



FROM THE CTA HANDBOOK

Disciplinary Action:

CTA believes in disciplining the students in a positive way. CTA has the rights to take any appropriate disciplinary action to preserve the orderliness of the class. The student will be given 2 verbal warnings for any misconduct or disturbance in the class. After that, the teacher will notify the parent. If needed, the parent will sit in the class to observe their child's conduct and work with the teacher to discipline the student. It is the parent's responsibility to make sure that the student DOES NOT disturb the class by bringing toys, comic books, video games, walkman etc to school. These items are not allowed in the classroom.

GENERAL

Be respectful to teachers, and honor fellow students' rights.

Help each other out, and work as a team, as and when needed.

Students will be honest, and behave with good conduct.

Parents CANNOT do the HOMEWORK for the children. Will be given 0 credit if so.

PLAYGROUND/BATHROOM RULES

- Handstands, Gymnastics tricks, cartwheels are not allowed in the courtyard, or black top
- Children chasing other students on the grass or black top is not allowed **
- No throwing of objects, rocks, balls on anyone, anywhere in the campus
- Cannot bring any glass containers or bottles to school
- No climbing, hanging on gates, fences, trees, doors, furniture
- Stay within the enclosed HSCP area within teachers' reach.
- No pushing, shoving one another.
- No banging on walls, chairs, furniture that will hurt anyone or damage equipment
- No skateboarding, scooters, roller skates are allowed in the vicinity
- No running or playing inside the bathrooms
- Do not leave water running in the bathrooms
- No foul or abusive language will be permitted anywhere in the vicinity
- No harassing, hazing of anyone – teacher or student
- Return to class, right after mid-morning and lunch recess – will be marked tardy if not, affecting class participation

CLASSROOM RULES

- Any activity that can distract/disturb other students and teacher in class is disallowed
- No running, kicking, climbing inside the classrooms
- Turn cell phones into vibrate mode, and talk during recess.
- No texting to others or writing notes other than Tamil related in class
- No pets or toys will be allowed. Items to share for a project is alright.
- Bringing valuable items(eg., jewelry,etc) to class, is at your OWN RISK. Teacher or CTA is not responsible for the item if lost.



- No physical assault , inappropriate touch/behavior towards anyone
- No verbal assault on anyone

CONSEQUENCES

Any violation of these playground/classroom rules will be given 2 warnings, and notified to parents. If recurrences happen, will have to be reported to the principal, and may end up in suspension short/long-term based on the offense.

As the parent of HSCP student attending CTA, I will:

- Ensure that my child will behave good, both in class, and abide by playground rules.
- Ensure that my child will treat everyone – teachers and fellow students with respect.
- Ensure that my child will be honest, and not engage in any misconduct, that may lead to warnings, and suspension.
- Ensure that my child is regular and on time for class and for special events that are arranged in advance.
- Take personal interest in what my child is learning in the class, and encourage him/her to practice what she/he learnt at home. Ensure that my child completes the homework before the next class meeting.
- Encourage my child to use(or) practice Tamil at home or whenever, wherever possible
- Co-operate fully the teachers whenever they address problems pertaining to my child
- Attend meetings and special events arranged by CTA, including parent-teachers group meetings and one-on-one meeting.

Parent/Guardian Signature

Date



HSCP Policies and Guidelines

BEHAVIORAL/DISCIPLINARY POLICIES

Serious Offenses

Students possessing, using or being under the influence of alcohol, or illegal substance will be expelled out of the school immediately, and may be given long-term suspension.

Students being physically violent, using unwarranted force, or demonstration of deliberate intent to hurt another student, where their safety is in jeopardy, will be expelled also.

Assaults of indecent, physical, sexual nature will be suspended for long-term.

Extortion, Blackmail, deliberating fights that is creating substantial risk of injury, or force against their will, will be given long-term suspension.

Students with weapons(firearm, knives,explosives) will be expelled for the whole year.

Short term suspension – warning and monitoring

Students initiating or harassing, threatening another student with meaningless, dangerous or humiliating tasks will be given warning, and monitored for recurrences.

Students copying, or cheating with tests will be given no credit for the tests, and will be given warning not to repeat. Recurrences will end up with no credit for the semester.

Malicious mischief – damage to intellectual property of the school, staff, other students work will be given no credit.

Gang or Hate group activities are not allowed, and after the warning, if continued, will be expelled from the program.

Graffiti activity will not be allowed

Students shall not do any verbal assault – using words that are hurtful, demeaning, or embarrassing, including vulgar and name calling.

Students cannot bring or use Toy guns, toy weapons in school

Students cannot use cell phones, texting during class.

Students are expected to return to class right after the given time of recess. Have to keep up the time on own, as there will be no BELLS ringing. Teacher may have certain rules towards tardiness.



TIME OFF and VACATION POLICIES

For every semester (~17 weeks), 10 hours will be given as excused absence(Attendance given).

For appropriate, genuine reasons, eg. School activities like band, sports team-meets, will be excused. Then have to make up for the lessons/tests missed with the teacher. *

If sick, will be excused. Then have to make up for the lessons/tests missed with the teacher.

For unexcused absences, have to miss the attendance, and catch up with work. Talk to the teacher.

For joining the program late, have to put in the hours missed. Talk to the teacher.

For long vacations planned, Parent will have to notify the teacher in advance, and do independent study to get the attendance.

Tardiness (every 3rd time) 15 minutes late, CUT 10% in participation for that class

Leaving Early for personal reasons – CUT 25% in participation - without parent note **

*Activities not via school are counted as absences(eg. performances, scouts)

**Parents have to notify teacher if leaving early-- via email, or phone, or a signed note, teachers will keep track of the 10hrs

ADDING DROPPING HSCP classes

After 2weeks of school opening no more additions/withdrawals.

Will try to have 12 to a class, unless the teacher can handle more kids in a class.

As a High school kid, or older enough to understand, and know the rules at school, I will abide by the rules, conforming to normal, good behavior expected of me.

Student Signature

Date