



# 華興中文學校

HUA-HSING CHINESE SCHOOL

## Cultivating Excellence in Knowledge, Honor and Respect

Please take the time to read this and discuss with your child. We all share the significant responsibility in fostering all learning opportunities. **By registering to become a Hua-Hsing Chinese School, student will acknowledge and agree to this Code of Conduct.**

Hua-Hsing Chinese School is dedicated in elevating their students to the next level in a challenging, safe and culturally responsive environment where all can thrive. The Hua-Hsing Chinese School Code of Conduct is designed to give clear expectations as prevention and intervention for conducive academic achievement.

By focusing on good behavior, Hua-Hsing Chinese School students cultivate knowledge, honor and respect.

### I. School Code of Conduct

Hua-Hsing Chinese School Code of Conduct is in effect from the time students log onto online classes, arrive on campus until the end of the day when students leave campus and at all times when students are participating in school sponsored activities.

- A. Parental/guardian involvement and cooperation is vital in the discipline process.
- B. Discipline procedures will apply and be consistently enforced for all students
- C. All staff and parents/guardians will work together to correct the misbehavior of the student and to maintain a written record of incidents of serious misbehavior.
- D. Measures to correct misbehavior will depend upon the nature of the behavior, the frequency, and the willingness of the student to correct the undesirable behavior. The use of these measures is intended to encourage acceptable behavior. Corrective action will normally begin at a minimal level and proceed to more serious action.
- E. Offense Tracking: An infraction card will be maintained for misbehaving students. Students will be issued three official warnings to correct behavior per semester. First offense as infraction will be recorded and discussed with Student. Second offense as second infraction, parents will be notified with possibility of detention. Third offense as third infraction will result in detention with parents, student, teacher, and/or staff conference. Expulsion or exclusion may be administered as maximum and final action. Depending on severity of infraction, three warnings may be skipped to immediate maximum and final action of expulsion or exclusion.

### II. Behavior Expectations

The following rules apply for all students in classroom or online learning settings:

- A. Students will show respect and courtesy to other people at all times.
- B. Students will show respect for property inside and outside the school buildings.
- C. Students will behave in a manner that does not endanger themselves or others.
- D. Students will behave respectfully online in accordance to a good digital citizen.
- E. When unacceptable behavior cannot be readily corrected by the classroom Teacher, the child's parents/guardians will be informed of the problem by the Teacher or the Principal and requested to participate in solving the problem.
- F. If the problem is not resolved at the Teacher and Principal level, the Principal may refer the student to the Board of Directors or designee for further action.

### III. Pledge of a good digital citizen.

Being a good digital citizen means to demonstrate and practice safe, responsible and legal use of technology. As a HHCS student, the student pledges he/she will at best:

- A. Create safe and secure passwords for all accounts and never use the same password twice.
- B. Protect private information (address, email, and phone) by monitoring privacy settings and understanding how websites can access my information.

- C. Practice caution and good judgement when sharing non-identifiable personal information with individuals online.
- D. Turn off geotagging on photos and review personal photography carefully before posting to ensure it does not reveal information I don't want shared.
- E. Know how to generate licenses for my work and promise to respect the intellectual property rights of others.
- F. Secure permission for any work I share online and provide proper citation.
- G. Research carefully the emails and assertions I encounter online to protect against viruses, malware, phishing, ransomware and identify theft.
- H. Display proper "netiquette" and present myself professionally online.
- I. Be acutely aware of the permanence of my digital presence and consider how what I do or say now could affect my future.

#### IV. Unacceptable Behavior

Disciplinary action may be taken as a result of any physical or online behavior which is disruptive or which violates the rights of others. The following acts are examples of unacceptable behavior and subject to disciplinary actions.

The listing of minimum actions does not imply or require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. However, there shall be a relationship between the severity of the offense and the administrative action.

##### A. Violation Against Persons Physically or Online

1. **Fighting:** Mutual combat in which all parties have contributed to the situation by verbal and/or physical action.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
2. **Harassment:** Participating in, or conspiring for others to engage in acts that injure, degrade, or disgrace other individuals.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
3. **Sexual, Racial and Religious Harassment and Violence:** Sexual, racial and religious harassment and violence.  
Minimum Action: Student conference, parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
4. **Bullying:** "Bullying" means repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social, relational and/or cyberbullying.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
5. **Abusive/Inappropriate Language:**
  - (1) Disrespectful language to others.
  - (2) Threatening language to others.
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
6. **Interference/Obstruction:** Any intentional action taken to attempt to prevent a staff member from exercising his/her assigned duties.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
7. **Possession of a Firearm:**  
Minimum Action: Immediate suspension, notification of law enforcement agency.  
Maximum Action: Expulsion or exclusion.
8. **Possession of a Weapon Other than a Firearm Which Could Cause Harm:**  
Minimum Action: Student conference, parent/guardian contact and possible notification of police.  
Maximum Action: Expulsion or exclusion.
9. **Possession of a Weapon Facsimile:**

- Minimum Action: Student conference, parent/guardian contact and possible notification of police.  
Maximum Action: Expulsion or exclusion.
10. **Assault:** "Assault" is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.  
Minimum Action: Student conference, parent/guardian contact, and possible  
Maximum Action: Expulsion or exclusion.
  11. **Aggravated Assault:** "Aggravated Assault" is committing an assault upon the person of another with a dangerous weapon or an assault which inflicts great bodily harm upon the person of another.  
Minimum Action: Student conference, suspension, parent/guardian contact and notification of police.  
Maximum Action: Expulsion or exclusion.
  12. **Hazing:** "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm or embarrassment to a person, in order for the student to be initiated or affiliated with a student organization, or for any other purpose.  
Minimum Action: Student Conference and Parent/Guardian Contact.  
Maximum Action: Expulsion or exclusion.
  13. **Violation Against Property:**
    - (1) **Unauthorized Use of School Property:** The unauthorized/illegal use of school property.  
Minimum Action: Student conference, parent/guardian contact and notification of police or juvenile authorities.  
Maximum Action: Expulsion or exclusion.
    - (2) **Willful Damage of School Property**  
Minimum Action: Student conference, parent/guardian contact and recommended restitution.  
Maximum Action: Expulsion or exclusion.
  14. **Willful Damage to Property of Staff Members and Others:**  
Minimum Action: Student conference, parent/guardian contact and recommended restitution.  
Maximum Action: Expulsion or exclusion.
  15. **Theft:** The unauthorized taking or possession of the property of another.  
Minimum Action: Student conference, parent/guardian contact, and possible notification of police or juvenile authorities.  
Maximum Action: Expulsion or exclusion.
  16. **Robbery/Extortion:** The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.  
Minimum Action: Student conference, suspension, parent/guardian contact and immediate notification of police.  
Maximum Action: Expulsion or exclusion.
  17. **Tampering with Food or Beverages:** Adding or attempting to add foreign substances to food or beverages, including spitting into food or beverages or spitting on food trays.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
- B. Physical or Online Violation Against School Administrative Procedures
1. **Insubordination:** Refusal to follow school rules and regulations as directed by staff.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
  2. **Disruptive Behavior:** Actions which interfere with effective operations of the school.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
  3. **Record and Identification Falsification/Forgery:**
    - (1) Falsifying signatures or data on official record.
    - (2) Refusal to give correct identification or giving false identification when requested to do so by a staff member.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
  4. **Unauthorized Distribution:** Unauthorized distribution of literature on or near school property of inflammatory, libelous or slanderous material.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.

5. **Leaving School Building or Grounds:** Leaving school buildings or grounds during school hours without proper clearance.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
6. **Chronic and Unexcused Absenteeism:** A maximum of 4 unexcused absences are allowed per semester. Students who exceed four (4) unexcused absences without prior approval by school will be forced to withdraw without refund and receive a failing grade for the semester  
Minimum Action: Student conference.  
Maximum Action: Expulsion.
7. **Truancy:** A maximum of 4 unexcused absences are allowed per semester. Students who exceed four (4) unexcused absences without prior approval by school will be forced to withdraw without refund and receive a failing grade for the semester  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion.
8. **Chronic and Unexcused Tardiness:** Students are counted unexcused absent when more than 15 minutes late to class. A maximum of 4 unexcused absences are allowed per semester. Students who exceed four (4) unexcused absences without prior approval by school will be forced to withdraw without refund and receive a failing grade for the semester.  
Minimum Action: Student conference.  
Maximum Action: Expulsion or exclusion.
9. **Student Attire:** Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder. The wearing of headwear and coats and the wearing or display of confederate flag, swastika and KKK signs or symbols is not permitted on school property or at school sponsored events. The wearing of any clothing that displays tobacco, alcohol, drug, or drug paraphernalia and offensive words, pictures or symbols is not permitted on school property or at school sponsored events. Clothing must cover back, shoulders, midriff and cover chest, buttocks and underclothing. School property is defined as school buildings and grounds, including the parking lot.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
10. **Trespassing:** Physically present on a school campus or at a school activity after being requested to leave by school Principal or other person lawfully responsible for the control of said premises.  
Minimum Action: Student conference and possible referral to police or juvenile authorities.  
Maximum Action: Expulsion or exclusion.
11. **Student Cell Phone Use in School:** The following rules are intended to outline minimal expectations regarding cell phone use in school. Principal and Staff can enforce rules that are stricter.
  - (1) Cell phones must be turned off in classrooms and stored in a purse, briefcase, backpack, pocket, etc. In online classes, cell phones must be turned off and out of reach of student.
  - (2) Cell phones must be turned off in bathrooms and stored in a purse, briefcase, backpack, pocket, etc. In online classes, cell phones must be turned off and out of reach of student.
  - (3) Failure to follow these directives may result in the loss of all cell phone privileges at school and may result in other disciplinary actions including suspension and/or expulsion.Minimum Action: Student conference.  
Maximum Action: Expulsion or exclusion.
12. **Student Camera Use in School:** The use of cameras in school by students is generally prohibited because of the disruption that can occur. However, in some very restricted instances, camera use by students is permitted.
  - (1) Cameras cannot be used in bathrooms.
  - (2) Failure to follow this directive may result in the loss of all camera privileges at school and may result in other disciplinary actions including suspension and/or expulsion.
  - (3) These rules are intended to outline minimal expectations regarding camera use in school. Principal and Staff can enforce rules that are stricter.Minimum Action: Student conference.  
Maximum Action: Expulsion or exclusion.

C. Removal of Student From Physical or Online Class

Rules Governing Student Conduct: The rules governing student conduct are included in this Hua-Hsing Chinese School Code of Conduct. Students will be informed of these rules by their classroom Teacher during the first week of each school year. Students enrolling after the school year starts will be informed of these rules by a designated staff member.

1. Grounds for Removal From Class: The grounds for removal are as follows:
  - a. Willful conduct which materially and substantially disrupts the rights of others to an education;
  - b. Willful conduct which endangers employees, the student or other students, or the property of the school;
  - c. Willful violation of any rule of conduct established in the discipline policy.
2. Authority to Remove Students: The Teacher or supervisor in immediate charge of the class from which the student is being removed; or Principal or lead Teacher or Staff; may remove a student from that specific class. A student may be removed from class when in the judgment of the Teacher, supervisor or administrator authorized to remove said student, the student has violated one or more of the grounds listed for removal from class.
3. The Procedure for Removal
  - a. The student will be informed of the reason for removal.
  - b. The student will be given an opportunity to respond.
  - c. The Principal/designee will be informed of the removal.
  - d. The classroom Teacher will be informed.
  - e. The student will report to the area designated by the Teacher or supervisor. If, in the judgment of the Teacher or supervisor, allowing the student to move unescorted may endanger the student, other individuals, or School District property, the Teacher or supervisor should escort the student or request assistance from the office in escorting the student.
  - f. The student will be provided and expected to complete the assignments missed due to being removed from the class
  - g. Length of Time of Removal: Any removal which is longer than the activity being participated in or 45 minutes will come under the jurisdiction of this policy.
  - h. Responsibility For and Custody of a Student Removed From Class: The Principal or designee will make the necessary arrangements.
  - i. Procedures for Returning the Student to Class: The Principal or designee will return the student to the classroom.
  - j. Notifying Parents/Guardians: The school employee removing the student will communicate with the parent/guardian.
  - k. Procedures Determined Appropriate for Encouraging Early Involvement of Parents/Guardians: Teachers will attempt to discuss behavior problems with parents/guardians prior to invoking the removal procedures.
  - l. Students with reoccurring behavior problems will be referred to the school's staff.

D. Other Violations

1. **Performance:** The student does not progress due to incompleteness of work, disengagement in class, unwillingness to learn, and/or lack of improvement from conferences and interventions:  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
2. **Gambling:** The playing of a game of chance for stakes.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
3. **Disorderly Conduct:**  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Expulsion or exclusion.
4. **Use or Possession of Tobacco and/or Tobacco Products:** Use of and/or possession of any type of tobacco product by any student, regardless of age, will be governed by Texas Statute.  
Minimum Action: Student conference and parent/guardian contact.  
Maximum Action: Suspension

5. **Use, Possession, Distribution or Sale of Illegal Drugs, Alcohol, Narcotics, Drug Paraphernalia, or Simulated Drugs:** Students who violate the rules concerning the use of alcohol and drugs will be subject to one or more of the following procedures:  
 Minimum Action: Parent/guardian conference.  
 Maximum Action: Notification of local law enforcement agency or other appropriate agencies, in-school restriction, dismissal from school (Suspension or Expulsion).
6. **Fire Alarms/911:** The sounding of false fire alarms or false 911 calls.  
 Minimum Action: Student conference, parent/guardian contact, and notification of appropriate Police and Fire Department officials.  
 Maximum Action: Expulsion or exclusion.
7. **Terroristic Threats:** (A bomb threat is an example.) The making of bomb threats or other terroristic threats either verbally, by telephone, by letter or through any other means of communication.  
 Minimum Action: Immediate suspension, notification of law enforcement agency.  
 Maximum Action: Expulsion or exclusion.
8. **Inappropriate Use of Technology:** Technology instruction includes computers, televisions, video or audio recorders and players, and other related technological equipment. Students must follow all appropriate use of technology procedures as established by Hua-Hsing Chinese School and the premise's School District.  
 Technology misuse includes, but is not limited to:
  - a. Using unauthorized programs, software, videos, CDs or audiotapes.
  - b. Attempting to bypass or alter computer security.
  - c. Unauthorized modification of computer configuration (desktop pattern, sounds, etc.).
  - d. Attempting to access, add, delete or alter information or files of another person organization without permission.
  - e. Using technology to access, transfer, copy or store inappropriate materials or messages.
  - f. Use technology resources for commercial, personal profit or illegal enterprises.
 Minimum Action: Student conference.  
 Maximum Action: Expulsion or exclusion.
9. **Academic Dishonesty:** It is expected that students pursue their academic studies in an honest manner and with integrity. Work that is turned in for credit needs to result from the student's own efforts. Academic dishonesty includes but is not limited to two major areas: cheating and plagiarism. Cheating is a deceptive act in which a student attempts to show knowledge which is not theirs. Plagiarism is presenting information from someone else, as though the ideas, words, or facts as the student's own.  
 Minimum Action: Student conference, parent/guardian contact.  
 Maximum Action: Expulsion or exclusion.

#### V. Corrective Measures

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct. Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. With the exception of serious violations of the Hua-Hsing Chinese School Conduct Code, corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to: conferences with Teacher, or Principal; detention; loss of school privileges; parent/guardian conference with school staff; dismissal for one day; suspension; expulsion; police referral; and court referral.

##### A. Student Conference:

Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this code of conduct must be informed, orally or in writing, of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.

##### B. Parent/Guardian Contact:

Depending on the violation and the seriousness of the action, a student's parent/guardian may be contacted by telephone or mail in addition to a student conference. The intent of the contact is to inform the parent/guardian of the violation and the student's attitude during the conference and to elicit parent/guardian support for correcting the unacceptable behavior.

##### C. Parent/Guardian Conference:

The Principal, Vice-Principal, or Teacher may request a parent/guardian conference, with or without the student present, to insure parent/guardian understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

D. Suspension:

"Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of days. The suspension period may be extended an additional five days when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian and student to discuss the matter and bring about an agreement on future conduct.

E. Expulsion or Exclusion:

"Expulsion" means an action taken by the Board of Directors to prohibit an enrolled student from further attendance for a period designed by the Board of Directors. "Exclusion" means an action taken by the Board of Directors to prevent enrollment or re-enrollment of a student for a period designed by the Board of Directors.

F. Referral to Police or Juvenile Authorities:

When a student's misbehavior is so extreme that it may involve the violation of a law, police or juvenile authorities will be contacted by the Principal or a designated representative. Every reasonable attempt shall be made to notify parents/guardians at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible.

G. Students with Disabilities:

Students with disabilities who violate the Student Code of Conduct will receive corrective measures in accordance with applicable state and federal law.

VI. Procedures for Notification of Students and Parents or Guardians of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

Violations of Student Code of Conduct: Students and parents or guardians will be notified of violations and disciplinary actions taken as listed in the Code of Conduct.

VII. Personal Possession Searches

The personal possessions of students whether on their person, in desks, or backpacks, may be subject to a reasonable search when Hua-Hsing Chinese School has a reasonable, individualized suspicion that evidence will be produced showing that the student violated the law or school rules. As soon as practicable after the search of a student's personal possessions, school authorities must provide notice of the search to students and the student's parents whose personal possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

VIII. Tuition

As a result of violation(s) of Hua-Hsing Chinese School Code of Conduct, the Board reserves the right to terminate the enrollment of student with no refund of tuition.

IX. Refusal of Hua-Hsing Chinese School Code of Conduct

Parents reserve the right to not agree to the terms of the Hua-Hsing Chinese School Code of Conduct. Upon written refusal, Hua-Hsing Chinese School and parent will terminate student(s) enrollment with no refund of tuition. Hua-Hsing Chinese School Teacher, Principal, Staff or Designee will collect any and all proprietary materials.

X. Conduct and Cooperation with Hua-Hsing:

Hua-Hsing Chinese School reserves the right to deny enrollment, terminate enrollment, remove any student or person at school premise or online classes who is not in cooperation or compliance with Hua-Hsing Chinese School and Plano ISD facility regulations, procedures and policies. In addition, one who also causes disruption or harm to the Hua-Hsing name, facility or presents a danger to him or herself, other people, school campus, online and property will be promptly removed. The Board reserves the right to terminate the enrollment of student with no refund of tuition.