exit the lunchroom in an orderly manner, and respect any "quiet time" requested by supervising teachers during Lunch Period. No rough play will be permitted. Play is limited to designated areas, and students should stay within sight of an adult. Unless otherwise directed, parking lots and public roads are off limits. Leave sticks, stones, and on the ground unless using them in a safe, adult-approved activity.

Class Assignments

Homework and classwork assignments should be completed neatly, carefully, and on time. Students should work to their full potential. If a child experiences difficulty in completing an assignment with "good cause", the child's parent should explain the situation to the teacher with a short note or phone call. The teacher may decide to excuse the student, allowing extra time to complete the assignment.

Attendance

Students should never leave the school property for any reason unless they are accompanied by a parent, guardian or school faculty member, after being properly "signed-out" at the School Office. Students are required to attend school faithfully. Tardiness and the early dismissal of students are discouraged. A student is considered tardy after attendance is taken in the morning. Students should be removed from school early only when a reasonable situation prevents the child from attending school for the entire day. Early dismissals interrupt both the child's education and other students in class. Whenever a student is tardy or absent from school for any reason, a note should be sent to school the day the child returns explaining the cause. This regulation is a legal protection for each child and his/her parents.

Respect for School and Personal Property

Be respectful of others' belongings, using them only with permission. A student who steals or damages any property not belonging to him/her may be required to make appropriate restitution. Though the school manages a "lost-and-found" area, students are strongly encouraged to take good care of their personal belongings.

Parents should mark a child's special belongings with name and phone number. Use equipment and materials in school for their intended purposes only. Students will be held accountable for proper care of school books, educational materials, and their classrooms. Keep your work areas litter-free.

Prohibited in School

Students are not permitted to bring chewing gum into the school building or on school grounds to prevent the litter it causes. Refrain from the possession or use of any illegal drugs, alcohol, or tobacco products. Failure to respect this regulation may have legal consequences resulting in suspension or expulsion. Gambling, immorality, disrespectful or profane language will not be tolerated in the school or on school grounds.

Honesty and Respect for Others

Honesty, respect and trust are student virtues highly valued and encouraged by School community. Treat others with kindness, respect and courtesy. Make other students feel welcome with your friends. Settle disagreements with others through discussion, asking for help if you need it. Touch others and speak to others in kindness only. Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff. Fighting or rough play are strictly prohibited in school. If a child experiences a problem with another child, s/he should notify the nearest teacher or aide immediately. Children should be instructed in ways to avoid getting involved in conflicts.

Dress Code

Student grooming or dress which presents a health or safety hazard, interferes with the educational program, causes excessive wear of damage to school property, blocks vision or restricts movement is prohibited. Neatness and cleanliness are encouraged.

Removal of Students From Class

School rules gives teachers the means to protect a disciplined environment. Teachers can remove from class students who continuously or seriously disrupt learning. A principal can suspend or expel the student, or put the student in another teacher's class. A teacher can refuse a student's return to class, subject only to the right of the campus placement review committee to place the student back in the class as the best or only alternative placement.

Student's Signature _____ Date _____ / _____ / 20

Parent's Signature _____ Date _____ / _____ / 20

