



## **Guidelines for Safety Concerns at the CACC Chinese School** (2012-2013)

Student safety in the classroom and the school is our top priority, and we need EVERYONE'S EFFORT to make sure each student stays safe and obeys our rules.

### **I. Physical fights and/or injury**

Ask your child to pay attention to safety issues in the classroom or during the break. Please ask your children to obey the following rules:

1. Do not bully and/or bother another student;
2. Do not throw any objects at another student;
3. Do not hit another student;
4. Do not run around in the classrooms, hallways or in the yard;
5. Do not play dangerous games in the school yard, in the hallways, or in the classrooms;
6. Do not climb on the desks in the classrooms or at the school;
7. Slowly open the doors of the bathrooms, classrooms or hallways.

If a student is involved in any physical fight with another student or hurts another student, no matter what the reason, every student involved will get a warning for the first incident if the injury is not too serious, suspended from the class for the second incident, and an expulsion from the school for the third incident. If the injury is serious, the student will be suspended or expelled from the school immediately.

### **II. Unexcused absence from class**

If a student cannot attend a class, please send an email to your teacher to let him/her know. If a student misses 3 or more classes in a semester without informing the teacher, the student will get a warning for the first time. If a student has missed any enrolled class for 3 consecutive school days without notifying the teacher, the student will be automatically suspended for a week. If the student continues to be absent from the class for another week, the student will be expelled from the school. The vacant space will be given to another student who wants to take the class.

### **III. Parking lot safety**

Students and parents also need to pay attention to the safety of other people and/or drivers in the school parking lot. We need you and your children to observe all traffic laws and drive carefully around the school area for the safety of your family and the other families. Please do not make any left turns if the traffic signs do not allow you to do so.



If you see or are involved in an accident, please send an email to the school: [cs@caccusa.org](mailto:cs@caccusa.org) as soon as possible. Thanks.

#### **IV. Up-to-date email addresses and phone numbers**

Keep your e-mail addresses associated with your school account up-to-date. Be aware of the consequences for not following rules, timelines, notifications and announcements communicated from the school via e-mail.

If you need any help to update your contact information, please go to our website to get the information from the FAQ.

#### **V. Report questions or concerns right away**

If you have any questions, please send an email to the school: [cs@caccusa.org](mailto:cs@caccusa.org). If you see any accident that needs to be reported, please send an email to the school right away.

#### **VI. No-refund policy and paying damages**

We will not tolerate any unsafe behaviors (such as physical fights), excessive absence from school, careless drive in the parking lot, or not responding to emails from the teachers or the school. We encourage students and parents to update their emails, talk with the teachers or report any concerns about safety issues to the teachers and/or the program director right away.

No refund of any fees or tuition will be given if the student is expelled from the school due to the above reasons.

Parents will also be responsible for paying any damages to any party involved, including the students, the teachers, the CACC Chinese School or Amador High School.