

La Escuela Argentina De Los Angeles

POLICY & PROCEDURES – HIGH SCHOOL

I THE STUDENTS:

ART. 1 Eighth to twelfth grade is considered high school.

ART. 2 High school 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 order. 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, respect the teachers and friends, and performing the class work assigned by the teacher or substitute.

ART. 7 The students must have respect and obey any teacher, principal or school authorities, during a school day, or any events organized by the school.

ART. 8 During regular school hours, the students cannot leave the classroom without prior authorization from the teacher in charge or school office regardless of the reason, including illness.

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 behave in an orderly fashion that will not risk their security, physical health and that of their friends.

ART. 12 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.

ART. 13 Those students that commit acts of alteration to the content of materials or school documentation or theft of the same, be of property of the teacher or of the school, will be severely punished. Likewise, falsifying signatures or destruction of it, or evidence of false identity before school authorities, be it for registration or finals, or any other ways that misleads the teacher or school authorities.

ART. 14 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. 15 On special event days, the students should observe the same rules listed above with the appropriate instructions given by the authorities.

ART. 16 La Escuela Argentina de Los Angeles is only responsible for the integrity of the students from the beginning (9:15 am) until the end of the school day (2:15 pm) and within the perimeters assigned to the school.

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: verbal warning, suspension and/or expulsion, not necessarily in the applicable order.

ART. 3 The teachers will keep a log of student notifications each time they are disruptive as well as the notifications of disciplinary slips sent to the parents/legal guardians.

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

ART. 5 The student that is sanctioned with a red colored slip, can lose the status of regular student and 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 school.

ART. 6 Nonetheless, to the preceding article, the parents can request in writing 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. 7 Once authorization for reinstatement has been granted, the student that relapses in disciplinary actions will be expelled from the school indefinitely.

ART. 8 The disciplinary measures taken for actions made by one or more students during a class day, be in a classroom or any other place within the perimeter assigned to the school, can be requested by the classroom teacher, another teacher, or any other school member or officials at the Principal's Office whom will evaluate the incident and will be the sole authority to decide what disciplinary actions to be taken.

ART. 9 Only and exclusively in the case where a student is expelled from the school, the student, through his/her parents can appeal this decision as the only and final request before the Board of Directors of L.E.A.L.A. Inc., and Principal, explicitly declining any other petitions, authorities or legal representatives.

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

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