



The American International School  
Caracas Venezuela

2009-2010

# ECA High School Behavior Standards Handbook



## Welcome to ECA High School

The purpose of the Escuela Campo Alegre (ECA) Behavior Standards Booklet is to proactively inform students and parents of behavior expectations in our school community. We believe one of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Discipline should be a holistic approach that helps students develop a positive self-concept, a sense of responsibility, and an understanding of how to work cooperatively with others.

The mission statement states ECA seeks to inspire its students toward the highest standards and expectations through a stimulating and comprehensive program of intellectual and academic development. Values such as respect for self & others, kindness, respect for authority & obedience, self-control and self-discipline, positive attitude, courtesy, work ethic & resiliency, and cooperation are part of the holistic approach to the educational process at ECA.

ECA recognizes and accepts its responsibility to create, foster and maintain an orderly and safe class environment. Inappropriate behavior by students on school premises, school-sponsored transportation, or at school-sponsored activities that injure self or others, damage private or public property, involve drugs or alcohol, impede or obstruct the learning process, or disrupt classes and/or the operation of the school will not be permitted.

Every individual is entitled to courtesy and consideration in relationships with fellow students and adults. Individuals must earn this courtesy and consideration by extending the same respect to each person they meet during the course of the day. Staff, including administrators, and teachers, must use their training, experience and authority to create schools, and classes where effective learning is possible. Students are expected to come to school and to attend each class ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

Student conduct is handled in a fair, firm, and friendly manner at ECA. Our holistic approach helps students develop positive self-concept, a sense of responsibility, and an understanding of how to work cooperatively with others.

We look forward to working with you to make this a great year!

Win Lowman  
High School Principal

## Table of Contents

<b>STUDENT CONDUCT PHILOSOPHY .....</b>	<b>5</b>
CORE VALUES .....	5
STUDENT BASIC CONDUCT EXPECTATIONS .....	6
<b>EXPECTATIONS FOR PARENTS .....</b>	<b>6</b>
GUARDIANSHIP .....	6
<b>CONTRACTS AND PLEDGES.....</b>	<b>7</b>
<b>ACADEMIC HONESTY CODE.....</b>	<b>7</b>
PROCESS FOR DISCIPLINARY ACTION .....	7
DISCIPLINARY ACTION FOR STUDENT VIOLATIONS OF THE ACADEMIC HONESTY CODE .....	8
<b>STANDARDS OF BEHAVIOR PLEDGE .....</b>	<b>8</b>
<b>STUDENT HARASSMENT AGREEMENT.....</b>	<b>8</b>
DEFINITION OF SEXUAL HARASSMENT .....	9
EXAMPLES OF STUDENT HARASSMENT .....	9
PENALTIES FOR HARASSMENT .....	9
REPORTING BY STAFF .....	9
<b>STUDENT ATTENDANCE .....</b>	<b>9</b>
EXCUSED ABSENCES.....	10
UNEXCUSED ABSENCES.....	10
TARDINESS .....	11
DETENTION .....	11
SUSPENSION AND EXPULSION .....	11
BEHAVIORAL CONTRACT .....	11
ACADEMIC CONTRACT.....	11
DRESS CODE .....	11
STUDENT VISITORS .....	12
CELLULAR PHONES .....	12
SCHOOL SPONSORED TRIPS AND STUDENT PARTICIPATION .....	12
TRUANCY FROM SCHOOL AND/OR SKIPPING CLASS .....	12
PROFANITY AND/OR INAPPROPRIATE LANGUAGE OR GESTURES .....	12
FIGHTING AND/OR INTIMIDATION .....	12
INSUBORDINATE BEHAVIOR .....	13
FORGERY.....	13
THEFT.....	13
VANDALISM AND PROPERTY DAMAGE .....	13
COMPUTER SYSTEM VANDALIZING .....	13
FORCE AGAINST A STAFF MEMBER .....	13
VERBAL ABUSE, HARASSMENT, OR THREATENING OF A STAFF MEMBER.....	13
INAPPROPRIATE DISPLAY OF AFFECTION .....	13
CLASS MISCONDUCT .....	14
CAFETERIA AND BREEZEWAY .....	14
FALSE BOMB THREATS AND FIRE ALARMS .....	14
FLAMMABLES.....	14
CLASS DEMONSTRATION ARTICLES .....	14
LOCKERS .....	14
<b>FIVE REASONS WHY A STUDENT COULD BE REMOVED FROM CLASS.....</b>	<b>15</b>
1. BEHAVIOR THAT VIOLATES STUDENT RULES AND EXPECTATIONS .....	15
2. BEHAVIOR WHICH IS DISRUPTIVE, DANGEROUS OR UNRULY.....	15
3. BEHAVIOR WHICH INTERFERES WITH THE ABILITY OF THE TEACHER TO TEACH EFFECTIVELY.....	15
4. BEHAVIOR WHICH INHIBITS THE ABILITY OF OTHERS TO LEARN .....	15
5. BEHAVIOR THAT WARRANTS A STUDENT BEING REMOVED BECAUSE IT IS IN THE BEST INTERESTS OF THE CLASS .....	15

<b>BUS BEHAVIOR.....</b>	<b>16</b>
PENALTIES FOR MISBEHAVIOR ON THE BUS.....	16
<b>ECA SUBSTANCE ABUSE POLICY .....</b>	<b>16</b>
ILLEGAL AND PSYCHOTROPIC DRUGS.....	16
PROCEDURES .....	17
CONSEQUENCES .....	17
ALCOHOL .....	18
PRESCRIPTION MEDICATION .....	18
TOBACCO.....	18
<b>INAPPROPRIATE ITEMS .....</b>	<b>18</b>
SCHOOL HANDBOOK VIOLATIONS .....	19
ATHLETES EXPECTATIONS .....	20
DRESS CODE FOR ATHLETIC EVENTS & TRAVEL.....	20
SPORTSMANSHIP .....	20
<b>EXPECTATIONS OF ATHLETIC DIRECTORS, COACHES AND CHAPERONES ON STUDENT TRIPS .....</b>	<b>21</b>
ATHLETIC DIRECTOR, COACHES, AND CHAPERONE EXPECTATIONS: .....	21
SUPPORT GROUPS AND PARENTS.....	22
<b>CAISSA AND VANAS .....</b>	<b>22</b>
1. CONSEQUENCES WOULD APPLY TO ALL CAISSA STUDENT/ATHLETES FOR ILLEGAL SUBSTANCE VIOLATIONS (DRUGS, ALCOHOL, OR TOBACCO) AND ANY OTHER SERIOUS VIOLATIONS:.....	22
2. AT ECA, IF SENIORS ARE INVOLVED IN SECOND SEMESTER CHEMICAL RELATED CAISSA OR VANAS INCIDENTS, THE FOLLOWING CONSEQUENCES COULD APPLY: .....	23
3. CONSEQUENCES WOULD APPLY TO ALL CAISSA STUDENT/ATHLETES FOR CURFEW VIOLATIONS: .....	23
4. CONSEQUENCES FOR A SECOND CAISSA ILLEGAL SUBSTANCE, CURFEW, OR OTHER SERIOUS VIOLATION: .....	23
<b>ELIGIBILITY DEADLINES FOR STUDENT ACTIVITY TRAVEL 2009-2010 .....</b>	<b>24</b>
FIRST SEASON .....	24
SECOND SEASON .....	24
THIRD SEASON .....	24
<b>COMPUTER NETWORK ABUSE POLICY.....</b>	<b>25</b>
FIRST TIME OFFENDER.....	25
SECOND TIME OFFENDER.....	25
THIRD TIME OFFENDER.....	25
HOW WILL WE COMMUNICATE WITH ALL CONCERNED? .....	25
<b>ECA LAPTOP PROGRAM OVERVIEW .....</b>	<b>25</b>
ORIENTATION FOR NEW USERS .....	25
GENERAL USE AND CARE OF THE COMPUTER.....	25
STUDENT RESPONSIBILITIES .....	26
PARENT RESPONSIBILITIES .....	26
TERMS OF AGREEMENT.....	27
<b>ECA THEATER AND FINE ARTS PERFORMANCE EXPECTATIONS .....</b>	<b>27</b>
PURPOSE .....	27
SEATING (PRODUCTIONS).....	27
BEHAVIOR (ASSEMBLIES & PRODUCTIONS).....	27
POSSIBLE CONSEQUENCES .....	28

## Student Conduct Philosophy

One of the most important things a person can receive in life is a good education. All students have the right to an appropriate learning environment while at school. This environment needs to be safe, comfortable, and have rules for proper behavior. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students are always expected to conduct themselves in a positive and mature fashion in the classroom, in the halls, on the grounds outside and at all school-sponsored functions. We all represent our school, family and community, and we want to maintain the excellent reputation that ECA has developed over the years.

Every individual is entitled to courtesy and consideration in relationships with fellow students and adults. Individuals must earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. Everyone has the right to learn (and no one has the right to interfere). We believe that everyone's dignity, welfare, and material possessions should be respected. Actions by students on school premises, school-sponsored transportation, or at school-sponsored activities that injure self or others, damage private or public property, impede or obstruct the learning process, and/or the operation of the school will not be permitted.

We are proud that students at ECA exhibit mature and acceptable behavior. Courtesy and consideration for others is a major characteristic of ECA student behavior. In order to ensure the best possible educational environment for all students, unacceptable behavior, as described below, shall be prohibited and subject to disciplinary action.

In order to maintain an environment that is safe, supportive and conducive to learning, all school employees and bus drivers must be able to and are required to discipline students who are violating school rules or disrupting school proceedings. The discipline shall be designed to prevent future infractions and will involve parents/guardians as early as possible in the process. Consequences are to be used appropriately and consistently by all staff members. Documentation is required at each step using district discipline and bus conduct report forms.

### Core Values

We encourage the following values in the ECA community:

- **Trust, respect and compassion**  
Trust, respect and mutual support are the fundamental bonds that unite our community.
- **Self-discipline and teamwork**  
Self motivated individuals with a strong sense of teamwork to the community.
- **Honesty and integrity**  
Trust is dependent on its members being honest with each other and honorable in their response to "opportunities".
- **Commitment to excellence**  
We are committed to excellence and strive to broaden individual talents.

- **Responsibility**  
As individuals we will responsibility for our actions and hold ourselves accountable for our actions, words, and commitments.
- **Service to others**  
In an interdependent world our ability to reach out to others will be what defines our humanity and strengthens our community

### **Student Basic Conduct Expectations**

In addition to the conduct that would grow naturally from the core values mentioned above, we expect students to:

- Use appropriate, courteous language
- Actively contribute to a clean, attractive campus
- Refrain from inappropriate public displays of affection
- Be in school uniform while on the school campus between 8:00 and 4:00
- Leave at home all objects that are noisy, hazardous to others, or which will interfere with school operations. Small valuable items such as I-Pods and cellular phones are allowed, but not encouraged, as they may be the target of theft.

## **Expectations for Parents**

**ECA students will be more successful in achieving desired outcomes if parents:**

- Help foster student pride, confidence and a positive attitude in their school and teachers.
- Support school policies on behavior and attendance. Ensure students arrive to school on time.
- Provide the time and environment for students to complete homework.
- Encourage students to take responsibility for completion of all homework assignments.
- Are cognizant of and communicate to teachers about the level of ease or difficulty students experience with homework.
- Initiate and encourage discussions with students on local, world or family issues, in a manner that significantly engages students and stimulates thinking.
- Bring problems, concerns, and criticisms directly to the appropriate teacher for clarification or resolution.
- Take an active role in PTA, volunteer activities, and school events.
- Keep counselors informed of special needs and circumstances pertaining to your child and his/her learning (i.e., divorce, death in the family, etc).
- Carefully monitor outside of school activities during after school hours and weekends.
- Dedicate time and thought to the continual improvement of ECA.

### **Guardianship**

Parents must notify the school when they will both be out of town. They must appoint a legal guardian in their absence and notify the school, in writing, regarding who the guardian will be and their contact numbers. This information may be life-saving in the event of an emergency at school.

## **Contracts and Pledges**

Students are expected to honor contracts pertaining to academic honesty and standards of behavior, and harassment.

### **Academic Honesty Code**

Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess. The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend ECA ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at ECA and throughout life.

ECA students are expected to prepare their own schoolwork to the best of their ability for evaluation by our faculty. Students who are not academically honest at ECA will face academic and disciplinary consequences. Academic dishonesty includes, but is not limited to:

- Taking assignments and copying all or part of it and presenting it as one's own;
- Sharing work for the purpose of copying and allowing another person to present it as their own;
- Giving information or answers from quiz or a test to other students;
- Plagiarizing, intentionally, all or part of someone else's work and turning it in as one's own. This includes work from fellow students, the Internet, books, magazines or any other sources;
- Submitting work from another current class or from a class of another year;
- Fabricating or inventing information or falsifying research or other findings;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
- Using any portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so;
- Failing to cite research sources properly.
- Communicating with another student during a quiz or exam;
- Copying from another student during a quiz or exam;
- Talking about a quiz or exam before all of the students have taken it;
- Lying, cheating, stealing or being deceitful about one's academic work.

#### **Process for disciplinary action**

The process whereby a student will be punished for infraction of the Academic Honesty Code shall include the following steps:

- The student will be informed by the teacher of the class where the infraction occurs.
- The principal will review the matter with the student.
- The principal will consult with the Academic Dean, and teacher about the incident.
- The principal will document the incident in the student's electronic discipline file.
- A panel of teachers and students may be convened depending on the severity of the infraction.

- The principal will contact the parent to state the infraction, review the academic integrity policy, and explain disciplinary consequences.

### **Disciplinary action for student violations of the academic honesty code**

The teacher will address the academic honesty infraction initially. The infraction will then be referred, in written form, to the Principal's office where a record of all infractions will be kept on file. Consequences for a student's involvement in an act of academic dishonesty will be handled in the following manner:

- The student will receive an automatic zero on the assignment or test; no make-up work will be offered to compensate for the zero. This rule also applies to semester and final exams;
- If the incident occurs in an IB course, the student may be withdrawn or have relevant coursework withheld.
- A referral describing the incident will go into the student's file. It will remain on file for a period of one year. During this period, the student will be ineligible for Honor Roll and admission to the National Honor Society. If the student is already in the honor society, they will be suspended from the group for a period of two weeks.
- If a second offense of academic dishonesty occurs, all of the above items apply and the student may be suspended from school. A disciplinary contract will be written which will remain permanently on file. If a student is in NHS, they will be permanently removed from the organization.
- A third offense of academic dishonesty will make the student liable for expulsion.

## **Standards of Behavior Pledge**

It is the intent of the Board and administration of ECA to promote a sense of community among students, parents, faculty, and staff of the school; to develop social, civic, and leadership skills in all students; to encourage respect for the property of others; and to foster an appropriate educational environment in which all members of the community are treated with respect. Behavior, which is disruptive or disrespectful toward students, faculty, staff, administration, or property, will not be tolerated. As a student at ECA, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy.
- I will be fully responsible for my own actions and related consequences.
- I will respect the property of others.
- I will respect and obey the rules of my school.
- I will show respect to those who are responsible for enforcing the rules of my school.

## **Student Harassment Agreement**

This applies to the conduct of all pupils at ECA while at school, on any school premises, or while under the supervision of a school authority, or for conduct while not at school, but is a school-sponsored event. A "school-sponsored event" shall include, but is not be limited to, school field trips, athletic contests, musical, artistic and intellectual events wherein the school district is a participant, no matter where those trips, contests or events are held, including the period of transportation to and from those trips, contests and events, and the transportation to and from school.

Students have a right to a life free from harassment and discrimination and a legal right to an education free from sexual harassment or discrimination of any kind. Thus, the purpose of this policy is to provide, as far as possible, a safe, pleasant, nondiscriminatory, and humane atmosphere for learning.

### **Definition of sexual harassment**

Any behavior toward a student or student's guest by an employee, a visitor, or another student may be considered sexual harassment if it takes any of the following forms: touching or grabbing, comments about another's body, sexual remarks or suggestions, conversations that are too personal, pornographic pictures or stories, dirty jokes, obscene gestures, offensive displays of sex related objects, or staring in a way that seems too personal. Investigation will determine that it is sexual harassment if any of these actions force sexual attention on someone who doesn't want it, dominate others by unfairly taking advantage of a situation, intimidate others to force their consent, allow one to take pleasure from someone else's pain or discomfort, abuse power that they have over people, or violate someone's rights.

### **Examples of student harassment**

- Verbal abuse or name-calling, of a demeaning, derogatory or threatening nature.
- Verbal, written or graphic references of a demeaning, derogatory or threatening nature concerning another pupil's capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family or national origin.
- Defacing of school property with written or graphic materials.
- Theft, damage or destruction of another's physical property or property under another's control, such as school texts, library materials, and athletic equipment.
- Physical assault of another pupil, or threatening to do so.
- Creating an atmosphere which creates a hostile environment for another pupil.
- Cyber-bullying.
- Any other conduct, whether intentional or unintentional, which results in harassment of the nature described above.

### **Penalties for harassment**

Any student, whose conduct, whether intentional or unintentional, results in harassment of another pupil, will be subject to proper discipline including possible suspension.

- First offense - Conference with principal, possible conference with parents or guardians.
- Second offense - Detention or one day out-of-school suspension, parent conference.

### **Reporting by staff**

All staff members of the school, including teachers and support staff, will be asked to watch for cases of pupil harassment and to report cases to the appropriate building principal.

## **Student Attendance**

Attendance is of primary concern at Escuela Campo Alegre. The following policies are designed to encourage regular attendance:

- When returning to school after being absent, a student must bring a note signed by a parent, guardian or physician indicating the dates and reasons for the absence. High school students must take the note to the division principal before proceeding to class. In some cases, absences may be considered unexcused.
- **At least 90% attendance is required to attain credit for a course. For a full year course, this means that students must not miss more than nine class meetings.** Extensions to this rule may be made for school-sponsored trips or in extenuating circumstances. Students will be warned when they approach this limit, or if they appear to be on a pace to exceed this limit.
- A formal administrative review will be required to grant credit where the above attendance guidelines have been exceeded. Continued enrollment at ECA will also be reviewed in such cases.
- **All absences, both excused and unexcused, are counted when computing the 90% attendance requirement.** Unexcused absences, including absences during the days immediately preceding and succeeding holidays, will count as double absences for computation of these percentages.
- Absences incurred before a student arrives at ECA may count towards this total if the student does not produce satisfactory records of attendance at his/her previous school.
- If a student is to be excused from Physical Education for medical reasons, a note from a doctor is required. This note should be handed to the Physical Education teacher. Parents should also notify the High School Office.
- If a student misses school for more than half a day (two periods), they cannot participate in after school activities (e.g. practices, rehearsals, games, etc.). Exceptions will be considered for special, pre-approved circumstances.

### Excused absences

If a student must be absent, parents must inform the High School Principal in writing. Parents should request permission for any absence that they know about in advance. Absences due to illness, a serious family situation, or an important and unavoidable appointment will be excused, provided that the parents provide appropriate written notice and documentation. **In most cases, absences connected to holidays will not be excused.** Suspensions from school and school trips are excused absences. A student may make up any missed class work or tests that happen during an excused absence. The responsibility of getting permission and making up missed work is totally the student's. Teachers may decide to excuse students from minor homework assignments or quizzes.

### Unexcused absences

If a student is absent from school without receiving permission in advance from the High School Principal or without proper documentation, the absence may be considered unexcused. If a student skips a class -- either by staying out of school without the school's permission or not attending the class while in school -- the absence will be considered unexcused. Possible consequences could include detentions, suspension, and the student being placed on a behavioral contract if there are multiple offenses. Tests and other assignments missed during unexcused absences cannot be made up. Unexcused absences are counted twice with regard to the minimum attendance required (90%). Exams cannot be scheduled early or given later than the scheduled time, except under extenuating circumstances and with the written permission of the High School Principal. Missing such exams can result in failing a class.

## **Tardiness**

Tardiness impedes the efficient start of class for all students and it is important to be in school on time. Students who arrive at school after the start of classes must report to the High School office for an admission slip. Students receive a detention when they accrue their fourth tardy in a quarter. Each subsequent tardy also receives a detention. Saturday detention may be assigned to a student who is marked tardy eight times during a quarter. As traffic in Caracas is difficult, please make accommodations to arrive at school well before 8:30 a.m.

## **Detention**

The most common punishment for rule infractions is after school detention. Typically, a one-point offense will receive one detention, while more serious offenses may merit two detentions. Detention meets after school on Tuesdays and Thursdays from 3:40 – 4:30. Detention takes precedence over after school activities.

## **Suspension and expulsion**

If the Principal or Academic Dean decides to suspend a student out of school (OSS), the parents will be notified immediately. Students who are suspended from school must submit all work due during their suspension, either electronically or with another student. Teachers will allow students to make up work completed in class during the suspension. If additional infractions of major school rules occur, the consequences may be more serious, including additional suspension, loss of privileges, and expulsion from school. Single violations of parts of the ECA Substance Abuse Policy or single actions that seriously endanger the safety of others may result in expulsion. Repeated poor academic grades may also result in expulsion from ECA. If the High School Principal feels it is necessary to expel a student, a recommendation for expulsion will be submitted to the Superintendent for a decision. All students have the right to appeal such a decision.

## **Behavioral contract**

If a student has repeated disciplinary infractions, they will be placed on a behavioral contract. While conditions of a contract will vary depending on the situation, a student cannot have any further behavioral infractions while on a behavioral contract. If they do, they risk being suspended, expelled, or subject to other conditions specified in the contract.

## **Academic contract**

If a student is academically at-risk for two consecutive semesters, they will be placed on academic contract (students cannot receive more than two D's or one F on a semester report card). While conditions of a contract vary depending on the situation, a student cannot be designated as academically at-risk for a third consecutive semester. Students may be suspended, expelled, or subject to other conditions specified in the contract.

## **Dress code**

From the time students enter campus until 4:00 p.m., they are required to wear the official school uniform. An official uniform consists of an ECA issued uniform shirt, solid navy blue or blue denim pants, knee-length shorts or skirts, and closed shoes or sneakers of any color. Sandals can be worn, but they must have straps in the back. Students may also wear the official ECA sweatshirt. No cut-off pants, tights, workout pants, sweatpants, pajama bottoms, defaced or torn clothing, chains, studs or body piercings other than earrings are allowed. Anything worn under the school

shirt must be visible only at the collar. The ECA physical education uniform is required for students in grades 9-12. Jewelry is not permitted in P.E. classes. Hats can be worn on campus (no stocking hats) but not in classrooms or the theater. Parents will be called to bring appropriate uniform attire for repeated violations and/or students could receive detentions or OSS for repeated violations.

### **Student visitors**

To maintain a safe campus, the school restricts student visitors during class hours. Requests must be made to the division principal at least one week in advance before the planned visit. Permission will be granted on a case-by-case basis. Alumni are welcome to visit but they cannot disrupt the learning environment and must have a specific purpose or reason to visit. All visits by alumni must be pre-approved by the high school office.

### **Cellular phones**

In recent years, cellular phones have been the target of theft. If students must have cellular phones on campus, they should keep them in a safe place, and they must turn them off during class periods, while in the library and computer labs, and during assemblies. Teachers have been asked to confiscate phones from students who use them during at inopportune times.

### **School sponsored trips and student participation**

ECA offers many off-campus learning opportunities. Some of these last for several days and involve travel. While students should participate in these opportunities, there is a limit on the number of class meetings they can miss. Students, therefore, may have to make choices. If a student has a good attendance record, he may participate in up to nine days of optional out-of-school trips. Students who have missed school for other reasons will be granted fewer than the nine-day maximum, based on the circumstances and the student's academic record. Students may apply for an extension of the limit based on very strong academic, conduct, and attendance records.

### **Truancy from school and/or skipping class**

Students who are truant or skip class will be disciplined according to the attendance policy. A student could be assigned detention(s), suspended and placed on behavioral contract for being truant or skipping class.

### **Profanity and/or inappropriate language or gestures**

- First offense - Teacher/principal conferences the student, may assign detention.
- Second offense - Detention and parent contact.
- Third offense - One day OSS and parent contact.

### **Fighting and/or intimidation**

- First offense - One to three days OSS and parent/guardian notification
- Second offense - Three to five days OSS and parent/guardian notification. Student will be placed on behavioral contract.
- Third offense - Five day OSS, recommend expulsion

### **Insubordinate behavior**

School activities and school in general cannot be conducted with insubordinate behavior. Students are expected to comply with the reasonable requests of teachers and school staff members. Behavior deemed to be disruptive, insubordinate, destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited. Other consequences for insubordination include, but are not limited to detentions, OSS, and the student being placed on a behavioral contract.

### **Forgery**

Consequences include detention and parent/guardian notification. Student could be placed on behavioral contract if there have been multiple disciplinary infractions.

### **Theft**

No person may take or destroy property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment will result in one to three days of OSS, parent/guardian conference, full restitution, and the student placed on behavioral contract. Repeated infractions will result in a recommendation for expulsion.

### **Vandalism and property damage**

If students willfully destroy school property and/or the property adjacent to school, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should report it to a teacher or the office immediately. Consequences for vandalism include detention, one to five days OSS, parent/guardian notification, full restitution, and the student placed on behavioral contract. Repeated infractions will result in a recommendation for expulsion.

### **Computer system vandalizing**

Computer system vandalizing (malicious hacking) is defined as entering a computer system (including hard disks, floppy disks, or a computer network) with the intent to destroy or disable information. In the case of a computer network, the use of another person's password or the individual's own password to access restricted information in order to destroy or disable information is strictly prohibited. Students who engage in such activity will lose computer privileges and be subject to the consequences for vandalism listed above.

### **Force against a staff member**

Any student intentionally using unprovoked force against a staff member will be suspended and recommended for expulsion. Student will be placed on behavioral contract if they remain at ECA.

### **Verbal abuse, harassment, or threatening of a staff member**

Any student verbally abusing, harassing, or threatening a staff member will be suspended from school and could possibly be referred for expulsion. Student will be placed on behavioral contract if they remain at ECA.

### **Inappropriate display of affection**

Students have the right to be present in an environment which shows proper respect for relationships between others. Students have the responsibility to demonstrate healthy, interactive

relationships which evidence control and a proper sense of time and place. Excessive public displays of affection are inappropriate behavior at school. Such behaviors as excessive embracing, hugging, and/or kissing (i.e. more than what is commonly used for greeting or saying good-bye) is offensive to other students and faculty members and is in poor taste. Please use good judgment.

### **Class misconduct**

Students whose behavior in class causes the teacher to send the student out of the classroom are to report to the office immediately. Failure to report to the office will compound the situation and result in more severe disciplinary actions being taken. Consequences for class misconduct include, but are not limited to, lunch detentions, OSS, and the student placed on behavioral contract if have been multiple disciplinary infractions.

### **Cafeteria and Breezeway**

Students are expected to conduct themselves maturely. Disciplinary action will be taken for those who violate common courtesies. Students are expected to pick up after themselves and each other in all areas of the high school.

### **False bomb threats and fire alarms**

Any student who reports a false bomb threat, fire, or alarm call will be suspended from school and possibly recommended to the Board of Directors for expulsion.

### **Flammables**

Possession or use of fireworks and other types of flammables are not allowed. Violators in these areas will be subject to out of school suspension, expulsion, and restitution. This includes cigarette lighters.

### **Class demonstration articles**

Any item brought into the school building for the purpose of a class demonstration that could be considered a weapon must be approved by the principal's office prior to the demonstration. The item must also be stored in the high school office before and after the classroom presentation.

### **Lockers**

School lockers are the property of ECA and are provided for the convenience of students. At no time does ECA relinquish its exclusive control of lockers. Periodic general inspections of lockers and contents in the lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Among the reasons for suspicion include concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety. Therefore, students should not put anything in their lockers or carry anything in their possession that they would not want the school to know about. This policy includes locker searches using dogs to check for controlled substances. Each student is assigned to a specific locker. Lockers must be secure at all times. Keep your locker combination confidential. Under no circumstances should anyone but you know the combination to your locker. Students are not to share lockers. Keep your locker clean at all times, inside and outside -- have pride in them. Keep the area by your locker clean at all times, including the hallway. Have pride in your school. It is permissible for students to hang pictures in their lockers, provided the tape that is used will not peel the paint off the lockers. All inappropriate pictures will be removed.

## **Five Reasons Why a Student Could Be Removed From Class**

### **1. Behavior that violates student rules and expectations**

The Behavior Handbook contains behavioral expectations for students at ECA. These rules and expectations will be explained and discussed with students at the beginning of each school year.

### **2. Behavior which is disruptive, dangerous or unruly**

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing, baiting, or threats.
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by another student, presentation by visitor) or during quiet (study) time.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior.

### **3. Behavior which interferes with the ability of the teacher to teach effectively**

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher, manifest in words, gestures or other overt behavior
- Open disrespect of the teacher, manifest in words, gestures, or other over behavior
- Other behavior likely or intended to sabotage or undermine the instruction

### **4. Behavior which inhibits the ability of others to learn**

In addition, there may be grounds for removal for inappropriate behavior which, though not necessarily in violation of the provisions of (1) through (4) stated above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **5. Behavior that warrants a student being removed because it is in the best interests of the class**

In some cases, a teacher may believe a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation,

irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

## **Bus behavior**

It is important ECA high school students exemplify mature conduct on busses. High school students are expected to be positive leaders and role models for younger students. Basic student rules for buses are the following:

- Be on time at the designated bus stop in the morning and go promptly to the buses at dismissal. Drivers will not stop to let a student get on the bus once the buses are in motion.
- You must remain seated on the bus.
- Do not lean out of the windows or doors of the bus.
- Nothing should be thrown out of the bus at any time.
- Nothing should be thrown inside the bus.
- Respect the property of others and the comfort and safety of others on the bus.
- Be polite and courteous to all; drivers and other students. Use common sense and general respect for everyone the bus. Older students should model appropriate behavior.
- Listen to and follow the instructions from the driver. The driver's job is to concentrate on his driving safely, so don't speak to him unless it is an emergency.
- Students will be held responsible for any damage to or vandalism of bus property. Students are responsible for the conduct of any guests that they bring on the bus with them.

### **Penalties for misbehavior on the bus**

- First offense - Warning, possible suspension from bus for a specific period of time.
- Second offense - Automatic suspension from bus for the remainder of the year.

## **ECA Substance Abuse Policy**

Escuela Campo Alegre (ECA) has a responsibility to ensure the school environment is a safe place for students and to develop young adults who have the skills and background knowledge to make healthy choices. Through curricula and other programs this background knowledge and skill is developed. The intent of the policy is for all students to remain substance free during their stay at ECA.

All students admitted to ECA agree not to consume, or be under the influence, possess, give, receive, purchase or distribute any illegal substances at any time, whether on campus, in a school vehicle or during any school sponsored trip. Parents have a responsibility to support their children with respect to illegal substances and also agree to take actions necessary to ensure uniform application of the policy. It is important for students and parents to understand an illegal substance violation constitutes a serious breach of policy.

The substance abuse policy is divided into four components; illegal and psychotropic drugs, alcohol, prescription medication, and tobacco.

### **Illegal and Psychotropic Drugs**

The ECA substance abuse policy in regard to illegal drugs is based on the following:

1. For the purposes of this policy 'psychotropic drugs' refers to any illegal stimulant or depressant such as marijuana, hashish, heroin, cocaine, amphetamines, and barbiturates.
2. The possession, consumption, selling, and buying of illegal drugs are a violation of Venezuelan law and ECA policy.
3. The school maintains programs and policies that support and encourage healthy decisions.

### **Procedures**

1. As a condition of admission each student and his parents are required to sign an annual statement of agreement to adhere to the ECA Substance Abuse Policy.
2. All Middle and High School students and their parents are encouraged to attend at least one substance-abuse prevention session offered annually by ECA.
3. The school may conduct locker and bag checks to substantiate incidents of reasonable suspicion.
4. In cases where the school has substantiated reasonable suspicion of a violation:
  - a. An attempt will be made to contact parents to ask them to be present for any action required. Parents shall be requested to attend ECA in order to discuss the incident and procedures to be taken. If parents refuse to assist or cannot attend, procedures shall be conducted in the presence of two ECA administrators and/or faculty as witnesses.
  - b. Reasonable suspicion may result from:
    - First hand information provided by student, teacher, or parent witnesses.
    - Actual evidence of possession, consumption, or distribution.
    - Behaviors that might reasonably raise questions about a possible violation.
  - c. In cases of reasonable suspicion regarding a student's violation of the policy two ECA administrators will discuss what they are hearing with the student in question, and will inform parents of the discussion. Any further action, if required, will be based on the discussion.
  - d. Before taking disciplinary action the school shall:
    - Question the student or students involved in a thorough and fair manner.
    - Establish a violation has occurred.
    - Inform parents immediately regarding violations.

### **Consequences**

1. Confirmed use or possession or sale or purchase of an illegal drug in school, in school vehicles and/or at school events, will result in an expulsion hearing.\* Students expelled from the school have the right to apply to the Superintendent for re-admission in the following year if they have a substance abuse evaluation by a school approved outside agency and follow and complete the recommendations. Such a request must be approved by the Board of Directors.
2. For a confirmed violation off-campus or an arrest or conviction of an illegal drug related incident, ECA may require one or more of the following:
3. A substance abuse evaluation by a school approved outside agency.
4. Attendance at counseling at the parents' expense.
5. An expulsion hearing, if any portion of the violation implicates ECA in any way or affects its reputation on behalf of other students or community members.
6. For any student who voluntarily, proactively admits violation, ECA will recommend a substance abuse evaluation by a school approved outside agency to establish a program designed to help the student become drug free. This could include counseling, testing, or

other measures within an agreed upon time frame and at the parents' expense. Should the program ultimately prove unsuccessful, an expulsion hearing may be held.

7. Parents and students should be aware of the possibility that, depending on the individual case, ECA may be required to report an incident to the appropriate authorities.

### **Alcohol**

Students are not to consume, or be under the influence, possess, give, receive, purchase or distribute alcohol while on campus, in a school vehicle, or during any school sponsored trip or event. The consuming or possessing of alcohol on school property or during any school sponsored trip or event shall result in the following consequences:

- First Violation - Up to five days out of school suspension and parent conference.
- Second Violation - Recommendation for expulsion hearing\*

### **Prescription Medication**

Parents are strongly encouraged to bring prescription medication to the nurse's office, where it will be counted and distributed to the student as prescribed by the physician. Students may not possess prescription medicine that is not their own or distribute prescription medication to other students while on campus, in a school vehicle, or during any school sponsored trip or event. Consequences include:

- First violation - Three to five days out of school suspension
- Second violation - Recommendation for expulsion hearing\*

### **Tobacco**

Students are not to consume or distribute tobacco products while on campus, in a school vehicle, or during any school sponsored trip or event. Consequences include:

- First Violation - One day out of school suspension
- Second Violation - Three days out of school suspension and parent conference
- Third Violation - Five days out of school suspension; placed on a behavioral contract.

**\*An expulsion decision by the Superintendent will be informed in writing to the parents of the child no later than 10 calendar days after such decision. An expulsion decision may be appealed by written application of the parents to the Board of Directors within 5 calendar days of receiving the written decision from the Superintendent. In the event of appeal, the decision of the Board of Directors will be final.**

## **Inappropriate Items**

We must all cooperate to keep our school weapon-free. Thus we are asking your cooperation in helping us enforce our zero tolerance weapons policy. Under no circumstances should a student bring to school a knife, penknife, weapon, or other dangerous instrument, such as mace or pepper spray. Other items unsafe for children to bring to school would include, but not be limited to: bottle/can openers, toy guns, scissors, or any items with sharp points. If you child brings a knife or any weapon to school, you child will be immediately suspended and recommended for expulsion.

It is important you know and understand this policy and its penalties apply to all students. We hope parents will use their own good judgment in not allowing students to bring to school anything that is inappropriate or unsafe. No person shall possess, store, or use a weapon or look-alike weapon in school buildings, on school premises, in contracted vehicle, or at any school-sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object that is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir, or any other object that could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

**The following are the only two exceptions to this policy:**

- Weapons under the control of law enforcement.
- Weapons registered and handled in a legal manner for the purpose of education as authorized by the principal

## **Athletic Behavior Standards**

### **School handbook violations**

The Escuela Campo Alegre Student handbook regulations are followed regarding the infraction of school rules. This stipulates any student involved in a sport or activity who commits a “serious offense” will automatically receive a suspension from the sport or activity and be subject to possible removal from the team.

Student conduct at athletic events/activities

As a member of an athletic team, sponsored activity, students are high profile representatives of ECA. Students are expected to act in an appropriate manner.

The following behavior is inappropriate and will not be tolerated:

- Fighting
- Use of profanity
- Use of, or being under the influence of, alcohol, tobacco or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior
- Taunting opponents or officials
- Destruction of property

Students who exhibit any of the above behaviors may be suspended from athletic competition for a period of time and face school disciplinary action. Any act of unsportsmanlike conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest or from the stands. A student who strikes, curses or threatens an opponent, coach, parent, fan or official during a contest, or at any other time because of resentment over occurrences or decisions during a contest, or, who fails to maintain a standard of conduct satisfactory to Escuela Campo Alegre, shall be ineligible to participate in interscholastic athletics from a period of one to nine weeks and will be subject to the ECA student handbook disciplinary procedures. A student who is ejected from a contest for a flagrant foul or unsportsmanlike

conduct will be disciplined according to ECA regulations. Non-athletic competitions will be subject to the same procedures.

Individual coaches may formulate more stringent rules and regulations than those found in the ECA Student handbook for their team members. These rules and regulations must be given to the team before the sports season begins and a copy must be given to the Athletic Director.

### **Athletes Expectations**

- Act at all time with integrity when interacting with other athletes, coaches, volunteers, officials and public in general.
- Maintain the highest standards of personal conduct and support the principles of fair play.
- Adhere to the rules of behavior set out in the tournament guidelines and in ECA school policy.
- Dress professionally when traveling (e.g. collared shirts, no jeans or shorts, no tennis shoes, etc.)

### **Dress code for athletic events & travel**

Students and coaches are to look neat and clean in appearance at all times when representing the school. Students are NOT permitted to wear jewelry during practice or athletic events. Students must wear their regular school uniform shirt during school hours and dress “professionally” when traveling. Boys should wear collared shirts and dress slacks and closed shoes. Girls should wear slacks, skirt, blouse, and closed shoes. Jeans, t-shirts, flip-flops are examples of clothes not allowed for travel.

### **Sportsmanship**

Respect for self, team, opponents, officials and fans are required from all ECA coaches, athletes and fans. All coaches must be familiar with ECA sportsmanship rules.

## Expectations of Athletic Directors, Coaches and Chaperones on Student Trips

### Athletic Director, Coaches, and Chaperone Expectations:

- Share responsibility for orderly conduct in all athletics events.
- Acknowledge the authority of officials in a contest and by relating to them in a positive and respectful manner.
- Exercise control over players under their supervision and serving as a stabilizing agent during contentious moments of any game.
- Exercise control of their own conduct so as to avoid inciting players, officials and spectators (i.e. use of inappropriate language, no confrontations with referees).
- Conduct themselves at all times in a manner which is appropriate to the responsibilities of their respective positions.
- Conduct themselves at all times in a manner becoming of the educational organization which they represent.

### Other chaperone expectations when traveling with students:

- Someone should always be with the students when going through customs.
- If staying in a hotel, an adult should always have a room on the floor where there are students.
- When staying in a hotel, **expectations for students** are the following:
  - No room service.
  - No running or shouting in hallways.
  - No leaving the room after the curfew.
  - No use of telephones or cell phones after curfew (chaperones may want to collect cell phones – also check for walkie-talkies).
  - Students should know room numbers of chaperones in case of illness or emergency.
  - Block cable TV options and make sure there are not any mini-bars in the room.
- When students stay in a hotel, **expectations of chaperones** are the following:
  - Chaperones should be sure students are sleeping prior to going to bed.
  - Chaperones should do extra bed checks or room checks (it may be advisable to collect room keys)
  - Chaperones should have activities for students in the hotel – take them to the pool or allow having conversations.
  - Set clear bedtimes.
  - Refrain from any alcohol beverages during trip.
  - Have parent contact information.
  - Know if any students are on medication or have any injuries.
- When students stay with host families, **expectations for chaperones** are the following:
  - Make sure students know how to contact you (name and number where you are staying).
  - Make sure students understand the tournament rules and guidelines for student behavior.
  - Meet host parents of where students are staying
  - Communicate to students expectations for the next day (pick-up times, game times, etc.)
  - Call students at designated curfew times
  - Know if any students are on medication or have injuries

## Support Groups and Parents

Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of ECA and its teams.

Support for ECA teams by parents, students, faculty and friends are an important element in athletic competition. Good sportsmanship of the highest caliber is expected from all fans and spectators at all home and away athletic contests. Those who do not conform to these high standards will be asked to leave the athletic event in which ECA is participating. The referees and umpires who officiate events help teams or individuals play fairly. All officials will be treated with courtesy and respect.

Students not supporting ECA's teams in a way that reflects positively on the school will be disciplined. ECA boosters who do not behave in a manner that positively reflects ECA's values will be asked to leave the athletic event and may be asked to refrain from attending future events. Good citizenship is expected of all ECA students on or off campus, on courts, fields, or in gymnasiums. The ECA guidelines will be followed at all athletic activities. ECA attempts to provide a safe environment for its team members, spectators, coaches and officials. Security and faculty supervision are provided at most sponsored athletic events. Spectators should:

- Demonstrate good sportsmanship.
- Respect, cooperate, and respond enthusiastically.
- Censor fellow spectators who display negative behavior.
- Respect the property of the school and the authority of school officials.
- Never heckle, jeer or distract members of opposing teams.
- Never criticize the athletes or coaches for the loss of a contest.
- Accept the decisions of the officials.
- Supervise students/children not participating in the event.
- Respect that no smoking or drinking is allowed on campus.

## CAISSA and VANAS

All CAISSA and VANAS regulations will be followed for any tournament violations (i.e. curfew). If alcohol, tobacco, or drugs are involved, the ECA illegal substance policy will be applied in addition to the following consequences:

### **1. Consequences would apply to all CAISSA student/athletes for illegal substance violations (drugs, alcohol, or tobacco) and any other serious violations:**

- Athlete will automatically be banned from participation in CAISSA events for one year (the next three CAISSA athletic seasons).
- The student/athlete will have the opportunity to earn back the 3rd season by completing 50 hours of community service at their home school.
- Athlete will not be allowed to continue participation in the current tournament.
- Athlete will be removed from his host's home and housed with his/her coach.
- Athlete will not be eligible for athletic awards at the end of the year athletic banquet for the sport in which the violation occurred.
- Athlete may be sent home at parent's expense.

- Any other consequences will be enforced by the athlete's school administration in accordance with individual school policies. If athletes from more than one school were engaged in the same illicit behavior, every effort will be made to make those school consequences comparable between CAISSA schools and comparable from year to year.
- If the CAISSA student/athlete is a second semester senior, in addition to the consequences listed above, the student/athlete would be banned from participation in CAISSA events for the remainder of the year and subject to further consequences imposed by the home school which could include out of school suspension, community service, work projects that benefit the school community, or participation in graduation activities.

**2. At ECA, if seniors are involved in second semester chemical related CAISSA or VANAS incidents, the following consequences could apply:**

- The student will lose senior privileges for the remainder of the year (i.e. free dress and open campus)
- The student will not be eligible for any season ending athletic awards.
- The student will not be eligible to represent ECA on other sport or athletic teams.
- The student will be required to complete five days of ISS and community service. Dates will be determined by administration.
- Any further behavioral infractions during the senior year could result in non-participation in the graduation ceremony. Students must be in good behavioral standing in order to participate in all senior end-of-the-year activities. This includes senior speeches, senior awards assembly, senior faculty lunch, and the graduation ceremony.

**3. Consequences would apply to all CAISSA student/athletes for curfew violations:**

- The athlete would only be allowed to travel and participate at the next CAISSA tournament if their parent(s) accompanied them on the trip and the student and parents stayed at a hotel. The parent would be responsible for supervision and hotel lodging (in addition to other travel costs) would be at personal expense.

**4. Consequences for a second CAISSA illegal substance, curfew, or other serious violation:**

- Athlete would be permanently banned from participation in future CAISSA tournaments.

## Eligibility deadlines for student activity travel 2009-2010

### First Season

September 7	Initial eligibility for VANAS Volleyball
September 18	Final eligibility for VANAS Volleyball
October 1-3	VANAS Volleyball Tournament @ EBV (Maracaibo)
October 6	Initial eligibility for CAISSA Volleyball & SAMUN
October 16	Final eligibility for CAISSA Volleyball @ SAMUN
November 11-15	CAISSA Volleyball Tournament @ ECA
November 14- 17	SAMUN
November 16	Initial eligibility VANAS Softball
November 27	Final eligibility VANAS Softball
December 3-5	VANAS Softball Tournament @ CIC (Valencia)

### Second Season

January 11	Initial eligibility for VANAS Girls Soccer/Boys Basketball
January 21	Final eligibility for VANAS Girls Soccer/Boys Basketball
February 1	Initial eligibility for CAISSA Girls Soccer/Boys Basketball
February 4-6	VANAS Girls Soccer/Boys Basketball Tournament @ CIC (Valencia)
February 12	Final eligibility for CAISSA Girls Soccer/Boys Basketball
February 20-21	Swim Meet @ ECA
March 3-7	CAISSA Girls Soccer/Boys Basketball Tournament @ AC (Quito, Ecuador)
March 4-7	Swim Meet @ AC (Quito)

### Third Season

March 22	Initial eligibility for VANAS & CAISSA Girls Basketball/Boys Soccer
April 16	Final eligibility for VANAS Girls Basketball/Boys Soccer
April 23-25	VANAS Girls Basketball/Boys Soccer Tournament - ECA
April 30	Final eligibility for CAISSA Girls Basketball/Boys Soccer
May 21-25	CAISSA Girls Basketball/Boys Soccer Tournament @ CM (Santo Domingo, Dominican Republic)

## **Computer Network Abuse Policy**

### **First time offender**

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for ONE week. During this period if the student needs to use the computer during class time the teacher must make a special request to the tech dept on behalf of the student for that class period.

### **Second time offender**

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for TWO weeks. A letter will be sent to the student's parents informing them about the incident and this will also be filed. This letter will be sent by the divisional office.

During this period if the student needs to use the computer during class time the teacher must make a special request to the tech dept on behalf of the student for that class period.

### **Third time offender**

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for the ENTIRE SEMESTER. If it's at the end of the semester then it will be applied to the next semester. The student's parents will be called in for a conference and necessary action will be taken as per school policy. A letter will also be put into the students file.

### **How will we communicate with all concerned?**

An email will be sent to all concerned parties by the technology or library. The NETABUSE email group consists of principals, academic dean, library staff, tech dept and counselors. The students name will also be entered by a secretary into the NETABUSE database to monitor for any future infractions.

## **ECA Laptop Program Overview**

ECA is dedicated to making technology as easy and familiar as the ubiquitous pencil and calculator. ECA sees this as an integral part of the education it envisions for citizens of the 21st Century.

### **Orientation for New Users**

Students and/or parent/guardian of students receiving a laptop computer are required to attend an orientation program before receiving the laptop. Instructions for, handling, maintenance and procedures will be provided during the orientation.

### **General Use and Care of the Computer**

- When transporting their laptop to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- Students are expected to treat their laptop with care and respect. The computer and case are the property of the ECA and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.

- Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.

### **Student Responsibilities**

The laptop is loaned to you by ECA. Your laptop should be used for educational purposes only. In order for you to use the laptop in class and to take it home you must be willing to accept the following terms and responsibilities. You agree to:

- Read this responsibility page in its entirety.
- Recharge the battery nightly.
- Bring the laptop to school each day.
- Adhere to these guidelines each time the Internet is used while at school or at home.
- Make the laptop available for inspection by an administrator or teacher upon request.
- Use appropriate language in all communications.
- Abide by copyright laws.
- Use your legal name in all educational activities that incorporate technology or the Internet
- Do not give out personal information.
- Not change, nor attempt to change, the configuration of the software.
- Not attempt to repair, alter, or make additions to the laptop.
- Report any problems or damage to the laptop to the school Technology Coordinator.
- Not download any programs from the Internet or other sources.
- Not remove any programs or files on the laptop, except for personal documents.
- Keep the laptop in its protective case at all times when not using it.
- Backup documents on the laptop to the ECA network.
- Turn the laptop in for re-formatting or maintenance at the request of the school.

### **Parent Responsibilities**

Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the ECA parent and student responsibilities be followed to ensure the safe, efficient, and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Make sure your student recharges the battery nightly
- Make sure your student brings the laptop to school each day
- Read this document in its entirety
- Read and review the "General Use and Care of the Computer" portion of this document
- Supervise your student's use of the laptop at home
- Discuss appropriate use of the Internet and supervise your student's use of the Internet if it is available at home
- Not attempt to repair the laptop

- Report any problems or damage to the laptop to the School Technology Coordinator
- Not change, nor attempt to change, the configuration of the software
- Not download any programs from the Internet or other sources
- Not remove any programs or files on the laptop, except your child's personal documents

### **Terms of Agreement**

ECA grants permission to the student to have limited use of the laptop described in the laptop program. The student is responsible at all times for the care and appropriate use of the laptop. The laptop remains the property of ECA and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express, written consent of ECA.

ECA insurance and the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by ECA). Failure to return the laptop on or before that date to the campus principal or his designee will result in transcripts and/or report cards being withheld.

ECA reserves the right at any time to demand return of the laptop forthwith.

## **ECA Theater and Fine Arts Performance Expectations**

### **Purpose**

Our goal is to put the ECA Core Values of respect and consideration into practice. This ensures a positive community experience for audience and performers, and models real world theater behavior.

### **Seating (Productions)**

- ES students with parents
- Rows may be reserved for performing groups
- Late arrivals will be seated 3 rows of the upper theater (reserved)
- Ushers to guide people to correct area/report behavior problems to Theatre Manager
- No standing on side
- Nobody standing or sitting on steps

### **Behavior (Assemblies & Productions)**

- Civilized, respectful conduct
- No talking
- Stay seated
- Applaud
- No exit until intermission or break in program
- No feet on seats
- No food/drink
- No whistling or calling out to performers
- No hats

### **Possible Consequences**

- Removal from theater
- Sent home
- Change seats
- Principal will follow up the next day with incidents reported by Theatre Manager
- May be banned from future events