

EL CAMINO



SCHOOL RULES

2015-2016 SCHOOL YEAR

V 20 08 2015

INTRODUCTION

The school considers RESPECT and DISCIPLINE as FUNDAMENTAL MEANS in reaching an adequate and healthy harmonious life between the diverse people that integrate it: students, teachers, parents, administration personnel and board members.

The norms are the ALIGNMENTS that should be followed, so that the educational procedures (fundamental reason for the school) take place in the best manner possible. THEY SHOULD BE UNDERSTOOD UNDER THIS SETTING. This way, teachers and authorities will only employ the efforts necessary and sufficient to maintain ORDER and to fulfill the everyday educational activities. This will also avoid the unnecessary time invested in behavior that is outside the norms established. The above does not imply a lack of firmness, seriousness, or commitment, but a flexible and intelligent approach suiting our pupils' growth. It is important to always have this in mind, because all school activities require the support.

In addition to the aforementioned there should be special attention given to the manner teachers, students, parents and administration address one other, doing this in a CARING, RESPECTFULL and CLEAR manner. Together we can then reach or expected objectives.

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I. PERSONAL PRESENTATION

Article 1

The students and parents of Colegio El Camino's should be renowned for cleanliness, and personal tidiness, for which they should come to school in a tidy and hygienic manner, and in the case of students in uniform or official sports attire to practice their different activities.

Moreover, it's the parents, students' responsibility to make good use of the uniform outside school property and of the image it represents to our community.

Article 2

A) Official Everyday Uniform:

Official White Shirt with the school's shield. It should go below the waist line. A white long sleeve shirt will be allowed underneath, only in the winter.

Official sweater or windbreaker, with school's shield; (No jean jackets or other clothing will be allowed).

Black school shoes with rubber soles, no heels or platforms. Male students will wear white socks (no ankle socks) Female students will wear white socks above the ankle (no ankle socks).

Female students will wear the official skirt with the school shield. Knee length and up to the waist.

Male students will use kaki colored pants or Bermuda shorts, with the school's shield. It should be worn to the waist, appropriate size, without holes and with a black belt.

B) Official Physical Education Uniform.

Female students should wear the official two in one shorts skirt with the school shield.

Male students should wear the official shorts with the school shield. All students (male and female) should wear the official white T-shirt with the school shield at the front.

White tennis shoes (It may contain color stripes) female and male students will use white socks. No ankle socks are allowed.

You may use the official school sweat pants with the school shield.

C) STUDENTS MUST WEAR THE UNIFORM IN GOOD CONDITION No holes, unstitched, torn pants, un-hemmed skirts nor missing buttons are permitted. Students who do not wear the uniform appropriately, will be returned home.

Article 3

Students with a mustache or beard must keep it clean cut.

Short, clean and combed hair is standard for all males, no dyes or bleaching.

Note: if a student receives a warning indicating a hair cut, it must be attended the following day, on the contrary, he will not be allowed in school.

Female students' hair should be combed and tidy. Middle high and High school girls may dye their hair, as long as it is in natural colors and discreet.

Article 4

No additional accessories to the uniform are allowed, no visual tattoos whether permanent, semi-permanent or use of stickers on the skin are allowed.

Sun glasses may only be used during recess.

Article 5

Male students are not allowed to use earrings. Female students may do so, as long as they are discreet. Earrings will only be allowed on the ear lobe. Other piercings are prohibited and may result in a written report, and they will have to be removed before entering the school.

The use of gold jewelry for both males and females, such as chains, bracelets and expensive watches will depend on parent's criteria. The care for these will be responsibility of the holder. The school will not take responsibility for loss or theft.

Article 6

Official sweaters/ wind breakers, thermos, lunch boxes, books and school supplies, should have student's first and last name.

Article 7

Female personnel may use accessories, as long as they are discreet; such as earrings, necklaces, bracelets, pins or scarves.

Article 8

The use of caps or hats, are only allowed during physical education and recess.

Article 9

Female students cannot wear makeup, except middle school and high school, where they may do so in a discreet manner. Female students in preschool and primary school cannot come to school with nail polish, MS/HS girls may do so in light colors. INTENSE COLORS ARE NOT ALLOWED; otherwise it will give reason for a discipline report.

Article 10

Students who show up for field trips or to official or school ceremonies, wearing an incomplete uniform or not complying with other dress code requirements, will not be able to attend them.

Article 11

Parents should attend any school function with proper attire suitable for a school environment.

Article 12

Students who don't abide by the required dress code in the present Rules Handbook, will receive a disciplinary written report; going on file. A second report for the same reason will be enough reason for denied entry to the school.

II. PUNCTUALITY AND ATTENDANCE

Article 13

Class hours are in the following schedules;

Maternal	8:30 a.m. to 1:30 p.m.
K1, K2, K3	8:00 a.m. to 2:00 p.m.
Elementary	7:30 a.m. to 2:30 p.m.
MS/HS	7:30 a.m. to 3:00 p.m.

Article 14

Teacher's Professional Development courses will take place on the last Friday of each month, according to SEP's school calendar. This is a Federal S.E.P requirement for all schools to suspend classes.

Article 15

A student arriving late in the morning will receive a verbal warning. The second time, the parent will be contacted through e-mail or written message. The third time, a suspension notice will be sent and will have to be served on the date established (Tuesday, Wednesday or Thursday that don't occur before or after a day off) if tardiness reoccurs, suspension will take place, and a meeting with parents will be scheduled.

Students, who arrive 10 minutes after the entry hour in the morning, will not be allowed in school unless there is a report or call from home to the school at 7:30 at the latest.

In the case of Middle school and High school, when accumulating 3 lates to class, it will be recorded as an absence. If a student is not in class at the sound of the bell he or she will be considered late.

Article 16

If you wish for a student to arrive or leave school on a special Schedule, for a specific and justified reason, there should be a written letter to the corresponding coordination, signed by the parent or guardian. This letter will be place in the student's file.

Article 17

Absence to class will not be justified. The Secretary of Public Schools (SEP) through its incorporated authorities, demand an 80% attendance rate to class, so students have a wide margin so as not to be affect credit in their course studies. This is in case a student faces a prolonged absence outside his or her control.

In case of illness, the student should turn in a medical excuse justifying it to the Coordinator, so that they are given the right to turn in late work or homework, and not affect grades.

Absence count is by subject, by semester in High school, and yearly in Middle school.

In case of prolonged or chronic illness, the Coordination must be informed, so that it can be revised in a special manner.

Article 18

Students who are absent during exams, lose their right to present them; except in the case of it being justified and authorized in writing by the Academic Coordinator.

Article 19

The time to pick up in Maternal is 1:30 to 1:45 p.m. The time for K1, K2 and K3 pick-up is 2:00 to 2:15 p.m. **If the parent or guardian doesn't pickup a student by 2:15 pm., the parent should park outside the school and walk to the kindergarten to pick up his or her child.**

The time for pick up in Elementary is 2:30 to 2:45 p.m. **If the parent or guardian doesn't pick up a student by 2:45, the parent should park outside the school and walk to the elementary to pick up his or her child.**

The time for pick up in Middle School and High School is 3:00 to 3:15 p.m. **If the parent or guardian doesn't pick up a student by 3:15, the parent should park outside the school and walk to the elementary to pick up his or her child.**

NOTE: If you have children in multiple sections you should contact the assistant to the coordinators to receive instructions on the pick-up process.

Article 20

When a parent wishes for his or her son or daughter to go out of the school with someone else other than themselves or the authorized person, they must fill out the official form indicating name with a copy of ID at the beginning of the school year. If you wish to add to the list of people authorized to pickup your child, you must notify the corresponding Coordination in writing using the form acquired in the offices for assistance to school coordination. **FOR NO REASON WILL THE STUDENT BE RELEASED TO A PERSON NOT ON THE AUTHORIZED LIST.**

Article 21

The teacher will take assistance invariable at the beginning of each class, notifying the corresponding Coordination, the names of absent students, so that parents or guardians are notified.

III. RESPONSABILITY

Article 22

Students must bring everything they need to school in order to carry out their daily work. It is not allowed to have someone else bring items to them, since they should be responsible for their own things. In the same matter, if they forget something at school, they will not be allowed to pick it up after school.

A student that repeatedly does not attend school with the necessary material needed for class will affect his or her participation grades.

Article 23

Elementary, Middle and High School students must carry the official digitalized school credential every day. Contrary to this the student will have to register with the assistant to the coordinators who will inform the parent of the noncompliance. After school the parent will be required to park in the parking lot (not the turnaround for pick up) and walk to the administration office and pay the current replacement fee at the school cashier.

Afterwards the parent will be able to go to the assistant to the coordination to pick up their child and register in the list for non-credential exits.

All visitors that are not parents are obliged to register at the administration office and wear an official visitor's pass.

Article 24

For vehicle access to the school students must have a license or driver's permit and car insurance. Students who want to use the parking lot must turn in photo copies of both

license and insurance to the Middle school and High school disciplinarian at the beginning of the school year or if a student should acquire his or her license during the school year, he or she should turn in the photo copies before driving to school.

Article 25

All the school members, whether they are parents or students, have the right to be heard regarding any concerns; so they should come forward and personally speak with the corresponding individual or department in a formal meeting. Doing it in any other way does not facilitate the process of individual personal growth or conflict resolution. Parents and students are required to refrain from engaging in conflicts or raising their voices in anger with students, staff or other parents on our school campus. Please follow the established lines of communication.

1. Arrange a formal meeting with the teacher or staff members related to the concern
2. If your concern is not resolved or attended to please contact the section director.
3. If you concern is still not resolved or attended to please request a meeting with General Direction through the assistant to general direction.

IV.DISCIPLINE Y SANCTIONS

Article 26

Discipline problems may include, depending on the seriousness

1. **MINOR**; resulting in a discipline report,
2. **MAJOR**; RESULTING IN AN ADDITIONAL REPORT WITH A 1-3 DAY SUSPENSION
3. **SERIOUS**; Possible EXPULSION.

Article 27

A 1 to 3 day suspension will be applied after accumulating three DISCIPLINE REPORTS or after having committed a MAJOR indiscipline (in that case, a SECOND DISCIPLINE REPORT will also be issued). (Suspension should not be before or after a holiday or non-school day). The number of suspension days is subject to the Discipline Committee hearing and recommendation to the General Director.

When there is a suspension or expulsion, parents will be notified immediately and an appointment will be given by the authority directly involved to make the corresponding explanation and to ask parents for their support with the corrective measures taken.

Article 28

Cause for a DISCIPLINE REPORT AND SUSPENSION:

1. Lack of respect for any school member.
2. Fight/Bullying between schoolmates.
3. Damaging or vandalizing equipment or furniture.
4. Leaving school property without permission. (Including cutting class)

Article 29

A student receiving a DISCIPLINE REPORT will have, according to the gravity, a lower conduct grade for that grade period.

Article 30

The accumulation of 3 discipline reports may be cause for expulsion. The case will be decided by the Discipline Committee.

Article 31

Causes for definite expulsion from school:

1. Serious lack of respect.
2. Theft.
3. Possession or consumption of alcohol or drugs.
4. Serious lack of moral standing.
5. Accumulation of 3 discipline reports for major indiscipline issues.

Article 32

Students and parents will treat all school personnel with courtesy and respect. On the contrary, re-enrollment for next year may be revoked.

Article 33

It is forbidden to smoke on school premises and during off site field trips.

Article 34

It is forbidden to bring pets on school grounds.

Article 35

Chewing gum is prohibited on school campus.

Article 36

Food is prohibited in all classrooms.

Article 37

Students cannot use cell phones or electronic devices during classes without permission from the teacher. Teachers reserve the right to confiscate these items for misuse. If a student refuses to turn over the device the corresponding coordinator will be informed and the corresponding disciplinary consequences will be applied.

The school is not responsible for cell phones or any other electronic device students bring to school.

Article 38

Students cannot bring toys to school (except in the case of preschool on Fridays), valuables, games of chance, nor any other that will distract attention. In the same way, it is forbidden to bring flammable substances, chemicals, toxics or any other that may harm their health or others around them.

The use of laptops or any other electronic device is allowed only for academic use and under the supervision and permission of the teacher in charge. The school is not responsible for any damage or loss to these devices that may occur while on school grounds.

Article 39

Students must remain in their own sections. They are not allowed to enter the teachers' work room or places not corresponding to their section.

Article 40

Teachers are strictly forbidden to give personal classes to their students except in school sponsored afternoon classes.

Article 41

Students are required to avoid public demonstrations of affection on school grounds or near its premises.

Article 42

All school members will respect the indications that are given by the authorities during an emergency and when ever their physical integrity is at risk.

Article 43

Students will respect the rules and regulations of the Computer Lab and Science Laboratory and may be liable for a report or sanction in case of misuse of equipment. Students may be restricted from using electronic media by the corresponding Coordination in cases of misuse.

Article 44

Parking lot areas and vehicle circulation must be respected as indicated by the respective signs.

Article 45

Any grave situation that threatens the preservation of the school will be revised by the Discipline Committee.

V. EXTRACURRICULAR ACTIVITIES.

Article 46

During afternoon practices, only students enrolled in those activities may attend and only parents, tutors or siblings picking them up may attend.

Article 47

During official sports competitions, only enrolled students may attend the different disciplines, spectators are welcome to attend as long as they abide the internal school rules.

VI. ORGANIZATION

Article 48

Administration will provide the school calendar of activities and events for the corresponding school year electronically on the school web site.

Article 49

Students and parents are allowed to perform personal business inside the school premises with previous authorized permission from General Direction.

Article 50

The school anthem must be sung in the following activities:

1. Monday's Civic Ceremonies.

2. Inauguration of the Sports´ Championship.
3. Cultural Week: in the closing ceremonies.
4. School year closing ceremonies.

VII. EXAMS AND GRADES

Article 51

Partial and final exams form part of the evaluation process that should be given in each subject at school. Teachers and students should remember that an exam is an important instrument used to verify the achievement of objectives in learning.

Article 52

Students in Middle School and High School that have failing subjects will have the opportunity to write recovery and or extraordinary exams established by the current SEP norms and regulations.

Article 53

High school students have the right to exempt semester exams if and when the following requirements are filled: Have a 9.5 grade point average in that subject; have turned in 95% of homework and work, participation or projects asked for by the teacher and be up to date on all tuition payments before the exam period begins. All debts and or administration penalties invalidates the academic right to exempt a semester exam.

Article 54

All extraordinary exams must be written in the specified periods.

Article 55

Students have a maximum of three days, after the publication of extraordinary exam grades, to ask for the revision of the exam(s)

Article 56

The Secretary of Public Education regulates the periods in which to turn in grades to students and the scale to do it: 5 as a failing grade and from 6 to 10 in whole numbers without decimals for the dispositions of the General Direction of Baccalaureate. The school will strictly abide by the established protocol so internal information supplied to students and parents reflects what is turned in to the mentioned Ministry of Education.

Note: Students in High School in the IB Diploma Program should consult the equivalency tables in the school evaluation policy in order to compare national SEP grades with those of the International Baccalaureate.

Article 57

Report cards are the instrument for students and parents to know the advancement the student has had in the different areas. Parents should comment on the results with their child(ren) and coordinate actions deserving of their performance, when necessary. If results are not satisfactory, they shall seek the support that the Institution can offer.

Article 58

Students and Parents will have access to the evaluation policy that provides the criteria and grading scales for the corresponding section(s).

VIII. FACILITY USAGE, MOBILIARY AND EQUIPMENT

Article 59

Care for school installations to optimize its use is an aspect of utmost importance. This will allow for diverse teaching-learning processes to take place on a daily basis and provide adequate development. In the same manner the mobiliary and equipment should be safeguarded with care, in order to guarantee the best use of all of the school's resources. Students that don't follow the stipulations in this article will be sanctioned according to Art. 27 particularly the infringements annexed that refer to the usage of lockers and desks.

IX. REGULATIONS FOR THE USE OF LOCKERS AND DESKS

Article 60

All students from 7th to 12th grade, must use a locker with a combination lock.

Article 61

Lockers will be used to keep student's personal items. Desks will be used in the manner in which they were designed for and according to the present year's Regulations.

Article 62

Lockers will be assigned at the beginning of the school year and their use should be in line with the established norms. During the last week of school lockers must be emptied,

cleaned and unlocked. If any locker is left closed, it will be opened and anything inside will be thrown away.

Article 63

When a locker is assigned, each student will bring the lock they will use to close it, to facilitate a solution in case of losing or forgetting the combination, each student will turn in the combination in writing to the Coordinator, this way he or she can be sure that no one will have access to the locker. It is understood that if it's in the Principal's criteria to inspect the locker, he or she will do so with prior knowledge of the bearer.

Article 64

The school reserves the right to inspect lockers and school bags at its discretion. Any students that does not allow a school bag, desk or locker to be inspected, will be taken to the disciplinarian until parent or guardian present themselves to the school, otherwise the student will not be allowed back to class.

Article 65

Students can decorate the inside of the lockers only, with respectful consideration of appropriate decor. The outside must be kept clean and without scratches. Desks must not be scribbled on, painted, or decorated in any way.

Article 66

Any student that breaks the present rules and regulations will lose the right to use a locker, and in the case of the desks, will have to pay any repairs or replacement of it.

X. Extracurricular Activities and off site trips

Extracurricular activities are of utmost importance in order to complement some subjects and themes.

To this effect, teachers will include them in the planning of a program, whenever it is needed in the learning of the class. The teacher will make sure to have both the Coordinator's and parent's permission ahead of time in each case.

Article 67

Activities outside school premises are allowed only when:

1. The above mentioned authorizations have taken place.
2. The student's school insurance Policy is up to date.
3. The school provides (with its resources or by cooperation) the secure and adequate transportation that guarantees a pleasant interaction for students and care for their physical integrity. It is therefore school policy that the services of a transportation company or at

least the use of vehicles covered by insurance and include safety equipment such as safety belts are solicited.

Article 68

All images generated by the school communication department during events and activities in the school year, may be used as part of the graphic production of Colegio El Camino, such as company publicity, bulletin boards, images in the Colegio El Camino's web page (www.elcamino.edu.mx) and any media present or future, that is of utility to strengthen and advertise our school image.

XI. STUDENT REPRESENTATION

Article 69

Students may raise issues directly to their teachers or school authorities, or may do so by means of the representatives of the Student's Council.

Article 70

Students interested in taking part in the Student Council can present their cabinets through their elective class, and may be enrolled in either the Middle school or High school. Additional requirements are:

- An 8 grade point average both in academic and conduct grades.
- Have had no discipline reports in the last 6 months.
- Have no failing classes or have any outstanding extraordinary exams pending.

Article 71

Each cabinet must have four members: president, vice-president, treasurer, and secretary.

The president must be in High school, any of the other three can be from Middle school or High school.

The class representatives will be the other members of the Student Council.

Article 72

The participating cabinets must submit an annual school work plan in writing before the third Wednesday of September to General Direction; all planned activities must be proposed for the school calendar.

Article 73

Representatives can be dismissed from their role, in case of showing apathy, lack of interest, little commitment, academic or conduct problems.

XII. PARENTS.

Article 74

Parents (father and mother) must participate in activities and school meetings solicited by the school. Parents are the principal parties of interest in their child's education and their attendance is fundamental in reaching institutional objectives. Parents that repeatedly show lack of interest in these aspects, may be called to a meeting to discuss their lack of participation and may lose their child's right to re-enrollment for the following school year

Article 75

The Parents' Society represent the parents of all El Camino students. Every two years during the general information assembly the society members are chosen, according to the regulations and alignments posted by the Secretary of Public Schools (SEP). The parent society must allow adhere to the rules and regulations established by the school.

Article 76

Teachers, administration personnel and employees cannot participate as members of the Parents' Society. The General Director has the responsibility to work in accordance with the Committee on behalf of school improvement initiatives.

Article 77

Persons that have worked for the school at any time in any position also cannot form part of the Parents' Society. In the same way, if any member of the Parent's Society should later form part of the El Camino staff, he or she will automatically resign from the committee and a substitute will be named.

Article 78

If the Parents' Society President resigns, the whole Committee will be replaced the following school year.

XIII. DONATIONS

Article 79

As a registered Civil Association, the school may accept cash donations or in kind and provide corresponding tax deductible receipts. These should be made exclusively at the cashier's window at the Administration Department.

ANNEX

WE RESERVE THE RIGHT OF ADMISSION