



ESCUELA AMERICANA

STUDENT / PARENT HANDBOOK

Updated August 2009



July 2009

Dear Members of the EA (Escuela Americana) Community,

Welcome! As the new General Director at EA, I am delighted to introduce to you our 2009/2010 *Student/Parent Handbook*, an extremely important source of information for all parents, faculty and staff, and students. EA is one of the world's top international, college preparatory schools, providing the opportunity for students to prepare at the highest levels in all subject areas. Preparing students to successfully continue their education after high school is our major focus. Our sports and social programs are broad and impressive so that every student can participate and excel in areas of particular interest. The school's commitment to service is exemplary.

As you read through the *Handbook*, please keep in mind that we have tried to provide much information about many areas of our operation and about many of the policies and procedures that play an important role in making EA the very special school that it is. At the same time, the handbook is not meant to be all encompassing nor will it answer all the questions you may have. Our handbook is best understood as a guideline or framework for understanding the philosophy, values, policies, and procedures that define EA. As a part of a large community of families, each of us is expected to accept and to operate by the principles and the intent of those principles as indicated in this publication.

Each school year begins with its own particular challenges, and this year is no different. The "Swine Flu" (officially the Influenza A Type H1N1 Virus) remains a threat to communities throughout the world. EA and other schools throughout El Salvador have been forced to close for periods of time as a precautionary measure; and we are preparing for the possibility of future closings. School closures, should they become necessary, may require us to have weekend classes or to push back the end of the school year. Our planned last day of classes is June 4, 2010, but if closings are dictated by the government, we may be forced to change that date. We hope this will not be the case, but we ask that you consider this possibility as you make summer travel plans.

I look forward to greeting you as you arrive for the new school year and wish for you a successful, exciting, and rewarding school year.

Sincerely,

Ken Templeton
General Director

IMPORTANT CONTACT NUMBERS

Main School Receptionist		2528-8300
Name/Address Updates – Database Information Management		2528-8313
Main School Fax		2528-8321
Business Office Fax		2528-8320
Athletic Office Fax		2528-8238
Admissions		2528-8220
After School Activities		2528-8213
Alisal Food Services (Completo)		2263-1637
Athletic Office		2528-8231
Bachillerato Diploma Program		2528-8285
Business Office		2528-8311
Cafeteria	-- Lower School	2528-8218
	-- Middle/Upper School	2528-8295
Counselors	-- Lower School	2528-8206
	-- Middle/Upper School	2528-8282
Edline Questions		2528-8300
Extension Program		2528-8375
General Director's Office		2528-8301
Human Resources		2528-8307
Marketing/Development Office		2528-8305
Nurse	-- Lower School	2528-8210
	-- Middle/Upper School	2528-8279
Publications Department		2528-8361
PTA Store		2528-8293
Summer School	-- Lower School	2528-8213
	-- Middle/Upper School	2528-8250
Trojan Learning Center		2528-8350
Website Questions		2528-8322
DIVISIONS:	Lower School	2528-8200
	Middle School	2528-8250
	Upper School	2528-8275
LIBRARIES:	Lower School	2528-8211
	Middle/Upper School	2528-8289

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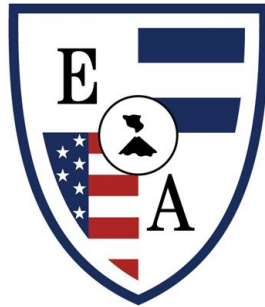
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GENERAL INFORMATION



ABOUT OUR SCHOOL

The Escuela Americana in El Salvador was founded in 1946 and is an international coeducation institution for grades PK (4-year olds) through 12th Grade. The school is a non-profit association which has a tax-exempt charter issued by the Salvadoran government.

The academic programs are primarily based on U.S. curriculum. The Southern Association of Colleges and Schools (SACS) and The Southern Association of Independent Schools (SAIS) accredit the school; the school also meets accreditation requirements of the Salvadoran Ministry of Education. Escuela Americana is also a member of the National Association of Independent Schools (NAIS) and the College Board. The Director General is responsible for the administration and daily operation of the school. A 16-member Board of Directors, elected for three-year terms, at the General Assembly of parents each year sets policy at the school. All parents with children in the school are members of the General Assembly.

The curriculum in grades PK through 8th follows a combination of U.S. and Salvadoran programs with the majority of instruction in English. The curriculum in grades 9 – 12 is that of U.S. college preparatory schools, as well as the Salvadoran Bachillerato program. All graduates earn an U.S. diploma and 95% earn the Salvadoran diploma also.

The school is located in the western suburbs, specifically in Colonia San Benito and La Mascota, of San Salvador, the capital city of El Salvador. The school's lush 16-manzana (approximately 35 acres) campus consists of three divisions: the *Lower School* (grades Pre-K - 5); the *Middle School* (grades 6 - 8); and the *Upper School* (grades 9 – 12). The school has 132 classrooms; 5 computer centers; 2 libraries; 11 labs; 2 cafeterias; a double court gymnasium/ multi-purpose building; an Arts Center with an amphitheater; 10 outdoor hard surface courts for basketball, volleyball and handball; a 400-meter synthetic surface track; and 2 large athletic fields.

The school's website is www.amschool.edu.sv; much information can be found there including the school's calendar. The school also uses **EDLINE** as an interactive communication portal for the school community. **EDLINE** can be reached through the EA website though it requires password access. Passwords are provided at the start of each school year.

The school year is divided into two semesters, with exams given in December and in May for the Middle and Upper School. There are four grading periods, with report cards sent home on a quarterly basis. Students are expected to be on campus by 7:40 am and the class day ends at 3:00 pm.

MISSION

EDUCATIONAL MISSION

Escuela Americana is a college preparatory international school that seeks to provide a sound basis for life as a responsible member of society. Our educational program is built on high quality standards, and the commitment to help each child develop his or her potential. Escuela Americana offers a bilingual program embracing the cultures of El Salvador and the United States.

EDUCATIONAL GOALS

- To provide an intellectually stimulating and challenging course of study in English and Spanish.
- To produce graduates who can communicate effectively in English and Spanish.
- To maintain high quality standards and integrity in all that we do.
- To provide many paths to success for members in our community.
- To foster in our students a commitment to active citizenship, responsible leadership, and service to others.
- To provide students with a program of study and preparation sufficient for admission to competitive universities and for success at that level.
- To provide programmatic experiences of the cultures of El Salvador and the United States.
- To provide living models of the virtues and values of this learning community.
- To create systematic approaches to the formation of desired virtues and values in students including integrity, honesty, respect, discipline, and care.
- To encourage environmental stewardship through thoughtful action in conservation and recycling thereby fostering a personal and community-wide sense of environmental responsibility.

CODE OF CONDUCT

The Escuela Americana's Code of Conduct is the basis upon which we construct our lives in this learning community. The Code informs our actions and our policies in fulfilling our educational mission. The Code of Conduct is not, however, a disciplinary system. It is a set of expectations and values that frame our lives together in our school.

We proudly commit ourselves to uphold
Honesty, responsibility and respect,
Reject meanness; ease other's pain,
Listen to others; work together,
Avoid offensive behavior,
Use appropriate language,
Tell the truth; be genuine.
Overcome the temptation to steal or cheat;
Act honorably,
Decide when to follow and when to lead;
Be a positive influence to others,
Be patient, consider consequences, and
Care for our school and community.

It is and shall remain a privilege, not a right, to be an Escuela Americana community member, therefore I accept, understand, and agree to live under the Code of Conduct spirit. If my behavior puts my well being or other's well being at risk, or has a negative consequence for our Escuela Americana, the school has a right to intervene.

HONOR CODE

Embedded in the Code of Conduct and an important part of Escuela Americana's history is the Honor Code. The EA Honor Code is a clear statement of fundamental expectations that form the foundation of academic and personal integrity. Compliance with the EA Honor Code is a fundamental expectation for all EA community members, and failure to comply will result in discipline sanctions being imposed. The EA Honor Code states:

I will not lie, cheat, or steal, nor will I tolerate those who do.

ATTENDANCE

Escuela Americana hopes that every effort is made to see that students attend every class every day of the school year. We expect the only reason for absence to be serious illness. After being absent one or more days, the student must bring a note from his/her parent indicating the reason for absence.

A student must be in attendance for at least 90% of the school year in order to receive academic credit. This means a student may not have more than nine (9) absences for semester-long courses and eighteen (18) class absences for Middle and Upper School for year-long courses. For the Lower School, absences are limited to no more than eighteen (18) days. This number of excessive absences makes a student subject to not receiving credit for the course and/or repeating the grade. **Both excused and unexcused absences contribute to this total.** In the event of excessive absences in the Lower School, the student may be required to come to Summer School at EA in order to remediate the subject area.

Warning notices will be distributed to students when they accumulate 5, 10, and 15 days of absence. In the case of semester-long courses, the second notice will be sent at 7 days and will be the final warning. These letters must be signed by the parents and returned to the attendance secretary.

Leaving school for any part of the school day is considered an absence, as well as missing a full class period during that day for any non-excused reason. There are two categories for absences:

Excused Absences –

- Absences due to illness, but **will be taken into account for the attendance requirement calculation.**
- Absences as a result of participation in school-sponsored activities, government-recognized trips in representation of the student's country or other school-approved trip, provided that the student is not in danger of failing the academic year or has excessive absences. As much as possible, work for the missed days must be made up before the absence is to be excused for Middle and Upper School and made up after the absence for the Lower School.

Unexcused Absences –

Any other absence will be considered an unexcused absence and **will be taken into account for the attendance requirement calculation.** Parents and students are strongly advised to plan family vacations during the regularly scheduled vacation times in the school calendar.

When students are absent from school, without prior arrangements or notifications to the Division Office, parents are asked to call the Division Office to notify them of the absence by 8:00 AM. This allows us to verify a child's whereabouts in the most timely and efficient manner. The attendance officer in each division office does account for the presence of each child on a daily basis.

Students leaving school early, for whatever reason, are responsible to find out what work they need to take home with them to be prepared for the following day. It is recommended that students make sure they have the phone numbers of fellow students from their different

classes so that they can find out about assignments that they have missed due to short-term absences.

For the Middle and Upper School students, the teachers and/or the Counseling Department should be consulted via Edline in cases of absences in order to help provide the student with make-up work at home. For Lower School students, make-up work will be given when the child returns to school.

Medical and/or dental appointments should be scheduled outside of school hours whenever possible. If students need to be absent for the day, arrive late, leave early or leave and return during the school day, permission to do so must be requested the day before, or earlier, from the Division Director. This should only be done for medical reasons or family emergencies.

“Skipping” – Escuela Americana does not endorse nor support skipping of classes or days. Any absence due to skipping will be treated as an unexcused absence. Any work scheduled on the day of the absence will be given a “zero” grade.

Absence Type	Make-Up Work	Responsibility
Excused	All work issued during the school day plus homework, subject to Backwork and Late Work Policies.	The student must confer with his/her teacher to determine the work to be done within the time frame allowed by the teacher. If the student needs extra academic assistance, he/she should seek help from the respective teacher from 3:00 pm to 3:30 pm. The teacher will provide the students with the support he/she needs.
Unexcused	US/MS student work is due the day of the student's return. Late penalty sanctions apply at that point. LS student work is made-up after the child returns to class.	The US/MS student is responsible for obtaining any notes given in class that day. The LS faculty member will work with the LS student who is responsible to get the work done after his/her return.

LATE ARRIVALS & TARDINESS

The school expects students to be on time for their classes. Students arriving late distract the other students and disrupt the teacher’s class presentation.

All students are expected to be at school by 7:40 am **and** required to be in class by 7:45 am. Students arriving after this time will not be permitted to class without a pass from the Division Office. Any pattern of late arrivals or tardies will have consequences that escalate over time, including but not limited to the loss of parking privileges. The specific consequences are spelled out in each Division section of the Handbook.

SUPERVISION OF STUDENTS BY SCHOOL PERSONNEL

Students are required to be off-campus by the time the library facilities close or any event and/or activity they are participating in are finished.

The supervision of students by school personnel is provided as follows:

- During the time the student is attending school.
- During the time the student is on school premises participating with authorization in a school-sponsored activity/event.
- During the time the student is being transported from or to school before or after a school-sponsored activity/event.
- During a reasonable time before and after a normal school day. For this purpose, the times in effect are 7:00 am to 4:00 pm.
- During a reasonable time before and after an early dismissal day. For this purpose, the times in effect are 7:00 am to 1:00 pm.

PARENTS SHOULD NOT RELY ON THE SCHOOL TO PROVIDE ANY ADDITIONAL SUPERVISION AFTER SCHOOL ACTIVITIES HAVE FINISHED.

CLASSROOM EXPECTATIONS

To grow educationally, socially, and emotionally, students need an environment in which a concerned teacher sets firm, consistent, and positive limits as well as provides warmth and support for appropriate behavior. The prime responsibility for following rules belongs to the individual student, whether it is inside or outside the classroom. If a student fails to comply with a particular established rule then the student has to accept the consequences.

- Students are expected to follow the Golden Rule: treat all others as you would expect and want to be treated.
- Students are expected to come to class ready to learn with homework and class preparation work completed.
- Students are expected to be in their assigned seat and ready to work when class begins.
- Students are expected to come to class prepared with paper, utensils, textbooks, etc.
- Students are expected to wear the school uniform properly at all times.
- Students are expected to follow the teacher's directions without complaint or argument.
- Students are expected to walk in the hallways.
- Students are expected to respect classes in session and refrain from making noise or other distractions.
- Students are expected to keep the classroom clean as well as the lunch and break areas.
- Students are expected to keep hallways clean by putting litter in appropriate receptacles.
- Students are expected to have an appropriate hall pass whenever out of class.
- Students are expected to take responsibility for their own possessions at all times.

HOMWORK EXPECTATIONS

Homework is assigned to provide preview, to practice, or to review academic work. To do well, each student should study and expect to do homework for every subject. To be successful, students should expect to spend time on homework each night.

Projects are assigned to provide alternate forms for student learning and expression as well as to encourage a variety of educational experiences including research, organization, production of materials, and individual as well as small group work. Projects are student work, are designed to be completed by students, and class time is allocated to student projects though outside class time may be needed to complete projects.

EA is sensitive to the use of weekends for family and refreshment time, and that sensitivity is reflected in our general policy to avoid the regular use of weekend time for homework. However, periodic use of weekend time is to be expected in a college preparatory curriculum, and that is consistent with our mission and practice.

Lower School – Homework assignments are designed to be meaningful, consistent, and of a reasonable and age-appropriate length. Students should have a quiet, well-lighted place to study. Parents may sometimes be asked to help with drill, but should never supply answers. Mistakes in homework point out a need for review in class or during Classroom Tutorial; parents’ correction of mistakes at home disguises this need. On Monday and Wednesday nights, the students will be assigned Spanish assignments. On Tuesday and Thursday, the student can expect to have English assignments.

In addition to assigned homework, all Lower School students should plan for pleasure or “take home” reading each night. General guidelines for homework times are:

<i>Grade Level</i>	<i>Maximum Time Spent on Homework</i>	<i>Pleasure Reading/ Being read to</i>
PreKinder	-----	10 minutes
Kinder / 1 st Grade	10-20 minutes	10 minutes
2 nd Grade / 3 rd Grade	20-30 minutes	15 minutes
4 th Grade / 5 th Grade	40-50 minutes	20 minutes

Weekend homework will be make-up work, if needed, and/or project work that has been communicated well in advance.

Middle School -- Homework assignments are coordinated to maintain a balance of daily responsibilities, avoiding excessive loads of work. Students should have a quiet, well-lighted place to study. Parents may sometimes be asked to help with drill work, but should never supply answers to their child. Mistakes in homework help to point out areas in need of review for the student and will be handled in class or during Classroom Tutorial time.

To be successful, students in:

- 6th Grade -should expect to spend 60 minutes on homework each night.
- 7th Grade -should expect to spend 70 minutes on homework each night.
- 8th Grade -should expect to spend 90 minutes on homework each night.

Upper School – At the high school level a student may expect homework in every subject class on a daily basis. Students are encouraged to use homeroom time to complete as much homework as possible. Students are also encouraged to establish timelines for completing major projects rather than trying to complete them on the evening before they are due. Generally speaking, a student may expect three to four hours of homework a day and the use of weekends. AP and Honors students can anticipate additional work outside of class.

BACKWORK STUDY HALL AND EA LATE WORK POLICIES

The “Backwork Study Hall” is a daily, after-school, “class” period that will serve as an extension of a regular course to which students can be assigned in order to finish their academic obligations.

The mandatory gathering is called “Backwork Study Hall” because it is where students are “held back” from leaving school in order to (1) complete late papers or projects or make-up tests, (2) complete any work due after an unexcused absence, or (3) address any pattern of incomplete homework. Lower School students may be assigned to Backwork Study Hall after excused absences of three or more days to help them complete make-up work.

Being assigned to Backwork Study Hall takes precedent over a student’s other obligations such as athletics, service learning activities, and disciplinary detention. Being involved in a hearing involving the Honor Code or Discipline Committee or a scheduled paid tutorial are the only exceptions to this rule. Backwork Study Hall uses the same excused, unexcused absence policy as a regular class.

Time Limit on Completing Make-Up Work

A student who has an excused absence may have the number of days he or she was absent, plus one, to complete all missing work. After the “number of days absent +1” rule runs out, the make-up work is considered late, and then is subject to the grade penalty policy. Furthermore, the student should be assigned to Backwork Study Hall. For example, if a boy was sick for two days, he has three school days starting the day he gets back to make up all his work. If work is still due, then he is assigned to Backwork Study Hall and late penalties apply to the work. If students are absent for more than a week, the counselors will work with them and create a realistic make-up schedule that takes into consideration the nature of the prolonged absence.

For a student who has an unexcused absence or is absent due to a suspension of any kind, work is due the day of the student’s return. Late penalty sanctions apply at that point.

Students who have scheduled tutoring sessions must go to those tutoring sessions. Work that would have been done in Backwork Study Hall must be done before tutoring or after tutoring and turned in.

Late-Work Grade Penalty Policy

The timely completion of homework and other out-of-class assignments is important both for its role in learning the skills and content of the course, but also for its role in forming a life-long habit of meeting deadlines and time management skills. To encourage students to be timely

and develop the habit of timeliness, a series of developmentally appropriate consequences are in place. If a student does not turn in a major assignment/project or a take-home test on time:

In the Lower School the teacher

Deducts 10% from the grade of the evaluated work each day it is late up to 3 days (30%). At this point, the grade becomes a zero.

Assigns the student to Backwork Study Hall every day, including the day the assignment was due, until either the assignment comes in or until 3 school days have passed; and,

Sends the Backwork student's name and the overdue assignment to the LS Office.

In the Middle School the teacher

Deducts 10% from the grade of the evaluated work for being one day late, takes off an additional 10% the second day the work is late, and an additional 10% on the third day. At this point, the grade becomes a zero;

Assigns the student to Backwork Study Hall every day, including the day the assignment was due, until either the assignment comes in or until 3 school days have passed; and

Sends the Backwork student's name and the overdue assignment to the MS Office.

In the Upper School the teacher

Deducts 15% from the grade of the evaluated work for being one day late, takes off an additional 10% the second day the work is late, and an additional 10% on the third day. At this point, the grade becomes a zero;

Assigns the student to Backwork Study Hall every day, including the day the assignment was due, until either the assignment comes in or until 3 school days have passed; and

Sends, or posts with the attendance slip, the Backwork student's name and the overdue assignment to the US Office.

Regarding Homework (other than major assignments of any variety)

Homework, in this sense, refers to the type of work routinely assigned by faculty members to be completed by students on a daily basis for practice, review or preview of specific materials or skills. This type of homework may be penalized for lateness based on a teacher's discretion. Failure to complete such homework is not grounds to send a student to the Backwork Study Hall.

However, if a pattern of failure to complete daily homework emerges, then a student may be assigned to Backwork Study Hall. Such an assignment will be made by the grade level counselor and grade level team following a determination by that group that a student has fallen into a pattern of not completing homework. The student will remain in Backwork Study Hall until she or he demonstrates to the counselor and grade level team the ability to complete the required homework without the structure of the Backwork Study Hall.

Regarding Parental Notification

EA will make every effort to contact the parents of students assigned to Backwork Study Hall of that fact. The attempt will be made both verbally, via telephone, and a message will be sent via email in EDLINE. However, failure to get in touch with a parent does not release a student from the Backwork obligation. In the rare circumstance when a parent is not notified and arrives to pick-up their child, we will ask for patience while the student completes his or her obligation.

General Procedures

The teacher should give the student's name and assignment to the attendance officer so that the parent can be notified by phone, e-mail and/or by EDLINE. Worksheets, make-up tests, etc., should be sent to the office.

The Backwork supervisor collects the assignments from the office(s) and from e-mails prior to the start of the study hall.

If the missing work is turned in to the teacher before 3:05, the teacher can release the student from Backwork, but must notify the Backwork supervisor. Teachers may not accept late work after that point. Students who complete the work after 3:05 should report to the Backwork supervisor who will review and accept the work and then release the student from the obligation.

The Backwork supervisor takes attendance at 3:15 and reports the list of students to the attendance officer just like a regular class. The daily attendance rosters will be stored and reviewed every quarter to discover patterns of recidivism. Tardiness would be treated the same as a regular class.

Backwork assignments are considered an extension of the class; therefore, all school rules apply. If Backwork is skipped, it is the same as skipping the regular class.

When a student completes the Backwork assignment, or finishes the test, and the Backwork supervisor is satisfied that the assignment has been completed properly, the supervisor may release the student. At the end of Backwork, the supervisor will put the students' work in the appropriate teacher's mailbox.

WHEN: Every afternoon, Monday through Thursday, from 3:05 to 4:00 pm for Lower School students, and from 3:15 to 4:15 for Middle and Upper School students.

WHERE: LS Room 47 (Grades 2 and 3) or Room 67 (Grades 4 and 5)
MS Room 102, the Computers classroom;
US Room 130, the Computer Resource room

DRESS REGULATIONS

Escuela Americana considers that the appearance of its students reflects a sense of pride and respect for both themselves and the school. Students are required to wear the official school uniform.

Information regarding specifications, prices and ordering procedures are available in the PTA store (Upper School Entrance). **The following regulations apply from the time students arrive on campus.** Any student who does not comply with these rules is subject to disciplinary measures, and can be denied entrance or sent home from school if they do not comply with these regulations. If for some reason the student cannot wear a particular item of the uniform, he/she must submit a signed note from his/her parents immediately upon arrival on campus.

On certain, pre-announced days, students may be allowed to wear Trojan t-shirts and/or polo shirts of other EA sponsored clubs. Certain days are also designated as jeans days. Parents should check weekly announcements for these dates.

With the exception of shoes and socks, only the official school uniform will be accepted. Only EA sweatshirts, jackets and sweaters are permitted. The uniform must comply with all specifications for each division.

Caps or hats are not to be worn in school unless special permission to wear them has been given during PE class by the teacher or by the administration in conjunction with a special school day or event.

Lower School

Girls in grades PK-5 wear a navy blue jumper, white blouse and red/blue belt.

Boys in grades PK-5 wear navy blue pants, white shirt and red/blue belt.

Shirts must be buttoned and the collars must be buttoned down.

Boys' shirts and girls' blouses must be tucked in at all times.

Boys and girls must wear the school belt at all times.

For Girls in grades PK-5, the jumper must be worn no more than 1 inch above the knee.

In grades PK through 1st, boys may wear navy blue short pants.

For grades PK-5, on PE days, both boys and girls wear the official T-shirt and navy blue shorts as well as white, blue or black sport shoes.

Black or dark blue closed shoes are to be worn with the regular uniform. Socks must be worn with shoes. Girls' socks must be white and boys may wear white, black or dark blue socks. Clogs or open-toed shoes are not allowed. Girls and boys' socks must cover the ankle.

Hairstyles must be conservative. Boys should keep their hair neat and well groomed at all times. It may not extend below the top of the collar of the shirt.

Jewelry, earrings, and hair accessories must not detract from the uniform.

Visible tattoos are not permitted.

Boys may not wear earrings.

On PE days, students may wear long EA sweat pants.

For all students, the acceptability of their appearance is left to the administration's discretion, based on the administrator's judgment.

Middle School

Girls in grades 6-8 wear a navy blue skirt and white blouse.

Girls must keep the blouse buttoned and the tie secured at all times.

Boys in grades 6-8 wear navy blue pants, white shirt and red/blue belt.

Shirts must have collar buttons secured; however, the shirt may be worn with the neck button and the button directly below unbuttoned. T-shirts may be worn under the school shirt but must be solid white with no logos and with the sleeves shorter than the school shirt.

Boys and girls must wear the school belt at all times.

Girls' skirts must be worn no more than 1 inch above the top of the knee.

Boys' pants must be worn above the hips and may not be altered or torn at the hem.

Black or dark blue closed shoes that are shined are to be worn with the regular uniform. These shoes should be of leather or leather-like material. Socks must be worn with shoes. Girls' socks must be white and boys may wear white, black or dark blue socks.

Boys are allowed to wear black boots or sneakers. Clogs or open-toed shoes are not allowed.

Boys should keep their hair neat and well groomed at all times. It may not extend below the top of the collar of the shirt.

Beards and moustaches are not permitted. All boys must be clean-shaven and well groomed.

Girls' hairstyles should keep hair out of their face so as not to interfere with their vision.

Girls may not wear make-up.

Facial jewelry is not permitted.

Jewelry, earrings, butterfly clips, hair combs and barrettes must not detract from the uniform.

Male students may not wear earrings.

Necklaces must be worn inside the blouse or shirt.

Visible tattoos are not permitted.

Clip-on buttons are not permitted.

For all students, the acceptability of their appearance is left to the administration's discretion, based on the administrator's judgment.

PE Uniforms: All students taking physical education must wear the official Escuela Americana uniform. It is recommended that all physical education attire have nametags sewn on the interior. Students who are improperly dressed will be allowed to participate but are considered to be in violation of the school uniform policy. It shall be recorded as a minor infraction.

Upper School

Girls in grades 9-12 wear a navy blue skirt and white blouse.

Girls must keep the blouse buttoned and the tie secured at all times.

Boys in grades 9-12 wear navy blue pants, white shirt and red/blue or black belt and must be worn at all times.

Shirts must have collar buttons secured, however, the shirt may be worn with the neck button and the button directly below unbuttoned. T-shirts may be worn under the school shirt but must be solid white with no logos and with the sleeves shorter than the school shirt.

Formal uniform boy's shirts and girl's blouses must be tucked in at all times and must be worn at any activity requiring formal attire, like honor roll ceremonies and any other formal assemblies. A non-formal shirt or blouse, which has been designed to be worn outside the pants or skirt, with a square-cut hem, can be worn on days when formal attire is not required. On regular school days, students may wear either style of shirt or blouse.

Boys and girls must wear the school belt at all times.

Girls' skirts must be worn no more than 1 inch above the top of the knee.

Boys' pants must be worn above the hips and may not be altered or torn at the hem.

Black closed shoes that are shined are to be worn with the regular uniform. These shoes should be of leather or leather-like material. Socks must be worn with shoes. Girls' socks must be white and boys may wear white, black or dark blue socks. Boys and girls' socks must cover the ankle. Clogs or open-toed shoes are not allowed.

Students are expected to keep their hair neat and well groomed all day. Hair color may be altered as long as it remains one of the natural hair colors. Boys' hairstyle must be **conservative**, and hair length must be kept shorter than the tip of the nose when combed forward, the bottom of the earlobe when combed to the side, and the top of the shirt collar when combed straight back. Sideburns may not extend below the middle of the earlobe.

Ponytails, headbands, beards, and moustaches are not permitted for male students. All boys must be clean-shaven and well groomed.

Girls' make-up must be conservative and not distract from the uniform.

Male students may not wear earrings.

Facial jewelry is not permitted.

Visible tattoos are not permitted.

All grooming and dress code policies apply when senior internship students participate in school-sponsored activities, i.e. senior alumni luncheon, graduation.

For all students, the acceptability of their appearance is left to the administration's discretion, based on the administrator's judgment.

PE Uniforms: All students taking physical education must wear the official Escuela Americana uniform. It is recommended that all physical education attire have nametags sewn on the interior. Students who are improperly dressed will be allowed to participate but are considered to be in violation of the school uniform policy. PE Uniforms may not be worn for classes other than P.E.

Athletic Uniforms

Athletes must wear the approved school uniforms. Teams are not allowed to choose or purchase a different uniform from the school approved choice. The athletic sport jacket may be worn as part of the uniform on campus.

ATHLETIC TRIP/FIELDTRIP EXPECTATIONS

During trips of this nature, students serve as ambassadors for our school. Behavior should be exemplary at all times; all school rules are applicable when students are participating in a school event. The following expectations are to be followed by all students participating in school sporting events or school sponsored fieldtrips.

- Students are expected to act with appropriate decorum at all times.
- Students are expected to follow the directions of the coaches and/or trip chaperones at all times. Students are expected to be attentive and respectful.
- Students are expected to remain in their seat on the bus and keep head, hands, arms and feet inside the bus at all times.
- Students are expected to refrain from throwing any objects or litter inside or outside the bus. Use the trash receptacles on the bus for all litter.
- Students are expected to refrain from yelling or making gestures towards people outside the bus.

A parent permission form must be signed and sent to the Division Director for each fieldtrip before a student is allowed to leave school on a field trip. No parent permission can be given over the telephone.

In cases where the travel is outside of El Salvador, the School requires that parents sign a release form. In addition, parents are required by law to sign notarized documents to permit their children to leave the country with a responsible adult. It is the parent's responsibility to obtain these documents for the child to leave the country. These documents should be given to the Division Offices at least one week before the trip is to take place. The necessary arrangements for signing those documents will be made through the Division Offices.

The School requires that any student attending an international fieldtrip have accident insurance. This insurance can be purchased through the School or if the family has this type of coverage, the insurance card must be presented to the Division Office.

Any field trip must be planned, by the teachers, as an extension of the classroom experience; students must be prepared for the field trips with a variety of instructional activities and participate in evaluation and review after the trip.

THE ESCUELA AMERICANA DISCIPLINE SYSTEM

"Civility is the sum of the many sacrifices we are called to make for the sake of living together. We should make sacrifices for others not simply because doing so makes social life easier (although it does) but as a signal of respect for our fellow citizens, making them as full equals, before both law and before God. Rules of civility are thus also rules of morality: it is morally proper to treat our fellow citizens with respect, and morally improper not to do so."

. . . Stephen L. Carter, Civility, page 11

The EA discipline system is built on respect, responsibility, and safety, and it incorporates an intervention plan to help students modify inappropriate behaviors. The goal is to empower the student to take charge of his or her behavior by providing support and follow-up and not merely punitive consequences.

The EA discipline process is more than the recording of minor and major violations on their respective forms and the issuing of escalating consequences. It is also composed of discussions on the value of having expectations and the need for consequences, discussions of specific classroom expectations, class procedures, and discussions about Civility in our community, the School's Honor Code and Code of Conduct, the School expectations listed in the general section of the Parent-Student Handbook, and what respect, responsibility, and safety look like inside and outside of the classroom.

Students are expected to:

1. BE RESPECTFUL BY ...

- (4R's) Respecting themselves, respecting their classmates, respecting their teacher, and respecting their school,
- Telling the truth,
- Acting honorably,
- Treating others as they would like to be treated,
- Refraining from negative, hurtful or offensive comments,
- Maintaining silence unless given permission to speak,
- Speaking softly when they have permission to speak,
- Being seated when the bell rings,
- Obtaining permission to be out of his/her seat or to leave the class. The teacher will dismiss the students at the end of the class, not the bell.

2. BE RESPONSIBLE BY ...

- Coming to class on time, wearing the uniform properly, and with the proper supplies,
- Participating in a positive, active manner in class,
- Completing and turning in all assignments on the day they are due,
- Studying for quizzes, tests, and exams.

3. BE SAFE BY ...

- Walking in the hallways and cafeteria areas,
- Keeping arms, hands, and feet to one's self,
- Putting objects in the correct place and in a safe manner,
- Keeping the hallways clean by placing objects like backpacks and lunchboxes on shelves, hooks, or inside of lockers.

A discipline system in a school setting is a purposeful approach to maintaining order and instilling a sense of self-discipline that is bedrock for lifetime accomplishment and success. Our policies and practices are neither arbitrary nor capricious and have grown out of our collective experience, as teachers and learners, of the best way to live and work together in accomplishing our mission. Our discipline code is a living document and process that is regularly reviewed and evolving to better serve the needs of our students.

There is a school-wide discipline system at EA with a general set of rules and expectations, but each division also has the latitude to adapt the discipline system to best meet the developmental needs of its students. Any adjustments of the system will be noted in the handbook for that division of the school.

The intention of the discipline system is to create an atmosphere conducive to learning. The various rules noted below are not meant to be an inclusive or exhaustive list of unacceptable behaviors or actions. They are meant to indicate a general tone and framework for discipline. The adults of the EA community are encouraged to use their best judgment in determining when an action or behavior is detrimental to our goals, our community, or our learning.

There are three categories of discipline infractions.

Minor infractions are those activities that detract from learning or upset a learning/teaching/coaching atmosphere. Such offenses are typically handled at the classroom level, though a pattern of minor offenses may result in a referral as a major offense.

Major infractions are significant disruptions to the educational processes and atmosphere. Major violations are addressed at the administrative level and may result in suspension as well as other sanctions.

Dismissal infractions are those actions that we feel are so serious that may warrant immediate removal from the EA community. Dismissal cases are considered by a Discipline Committee, which then informs the Division Director of their recommendations. The Division Director shares these recommendations with the General Director who makes a final decision.

Any student receiving one or more major infractions in any given quarter is ineligible to receive Honor Roll or Principal's Honor Roll for that quarter.

The Discipline Committee is a group of concerned adults charged with assessing the seriousness of a student's transgression and making recommendations on an appropriate consequence for the violation. The Discipline Committee does not use an adversarial process nor is it a court.

Parents are to be informed of the discipline situation, of a Discipline Committee meeting, and the range of typical responses for such infractions with the qualifier that the past does not preclude other actions. In the MS and US, parents have the option to meet with the Discipline Committee, and this meeting will take place after the student has met with the Committee and excused from the room.

For suspensions, the following rules apply regarding work responsibility for the students.

Type	Make-up Work	Responsibility
Internal Suspension	Students who are internally suspended will be given class work, quizzes, tests and other assignments to be completed during the day(s) of the suspension. All work not completed on time will have Backwork and EA Late penalty policies applied.	Students will be given daily work assignments and expected to complete the assignment on their own before the end of the class day. Whatever grade the student earns on this work is what shall be recorded. Assignments will be picked up by the Division Director and given to the teacher.
External Suspension	Work is due the day of the student's return. Late penalty sanctions apply at that point.	Homework or projects due the day(s) of external suspension will be accepted by the teacher for credit under the Backwork and Late Work policies.

The following are examples of violations under each of the categories for discipline offenses. These are examples and not an exhaustive listing of offenses.

EXAMPLES OF MINOR INFRACTIONS

- Chewing Gum
- Eating in Class
- Disrupting class`
- Defacing of school property
- Failure to follow instructions
- Inappropriate Language
- Littering
- Poor judgment
- Public displays of affection
- Roughhousing/Inappropriate play
- Running in the hallways or stairways
- Tardiness
- Uniform/Grooming Violations
- Any activity that detracts from learning

EXAMPLES OF CONSEQUENCES: MINOR INFRACTIONS

- Verbal warning
- Written warning
- Classroom Time Out
- Detention
- Parent Notified / Conferences

EXAMPLES OF MAJOR INFRACTIONS

Accumulation of Minor Infractions
 Causing or Threatening Physical Harm to Another
 Cheating
 Destruction of Property
 Disrespectful Behavior
 Fighting
 Forgery
 Gambling
 Lying
 Plagiarism *
 Possession or Use of Firecrackers or Lighters or Matches
 Possession or Use of Tobacco Products
 Skipping/Cutting Class
 Skipping Saturday School Detention
 Throwing Objects
 Unauthorized Borrowing **
 Verbal Abuse or Harassment of others
 Violations of the Driving Policy
 Violations of Acceptable Use Policy

EXAMPLES OF CONSEQUENCES: MAJOR INFRACTIONS

Detention
 Saturday School/Work Projects
 Counseling Group
 Individual Counseling
 In-School Service Project
 In-School Suspension
 Out-of-School Suspension

***PLAGIARISM:**

Plagiarism is the violation of academic integrity and honesty by presenting another person's words or ideas as your own. Plagiarism is a case where a student lies, cheats and steals, in one action, when presenting a paper, project, or homework that has been plagiarized.

EA takes cases of plagiarism very seriously. How to cite sources appropriately is an important part of the curriculum school-wide, and instances of plagiarism will be confronted at any level where it occurs.

Sanctions for instances of plagiarism will vary by division within developmentally appropriate frameworks. Repeated violations of the plagiarism rule is an indication that the student is unable to complete a college preparatory curriculum and so may result in a student being dismissed from Escuela Americana.

****UNAUTHORIZED BORROWING**

Unauthorized borrowing is taking the property of someone else and using it without his or her permission. If you "borrow" the property of someone else, you must have his or her permission to do so.

EXAMPLES OF INFRACTIONS THAT MAY WARRANT DISMISSAL

Bullying and/or the Ongoing Harassment of Others
Possession of Illicit Publications/Materials
Use, Possession, or Distribution of Weapons
Use, Possession, or Distribution of Illegal Drugs or Drugs Prescribed for Another Person
Use, Possession, or Being Under the Influence of Alcohol on Campus or at School-Sponsored Events whether on campus or off-campus
Stealing
A Serious Breach of the Honor Code or the Code of Conduct or a Pattern of Violating either Code
Leaving School without Permission
Arson
Assault and/or Battery
Major Vandalism
Making Bomb Threats or other Threats of Violence
Tampering with Safety Equipment (i.e., fire extinguishers, alarms, security cameras, etc.)
The Accumulation of Major Violations
Any action that brings Disrepute onto EA whether on campus or off
Any Offense deemed a Serious Threat to the Community Or an Individual
Sexual Harassment
Violation of the Technology Acceptable use Policy

A note on sexual harassment of others:

All students and employees of Escuela Americana have the right to attend classes, participate in school activities and work in an atmosphere free from sexual harassment. Escuela Americana will provide an environment free from sexual harassment, and will not tolerate such conduct on the part of anyone in the school.

Unwelcomed explicit or implicit sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment.

Any student, staff, faculty or community member who feels they have been or are being sexually or verbally harassed should report that situation immediately to the administrator in charge. The administrator will inform the General Director of the situation, conduct an investigation into the matter, and take appropriate steps to address the findings. Sanctions for offenses may include suspension or expulsion.

A special note on bringing Disrepute on EA:

EA has a long and rich tradition of educational excellence and quality among former and current Alumni, parents, faculty and staff, Board, and the wider community. Actions by any member of the community that brings discredit or shame, ergo disrepute, to EA endangers the good name and reputation of the school and to all of its members. In such a situation, EA reserves the right to apply sanctions up to and including separation from the community.

This has periodically been an issue when students exercise poor judgment in violating school expectations, for example smoking or consuming alcohol, in off-campus settings but while wearing school uniforms. While we neither sanction or condone such actions by students, when those actions take place off-campus and not at school events it is not our disciplinary concern unless the

school uniform allows the identification of the student and therefore brings disrepute on the school and our community.

Special Note on Student Selling or Bartering

Students are not permitted to buy, sell or barter with their personal effects or any type of items on campus at any time.

Bullying and the Ongoing Harassment of Others

The EA mission reflects our commitment to provide all students an optimal learning environment in a caring and safe community. EA continuously promotes the values of respect, compassion, social responsibility, tolerance, kindness, service and cooperation.

As part of the Guidance Curriculum and Parent Education Activities EA will provide an on-going educational program for the school community (students, staff and parents) to recognize and prevent bullying incidents by trying to accomplish the following:

- Strengthen our sense of community
- Teach and model values throughout our academic, extracurricular, and service learning curriculum
- Provide awareness and prevention training to staff and parents
- Communicate information and expectations through conferences, newsletters and the school website and Edline
- Encourage all bystanders to stand up against acts of bullying

Bullying incidents will be addressed seriously with appropriate interventions determined by Division Directors.

The intervention process will include age appropriate consequences for the bully/bullies as well as support for the victim/victims.

Bullying: What is it?

Bullying is a specific type of aggression (physical, verbal, or social) which includes behavior that is intended to harm, disturb, intimidate, or humiliate and is often characterized by an imbalance of power between individuals or groups.

Bullying differs from normal, common conflicts that take place between friends. Lots of kids joke around with each other, call each other names, or engage in some fairly physical horseplay and yet these incidents are not considered bullying when they occur between certain children. The difference lies in the relationship of the bully and victim, and in the intent of the interaction.

Bullying usually, although not always, occurs between individuals who are not friends. In a bullying situation, there is a power difference between the bully and the victim. For instance, the bully may be bigger, stronger, or able to intimidate others or have the social power to exclude others from their social group.

Why is bullying harmful?

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. However bullying can make young people feel lonely, unhappy, frightened, and

even sick. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more.

The Parent Role

If parents suspect that their child is a victim of bullying, a witness to bullying, or participating in bullying, the parent should take action immediately to involve the school. Adult intervention is often the only way to break the bullying cycle.

As a parent you should:

- Model good relationships at home.
- Take an active role in meetings and information organized by the school regarding your child.
- Encourage your child to spend time with friends. Children with friends are less likely to be bullied.
- Inform the school (teacher, counselor, and/or section administrator) of any concerns about bullying. Please do not take matters into your own hands.
- Communicate and empathize with your child so she/he does not feel ashamed to discuss problems.
- Teach your child not to fight back. This could endanger your child's safety. Instead, advise your child to seek assistance from a school authority.

Even if your child is not a bully or a victim, encourage him/her to stand up against bullying by following the student guidelines below.

The Student Role

Students can take an active role in decreasing bullying incidents at EA. Students should:

- Inform their teacher, counselor, and/or section administrator when they experience or witness bullying. Reports will remain anonymous.
- Be assertive and tell the bully to stop.
- Walk away from bullies.
- Build friendships with other classmates.
- Try not to react to teasing or bullying by showing that you are upset.
- Support classmates by speaking out against bullying.

EA's Role

EA addresses bullying in each division taking into consideration our students' developmental maturity.

Early Childhood students are just beginning to learn about the importance of friendships and the intricacies of social relationships. Teachers observe and support children in forming positive relationships with their peers. We teach students to solve problems, express feelings, and take responsibility for their actions. If a student has recurring problems with his/her peer relationships, the school will contact parents to discuss ways we can work together to help the student in this area.

Elementary students are encouraged to communicate clearly with their peers about conflicts. Through the guidance curriculum, we teach students to practice direct communication, conflict resolution and mediation. Students, teachers, and administrators talk openly about conflicts and look for positive solutions to problems. When a student has continuing issues with peer

relationships, interventions may include: a meeting with student, teachers and parents, a behavior plan and/or an in-school suspension.

Middle School and High School teachers and administrators employ interventions that are based on the severity of the bullying incident and the number of times the student has been referred to the office. The school's interventions are intended to change bullying behavior through effective consequences and the teaching of appropriate behaviors. The school also intervenes with prevention and reparative strategies for the victim.

Interventions may include parent, student, teacher, and/or administrator meetings, action plans and behavior reflections, suspension, academic probation, and/or recommendation for expulsion from EA. Counseling will usually be recommended through the EA counselor, the EA school psychologist, and/or an outside professional.

TURNITIN.COM

Technology has enabled important and helpful advances in many areas of teaching and learning for example in the writing of essays, using word processors and embedded tools like spelling and grammar checkers, and doing world-wide research on the internet. There are several problem areas however, and one especially troubling to academic institutions and student growth is the ease of plagiarism and the easy purchase of online essays from various providers. Turnitin.com is a website tool that allows faculty or students to identify places in an original paper where plagiarism may have occurred. Original papers are checked against millions of sources, including online papers purchased for this paper, and language that appears to be taken from other sources is identified. Faculty members in grades 7-12 are expected to make regular use of this educational tool. Use of this online site is particularly appropriate for research or essay papers written out of class and submitted electronically.

OTHER BEHAVIORAL EXPECTATIONS

CAFETORIUM / DINING AREAS

Good manners are always expected. Noise levels should be kept to a minimal level for the enjoyment of all in the cafeteria areas. Each division or grade level is responsible for leaving its section of the cafeteria area clean and ready for the next group. Students are to remain in the cafeteria to eat their lunch. Food should not be taken out of this area.

FOOD SERVICE/CAFETERIA

The main goal of Escuela Americana's food services is to contribute to the students' overall health and well-being so they can be more productive academically and in their physical activities. Our food service is managed by ALISAL-COMPLETO and it offers balanced, nutritious meals within an accessible price range and in a comfortable environment for grades 2-12.

There are two main cafeterias, one serves the Lower school and is located in the Lower School Cafetorium. The Upper and Middle School cafeteria is located in the Middle School building. Students (in grades 2-12) will be able to purchase their meals using either tickets or the EA School ID for grades 2 to 5, and cash or the EA School ID for grades 6 - 12. Tickets and deposits for purchases with the school ID may be done at the cafeteria offices located in the Upper School

cafeteria area. Deposits may also be done via *Net-banking* and it takes 3 business days for transfers to be effective at the computers at COMPLETO. Cafeteria office hours are from 8:00 am to 5:00 pm. Menus and Balance accounts can be monitored on Edline on a weekly basis.

Hot lunches will be offered to students in grades K-1. Each month, the menu will be sent home via the Monday folder. It is the parents' responsibility to choose the hot lunches they wish for their child to have and to pay for those meals in the Cafeteria office.

In order to promote healthier choices and better lifestyles, soft drinks and fried snacks will be sold only after 3:00 pm in the Upper school cafeteria. Meal options are varied and include a home-style option and a Deli option. Food items are also sold individually or as a combo option. A combo meal, as offered to Middle and Upper School students, includes:

MIDDLE & HIGH-SCHOOL

One main entree
Side order of salad or vegetables
Side order of rice **or** beans
Dessert (mainly fruit)
Drink (12 oz)

The office phone number is 2263-1637 and COMPLETO e-mail is ea@globalfoodcorp.com.

Students should only purchase items from the cafeteria during authorized times, namely, during break and lunch times. If a purchase is necessary at any other time during the school day, the student must obtain written permission from the appropriate division administrator.

CARE OF THE CAMPUS

The entire community at EA is responsible for the care and cleanliness of the campus and not just the maintenance and cleaning service. Intentional or careless abuse of property is not allowed. ***Students will be asked to help clean up and maintain the appearance of the school.*** In some cases where items are defaced or vandalized, students will be responsible for payment to repair or replace the damaged item(s).

Certain occasions may call for large banners or class projects to be displayed in areas other than the ones designated. In such cases, permission from the Division Director is required. The maintenance staff will be available to help assist with the placement of the banner or project. Outdoor signs and posters are not to be displayed on any walls or buildings without the prior approval of the Division Director. There are restrictions as to content, size, number and duration of the display.

ENERGY CONSERVATION / RECYCLING

As an educational institution, EA promotes responsible use of resources. We can all contribute to conserving energy by making sure that we turn off the lights, fans, and air conditioners as we leave classrooms. For those who have an air conditioning unit, make sure all windows and doors are closed when the unit is in use. We will not only be saving the school some money that could be diverted to other educational uses, but also helping to conserve a scarce resource.

The school is also redoubling its efforts for recycling of materials. We have bins for the recycling of paper, aluminum cans and plastics.

CAMPUS LIMITS

A student at Escuela Americana may not leave campus during the school day without parental permission and the Division Director's permission. The student must also sign out in the Division Office before leaving the campus, other than at the end of the day.

Campus limits are generally known as within all walls and fence surrounding the EA structure. This includes the upper parking lot by the athletic fields. Students are not to be in the parking lot during school hours, including the time between classes and lunch periods. Students who need to go to the parking lot during school hours must first obtain permission from the Division Director.

The penalty for being off campus without proper permission is a two-day external suspension. The penalty for being in the parking lot without proper permission is a one-day internal suspension and the loss of driving privileges on school premises.

ITEMS FROM HOME / PERSONAL ENTERTAINMENT

Items from home often create a nuisance or undue distraction at school. Personal entertainment items such as (*but not limited to*): iPods, playing cards, toys, radios, pagers, beepers, compact disks, compact disk players, walkmans, computer games, cassette recorders, roller blades, skateboards, bicycles and other riding equipment are not permitted at school without prior approval. Any items that are brought from home to school for an approved purpose should be clearly marked with the student's name and returned home at the end of the day or project display.

Students are not permitted to bring personal entertainment systems, like iPods, on campus. The reasons for this rule are basic. Those items are often easily broken, easily taken, and run counter to our expectations for student interactions during the course of the school day. Students who use such items in transit to the school should safely store them before getting out of the bus, van or car.

If observed on campus, those items are subject to confiscation. In the case of confiscation, students will be required to turn in the item to the Division Office to be stored in a secure location and the parents will be immediately notified to pick-up the item.

Sanctions will be applied to the students for violating this policy and ongoing violations will face escalating consequences. EA is not responsible for the condition or any damage done to confiscated items. Confiscated items can be reclaimed at the end of the school day from the Division Office though, in the case of patterns of violation of this rule, the item will not be returned until a meeting between the student, his or her parents, and division administrators takes place.

If a student wishes to bring a pet to school, the parents must contact the teacher in advance to schedule a time to bring the pet and then to leave with the pet. Poisonous plants, animals or materials are never permitted to be brought to school.

In addition, students should not bring large sums of money to school or other items of value. In any of these above cases, the school cannot and will not assume responsibility for any items when brought to school.

Possession of any personal items without authorization will result in confiscation by any Escuela Americana personnel and will be given to the appropriate Division Director's secretary. Confiscated items will be returned, to the parents only, during regular school hours.

Cellular phones are permitted on campus only for Middle and Upper School students; **HOWEVER**, they must be turned off and not visible during the official school day (7:45 a.m. to 3:00 p.m.) If they are not turned off or if they are visible, they will be confiscated and must then be picked up by the student's parents at the school. No confiscated cellular phones will be handed over to the student or a driver.

LOCKERS

Lockers with combination locks are assigned each year to Middle and Upper School students. Students are not permitted to change lockers or locks without the permission of the Division Director. All notebooks and textbooks should be kept in the locker when they are not in use; therefore, the school cannot accept responsibility for the loss or damage of personal belongings brought to school and not properly stored in the locker.

A student is responsible for the condition of his/her locker. Combinations are to be memorized by the student and not to be given to any other student. *EA will not assume responsibility for items missing from lockers.* Students must be sure that they have not left the lockers unlocked or given other students the combination. Should a locker break or get jammed, it should be reported to the Division office as soon as possible. Students should not kick or slam their lockers, nor should the lockers be defaced in any way. Failure to return locks at the end of the year will result in a \$12.00 fee.

Students must clear out their lockers by the last day of school. The School will not take responsibility for articles left in the lockers after the last day of school.

While highly uncommon, it is important that our families understand that Escuela Americana reserves the right to conduct searches of lockers and student bags in specific circumstances, notably with suspicion of drugs, theft or weaponry.

LOST AND FOUND

Please put your child's name on all personal items that your child will bring to school -- gym bags, sneakers, clothes, lunch boxes, etc.

All items found in the school are kept in the lost and found in the closest Division office as well as the Athletic Office. Items, including school uniforms, not claimed will be donated to charity at the end of each quarter. The school will not assume responsibility for the lost personal effects.

EDLINE AND GENERAL CORRESPONDENCE

Edline is a web-based site that EA has adopted as a mechanism to facilitate communication between the School, its faculty, students, and parents. Each family is assigned an access code and a password. All EA faculty members are expected to establish and maintain a class site on Edline. The class site contains minimally a course syllabus or class guide and key dates and items of importance for the class. In addition, progress reports and grades for students in grades 2 through 12 will be generated and available online via Edline. Finally, communication between the parents and teachers is linked via an e-mail address on each teacher's site.

There are occasions where it is necessary to send documents or important announcements home via paper. For Middle School students, the school has created a system known as the “Courier Envelope” in order to be in communication with the school community. Parents should ask students to give them the envelope, remove and read the contents, and sign the envelope acknowledging its receipt. Discipline actions will result if the envelope is not returned by the student in a timely manner, and signed by the parent or guardian.

The Lower School uses a similar system known as the “Monday Folder”. Parents are asked to review the contents of the folder in the evening and return to the school as directed the following day.

PARENT-TEACHER CONFERENCES

In an effort to establish thorough and efficient communication regarding student academic and/or behavioral issues, scheduled conferences between parents and teachers will be held.

While school-initiated conferences are frequently scheduled, Escuela Americana encourages teachers, parents, and students to request conferences when appropriate or necessary whether they be for changes or concerns about a student’s academic, social, emotional and/or disciplinary well-being. Parents of Lower School students should call the Lower School Receptionist to schedule appointments. Parents of Middle School students should contact the Division Offices to schedule such appointments, unless contacted directly by the teacher.

With regard to scheduling a teacher conference, it is the school’s experience that suggests the following guidelines to follow:

- When a classroom problem occurs, the first approach should be a contact (e-mail or phone call) with the classroom teacher.
- A scheduled in-person conference may often accomplish very positive results. The student’s well-being is placed in the spotlight, and the personal feelings of both the teacher and the parent play subordinate roles. By being scheduled in advance, the teacher has the time to gather records and current academic standing on the student and the appropriate amount of time is set aside.
- To arrange such a meeting, please contact the Division Office at the numbers listed above.

TELEPHONE

The administration provides telephones in the office only for emergency cases such as illness or injury. Students are not to make personal calls to request their forgotten homework, books, projects, P.E. uniforms, lunch boxes etc.

Messages from home will be delivered to students in class when there is an emergency or a crisis. Messages that do not fall into those categories will not be delivered directly to the student. Instead, messages for students in Lower School will be delivered to the student’s teachers. In Middle and Upper School, school student aides will deliver the message to the classrooms.

We appreciate your efforts to make daily arrangements with your child whenever possible before he/she arrives at school in the morning.

VISITORS AND VOLUNTEERS

Visitors and volunteers are welcome on the EA campus. However, for security and safety reasons we ask that visitors and volunteers call ahead to arrange their visit. Volunteers and invited guests must be authorized, admitted and given a pass by the security personnel.

Parents are welcome on campus, but should not visit teachers' classrooms unless they have an appointment or have been previously invited by the teacher.

FORMER STUDENTS ON CAMPUS

EA is a welcoming community for all current and former members of the community. However, maintaining an environment conducive to good order and learning is important in any educational setting. Therefore, we do not allow former students on campus during the class day unless specifically invited to be on campus by the Division Office or to conduct official business with the school.

Any current student who would like to invite a former EA student or a relative visiting the country to come to school needs to submit a request from their parent(s) and must receive approval from the Division Office before bringing the former student to school. Such guests, when on campus, are subject to all the rules of EA and failure to comply will result in the loss of the privilege to be on campus.

TRAFFIC REGULATIONS

The morning and after school traffic situation does become hectic at times. Patience and politeness are requested from all drivers.

If the following procedures are followed, the traffic flow will be faster and we will all be happier. Also, if you send your children to school with a driver, please inform the driver of these rules.

- Make sure that your vehicle displays the school sticker.
- Pasarela gates will be open in the morning for drop-off.
- The speed limit on campus is 5 miles per hour (10 kph).
- Please obey the people controlling traffic. They are there to help avoid traffic problems
- Do not park in restricted areas.
- No Middle School students are permitted to drive and park on campus.
- Students are not to be in the parking lot during school hours, including the time between classes and lunch periods. Students who need to go to the parking lot during school hours must first obtain permission from the Division Office.
- Parking on campus is a privilege not a right. Therefore all Upper School students wishing to drive to school and park must complete an application and be approved by the Athletic Department.

LOWER SCHOOL ENTRANCE

- Please leave and pick up **PK, Kinder, and 1st Grade** students near the Early Childhood Center (ECC) entrance, via Lane B (the middle lane).
- Students in **Grades 2-5** should be let off near the Cafetorium door. Pull up as far as possible before you stop to let children out. That way several cars can let off children at once. Enter via Lane A (the curb lane).

- Do not cut in line. Please stay at the end of the line.
- Please allow teachers and staff to pass in front of you when they are entering the teacher's parking lot.
- During pick-up time, be sure to give the walkie-talkie attendant the name of your child.
- Do not get out of your car. Your child will come to you.
- For the safety of children and teachers, no parents should drop off or pick up students in the faculty parking lot.

MAIN ENTRANCE

- When dropping off in the Main Lobby Area, please ask your drivers to pull forward in the main drop-off area before they let the students out. ***If cars will pull around to the speed bump in front of the Caja before letting students out***, the number of cars we can move efficiently through the drop-off quickly will increase dramatically.
- Please ask them not to stop in front of the stairs of the new building to drop off Middle School students, they should pull all the way around as directed by the vigilante.

UPPER GATE ENTRANCE (ATHLETIC FIELD)/GYM PARKING LOT RULES

Students will be allowed to park in the Gym Parking lot area after submitting a copy of their driver's permit. **Parking on campus is a privilege not a right.** Please keep this in mind and abide by the following guidelines and rules.

1. Students must own a valid driver's license.
2. After completing mandatory procedures you will be required to buy a sticker that must be displayed from your car's front windshield at all times.
3. The green spaces numbered 1-55 have been assigned for seniors. The blue spaces numbered 1-30 have been assigned for underclassmen.
4. On a "first-come, first-served" basis, please park only in the areas that have been assigned to your grade level: green or blue spaces.
5. Respect guards and authorized personnel.
6. Inside parking lot facilities, respect traffic signals, follow the traffic lines for proper entering and exiting of the parking lot.
7. Please keep in mind that the speed limit on campus is **10 kph (5 miles per hour)**.
8. Students are not to be in the parking lot during school hours, including the time between classes and lunch periods. Students who need to go to the parking lot during school hours must first obtain permission from the Upper School office.
9. If you park in an unauthorized space:
 - On the first offense, you'll receive a parking notice on your car's windshield. The Athletic Department office will keep a record of the date in which you committed the infraction.
 - On the second offense, your parents will be notified and you may lose the privilege to park inside campus.
10. Should you not abide by the school's parking rules, you will be denied the ability to park at the Escuela Americana premises.

11. **Late arrivals:** from Monday to Friday the gate at the gym parking area will be closed to students at 7:45 a.m. sharp. Students that arrive after this time will be asked to identify themselves. A photo ID may be requested by the guards. The Upper School office personnel will be contacted and the student arriving late will be reported. Only after this procedure will the guards allow the student to enter the parking lot and park their car in the appropriate designated area. The student must then report to the Upper School Office to obtain the Late Arrival slip that will allow them to enter class.

FIRST AID SERVICES

The school employs three certified nurses for the purpose of attending to first aid needs of students. In the Lower and Middle School, students who feel ill during the day must get a pass from his/her teacher and go directly to the nurse's office. In the Middle School, students are encouraged to see the nurse during Break or Lunch times in order to limit the disruptions to their learning.

The nurse will determine whether to send the student back to class or to go home. Students in the Upper School must first go to the Division Office to get a pass to go to the nurse's office. Students are not allowed to loiter in the nurse's office or to use it as a student lounge.

The nurse will not diagnose illnesses or prescribe internally ingested medications. The nurse may dispense medications that are brought in with a physician's prescription for administration. The nurse may provide minor first aid for cuts/abrasions, insect bites/stings and mild head- or stomach-aches. The nurse may dispense aspirin substitutes and mild, non-prescription medication for stomach upset without written permission of the child's physician.

If a child needs to take medication sent from home, he/she will have to bring a note from home stating at what time the child should go to the nurse to take this medication. Children will not be allowed to go the nurse to take medication without a note from the parents.

Medications administered during school hours should be kept to a minimum. The student in need of medication to sustain his/her attendance in school may have a chronic health condition, an acute health condition, or a special health care need requiring prescription medication administered during school hours. This policy is intended to cover these specific types of situations.

- A student with an acute condition may be required to take medications such as antibiotics for short periods of time. Every effort should be made so that medication can be given at home, before or after school hours.
- If prescription medications must be taken during school hours, an Authorization for Medication Administration form must be filled out and signed by the parent before the medication can be given by the school nurse or her designate.
- Students with pre-existing health conditions will be allowed to keep needed, prescribed medications, i.e. inhalers, epi-pens, insta-glucose, etc. with them in the classroom for immediate administration if deemed necessary by the parent.
- By virtue of their age or medical condition, it may be more efficient and advantageous for some students to self-medicate. This is permissible if the student's physician and parents grant permission, in writing. Again, the Authorization for Medication Administration must be on file before self-medication may commence.
- At no time shall the student self-medicate with a prescriptive drug without prior authorization as stated above **and** communication regarding such self-medication with the Division Director and the School Nurse.
- **At no time shall a student provide medication of any kind to another student.**
- All prescription medications will be kept in a locked cabinet in the Nurse's office.
- Individual medication administration records will be maintained for all students receiving medications, whether prescriptive or non-prescription. The date, time, dosage, and route of administration and person administering the medication will be recorded.

- **EA wheelchairs are available only for emergency use on school property. In cases where their doctor prescribes a wheelchair, parents will need to make arrangements for a wheelchair for their child to use.**

The nurse and teachers must report chronic complaints and/or chronically sick children to the Administration. Parent will be contacted and asked to have a physician evaluate these children.

IMMUNIZATION

It is the parent's responsibility to maintain the required immunizations and submit immunization certification to the school nurse.

INSURANCE

Accident and tuition guarantee policies are available for all students. For further information, parents should contact the Business Office.

CONTAGIOUS DISEASES

Contagious diseases or infections run the gamut from the inconvenient, like head lice, to life threatening, as in the case with HIV/Aids. Given the nature of a school community and the close quarters of students and adults, the presence of contagious diseases of any sort is a serious issue. Escuela Americana complies with all applicable local and national laws concerning contagious diseases and NAIS Best Practice Principles for Schools.

The school is committed to satisfying its obligation to provide a safe and effective education and working environment for its students, employees, and visitors. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness, including particularly concerns related to the spread of contagious infections, are managed in accordance with current medical knowledge and procedures.

If your child has a contagious disease, please contact your Division Director so that appropriate steps can be taken to serve both your child and the other students and adults of our community. We will work closely with parents, students, and health professionals to address any situations that arise.

GUIDELINES

1. The school intends to comply with all applicable laws and regulations regarding HIV or AIDS, as well as all other infectious diseases.
2. The school has a general policy that students or employees must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. For example, to protect the population of students and employees, people with such infectious disease, whether related to AIDS or not, are required to report that information to the General Director of the school as soon as possible so that steps may be taken to assure no further transmission and the prompt treatment of others who may be affected.

3. At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service, Centers for Disease control, holds that the HIV virus is not casually transmitted in ordinary educational, occupational, or social settings or conditions. Accordingly, and as required under Salvadoran law, no member of the school community should refuse to work with or otherwise discriminate or mistreat a student or employee simply because they have HIV or AIDS. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action. It is, moreover, the policy of the school that individuals with HIV or AIDS should be treated with compassion and understanding in dealing with their illness.
4. While at the school, a student with HIV/Aids will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student, others students, faculty or other community member. If the school becomes aware that a student or employee has a secondary disease (one of the diseases associated with the compromised immune system of a person with AIDS) that might pose problems to the activities or risks to others within the school community, the school may require a letter from the student's or employee's attending physician stating that the student or employee is fit to continue to work in accordance with this standard as it does in dealing with any infection or medical condition that pose problems at the school. In appropriate circumstances, the school may also require, from time to time, further medical evidence and a medical examination, by a physician or physicians designated by the school, to ascertain the student's or employee's fitness to participate in school activities.
5. The school holds medical information that it receives about the medical condition of a student or employee with HIV or AIDS in confidence. This means that the school restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when the student or employee with AIDS permits wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the General Director will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable law.
6. The school may from time to time change or discontinue this policy or adopt a new policy with respect to this subject, as it determines medical opinion or other circumstances warrant.

EMERGENCY PROCEDURES

IT IS OUR PRACTICE TO EVACUATE THE BUILDINGS IN THE CASE OF AN ALARM SOUNDING. PLEASE FOLLOW THAT PROCEDURE.

GENERAL PLAN FOR FIRE OR EARTHQUAKE

In case of an emergency or a simulated drill (indicated by the alarm being sounded), students, teachers, and ALL other persons in the building(s) must follow this procedure. Exact evacuation routes have been devised and posted in each room. Everyone should be familiar with these routes.

Earthquake

Students and teachers should protect themselves for at least 30 seconds beneath or crouching beside their desks or tables to avoid injury from falling glass or ceiling tiles. The teacher should conduct a quick inspection to establish the safety of the room. If the room is safe, then the teacher

and students should remain in the room and await notice for any further action. If the room appears unsafe, then proceed to step 1.

1. Walk quickly, quietly and in an orderly manner to the Lower School sports field. Students should not stand still in the halls waiting for the teacher to come out and lead the line, as this causes delay. Students in the secondary athletic area should assemble in a clear area of the field and wait for direction from an administrator.
2. Adults should take their purses or valuables and leave doors unlocked.
3. Teachers must take their grade books, instruct students to remain silent in their designated area on the sports field, and take roll call upon arrival. Any absent students should be accounted for and reported to the Database Collection Point.
4. Students in the Cafetorium or at recess should line up and follow the supervisor's instructions.
5. Those in the bathroom or hallways should walk directly to the Lower School sports field, where they should line up with their classmates.
6. All administrative and counseling personnel should take their class lists with them. Those who have megaphones should take them.
7. Special care must be taken by teachers to see that physically disabled children are taken to the field.
8. The Pasarela area is not to be used during any emergency. Students on the Athletic Field side should remain there and report to the soccer field area.
9. **It is very important that all drills be treated seriously. All school personnel must go out to the sports field, and insist that visitors do the same.**

LOCKDOWN PROCEDURES

In the case where there is an intruder or any other threat to the campus that requires school action, the following lockdown procedures will be used. An announcement of "LOCKDOWN CODE" will be made. That means one of the following three conditions exist:

- There is a threat outside of the school building.
- There is an intruder on campus.
- There is the need to clear the campus or a particular area for an emergency response.

When LOCKDOWN CODE is announced, the following steps are to be taken immediately.

- Building administrator will order and announce "lockdown procedure."
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Teachers should scan outside of their classrooms quickly and bring any students in the area into their classrooms.
- Classes that are outside of the building SHOULD NOT enter the building. Groups of students outside will seek a safe, out-of-sight, far away from the buildings as appropriate.
- Lock classroom doors.
- Library doors should also be closed and locked and students moved away from the entrances.
- Move people away from windows and doors. Turn off lights.

- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

A lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance. Immediately following the incident, messages will be sent to the families via both Edline and the phone tree system to explain what has taken place.

The All Clear signal will be given by the Director General or his/her designate in his/her absence and communicated through the division offices.

In all cases, faculty will use their best professional judgment with the safety of their students as their primary concern. If faculty and students find themselves at a distance from a building at the time of a lockdown, the faculty member should find the closest and most convenient space to gather the students, out of sight, and await further instructions. **DO NOT ATTEMPT TO RETURN TO THE BUILDING IN A LOCKDOWN ALERT.**

IN CASE OF AN ACTUAL EMERGENCY

In an earthquake, electricity would most likely be cut off, and consequently the alarm would not ring. Individual teachers would have the responsibility of directing students to take cover under their desks or crouching beside their desk, followed by evacuation. If the teacher feels an evacuation is appropriate, be aware that planned routes might be blocked or dangerous. Teachers must use discretion in following or changing these routes as they lead their classes to the sports field.

Students will be discharged as parents arrive at either the Lower School or Upper School exit. To avoid confusion, a bilingual employee will be available at each exit to dismiss a complete family as family names are announced. To ensure success of this dismissal plan and control of traffic, **parents will not be allowed to enter the school grounds.**

Teachers must stay with their class until released by the Division Director. Students who are not picked up will remain under the supervision of the Division Director or assigned teacher.

SPECIAL NOTES TO PARENTS

The safety of your children and the staff is critical to Escuela Americana. It is scary as a parent when you hear things like “bomb threat.” But neither your child nor this school nor any society is well served by panic reactions to natural disasters or provocations like threats. We always get the best information and the best advice to guide our actions, especially regarding safety issues. **If we need for you to pick up your child, be assured we will contact you.** If the threat is a hoax, as almost all are, then it is better for your child to simply go forward with the rest of the school and get about our business.

In the case of an evacuation, and particularly with younger students, we typically will not tell them that there has been a threat. Older students we handle a little differently, but younger students usually lack the maturity to handle such information and simply get very, very upset. They are typically told that it is simply a drill, which, in fact, usually is the case. We will tell parents what is going on, but we ask that you treat that information with judgment and perspective.

Please note that the use of cell phones by students during evacuations is forbidden until specifically authorized by School Officials. Cell phone usage by students during an emergency interferes with vital communications and directions to students, and cell phone radio waves can cause particular problems in the event of a bomb threat.

In the event of an emergency, as soon as safety, order and accountability are established, students will be permitted to use their cell phones to contact their parents. Parents please do not call your child's cell phone during an evacuation. We will have them contact you, or contact you ourselves, as soon as possible in the event of a real emergency.

OTHER PRECAUTIONS

In the event of gunfire and/or explosion, all individuals in classrooms are instructed to sit against the wall, below the windows. Await further instructions from an administrator.

OTHER INFORMATION ROUTES

When possible, emergency information will be addressed through the local media (Television: TCS Canales 2, 4, and 6, and Radio Station YSKL 104.1 FM). Parents should tune into either for further instructions.

The school will also be in contact with the PTA and Madre Enlace groups to start the telephone tree system, and messages will be posted on the school website and Edline.

SPECIAL RESPONSIBILITIES

GENERAL DIRECTOR	General Coordinator. Remains near the Central Office in order to give clear or further instructions.
DIVISION DIRECTOR	Coordinate activities on Lower School sports field. Maintains contact with General Director via walkie-talkie.
ASST. DIVISION DIRECTOR	Check that everyone is leaving the building and then reports to the Division Director.
COUNSELORS	Check routes to sports field before the children go out.
SECRETARIES	If directed, begin parent telephone tree.
OFFICE ASSISTANTS	Check all bathrooms.
TEACHERS	Keep students constructively occupied as they wait for their parents to arrive. Do not let them go near the buildings.

HAZARDOUS WEATHER POLICY

Lightning is a potentially life-threatening weather condition. For the safety of the EA community, all outdoor activities will be cancelled immediately when there is thunder or lightning – whether it is raining or not.

In planning for outdoor events where the possibility of thunderstorms exists, alternate plans for the event should be made by the event planners. It is the responsibility of the adults working with an event to ensure that when thunder is heard or lightning seen that the activity is ended and that those in attendance move to safety until the storm passes.

Safe shelters in a thunderstorm include areas under roof and automobiles; *trees or sitting in the stands are not safe shelters*. An event may resume 30 minutes after the last lightening is viewed or thunder is heard.

Rain unaccompanied by a thunderstorm does not necessitate the canceling of an EA event. The advisability of continuing an event when raining is a determination that will be made by the administrator or responsible school personnel at the event.

In the case of a thunderstorm at a time of school dismissal, students will be retained within the school (including classrooms and other safe areas) until the storm passes and students can be dismissed safely. In such an event, the school gates will be closed and no cars allowed in or out until the storm passes.

EXTRACURRICULAR ACTIVITIES

Escuela Americana supports an active program of intramural and interscholastic sports, clubs, and other organizations. Academic and sports teams compete with local schools and in out-of-country tournaments. These activities are designed to promote participation, interaction and competition as well as contribute to the physical, social and emotional development of students.

Please see the appropriate Division section for explanations and offerings.

RELIGIOUS INSTRUCTION

Escuela Americana is a secular, non-religiously affiliated school that recognizes and supports freedom of creed for all. It is our practice, when time and space permit, to allow school parents of various faiths, to offer religious instruction classes on campus. The general guidelines for such activities are as follows:

Students will not be released from scheduled classes to receive religious instruction. If space is available and the schedule permits, the school premises may be made available outside of regularly established school hours for religious instruction of students enrolled at Escuela Americana who have written parental approval for participation.

School media and communications services may not be used for communication of religious activities other than for participation notice during registration at the start of the school year.

LIBRARY AND MEDIA CENTER

MISSION

The Library Media Centers (LMCs) operate within a collaborative learning community of students, teachers, administrators and parents to provide students with the information literacy skills essential to becoming lifelong, independent learners. The LMCs are organized around a student-centered program that provides authentic, creative learning activities that support the teaching process and a broad range of support services that foster competencies in acquiring and using information and ideas, as well as reading for pleasure.

The Escuela Americana Library Media Centers are housed in separate facilities, which are centrally located in the Lower School and Upper School. The Lower School library serves students in grades PK through Fifth. The Secondary Library serves both the Middle School and Upper School. Each Library Media Center has been designed to meet the needs of its users promoting activities such as seminars and exhibits, and providing use of materials and equipment. The collections consist of 31,500-catalogued books, 97 subscriptions to periodicals, 8 newspapers, 1,240 VHS tapes, 133 read-along sets, and 220 CD ROMs.

The collections include good collections of general reference materials, which are regularly updated. There is also online access to licensed resources (Encyclopedia Britannica, SIRS Mandarin, and Grolier) via the World Wide Web and via CD ROMs (Encarta) for general reference material appropriate to the various grade levels. In general, the curriculum is supported for each grade level.

Students are encouraged to use the library as often as possible to read, study, and research information in order to become independent learners and users of information. Books and materials are difficult and expensive to obtain or replace, so treat them with respect.

Students with overdue books, unpaid fines, or any other library obligation are ineligible for re-enrollment or to receive transcripts until all books have been returned, lost books paid for, fines paid and any other obligation taken care of.

TECHNOLOGY

Escuela Americana seeks to foster the pursuit of academic and personal excellence in each child. Escuela Americana is committed to preparing its students for working, living and learning as students and leaders in their chosen careers. Technology visions must be flexible in today's world. What is considered high-tech, top-of-the-line today, is often passé next month. We seek to create an environment where students, faculty, and staff, effectively and responsibly, utilize innovative technology. Technology enhances the way we teach, learn, and communicate with one another and the world here at Escuela Americana.

Excellence in technology education promotes higher-order thinking skills, problem-solving skills, motivates students, and provides another way to work with hard-to-reach students. Faculty members benefit from the exchange of new methodologies, resources, and ideas to implement the curriculum.

Technologically, the entire campus has Internet access. Each classroom connects to the school's network. All classrooms have at least one computer. The computer labs are found in each division, with instruction available at all grade levels, with students in First through Eighth grade receiving computer instruction each year. The library/media centers are connected to the Internet with several PC installations. Available for student and faculty use are four major research programs

accessing numerous magazines, newspapers, and articles. The school also has an additional computer Resource Room available for classroom instruction, research and video conferencing.

ACCEPTABLE USE POLICY

Escuela Americana is a community of students, teachers and staff committed to the school's core values of personal integrity, leadership, scholarship, tolerance and service. It is out of honorable respect of these values that we share the privileges and responsibilities of becoming and being literate computer users within the school environment and at home. The following statement is an articulation of our responsibility as individuals and as a community to be honorable and ethical users of technology:

THE USE OF THE ESCUELA AMERICANA NETWORK AND EQUIPMENT IS A PRIVILEGE – NOT A RIGHT.

Computers and Internet access are available to students and faculty through the school network as an educational tool to support the curriculum. It is expected that student and faculty use of computers and Internet will be consistent with the goals, objectives and rules of conduct of the Escuela Americana as described in the Student and Faculty Handbooks and Code of Conduct.

All school computers have an ensemble of licensed programs. These programs provide state-of-the-art technology so that students and faculty can improve their skills and expand their knowledge, improve critical thinking skills, problem solving skills, and decision-making. *The Internet is available on all computers as a research and investigation tool.* The Internet is capable of reaching beyond traditional boundaries and extending the normal classroom to the rest of the world.

With this in mind, students and faculty are expected to abide by the following responsibilities and rules of etiquette:

RESPONSIBILITIES AND RULES

1. *Take care of the computers and the network.*

- Do not intentionally harm them in any way.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not knowingly or negligently transmit computer viruses.
- Do not "hack", download "hacking" programs from Internet, or try to run "hacking" software programs in either individual computers or the network.
- Do not download any programs or files that may change the EA network or which violate copyright laws.
- Do not attempt to subvert or avoid any access control software or firewalls that may be operating or installed at a future date. Assisting others in violating these rules by sharing information or access is also considered unacceptable.

2. *Be polite.*

- Proper behavior on the computers and the Internet should be used at all times. Normal school behavior policies apply equally to the use of the Internet. As E-mail is a form of speech, it is your responsibility to ensure that your language is truthful, appropriate, and respectful.
- E-mail is not always a secure, private form of communication. After you have sent an E-mail, you have no control over what the recipient(s) may do with it. If you would be upset to have your parents hear or read about it or have it read out loud over the loudspeaker, you should not send it.
- Chain letters, Spamming or E-mail bombing (sending mail with the intent to harass or demean anyone or anything) is prohibited at Escuela Americana.

3. *Use appropriate language.*

- Do not swear, use vulgarities, or any other inappropriate language.
- Do not write or send abusive or obscene messages (anything that may be offensive to the recipient).

4. *Follow the law.*

- Unless specifically permitted by the publisher, the sharing or copying of software is illegal.
- Do not download software from any of the school's computers.
- Do not install software programs into either individual computers or the network.

5. *Be honest and respect the intellectual property of others.*

- Do not plagiarize. To do so is a violation of the Honor Code. If unsure of how to cite a source, ask your teacher, another faculty member, or a librarian.
- Do not represent another's work as your own. Any use of other sources and ideas must be acknowledged.
- Do not use or modify other people's documents.

6. *Use the computers and Internet only for educational purposes.*

Students and faculty will abide by the following guidelines:

- Do not transmit objectionable material (graphics, sound or text files which are pornographic, obscene, or offensive to another user).
- Do not download, store or print files or messages that are objectionable (such as ones that are pornographic or obscene or that use language, sounds or imagery that offends or tends to degrade others). [The administration invokes its discretionary rights to determine suitability in particular circumstances.]
- Do not use chat lines or chat rooms.
- Do not use the Internet for any commercial or for-profit activities.
- Illegal activities are strictly forbidden. This includes threats, harassment, stalking and fraud.

7. *Respect privacy at all times.*

Users have a right to privacy and security in their electronic work and communications, just as they do for their possessions stored in a locker. Students and faculty will abide by the following guidelines:

- Do not violate the rights to privacy of any other Escuela Americana member.
- Do not reveal such personal information as home address or phone number.
- Do not use the Internet under an assumed or anonymous identity; all use must be under one's own account.
- You are responsible for the use and access of your own account.

CONSEQUENCES

Failure to abide by these responsibilities and rules will result in appropriate disciplinary action, including the loss of computer privileges at Escuela Americana.

SPECIAL NOTE CONCERNING WEB2 AND SOCIAL SITES

The growth and ubiquity of web-based sites devoted to facilitating communication and personal expressions of varying sorts is a fact of life in the 21st century. The risks posed to students and potentially their families in a setting with high security risks are self-evident if often ignored. EA by policy does not release names or place names with pictures for public dissemination to reduce security risks. We suggest that students and parents using social sites avoid providing personal information about themselves or others in their postings.

Given the public nature of such sites, we also advise students that they are responsible for the content and any materials that they post. Universities and business are looking at the materials

posted by potential students or employees and making decisions based on that material. Should those materials bring disrepute onto EA, be offensive, be harassing, intimidating or malicious toward faculty or other students, EA will react with sanctions up to and including dismissal from this community.

LAPTOP USAGE RULES

Students may bring and use their own laptop computers from home. However, there are a few basic rules necessary for their use in EA classrooms:

1. All personal laptop usage falls under the Acceptable Use Policy designated for all users while on school property.
2. Personal laptops must be run on the laptop battery. Electrical power from the school may **not** be used. There are many surges in power supply throughout the day, any which may cause damage to the equipment.
3. There is and will be no school liability for damage to the laptop while being used at the school.
4. Students are responsible for the safety and tracking of the laptop and all possessions necessary for the running of the laptop. The school assumes no responsibility for loss or theft of any personal units.
5. Laptops do not have Internet access through the EA Server at this time.
6. Students are responsible for all usage issues, and computer literacy, related to the laptop. Neither teachers nor Escuela Americana technical support personnel will operate the computer for the student.
7. Lower School students wishing to use laptops at school must first receive authorization from the Division Director.

THE USE OF VIDEO CAPABLE TECHNOLOGY ON CAMPUS

As a general rule, no one may take photos or videos while on the grounds of Escuela Americana without authorization from the school and full consent from those being photographed, including digitally imagery or videoed. There must be a valid educational rationale for such technology to be allowed on campus, such as accomplishing a particular assignment for a course here at Escuela Americana. EA reserves the right to use camera and other surveillance methods on the campus to ensure school safety and security.

GRADING SCALE

The **PreKinder, Kinder and 1st Grade** Report Card summarizes the teacher's observations of the child's growth in specified areas of development: social, personal, physical, and intellectual development including Language Development, Mathematics, Science, Social Studies, Music and Art. The student's progress in major areas is evaluated using the following symbols:

E	100 – 95
VG	94 – 85
S	84 – 75
S-	74 – 65
N	64 and below

2nd Grade through 12th Grade:

The academic grading system is reported as number grades on a 100-point scale on the report cards and student transcripts. Report cards will always reflect a marking period average (MPA) that is based on the student's performance for the marking period. Cumulative grade point averages (GPA) are only used for credit-earned courses for students in grades 8-12, and it is calculated and reported at the end of each academic year.

For external reporting purposes, Escuela Americana provides to appropriate authorities an explanation of our grading scale and the GPA's a student has earned. Conversions of EA grades or the grading scale by other schools or the Ministry of Education are done by those agencies to conform to their systems, and are not the responsibility of Escuela Americana.

REPORT CARDS

The school year is divided into four grading periods or quarters. The dates for the end of each grading period as well as the distribution of report cards are published on the School Calendar. Report cards will reflect number grades for all courses taken unless otherwise noted. All courses taken by the student are used in the calculation of marking period averages.

In grades 2 through 5, report cards will reflect number grades for all academic courses and E, VG, S, N for Conduct, Effort, Social/Work Characteristics, Music, Art, Computers and Physical Education. The averages are calculated at the following percentages in order to produce final year grades.

$$\begin{array}{cccccc} 1^{\text{st}} \text{ Quarter} & + & 2^{\text{nd}} \text{ Quarter} & + & 3^{\text{rd}} \text{ Quarter} & + & 4^{\text{th}} \text{ Quarter} & = & \text{Final Year Average} \\ (25\%) & & (25\%) & & (25\%) & & (25\%) & & (100\%) \end{array}$$

In grades 6, 7 and 8, the averages are calculated at the following percentages in order to produce semester and final year grades. (NOTE: Algebra 1 is calculated at the Upper School percentages shown below as it earns a high school credit.)

$$\begin{array}{cccccc} 1^{\text{st}} \text{ Quarter} & + & 2^{\text{nd}} \text{ Quarter} & + & \text{Exam} & = & \text{Semester 1 Average} \\ (40\%) & & (40\%) & & (20\%) & & (100\%) \\ \\ 3^{\text{rd}} \text{ Quarter} & + & 4^{\text{th}} \text{ Quarter} & + & \text{Exam} & = & \text{Semester 2 Average} \\ (40\%) & & (40\%) & & (20\%) & & (100\%) \\ \\ \text{Semester 1 Average} & + & \text{Semester 2 Average} & = & \text{Final Year Average} \\ (50\%) & & (50\%) & & (100\%) \end{array}$$

In grades 9 through 12, the averages are calculated at the following percentages in order to produce semester and final year grades (to include Algebra 1 taken in the 8th grade).

$$\begin{array}{cccccc} 1^{\text{st}} \text{ Quarter} & + & 2^{\text{nd}} \text{ Quarter} & + & \text{Exam} & = & \text{Semester 1 Average} \\ (33\frac{1}{3}\%) & & (33\frac{1}{3}\%) & & (33\frac{1}{3}\%) & & (100\%) \\ \\ 3^{\text{rd}} \text{ Quarter} & + & 4^{\text{th}} \text{ Quarter} & + & \text{Exam} & = & \text{Semester 2 Average} \\ (33\frac{1}{3}\%) & & (33\frac{1}{3}\%) & & (33\frac{1}{3}\%) & & (100\%) \\ \\ \text{Semester 1 Average} & + & \text{Semester 2 Average} & = & \text{Final Year Average} \\ (50\%) & & (50\%) & & (100\%) \end{array}$$

PROMOTION / RETENTION POLICY

The purpose of the promotion procedure is to assure that every child that is promoted has acquired the necessary skills to be successful in the next grade. The minimum passing grade necessary to complete a class will be **65** in grades 2 through 12. There is no minimum grade point average required. Students in danger of earning below a 65, or who have already earned below 65 in one or more classes, will be identified and counseled, and their parents will be informed and kept abreast of their academic progress.

PAES DISCLAIMER

The MINED determines the percentage of weight afforded to the PAES examination which, when combined with the grades awarded by EA, is used to determine whether a student is eligible to receive the Bachillerato diploma. Completion of the EA program of study enables a student to earn the EA diploma, and it well positions a student to earn the Salvadoran Bachillerato diploma. However, in so far as EA does not control the terms or conditions under which the Bachillerato is awarded, we cannot guarantee that an EA graduate will earn the Bachillerato diploma. If earning the Bachillerato diploma is a priority, not only will a student need to take the relevant courses and pass them, but they must also pass the PAES at a level to produce a composite score set by the MINED.

PreKinder, Kinder AND 1ST Grade

The child's developmental progress is monitored throughout the year. If, in the opinion of the Child Study Committee, the child is not developmentally ready to enter the next grade, then the parents will be informed through a conference and a letter by the end of the fourth quarter. "In Danger of Failing" or "Warning" letters are sent at the end of the second and third marking periods and after the fourth quarter progress reports.

GRADES 2-12

We believe our students are capable of performing at a high academic level. Academic achievement, as verified by end-of-year averages reported on the student's cumulative file and the report card, will determine promotion. At the end of each of the first three marking periods, the counselors will meet with each parent whose child is in danger of failing for the year.

- For students in grades 2 through 5, a student may **fail one or two classes** and still advance to the next grade level. However, the student is required to complete mandatory remediation work in the course(s) over the summer.
- For students in grades 6 through 12, a student may **fail one or two classes** and still advance to the next grade level. However, if one or both classes are offered in the Escuela Americana Summer School, the student **must attempt the classes in Summer School**. Students may not simply choose to repeat the class or classes the following school year, except with the approval of the Division Director.

- If the course(s) is not offered in the Escuela Americana Summer School, then the student will be required to do remediation work in the course(s) over the summer and complete a re-examination test prior to the start of the next academic year.
- In the Lower and Middle Schools, for purposes of promotion, a student who **fails three or more core classes** (English, mathematics, science, social studies, and Spanish) is deemed to have **failed the grade level** and must repeat the grade if eligible to do so or withdraw. In Middle School, failure to pass non-core subjects requires summer remediation work as assigned.
- A student who has failed a grade level two times within a division (Lower School from PK to 5th Grade and Middle School from 6th to 8th grades) is not eligible to re-enroll at EA.
- Students in the Upper School and Algebra 1 (in eighth grade) who earn a grade between 60 and 64 for a course are eligible to substantiate that course through either 20 hours of tutoring and passing a re-examination in the course or they may take a three-week summer remediation class. In either case, successfully completing the re-examination or the remediation course will result in earning the credit and changing the failing grade to a 65* on the transcript.

Students who earn a grade of 59 or below must repeat the course either during a full summer session (typically six weeks) or during the following school year. For students in grades 6-12, in the case of a class failed in the regular year and then *repeated* the following school year or repeated in summer school, both the original grade **and** the grade from the second taking of the class will be reported on the student's transcript. However, once the course has been repeated and passed, the original failing grade will no longer be used in the calculation of the student's grade point average (GPA). Only the grade from the repeated course will be used.

- Despite whatever the original failing grade was and despite whatever the passing grade on the re-exam is, the failing grade is changed to a **65*** on the transcript. The asterisk will be explained at the bottom of the transcript indicating the class was remediated and credit earned through summer work.
- Promotion in the Upper School is based on high school credits earned. The Escuela Americana program of study requires 26.5 credits or Carnegie units in specific courses for graduation. Students are required to carry seven courses per semester unless authorized otherwise by the division director. **Nevertheless, a student who fails three or more classes in any one academic year is considered to have failed the grade level.** Parents of students in this situation have three options: they may request consideration from the Division Director to have their son or daughter repeat the grade level at the Escuela Americana; they may elect not to re-enroll their son or daughter at the Escuela Americana; or they may request authorization from the Division Director to have their son or daughter take one or more courses in summer and thereby earn promotion to the next grade. The decision to authorize this third option is based on one's individual academic record, taking heavily into account one's earned credits and the number of courses failed.
- It is a requirement for graduation that all seniors pass all courses taken in the twelfth grade. Despite the number of credits earned prior to twelfth grade, failure to pass all courses in the twelfth grade will result in the student not participating in the graduation ceremony and not graduating on time with the rest of the senior class.

Note: For students in grades 9-12 and in Algebra 1 (8th Grade), in the case of a class failed in the regular year and then *repeated* the following school year or repeated in summer school, both the original grade **and** the grade from the second taking of the class will be reported on the student's transcript. However, once the course has been repeated and passed, the original failing grade will no longer be used in the calculation of the student's cumulative grade point average. Only the grade from the repeated course will be used.

Special note on grades reported to MINED annually:

EA must report all grades earned by students to the MINED at the end of each school year, as soon as Summer School has finished. The minimum required passing grade for EA is 65% and for the MINED it is 4.5. If, for any special circumstance, the student does not accomplish the minimum grade for the School requirements for one or more subjects during the school year but accomplishes a passing grade for the MINED **and** he/she needs to take the course(s) again during the following school year, the new grade(s) the student obtains will be used for school purposes only. Grades that have been reported to the MINED cannot be changed retrospectively.

SUMMER SCHOOL

The Escuela Americana Summer School program exists to offer students the opportunity to accelerate in their studies, to earn remediation credit to stay on track in their studies, or to enhance their athletic or aesthetic experiences.

Summer Remedial Courses for Lower and Middle School

Students who earn a final grade less than a 65 in a course must remedy the deficiency before the next school year. One way to do this is by taking a summer remedial course. This is defined as a course that meets everyday of the week for four weeks for core classes, and everyday of the week for two weeks for exploratory classes.

Once a student has passed the class in Summer School, the original failing grade will be replaced with the school's minimum passing grade of 65. A separate grade for the summer course will not appear on the transcript. Despite whatever the original failing grade was and despite whatever that passing grade in summer is, the failing grade is changed to a **65*** on the transcript. The asterisk will be explained at the bottom of the transcript indicating the class was remediated and credit earned through summer work.

Summer Remedial Courses for Upper School

If a class is failed in the regular school year, it is possible to repeat the class, in summer, through a course of remediation, **if the final grade earned is between 60 and 64**. This is defined as a course of at least 65 contact hours but less than 130 contact hours. In this case, only one grade will appear on the transcript.

Once a student has passed the class in Summer School, the original failing grade will be replaced with the school's minimum passing grade of 65. A separate grade for the summer school course will not appear on the transcript. Despite whatever the original failing grade was and despite whatever the passing grade in summer is, the failing grade is changed to a **65*** on the transcript. The asterisk will be explained at the bottom of the transcript indicating the class was remediated and credit earned through summer work.

- If a class is failed in the regular school year, and the final grade is 59 or below, the student is required to retake the course, if offered in Summer School. The course will meet for at least 130 contact hours over a course of 6 weeks. The student will also have the option of

repeating the course the following year, **with the approval of the Division Director only**, based upon one's individual academic record, taking heavily into account one's earned credits and the number of courses failed.

Note: For students in grades 9-12 and in Algebra 1 (8th Grade), in the case of a class failed in the regular year and then *repeated* the following school year or repeated in summer school, both the original grade **and** the grade from the second taking of the class will be reported on the student's transcript. However, once the course has been repeated and passed, the original failing grade will no longer be used in the calculation of the student's grade point average (GPA). Only the grade from the repeated course will be used.

Special note on grades reported to MINED annually: (PORQUE ESTA ESTO REPETIDO?????)

EA must report all grades earned by students to the MINED at the end of each school year, as soon as Summer School has finished. The minimum required passing grade for EA is 65% and for the MINED it is 4.5. If, for any special circumstance, the student does not accomplish the minimum grade for the School requirements for one or more subjects during the school year but accomplishes a passing grade for the MINED **and** he/she needs to take the course(s) again during the following school year, the new grade(s) the student obtains will be used for school purposes only. Grades that have been reported to the MINED cannot be changed retrospectively.

Courses for Credit:

Courses are also offered for original credit in Summer School or a student may gain approval from their Division Director to take a course at an approved, accredited school. This is defined as a course of at least 130 contact hours. The grade and credit earned in such a course will be reflected on the student's transcript.

LEARNING SUPPORT SERVICES / TROJAN LEARNING CENTER

Escuela Americana is committed to providing students with mild learning differences greater and equal opportunities in the general education classroom and total school community. Our Special Services program is based on the following values:

- Special Services is an integral part of a continuum of educational services.
- Students with learning differences are part of our school community.
- The staff will strive to support the educational successes of all students through collaboration with, and support by, the parents of the students.

Another facet of learning support is offered through the Trojan Learning Center (TLC). Located on the campus, the program offers individual and/or small group learning support for children in language arts and math subjects. Students in the TLC program have documented achievement and ability discrepancies, or other identified mild to moderate learning disability. Students may spend part of the day in classes in the TLC and the rest of the day with the general school population.

ESCUELA AMERICANA EXTENSION (EAX)

Escuela Americana Extension (EAX) encompasses the following areas: Languages, Technology, Publications, and Continuing Education. EAX has a team of experts that work in the creation of new services and the implementation of a wide range of courses offered in each program.

The EAX Language Program offers in house and off campus English and Spanish courses to individuals and businesses. The Language Program has a director, a director's assistant, two secretaries, and four supervisors; all of them are EA support personnel. The English teachers of the Program are part time staff members of EA. The program offers courses ranging from beginner proficiency levels to conversational English and Spanish. Classes are offered in a cyclical basis with courses that last 4 to 8 weeks and serve students ages 6 to adults.

The EAX Technology Program has a director, a Mac Certified Technician, and a secretary. It offers courses in a variety of computer systems and programs to individuals, institutions and businesses. It also offers continuing education courses to EA staff and various courses to other EA community members such as parents.

The Publications Department has a director who is also a member of the instructional media staff, and five support staff members. They create and produce high quality materials, such as the yearbook, reproductions, advertisement products, personalized educational materials and resources, and other printed materials both for EA and outside clients.

The EAX Director coordinates the area of Continuing Education. This program offers EA Faculty and the community a rich array of educational opportunities via in services, training, seminars, and workshops, as well as web-based learning. This program is also enhancing the use of English through technology and ESP (English for Specific Purposes) for Call Centers. It will also provide an assessment instrument to certificate the English level of our customers and business personnel.

USE OF SCHOOL MATERIALS

Community members are responsible for items authorized for checkout or borrow from EA. Costs incurred for the repair or replacement of an item lost or damaged is the responsibility of the person who checked it out or borrowed it.

USE OF SCHOOL NAME AND LOGO

Any use of the school's name, symbol or logo must be approved by the administration of Escuela Americana. Unauthorized usage of the name, symbol or logo of EA is subject to sanctions provided by under the laws of El Salvador concerning copyright infringement.

Original logos and name can be provided by Publications Department.

SCHOOL USE OF STUDENT NAMES AND PHOTOS

As part of our efforts to recognize and promote our student's activities, talents and achievements, Escuela Americana will use the student's image, in either pictures or video, in the different means of communications. These may be internal communications (school newsletter, website, internal publications, or other materials) or external (national newspapers, magazines, brochures, electronic media and other material). The student's image will be used in either whole or part, in original or modified form, alone or in conjunction with other images and visual material or written material.

Escuela Americana will not use the students' names in combination with their pictures in public external media without parental consent. If a parent prefers that his or her child's name not appear in school publications, the parent should notify the Communications Office or the Registrar's Office.

REGARDING PARENTAL RIGHTS, SCHOOL COMMUNICATIONS AND SCHOOL RECORDS

Escuela Americana has adopted policies regarding the communication with student parents consistent with the dictates of Salvadoran law. In general, parents, whether custodial or non-custodial, are entitled to copies of communications and/or report cards and grades concerning the academic standing and progress of their child.

In cases of the divorce or separation of parents, Escuela Americana defines the primary parents as the parent with custodial care of the child. The custodial parent is not necessarily the parent who is responsible for paying the tuition. A non-custodial parent is considered the secondary contact person for all EA purposes. A non-custodial parent is entitled to receive copies of all school communications upon request.

A non-custodial parent's rights to such school communications, and visitations, cannot be limited by the desires of the custodial parents whether verbal or written. The only legal and procedurally authorized way to limit the communications of school records or visitations is through a court order. In the event that a legal court order is presented to Escuela Americana concerning the custody or communications with parents, Escuela Americana will comply wholly with the order of the court.



ALMA MATER

Melody: sung to By Cayugas Waters
Words: Mr. John P. Maloney

Dear the hills of home, the mountains
Dear Izalco's light
Dear the star of fondest memories
We will keep it bright.

*Alma Mater, in thy name we pledge our faith anew
Through the years though we must leave thee,
We will e'er be true.*

Bright the sun on San Benito,
Cool the shade trees tall
Happy days and gay with laughter,
We'll remember all.

*Alma Mater, in thy name we pledge our faith anew
Through the years though we must leave thee,
We will e'er be true.*

Dearest Mother may thy spirit
Guide our future ways
And where'er thy children gather
They shall sing thy praise!

*Alma Mater, in thy name we pledge our faith anew
Through the years though we must leave thee,
We will e'er be true.*

NATIONAL ANTHEMS

HIMNO NACIONAL DE EL SALVADOR

Juan José Cañas (Letra)
Juan Aberle (Música)

CORO

*Saludemos la Patria orgullosos
De hijos suyos podemos llamar;
Y juremos la vida animosos
Sin descanso a su bien consagrar.*

De la paz en la dicha suprema,
Siempre noble soñó El Salvador;
Fue obtenerla su eterno problema,
Conservarla es su gloria mayor.

Y con fe inquebrantable el camino
Del progreso se afana en seguir
Por llenar su grandioso destino,
Conquistarse un feliz porvenir.

Le protege una férrea barrera
Contra el choque de ruin deslealtad,
Desde el día que en su alta bandera
Con su sangre escribió: LIBERTAD!

THE STAR SPANGLED BANNER

Francis Scott Key (Words)
John Stafford Smith (Music)

O' say can you see,
By the dawn's early light,
What so proudly we hailed
At the twilight's last gleaming?

Whose broad stripes and bright stars,
Through the perilous fight,
O'er the ramparts we watch'd,
Were so gallantly streaming.

And the rocket's red glare,
The bombs bursting in air,
Gave proof through the night,
That our flag was still there.

O' say does that
Star-Spangled Banner yet wave,
O'er the land of the free,
And the home of the brave.

LOWER SCHOOL

GENERAL INFORMATION

HOURS OF OPERATION

Classrooms

Pre-Kinder	7:45 am – 12:15 pm
Kinder – Grade 5	7:45 am – 3:00 pm

After School Activities

Clubs and Recreational Sports	3:10 pm – 4:00 pm
Competitive Sports	3:10 pm – 4:30 pm

Administrative and Academic Resources

Reception	7:00 am – 3:30 pm
Administrative Offices	7:30 am – 4:00 pm
Lower School Library	7:30 am – 4:00 pm

Note: 3rd – 5th graders may use the library until 4:00 pm Monday through Thursdays to do research and/or work on special projects.

Younger students must be accompanied by an adult. At 4:00 pm Lower School students will be escorted to the Cafetorium.

Classroom Tutorials	3:00 pm – 3:30 pm
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Note: There are no Classroom Tutorials on Fridays.

DAILY SCHEDULE

Classes in the Lower School are self-contained and include time for special area classes (Music, Art, P.E., Computer, Guidance), mid-morning and mid-afternoon snack/recess, and lunch.

Lower School mid-morning snack / recess schedule:

Pre-Kinder	9:45 am – 10:00 am
Kinder	9:30 am – 9:45 am
Grades 1, 2 and 3	10:15 am – 10:30 am
Grades 4 and 5	9:30 am – 9:45 am

Lower School Lunch / Recess schedule:

Kinder	11:15 am – 12:00 pm
Grades 1	12:00 pm – 12:45 pm
Grade 2	12:45 pm – 1:30 pm
Grade 3	12:45 pm – 1:30 pm
Grade 4	12:00 pm – 12:45 pm
Grade 5	12:00 pm – 12:45 pm

Lunches may be brought from home or purchased in the Cafetorium. Lunch tickets or official school ID may be used to purchase lunch. If using lunch tickets, please be aware that they must be purchased in advance. Children are not allowed to bring carbonated drinks, candy, or chocolate to school. Kinder and Grade 1 students eat lunch in their classrooms where microwaves are not available. Students in Grades 2 – 5 eat lunch in the Cafetorium, where microwaves are not available.

EARLY DISMISSAL DAYS

On days when students are scheduled for early dismissal, the following departure times and schedules apply:

Grades Pre-Kinder, - Grade 5

12:00 noon

STUDENT ARRIVAL AND DEPARTURE

The safety of the children during arrival and following dismissal is a joint responsibility of the school and parents, as well as a prime concern in establishing these policies.

Students are expected to be in their first class and prepared to begin the academic day when the opening bell rings at 7:45 am. Students remaining on campus after their regular dismissal time must be involved in a school-sponsored activity, such as a regular athletic assignment, a fine arts rehearsal, a school-sponsored meeting, a tutorial session with a teacher, a session in the Trojan Learning Center, studying in the Library, in Backwork Study Hall or enrolled in an After School Activities Program activity (club, recreational sport, or competitive sport). After 4:00 pm, students not continuing in one of the activities mentioned above should report to the Cafetorium.

ARRIVAL

All teachers will be in their classrooms by 7:30 am each morning. Arrival begins at 7:00 am and classes begin promptly at 7:45 am. Students in grades PK - 1 should be dropped off in front of the Early Childhood Center (ECC) gate. Student in Grades 2 - 5 should be dropped off in front of the Cafetorium.

DISMISSAL

Teacher Assistants and the Director/Assistant Director supervise dismissal and pick-up. Students are instructed where to stand and when to enter cars. Drivers should watch for and follow the supervisors' directions. All vehicles used for carpools should have a seat belt available for each child's use.

- Children in After School Activities program not picked up by 5:00 pm will be reported to the Lower School Office, and parents will be notified.

Dismissal time for students in PreKinder is 12:15 pm. The children will remain at the ECC gate until their cars arrive in the circle area for pick-up. Teachers and teacher assistants supervise the dismissal procedure. To ensure the safety of the children, no car will move from the circle area until all the cars are loaded.

ADDITIONAL LOWER SCHOOL RULES FOR CAR/CARPOOL

- Please do not park and leave your car unattended in the circle area in front of the Lower School during car/carpool drop-off or pick-up. If you need to park or leave your car, please pull into one of the designated parking spaces.
- Please do not leave large gaps between cars. Always move forward as far as possible so more cars can load at one time.

- Parents dropping off students should only use the lane nearest the curb, and should pull forward as directed by the staff on duty.

RIDING IN A DIFFERENT CAR/CARPOOL

If a Lower School student is not going home in his/her regular car/carpool, the student should bring a note that morning explaining the temporary arrangements. The regular car/carpool driver should also be aware of the change in arrangements. Students will not be allowed to go with any car/carpool group other than their own unless the school office has received proper notification.

A note is also required for changes in arrangements for students attending the After School Activities Program. A telephone call requesting change of a carpool group will require the caller to establish his/her identity, and the school must be able to confirm the request by calling the child's home. Students will not be released to anyone other than their scheduled car/carpool group without parental notification and the school official and/or child's recognition of the person calling for the child.

SERVICES FOR STUDENTS AND PARENTS

AFTER SCHOOL ACTIVITIES PROGRAM

The After School Activities Program is available for students in Kinder through Grade 5. The Clubs and Recreational Sports' afternoon program (3:10 pm – 4:00 pm) is provided for students in Grades Kinder – 5 (Clubs) and Grades Kinder – 5 (Recreational Sports). The program consists of age-appropriate planned activities that include outside activities (Soccer, Basketball, Boy Scouts), inside activities (Chess, Sewing, Gymnastics), fine arts (Art projects, ballet), and study time.

The Competitive Sports' afternoon program (3:10 pm – 4:30 pm) is provided for students in Grade 3 through Grade 5 and consists of age-appropriate planned programs that include outside activities (Basketball, Soccer, and Track and Field). The After School Activities Program is an opportunity for children to develop social skills, try out new ideas and friendships, and gain independence and self-confidence.

CLASSROOM TUTORIAL

Classroom Tutorial is available at no extra cost Monday through Thursday from 3:00 pm until 3:30 pm. Teachers will be in their classrooms during this time for students to make up missed work, ask questions, and receive individual explanation, enrichment, or extra help. Tutorial sessions may be initiated by teachers or students, as needed. Students should make tutorial arrangements with the teacher in advance, if possible. Classroom Tutorial is not an in-depth remediation or enrichment program. Rather, it is intended to support the classroom teacher as the primary agent in the learning process.

The classroom teacher does most tutoring during classroom tutorial time. A student who is completing class assignments and attending tutorials with his/her teacher but needs additional assistance may wish to take advantage of the academic tutoring program available through the Trojan Learning Center.

STUDENT SUPPORT SERVICES

The Student Support Services staff focuses on the special needs of our students. As a team, they discuss the progress of students, plan appropriate interventions and make referrals to outside specialists. The team consists of Special Services, SSL/ESL teachers, Guidance Counselor and Administrator.

Special Services teachers provide individualized or small group instruction to students experiencing academic difficulties. Support may be provided in the homeroom class and/or through a pull-out program.

LIBRARY SERVICES

At the heart of our educational community, the library provides access to information and ideas for students, staff, and parents.

Students in the PK and Kinder program have a special library time set aside weekly to encourage their curiosity about books and learning and book checkout. Students in grades 1 – 3 go to the library once a week for library skills' lessons and book checkout. Children in grades 4 – 5 go to the library once a week to browse the collection for book selection, to develop research and library skills and book checkout. Parents are also welcome to check out books after school hours. Our program includes a professional library media specialist, two library assistants and a wide range of multi-media resources for research and enjoyment.

ADDITIONAL INFORMATION

MESSAGES FROM HOME

Messages will be delivered to students in class when there is an emergency or a crisis. Messages that do not fall into those categories will not be delivered directly to students. Instead, messages will be forwarded, when possible, to the students' teacher. We appreciate your efforts to make daily arrangements with your child when he/she leaves home in the morning.

GUIDANCE PROGRAM

Guidance Counselors are available for individual counseling and family support. The classroom teacher is also an essential part of the support system provided for all EA students.

The Guidance Program in the Lower School is designed to meet the developmental needs of students. The counselor and teachers provide classroom activities that address topics such as friendship, cooperation, feelings, and conflict resolution. Virtues such as responsibility, honesty, respect, perseverance, integrity, and self-control are promoted. The Lower School Counselors are available to work with small groups, individual students, parents, and teachers.

PARENT-TEACHER/COUNSELOR CONFERENCES

Parents are encouraged to confer frequently with teachers and counselors. The school will often initiate conferences; however, parents who sense a change in a student's behavior or who have a

concern about an academic, social, emotional, or disciplinary matter should feel free to contact the counselor/teacher for an appointment. Experience suggests the following guidelines:

- When a classroom problem occurs, the first approach should be a conference with the classroom teacher.
- A scheduled face-to-face conference may often accomplish very positive results. The child's well-being is placed in the spotlight, and the personal feelings of both the teacher and the parent play subordinate roles. Records are available, time is set aside, and the benefits of prior thinking and total attention are used to the fullest extent.
- Evening calls to the home of a teacher are best reserved for emergencies. Correspondence the next day or a scheduled conference with the teacher puts the issue at hand in a calmer and more thoughtful perspective.
- A parent may unknowingly embarrass a child or disrupt learning by unannounced visits to the classroom. Messages from home should be left in the school office/Reception.

GENERAL SCHOOL POLICIES

ATTENDANCE

Escuela Americana students are required to attend all classes unless excused by the appropriate Director or Assistant Director. Attendance records are completed each morning by the homeroom teacher and are sent to the office. Regular classroom attendance is essential to a student's learning at any grade level. Absences for reasons other than illness or emergency should therefore be avoided. Family vacations should be scheduled only during those times allotted in the school calendar if at all possible. Parents also are encouraged to make every effort to arrange doctor, dentist, and orthodontist appointments for time outside of the school day.

Parents are asked to call the Lower School office by 8:00 am to report an absence.

DISMISSAL CHANGES

Any change regarding dismissal plans has to be sent in writing to the child's homeroom teacher, who will inform the LS office.

PERMISSION TO LEAVE SCHOOL BEFORE DISMISSAL

Occasionally it might be necessary for a student to leave school before the end of the day. Parents must send a note to the child's homeroom teacher stating the reason for early dismissal. Parents must go to the Lower School Office to receive an early dismissal permission, which will be required by the guard at the main gate.

ATTENDANCE RECORDS

The school keeps records of all student attendance (absences, tardiness, and early dismissals).

Excused Absences

The following are considered excused absences:

- Absence due to illness, injury or family emergency confirmed by a parental note
- Absence for religious holidays
- Absence for medical appointment necessarily falling within school hours and confirmed by a doctor's note
- Absence for a school-sponsored trip (off-campus performance or team trip)
- Other excused absences must be confirmed by a parental note at least a week in advance and approved by the Division Director or Assistant Director

Note: Teachers do not have the authority to approve absences or tardies.

All other absences will be considered unexcused. It is the responsibility of parents and students to notify the school regarding the reason for a student's absence. An unexcused absence will result in a disciplinary response.

ATTENDANCE PROCEDURES

When a student has been absent from school, he/she should bring a note from a parent or guardian to the teacher on the day the student returns to class.

Tardiness in the Lower School is arrival after 7:45 am. All Lower School students arriving tardy to school must sign in at the Lower School office to receive a "tardy slip" to take to class. Excessive tardiness to any class or scheduled event during the school day will be reported by teachers to the office, and appropriate disciplinary action will be taken.

Students in Grades PK – 1 who arrive on campus after 7:45 am are to check in at the Lower School Office **with an accompanying adult to sign them in**. They are required to bring a note from the Administrative Assistant in order to go to the classroom. If a student needs to leave early from school because of sickness or an appointment, an accompanying adult must sign out with the Lower School office.

Students in Grades 2 – 5 may sign in with a written note from a parent or guardian but must be signed out by a parent/guardian or a designated adult. **If the student does not have a note, an accompanying adult must sign him/her out in the Lower School Office.**

Students in Grades 3 – 5 who have to miss class to participate in a school activity are responsible to see teachers in advance to get all assignments and to return to class fully prepared.

If a student is absent on the day of a test or when a project is due, the student should be prepared to take the test or submit the project **on the day he/she returns**. For extended absences (three days or more), students generally will be allowed one day for every day absent to make up tests and projects and to complete class work.

WHAT IF ...

My child forgets schoolwork or lunch at home?

Students should be responsible for their schoolwork, materials and lunch, but these items can be brought to the Lower School office before 8:00 a.m.

My child is leaving school with someone else?

It is extremely important that our students are safe; therefore, it is the parents' responsibility to send a note to the homeroom teacher explaining the change of plans. The teacher will later send that note to the office so everyone is informed.

My child is staying with another person while I am traveling?

Both the homeroom teacher and Lower School office should be notified in writing when your child is being left under the supervision of someone else when you are traveling. Parents must provide specific details regarding who has permission to make decisions regarding transportation/pick-up and emergency health decisions.

My child was absent from school?

Please send the teacher a note the next day for record keeping. If the absence is prolonged, call the office so the teacher can be informed and asked to organize class work and homework assignments to be picked up at the office.

BEHAVIORAL EXPECTATIONS

In addition to providing students with a strong academic foundation, Escuela Americana – Lower School seeks to educate its students to cultivate habits of everyday living that are characterized by courtesy, loyalty, respect, perseverance, honor, integrity, and self-control. To this end, we join with parents in a partnership of mutual respect and trust, endeavoring to model and teach the virtues with the help of our parents and the school community. Escuela Americana encourages parents to work in concert with the school to provide appropriate and consistent limits. These parameters provide an atmosphere conducive to education, help keep children safe, and engender in them the qualities of self-discipline and personal responsibility that mark the lives of successful adults.

GENERAL EXPECTATIONS

In the Lower School, the teachers, counselors, and Administration work together to create an atmosphere of caring and cooperation. To foster an educational environment conducive to learning and mutual respect, clear and appropriate standards for student behavior must be established. With trust and support, students develop positive interpersonal relationships and respect for one another's right to learn in an orderly school environment. We believe that preventive discipline, through caring and instruction, positive role models, and corrective action when appropriate, will result in a cooperative educational community.

Lower School Student Expectations

- Be polite to others
- Be faithful in the completion of academic activities
- Be considerate of others
- Do their best to complete all activities
- Give positive expressions of others
- Tell the truth
- Have self-control of their thoughts, words, and actions

When students fail to live by the school's expectations, they should be prepared to accept the consequences for their actions.

Because our students represent the school, even when not directly involved in a school-sponsored event, we seek to encourage student to exercise good citizenship and integrity at all times. When misconduct occurs at a school event, on or off campus, appropriate disciplinary actions will be taken. Because the welfare of each child is our primary concern, we will endeavor to initiate and provide counseling services whenever appropriate.

DISCIPLINARY RESPONSE TO HONOR CODE/CODE OF CONDUCT VIOLATIONS

The Lower School Administration is charged with the implementation of the Honor Code and the Code of Conduct. The Lower School Administration and faculty handle the Honor Code and Code of Conduct issues on a case-by-case basis in conjunction with parents.

LOWER SCHOOL STUDENT PROFILE

The Lower School students strive to contribute to a positive learning environment for everyone. Each month we try to emphasize ways we can exemplify these ethical values. Students are -

- Respectful
- Responsible
- Caring
- Trustworthy
- Fair
- Good Citizens

FINE ARTS AUDIENCE BEHAVIOR STANDARDS

Our goal is to put EA's Core values of respect and consideration into practice to ensure a positive community experience for the audience and performers that models real world auditorium behavior. EA families are asked to follow these guidelines:

- Students should sit with their parents and wait until the end of the performance to exit.
- The audience should stay seated during the performance and avoid talking.
- Toys/games and food/drink should not be brought to the performance.
- Applause without whistling and calling out is encouraged.
- Cell phones should be turned off during the performance.

PLAYGROUND EXPECTATIONS

EA has wonderful playground and playing fields that offer students numerous opportunities for sports and recreation. Students are expected to use appropriate behavior on the playground, respecting the rights of all students to have fun in a safe environment.

Specifically students are asked to:

- Students should sit with their parents and wait until the end of the performance to exit.
- Take turns and share equipment with other students.
- Refrain from throwing sand and fighting.
- Return balls and other equipment to the appropriate storage areas/supervisor when finished playing.

- Behave respectfully toward other students.
- Obey staff members supervising the playground.

CAMPUS LIMITS

No student may ever leave campus during the school day without parental permission, the Director's permission and without first signing out with the school office.

The Lower School playgrounds, fields, streets, and parking lots are off-limits to students at all times unless the students are accompanied by a faculty member or have permission from a faculty member to be there for a specified purpose. Certain areas, such as the library, have time and use restrictions which students are expected to observe.

CAFETORIUM

Good manners will always be expected. Each lunch group is responsible for leaving its sections of the dining room clean and ready for the next group. After turning in their lunch trays, Lower School students may not leave the Cafetorium until the lunch supervisor on duty dismisses them.

TOYS

The school asks parents to be sure that their children do not bring any type of toys to school. When the students bring toys to school, they are tempted to play with the toys during class time instead of paying attention to the teacher and/or doing their work. Toys will be taken away from the student by the teacher and sent to the office. Parents must claim these items in the office.

CELL PHONES

Students in the Lower School are not permitted to bring cell phones to school. If found, they will be confiscated and then must be picked up by the student's parents at the school. No confiscated cellular phones will be handed over to the student or a driver.

SCHOOL SUPPLIES

Students are required to bring their own pencils, paper, notebooks, erasers, rulers, scissors, crayons and other basic school supplies, according to the list that will be given to them by each teacher at the beginning of each school year.

TEXTBOOKS

The student, at the beginning of each school year, must cover all textbooks. Parents should check the covers periodically to be sure that they are appropriately applied and are protecting the textbooks. A charge will be made to any student who loses or damages a book. The lost book must be paid for at the school cashier's window (Caja), and the receipt shown to the Assistant Division Director and the teacher before another book will be issued.

TUTORING

It is our philosophy that children should not receive extra help with schoolwork unless absolutely necessary. Most students do not need the help of a tutor. They only need to develop better work habits and study skills.

Sometimes, however, a student may need a tutor or extra help. The student may lack certain skills that are prerequisites to the learning or successful performance of later material; or the child may be experiencing a learning block. Since there are so many factors that can influence learning and learning rates, a thorough evaluation should be completed before a tutor is hired. Tutors are not only an added expense for a family, but also they may be an inappropriate method for solving a student's problem. Parents are therefore asked to consult with teachers, guidance counselors and/or the Lower School Administration prior to employing a tutor.

INCOMPLETES

A teacher may put an "Inc" (Incomplete) on a Progress Report if, in his or her opinion, a reliable grade cannot be determined for a student who has been absent and/or has missed too much work. The student will be given a specified amount of time, arrived at by the teacher and Administration's discretion, to complete the work. Any work that has not been completed in the specified amount of time will receive a failing grade.

HOMEWORK GUIDELINES FOR STUDENTS

- Write down the assignments completely in your Homework Notebook.
- Take the initiative to ask questions and seek help when needed before you leave the classroom.
- Keep a quiet place to study with pencils, pens, erasers, and a dictionary.
- Prioritize your assignments. Do the most difficulty assignment first. Check the assignments off in your Homework Notebook as you complete them.
- Pack up your backpack/school bag the night before. If you wait until the next morning, you are in a hurry and can forget something.
- Plan a routine time for studying everyday.
- Read every day at home for pleasure. Record on your Reading Log. Ask a parent to sign the reading log.
- Remember, if you are absent, it is your responsibility to come to the teacher to ask for your homework and to pick up the handouts. You have the same number of days to make up work as you were absent (if absence is excused). Check school policy for unexcused absences.

ACADEMIC RECOGNITION

Students in grades 4 and 5 who earn grades from 80 to 100 in core courses **and** all E's and VG's in Specials, Effort, and Social/Work Characteristics will be placed on the *Honor Roll* for the particular quarter. Students earning any grades of 79 or below in core courses or any grade of S's and N's for Specials, Effort and Social/Work Characteristics are disqualified from the Honor Roll for that quarter. Students who have been given major infractions during the quarter will be kept off the Honor Roll.

Students in grades 4 and 5 who earn all grades of 90 or above in core courses **and** all E's and VG's in Specials, Effort, and Social/Work Characteristics will be placed on the *Principal's Honor Roll* for the particular quarter. Students earning grades of 89 or below in core courses or any grade of S's

and N's for Specials, Effort and Social/Work Characteristics are disqualified from the Principal's Honor Roll.

Students in grades 4 and 5 who have been given major infractions during the quarter will be kept off the Honor/Principal's Honor Roll.

The list of Honor Roll and Principal's Honor Roll students will be posted in the Cafetorium and outside the Lower School office. There will also be a scheduled Assembly honoring 4th and 5th Honor Roll students on a quarterly basis.

FINE ARTS AND PHYSICAL EDUCATION

FINE ARTS

Beginning in Pre-Kinder, children experience music and art (Grades 1 – 5) instruction as part of the curriculum. Singing, playing instruments, drawing, and painting are only a few of the many activities that allow students to sample art media and gain confidence in their talents.

PHYSICAL EDUCATION

The Physical Education program in the Lower School begins in Pre-Kinder and is designed to help children direct their energy toward becoming confident with movement and coordination activities. The curriculum includes movement concepts and skills, such as running, hopping, skipping, as well as the correct patterns for kicking, throwing, dribbling, catching and volleying. Students in Pre-Kinder and Kinder have PE three days a week (30 minutes a day). Students in Grades 1 thru 5 have PE three days a week (40 minutes a day).

If a student cannot participate in a physical education class due to an illness or injury, the department has established the following policy:

- Short-term illness/injury (1 – 3 days). A student must have a note from a parent excusing him/her from physically participating in class. The student still is required to dress and observe class in order not to miss the material. The student will also complete a special written activity instead.
- Long-term illness (more than 3 days). If a student misses more than three days of P.E. class, he/she will need a doctor's note. The student still is expected to dress and attend class as an active observer. Grades 3 – 5: If more than 20 classes are missed, the student will receive an Incomplete. The student will make up the incomplete grade by presenting an interactive project based on the material that he/she missed. The Physical Education teacher will oversee the project.

STUDENT ACTIVITIES

Lower School students experience a wide variety of activities that are related to the curriculum. Exchange Program with Key Elementary School, Arlington, VA (Grade 5); Assemblies, Read-a-thon, Earth Day, Book Fair, Family Sports' Day, Portfolio Day, Thanksgiving Luncheon, Field Trips, Easter Egg-Hunt (Grades PreK – 1), Folklore Week, and Arts Festivals are examples of activities our students enjoy annually.

Art Exhibit

During the school year, the Art Teacher arranges an exhibit including the work of every Lower School students in grades 1 – 5. The exhibit is open to the entire school community and serves as a tribute to the creativity of our children. Many of the projects integrate the content of classroom units with art techniques. Grade level displays of art are routinely exhibited in the halls.

Assemblies

Assemblies are scheduled, for the most part, once a month. Programs include class or grade level productions; skits based on our Code of Conduct/Value of the Month program and student recognition.

Book Fair

Jointly organized by our English teachers and our library staff, the annual Book Fair provides students and families with the opportunity to expand their personal libraries.

LOWER SCHOOL ACADEMIC PROGRAM

The Lower School curriculum includes classes in the core subjects of Language Arts (Language Arts (Spelling, Writing, Grammar), Reading, Mathematics, Science, and Social Studies, plus instruction in Music, Art, Computers, Physical Education and Computers. Students are expected to speak English in all classroom settings, except during Spanish and Specials' classes.

Pre Kinder –

Language Development, Mathematics, Fine Motor, Gross Motor (Physical Education), Music, Library

Kinder –

Language Development, Mathematics, Reading, Writing, Lectura, Escritura, Estudios Sociales, Fine Motor, Physical Education, Music, Library

Grades 1 – 5 –

Language Arts (Spelling, Grammar/Writing), Reading, Mathematics, Science, Social Studies, Language, Lectura, Estudios Sociales, Music, Art, Computers, Physical Education, Library Skills

Spanish as a Second Language (SSL) is offered to students who do not speak Spanish.

LOWER SCHOOL STAFF/FACULTY -- 2009 - 2010

ADMINISTRATION

Maria Cristina Lima
Florence de Lemus

Division Director
Assistant Division Director

GR	TEACHER	ROOM	GR	TEACHER	ROOM	
PK	Guadalupe de Sandoval	10	5	Julie de Redaelli	67	
	Alejandra Orozco	11		Luis Ortiz	68	
	Camila Palomo	12		Natalie Church	69	
	Beatriz de Aparicio	13		Margarita de Vigil	70	
	Lucy de Orellana	14		Lindsay Rodgers	71	
	Claudia de Salazar	15		Mariella Cepeda	72	
				Carley de Ruiz	73	
K	Lorena Delgado	16		Carmel Portillo	74	
	Beth Hanna	17	SSL	Mercedes de Umaña (Grades 2-5)	60A	
	Alexandra Zamora	18				
	Marcela de Arce	19				
	Johanna de Recinos	20				
	Poli de Aparicio	21				
	Fiorella de García	22				
María Julia Guerra	23					
1	Elyn de Rodríguez	24	<i>Teacher Assistants</i>			
	Elena de Rengifo	25	<i>PreKinder:</i>			
	Berta Fuentes	26	Carla de Campos	Ana Dolores de Rivera		
	Roxana de Suvillaga	27	Anna Stella Hernández	Xiomara de López		
	Joanne de González	28	Johanna Miguel	Lourdes Matamoros		
	Marielos de Ortiz	29	<i>Kinder:</i>			
	Giannina de Mateu	30	María Cristina de Angulo	Ana Eloisa Najarro		
	Cristina Sinnett	31	Daniela Kristensen	Verónica de Sigüenza		
	2	Ana Marina de Ortega	39	Debbie de Herrera	Fabiola Sacco	
		Vicky de Marroquín	41	Marcela Juárez	Ana Gloria Silva	
Kathleen Stacey		42	<i>1st Grade:</i>			
María Teresa de Velásquez		43	Ana Marina de Apóstolo	Fiorella de Parada		
Ana Margarita de Ancalmo		44	Beatriz Castrillo	Yanira de Piloña		
Claudia de Avila		45	Vilma Molina	Lourdes Segovia		
Gina Ghiringhello		47	Ana Graciela Panameño	Celia Recinos		
Liliana Chereguino	48	<i>2nd Grade:</i>				
3	Rosa Lidia Alvarez	49	Marcela de Girón			
	Ellen de González	50	Lucía Cristiani	Mabel de Rodríguez		
	Arianna de Iannuzzelli	51	<i>3rd Grade:</i>			
	Laura Michaels	52	Camila Rampone	Mariany Mejía		
	María José Domínguez	53	María Teresa de Bigueur	Alexia Guillén		
	Adela de Mancía	54	<i>4th Grade:</i>			
	Lorraine de Clairmont	55	Rosa Marina de Varela	Dámaris Guzmán		
Barbara de Arévalo	56	Natalia Nassser	Carla de Valle			
4	Francesca Marchesini	58	<i>5th Grade:</i>			
	Karen de Calderón	59	Roxana de Herrera	Reina Nieto		
	Kristin Meléndez	60				
	Rachel Leach	61				
	Luz Mercedes de Paredes	62				
	Claudia de Rodríguez	63				
	Amy McFarland	64				
Guadalupe Vides	65					

SPECIALS

TEACHER	GRADE(S)	CLASS	ROOM
Salvador Marroquín	2 – 5	Music	Arts' Center
Teresa Flamenco	PK – 1	Music	Arts' Center
Roxana de Davidovich	1 – 5	Art	Arts' Center
Regina de Quesada	PK – 5	Physical Education	LS PE Office
Silvia de Turcios	PK – 5	Physical Education	LS PE Office
Silvia Rivera	PK – 5	Physical Education	LS PE Office
Dino Ríos	PK – 5	Physical Education	LS PE Office
Lourdes Mayorga	1 – 5	Computers	30

STAFF

STAFF	AREA	GRADES
Paige Emerich	English Coordinator	3 – 5
Lorena Serrano	Spanish Coordinator	PK – 5
Margarita de Pineda	After School Program/Recreational & Clubs	K – 5
Cristian Alvarado	After School Program/Competitive Sports	3 – 5
Luz de Guevara	Guidance Counselor	PK – 1
Carmen de Fernández	Guidance Counselor	2 – 3
Anna Catani	Guidance Counselor	4 – 5
Rebeca de Daglio	Special Education Services	2
Lucrecia de Durán	Special Education Services	3
Sandra Mejía	Special Education Services	4
Gabriela Rodríguez	Special Education Services	5
Nora de Hirlemann	Librarian	PK – 5
Iliana Mejía	Library Assistant	PK – 5
María Eugenia de Jeter	Library Assistant	PK – 5
Alberto Bove	Permanent Substitute	PK – 5
Ivette de Molina	Math Science Center	3 – 5
Martha Ochoa	Nurse	PK – 5
OFFICE STAFF		
Katia de Gómez	Reception	
Marta de Castrillo	Secretary to Counseling Department	
Maristella Batista	Administrative Assistant	
Rosita García	Office Assistant	3 – 5
Teo García	Office Assistant	PK – 2

MIDDLE SCHOOL

WELCOME TO OUR MIDDLE SCHOOL

Where Children and Learning Come First!

Excellence Within Us

The Escuela Americana Middle School is committed to excellence. We will provide safe, challenging learning experiences that enable all students to acquire the knowledge, skills, and character required for responsible civility, personal development and life-long learning.

Vision

Our Middle School is a center for learning where the administration, faculty, parents, staff and community are committed to preparing our students to meet the challenges of the society of the 21st Century.

We Believe

Our students are exposed to experiences that offer them opportunities to meet “real life” challenges for the 21st Century.

Children are the focus of our school. It is the responsibility of the entire Middle School faculty to ensure that all students are engaged in learning activities where they will experience academic success according to the abilities of each student. The faculty is committed to combining academic performance with character education that includes citizenship, responsibility, honesty and respect.

Our educators are dedicated workers committed to the school’s mission. Teachers accept their responsibility as members of the Middle School team.

GENERAL INFORMATION

ADVISORY PROGRAM

As a part of our efforts to promote social, emotional, and academic growth of our students, we have an advisory program where a small heterogeneous group of students will meet with designated teachers on a regular basis during the school week. They will discuss and work together on topics and activities related to social, emotional and academic development, character education and adjustment to school. AA time is used to hold school assemblies, class meetings/presentations, and other school sponsored events and it is also a time for our **Parent Led Character Education Program**. Our advisory classes generally meet on Tuesdays from 7:45 a.m. to 8:45 a.m., and the students are expected to be with the advisory teacher they are assigned to.

TEXTBOOKS

Textbooks issued are to be returned in good condition at the end of each course. Fines or replacement costs will be assessed for damaged or lost textbooks. Students will not be issued grades or transcripts until they have returned their textbooks.

GRADING SYSTEM

All grades reported will be on a numeric scale of 100 points. A grade of 64 or below will be considered a failing grade. Even though grades will reflect numerical values only, the meaning of those values will be explained on the report cards.

Grades are reported four times yearly (quarterly), and the final grade is calculated from the average of the semester one and semester two grades. For core classes, the semester grade is based on the two marking period (quarter) grades (40% each) and the semester exam (20%). Algebra 1, however, is a course that earns high school credit. Therefore, each quarter grade is weighted as 33.33% as well as the exam grade at 33.33%. Mid-quarter progress reports will be issued to students in all subjects. Parents of students in danger of failing and/or with academic difficulties in several areas will be contacted by the counseling department for conferences at the end of each reporting period.

INCOMPLETES

A teacher may put an "Inc" (Incomplete) on a report card if, in his or her opinion, a reliable grade cannot be determined for a student who has been absent and/or has missed too much work. It is the responsibility of the student to confer with his/her teachers following an absence to determine what work is to be made up. Students will be given a specified amount of time, arrived at by teacher discretion, to complete the work. Any work that has not been completed in the specified amount of time will receive a failing grade.

EXAMS

At the end of each semester, students will be given comprehensive exams to check the learning of the subject matter. As stated previously in the General Section, semester exams

will count 20% of each semester average, with the exception of Algebra 1, which counts as 33.33%. Exams are given for a regular block period, over the course of three class days at the end of the semester. Students will take two exams each day, then be dismissed early so that they may study for the next day's exams. It is important that students begin studying for exams earlier than the night before an exam. Teachers will give the students adequate review time, study guides, and questions to aid them in their preparation for exams.

HOMEWORK SHEETS

Throughout the course of the year each grade level (6th, 7th, and 8th) and the exploratory team, fills out a Homework sheet on a weekly basis. The homework not only contains daily homework assignments but also any major upcoming assignments. By the Wednesday of each given week, the homework sheets will be posted on Edline by the Middle School Office.

GUIDED STUDY HALL (BWSH)

Guided Study Hall meets after school for 60-minute sessions, and students will work on activities for their core classes. A student may be assigned to the **General BWSH** or to the **Subject Area BWSH**. The teacher of a specific subject may, at his/her discretion, assign a student to his/her Subject area Backwork when the student does not complete a homework assignment. If the teachers and counselor believe that there is a pattern of incomplete homework assignments, then the student may be assigned to the General Backwork.

A student will be assigned to the General Backwork to complete late papers, projects, or make up tests, to complete work for an unexcused absence, or to address a pattern of incomplete homework.

Both the General and Subject Area Backwork are for the afternoon of the day in which it is assigned. Failure to report to any Back work study hall will result in a Saturday School Detention.

RECOGNITION

Any student who earns grades from 80 to 100 in all subjects **and no major infractions** for that quarter will be placed on the *Honor Roll* for the marking period.

Any student who earns grades from 90 to 100 in all subjects **and no major infractions** for that quarter will be placed on the *Principal's Honor Roll* for the marking period.

The list of Honor Roll and Principal's Honor Roll students will be posted outside the Middle School office. There will also be a scheduled assembly honoring all Honor Roll and Principal's Honor Roll students on a quarterly basis.

In addition, students and grade levels will be given special rewards and/or recognition for citizenship and sports awards at the assembly.

REQUEST TO LEAVE SCHOOL DURING SCHOOL HOURS FOR A NON-RELATED SCHOOL EVENT

Occasionally parents may request to take students out of school for non-related school events. Except for emergency situations or unforeseen events, Middle School highly encourages parents to send or fax a signed note in advance requesting the dismissal in order to let teachers know of the absence and to allow students ample time to meet with their teachers to discuss what they will miss and ways to make up the assignments. No permissions will be given over the phone.

Last minute phone calls to leave campus early or to make arrangements for one student to leave with another student will not be allowed for safety reasons.

FIELD TRIP PERMISSION REQUESTS

A parent permission form must be signed and sent to the Division Director for each field trip before a student is allowed to leave school on the field trip. No parent permission can be given over the telephone. In an emergency situation, the administration will accept an e-mail from one of the student's parents, if it is also accompanied by a phone call.

EXTRACURRICULAR ACTIVITIES

STUDENT GOVERNMENT

The Escuela Americana Middle School Student Government is the officially recognized representative of the Middle School Student Body. Its functions and rules are found in the Student Government Constitution. The Middle School Student Government meets regularly as well as on a regular basis with the Upper School Executive Council.

CLASS OFFICERS

The Middle School Student Government represents the Middle School Student Body through a system of four class officers per grade. Elected class officers are responsible for representing their grade level, coordination of student activities, and are the legitimate voice to express wishes, concerns and suggestions of the Student Body to the Division Director and to all other interested parties. Elections for 7th and 8th grade officers are held in May of each school year for the following academic year. Elections for the 6th grade officers are held at the beginning of the new school year. To be eligible to run for any student government office, students running for 7th or 8th grade office must have at least a yearly average of 75 in each class and no major infractions during the year of the election. For students running for 6th grade office, the final average of all 5th grade classes must be at least a 75 and the student couldn't have earned any major infractions while in 5th grade.

CLASS FUNDS

No funds will be approved for expenditure to finance events that are not school-sponsored. The funds accumulated at the end of the 8th Grade will be carried up to the Upper School with the class.

CLUBS

Numerous clubs are available for student participation each year depending upon interest. In recent years, the clubs that have been offered are Drama, Dance, Music, Art, Knowledge Bowl, MathCounts, Odyssey of the Mind, Science Fair, Ecology and Chess.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is an organization whose membership is comprised of students excelling in scholarship, service, leadership and character. Escuela Americana formally received the official Charter for the organization of a chapter of the National Junior Honor Society in March 1985. Eligibility is open to any student in grades 7 and 8. Please see the faculty sponsor for membership requirements.

INTRAMURAL AND INTERSCHOLASTIC SPORTS PROGRAMS

Escuela Americana supports an active intramural and interscholastic sports program for the Middle School. They are designed to promote participation, interaction and competition to contribute to the physical, emotional and social development of students.

MIDDLE SCHOOL DISCIPLINE PROCESS

“Civility is the sum of the many sacrifices we are called to make for the sake of living together. We should make sacrifices for others not simply because doing so makes social life easier (although it does) but as a signal of respect for our fellow citizens, making them as full equals, before both law and before God. Rules of civility are thus also rules of morality: it is morally proper to treat our fellow citizens with respect, and morally improper not to do so.” This quote is from Civility by Stephen L. Carter, page 11.

The Middle School Discipline process is built on the premises of Respect, Responsibility, and Safety. It is more than just the recording of minor and major infractions or punitive consequences; it is a *Collaborative Team* approach that involves students, parents and teachers.

The Discipline system is based on a combination of a Collaborative Problem Solving (CPS) approach and a Positive Behavior Intervention System (PBIS). The goal is to empower students to take charge of their behavior by teaching them the skills they need to resolve problems or unmet expectations in a manner that is realistic and mutually satisfactory to both the teacher and the student; while at the same time providing them with appropriate support and follow up to modify their behavior.

The discipline process is also composed of discussions about Civility in our community, the School’s Honor Code and Code of Conduct, the School expectations as listed in the general section of the Parent-Student Handbook, and on discussions about specific classroom expectations, class procedures, and on the value of having expectations.

Inside the classroom, students are expected to:

1. BE RESPECTFUL BY...

- (4R's) Respecting themselves, respecting their classmates, respecting their teacher, and respecting their school,
- Refraining from negative, hurtful, or offensive comments,
- Telling the truth,
- Acting Honorably,
- Treating others as they would like to be treated
- Maintaining silence unless given permission to speak,
- Speaking softly when they have permission to speak,
- Being seated when the bell rings,
- Obtaining permission to be out of her/his seat or to leave the class. The teacher will dismiss the students at the end of the class, not the bell.

2. BE RESPONSIBLE BY...

- Coming to class on time, wearing the uniform properly, and with the proper supplies.
- Participating in a positive, active manner in class,
- Completing and turning in all assignments on the day they are due,
- Studying for quizzes, tests, and exams,

3. BE SAFE BY...

- Walking in the hallways and cafeteria area,
- Keeping arms, hands, and feet to one's self,
- Putting objects in the correct place and in a safe manner,
- Keeping the hallways clean by placing objects like backpacks and lunchboxes on shelves, hooks, or inside of lockers.

After these discussions students and staff discuss how the list of Minor, Major and Dismissal infractions that are also listed in the general section of the Parent Student Handbook go against Respect, Responsibility, and Safety, and how these specific violations will be handled.

Minor Infraction Process

In the Middle School if a student commits a minor infraction he or she can expect to be addressed by a faculty member on the matter. Based on the response of the student to the matter and the judgment of the faculty other consequences may follow. Those consequences may include detention, a parent conference, or an office referral. In the case of a minor infraction the following system applies:

- | | |
|-----------------|--|
| Minor #1 | Assigned After-School Detention (ASD) |
| Minor #2 | Assigned ASD, and teacher will notify students' parents and the Assistant Director via e-mail. |
| Minor #3 | Assigned ASD, teacher will notify the Assistant Director, and the Assistant Director will call the student to the office to create a plan to change behaviors and will notify the student's parent(s). |
| Minor #4 | Assigned a Major Infraction and other appropriate consequences by the Assistant Director or Director. The Assistant Director or Director will notify the students' parents. |

The goal of the minor infraction process is to address small matters before they become habits and larger problems. For the vast majority of students, this is the sum total of their interaction with the Middle School discipline system.

Major and Dismissal Infraction Process

If a student fails to follow a major expectation, then the incident will be recorded on a “Middle School Office Referral” form and the Assistant Director or Director will speak with the student about the violation and how to avoid making a similar mistake in the future, assign an appropriate consequence, and notify the student’s parents. The incident will be recorded on the student’s discipline folder, and the form will be placed in the folder. The incident is also recorded in the “Administrator’s Plus” computer program.

If a student commits his/her fourth major violation during the school year, then the student is considered to have an accumulation of major violations and will have to appear before a Discipline Committee. The Discipline Committee will make recommendations for consequences to the Director. All other Major Infractions committed by that student for the rest of the academic year will also be taken to Discipline Committees. The Discipline Committee is also called when a student commits a Dismissal violation.

Re-Scheduling of After-School Detention/Saturday School Detentions

Occasionally students may get assigned an After School Detention (ASD) or a Saturday School Detention (SSD) for not following school expectations. The student needs to serve the detention as soon as possible in order to understand the reason for the detention and learn from the mistake. However, on some occasions, students may need to re-schedule their detention, which can only be done by either the Assistant Director or Director, and they will only do it when it interferes with:

1. Backwork Study Hall,
2. Extended Learning Program (ELP) classes,
3. A teacher request in order to work with the student after school,
4. An after school Escuela Americana team game held off campus,
5. A Federation activity that can’t be re-scheduled,
6. * **A medical or dental appointment that can’t be changed,**
7. * **Paid tutoring that can’t be re-scheduled,**
8. * **A religious activity,**
9. Any activity that the administration feels should supersede the detention.

***In order for these detentions to be re-scheduled, the student needs to bring a signed note from a parent to the Middle School Office before 3:10 of the day of the detention or the parent must inform the office before then.**

Some reasons when After-school detentions or Saturday School Detentions will not be re-scheduled are:

1. To attend an after-school game on campus,
2. Attend other non-school related sports event,
3. Due to a holiday,
4. Leaving with a friend,
5. Traffic problems.

**MIDDLE SCHOOL 2009-2010
PROGRAM OF STUDY / STAFF**

Division Director	Mr. Robert Sinnett
Assistant Division Director	Ms. Carmen Novoa
Counselors	Ms. Gaby Baraona - 8 th and 9 th Grades Ms. Anita Selva - 6 th and 7 th Grades

6th Grade	7th Grade	8th Grade
Language Arts Ms. Anita Serrano – Rm.307	Language Arts Ms. Katia Bendek – Rm. 203	Language Arts Ms. Maria Larin – Rm. 305
Mathematics Ms. Adriana Ospina– Rm.207	Pre-Algebra Ms. Julie Walsh- Rm. 202	Algebra Ms. Marta Martin – Rm. 303
Earth Science Ms. Viviana Paz– Rm. 208	Life Science Ms. Ale Porzio – Rm. 201	Physical Science Mr. Fernando Sorto – Rm. 301
Western Hemisphere Culture and Geography Ms. Cristy Sagrera – Rm. 306	Eastern Hemisphere Culture and Geography Ms. Maria Renee Molina– Rm. 205	World History Mr. Jonathan Roach–Rm. 304
Lenguaje & Literatura Ms. Maribel García- Rm. 206	Lenguaje & Literatura Ms. Virginia Vásquez - Rm. 204	Lenguaje & Literatura Ms. Asunción Caula – Rm. 302
English Skills Ms. Jeannine Smith – Rm.308 Math Skills Ms. Patricia Mejía – Rm. 309	Study Skills Agnes Dutriz- Rm. 107	Drama Ms. Ana Ruth Aragón- Rm.401
Physical Education Ms. Sara Hidalgo, Ms. Claudia Lucero, and Mr. Will Huevo Upper Field	Physical Education Ms. Sara Hidalgo, Ms. Claudia Lucero, and Mr. Will Huevo Upper Field	Physical Education Ms. Sara Hidalgo, Ms. Claudia Lucero, and Mr. Will Huevo Upper Field
Teacher Assistant Mr. Manuel Perez	Teacher Assistant Ms. Morena Alvergue	Teacher Assistant Ms. Ana Gomez

Technology Coordinator: Ms. Claudia Kreitz – Room 102 Spanish as a Second Language: Ms. Patty Villa-Alta –Room 106.5 Special Services: Ms. Beatriz Salaverria – Rm. 106

Exploratory Subjects- one trimester		
Health Dr. Mario Martinez. Rm135US	Health Dr. Mario Martinez Rm135US	Health Dr. Mario Martinez Rm135US
Art Ms. Lucita Ruiz- Rm. 407	Art Ms. Lucita Ruiz- Rm. 407	Art Ms. Lucita Ruiz- Rm. 407
Music Ms. Ana C. Artiga – Rm.402 Mr. Gilberto Rojas- Assistant	Music Ms. Ana C. Artiga – Rm.402 Mr. Gilberto Rojas- Assistant	Music Ms. Ana C. Artiga – Rm.402 Mr. Gilberto Rojas- Assistant

Office Manager: Ms. Alejandra Celedon / Office Assistant: Mr. Cristian Alvarado
Middle School Office Phone Number – **2528-8250**

**ESCUELA AMERICANA MIDDLE SCHOOL MASTER SCHEDULE
2009-2010 SCHOOL YEAR**

		Day L	Day E	Day A	Day R	Day N		
7:45 8:45	(60 MIN)	A	AA	D	A	H	(45 MIN)	7:45 8:30
					B	G	(45 MIN)	8:34 9:19
8:50 9:50	(60 MIN)	B	G	E	C	F	(45 MIN)	9:23 10:08
					D	E	(45 MIN)	10:12 10:57
9:55 10:55	(60 MIN)	C	H	F	Lunch	Lunch	(40 MIN)	10:57 11:37
10:55 11:35	(40 MIN)	LUNCH	LUNCH	LUNCH	E	D	(45 MIN)	11:37 12:22
11:35 12:35	(60 MIN)	D	A	G	F	C	(45 MIN)	12:26 1:11
					G	B	(45 MIN)	1:15 2:00
12:40 1:40	(60 MIN)	E	B	H	Break	Break	(15 MIN)	2:00 2:15
					H	A	(45 MIN)	2:15 3:00
1:40 2:00	(20 MIN)	Break	Break	Break				
2:00 3:00	(60 MIN)	F	C	GSH				

Days L, E, and A have 60 minute blocks; Days R and N have 45 minute blocks;
GSH = Guided Study Hall;
AA = Advisory / Character Education / Assembly / Class Meeting

Early Dismissal / Half – Day Schedule

7:45 - 8:10 A
8:15 - 8:40 B
8:45 – 9:10 C
9:15 – 9:40 D
9:40 – 10:00 BREAK
10:05 – 10:30 E
10:35 – 11:00 F
11:05 – 11:30 G
11:35 – 12:00 H

UPPER SCHOOL

GENERAL INFORMATION

The Upper School

The Escuela Americana Upper School offers a demanding bilingual college-preparatory program that enables students to realize their full potential in academics, service, athletics, and leadership. Some 99% of the students earn both the Escuela Americana high school diploma and the Salvadoran Bachillerato. The Upper School has an Advanced Placement program with a wide and growing variety of courses. The average SAT scores for an EA student is competitive with United States independent schools, which is particularly noteworthy given that for the majority of EA students, English is their second language.

The Escuela Americana Upper School offers a wide variety of extracurricular activities, including various school publications, honor and citizenship organizations, fine arts, and athletics. Over 50% of the Upper School students participate in competitive athletics. By graduation, all students will have participated in at least one of the Upper School's many on-going community service projects.

The student body is composed of multi-talented, motivated, success-oriented students from a variety of cultural backgrounds. The Upper School teachers, 45% percent of whom hold advanced degrees, form a highly qualified and dedicated international faculty representing five different countries. Together, students and teachers make the Escuela Americana Upper School a very exciting and rewarding educational experience.

UPPER SCHOOL VISION

Strive to develop personal integrity by nurturing and promoting values, community involvement, discipline, and high standards within an academically rigorous learning environment.

ATTENDANCE

Tardies—All students are expected to arrive to every class on time and ready to participate fully. Students who arrive after the bell rings are recorded as tardy. If the student has a legitimate excuse for his/her tardiness, he/she must provide a written pass to the teacher to be considered excused. Without a proper pass, the student is recorded as unexcused.

The first and second unexcused tardy in a quarter will earn the student a demerit. The third and subsequent tardies within a quarter will be recorded as a 1st degree minor infraction. If a student is more than 10 minutes late without a proper excuse, it will result in an automatic 1st degree minor infraction. Being more than 20 minutes late without a proper excuse will be considered an unexcused absence. Any work handed in during the time the student was missing may be subject to late work penalties.

Anticipated Absence—If a student anticipates being absent, he/she must submit to the US office a written note signed by a parent or guardian. The student will be given a “Notified Absence Form” that must be signed by the principal with an indication of whether the absence will be excused or unexcused. The student must then get the signature of each teacher whose class will be missed during the absence. The completed form must be turned in to the

office before the scheduled absence occurs. This procedure will help to ensure that the student will not fall behind during his/her absence.

Skipping—Not attending class while on campus without a proper excuse is considered skipping. A student who skips a class will earn a major infraction and will be assigned to one day of internal suspension. Any work scheduled on the day of the absence will be given a “zero” grade. Skipping is a serious offense because it could compromise the safety of the student if his/her whereabouts are not known.

Late Arrivals—Students who arrive to class after 7:45 am must report to the US office to obtain a Late Arrival slip, which allows them to enter their class. Late Arrivals follow a separate set of consequences, which are:

- First Late Arrival (warning)
- Second Late Arrival (lunch duty)
- Third Late Arrival (detention)
- Fourth Late Arrival (detention)
- Fifth Late Arrival (Saturday school)
- Sixth Late Arrival (internal suspension, conference with parents)
- Seventh Late Arrival (internal suspension, major infraction)
- Eighth Late Arrival (2 internal suspensions, major infraction, conference with parents)

The progression of consequences resets at the beginning of each semester. Each student is allowed one *excused* late arrival, which must be *authorized by a parent with a written note*.

Any pattern of late arrivals could result in the loss of parking privileges.

Leaving/Arriving During the Day—Any student who must leave or return to school in the middle of the school day must provide a written note to the US office. The student must also sign out in the US office at the time of his/her departure, and sign in at the time of his/her return.

UPPER SCHOOL DISCIPLINE PROCESS

Discipline—Training expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement. —*American Heritage Dictionary*

It is our mission, through the upper school discipline process, to train our students to become young adults with a strong sense of self-discipline. The administration and faculty is committed to working together to encourage positive student behavior through modeling, teaching, and mentoring. When inappropriate behavior is exhibited, it shall be the responsibility of every teacher and administrator to address the behavior and assign appropriate consequences.

The Upper School Administration will be implementing the Yellow, Red, and Green Card Campaign to remind our students of the types of infractions and their consequences in the US. Furthermore, the Green Card will provide us with a vehicle to recognize and encourage positive and appropriate conduct and behavior.

In addition the Upper School faculty will continue to use the “Merit/Demerit” system within their classrooms to aid us in the training of our students:

Merits & Demerits—a points system to encourage positive and appropriate behavior.

- Merits—earned for positive student behavior and will *add* points to the total for each quarter. A “goal” number will be determined by the administration each quarter.
- Demerits—earned for less severe types of negative behavior and will *subtract* points from the total for the quarter. Accumulation of demerits may result in more serious consequences.

Minor Infractions—Yellow Cards assigned for more serious negative behavior and is recorded as part of the student’s discipline file.

- 1st degree—negative behavior that is slightly more serious than a demerit, or has not changed despite the demerit warnings. The consequence for this level of behavior is a detention.
- 2nd degree—negative behavior that is unsafe, intentionally disruptive, or demonstrates a pattern of behavior that the student has not corrected. The consequence for this level of behavior is a Saturday school.

Major Infractions—Red Cards assigned for severe negative behavior or a continuing pattern of negative behavior that has not been adjusted despite earning minor infractions. The consequence for a major infraction is at least one day of internal suspension. **Any student receiving one or more major infractions in any given quarter is ineligible to receive the Honor Roll or Principal’s Honor for that quarter.** Other privileges may also be denied as a result of accumulating major infractions.

Minor and major infractions accumulate throughout the *entire* school year. The consequences *do not* reset at the semester.

Positive and Appropriate Behavior and Conduct by our US students may earn them a Green Card.

THE COUNSELING PROGRAM

Communicating regularly with parents and teachers, counselors monitor the academic progress of all Upper School students and assist them, individually, with course selection, activity choices, and an extremely successful college counseling/career program.

All graduates go on to universities in the United States, El Salvador, or other countries. Skilled and experienced in the university and scholarship application processes, locally and abroad, Upper School counselors work closely with all students to facilitate fulfilling their best opportunities. Parents are also offered group orientation and individual guidance in the university selection and admission processes.

SKILLS/STUDY HALL / ADVISORY PROGRAM

Students are assigned to Skills/Study Hall once a week. The purpose of this class is to provide each student with an adult mentor, known as an advisor, who will assist the student in a variety of ways. Advisors will engage their students in discussions of important issues, such as discipline policies, Code of Conduct and Honor Code and other topics from the guidance curriculum.

The homeroom/study hall period is designed to allow students time to do research, homework, visit the counselor, seek assistance from teachers, or participate in additional class work such as AP science labs, of which they are part. Students are expected to use their time wisely and productively.

TEXTBOOKS

Textbooks issued are to be returned in good condition at the end of each course. Fines or replacement costs will be assessed for damaged or lost textbooks. Students will not be allowed to take semester exams unless they have returned their textbooks.

GRADING SYSTEM

All grades reported will be on a numeric scale of 100 points. A grade of 64 or below will be considered a failing grade. Report cards will reflect numerical values only.

Grades are reported four times yearly (quarterly) with a final average calculated equally of all four quarters. Mid-quarter progress reports will be issued to students in all subjects. Parents of students in danger of failing and/or with academic difficulties in several areas will be contacted by the counseling department for conferences at the end of each reporting period.

WITHDRAWING FROM A COURSE

It is the student's responsibility to recognize his/her inability to meet the requirements of a course within the first two weeks of the year for all courses that are a year in length; second semester courses have a drop/add period of six (6) class days. The student must meet with his/her counselor to complete the necessary paperwork for this process and obtain the necessary signatures.

If for any reason the student decides to drop a course after the drop/add period has closed, the student will receive a "WF" for the grade on the next quarter report card and it will be recorded on the official transcript. A "WF" carries the same GPA calculation weight as a failing grade.

INCOMPLETES

A teacher may put an "Inc" (Incomplete) on a quarterly report card if, in his or her opinion, a reliable grade cannot be determined for a student who has been absent and/or has missed too much work due to legitimate reasons. It is the responsibility of the student to confer with his/her teachers following an absence to determine what work is to be made up. **Students will be given a specified amount of time, but no longer than 10 class days, to complete the work.** Any work that has not been completed in the specified amount of time will receive a failing grade.

EXAMINATIONS

A comprehensive examination for each course is given at the end of the first semester and a cumulative exam will be given at the end of the academic year to check the learning of the subject matter. As stated previously in the General Section, exams will count as 33.33% of each semester average.

Examinations are an integral part of academic life. They not only test a student's mastery of the material covered in the subjects, but they also test a student's self-discipline as well as his or her character. Learning how to face the stress of exams starts with organization, and continues by students showing courage and stamina bolstered with support from teachers and parents. We expect a lot from our students and this is appropriate given their abilities and college ambitions.

Exams are given for a two-hour period, near the end of each semester. It is important that students begin studying for exams earlier than the night before an exam. Teachers will give the students adequate review time during classes, study guides, and questions to aid them in their preparation for exams.

Exams are administered by class blocks; therefore, each discipline will be giving exams all week. Different course sections will receive different versions of the exam; however, it is still a violation of the Escuela Americana Honor Code for a student to pass information, questions or answers, to other students who have not yet taken the exam.

Parents can be most helpful by assisting your student develop a study calendar. Furthermore, most young people do not see nutrition, exercise and sleep as important considerations in academic performance. Parents should monitor their children during review/exams and insist that they follow a healthy regimen. This includes making sure that they are getting enough sleep, and includes providing a light, nutritious snack (i.e., fruit, granola bar, juice) between exams.

Students in AP courses are exempt from the final exam if they have a final course average of 80 to 100, and have no more than three unexcused absences during the 2nd semester.

Final Exam exemptions are possible for a member of the Senior class, at the end of the school year in May/June, who has a final year average in a course of 90 – 100, and no more than three unexcused absences for 2nd semester.

Seniors and final exams: If a senior fails a course for the year, they are entitled to a re-examination in that course to substantiate that course and earn a passing grade and credit. The student must pass the re-examination in order to participate in the graduation ceremony.

In cases of re-examination, the grade to be recorded on the final transcript will be a 65 with an asterisk (65*) regardless of the grade that is earned on the re-examination. The asterisk will be explained at the bottom of the transcript indicating the credit was earned through re-examination.

RECOGNITION

Any student who earns grades from 80 to 100 (all A's and B's) in all subjects will be placed on the *Honor Roll* for the particular quarter.

Any student who earns grades from 90 to 100 (all A's) in all subjects will be placed on the *Principal's Honor Roll* for the particular quarter.

The list of Honor Roll and Principal's Honor Roll students will be posted in the Lobby and outside the Upper School office. There will also be a scheduled assembly honoring all Honor Roll students on a quarterly basis.

ADVANCED PLACEMENT PROGRAM AND HONORS COURSES

The Advanced Placement (AP) Program offers opportunities for qualified students to earn credit(s) at North American universities while completing their high school education. There is an application procedure to follow prior to admittance to any of the AP courses offered.

Students who take AP courses are required to register and take the AP examinations that are administered each May. There is a fee for taking each AP examination, which is collected in September each year. Failure to take the AP Exam in May will result in the following consequences:

- The transcript will be changed to reflect a regular level of the course and all grades and GPA's will be recalculated for the entire year.
- Colleges will be notified that the student took the AP Course, but did not complete the School's exam requirement.
- Exam fees may be partially refunded after payment for shipping expenses and unused exam fees have been calculated by the College Board and reported to the School.

For external reporting purposes only, grades earned in Advanced Placement courses are weighted +10 quality points more than regular courses when calculating a student's grade point average. For example, a student who earns an 85 in an AP course will have 95 used for GPA calculations. Honors courses received +5 quality points in this situation. However, the grade the student has earned in the course (85 in this example) is reported on transcript.

For internal grade uses, such as Honor Roll calculation, a student's numerical grade will have +10 points added. In this case, a student who earns a grade of 78, will have an 88 used for calculation for the Honor Roll. Honors courses will have +5 points added to the numerical grade.

Since AP classes are taught at a level commensurate with university courses, students are expected to complete work above and beyond that of the regular curriculum. Typically, such work entails additional homework and/or weekend work to complete reading, writing, and research required for the classes.

Students in AP courses are exempt from the final exam if they have a final course average of 80 to 100, and have no more than three unexcused absences during the 2nd semester.

SERVICE LEARNING AT ESCUELA AMERICANA

Service Learning is a critical component of Escuela Americana's education and especially for the Senior Class. All of our Upper School students are strongly encouraged to become active participants in our Service Learning activities. We believe that it is not only about what we can do for others less fortunate than ourselves but most importantly "it's about how we can grow as individuals and about recognizing how fortunate we are" Our 12th grade students must complete 30 hours of direct service as a graduation requirement. In addition, seniors will write two essays and complete a final project. All school rules and policies must be observed during Service-Learning trips. Seniors will receive an informational packet at the beginning of the school year with details and rules for participation.

COURSE PLACEMENT POLICY

Escuela Americana reserves the right to place students in an alternate course or courses when the first-choice requests cannot be honored or when the student's previous academic achievement and learning characteristics do not meet the requirements of the particular course requested. The school, based on the student's mastery of basic skills, previous achievement, and maturity, makes the final placement decision.

EXTRACURRICULAR ACTIVITIES

STUDENT COUNCIL

The Escuela Americana Upper School Student Government is the officially recognized representative of the Upper School student body. Its functions and rules are found in the Student Council Constitution. Each grade level elects four class officers to represent them on the Student Council. In addition, four executive officers are elected from the entire student body as members of the Executive Council.

Elected class officers are responsible for representing their grade level, coordination of student activities, and are the legitimate voice to express wishes, complaints and suggestions of the student body to the Division Director and to all other interested parties. Elections are held in May of each school year for the following academic year.

CLASS / CLUB ACTIVITIES

All requests for special events, such as but not limited to field trips, jeans days, special food days, shows, etc. must be discussed with the Class Advisor or Sponsor and submitted to the Activities Coordinator in order to be approved by the Administration, a minimum of four weeks in advance.

CLASS FUNDS

All funds raised by students will be channeled through the Upper School Office. In order to make a withdrawal of funds, a minimum of three signatures is needed. The advisor and two administrators will review and approve such requests.

Non-School-Sponsored events: No funds will be approved for expenditure to finance events that are not school-sponsored. This includes the Senior Graduation Party and activities surrounding the Junior/Senior prom that are not school sponsored.

Disposition of Unspent Senior Class Funds: On July 1 following graduation, the senior class account will be closed. Any unspent funds will be transferred to the Scholarship Fund. The Student Council may make recommendations to the Administration concerning expenditures of funds from this account.

JUNIOR / SENIOR PROM

The annual prom is a formal event sponsored by the Junior Class and is usually held in April or early May.

CLUBS

Numerous clubs are available for student participation each year depending upon interest.

NATIONAL HONOR SOCIETY and NATIONAL JUNIOR HONOR SOCIETY

The EA Chapters of the National Honor Society (NHS) and the National Junior Honor Society (NJHS) operate in accordance with the charter awarded to EA by the NHS governing board. Membership in the honor societies of EA are based on demonstrated quality in

- ❖ Academics
- ❖ Character
- ❖ Service
- ❖ Leadership

Induction into either EA Honor Society is a privilege, not a right. The Scholarship component is the entry point in the Selection Process. Then the Character, Leadership, and Service criteria take into consideration the student's contribution to all areas of life at Escuela Americana. Personal behavior and comportment play a vital role in NHS selection.

Both Honor Societies have a faculty advisor who, along with the student leaders of each society, plan the events and conduct the affairs of the society. Membership in the societies is by invitation. Interested students must complete the relevant application forms and submit them by the deadlines announced. Membership applications are then reviewed and discussed by the faculty members of the honor society selection committee who, based on the input from the faculty, the student honor committee members, the application itself, student data, and their experiences with the student, make a decision on each applicant's suitability for membership. It is a process based on the evaluation of a student against the criteria of the societies, not based on students in competition with one another. The decisions on membership made by the faculty members of the honor society selection committee are final and not subject to appeal.

New members of each society are inducted at annual ceremonies held for that purpose.

INTRAMURAL AND INTERSCHOLASTIC SPORTS PROGRAMS

Escuela Americana supports an active intramural and interscholastic sports program for the Upper School. They are designed to promote participation, interaction and competition to contribute to the physical, emotional, and social development of students. Academic and sports teams compete with local school and in out-of-country tournaments. Specific information concerning sports and activities are available through the Athletic Director and the Division Director.

GRADUATION REQUIREMENTS

Students must earn 25 credits in order to earn the high school diploma and 26.5 credits to earn the Salvadoran Bachillerato. Seniors must take a full course load and pass all courses taken in their senior year in order to earn a diploma. All students must also successfully complete a social service requirement as directed by the Division Office.

Students desiring a *Bachillerato Diploma* from the Salvadoran Ministry of Education must follow a prescribed schedule of classes. Courses offered, as part of the regular instructional program, will count as credit towards graduation. The national PAES test is a requirement for the Bachillerato Diploma.

<i>HIGH SCHOOL DIPLOMA</i>		<i>BACHILLERATO DIPLOMA</i>	
English	4 credits	English	4 credits
Mathematics [@]	4 credits	Mathematics [@]	4 credits
Spanish [*]	4 credits	Spanish	4 credits
Social Studies	4 credits	Social Studies	4 credits
Science	4 credits	Science	4 credits
Physical Education	2 credits	Physical Education	2 credits
Fine Arts Elective	1 credit	Fine Arts Elective	1 credit
Electives	2 credits	Electives	2 credits
Computers [^]	Proficiency credit	Computers [^]	Proficiency credit
		Economics	1 credit
		Psychology	Fulfilled in classes
		Writing Elective	Fulfilled in classes

[@] Algebra 1 taken in the Middle School at Escuela Americana does not count as one of the four required mathematics credits in the Upper School. Upper School students must take a math course each school year at Escuela Americana.

^{*} Students not proficient in Spanish may substitute these courses with Spanish as a Second Language Classes (SSL)

[^] Computer skills are demonstrated through a competency test at Escuela Americana after finishing the Middle School computer curriculum.

09-10 ESCUELA AMERICANA UPPER SCHOOL DAILY SCHEDULE

T	H	I	N	K
Block A 7:45-8:35	Block B 7:45-8:50	Block F 7:45-8:50	Block A 7:45-9:00	Block B 7:45-8:35
Block B 8:40-9:30	Block A 8:55-10:00	Block G 8:55-10:00	Block B 9:05-10:20	Block A 8:40-9:30
<i>Break</i> 9:30-9:50	Block C 10:20-11:25	Block D 10:20-11:35	Study Hall 10:40-11:40	<i>Break</i> 9:30-9:50
Block C 9:50-10:40	Block D 11:30-12:35	Block E 11:40-12:55	Block G 11:45-1:00	Block E 9:50-10:40
Block D 10:45-11:35	<i>Lunch</i> 12:35-1:20	<i>Lunch</i> 12:55-1:45	<i>Lunch</i> 1:00-1:45	Block F 10:45-11:35
Block E 11:40-12:30	Block E 1:20-2:25	Block C 1:45-3:00	Block F 1:45-3:00	Block G 11:40-12:30
<i>Lunch</i> 12:30-1:15	Activity Period 2:30-3:00			<i>Lunch</i> 12:30-1:15
Block F 1:15-2:05				Block C 1:15-2:05
Block G 2:10-3:00				Block D 2:10-3:00

Each class meets 4 times a week for a total of 240 class minutes

50 minutes	65 minutes	75 minutes
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Blocks A & B rotate to accommodate part-time teachers. Blocks C through G complete the rotation.

Early Dismissal Schedule:

7:45 – 8:15 Block A	9:45 – 10:15 Block D
8:20 – 8:50 Block B	10:20 – 10:50 Block E
8:55 – 9:25 Block C	10:55 – 11:25 Block F
9:30 – 9:40 <i>Break</i>	11:30 – 12:00 Block G

UPPER SCHOOL FACULTY & STAFF 2009-2010

Division Director:
Deputy Division Director:
Dean of Students:
Dean of Student Activities:

Mr. Ramon Morales
Mr. Raúl Erazo
Mrs. Blanca de Monge
Mr. Daniel Calona

ENGLISH DEPARTMENT

Mary Richards	English 3; AP Eng Lit; Journalism; Cr. Writing
Susan Dunlap	AP Eng Lang; English 3
David Gentry	English 1; English 2
Allison Baker	English 4 and English 3
Lisa Jensen-Hengstler	English 4, Drama
Elaine Bailey Mazzeo	English 1
Michelle Motz	English 2, English 2 Honors
Carmen Maron	TLC English

SPANISH DEPARTMENT

Daniel Calona	Spanish 4; AP Spanish Lit.
Alfredo Liévano	Spanish 1; Spanish 3; 3 Honors
Sindy Morán	Spanish 2; Spanish 2 Honors
Carlos Rodriguez	Spanish 3 Honors; AP Spanish Lit
Cecilia Romero	Spanish 1; Spanish 2; Spanish 3
Cita de Rovira	Spanish 1; AP Spanish Language
Maria Eugenia de Portillo	TLC Spanish

MATHEMATICS DEPARTMENT

Raul Erazo	Precalculus; AP AB Calculus
Jesús Alemán	Geometry; Algebra 1; Algebra 3
Amadeo Cortés	AP AB/BC Calc; AP Stats
Carmen Cristales	Algebra 2; Algebra 3; Precalculus
Blanca de Erazo	Algebra 2; Algebra 2 Hon.
Mimi Yang	Geometry
José Luís Flores	Calculus; Discrete Math;
Marlene Esquivel	TLC Math
Dora Hasbun	TLC Math
Ma. Eugenia de Portillo	TLC Math

SOCIAL STUDIES DEPARTMENT

Blanca de Monge	Mod World Honors; AP World History
Kate Ariz	AP Psychology
James Dunlap	US History; AP US History
Andrea Petz	Modern World History
David Gentry	Modern World History, English 2
Paul Jensen-Hengstler	Comparative Religions; Sociology
Carlos Medina	Latin Amer. Honors
Ramon Morales	Salvadoran Studies
Tracey Townsend	Model United Nations; MUN OAS
Maria Eugenia de Portillo	AP Economics; Philosophy; World History
	TLC History

SCIENCE DEPARTMENT

Brad McFarland	AP Environmental Science; Chemistry
Greg Mazzeo	Biology; Chemistry
Amadeo Cortés	AP Physics C; Physics Honors; Physics Lab
Eric English	Biology Honors; AP Biology
Colleen O'Brien	Environmental Science; Biodiversity; Biology
Angelina Saprissa	Biology
Brian Melendez	Physics, Chemistry Honors
Karen Clemente	Human Anatomy
Marlene Esquivel	TLC Science

FINE ARTS & TECHNOLOGY

Catalina Del Cid	3D Design; Mixed Media; Adv Art; AP Studio Art-2D
Gilberto Campos	Digital Design 2; Photography; Video;
Ana Julia Ibarra	Yearbook; Digital Design 2; Digital Portfolio
Jairo Martinez	Intro Music; Intermediate Music; Advanced Music
Monica Parraga	Digital Design 1; Digital Design 2
Gabriela Mora	Intro to Art; Mixed Media

FOREIGN LANGUAGES DEPARTMENT

Ramon Morales	
Carla Alvarez	French 1, 2, 3, & AP French
Sindy Morán	SSL 3; SSL 4
Cecilia Romero	Spanish as a 2 nd Lang 1 & 2
Rossana Liu	Mandarin

PHYSICAL EDUCATION DEPARTMENT

Raquel Rodríguez	Athletic Director
Alejandro Carrillo	PE / Health (Boys)
Carlos Clemente	PE / Health (Boys/Girls)
Cecy Hernandez	PE/ Health (Girls)

OTHER SERVICES

Ina Saca	Journalism; Creative Writing;
Holly Jones	Special Services
Frida de Zelaya	Service Learning
	Registrar

COUNSELING DEPARTMENT

Anita de Selva	9 th Grade Counselor
Lucia Borgonovo	10 th Grade Counselor
Lisa Gutfreund	College Counselor; School Psychologist
Carolina Hasbun	11 th /12 th Grade Counselor
Carmen de Cortés	Administrative Assistant

SUPPORT STAFF

Martha de Aquino	Admin Assistant
Edna Garcia	Admin Assistant; Attendance
Maria Santos Garay	Bachillerato Program
Dorita Martell	Secondary School Nurse
Erika Arteaga	Secondary School Nurse

Names in **bold** are the Department Heads.

ATHLETICS



Mission Statement

The mission of the Escuela Americana's Athletic Department is to challenge each student athlete in a supportive bicultural sports environment that promotes self-esteem, discipline, teamwork, sportsmanship and athletic excellence.

Vision

The Escuela Americana will have a well-respected and organized set of Athletic Programs that will:

- Be accessible to all students.
- Reflect the values of the school.
- Generate school's unity and pride.

ATHLETIC DEPARTMENT PHILOSOPHY

The Escuela Americana Athletic Department strives to provide Escuela Americana student athletes with athletic experiences that will help them mature physically and emotionally into well-rounded individuals.

We expect our student/athletes to:

- Be enthusiastic.
- Be challenged.
- Be disciplined.
- Abide by the rules of the league, contest or tournament.
- Accept victory or defeat graciously.
- Attend all games and team practices on time.
- Behave respectfully and with decorum toward to opponents, fans, and officials.

Escuela Americana's athletes always show pride in being part of the Trojan teams. We expect the Trojan athletes to excel in sports and in academics. Trojan student athletes are supported by their parents, who model sportsmanship, and, who encourage the academic and athletic growth in their child.

The red, white and blue team uniform is to be worn with pride as each student athlete wearing a Trojan uniform represents more than 1700 students, over 300 faculty and staff members, and many friends of Escuela Americana who love the school.

ESCUELA AMERICANA ATHLETIC CODE

CHAPTER I: General Aspects

ARTICLE 1

These expectations apply to all athletes and coaches of the Escuela Americana.

ARTICLE 2

The Athletic Department and coaches are responsible for ensuring that all athletes without exception follow these expectations.

ARTICLE 3

All athletes and coaches belonging to the sports program must fully understand that they represent the Escuela Americana and that they should try at all times to elevate its image, and behave appropriately both on and off the field or court.

CHAPTER II: Obligations

ARTICLE 4

All members of Escuela Americana teams are expected to abide by the policies and instructions given by the Escuela Americana Administration, the Athletic Department, and Coaching Staff of the same.

ARTICLE 5

Student/Athlete obligations:

- To maintain good academic, behavior and discipline standards.
- To punctually attend all practice sessions and programmed events. They must strictly observe the schedule established by the Athletic Department and Coaching Staff, regarding the entrance or departure from the place of athletic competition.
- To attend practice with proper practice clothing (shorts, T-shirts, footwear, etc.)
- Whenever possible, injured student athletes are expected to attend and observe practices and games, wearing sports attire or everyday clothes.
- To demonstrate proper behavior and respect towards the School Administration, Athletic Department, Sport Coordinators, the Coaching Staff, team members, officials, adversaries and spectators (fans).
- To turn in a written authorization from their parents or legal guardians in order to ride with the team to the competition sites. Oral permissions obtained from phone calls will not be accepted. A permission slip must be turned in regardless if the team rides in the school vans or in school designated vehicles.
- Athletes must ride with the team to games otherwise they will not participate actively in the games.
- To take care of pinnies, balls, and sports equipment.
- To take care of the School's sport facilities.

ARTICLE 6

When a student athlete belonging to the teams of the E.A. sports program has a complaint, he/she should first approach the Coach, then the Athletic Director, and finally, if necessary, the respective Division Head.

ARTICLE 7

Any person who accompanies or observes students in practices, games or events shall abide by the rules and regulations of the Escuela Americana.

ARTICLE 8

Forms Required for Participation in Competitive Sports: (Please see attached samples at in Appendix A)

1. Players Code of Conduct: To be signed by the student athlete each school year.
2. Parents Code of Conduct: To be signed by the athlete's parents each school year. All forms will be distributed to each family and will also be available at the Athletic Department's office; with printable copies available at the Edline Athletic site.
3. All student athletes must have accident or medical insurance.

ARTICLE 9

Cellular Phones -- All athletes must turn off or place in silent mode their cell phones during games and practices. Because of the distractions, athletes are not to use them to make or receive calls while training or during games (this also includes bench players). It is all right for student athletes to turn on their cell phones again once practices and games are over.

CHAPTER III: Absence from Practices, Permissions

ARTICLE 10

Attendance at practices and games is very important. Absences are taken into consideration for the end of the season evaluation and future team selection. Student athletes must notify their coach beforehand (if possible) regarding an absence from practice.

ARTICLE 11

A student/athlete who, without justified cause, quits his/her team during a tournament will not be allowed to be part of any Escuela Americana team during next season.

ARTICLE 12

Students with excused or unexcused absences will not be eligible to participate in games or practices scheduled that same day. This also applies to student athletes with Internal and External suspensions. Student Athletes are expected to at least attend 50% of the school day in order to participate of games and practices. An effort must be made to attend as many practices and games as possible. Any absences from practice will be taken into account when deciding on starters and playing time in games. When excused early from classes (early dismissal) for an athletic event scheduled before 3:00 p.m. (most of the times for an away game) student athletes are responsible for the completion of all missed class work and assignments.

CHAPTER IV: About Uniforms and Equipment

ARTICLE 13

Only EA approved team uniforms are to be worn when student/athletes are representing the school.

ARTICLE 14

Student athletes from 5th to 12th grade, who are actively enrolled in a competitive Trojan team, will have the privilege of wearing tennis shoes, blue jeans and the special white polo Booster Club shirt on the first Wednesday of each month. This special recognition is known as "Trojan Athlete Appreciation Day".

Cargo-style pants or faded or torn jeans are not allowed. Students must wear socks and their polo's shirttails tucked in. Sandals and jeans of a different color are not acceptable.

ARTICLE 15

Athletic equipment and materials are the sole property of Escuela Americana.

ARTICLE 16

Athletes are required to purchase their team uniforms. Sometimes, uniforms are sponsored by commercial brands approved by the Athletic Director. In order to buy a team uniform, athletes must:

- Attend Escuela Americana team practices regularly.
- Complete tournament participation as an EA team member.
- Maintain good standing at the EA athletic program.
- Maintain an exemplary conduct during the work process (practice and/or events in which he/she participates.)
- Demonstrate respect and support the colors of their team and institution.

ARTICLE 17

Should an athlete leave the team (or has been forced to do so) he/she must return in good shape all equipment and materials given to him/her. Failure to do so will result in a replacement fee being assessed.

CHAPTER V: Sanctions

ARTICLE 18

All members of the EA community have the responsibility to report violations of the Athletic Code to the Athletic Director.

ARTICLE 19

Any student athlete or coach that purposefully violates the Athletic Code or the philosophy of fair competition will be removed from the sport, without the opportunity to join another sport.

ARTICLE 20

All players are to sign and then abide by the Escuela Americana's Players Code of Conduct. Consequences for violation of this Code include:

∴ First Offense*

1. Meeting with Athletic Director, Coach and athlete
2. Player does not start next game

∴ Second Offense (within same school year)

1. Meeting with parents, coach, athlete and Athletic Director
2. Suspension from next game

∴ Third Offense (with same school year)

1. Meeting with parents, coach and Athletic Director
2. Dismissal from team for remainder of the year and loss of end-of-year awards

*Special Note: Expulsion from a game due to an athlete's physical aggression or unsportsmanship-like conduct towards an opponent, judge or spectator will result in an immediate suspension from the next game / event. The expelled player must write a letter of

apology to the team he/she offended and also sit on the bench with proper uniform during the next game. If the offense occurs during a tournament, the above sanctions apply and after completion of the required penalty of a suspended game, an extra game penalty will be applied as a discipline measure of the Athletic Department. A player must keep in mind that when he/she is expelled from a game, he/she also hurts the rest of the team.

This statement reinforces, and in no way replaces or overrides the School's disciplinary system policy.

Sportsmanship

Sportsmanship is a very difficult term to define but easy to understand if it is seen as an extension of the School Honor Code. Athletics is an arena where we represent our school in a very public light, so both participants and spectators are reminded to behave correctly. This includes, but is not limited to, treating opponents, officials and spectators with respect, never using improper or foul language, cheering for our team and not against our opponents, and abiding by all rules and regulations.

As a simple but important act of sportsmanship, all teams are asked to treat the post-game handshake with opponents in a respectful manner. This is an opportunity to congratulate, thank, or wish good luck to your opponents. This act should become a meaningful act and not overlooked regardless of the outcome of the contest.

Sportsmanship is the key component of the Players Code of Conduct signed by all players and their parents.

ARTICLE 21

The Administration and Athletic Director reserve the right to act in the best interest of students and EA at all times.

CHAPTER VI: Prohibitions

ARTICLE 22

The following are forbidden for the Escuela Americana student/athletes before, during, or after a scheduled athletic event.

- Consuming alcoholic beverages.
- To smoke, use drugs or stimulants.
- The utterance of insults, profanity or threats to anyone including team members, referees, or sport authorities.
- The driving by student/athletes of themselves, teammates or friends in their own vehicles to the different sport facilities.
- The wearing of T-shirts with obscene messages, cigarette or liquor brands, or political propaganda.
- The wearing of sports uniforms for non-school sponsored activities.

CHAPTER VII: International Sports Events

Athletic Trips:

In order to establish consistency throughout EA for out of the country school sponsored trips, all the planning for the athletic trips will be done solely by the Athletic Department office. Aspects of the students' traveling programs and decisions on transportation, Hotels, pricing, schedule and security issues, as well as any other trip related issues, will be determined prior to the announcement of any trip. Those plans will be reviewed by the Scheduling Committee, approved or amended as needed, and then shared with the parents and students involved with the trip.

ARTICLE 23

In order to be eligible for the try outs to participate of International athletic events, student athletes must be in good academic and behavioral standings; at least two months before the scheduled event.

ARTICLE 24

When participating on AASCA or Invitational sponsored sports events, athletes must abide by host school rules and guidelines.

- AASCA and all International Sports Competitions are generally for Upper School students. Exceptions are made on case-by-case basis for 7th or 8th graders. Administrators, counselors, coaches and teachers reach an agreement in the best interest of the student athlete.
- No student athlete may leave the host school or hotel without the authorization of the administrator, coach or chaperon responsible for the group.
- All social activities will be done as a team, under the supervision of the administrator, coaches and/or chaperones.
- Attendance at all tournament official activities is mandatory; student athletes are to behave in a courteous and respectful manner from beginning to end.
- Student athletes must follow at all times the instructions and decisions from the coaches, administrators and/or chaperones. The failure to do so may result in suspension from participation, suspension from future participation, or being placed on transportation back to EA for disciplinary action.

ARTICLE 25

There are team selection guidelines for athlete's participation on International Sport Events. The guidelines used are:

A. PROCEDURE

- 1) Parents and players are notified in writing of upcoming tournament and the selection process, including criteria. Parents must sign in agreement of notification and approval for their son/daughter to participate. AASCA parental tournament forms must be signed prior to the selection of team members.
- 2) The coach evaluates the following criteria weekly for at least a month before the selection. The ideal duration for this evaluation is two months.
- 3) Students are notified weekly of their scored performance.

4) A month before the event the selection process takes place, under the guidance of the Athletic Director, with the coordinator's input; the coach selects players by the average number of points earned. For International Tournaments, team selection is based only upon athletes' performance reflected in the criteria. When there is a tie for the last available spot, the students are then selected according to their G.P.A. provided by the counseling office.

5) The Athletic Director notifies parents of their son/ daughter's selection status. All selected players are advised of trip expectations, travel expenses, deadlines, documents and paperwork needed.

6) The athletes' parents are responsible for providing their son / daughters with adequate immigration requirements such as visas and legal documents.

7) At the time of their selection, students are warned in writing, that they can be removed from the team should their academic or behavior or sports performance drop after the selection. The administration reserves the right to review and act upon individual cases where necessary.

B. CRITERIA

The first four categories include each of the following subcategories under the major areas: responsibility, discipline, sportsmanship, cooperation and effort. A maximum of 10 points may be earned each day in each area. They are evaluated based on the following:

0 = needs improvement 1= satisfactory 2 = excellent

- 1) Responsibility:
 - Attends all the team practices on time.
 - Attends all the scheduled games.
 - Arrives properly dressed before the practice starts.
 - Arrives at the games at the time scheduled by the coach.
 - Keeps informed about practices, games, uniform to be worn and other activities related to the team.
- 2) Discipline:
 - Maintains positive relationships with the coach, the players and the administrators; behaves courteously towards the referees, the opponents, and the public.
 - Follows instructions of the coach during practices, games, and tournaments.
 - Complies with the coach regarding corrections during practices and games.
 - Issues positive comments and recommendations for the best interest of the team.
 - Accepts the referee's decisions, even though they might seem unfair.
- 3) Sportsmanship and Cooperation:
 - Cooperates with the coach.
 - Cooperates with teammates.
 - Maintains friendly relationships with teammates and with coaches.
 - Athlete plays according to the rules, uses good sportsmanship, accepts wins and losses graciously and thanks the opponents for their participation.
- 4) Effort:
 - Complies with the required goals during practice.
 - Participates actively during practices, tryouts, drills, and games.
 - Works with the team for the group benefit.
 - Works with dedication during the games.
 - Shows a positive attitude towards the practice and the games.

For the fifth and last category, a maximum of 10 points may be earned each day, with a possible of 5 points assigned to each sub-category. The evaluation is based on the following:

1 = needs improvement 3= satisfactory 5= excellent

5) Technical Performance:

- Demonstrates the required skill and capacity for the sport in which he/she participates.
- Knows correspondent system/strategies the team uses during practices or games.

GENERAL INFORMATION

The Escuela Americana Athletic Department provides interscholastic competition in six sports at a variety of levels. The EA athletics program currently sponsors teams in soccer, volleyball, basketball, team handball, wall climbing, track and field, and weight training. This year a pilot program for Cross Country will be offered for US students. At all times and at all levels, teamwork and sportsmanship are emphasized.

ATHLETIC ELIGIBILITY

All EA student athletes are expected to be in good academic and social standings in order to qualify for participation at athletic competitions as representatives of the Escuela Americana.

If a student athlete has academic or behavioral problems, his or her case will be considered individually. The appropriate Division Head will make a decision on the case after consultation with the student/athlete's coach, parents, and the Athletic Director.

CONDUCT ELIGIBILITY

The Administration reserves the right to remove any athlete from participation for poor conduct. It is the responsibility of the Athletic Director and coaching staff to ensure that the eligibility requirements are being met.

COMPETITIONS AND TOURNAMENTS

Teams are divided by gender and ranked by age level. All practices are held after school, some teams meet every day and some three times a week. Every year the following competitions and tournaments are held:

A. Bilingual League Tournaments

The Bilingual School's League competitions take place every year between September and March. In addition to the sports listed above, students also compete in swimming, tennis, table tennis, and chess. Tournaments are hosted by almost all the League members, some of them are: Escuela Americana, the British School (ABC), the French School, Colegio Internacional, Colegio Maya, Escuela Panamericana, Colegio Los Robles and Escuela Interamericana from Santa Ana.

B. Trojan Tournament or Trojan Cup:

This tournament is organized entirely by Escuela Americana, local and bilingual schools are invited to participate. Games are scheduled according to the Trojan teams' needs. Therefore it may take place anytime along the school year and sometimes even in June and July.

C. "Juegos Estudiantiles" (Colegiales)

The Ministry of Education and INDES sponsor the "Colegiales Tournament" from April to July; some competitions may extend until August and even until September. This is a Regional and sometimes a National Tournament, which features competition against the best schools teams in the country. In some disciplines and in the "17 year-old range" category, the winning teams get to represent El Salvador at the Central American competitions (CODICADER).

D. AASCA (Association of American Schools in Central America) & Invitational Tournaments

Every year at least two the following tournaments are sponsored by the AASCA Schools: Volleyball, Soccer or Basketball; only the varsity teams may participate. All athletes attending International tournaments pay for all travel expenses, hotels and meals, for themselves and an amount for their coaches' expenses. Both Varsity Handball teams have an annual Invitational Tournament. So do the Varsity teams that don't have an official AASCA tournament on that year.

COMMUNICATION

Information is sent to parents as part of the "On Line" publication issued by the school. On-Line articles include:

- Recognition to athletes for their accomplishments.
- Information on upcoming sports events.

Parents may also access athletic information via Edline by selecting Athletics. Here you'll find the schedules for daily practices, weekly games and other athletic activities.

SPORTS NIGHT

Attendance at the annual Sport's Night plays an essential part in the communication between parents and the Athletic Department. At this assembly, parents have a chance to meet their children's coaches and also to learn about changes in the school's athletic policies. (Very similar to an athlete's "Open House")

BOOSTER CLUB (TABC) THANKSGIVING DINNER

Each year, the Trojan Athletic Booster Club, acknowledges all student athletes who participated in the Juegos Estudiantiles (Colegiales) with a special t-shirt. All athletes contribute by bringing something for the potluck dinner: sandwiches, sodas, plastic cups and plates, etc. The Athletic Department recognizes the three most outstanding athletes per team: "Most Valuable Player" (MVP), "Most Improved Athlete" (MI) and the "Coach's Award" (CA). Each head coach determines the three award winners for each team.

"TEAM MOMS"

In an attempt to improve athletic information between the parents and the school, such as details regarding future sports events and special activities, the "Team Moms" group has been created. The Athletic Director meets with two moms from each competitive team the first week of each month. The purpose of these meetings is to improve the communication process between the school, athletes and their families. Information then multiplies itself traveling various ways.

Special Announcement

Commercial and peer pressure sometimes leads young athletes to make poor choices as they attempt to build up their bodies or improve their athletic abilities. We have received reports of Escuela Americana students using amino acids to load with proteins. Although amino acids are not as dangerous as steroids and other substances, there is a possibility of unhealthy side effects. The position of the Athletic Department of Escuela Americana strongly endorses for athletes to refrain from taking any unnecessary supplements to enhance one's body or athletic ability. We, the coaching staff, advocate a well-rounded natural diet that includes the five basic groups. We urge you, the parents, to encourage your athlete to make healthy choices.

WEATHER CONDITIONS

When the weather threatens, coaches will make a decision as to the status of practices for that day. When a coach cancels a practice due to weather conditions, he or she will inform the Athletic Director. Students will also be asked to call home to arrange the appropriate pick up.

For the athletes' safety, all outdoor athletic practices will be cancelled immediately when there is rain, thunderstorm or lightning. Parents, referees and tournament participants will be notified in advance of this special EA policy. Any questionable weather should be an indication to exit the fields and courts. Friendly games will be rescheduled. Athletic contests and or practices may not commence until the suspicious weather has passed. The soccer field will never be used when the grass is too soggy or wet, nor will the students practice in wet cement courts.

Excessively high temperatures, combined with a high relative humidity, put athletes at risk for a variety of heat illnesses. Adequate water intake, appropriate clothing and the use of shade all diminish an athlete's susceptibility to a heat illness or injury.

TRACK VENUE USAGE RULES

- Vehicles, roller skates and bikes are not allowed on track.
- Chairs, tables, canopies or soccer goals must never be placed on track surface.
- Please avoid dropping heavy objects on track.
- Chewing gum is off limits while using track.
- Lane one is for competitions only. Lanes #5 and #6 are exclusively for walking.
- Spikes used for races and jumps must have a maximum length of $\frac{1}{4}$ of an inch or 6 mm. Only tennis shoes will be allowed on track. (Avoid cleats & high heels)
- Hammer throw will not be allowed.
- Shot put practices will be held only on the outside soccer field and under the coaches' supervision.
- Javelin and discuss throw only on free field and under coaches' supervision.
- All athletic equipment must be stored daily after use.

WEEKENDS AND HOLIDAYS USE OF SPORTS FACILITIES

The use of the sports facilities on weekends and holidays will follow these guidelines:

1. Parents, students, teachers, staff and alumni are allowed to use the soccer field, the track and all external courts. The use of the Climbing Wall needs to be supervised by trained coaches. The school will not supply special equipment such as balls, bats, ropes, etc.
2. Priority for the use of the Gym and the "finca-park" will be given to previous scheduled events.
3. Whenever the use of electric energy is involved, individuals requesting lights must pay at the school's cashier in advance. The appropriate receipt must be handed to the guard at the Gym parking lot entrance. Only authorized personnel are allowed to manipulate the lights outlets. Please check with the Athletic Office or the School's cashier for current light usage fees.
4. The soccer field will never be used when it rains; nor when the grass is soggy or wet. All outdoor activities will be cancelled immediately when there is thunder or lightning.
5. Access is limited to cars with the school's special sticker, or a valid school ID. Replacements of ID's are \$4.00 each.
6. All parents, alumni and staff need to show their school IDs at the gate. However Lower School children with their parents do not need IDs to access the school facilities. Children under 12-years-old need adult supervision at all times.
7. Middle School students requesting to use any of the sports facilities will require IDs and adult supervision other than their drivers or maids.
8. All Upper School students requesting the usage of the sports facilities are required a valid school ID. If students do not have an ID, their interest of using the sports facilities must be presented in advance to the Athletic Director with a written list of all the possible attending students. The Athletic Director will notify the guards by a memo that authorizes entrance to those named on the attached list.
9. Entrance will be granted for out of town guests and employee's immediate family not related to EA prior to a previously approved permission request.

Everyone using the sports areas must abide by the schools rules and regulations; respect the guards' guidelines, the sports equipment and all the school's facilities in general.

Athletic Department Staff / Coaches 2009-10

Athletic Director:
LS Competitive Sports Coordinator:

Aída Raquel Rodríguez
Cristian Alvarado

Basketball Coaches

Lower School	Middle School	Upper School
U-9 Girls: To be announced	U-13 Girls: Eduardo Carranza	Varsity Girls: Pablo Gavidia
U-9 Boys: José Anto. Orellana	U-13 Boys: Nestor Orellana	Varsity Boys: Ricardo Renderps
U-11 Girls: David Gonzalez	U-15 Girls: Rodolfo Mena	
U-11 Boys: Carlos Valle	U-15 Boys: Héctor García	

Soccer Coaches

Lower School	Middle School	Upper School
U-10 Boys: Jorge Galán	U-14 Girls: Isaías Gil	U-16 Girls: Enzo Enríquez
U-12 Girls: Alejandro Carrillo	U-14 Boys: Francisco Sibrian	U-16 Boys: To be announced
U-12 Boys: Will Flores	Goalies: Héctor Valiente	Varsity Girls: To be announced
Assistant coaches: Oscar Morales, Edwin Chavarría.	Assistant coach: To be announced	Varsity Boys: Ramiro Cepeda

Volleyball Coaches

Lower School	Middle School	Upper School
U-12 Girls: America Guadron	U-14 Girls: Silvia Rivera	U-16 and Varsity Girls: Sara Hidalgo
U-12 Boys: Félix López	U-14 Boys: Félix López	
		U-16 and Varsity Boys: Neto Rodríguez

Track and Field Coaches

Lower School	Middle School	Upper School
U-9 and U-11 Boys and Girls: Rosa de Nuila	U-13 Boys: Rosa de Nuila U-13 Girls: Carlos Clemente	U-15, U-17 and U-19 Boys and Girls: Carlos Clemente

Team Handball Coaches

Middle School	Upper School
U-13 and U-15 Girls: Xenia Hernández	Varsity Girls: Cecy Hernández
U-13 Boys: Josue Merino	Under 15 and Varsity Boys: Tomás Aviles

Middle and Upper School Climbing Coach: Miguel Servano

Upper School Weight Training Coach: Fausto Cea

Upper School Cross Country Coach: Ramon Morales
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Administrative Assistant:

Claudia Garay

APPENDIX A



PLAYERS CODE OF CONDUCT

I hereby accept my responsibility for participation in the Escuela Americana's Athletics by following the rules in this players' code of conduct:

- I will display good sportsmanship at every game and practice.
- I will attend every practice and game that I can and notify my coach if I cannot.
- I will show my coaches courtesy by listening and learning from them.
- I will treat my coaches, other players, officials and spectators with respect and I will expect to be treated accordingly.
- I will follow the specific sports practice rules and guidelines.
- I will shake hands with the other competitors before and after the games. (regardless of the final results)
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will remember that participating in sports is an opportunity to learn and have fun.
- I am a team player and will commit myself to the team, the sport and full tournament participation. (Such as the Trojan Tournaments, "Juegos Estudiantiles - Colegiales", Booster Club Cup and others)

Signed: _____
Student Athlete' name and signature

Grade level: _____

Signed: _____
Parent as witness

Date: _____



PARENTAL ATHLETIC CODE OF CONDUCT

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and the school's three core values: honesty, respect and responsibility. The highest pursuits of athletics are achieved when competition reflects these three "pillars of character."

Therefore:

- I will refrain from coaching my child or other players during games and practices.
- I will respect the officials and their authority during games and will never question, discuss or confront coaches at the athletic venue, also will take time to speak to coaches at an agreed upon time and place.
- I will remember that student athletes participate to have fun and that the game is for youth, not adults.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my child to win.
- I will not encourage any behaviors or practices that could endanger the health and well being of the student athletes.
- I (and my guests) will be positive role models for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all coaches, officials and spectators at every game, practice, or sporting event.
- I (and my guests) will not engage in unsportsmanlike conduct with any official, coach or player or parent such as booing or taunting, refusing to shake hands, or using profane language or gestures.
- I understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contests.

I have read, understand and agree to abide by the parent's code of conduct at all Escuela Americana's sanctioned athletic contests.

Athletes' Name: _____

Grade Level: _____

Parents' Name and Signature: _____ Date: _____

This form must be returned to the coach prior to athletic participation. Athletes will not be allowed to participate without the completion and return of this form.

ESCUELA AMERICANA
Calle y Colonia La Mascota, Final Calle 3, San Salvador, Salvador

This handbook was updated on August 2009