

# *La Escuela Argentina De Los Angeles*

## **POLICY & PROCEDURES – ELEMENTARY SCHOOL**

### **I THE STUDENTS:**

ART. 1 Pre-school to seventh grade is considered elementary level.

ART. 2 Elementary level students will acquire the status of regular students, but, are subject to have their status revoked for disciplinary sanctions listed in this policy and procedure or for absenteeism.

### **II GENERAL DISCIPLINE:**

ART. 1 School starts at 9:15 am. Punctuality is essential. Students will line up with their teacher quietly and orderly when the bell rings.

ART. 2 Arriving to school late or leaving school early will result in a half day absence.

ART. 3 When the recess bell rings, students will be escorted to the school yard by their teacher leaving their classroom in orderly.

ART. 4 During the recess, the students will be utilizing the patio assigned exclusively to the school, without trespassing the limits. During recess, the students will observe an adequate conduct and playing in a manner that will not jeopardize his/her physical health and that of his/her friends, and at the same time preserving the campus of the school.

ART. 5 When the bell rings to return to the classrooms, the students must pick up any leftover snack/lunch and throw it in the trash bins. Once this is done, they will immediately return to their classroom in orderly. The students are not allowed to eat or drink in the stairways, hallways or classrooms.

ART. 6 During school hours, the students are expected to behave themselves, respecting the teachers and friends and performing the class work assigned by the teacher or substitute.

ART. 7 When the bell rings, at the end of the school day, the students will gather all their belongings, leaving the classroom in the same way that it was found. They will go with their teacher and meet in the entrance patio where they will be picked up by the parents or authorized person(s). In the case where the student(s) leaves school independently, the parents or legal guardian must give written authorization.

ART. 8 On special event days, the students should observe the same rules listed above with the appropriate indications given by the authorities.

ART. 9 The student that during a class day, be in the classroom, recess, bathroom or in any other place within the school perimeter, feels affected by the action of a teacher, friend, parent or any person not affiliated to the institution, should report it immediately to the teacher or the school authorities.

ART. 10 The students must use the following dress code during regular school days or events organized by the school unless otherwise specified.

**Boys:** navy blue pants with school t-shirt.

**Girls:** navy blue skirt or pants with school t-shirt.

It is prohibited to bring to school any material that is not considered educational and/or any other objects that are prohibited by the administration such as inappropriate magazines, electronics (games, MP3, IPod, etc...). Cell phone use is not permitted during class time and must be turned off.

ART. 11. The students must have respect and obey any teacher, principal or school authorities, during a school day.

ART. 12 La Escuela Argentina de Los Angeles is only responsible for the integrity of the students from the beginning (9:15am) until the end of the school day (2:15pm).

ART. 13 Parents or legal guardian must see the secretary to sign-out student(s) in the Log Book who leave school before the end of the day.

ART. 14 During class hours, the student(s) that have a need to use the restroom need to get permission from the teacher whom will authorize its use.

ART. 15 The parents/legal guardians of the student/s who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to school or personal property of any school employee shall be liable for all such damages so caused by the student.

### **III DISCIPLINARY MEASURES:**

ART. 1 Those students not abiding to any of the policies and procedures mentioned in the above articles, without any prejudice, will be subject to disciplinary actions.

ART. 2 The disciplinary actions will consist of issuing a slip of different colors depending on the violation.

ART. 3 The teachers will keep a log of all disciplinary slips sent out to the parents/legal guardians.

ART. 4 The student/s that incurs 3 (three) verbal warning, will spend the entire Saturday in the principal/secretary's office working on assignments given by the teacher.

ART. 5 The student that has 6 (six) sanctions in any of these colors (white, yellow or orange), will have a one day class suspension, or a more severe reprimand depending on the particular case.

ART. 6 The student that incurs a sanction with a red colored slip can lose the status of a regular student and will have to take the self-study exam to complete the school year. Depending on the magnitude of the violation the student can be expelled from the school.

ART. 7 Nonetheless, to the preceding article, the parents can request for the student to be reinstated, which can be granted by a prior meeting with the principal and teachers, whom shall reconsider if the student is worthy of reinstatement.

ART. 8 Once authorization for reinstatement has been granted, the student that relapses in disciplinary actions will be expelled from the school.

ART. 9 Exclusively in the case that a student was expelled from school, the student, through his/her parents can appeal the decision as the only and final request before the Board of Directors of LEALA, Inc., and Principal, explicitly declining any other petitions, authorities or legal representative.

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I/We the parent(s), or legal guardian of:

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Name of Student

Declare that I/we have read and understood in its entirety the content of the policy and procedure of La Escuela Argentina de Los Angeles and I/we accept it in its total entirety.

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
Mother/Legal Guardian