

Escuela Bella Vista Middle and High School Handbook 2008-2009

Dear Parents and Students:

Welcome back to Escuela Bella Vista for the 2008-2009 school year. As you read through this revised booklet, please note anything that you do not fully understand and seek clarification. I hope that you will focus on the positives that our school has to offer the entire community in the education, values, athletics and activities for developing all aspects of our youth. We need to continue to work together towards the common goal of preparing our students for adulthood, citizenship, higher education and high values and the betterment of the rest of the world. I will continue to keep an open door policy in order to listen to and discuss our educational practices here at EBV. I look forward to meeting you all and having a great year with all of our students.

Sincerely,
Todd Zukewich
Secondary Principal

ESCUELA BELLA VISTA MISSION STATEMENT

At Escuela Bella Vista we offer an internationally enriched accredited U.S. program that prepares our students to participate actively, independently and effectively in a multi-cultural, multi-lingual world. It is our school's purpose to educate each student to his/her maximum potential.

E.B.V. STATEMENT OF PHILOSOPHY

Escuela Bella Vista is an educational institution that is committed to fulfilling the educational needs of students of diverse cultural and experiential backgrounds who choose to benefit from the program we offer.

We are committed to offering our students, within the framework of a United States curriculum, a program that provides a high-quality education.

We emphasize the importance of acquiring fluency in oral and written English at all levels of our program, and of acquiring skills in Spanish, the language of Venezuela.

We strive to provide an up-to-date and technologically relevant curriculum which allows our students to fulfill their individual potential. Our curriculum enables our students to pursue further education in colleges and universities.

We respect the individual differences among students. We provide ample opportunities to experience and benefit from the development of individual patterns of creativity, research, inquiry, and discovery.

We believe in a learning process which addresses the total development of the student: cognitive, social, moral, cultural, and physical.

We believe in, and are committed to, the preservation of the ideals of a democratic society.

We consider education to be a life-long process through which individuals continually acquire skills, develop abilities, and increase their potential. Education will allow students to participate actively, intelligently, autonomously, and effectively in society.

CITIZENSHIP CODE FOR THE E.B.V. COMMUNITY

As Citizens of the E.B.V. community, we are:

- **Respectful:** We treat others as we would like to be treated.
Therefore: We are kind, polite, generous, helpful and considerate to others and to our environment. We appreciate cultural diversity.
- **Optimistic:** We focus on the positive aspects of every situation.
Therefore: We are friendly, cheerful and appreciative of others. We are proud of our actions and our school.
- **Fair:** We follow the rules and we offer everybody an equal opportunity
Therefore: We are accepting, open minded and generous.
- **Responsible:** We meet our obligations, are accountable for our choices and actively participate in school life.
Therefore: We are role models for others, self-disciplined and safe.
- **Honest:** We tell the truth and have the courage to make the right choices.
Therefore: We are ethical, loyal and do not deceive, cheat or steal.

1. - **ACADEMICS**

Normal Class Loads – Adding and Dropping Classes during the school year

- A. The normal class load is eight courses equivalent to four (4) – 90 minute periods per day with a two day rotation.
- B. Students may change schedules within the first two weeks of a semester with approval of parents, class teacher and Counselor. (In some cases consultation with IB coordinator and or principal may be necessary).
- C. Students may enroll in two courses within the same department only with approval of the Guidance Counselor and The Principal.
- D. Dropping courses.
 - 1. Normal timeline for dropping courses: The course will not appear on the student’s record if the course is dropped officially before the end of the first two weeks.
 - 2. Courses dropped at the request of the school after the two week period will not penalize the GPA.
 - 3. Courses dropped at the request of the student after normal dropping period:
 - a. After 2 weeks and before 4 weeks, the course will appear on a student’s record as either Dropped Passing or Dropped-Failing, and will not count in calculating a student’s Grade Point Average.
 - b. After 4 weeks, any course dropped, will appear as a Failing grade on a student’s transcript and will be calculated in the student’s Grade Point Average.

2. - **GRADING SYSTEMS, GRADE REPORTS, PROGRESS REPORTS AND CONFERENCES:**

Final Examinations: The final examinations at the end of each semester count as fifteen percent (15%) of the grade for High School courses. Final examinations must be taken during the “Final Examination Week” at the end of each semester and there are no “excused” absences during this period of time as all students must take the tests at the same time. The weeks for these examinations during the 2008 - 2009 school year are:

- *1st Semester Final Examinations: All Secondary Students - December 8-12, 2008.
- *2nd Semester Final Examinations: IB exams – month of May, Seniors – May 25-29, 2009; All others June 12-19, 2009.

Parents and students need to plan ahead and be aware that attendance during exam weeks is mandatory.

Progress Reports are issued for all students at mid-quarter to advise parents of student progress in time for improvements to be made during the last half of the quarter. Teachers may also issue Progress Reports at any time, when they observe that a student is not performing as expected or has made notable improvement.

Parent/Teacher/Student Conferences 2 times per year.

There are two (2) scheduled Parent/Teacher/Student conferences throughout the school year. The first conference will be following the end of the first quarter marking period and the second conference will occur following the third quarter marking period. Parents are encouraged to bring the students to these conferences for best communication in the secondary school. Individual parent/teacher Conferences may be held at other times as needed. Conferences are a time to discuss student grades, class progress, plans, and behavioral issues with individual teachers, counselors or the principal.

Report Cards are issued following the close of each 9 week grading period. The grade point average for each student is calculated by equating the percentage grade range to a 4 point system and then averaging, as shown in the chart below.

Secondary School Report Card Explanation Chart:

Grade Descriptor	Percentage Range	4 Point equivalents for GPA
Excellent / superior	98 – 100	4.3
Excellent / superior	94 – 97	4.0
Excellent / superior	91 – 93	3.7
Good / sound	88 – 90	3.3
Good / sound	84 – 87	3.0
Good / sound	81 – 83	2.7
Satisfactory / adequate	78 – 80	2.3
Satisfactory / adequate	74 – 77	2.0
Satisfactory / adequate	71 – 73	1.7
Poor / substandard	69 – 70	1.3
Poor / substandard	67 – 68	1.0
Poor / substandard	65 – 66	0.7
Failing / unacceptable	0 – 64	0.0

- Full Report Card Descriptors:**
- Excellent:** demonstrates **superior** level of achievement.
 - Good:** demonstrates **sound** level of achievement.
 - Satisfactory:** demonstrates **adequate** level of achievement.
 - Poor:** demonstrates **sub-standard** level of achievement.
 - Failing:** demonstrates an **unacceptable** level of achievement.

Transcript Grade Point averages are calculated on a semester basis. EBV does not do class rank.

Requirements for High School Grade Level Placement *

- A. To be considered a 9th grade freshman, a student must have successfully completed the 8th grade including passing the year in English, Mathematics, Science and Social Studies.

B. To be considered a 10th grade sophomore, a student must have completed 7 credits at the 9th grade level to include one credit each of: English, Mathematics, Science, Spanish and Social Studies.

C. To be considered an 11th grade Junior ; a student must have completed 14 credits at the 9th and 10th grade levels to include 2 credits each of: English, Mathematics, Science, Spanish and Social Studies and be on track with other courses to be able to graduate in two years from E.B.V.

D. To be considered a 12th grade Senior, a student must have completed 21 credits at the 9th, 10th and 11th grade levels to include 2 credits each of: English, Mathematics, Science, Spanish and Social Studies plus one year of a foreign Language and be on track to graduate from E.B.V. in one year.

Graduation Requirements

Escuela Bella Vista follows a North American curriculum that is oriented toward the college preparatory objectives of its students. Our language of instruction is English and English must be spoken in all classes unless in foreign language classes. A total of twenty eight (28) credits of High School classes **plus Community service hours** must be completed at Escuela Bella Vista in order to graduate. One credit of mathematics may be earned at the 8th grade level by the successful completion of one full credit of Algebra One or Geometry during the 8th grade year. Mathematics courses taken below Grade 8 will not be accepted for High School graduation credits at EBV. A single class credit is equivalent to taking one class every 90 minute block for the entire school year (approx. 137 hours of class time during our 180-day+ annual school calendar). The credit requirements for each subject area are listed in the chart below.

*credits in mathematics from grade 8 must be full year course at the Algebra 1 level or higher.

English	4	credits (One credit per year in High School)
Mathematics	4	credits (One credit allowed from grade 8)*
Science	4	credits
Social Studies	4	credits (One credit per year in High School)
Foreign Language	4	credits (Two of which MUST be Spanish)
Physical Education	2	credits
Computers	1	credits
Electives	<u>5</u>	credits (May come from any subject area)

28 Total credits + **Community Service as shown below.**

Graduation Requirements: Community Service

- **In order to Graduate from EBV all students must earn and document community service in grades 11 and 12 to the following amounts: (IB CAS hours will meet this requirement).**
 1. **All students in graduating classes must earn a minimum of 100 hours of community service.**
 2. **A student enrolling for the Senior Year only must earn a minimum of 50 hours of community service.**

Retention and Promotion of Middle School Students

At EBV, Middle School promotion and retention is based on the premise that students should possess minimal competencies at each grade level in order to be promoted. To be promoted a student:

- may not have failed more than 2 core courses (English, Math, Social Studies and Science)
- may not have more than 8 absences from any one class in a semester (see #14)

To be promoted to High School, a student needs to have attained the above academic requirements.

3. - **HONOR ROLL AND THE MERIT ROLL:** The Honor Rolls: 4 Point Honor level and Regular Honor level as well as the Merit Roll are published at the close of each grading period to give recognition to students in grades 6-12 who did well academically in the grading period. The Honor Roll is composed of students with a grade point average of 3.5 up to 3.99. To be on the Merit Roll, a student must have a grade point average of 3.0-3.49. All subjects are used to compute grade point averages with the subject weighted as to whether it is a full credit or half credit course. A grade of 70% or below; or an "Incomplete" in any subject on the report card disqualifies a student from a place on the Honor or Merit Roll.

4. - **ACADEMIC PROBATION:** The concept of Academic Probation is based on a high school student's inability to accumulate enough credits to graduate in a 4 year period of time, or, for a middle school student to show inability to be successful at EBV. **When a student receives two or more grades below a 65% level at any quarter marking period, or, receives a GPA of 1.90 or below for that quarterly marking period, they are placed on academic probation for the following quarter.**

When a student is on academic probation, they may not participate in athletic or extra-curricular activities at EBV for the next quarter, with one exception. The exception to the afore-mentioned rule is: if an athletic or extra-curricular activity begins in the middle of a quarter (such as try-outs for a play or soccer season), then a student on their first quarter of academic probation may take around a progress report sheet to show current grades above the academic probation level. This same student would also have to complete a progress report showing grades above academic probation level before being selected for a tournament team, if that selection is during their academic probation. Students on a second or third academic probation quarter will not be allowed to participate in sports or extra-curricular activities.

- **Academic probation requires** a parental conference each quarter that the student is on probation. High school students on repeated academic probation face the consequences of loss of graduation credits, delayed graduation and the need to make up required credits. This latter may require parents to pay additional fees for correspondence or virtual school classes. Ultimately, a high school student unable to graduate may be asked to withdraw from school. Middle school students who have a failing end of year average of their 1st and 2nd semester grades in two or more core subjects (Math, Science, English, Social Studies or Spanish), at the end of the school year, will be required to: repeat the academic year; withdraw from EBV; or do accredited summer school make up work, at the parents expense, to pass the academic year.

5. - **HOMEWORK** – All students in the secondary school are expected to do regular homework for their classes. Students who have tutors may not have their homework done by the tutor as this will be regarded as cheating and the grade awarded will be a zero.
Middle School: Grades 6-8 60-75 minutes (minimum) per day*
High School: Grades 9-12 90-120 minutes per day*
 *These are averages and actual time will vary according to a student’s schedule, tests, subjects, and study skills.
 Obviously, research papers and essays will be completed over a longer period. Students are expected to do their own individual work and complete all written assignments in a neat, orderly, and timely manner.
6. - **NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY:** Membership in the National Honor Society and National Junior Honor Society is recognized as one of the highest honors that can be bestowed upon a high school student. Membership is both an honor and an obligation and is not merely the successful culmination of an effort to achieve academic recognition. Once selected for membership, a student must continue to exhibit those outstanding qualities which brought about selection. Additionally, students in NHS or NJHS should exert their influence to improve school climate and conditions and to promote the four general qualities for initial selection: Scholarship, Character, Service, and Leadership. Members are inducted annually to this group during the second semester. Application does not guarantee admission. The qualifications for selection are as follows:
- Scholarship: The student must have a grade point average of 3.5 for the year in progress.
 - Faculty evaluations in the areas of Character, Leadership, Scholarship, and Service.
 - A documented record of participation and leadership in school and community activities.
 - Student status at EBV for at least one semester.
7. - **CLASS ADVISORS:** All teachers will be assigned as “Class Advisors” to a grade level for the school year. The advisor teachers of each class will be responsible for various minor administrative activities with students such as general advice, discussing general school or class problems, assisting with grade level activities and holding grade level meetings. Students should discuss difficulties or problems with their guide teachers to gain assistance. Advisor teachers will also supervise their grade levels during evacuation drills and will have a phone tree list of their students at home and at school to be able to telephone student homes in the event of emergency information needing to be passed to the student body.
 Who should I see about school problems?
- Lateness or absences? The office secretary.
 - Locker and locks? The office secretary or principal.
 - Illness during class time? First the class teacher, then the doctor, then the secretary before going home.
 - A scheduling problem? First the class teacher, then the guidance counselor.
 - A student or group of students bullying me? A teacher, guidance counselor or principal; immediately!
 - A student or group of students calling names? A teacher, guidance counselor or principal; immediately!
 - If I have something stolen? The teacher, the academic office secretary and the principal; immediately!
 - **Problems with understanding course content or evaluation? Your teacher, then have your parent see the teacher, then talk to the guidance counselor and see the principal after this, your parent would come to the principal.**
8. - **INSURANCE:** The school’s insurance policy covers a student twenty-four (24) hours a day with some policy limitations. If an accident occurs at school, the student must report it to the school Doctor. An accident report is to be completed by the Doctor along with the student for our records. All medical bills are to be paid by the parents and the original receipts turned in to the Business Office for reimbursement.
9. - **LIBRARY - MEDIA CENTER:** The Library-Media Center of Escuela Bella Vista exists to meet the informational needs of the entire school population. It supports, complements, and expands the instructional program of the school. The Library-Media Center provides a learning environment which promotes inquiry, creativity, enrichment, self-direction, and communication of ideas through print and non-print media. The materials collection is comprised of books, magazines, audio-visual items, and many other reference sources.
10. - **LOCKERS:** Each middle school/ high school student will be assigned a locker for his/her personal possessions. EBV will provide the lock. All problems with locks and lockers should be brought to the secondary school office. Students may not share lockers and should not give their lock combination to others for their own security. Students are advised to not bring valuable items or large sums of money to school and not to leave valuables in lockers overnight or during vacations. Lockers must be kept locked and orderly failure to comply will result in loss of locker use. The area above or below the locker is not to be used for storage.
11. - **LOST AND FOUND:** Lost items are placed in a container located on campus near the guard house. Lost items should be reported immediately to the secondary school office so that in the case of theft we have a chance of recovering the item(s). It is the student’s responsibility to check the Lost and Found for lost clothes, books, etc. All unclaimed items are donated to charity at the end of each quarter.
12. - **STUDENT DRIVERS:** A limited number of parking places are available for students; therefore, driving a vehicle to school is a privilege for mature, well disciplined students who meet school requirements. Students must be in grades 11 or 12; have a valid driver’s license; a parent letter of permission to drive and vehicle liability insurance or an official parent letter of acceptance. When

these documents are on file with the school, the student will be allowed to drive onto the school campus and park if space allows. Student drivers must arrive before 7:45 a.m. Students may not transport other students in their vehicles; must park in the proper designated areas and are not allowed to be in the parking lot during school hours. The loss of the driving privilege will be the consequence for not adhering to these rules.

13. - **Visiting the School Doctor:** If you are ill, injured or sick at any time during the school day you are to do the following:
1. Report that you are ill to your teacher, or if you are in between classes (even at lunch) you are to report that you are going to the Doctor to your next class teacher so that they know where you are.
 2. Once you have permission report to the academic office.
 3. The academic office will make an appointment with the Doctor.
 4. Doctors appointments are limited to dispensing medication or making the determination to send the student home. You will not be permitted to stay at the Doctor's office.

Note - All student medication that must be taken during the school day will be dispensed ONLY through the EBV school Doctor.

14. - **ATTENDANCE AT SCHOOL AND BEING ON TIME TO CLASSES (Compliance with Policies 8.301 and 8.301.1)**
Regular attendance is the most important component of academic success. It is only by being in class consistently that students will be able to take full advantage of our excellence in education. Attendance is taken in every class. Parents are asked to support our regular school calendar by making sure that students are in school every day of the school year and to plan holidays for students only during calendar school holidays. **Students participating in school activities must be in attendance at least ½ (one-half) day in order to participate in these after school activities.**

- **Absences and Loss of Credit for a Semester:** With the exception of the Final Examination days which are mandatory attendance days, absences for Secondary students are excused for 8 days of one class in each semester. **Students who exceed 8 days of absenteeism during any one semester will not receive credit for that semester's course work**
- **Make-up Work after Absences:** The make-up time allowed for assignments, homework or tests missed during an absence is equal to the number of days absent (example: The next school day, not the next day of the same color, for a one day excused absence, five days for a five day absence, etc.) All assignments or tests not made up in the required time period become zeros. Our experience indicates that long periods of absences usually equate to lower grades in classes.
- **Requesting Assignments for absences:** Parents should call the school to request assignments if a student is absent more than one day from school.
- **Pre-planned absences:** The school requests parents to plan ahead for and family type absences whenever possible by giving the school a two week notice of any intent to be absent for an extended period of time. This advance notice helps teachers prepare materials and plan for make-up with your child.
- **Doctor's Excuse Required for Absence:** A student must bring a doctor's certificate before being admitted to classes after being absent due to any contagious disease (measles, mumps, chickenpox, head-lice, hepatitis, typhoid, etc.).
- **Tardy to school and classes:** Students should be prompt in arriving to school each day. Students are expected to be seated in their classes at the tardy bell for all periods of the day including scheduled classes, group meetings and assemblies. Our experience indicates that tardiness usually equates to lower grades. Any student arriving after 8:00 AM must report directly to the Room 12 conference room for 1st period rather than interrupt class. These first period absences will contribute to the 8 permitted absences for each semester and could lead to the loss of credit for the class. Students who are suspended from first block are responsible for turning in and/or making up work for that period the same day.

15. - **STUDENTS LEAVING SCHOOL GROUNDS (Policy 8.302):** EBV is a "Closed Campus" regulating all entries and departures through our security guard system. Students are not permitted to leave campus between their morning arrival and School Dismissal at the end of the School Day without written parental permission. The school secretary will issue a pass to the student which must be given to the guards as the student is departing the school gate. At the end of the school day, all students must leave the campus in cars with parents or authorized chauffeurs or have parental authorization to walk out of the locked exit gate. The intent of these measures is to ensure the safety and security of our students at all times. Parents are responsible for notifying the school of any changes in drivers or schedules in a timely manner in order to avoid delays.

16. - **STUDENT TRANSPORTATION: Transportation to and from the school:** will be handled by parents. The school is not responsible for student safety in any instances when students ride in private vehicles. Because EBV is a "closed campus" for security reasons, students wishing to depart the school premises by walking must have on file a parental note giving permission for them to do this. Additionally, students wishing to depart by vehicle with a person other than their own driver or parents must have had parents telephone or provide a written parental permission slip to the school secretary prior to the end of the school day or departure time in order to have the security guards notified of this change in routine.

Transportation for activities: Parents will not be required to provide transportation for school-related activities, but may be required to pay a bus fee if the school is hiring bus transport for a particular activity. Students may not transport themselves or other students on school-sponsored trips. Vehicles driven by unlicensed drivers will not be allowed on school property.

Transportation by staff: Staff members may transport students in personal vehicles or school-provided transportation if they have

prior written authorization from both the parents and the school covering a specific trip.

17. - **CAFETERIA:** The school cafeteria is open to students for the purchasing of food items at break, lunch, and after 3:30 P.M. Students may not purchase food or drink between classes. The school does not serve or sell caffeinated drinks to students and does not encourage parents to send these types of beverages as they tend to stimulate hyperactivity and class disruptions. Food is to be consumed in the cafeteria or at the outside tables, not in other parts of the school campus. Students should make every attempt to keep their eating areas clean and the duty teachers may appoint table “monitors” to be responsible for table cleanliness at lunch and break. Book-bags may not be taken into the cafeteria.

Non-cafeteria food: Students may bring their own lunches and eat in the same areas as those purchasing food. If you are having food delivered wait in the cafeteria for it to be brought to you. Do not gather in the drop-off area. Special birthday parties or large gatherings with outside food should always be arranged with the activities coordinator of the school so that proper supervision will occur. Parents are asked to inform the school office if they plan to bring special birthday cakes and should provide sufficient cake, plates and eating utensils for a class so that no-one will be excluded.

18. - **COUNSELING / GUIDANCE CENTER:** Our school counselor is available to assist students in: planning high school programs, finding information about colleges, signing up for testing or discussing personal matters. The counselor is available to all students to talk about any concerns with classes, peers teachers or life in general. The counseling center has various college guides for student use and the library keeps many college catalogues, books and pamphlets on many careers. The ITBS (Iowa Test of Basic Skills), EXPAN, PLAN, PSAT, SAT and ACT are some of the achievement, aptitude and career planning tests given by our school.

19. - **STUDENTS RIGHTS AND RESPONSIBILITIES (excerpts from policy 8.402):** The atmosphere of Escuela Bella Vista recognizes the rights of individuals and promotes self-expression and freedom of thought and will. Student rights or privileges bear corresponding responsibilities. Students neglecting responsibilities may be denying rights and privileges to others.

Each student has the right:

1. - To feel that his/her person and property are secure and safe in our school. Therefore:
 - We issue lockers and supply locks for those lockers for students to keep their books and supplies safe.
 - We require student drivers to be properly licensed and covered against liability.
 - We have rules about vandalism, cheating and stealing in our school.
 - We have rules about drugs, alcohol, tobacco and weapons at our school.
2. - To be treated with respect, courtesy, and consideration by every person in the school. Therefore:
 - We have rules about disturbing others and harassment of others in our school.
 - We have rules about using proper language at all times in our school.
3. - To know the rules of student behavior. Therefore:
 - This booklet is published, issued to students and reviewed each year by teachers with students so that they may understand what is required of them in school.
 - Teachers make known their class rules both at the beginning of the school year and as they develop rules and class systems during the school year.
4. - To benefit and be recognized for their own efforts. Therefore:
 - The school will recognize good grades, citizenship, honors, performance, athletics and many other traits through the awarding of certificates, pins, yearbook photos, publications and announcements through out the school year.
5. - To appeal decisions of teachers and principals in a known, specific, and orderly way. Therefore:
 - We have a strictly followed school appeal process or chain of command for appeal which is as follows:
 - a. - Decisions made by Teachers or other staff members may be appealed to the Principal.
 - b. - Decisions made by the Principal may be appealed to the Superintendent.
 - c. - Decisions made by the Superintendent may be appealed to the Board of Directors for final decision.

Each student has the privilege:

- 1.-To undertake and participate actively in, with proper assistance and guidance, those classes, courses, programs, and activities which have the most potential for him/her.
- 2.-To have the space, materials, and equipment needed for work and work preparation.
- 3.-To participate increasingly in the middle and higher grades in developing and improving the rules and standards of pupil behavior.

Each student has the responsibility: To follow the Escuela Bella Vista Code of Citizenship.

20. - **DRESS CODE AND PERSONAL APPEARANCE:** Escuela Bella Vista conforms strictly to Decree No. 1139 of the Venezuelan Ministry of Education passed on 16 July, 1981 which requires standardization of student dress. This ruling is supported by EBV School Policy # 8.402.1.

Therefore, all students are expected to conform to the EBV uniform dress code. The uniform is:

Navy blue pants or skirts - (solid blue jeans (non-bib) are included) which must be of full length. They may not be rolled up and must not extend below the shoes. Skirts no shorter than the knees

Shirts - vary in color according to grade level at the school and should always display the school badge:

Grades 6 - 8 - Light blue, collar type polo shirts, **tucked in at all times.**

Grades 9 – 12 - Beige, collar type polo shirts, **tucked in at all times.**

Sweatshirts and Sweaters - must be the same solid color as the uniform shirt and have the EBV school badge.

Physical Education uniforms – white shirt with badge and blue shorts are required for **all grades** (K-12).

Hats – are recommended to be worn during PE classes due to the tropical sun and its long term effects upon the skin. Hats are not allowed elsewhere at school. Other types of head coverings are not permitted.

Badges - may be purchased from the school.

Shoes – dress or tennis shoes are acceptable. ('Crocks', thongs and slippers are examples of unacceptable footwear)

Special Dress-Students appearing in concerts and school programs will be expected to wear the described uniform of the event: generally a white shirt or blouse with a black skirt or trousers and black socks and shoes.

Standards for dress and appearance: EBV has always had an extremely well dressed and well groomed student population. The grooming of students is always of high priority as the appearance of the students reflects upon the quality and standards of our school within our community and the country. Student clothing is always expected to be in good repair, and reasonable standards of cleanliness and neatness for the school uniform will be enforced. Any form of dress outside of the accepted norms noted above will be brought to the attention of the parents and a change of clothing will be required in order for the student to attend. This same rule applies to clothing on non-uniform school days or at school activities to clothing which is in any way immodest or distracting. Because of this standard, boys must be clean-shaven and must keep their hair cut so that it does not touch the back of the shirt collar when they are in a normal upright stance. Hair for all students must be one of the natural colors. Ear rings are deemed to be appropriate for girls only.

21. - **CITIZENSHIP CODE FOR EBV:** In order to provide the best atmosphere for clear thinking and open communication between all EBV school members, the school must take a definite stand on various standards of conduct which are derived from our Citizenship Code:

- **Because we are optimistic at EBV** – We believe that our students come to us with strong sets of values for good conduct and we will therefore have self disciplined students in most cases at our school. Therefore, for the most part, the majority of the consequences listed in this section will be utilized to try to adjust the behavior of those 5 to 10 percent of the student body who have not developed the skills to meet our school standards.
- **Because we are responsible at EBV** – We do not possess, use or supply to others any type of: prescription drugs, tobacco, illicit drugs or alcohol. This means not only on the school campus, but also at school sponsored activities, functions, trips or on buses. We do not permit students under the influence of alcohol or drugs onto our campus. We do not allow students to possess lighters and matches on campus, nor do we carry weapons or bring them to school for any reason. Students do not use roller blades, roller skates and skate boards on campus except at specific “roller skate” activities.
- **Because we are honest at EBV** - We will not tolerate students who steal, lie, cheat, plagiarize or copy others work within our school community.
- **Because we are respectful at EBV** – We participate in all classes in such a manner as to allow all of the students to gain the most benefit from each class session. We always address and treat other students in the same manner that we would wish to be treated. We do not use swear words or put-downs of others. Harassment of other students is an extreme form of disrespect and will not be tolerated. We keep our hands to ourselves and do not push, shove or fight. We accept our teacher’s and other EBV staff members’ authority to direct us in all school activities and classes. We pick up our trash and waste paper after meals and classes. We take care of and do not damage our books, desks, lockers or any school property.
- **Because we are fair at EBV** – We always follow the school rules to the best of our abilities and give each person the opportunity to achieve their best in all class work and activities.

22. - **DISCIPLINARY CONSEQUENCES OF THE SCHOOL:** The following consequential steps will be taken by the school when disciplinary infractions occur. The steps in dealing with student misbehaviors at EBV are of a progressive nature in severity and will begin at different levels depending upon the severity of a particular infraction or if it is repeated. The levels of school consequences are: mild, medium, severe or extreme.

Level #1 -Mild: Warning and explanation of the improper behavior with immediate correction expected. Teacher assigned classroom sanctions (optional parental contact). Teachers will establish classroom rules and consequences; publish them and display them for students. Student may be sent home to change clothing, shave/cut hair.

Level #2 -Medium: School detention with parents signing the detention slip. Possible parent conference.

Level #3-Severe: In-school suspension with other logical consequence (eg. zero on a test or work for cheating or plagiarism, extended confiscation period of cell phone, payment for materials which have been vandalized) this level requires a parent conference.

Level #4-Extreme: Out of school suspension, parent conference and possible or mandatory recommendation for expulsion from school.

23. - **BEHAVIORAL INFRACTION CATEGORIES**

EBV has categorized the following infractions to assist in consistency of dealing with similar situations in a similar manner. This is not meant to be an exhaustive list of all infractions, rather a list for guidance and understanding infractions and ways of dealing with them at EBV.

Mild Infractions - consequences start at the #1 level.

- Improper uniform, hair, beard.
- Initial Tardiness.
- First time for classroom misbehavior.
- Initial handholding, kissing (other than the traditional cheek-kiss of Latin America).

Medium Infractions – consequences start at the #2 level.

- Repeated or extreme level #1 infractions, e.g. tardiness over 3 times in 9 weeks.
- Use of cell phone/camera, walk-man, disc-man, I-Pod, electronic games/recordings = confiscation. Student use of these is only permitted before 8:00 AM and after 3:10 PM and never during emergency drills. (2nd confiscation = 1 month, 3rd – loss

- of privilege to bring cell phone to school)
- Inappropriate language in either written or verbal form.
- Rough play with disregard for others.

Severe Infractions – consequences start at the #3 level.

- Harassment of others, in written, physical or verbal form of a sexual or intimidating nature.
- Repeated or extreme level #2 infractions.
- Cheating on tests, plagiarism of written material (these will result in a grade of zero on the work).
- Direct insubordination or disrespect to teacher.
- Vandalism.
- Fighting.

Extreme – consequences start at the #4 level, in certain cases dictated by school policies.

- Repeated extreme level #3 infractions.
- Smoking (policy 8.402.2 and policy 8.402.4).
- Drinking alcohol (policy 8.402.2 and policy 8.402.4).
- Drug abuse, firearms, weapons and explosives (policy 8.402.3).

Students having an “In-school suspension of level 3” will be allowed to make up missed work and tests during the time of the suspension. They may not participate in any event representing the school away from campus.

Students suspended in an “Out of school suspension of level 4” will not be allowed to make up missed work and tests and will receive a zero for all assignments and work missed on the day(s) of suspension. They may not participate in any school event while on suspension.

24. - PROFILE OF A STUDENT AT ESCUELA BELLA VISTA

We, at Escuela Bella Vista believe in our students. It is the expectation of every student to demonstrate attributes as a representative of the school while on campus, at home and in the community.

A student at Escuela Bella Vista:

1. Exhibits a developing and maturing intellectual curiosity in all academic achievement.
2. Portrays a lifestyle that promotes mental and physical health and well-being.
3. Demonstrate the desire and supports the value of high academic achievement. Fulfilling this expectation is attained through personal involvement, discipline and success in a rigorous course of study, commensurate with her/his ability. The final goal is for each student to mature into a life-long learner.
4. Manifests an understanding, appreciation and involvement in other cultures through a variety of means, including community service, locally, nationally and internationally.
5. Emotional maturity is appropriately developed and commensurate with his/her chronological and developmental age.

25. - "The 2008/09 Yearbook will cost Bs. 50,000 and must be ordered in advance during the school year. Parents, Students and Staff will be informed about the ordering procedures."

PARENT/STUDENT UNDERSTANDING AND AGREEMENT TO SUPPORT HANDBOOK

Dear Parents and Students:

We ask that you review the Student Handbook with your child then sign below.

- I have reviewed, understand and agree to support the EBV Student Handbook for the 2008-2009 school year. I understand that semester 1 and 2 final exam weeks are mandatory and exams will not be given in advance.
- I have reviewed, understand and agree to support the EBV Ethical Practice Agreement (Plagiarism) for the 2008-2009 school year.
- I have reviewed, understand and agree to support the EBV Acceptable Use Agreement (Technology) for the 2008-2009 school year.

Student Name _____

Student Signature _____

Parent Signature _____

Email Address of Parents _____