

# EL CAMINO REAL ACADEMY



## STUDENT/PARENT HANDBOOK 2012-2013

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# EL CAMINO REAL ACADEMY STUDENT BEHAVIOR HANDBOOK

This handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this Handbook at any time.

## **WHEN IS THE HANDBOOK IN FORCE?**

The provisions of the Student Behavior Handbook are in force:

- During regular school hours and/or on school property
- During transportation of students
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to school-sponsored events, field trips, athletic functions and other school-related activities.
- On the way to or from school or a school-related event.
- The Substance Abuse and Tobacco Policy (no smoking on campus at any time) is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day to the end of the school year. Additional sanctions may apply above and beyond the minimum mandatory consequences of this policy for violations which occur when this Handbook is in force (i.e.; on school property, during school time, or at school events).

Additionally, the principal, any school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff or on the orderly educational process. The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

## **MISSION STATEMENT**

*As a community school, ECRA serves students and families by fostering student awareness of their personal learning potential through academic and social-emotional intervention.*

## **ENROLLMENT PROCESS**

### **OPEN ENROLLEMENT**

El Camino Real Academy assures that it will enroll students through a lottery selection process. There will be a publicly advertised open application period of 10 to 20 days. At the conclusion of the advertised open application period, a random lottery for any classes/grades that exceed capacity for will be held. For classes/grades that do not exceed capacity, all students who have completed an application and submitted same within the open application period will be enrolled. For those in the lottery, student's names will be drawn randomly from all the students who have submitted a complete application through the conclusion of the open application period, until capacity is reached.

To assure that there is an equal opportunity for all parents and students to learn about the school and apply for admission, several publicly advertised enrollment meetings will be held. These meetings and advertisements for these meetings will be publicly advertised in newspapers, fliers, etc. and a record of all such advertisements will be kept on file at the school.

### **WAITING**

All remaining students not selected for enrollment through the lottery will be placed on a student waiting list according to their lottery position. Students will be selected for enrollment from this list throughout the year as openings may occur. Regularly throughout the year, additional names may be selected randomly from publicly advertised lottery drawings of received completed applications to add onto the waiting list. If parents fail to enroll their student within three (3) days, then the application is placed back on the bottom of the waiting list for the next application on the waiting list to be enrolled.

### **SIBLINGS**

According to New Mexico State law, siblings of students already attending El Camino Real Academy will not be placed on a waiting list. These siblings will be allowed to enroll at the school immediately as long as a slot has become available. This policy becomes effective in the second year (and subsequent years) of the charter

El Camino Real Academy **will not** charge tuition or have admission requirements, except as otherwise provided in the Public School Code.

### **STUDENTS ON LONG TERM SUSPENSION OR EXPULSION FROM OTHER SCHOOLS**

New Mexico State law allows school districts and charter schools the right to refuse enrollment to students that have been long-term suspended or expelled from another school districts. *El Camino Real Academy will exercise that right and not accept students if they currently have these disciplinary actions imposed on them.*

### **AFTER THE BEGINNING OF THE YEAR**

High school students cannot receive credit for the semester if they missed **10 days** of school **prior to enrolling**. Students who miss **10 or more days** during the school year **will lose credit** for that grading period. This may impact a senior's eligibility to graduate.

## **THE SCHOOL DAY**

Classes start at **8:00AM** for grades K – 6<sup>th</sup> and are dismissed at **2:45 PM**, Monday through Friday.

Classes will start at **7:50 AM** for grades 7<sup>th</sup> – 12<sup>th</sup> and are dismissed at **2:55PM**, Monday through Friday.

Inclement Weather – El Camino Real Academy will follow the Albuquerque Public School schedule of delays and closures. Watch the local TV stations or listen to radio for these announcements.

## **CODE OF STUDENT CONDUCT**

El Camino Real Academy recognizes the importance of providing a quality education within a safe environment that emphasizes respect, honesty, compassion and responsible behavior. In order to underscore and clarify the value of these attributes and contribute to their transition from one grade level to the next, the following El Camino Real Academy Code of Student Conduct has been adopted. The expectations of the Student Code apply to every student and extend to all school activities and functions held on school property and any other situation(s) in which the student's conduct is likely to have an effect on school discipline or the safety and welfare of others. Behavior related to a child's disability will be managed in a manner consistent with applicable laws and regulations.

The Code of Conduct will be shared and communicated annually with the students, teachers and parents at the beginning of each school year. We will create a method of recognizing those individuals who exemplify responsible and ethical behavior.

### ***I. I WILL TREAT OTHERS AND MYSELF WITH RESPECT***

- I will use language and communication that is not offensive and/or intimidating
- I will respect the space of others without unwanted physical contact
- I will not participate in direct or indirect bullying behavior
- I will respect the school property or personal property of others
- I will wear appropriate dress code attire that does not interfere with learning

### ***II. I WILL BE HONEST AND RESPONSIBLE FOR ALL MY ACTIONS AND I WILL ENCOURAGE OTHERS TO DO THE SAME***

- I will complete my own work without practicing plagiarism or cheating
- I will not take or use the property of others
- I will respect the school computers, password, or accounts only under my privileges
- I will search on the computer or Internet only where I am authorized
- I will follow the law (local, state and federal laws/statutes)
- I will follow the school rules
- I will report any information that is harmful to myself, others, or the school

### ***III. I WILL TREAT OTHERS WITH KINDNESS, UNDERSTANDING AND TOLERANCE***

- I will use words or actions that communicate tolerance of differences in the beliefs, opinions, abilities, and/or appearance of others

## **I WILL STRIVE FOR THE COURAGE TO LIVE BY THIS CODE OF STUDENT CONDUCT EVERY DAY**

## **STUDENT AND PARENT COMPACT/RESPONSIBILITIES**

### **STUDENT COMPACT**

1. I will respect others, and will not interfere with their learning.
2. I will take responsibility for my school work and behavior, and use my school agenda daily.

3. I will have good school attendance, be on time for class, and be prepared to work every day.
4. I will ask for help from my parents and teachers when I don't understand, and attend mandatory interventions for academic and behavior support.
5. I will complete all homework assignments and read nightly.

## **PARENT COMPACT**

El Camino Real Academy school officials are partners with parents in the process of educating our children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. :

### **Parent Portion of Compact:**

1. I will provide a caring home environment that teaches my child the value of respecting self, others, and property. I will also teach my child appropriate behavior and good manners to succeed in the environments outside of the school.
2. **I will make sure my child attends school and is on time every day.**
3. I will be involved in my child's education; including: reading with my child every night, monitoring the daily agenda/class notebook, completing homework, and by being at the school to respond to behaviors that prevent learning from taking place.
4. I will read all information that the school sends home and contact the school when I have a question or concern.
5. I will seek the school and community resources that support the well-being of my child in partnership with the school officials.
6. I will attend at least **3** of the monthly parent meetings (held the 2<sup>nd</sup> Saturday of each month).
7. I will spend a minimum of **10 hours per semester** volunteering my time at the school; including: participating in after school program activities, attending Governing Council meetings, maintaining school grounds, and volunteering in the classroom.
8. I will update my contact information on a regular basis.

## **ELEMENTARY SCHOOL STUDENT DROP-OFF AND PICK-UP**

- **Parents must not leave their children on a school campus prior to 7:30 AM duty or after 3:15 PM (Unless students are participating in after school activities). Parents must pick-up their children promptly when after school activities conclude.**
- School grounds are not supervised except during the designated times of the school day.
- If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within this same thirty (30) minute time frame.
- If students are repeatedly left on campus outside of the school day hours, a letter will be sent home to the family regarding the situation. If the situation persists an administrator will attempt to contact the family to discuss the problem.
- If the problem continues child protection services may be contacted.

## **STUDENT'S RIGHTS**

The following Statement is intended to be consistent with the Statement of Rights and Responsibilities adopted in November of 2000 by the State Board of Education. In the event that any part of it is not consistent with that Statement, the State School Board's Statement prevails.

## **STUDENTS HAVE A RIGHT TO:**

### **Educational Opportunity**

- A free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student.
- Public Charter Schools affords all students equal educational opportunities as well as equal opportunities to participate in extracurricular activities.
- Policy prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status and pregnancy in any program or activity of or sponsored by the school district.

### **Student Government**

- In each secondary school there will be established an elected student government with membership open to all students.
- The student government will establish reasonable standards for candidates for office.
- All students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.
- Elementary school personnel are encouraged to introduce students to principles of student government through school and class activities.

*The responsibilities of the student government shall be subject to the regulations of the Governing Council and shall include but not be limited to the following:*

- Involvement in the process of developing policies for revisions and additions to the curriculum, school rules and regulations.
- Involvement in the formulation of guidelines for co-curricular activities.
- Involvement in allocation of student funds, subject to established audit controls and to the approval of the principal.
- Representatives selected by the student government shall meet regularly with the principal or his/her designee to exchange views and to share in the formulation of school student policies, and to consider revision to the school's curriculum.

### **Expression and Association**

- Students are protected in the exercise of the constitutional rights of free speech, press and assembly.
- The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process.

### **Publications**

- Students shall be allowed to distribute political leaflets, newspapers and other literature on school premises, at specified times and places.
- Student publications are subject to prior restraint and censorship.

### **Organizations and Clubs**

- Students may form clubs or organizations for any legal purpose.
- These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government, acting in concert with the principal.

### **Student Dress**

- Students are expected to adhere to the El Camino Real Academy's uniform dress code policy.
- The responsibility to interpret and enforce the dress code policy rests with the administration.

## **Privacy**

- Questioning a Student - If police authorities or security personnel of the school system desire to question a student on school premises regarding any alleged act of misconduct by the student, the school authorities shall attempt to contact the parent and shall advise the students of his/her rights.
- The parent/guardian shall be permitted to be present for questioning.

## **Search of Person or Vehicle**

- Vehicle Searches – Search of a student’s vehicle while parked on school property may be conducted only if a certified school employee, school security officer, campus security aide or school bus driver has *reasonable suspicion* that a crime or breach of the disciplinary code is being committed by the student.
- Physical Searches – Search of a student’s person or property may be conducted only where there is *individualized reasonable suspicion* that the student being searched has committed a crime or a breach of the disciplinary code
  - *Minimally Intrusive Searches* – Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee, school security officer, campus security aide, or school bus driver.
  - *More Intrusive Searches* – Searches such as pat downs and frisks may only be conducted by an authorized person of the same sex as the student being searched.
  - *Most Intrusive Searches* - A strip search shall be conducted only upon *individualized reasonable suspicion* of a safety concern and shall be conducted by a school administrator of the same sex and in the presence of another authorized person of the same sex. A strip search shall be conducted in a manner that will cause the least amount of embarrassment to the student. Strip searches should only be conducted in life-threatening situations, or in situations that pose a danger to the school population. A situation that could warrant a strip search is (*upon individualized reasonable suspicion*) of possession of a firearm or a weapon. Administrators who conduct a student strip search will report the incident to the lead Principal and Governing Council Chairperson (as appropriate).

## **Controversial Issues**

- Students shall have the right to encounter diverse points of view.
- Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by El Camino Real Academy.

## **WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED**

The El Camino Real Academy does not discriminate on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy in any program or activity of, or sponsored by, the school district. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

### **FOR ALL DISCRIMINATION CONCERNS**

ECRA Administration  
3713 Isleta Blvd SW  
Albuquerque, NM 87105

## **REPORTS**

Any report will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, XIV Amendment, New Mexico Human Rights Act, or with the State ECRA of Education Regulation 6 NMAC 1.4 and any amendments made to these regulations, which are incorporated within this policy statement.

### **VIOLATION OF STUDENT RIGHTS**

- Students who believe that their rights have been violated should report their concerns to their parents, school administrator, or other appropriate school personnel.
- If the concern is not resolved by the appropriate school personnel, a report should be made to ECRA Administration, 314-2212.

### **DENIAL OF RIGHTS**

- Free public school education is a right guaranteed to a student. The courts have defined the basis on which the denial of that right is justified. That right may be denied in response to behaviors that threaten the safety and security of the school population, are illegal, or have the potential to disrupt the educational process.
- It is the intent of ECRA that every reasonable effort is made on behalf of the student's education, even in the case of suspension or expulsion.
- Special education students must have an alternative program provided during any long-term suspension or expulsion.

### **GRIEVANCE PROCEDURE**

- It is the intent of ECRA that students and their parents are informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.
- Faculty, parents and students shall attempt resolution of problems affecting students and the education process by informal means.
- If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter.

### **DUE PROCESS PROCEDURES**

Due Process Procedures for Investigation of Incidents and Parent Notification Regarding the Suspension/Expulsion of Students: When a student is sent to the principal or his/her designee for any disciplinary action or conference concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required by law.

#### **The Administrator:**

- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an *opportunity* to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures) to the parent(s)/guardian(s).

- Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend the student.
- Provides written notification of the action taken to the Hearing Officer if the suspension is longer than ten (10) days or if the anticipated action is long-term suspension or expulsion. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practicable thereafter.

## **LONG-TERM SUSPENSION OR EXPULSION – HEARING OFFICER**

### **Administration's Recommendation**

- The administration notifies the student and parent(s) /guardian(s) that the student will be recommended for long-term suspension or expulsion. The student may be suspended up to 10 school days by the administration.
- The school will notify the Hearing Officer of the suspension and ensure that a hearing date is set for the student according to district procedure. A long-term suspension will be within the range of 11 to 180 days. Expulsions will be for at least one calendar year and may be permanent.
- The student and parent will be advised by the school that an administrative hearing officer will be conducting a hearing at ECRA Administrative Offices (3713 Isleta Blvd SW, Albuquerque, NM 87105) regarding the infraction, as well as the time and date of the hearing.
- Every effort will be made to conduct the hearing within ten (10) school days after the date of the suspension; however, when this is not possible, the parent and the school will collaboratively determine the time and date of the hearing. The parent(s)/guardian(s) must sign a waiver to this effect. In order to protect the privacy of the students involved, the hearings are closed.
- Parents may bring an attorney or other representative into a closed hearing and may bring others to speak in support of the student. **However, if an attorney is to be present, the school must have at least seventy-two (72) hours' notice in order to have their own legal representation.**

Individuals participating in the hearing are subject to a security check. Admittance may be denied any person refusing to adhere with the Hearing Officer's directions regarding security, conduct, or general operating procedures of the hearing. No recording (audio or video), filming, or photography is permitted during the Hearing Officer's review by parties other than the Hearing Officer.

- In either case, the parent will receive written notification of the Hearing Officer's decision within seven (7) calendar days following the hearing. The Hearing Officer will close the hearing. Students, parent(s)/guardian(s), school representatives, witnesses, and any others present will be dismissed. Recorded minutes will be kept of all Hearing Officer's sessions, and copies of the minutes will be made available to parents upon request.

### **APPEAL TO THE PRINCIPAL**

- The student, parent(s)/guardian(s) or their representative may appeal the decision of the Hearing Officer within three school days of the notification of the decision. Within three (3) school days the student, parent(s)/guardian(s) or their representative will be advised

by the school that the Principal will be conducting a hearing at ECRA Administrative Offices (3713 Isleta Blvd SW, Albuquerque, NM 87105) regarding the infraction, as well as the time and date of the hearing.

- Every effort will be made to conduct the hearing within ten (10) school days after the date the Principal is notified that the decision of the Hearing Officer has been appealed, however, when this is not possible the parent and the Principal will collaboratively determine the time and date of the hearing. The parent(s)/guardian(s) must sign a waiver to this effect.
- In order to protect the privacy of the students (FERPA) involved, the hearings are closed. Parents may bring an attorney or other representative into a closed hearing and may bring others to speak in support of the student. However, if an attorney is to be present, the Principal must have at least seventy-two (72) hours notice in order to have his/her own legal representation. Witnesses may be called but may not remain for the entire testimony unless they are the parent(s)/guardian(s) or the student.
- Individuals participating in the hearing are subject to a security check. Admittance may be denied any person refusing to adhere with the Principal's directions regarding security, conduct, or general operating procedures of the hearing. No recording (audio or video), filming, or photography is permitted during the Principal's review by parties other than the Principal.

## **STUDENT RECORDS**

Student records kept by ECRA will be open to review by parent/guardians and/or students and will be treated in a confidential manner, as prescribed by ECRA policy, New Mexico State Board of Education Regulations and the Family Educational Records and Privacy Act of 1974. ECRA maintains the following education records directly related to students:

- Academic records
- Personal information records
- Disciplinary records
- Attendance records
- Health records
- Progress records
- Standardized testing records

Access to education records is limited to:

- Parents of students under 18
- Parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code
- Students
- Officials of this school district who have a legitimate educational interest
- State and local officials to whom information is required to be reported
- Certain testing organizations
- Accrediting organizations
- Appropriate persons in connection with an emergency
- Pursuant to subpoena or court order
- Any person with the written consent of the parent of students under 18 or the student over 18
- A school or schools in which a student seeks or intends to enroll

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records
- Make copies of these records
- Receive a list of all individuals having access to those records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights
- A hearing on the issue if the school refuses to make the amendment

## **STUDENT DIRECTORY INFORMATION**

Student directory information may be released without prior consent unless the parent or student informs the principal within a reasonable period of time that any or all of the information should not be released. Parents may choose to have their high school student's name and directory information removed from any of the following: military recruiter lists, college/university lists, or other requested lists. Disclosure Exemption can be requested at the school and should be returned to the school upon completion.

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Information from the most recent previous education agency or institution attended by the student

## **SCHOOL ATTENDANCE**

The Federal No Child Left Behind Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution.

### **ATTENDANCE AND TRUANCY POLICY**

All El Camino Real Academy students are required by law to attend school on a regular basis for the entire school year as set by the Governing Council. The minimum number of days set by the Charter is **181** days. Students and families must assume responsibility for the student's absences and recognize that being tardy or absent, regardless of the reason, will negatively impact the student's achievement in class.

In addition, the *No Child Left Behind* federal mandate requires that schools maintains a 95% attendance rate in order to make Adequate Yearly Progress (AYP).

**If an elementary student (Grades K-6) has 5 unexcused absences for the semester they may be placed on an academic improvement plan. A referral to the Student Assistance Team (SAT) will be completed at the 7<sup>th</sup> unexcused absence to ensure that academic progress is being made. If 10 unexcused absences are accumulated for the year, the student may be recommended for retention.**

**If a secondary student (7 – 12 grades) has 5 unexcused absences for the semester, or a combination of 10 or more excused and unexcused absences, no credit will be given for that semester.**

**El Camino Real Academy recognizes three unexcused tardies/early releases as equivalent to one absence.**

**El Camino Real Academy defines an “excused absence” as one that occurs for the following reasons:**

- Doctor’s appointment
- Death in the family
- Religious commitment
- Illness
- Family emergency
- Limited extenuating circumstances as approved in advance by the school principal
- School or college visit
- Diagnostic Testing

***Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session.***

#### **Procedures/Clarifications for Monitoring Absenteeism/Tardies**

1. Any school-sponsored activity will **NOT** result in an official absence from school and will **NOT** be counted in the cumulative ten-day yearly total defined in this policy.
2. All other reasons for an absence will accumulate towards the ten-day yearly total defined in this policy and will result in an absence being recorded.
3. Parents/guardians are expected to call and inform the school when their child is absent and to provide documentation (medical, dental, family emergency etc.) upon their child’s return. Parental effort to keep the school informed regarding their child’s absence will lessen the possibility of truancy from occurring and will be beneficial in the contractual process if the absences exceed the ten days of allowed absences.
4. **After the third (3<sup>rd</sup>) consecutive day absent, or third (3<sup>rd</sup>) absence within a two (2) week period parents/guardians are expected to provide documentation (medical, dental, family emergency). Undocumented absences will be considered unexcused.**
5. A letter informing parents/guardians of the school policy and the number of absences their child has accumulated will be mailed after the student has been absent **three days**, in addition to a phone call from the classroom teacher. The correspondence will include a copy of this policy and student attendance record.
6. A letter will be mailed after the **5<sup>th</sup> absence** informing the parents/guardians of the school policy and the number of absences their child has accumulated. An Administrative conference will be scheduled with the student and family where an **Attendance Contract** will be put into effect.

7. A letter will be mailed after the **7<sup>th</sup> absence** informing the parents/guardians of the school policy and the number of absences their child has accumulated. The correspondence will include a copy of this policy and student attendance record. **A referral will be submitted to Child Protective Services after the 10<sup>th</sup> unexcused absence in a semester, in compliance with New Mexico Compulsory Attendance Law (NMSA 22-12-7-C, 1978).**
8. State law requires a school to disenroll a student after ten (10) consecutive days of absence.
9. School starts at 8:00AM for Elementary and 7:50AM for Secondary, respectively. A student is tardy to class if they are NOT sitting in their assigned seat by 8:00AM (elementary) & 7:50 AM (secondary). The routine, schedule, instruction and tone are being set for the day during this morning period. If your child comes in late, he or she will miss this information and the class will be disrupted. In the event a tardy cannot be avoided, **parents must bring them to the office and sign the child in so they may receive a tardy slip.** Children cannot be dropped off to walk in unsupervised. Your child's attendance and safety are very important to us.  
**Three tardies/early releases (unexcused) are equivalent to one absence.**
10. Early check-out can adversely affect your child's educational progress, as homework, announcements, and lesson reviews are often given out at the end of the day. An early check-out is defined as signing a child out before the end of the school day (2:45 elementary, and 2:55 p.m. secondary). **Three early check-outs (unexcused) are equivalent to one absence.**

## TRUANCY

A student is truant under the following conditions:

- If the student is absent from school without parental knowledge.  
*All absences should be called no later than 9:30AM. Any absence that is not called in will be an "unexcused" absence and considered Truancy until otherwise documented. (An unexcused absence cannot be changed to an excused absence after three days that the initial absence occurred.)*
- If the student leaves school without administrative approval.  
*El Camino Real Academy is a Closed-Campus. Students must be signed out by a legal guardian for an early departure. Students that drive to school must have early departure verified by legal guardian through administration prior to leaving campus.*
- If the student reports to a class without authorized permission from the teacher of the class for which they were presently assigned. Students that are in a class they are not assigned to will be reported to administration.

Attendance/Truancy is currently tracked through the school data system. Records department staff cross-reference reported absences with teacher attendance sheets and tardy sign-in at 9:00 AM (K-12). Staff will call parent/guardian of any student with an unverified absence.

## VISITORS

Families, community members, and other visitors related to the academic process are a vital part of the school culture. In order to maintain the safety and security of students, staff, and visitors the following policy is in effect.

## **VISITOR POLICY AND PROCEDURE**

We welcome and encourage your visits and participation in school activities. With safety in mind, and in accordance with state law, **all visitors and volunteers on our campus must first check in at the administration office and wear a “Visitor” badge. Photo identification is required to check in as a visitor and will be kept at the front desk until your departure.** As you sign out and return the Visitor badge, your identification will be returned to you. Anyone picking up a child during the school day must also provide photo identification and be designated on the child’s emergency card as having authority to pick up the student. While on campus, visitors are expected to go directly to the location they have identified. Specific actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property;
5. Physical attacks intended to harm an individual or substantially damage property.
6. Visitors under the age of 18 must be accompanied by an adult.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act. The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

We greatly appreciate your patience and cooperation. As always, our goal is to ensure the safety and security of our students.

*Students currently suspended from ECRA or another school and/or who have been the cause of a disruption in any school shall not be allowed on campus even when accompanied by a parent/guardian.*

## **PARENTAL INVOLVEMENT OPPORTUNITIES**

It is a fact that when the home and school work together student achievement goes up, and so does support for the school. Parents and teachers working together reinforce each other’s efforts, and without this cooperation neither can be fully effective. All parents are cordially invited to participate in one or more of the opportunities to become an active parent. The success of our students and that of our school truly depends upon the active participation of our parents!

**PARENT VOLUNTEERS** Parent Volunteers are those individuals who can devote time to the school on a REGULAR basis. **They work in the school/classroom directly with the teacher according to an agreed upon plan at the beginning of service.** Parent volunteers free teachers from non -instructional duties and can serve an important role in reinforcing children’s learning. Parents wishing to become volunteers must contact administration. Law requires that all volunteers have a background check completed before working in the schools. **Detailed information and complete procedures on becoming a parent volunteer can be found in the Office.**

**CLASSROOM VISITS/OBSERVATIONS** Parents are welcome to observe the classroom setting of their child when an appointment is made with the classroom

**teacher. Should parents wish to speak to the teacher about the progress of their student, an appointment must be scheduled in order to maintain confidentiality of all students. State statute mandates that the educational process cannot be disrupted. State law is followed at all times to protect the rights of all students.**

**FAMILY LITERACY EVENTS** Approximately every 2<sup>nd</sup> Thursday of each month (see calendar dates), parents are encouraged to attend. This program will include parent/student interactions in learning, student performances, and displays of student artifacts.

## **COMMUNICATION & STUDENT SUPPORT**

### **PROGRESS REPORTS & REPORT CARDS**

*Grades K – 12 are on 9-week reporting periods. Report cards will be sent home at the end of each 9-week period. Progress reports will be completed and sent home before the start of every fifth week of each 9 week period for students in grades K-6, and every three weeks of each 9-week interval for students in grades 7-12.*

**PARENT CONFERENCES** El Camino Real Academy will schedule official Parent Teacher Conferences in the fall and in the spring. These will be posted on the school calendar.

***PLEASE NOTE:** Conferences are not to take place during the instructional hours of the school day, as they will disrupt the classroom routines without honoring confidentiality of our students. It is suggested that individualized Parent-Teacher conferences be scheduled at a time convenient for both parties.*

**STUDENT AGENDA/PLANNER** (Agenda/daily notebooks **are required** for all students K-12). The Agenda/Student Notebook is meant to be a tool for a student's academic success at El Camino Real Academy, and for communication between parents and teachers. Through the Parent Compact, parents/guardians are expected to help their child with the use and maintenance of the agenda on a daily basis.

**NEWSLETTERS** Monthly newsletters are distributed to all students to take home to parents at the end of each month. Originating in the administrative office, the purpose of these newsletters is to keep parents informed of school events, progress, and achievements throughout the year. Daily time schedules, lunch menus, and specific building events are included in these publications, but are also available at the front desk in the administrative office. Other communication sources from the school shall be sent home weekly on **Wednesdays** if necessary.

**SATURDAY PARENT MEETINGS** Parent meetings are held on the 2<sup>nd</sup> Saturday of each month to families with information regarding parent questions/topics, administrative policies/procedures, progress of the school, instructional programs, and how the school budget is distributed.

## TRANSFERS

### IN-SCHOOL TRANSFER POLICY

Research indicates that children need time to adapt to a new classroom environment; therefore, there will be no transfers during the first two weeks of school.

1. If a parent has a concern about a child's classroom situation, the parent must first speak directly to the teacher about the concern. If the parent wishes to have a third party present during the initial conference, the counselor or school principal will help to facilitate this conference. The parent and teacher will formulate an informal agreement or action plan to address the concern.
2. If after this initial conference, the parent continues to have concerns, the parent must notify the principal who will then arrange a formal conference with the parent, teacher, counselor, and principal. At this conference, a formal action plan will be written and distributed to those involved. A minimum of two weeks must pass before the next step occurs.
3. If the parent continues to believe the child's needs are not being met, then a final conference will be held in the principal's office. The counselor, parents (preferably both), the child's present teacher, and if necessary, the teacher who may potentially receive the child will attend. At this conference, the needs of the child will be discussed and a record of the conference will be kept in the principal's office. Children will be moved into new classes on a space-available basis only and will be moved to the classroom with the lowest student-teacher ratio.

Transfers for secondary students will also take into account the state curricular requirements for grade promotion and graduation and availability of classes.

## SPECIAL EDUCATION SERVICES

El Camino Real Academy believes that the most appropriate educational setting for students is in a general education classroom with age- and grade-appropriate peers. For that reason, El Camino Real Academy combines two inclusion models (Consultant and Teaming models) that are aligned with the federally mandated **Least Restrictive Environment (LRE)** for the delivery of Special Education Services.

With the *Consultant Model* the special education teacher works with the student(s) to re-teach a difficult skill or to help students(s) practice a newly acquired skill. Teachers meet on a regular basis to discuss the appropriate provision of instructional support for the student(s) that require special services.

The *Team Model* assigns a special education teacher to a grade-level to work with the classroom teachers to provide student information, possible instructional strategies, modification ideas for assignments/test, and behavior strategies. The team meets on a regular basis to discuss progress and to ensure success of the student(s).

By combining the strength of each model; the Special Education teachers, general education teachers, and related service providers (Speech and Language therapy, Social Work, Occupational therapy, Physical therapy, Recreational therapy, etc.) work together to provide a cascade of services for students in accordance with their Individualized Education Plan (IEP).

Appropriate modifications and/or accommodations, are provided to students by general education teachers and/or a Special Education teacher in the classroom.

Related service providers have the option to implement their services in the environment that best meets the needs of the individual student. One-to-one direct instruction or small groupings of students with similar needs offer a unique opportunity for the students to work at their own pace to achieve their goals.

## **STUDENT ASSISTANCE TEAM (SAT)**

SAT is a multidisciplinary school team, which includes parent/guardian and student, when appropriate, in a positive problem-solving process when a student is not attaining age, developmental, and/or ability appropriate academic or behavioral performance levels. It is the goal of the SAT to ensure that the student is successful by implementing strategies and interventions that will best meet the educational needs of the student, by providing support to the teachers and parents/guardians to minimize the barriers that are impeding student learning.

Students are typically referred by the classroom teacher, but any member of the school staff and/or the parent may request support from SAT. Parents are notified when the referral is made by a teacher or staff and included in the process. A written plan of action will be developed and implemented based upon information provided by teacher(s), parent/guardian, and student, when appropriate. The strategies and interventions will be documented as to the appropriateness and effectiveness. Review and modification of the plan will occur periodically. **SAT Intervention is a timely process, exhausting all possibilities and interventions to support the students through general education or by a 504 Plan (Section 504 of the Rehabilitation Act) before referring them for Special Education evaluations. Behavioral Analysis may also be recommended to support academic achievement.**

Request for Retention by teacher or parent is reviewed by the Student Assistance Team. For further information see the Retention Process.

## **STUDENT ASSESSMENT AND LEARNING**

In addition to statewide testing ECRA has identified a school-wide assessment plan that is comprised of several components. The plan includes a variety of relevant, authentic and criterion-based assessments that most effectively measure the school's actual classroom instructional effectiveness towards fulfilling our goals of reaching the highest possible student achievement

- School-wide Formative Assessments (Short cycle)
- Grade-level Formative Assessments
- Assessment Conferences/Student-led Conferences with Students and Parents
- Formative/Informal Classroom Assessment
- Individual Student Self-assessment

## REMEDICATION

Because the evaluation of learning is integral to the teaching/learning process, students will be assessed frequently in each content area.

If a student has in a “D” grade or lower in any course at quarter or semester grading periods, a meeting will be established as soon as possible between the course instructor, parents or guardians, the and student. Together this team will develop an individual remediation plan. Remediation may occur in the classroom, at lunchtime, before and/or after school depending upon the need of the student. Support can be provided through variety of service that meet the specific need of the student. There will be a follow up assessment(s) to monitor student growth and consistent communication between the parties.

## RETENTION PROCESS

The Student Assistance Team (SAT), will consider each recommendation for retention in light of the intervention and strategies that have been implemented. **Retention recommendations may be submitted for lack of academic achievement or developmental progression; as well as excessive absenteeism.** The following steps will be observed as we consider non-promotion, assignment or other appropriate interventions for specific students:

- The classroom teacher completes the Light’s Retention scale, an overview of the student’s working file, and a Consideration Form and submits them to the SAT committee prior to the end of December.
- The classroom teacher meets with SAT and the parent to review; all pertinent data including homework, samples of in-class work, tests and quizzes along with the report card.
- The SAT discusses appropriate options with administration to determine the most appropriate option for the specific student.
- If retention is deemed appropriate the completed packet is submitted to the Principal for final approval.
- Final decisions on all cases will be made by June 1st.
- A letter of confirmation of retention will be sent to the parents before the end of the school year.

All students are expected to master the Common Core State Standards/skills at each grade level, establishing literacy in Language Arts/Reading and Mathematics, prior to progressing to the next grade level. Students who are not functioning at their grade level standards shall receive early intervention in the classroom. A referral will be made to SAT if the early interventions have not been effective. The retention process will be considered in partnership between administration, SAT, parents, and students.

## ACADEMICS

**REQUIRED MATERIALS** in each class at El Camino Real Academy, teachers will inform students as to what materials will be required for a given class. Supply lists are available at the start of each school year. **Students are required to maintain a Student Agenda.** The agenda can be a one subject notebook meant for communication and logging progress; a key component of developing student responsibility and organization.

**CARE OF BOOKS AND SCHOOL PROPERTY** Textbooks and other appropriate classroom material are furnished to students. When a textbook is issued to a student, the teacher records the number and condition of the book. With normal usage, it is expected that the book be returned in similar condition at the end of the term. ***Students will be held accountable for damaged and lost books at the end of the school year.*** Final report cards may be held until restitution for damaged or lost items is made. If a book is lost during the school year, it should be reported to the teacher, and the school's lost and found location should be checked. The teacher may provide another textbook so students do not fall behind in their work; however, students are responsible for both the original and the replacement texts. Students will be charged the actual replacement price for lost or damaged school materials.

## **CURRICULUM**

The curriculum offered at El Camino Real Academy is aligned to the Common Core State Standards and is delivered utilizing the most effective research-based instructional strategies.

### **GRADING CRITERIA (GRADES K-6)**

*Elementary students are assessed by progress towards grade-level standards.*

**3.0-4.0 = A**

- *Student exceeds expectations of mastering the grade level standards.  
(I have mastered the standard, and I can teach the skills to others)*

**2.5-2.9 = B**

- *Students have mastered the grade level standard.  
(I have mastered the standard, and can demonstrate the skills expected)*

**2.0-2.49 = C**

- *Students are nearing mastery of the grade level standard.  
(I am close to mastering the standard, but there are skills that need additional practice)*

**1.5-1.9 = D**

- *Students are experiencing difficulty in mastering the grade level standard.  
(I need some additional help before I can meet the standard/skills expected)*

**Below 1.5 = F**

- *Students require an intensive intervention plan to approach mastering the grade level standard.*

### **GRADING CRITERIA (GRADES 7 - 12)**

*Grade of "A":*

- *consistently exceeds requirements of grade level curriculum*
- *90 – 100% average of all graded work*
- *able to do quality work independently*

*Grade of "B"*

- *generally exceeds requirements of grade level curriculum*
- *80 – 89% average of all graded work*
- *able to work independently*

*Grade of "C"*

- *usually meets requirements of grade level curriculum*
- *70 – 79% average of all graded work*

### Grade of “D”

- does not yet meet requirements of grade level curriculum
- 60 – 69% of all graded work
- difficulty with independent work

### Grade of “F” means:

- required work is unacceptable or not completed
- average of all graded work is below 59%

## **HOMEWORK PHILOSOPHY**

We believe that homework and related out-of-school activities are an integral part of the education process. Homework shall be assigned on a weekly basis across K-12 to:

- Reinforce learning through the practice, application, integration and/or extension of knowledge and skills.
- Develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
- Enrich school experience and to encourage a carry-over into service, leisure, and career centered interests.

**INTERVENTION PROGRAM** ECRA students shall receive at least 40 minutes of intervention support each day within the regular instructional day. ***All interventions are mandatory, as they are prioritized by student performance gaps/progressions through careful assessment and planning. Additional interventions are scheduled after school and on Saturdays for academic support and to make-up time for absences.***

**ACADEMIC INTEGRITY** Academic dishonesty – cheating or plagiarism – is against the Student Code of Conduct and ECRA Tiered Discipline Pyramid, warranting consequences from administration; including loss of credit for the assignment or course as applicable. Cheating includes the copying of another student’s work – homework, class work, test answers, etc. – as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author.

## **STUDENT/PARENT ACADEMIC ACCOUNTABILITY (grades 7-12)**

- **After School Detention-** (M-H 3:00-4:30) issued for students tardy and for class disruption purposes. 1<sup>st</sup> tardy= 30 min of after school detention, 2<sup>nd</sup> tardy= 1 hr of after school detention, 3<sup>rd</sup> tardy = 90 min of after school detention

- **Saturday School-** (Saturdays 10:00-12:00) Students are required to attend 3 sessions if they have a “D” or lower in a course; in addition to missing credits, and frequent absences and/or tardies. Behavior infractions may also warrant this consequence.

### **I. Sequence of Consequences for failing to attend after school detention**

a) If a student fails to attend the assigned after school detentions for any reason other than an “excused absence,” the following consequences will occur:

- Saturday School is required by administration, in addition to make-up time within the after school detention time frames.

b) If a student fails to attend the assigned Saturday School for any reason other than an “excused absence,” the following consequences will occur:

- Make-up time served through after school detention and Saturday school
- A “Parent Shadow Day” may be required by administration

## **II. Sequence of Consequences for failing to attend a required session of Saturday School**

- a) If a student fails to attend the required session of Saturday School for any reason, other than an “excused absence,” the following consequences will occur:
  - A “Parent Shadow Day” shall be required, with a parent/guardian to attend all classes with the student
  - Three hours of after school detention will be required
- b) If a student/parent refuses to attend the required “Parent Shadow Day,” the following consequences will occur:
  - An appeal to the Principal must be made, and a meeting will be scheduled  
If the appeal is not made:

A referral to Child Protective Services shall be made and no credit shall be issued for the assignment and/or credit being recovered

## **USE OF VIDEOS AND FILMS IN CLASSES**

### **CRITERIA FOR USE OF VIDEOS, FILMS AND OTHER INSTRUCTIONAL MEDIA**

For the use of videos, films, and other instructional media other than those borrowed from the School, consider the following:

- Capacity of the video, film, or instructional media to support the curriculum.
- Capacity to reach the personal interest level and ability of students.
- Importance of the subject matter.
- Compliance with all copyright laws and regulations
- Age appropriateness using Motion Picture Association of America guidelines where applicable and reviews from other recognized sources.
- The "track record" of the video/film based on previous instructional use.

### **PROCEDURES FOR USING ALL VIDEOS/FILMS AND OTHER INSTRUCTIONAL MEDIA**

- Teachers or other staff members using videos, films, and instructional media will be responsible for following all Charter procedures and state and federal laws regarding their use. Lesson plans should support valid instructional objectives.
- Teachers or other staff members wishing to use a video/film from non-district sources will request permission from the principal prior to the planned showing. In granting permission, a committee will be asked to help in the decision making for use of PG films in elementary and middle school and R-rated films in high school as follows:

### **ADDITIONAL PROCEDURES FOR USE OF VIDEOS/FILMS RATED BY THE MOTION PICTURE ASSOCIATION OF AMERICA**

The ratings used by the Motion Picture Association of America (MPAA) will be but one consideration in connection with the other selection criteria. If using an MPAA rated film, the following additional guidelines must also be followed:

Parents/guardians will receive one week advanced written notice when teachers plan to use commercial video recordings that are rated PG with elementary students, PG-13 with middle school students, or R with high school students. Such notice will include an accurate description

of the contents of the video recording and where it may be obtained or rented for parent/guardian review. Teachers must notify that school's principal or potential use of PG-13 and/or R-rated films at least 10 days in advance of the date planned for showing the film.

- G - No signed permission form is necessary.
- PG - A signed parental permission form is required for students under age 13. If requested for use in an elementary school, the principal will ask a committee to review the use of the film prior to granting permission.
- PG 13 - A signed parental permission form is required for students under age 14. If requested for use in a middle school, the principal will ask a committee to review the use of the film prior to granting permission. (Use of PG 13 films is limited to middle and high schools.)
- R - A signed parental permission form is required for all students. The principal will ask a committee to review the proposed film before granting permission. (Use of R-films is limited to high schools only.)
- NC 17 - Use of films rated NC 17 by the Motion Picture Association of America is prohibited.

### **ADDITIONAL PROCEDURES FOR USE OF NON-RATED VIDEOS/FILMS**

Non-rated films/videos may be used without parental notification or permission unless there is doubt about the age appropriateness of the content. A teacher who proposes to use a video/film for an audience other than the age group recommended should consult the principal. Non-rated films/videos obtained from sources outside the school may be used without parental notification or permission if descriptive information from recognized sources indicates that the content and intended audience is appropriate. If there is doubt, a committee should be convened according to the guidelines listed above. A permission form including descriptive information about the video/film is required if there is any doubt about the appropriateness of the video/film. Videos/films of student performances may be shown if they meet the instructional criteria listed in "Criteria for Use" above.

If a non-rated video or film has been approved by a review committee, the same video or film may be used in subsequent months or school years if the intended instructional use is the same as that presented to the original committee. If the age group or lesson plans changes, the film must be reviewed for intended context.

### **ALTERNATIVE ASSIGNMENTS**

Alternative assignments must consist of useful work related to valid instructional goals. They may not be punitive or burdensome in length of time or type of work required. Parents may be asked to assist in designing an alternative assignment.

## **SELECTION OF LIBRARY-MEDIA PRINT/NON-PRINT MATERIAL**

Because it is difficult to legally remove materials once they have been placed into the library collection, it is imperative that personnel conducting the selection process exercise quality judgment throughout the process. The El Camino Real Academy Governing Board provides support in the selection of materials for instruction and assistance to school personnel through the Board's policy on controversial issues.

The El Camino Real Academy staff facilitates the selection process. The school staff establishes means of obtaining teacher, student, and parent/guardian involvement in the acquisition of materials.

### **SELECTION CRITERIA**

Interrelated criteria for the selection of library-media material are the following:

- A. Capacity to reach the personal interest level and ability of students.
- B. Appropriate reading comprehension level for students.
- C. Capacity of the material to support the curriculum needs of the school.
- D. Importance of the subject matter for current or lasting interest.
- E. Consideration of literary content:
  - a. Quality of the writing
  - b. Logical development of plot
  - c. Continuing presentation of concepts or theme throughout the work
  - d. Careful, consistent development of main theme
  - e. Strong, realistic characterization
  - f. The historical or literary significance of the author
- F. Balance of library collection.
- G. Physical characteristics of the item(s):
  - a. Appropriate binding and/or packaging of each item
  - b. Sound is clear and color reproduction is true
  - c. Appropriate size of print type and quality of paper
  - d. Equipment is available for use with material when required

Library-media material shall not be excluded solely because of the race, sex, nationality, political, or religious view of the author or producer. Print/non-print material that meets the selection criteria shall not be proscribed or removed from the classroom or library-media center. Outdated materials or materials in poor condition may be removed. Selection criteria will apply to all gifts and donations of library-media materials.

### **FIELD TRIPS**

El Camino Real Academy recognizes the value of field trips as meaningful educational experiences that occur outside the regular school setting or program. These experiences provide reinforcement and enrichment for the basic curriculum and are a means of encouraging and supporting student participation in a range of academic, athletic and extracurricular activities. It is the intent of the administration that all trips will be well planned and organized by verifying that:

- Necessary administrative permission is granted
- Written parental/guardian permission is obtained
- Appropriate funding is available
- Adequate supervision is provided
- Appropriate safety measures and precautions are taken
- All behavioral policies are followed

## TECHNOLOGY & INTERNET USE

It shall be the policy of the El Camino Real Academy to provide educational and curriculum related opportunities to students of the school by providing Internet access. The school recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the potentially valuable educational benefits of the Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes or to the curricular offerings of El Camino Real Academy.

The Common Core State Standards demand the use of informational text and technology through multiple standards; including College and Career Readiness and 21<sup>st</sup> Century skills. The benefit of being connected to the Internet is that it expands classroom teaching dramatically by providing many fascinating resources, including original source material from all over the world, available to students, teachers, and media specialists. While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material that many people would consider inappropriate. **We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network.**

Enclosed are the policies and guidelines that our system has developed to govern and guide the use of all technology including the Internet, please read them thoroughly and discuss them with your student.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet and to his or her parent or guardian.

User access will be determined according to the El Camino Real Academy Technology Policy. The use of computer technology, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the El Camino Real Academy. Any use that is not consistent with these objectives is prohibited.

El Camino Real Academy is the sole owner of all computers and all associated data storage and transfer devices. The school exercises exclusive control over this school property, and users should not expect privacy regarding the use of any school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes, but is not limited to electronic mail, Internet access, file storage and transfer. Users are responsible for whatever is contained in computer files assigned to them.

### COMPUTER USE ACCESS LEVEL - USERS STUDENTS

- Can log into lab and classroom computers
- Have access to lab and classroom printers
- Have limited access to internet (content filter part of network system)

### TEACHERS & ADMINISTRATION / OFFICE STAFF

- Have individual user accounts and personal passwords
- Use personal e-mail accounts for school business (business supplied e-mail in process)
- Can log into lab and classroom computers

- Have access to lab and classroom printers
- Have private storage space on network system
- Have limited access to internet (content filter part of network system) SYSTEMS ADMINISTRATOR
- Trained personnel have unlimited access for network administration
- Use personal e-mail accounts for school business (business supplied e-mail in process)
- Have limited access to internet (content filter part of network system)

### **CODE OF CONDUCT FOR NETWORK USE**

El Camino Real Academy will teach, emulate, and expect responsible, considerate, and ethical behavior in the use of its computers, network resources, and the use of networks throughout the world to which the school provides access. The following list does not cover every situation that pertains to proper or improper use of these resources but does suggest some of the responsibilities that Users accept if they choose to work with El Camino Real Academy technology resources.

- User shall act responsibly and respect the rights of others.
- User will use the El Camino Real Academy technology resources for educational purposes only, or as outlined in this policy.
- Users must not create, display, intentionally access, transmit, exchange, or distribute any text, image, or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others; such materials have no social or educational redeeming value.
- User shall not encourage the use of controlled substances on any El Camino Real Academy technology resource. Controlled substance refers to substances deemed illegal by federal or state law.
- Users will not violate copyright law. This includes using unauthorized copies of software or documents and making, transmitting, receiving, exchanging and/or distributing unauthorized copies of software. Violating copyright laws will be considered theft.
- "Fair use" of copyrighted materials is allowable. This includes reproducing portions of a text, graphic, or sound to be used for educational purposes in teaching or research, if they are appropriately cited.
- Plagiarizing computer-based materials in reports and assignments is also defined as inappropriate use.
- Users will not provide their passwords for others to use, or let another individual use a personal account.
- Users will not attempt to gain unauthorized access to a personal account or file of another individual.
- Users will not attempt to gain unauthorized access to computers, networks, files or data. (This includes attempting to decode passwords, access codes, or attempt in any way to bypass security systems on computers or networks.)
- User will not attempt to log in using another member's account, or impersonate another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, or read, delete, copy or modify any other person's electronic mail.
- User will not create, send or forward electronic chain letters.
- User will not use the El Camino Real Academy technology system to commit, facilitate, encourage or promote illegal acts, including but not limited to, unauthorized or fraudulent use of a credit card.

- User shall indemnify El Camino Real Academy, and related agencies for any losses, costs, or damages including reasonable attorney fees arising out of vandalism, or breach of general code of conduct of El Camino Real Academy board policy.
- User will have on file approved and completed application forms for Internet use for El Camino Real Academy.

## CONSEQUENCES

Any user engaging in the behaviors identified above shall have the following restrictions imposed on El Camino Real Academy technology use. Violations occurring on stand-alone or the local area network computers will be handled by the classroom or supervising teachers. Consequences may include limited access to computers and/or local network, **reimbursement for damaged or lost devices**, and may be supplemented by disciplinary action permitted by any other policy of the El Camino Real Academy.

Violations occurring on wide-area networks and the Internet shall have the following consequences. Disciplinary action supplemented by El Camino Real Academy Discipline policy.

- **1st Offense:** User will be denied individual access to the Internet for 15 school days or the remainder of the school year whichever comes first. Users may continue in a class account under strict supervision by that classroom teacher.
- **2nd Offense:** User will be denied individual access to the Internet for 90 school days or the remainder of the school year whichever comes first. After 90 school days, the user will be reissued an Internet account and will have probationary sanctions on technology use for the next 90 school days, continuing into the following school year if necessary. During this period, the system administrator will periodically review files created by the probationary student. Any violations during this period will result in loss of all individual Internet access for the remainder of that student's school career at El Camino Real Academy.
- **3rd Offense:** User will lose all individual Internet access for the remainder of his or her school career at El Camino Real Academy. Teachers, system operators, and administrators will conference with the student committing the violation, and will send a written notice to parents regarding the violation and the consequences imposed upon the student. If the user in violation is a staff member, he/she will be subject to loss of network privileges and any other disciplinary action as outlined by board policy.

## MEDICAL INFORMATION

### PROCEDURES FOR HEALTH SERVICES

#### IMMUNIZATIONS

All students are required to keep complete immunization records on file in the office. These records must be kept in compliance with NM State Immunization Law. If a student is "in process" and has not completed these immunizations, he/she will be allowed to attend school. However, the parent/guardian is required to provide documentation, signed by a licensed physical or public health authority, as each subsequent immunization is received. The immunization schedule must be followed, or the student will be removed from school until in compliance with immunization requirements.

#### ILLNESS AT SCHOOL

Every classroom teacher will be issued a first-aid kit in order to provide basic first-aid to students who may have non-serious injuries. In the event of an emergency, 911 will be called for

assistance, both the parent and school administrator will be notified, and an adult will stay with the child at all times. In the case of non-emergencies, a pass from a teacher will be required before a student goes to the health station, located in the Student Service Center. The health station personnel will determine if a student is to be sent home due to illness. In all cases that a student is sent home, the health station personnel will notify the parents/guardians and the attendance office.

**The health station personnel, not the student, will initiate phone contact with the parent/guardian.** El Camino Real Academy will keep records including updated health forms, physician statements/notes, a list of student schedules, as well as a log of medications given and health station visits by each child.

- Students with temperature of 100.4°F or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home for twenty-four (24) hours after the temperature returns to normal.
- A student who vomits during the evening should not be sent to school the next day.
- Parents/guardians are to transport students who become ill at school home for illnesses that become contagious in any way, and/or are untreated.
- Parents/guardians are required to report any contagious health conditions to the health station personnel.
- The school's policy regarding head lice is aligned with the NM Department of Health Guidelines. If your child has been diagnosed with head lice you will be asked to remove your child from school until a treatment has been administered. The following form will be required to complete before your child may return to school.

### Compliance with Treatment for Head Lice

1. Every family member has been checked for head lice/nits.
2. Treatment of a student with head lice/nits
  - a. Shampoo a student using one of the following products:  
NIX, RID, A200
  - b. Treatment may be repeated in 7 to 10 days.
  - c. Child's hair was combed with special nit comb or picked for removal of nits.
3. Treatment of the environment and personal articles
  - a. All bed linens and clothes that have been in contact with the child's head for the past 3 days have been washed in HOT water and dried in a HOT dryer.
  - b. Hair combs, brushes, hair barrettes, headbands, etc. have been soaked in hot, soapy water for ten minutes and then rinsed.
  - c. Any article of clothing/bedding or stuffed animals that cannot be washed and dried has been placed in a closed bag and stored for 14 days.
  - d. The surfaces of the home environment and car that have come in contact with the child's head have been vacuumed. (Rugs, any upholstered furniture, beds, mattresses, car seats?)

I, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, confirm that the above measures have been completed with my child and home environment regarding the treatment of head lice.

In the event that a student suffers from any illness (i.e. diabetes, epilepsy, etc.) only staff members working with such children will be made aware of medical concerns and/or needs while maintaining and ensuring confidentiality. These children will be supported by all staff members who work with such children by:

- Taking all children concerns/complaints seriously.
- Assisting students who require injections as needed.
- Providing a safe area to dispose of any needles.
- Supporting the child in any way deemed necessary.

### **MEDICATION AT SCHOOL**

All medication taken at school, including over the counter medications must be kept in the health station, regardless of student's age. This is for the safety of all students. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, these regulations must be followed:

- A "Request to Give Medication" form must be completed and signed by the parent/guardian on each prescription and nonprescription medication to be given at school and kept on file in the health station. It is strongly recommended that a parent/guardian deliver the medication to the health station and complete the above-mentioned form.
- Prescription and Nonprescription Medications: Prescription and/or nonprescription medicine must be brought to the health station in its original container with the original label intact. Prescription medication will be given only if the student's name is on the original label and only in the dosage listed. Any dosage changes must be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his/her medication, the health station personnel will try to contact that student's teacher to remind him/her. It is sometimes difficult to locate students due to their schedules. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance as often as needed.
- Medication will **NOT** be sent home with the student. Any remaining medication (from prescription change, etc.) must be picked up by the parent/guardian. Exceptions to this policy will be made at the discretion of the Principal and/or health station personnel. All medication not picked up by the last day of school will be discarded.
- Asthmatic Medication: All inhalers should be kept in the health station. If a student must carry an inhaler, a written doctor's order must be on file in the health station. We strongly suggest that the parent/guardian supply the health station personnel with a back-up inhaler should the student misplace or forget their inhaler. Neither the health station personnel nor teachers can be responsible for the inhaler the student carries.

This medication policy has been established to maintain the safety of all students. It promotes responsible and reliable medication schedules. It recognizes special needs with flexibility and includes accountability of the parent/guardian, student, and physician. The health station

personnel urge the parent/guardian and/or physician to contact them if there are any questions or concerns. CPR training will be provided for all health station personnel as well as other school personnel as deemed necessary by the administrator.

We will use the information on the “Emergency Health Consent Form 2008 -2009” in the event that an emergency arises.

## CAFETERIA SERVICES

The cafeteria services, provided by Canteen of New Mexico, are an important part of the El Camino Real Academy. All students will receive a free breakfast (some light food, such as a muffin or bagel and milk). The school cafeteria will make available a nutritious lunch for students at the lowest possible price. Canteen of New Mexico operates under strict State and Federal regulations governing preparation and serving of food. Menus are publicized on a regular basis. Lunches may be prepaid on a weekly basis. Prepayment is strongly encouraged as it reduces the chance of lost, stolen or forgotten lunch money. When students prepay for lunch, the cafeteria service is more efficient, allowing children more time to eat and socialize with friends. Lunch money may be legitimately forgotten or misplaced at times. At such times the school will make special arrangements for the student to eat lunch. However, this is limited to a maximum of three occasions in any given school year. In the case of primary grade students (K-3) and students with special needs who may be unable to take full responsibility for lunch money, they will never be denied a meal or milk, but the school will work closely with those parents to attain corrective action in cases of continually lost or forgotten money. Again, prepayment is strongly encouraged to prevent these situations from occurring. This policy applies to free, reduced, and full-pay lunches. Students may qualify for the Free or Reduced Price Meal Program based upon Federal Income Guidelines and family size.

### CAFETERIA PRICES:

	FULL PRICE	REDUCED
<b>K – 12<sup>TH</sup></b>	\$2.00	\$.40
<b>STAFF/ADULT</b>	\$2.50	XXXXXXXX

*Applications for free or reduced price meals must be completed each school year, and forms are available from the school office at anytime during the year.* Students are reminded of the following rules and regulations pertaining to cafeteria operation:

- All students including those who carry their lunch are required to eat lunch in the cafeteria at their scheduled time.
- El Camino Real Academy observes “closed” lunch periods. Students may not leave the cafeteria or the school building at lunchtime.
- School policy prohibits the sale of candy and other foods in the school during lunch periods in accordance with NMPED Nutrition Rule.

## STUDENT BEHAVIOR CODE

The provisions of the Student Behavior Code are in force:

- During regular school hours and/or on school property for any type of event.
- During transportation of students.
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to school-sponsored events, field trips, athletic functions and other school related activities.
- On the way to or from school or a school-related event

## DRESS CODE POLICY

The ECRA School Uniform is an integral part of our campus climate, discipline, and community-building program. *Students are expected to arrive and remain in the uniform while on campus and/or at school sponsored events such as field trips and assemblies.*

(K-6)	<b>TOPS</b> <i>(appropriate fit – no oversized or too tight tops)</i>	<b>BOTTOMS</b> <i>(appropriate fit – no sagging)</i>	<b>OUTERWEAR</b> <b>(Plain - no emblems no designs, no logos bigger than a quarter in size)</b>
<p><b><u>MALES</u></b></p>	<p>-Navy Blue, White or Maroon collared shirts (polo or button down)                      -Navy Blue, white or maroon turtlenecks                      - ECRA Polos and T-shirts depicting the school mascot may be purchased and worn as part of the uniform any day of the week. <i>(Dress code guidelines apply to size and presentation of the shirts).</i></p> <p><b><u>-NO VISIBLE UNDERSHIRTS OF ANY COLOR OUTSIDE OF THE UNIFORM COLORS</u></b></p>	<p>-Khaki (<b>does not include white</b>) or Navy Blue mid-length shorts or trousers                      -No jeans or corduroy                      -No pants/shorts below the waistline                      - Pants may not be tied or rolled for any reason                      -Belts should be black or brown leather and must not be hanging or visible beyond the waste. Belt buckles must not be offensive in any way or have sharp/spiked edges of any kind.</p>	<p><b>-Plain</b> Navy Blue, White, Khaki or Maroon jackets, coats, sweaters, sweatshirts, hoodies                      -Uniform collars must be visible over sweatshirts and sweaters</p>
<p><b><u>FEMALES</u></b></p>	<p>-Navy Blue, White or Maroon collared blouses (polo or button down) <b>must be long enough to tuck</b>                      -Navy Blue, white or maroon turtlenecks                      - ECRA Polos and T-shirts depicting the school mascot may be purchased and worn as part of the uniform any day of the week. <i>(Dress code guidelines apply to size and presentation of the shirts).</i></p> <p><b><u>-NO VISIBLE UNDERSHIRTS OF ANY COLOR OUTSIDE OF THE UNIFORM COLORS</u></b></p>	<p>-Khaki (<b>does not include white</b>) or Navy Blue trousers, shorts, capris, skirts or jumpers.                      -No jeans or corduroy or denim material, no spandex or stretch fabric, no leggings                      -Skirts and jumpers must be 2” below middle finger when arms at the side.                      -No hip-huggers                      -K-3 must wear shorts or tights under skirts and dresses)                      - Belts should be black or brown leather and must not be hanging or visible beyond the waste. Belt buckles must not be offensive in any way or have sharp/spiked edges of any kind.</p>	<p><b>-Plain</b> Navy Blue, White, Khaki or Maroon jackets, coats, sweaters, sweatshirts, hoodies                      -Uniform collars must be visible over sweatshirts and sweaters</p>

**ADDITIONAL ELEMENTARY DRESS CODE GUIDELINES**

**SHOES** - Shoes must be worn at all times → No wheelies use on campus at all (shoes with retractable skate wheels) → No open toed shoes i.e., sandals, etc.

**SHIRTS - NO VISIBLE UNDERSHIRTS/UNDERGARMENTS** → Top shirt has to be solid color and not see through → NO crop top, tube top or shirts that show any part of the stomach/waist

**BOTTOMS** - Pants must be HEMMED. No frayed bottoms dragging the ground → No more than 6 pockets → Well-fitted -- Should not be able to grab more than 4 inches of material around the entire leg area → No baggies or skater-style bell-bottoms → No overalls or coveralls

**HAIR** - Hair will not be dyed colors that are not natural (bleached out, pink, orange, blue, green, bright red, etc.), no temporary hair coloring, extensions or gels, no excessive hairdos, i.e., loose dreadlocks, large number of tiny ponytails, or "big hair" (i.e. excessively spiked hair) → *No shaved in patterns, designs, numbers, or emblems OR shaved out with visible tails*

**MAKE-UP** - Only natural-looking makeup is permitted, i.e., no black/excessively dark or neon colored eye shadow, lipstick, and/or nail color, etc. → Student may be asked to remove makeup at administrative discretion

**JEWELRY** - Earrings may not be larger than a 1/2" hoop → Jewelry will not be dangerous, disruptive, distracting

→ Articles with sexually explicit, gang-related, or offense logos, pictures, or symbols, i.e. Playboy Bunny, Tupac, Southpole, or Player 69 → **Uniforms may not be rolled or tied for any reason** → Any group identifying accessories are prohibited

**\*\*\*SECONDARY DRESS CODE DOES CONTAIN COLOR DIFFERENCES TO HELP DISTINGUISH SECONDARY STUDENTS FROM ELEMENTARY STUDENTS AND SLIGHT VARIATIONS ON PERSONAL APPEARANCE EXPECTATIONS AS APPROPRIATE TO AGE AND CURRENT TRENDS.\*\*\***

(7-12)	<b>TOPS</b> (appropriate fit – no oversized or too tight tops)	<b>BOTTOMS</b> (appropriate fit – no sagging)	<b>OUTERWEAR</b> (PLAIN - no emblems, no designs, no logos bigger than a quarter in size)
<b><u>MALES</u></b>	-Black, White, Navy blue, or Maroon collared shirts (polo or button down) -Black, white or maroon turtlenecks - ECRA Polos and T-shirts depicting the school mascot may be purchased and worn as part of the uniform any day of the week. <i>(Dress code guidelines apply to size and presentation of the shirts).</i>  <b><i>-NO VISIBLE UNDERSHIRTS OF ANY COLOR OUTSIDE OF THE UNIFORM COLORS</i></b>	-Khaki ( <b>does not include white</b> ), Navy blue, or Black shorts or trousers -No jeans or corduroy - Belts should be black or brown leather and must not be hanging or visible beyond the waste. Belt buckles must not be offensive in any way or have sharp/spiked edges of any kind.	<b>-Plain</b> Black, White, Navy blue, Khaki or Maroon jackets, coats, sweaters, sweatshirts, hoodies -Uniform collars must be visible over sweatshirts and sweaters
<b><u>FEMALES</u></b>	-Black, White or Maroon collared blouses (polo or button down) <b>must be long enough to tuck</b> -Black, white or maroon turtlenecks - ECRA Polos and T-shirts depicting the school mascot may be purchased and worn as part of the uniform any day of the week. <i>(Dress code guidelines apply to</i>	-Khaki ( <b>does not include white</b> ) or Black trousers shorts, capris, skirts or jumpers. -No jeans or corduroy or denim material, no spandex or stretch fabric, -No leggings -No hip-huggers -Skirts and jumpers must be 2” below middle finger when arms at the side.	<b>-Plain</b> Black, White, Khaki, Navy blue, or Maroon jackets, coats, sweaters, sweatshirts, hoodies -Uniform collars must be visible over sweatshirts and sweaters

	<i>size and presentation of the shirts).</i>  <b>-NO VISIBLE UNDERSHIRTS OF ANY COLOR OUTSIDE OF THE UNIFORM COLORS</b>	- Belts should be black or brown leather and must not be hanging or visible beyond the waste. Belt buckles must not be offensive in any way or have sharp/spiked edges of any kind.	
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**ADDITIONAL ELEMENTARY DRESS CODE GUIDELINES**

**SHOES** - Shoes must be worn at all times → No wheelies use on campus at all (shoes with retractable skate wheels) → No open toed shoes i.e., sandals, etc. for PE class/activities.

**SHIRTS** - NO VISIBLE UNDERSHIRTS/UNDERGARMENTS → Top shirt has to be solid color and not see through → NO crop top, tube top or shirts that show any part of the stomach/waist

**BOTTOMS** - Pants must be HEMMED. No frayed bottoms dragging the ground → No more than 6 pockets → Well-fitted -- Should not be able to grab more than 4 inches of material around the entire leg area → No baggies or skater-style bell-bottoms → No overalls or coveralls

**HAIR** - Hair will not be dyed colors that are not natural (bleached out, pink, orange, blue, green, bright red, etc.), no temporary hair coloring, extensions or gels, no excessive hairdos, i.e., loose dreadlocks, large number of tiny ponytails, or "big hair" (i.e. excessively spiked hair) → No shaved in patterns, designs, numbers, or emblems OR shaved out with visible tails

**MAKE-UP** - Only natural-looking makeup is permitted, i.e., no black/excessively dark or neon colored eye shadow, lipstick, and/or nail color, etc. → Student may be asked to remove makeup at administrative discretion

**JEWELRY** - Earrings may not be larger than a 1/2" hoop → Jewelry will not be dangerous, disruptive, distracting  
 → Articles with sexually explicit, gang-related, or offense logos, pictures, or symbols, i.e. Playboy Bunny, Tupac, Southpole, or Player 69 → **Uniforms may not be rolled or tied for any reason** → Any group identifying accessories are prohibited

**→ NO HATS (BASEBALL CAPS/VISOR INCLUDED) BANDANNAS, OR SUNGLASSES ARE ALLOWED ON CAMPUS EXCEPT FOR SPECIFIC RELIGIOUS, INSTRUCTIONAL SAFETY, OR MEDICAL REASONS. THIS INCLUDES AFTER HOURS EVENTS ON CAMPUS UNLESS OTHERWISE SPECIFIED.**

**IF THE DRESS CODE POLICY IS VIOLATED:**

Student will rectify the problem immediately if possible or call home to do so. If parent/guardian cannot be contacted or is unable to bring appropriate attire to the school, the student may be required to wear substitute attire or be removed from classes for the remainder of the school day.

**REPEATED OFFENSES:** the School Administration reserves the right to apply increasingly severe consequences at its discretion. Refusal to follow dress code is Defiance of School Personnel and will be addressed as such, according to the ECRA Tiered Discipline Pyramid.

Teachers and staff will refer questionable clothing styles to the administration for final determination of appropriateness at school.

ECRA maintains a Clothing Bank of clean donated uniform items on site that is available to all families. For information call 314-2212.

**OTHER CAMPUS ISSUES**

**CELL PHONES** El Camino Real Academy policy allows students to possess cellular phones if registered with administration; however, All STUDENTS MUST KEEP THEIR CELL

PHONES OFF DURING THE SCHOOL DAY (7:50-2:55 secondary, and 8:00-2:45 elementary). **Other electronic devices are not allowed on campus. All students are required to fill out a Cell Phone Registration and Use Policy form to be submitted to the Administrative Office. Students must use the phones in the front office to contact a parent. Parents can reach their students by calling the front office 314-2212. Phone calls will not be transferred to the classroom.**

#### **PERSONAL ASSISTANCE DEVICE**

- PDAs may be used during school hours as they relate to academic instruction and the recording of instructional information.
- Any teacher, at his or her discretion, may ask that PDAs be put away at anytime.
- It is advisable for students to register PDAs on the Cell Phone form.
- Personal computers and flash drives are prohibited.

**CLOSED CAMPUS** El Camino Real Academy is a closed campus and students are not permitted to leave the school grounds during the school day unless accompanied by a parent or other duly authorized adult. Any student who leaves campus, during lunch or at any other time, without such parental supervision, will be considered truant and disciplined by administration.

**OTHER DISTRACTIONS** electronic devices to include, but not limited to, radios, tape players, MP3, CD players, DVD players, iPods, iPads, video games or game players **are not allowed at the elementary level (K-12)**. We ask for the cooperation of parents in not allowing their children to bring such “distractable” items to school. Distractable or nuisance items can be, but are not limited to toys, media players, radios, electronic devices, and other items that tend to keep the student from concentrating fully on learning; thus, they may be confiscated by ECRA staff to be released by Administration to parents. **These valuable toys and pieces of equipment are best left home for safekeeping and private enjoyment after school hours. ECRA is not responsible for lost or damage personal items.**

**Laser pointers and similar items are strictly prohibited.** These items will be given to a Principal and the parent/guardian may pick up items with verification of ownership.

**Skateboards, skates, and inline skates are not allowed on campus.** Students who wear shoes with retractable wheels (wheelies) may not use them on campus. Violation will result in parents being called to bring students appropriate footwear.

**Bicycles** – students must walk their bikes once they are on campus. Students may park and lock-up their bikes at the rack located on the south side of the administration building.

## **VEHICLES ON CAMPUS**

### **RULES REGARDING DRIVING AND PARKING IN PARKING LOTS**

- **All vehicles parked on the school grounds must be registered with the school (no exceptions)**
- The cost for the initial purchase of a parking tag is \$10.00 (non-refundable).
- Everyone must provide valid ***driver’s license, vehicle registration, and proof of insurance*** to register vehicles. Once vehicles have been registered, the parking tag may be used in any vehicle that is registered to the purchaser.

- **ECRA is not responsible for loss or damage to the vehicle or its contents.**

#### **PROCEDURES FOR USE OF PARKING LOT**

- 1. All vehicles, drivers, and passengers are subject to all NM state traffic laws.**
  - 2. Parking is strictly limited to designated student parking areas only (North side of the parking lot, closest to Clinton Ave.).**
  3. Enter and exit through designated areas only.
  - 4. Students may not access their vehicles during passing periods and school hours.**
  - 5. Students are not to loiter in the parking lot at any time. Continuous loitering in the parking lot may result in loss of parking privileges and other disciplinary action.**
  - 6. Do not park in marked handicapped areas.**
  - 7. Do not double or triple park or “box in” a vehicle.**
  - 8. Driving recklessly, spinning tires, or speeding will result in a loss of parking privileges.**
  - 9. SPEED LIMIT IS 5 MPH IN THE PARKING LOTS.**
  - 10. Students may not ride in the back of pickup trucks, on the hood/trunk of vehicles, or any other way, which is deemed unsafe.**
- Students in violation of driving and parking regulations listed above risk suspension, revoked driving privileges, and/or vehicle being towed or booted at the owner’s expense.
  - Anyone applying for and receiving parking permits fully understand their responsibility in following these rules and regulations.
  - Anyone who hits/damages another vehicle and fails to report it immediately will lose his/her driving privileges.
  - Excessive tardies in any or all classes could result in loss of parking privileges.

## **El Camino Real Academy HIGH SCHOOL STUDENT PARKING PERMIT 2012-2013**



- Everyone must provide **valid driver’s license, vehicle registration, and proof of insurance** to register vehicles. Once vehicles have been registered, the parking tag may be used in any vehicle that is registered to the purchaser.
- **ECRA is not responsible for loss or damage to the vehicle or its contents.**

**POLICIES FOR USE OF PARKING LOT**

1. **All vehicles, drivers, and passengers are subject to all NM state traffic laws.**
2. **Parking is strictly limited to designated student parking areas only (North side of the parking lot, closest to Clinton Ave.).**
3. Enter and exit through designated areas only.
4. **Students may not access their vehicles during passing periods and school hours.**
5. **Students are not to loiter in the parking lot at any time. Continuous loitering in the parking lot may result in loss of parking privileges and other disciplinary action.**
6. **Do not park in marked handicapped areas.**
7. **Do not double or triple park or “box in” a vehicle.**
8. **Driving recklessly, spinning tires, or speeding will result in a loss of parking privileges.**
9. **SPEED LIMIT IS 5 MPH IN THE PARKING LOTS.**
10. **Students may not ride in the back of pickup trucks, on the hood/trunk of vehicles, or any other way, which is deemed unsafe.**

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**THIS SPACE TO BE COMPLETED BY PARENT/GUARDIAN**

- Students in violation of driving and parking regulations listed above risk suspension, revoked driving privileges, and/or vehicle being towed or booted at the owner’s expense.
  - Anyone applying for and receiving parking permits fully understand their responsibility in following these rules and regulations.
  - Anyone who hits/damages another vehicle and fails to report it immediately will lose his/her driving privileges.
  - Excessive tardies in any or all classes could result in loss of parking privileges.
- 

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**Student Name (Please Print)**

has permission to drive the vehicle(s) described on the reverse side of this form to ECRA administrative staff. I have read the above-mentioned rules and regulations and it is understood that the violation of any of the parking regulations listed above may result in suspension, revoked driving privileges and/or vehicle being towed or booted at the owner’s expense.

\_\_\_\_\_  
**Parent Signature**

Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

**PLAYGROUND RULES**

Teachers will clearly instruct students on the rules and regulations of playgrounds. Safety is continually stressed on the use of playground equipment. Children who do not follow the safety rules will have their playground privileges temporarily revoked. Individual grades may have specific rules that apply to the available equipment and to the general playground areas of that

school. Teachers who supervise playground activities will insist that safety rules are followed at all times.

### **1. Play it Safe**

- Tackling, play fighting, or rough play is strictly prohibited
- Bats, baseballs, and softballs are not to be brought from home
- **Rock throwing (or other objects/projectiles) → ECRA has Zero Tolerance for any behavior that has a high potential for injury and property destruction.** Students are prohibited from throwing rocks or other projectiles at others for any reason.

### **2. Respect Others and Their Belongings**

- Students will follow directions the first time they are given by staff.
- Open Games – allow others to play
- Items for students' play may be checked out from classroom teacher or the P.E. coach. Students may check out balls and other items to use at recess.

**Only Kindergarteners are allowed on the play structures in the Kindergarten Playground during school hours. K-2 Students will utilize this structure between 2:45 and 3:00 for students who are awaiting siblings to be dismissed from the secondary level.**

## **INFRACTIONS AND RESPONSES/CONSEQUENCES**

Consistent, fair and respectful discipline is essential to the educational process. Discipline must be taught just as any other content matter. Instructors are expected to be fair, consistent, and respectful in their handling of discipline related matters. Many discipline issues should be handled in the classroom. Good planning, active and engaging learning, and sound classroom management of the learning environment are the keys to prevent student discipline problems. All staff members, students, and parents/guardians are expected to adhere to the El Camino Real Academy Student Disciplinary Policies and Procedures and utilize any school-wide adopted classroom management model.

### **TIERED DISCIPLINE**

The Tiered Discipline Pyramid depicted below establishes disciplinary infractions on the part of the student that are unacceptable for the school environment, and disciplinary responses to be taken by staff, following municipal and state guidelines. Definitions of these terms are indexed in the back of this handbook.

### **INTERVENTIONS/CONSEQUENCES AT EL CAMINO REAL ACADEMY**

The following sequence of interventions is designed to accommodate existing learning and developmental differences of students associated with any violation of the El Camino Real Academy Student Code of Conduct (Please refer to ECRA Tiered Discipline Pyramid):

- Level I Interventions/Consequences- Action administered by the Classroom Teacher, Duty Teacher, or Educational Assistant.
- Level II Interventions/Consequences- Action administered by Administration (Principal, Assistant Principal, or Designee)
- Level III Interventions/Consequences- Action administered by the Principal or Designated Administrator, and/or outside safety resources (Bernalillo County Sheriff's Dept.)

**Student Incident Reports/Discipline Referral Forms will be completed by the staff members to document the instances in alignment to the Tiered Discipline Pyramid.**

Adherence to the school-wide rules of El Camino Real Academy is expected. Failure by students to behave as required will result in specific interventions/consequences for unacceptable behavior. Behavior related to a child's disability will be managed in a manner consistent with applicable laws and regulations.

### Tier III Responses

- Disciplinary Hearing
- Out of School Suspension (Short or Long Term)
- In-School Suspension
- Report to Authorities
- Abbreviated Schedule
- Modified Supervision
- Restitution/Repayment of Damages Rendered
- SAT Referral

### Tier II Responses

- Disciplinary Hearing
- Out of School Suspension
- In-School Suspension
- Report to Authorities
- Behavior Contract
- Modified Supervision
- Removal from Activities/Loss of Privilege
- SAT Referral
- Community Service
- Parent/Teacher/Admin. Meeting
- After School Detention
- Saturday School

### Tier I Responses

- Think-Sheet/Decision Making Form
- Mediation
- Parent Contact
- PBS Assignment
- Apology Letter
- Role Play
- Public Service Announcement
- Correct Situation
- Natural Consequences (Ex. If you make a mess, clean it up)
- Removal from Activities
- Lunch Detention

## Tier III

### (Admin. and Community Support)

- Discipline Referrals/Incident Reports are addressed by administration
- The student is sent to the office immediately

## Tier II (Admin.)

- Discipline Referrals/Incident Reports are addressed by administration
- Students move from Tier I to Tier II if the same infraction is performed 3 times, after 3 interventions have been issued by the teacher
- The student is sent to the office in a timely manner

## Tier I (Teacher-Classroom Management Plan)

- Teachers will address Tier I infractions according to their classroom management plan/Tier I responses
- An Incident Report will be documented by the teacher writing responding to the behavior infraction

### Tier III Behavior Infractions

- Fighting
- Physical Aggression/Assault
- Gang Activity
- Bullying/Harassment-Physical
- Drugs/Alcohol/Tobacco
- Destruction of School Property/Vandalism
- Weapons (Use or Possession)
- Intimidation

### Tier II Behavior Infractions

- Repeated Infractions
- Horseplay (Repeated)
- Swearing at Staff
- Throwing Objects at Others
- Obscene Material
- Plagiarism/Cheating
- Bullying- Verbal
- Insubordination
- Theft
- Repeated Verbal Altercations
- Playfighting Resulting in Altercation
- Ditching/Excessive Tardiness
- Repeated Abuse of Media/Cell Phone
- Public Display of Affection

### Tier I Behavior Infractions

- Dress Code Infraction
- Classroom Disruption
- Verbal Altercation
- Swearing /Abusive Language
- Running in the Building
- Failure to Follow Directions
- Minor Insubordination
- Throwing Objects
- Littering
- Horseplay (1<sup>st</sup> Infraction)
- Playfighting
- Abuse of Media/Cell Phone
- Tardy
- Playground Rule Violation

## **ECRA Pyramid Model of Disciplinary Infractions and Responses**

- Teachers will respond to Tier I infractions with Tier I Responses (Incident Report will be documented)
- Teachers will refer Tier II/III infractions to administration by completing a Discipline Referral
- Students will move from Tier I to Tier II if they have performed the same infraction 3 times and teachers have used 3 of the interventions from this area

**ZERO TOLERANCE** on behaviors and actions that have the potential to inflict bodily injury or create an unsafe environment. **Automatic suspensions** will be given for these types of infractions. Administration will take into consideration age and the developmental level of students when making determination as to the type and intensity of the consequences.

**MULTIPLE REFERRALS** – El Camino Real Academy is committed to creating a safe learning environment free of disruption and distraction. When behavior concerns continue to occur after interventions it may have the potential to be progressively more serious and/or problematic warranting a higher level of intervention. **Students will receive increasingly severe consequences for infractions even if they are a minor disruption. Note: A specific conduct violation may require administrative intervention regardless of the number of times it has occurred.**

**PUBLIC DISPLAYS OF AFFECTION** – Affectionate physical contact between students should not be offensive or distracting from the educational process and is subject to staff discretion. Excessive physical contact will be considered an infraction and may constitute Sexual Harassment.

### **STUDENT CONTRACTS Student Success & Behavior Contracts**

- The principal or designee will determine terms of the contract.
- Student commits to more positive behavior in the form of a written contract.
- Parents/guardians **are required** to participate in Contract conferences with their child.
- Students may be referred to a Discipline Hearing for contract violation.

### **SUPPORT SERVICE REFERRALS**

- Student may be referred to School Assistance Team, school counselor, or school mental health team. School authority may refer students to a variety of appropriate professionals within the school setting for intervention.
- Student and school authority may call the parent/guardian to discuss problem and solution.
- Student may be referred to counselor or outside agencies
- Student may be formally referred for legal action.

### **REMOVAL FROM CLASS**

- Student may be removed from class or activity, but will remain at school pending conference with appropriate school personnel.
- Student may be placed in an alternative educational setting until satisfactory resolution is reached.
- The authority of the schools is to supervise and control the conduct of students and includes the authority to impose reasonable periods of detention during the day or outside normal school hours, as disciplinary measures.
- Reasonable periods of detention may be imposed with the procedures for Short-term suspension.

## **COMMUNITY SERVICE**

- Student may engage in reasonable and appropriate activities that constitutes restitution for an infraction.

**IN-SCHOOL SUSPENSION** The removal from setting and/or loss of privileges to an alternative supervised area. Students are responsible for keeping their class work current.

- Involves community service on campus
- 1 – 5 school days at administrator’s discretion
- Student will be allowed to make-up class work, homework, quizzes, etc.
- Students may or may not be allowed to participate in extra curricular/co-curricular activities/athletics during days of in-school suspension, at the discretion of the administrative authority
- Parent/administrator contact and disciplinary notice issued.

## **SUSPENSION OF EXTRA-CURRICULAR PRIVILEGES**

- Students may be removed, at the discretion of the principal, from any part or all of extra-curricular privileges for time periods up to one (1) full calendar year.
- Participation in extra-curricular activities is a privilege offered to and earned by students.
- Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times.
- Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extra-curricular privileges.

**SUSPENSION** A suspension is the removal of a student from a class or classes and all school-related activities for any period of time. The school administration must provide written notification to each of the student’s teachers and to the student’s parents/legal guardians within one (1) school day of imposing any form of suspension. The school administration must keep on file a copy of the notification for any suspension occurring during a school year. The principal of the school is responsible for notification, compliance and documentation at his/her school. Copies of suspension notification may be discarded at the beginning of each academic year for prior year actions, except for any long-term suspensions or expulsions still in effect.

**SHORT-TERM SUSPENSION** Short-term suspension will be at the discretion of the School Administrator and will address behaviors that disrupt the educational process. Administrators may impose Interventions/Consequences beyond the minimum mandatory in order to maintain the safety and security of the school population.

- ◆ Students are removed from school for a period of 1-10 school days at administrator’s discretion
- ◆ Students will be allowed to make-up all class work, homework, tests, quizzes, etc.
- ◆ Students may not participate in extracurricular/co-curricular activities/athletics during days of suspension
- ◆ Parent/administrator conference required for student to return to school
- ◆ Student Behavior Contract may be required

**LONG-TERM SUSPENSION** occurs as a result of a recommendation by a hearing officer at a

### Disciplinary Due Process Hearing.

Students have the right to a due process hearing. The student may at his/her own expense, choose to be represented by an attorney during any due process hearing. Seventy-two hours notice must be given to the school if an attorney is to represent the student in order for the school to acquire representation of their own.

- ◆ Students are removed from school for a period of 11-180 school days, pending the decision of the discipline hearing.
- ◆ Required long-term Suspension Hearing within 10 school days of offense
- ◆ Length of long-term suspension time recommended by school administration, decision by Hearing Officer, appealed to the School Principal (see Appeals Process)
- ◆ During interim time of offense to hearing date and subsequent decision by Hearing Officer, student may not be in school, on school grounds, or participate in extracurricular/co-curricular activities/athletics
- ◆ **If a student is long-term suspended, student may not make-up work, homework, tests, quizzes, etc., during the term of suspension.**
- ◆ **If student is long-term suspended, loss of credit will occur. Retention will occur at the discretion of administration.**

**EXPULSION occurs as a result of a recommendation by a hearing officer at a Disciplinary Due Process Hearing.** Expulsion is the removal of a student from El Camino Real Academy for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from school. When appropriate, a student who is expelled may be placed in an alternative program. A secondary student receiving an expulsion will lose credit for the semester in which the expulsion occurs, unless the student is engaged in an alternative program. A student must be given a due process hearing prior to expulsion. The student may, at his/her own expense, choose to be represented by an attorney at the hearing.

### **FIREARMS**

- Possession, selling or otherwise furnishing a firearm.
- Possession of any explosive device as defined in the Gun Free Schools Act.

**The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Bernalillo County Sheriff's Department**

**REIMBURSEMENTS/RESTITUTION** Restitution will be sought from anyone for damage or theft of personal or school property. This includes damage to the school facilities, i.e. bathrooms, lockers, desks, etc. – damage or loss of school textbooks materials, and supplies for which student and parents are responsible; or damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to the police or other legal authority for further action.

**REFERRAL FOR LEGAL ACTION** Evidence of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency, i.e. police, sheriff, county, city, state or federal ordinance.

## **DISCIPLINARY CONSIDERATIONS FOR SPECIAL EDUCATION STUDENTS**

- Special education students are not immune from the district’s disciplinary process once placement procedures are properly followed. Since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:
- When considering long-term suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student’s disability and whether his/her program is appropriate.
- If the IEP team determines both that the behavior is not a manifestation of the student’s disability and that the student’s program is appropriate, disciplinary actions may be taken in accordance with the procedures in this handbook.
- Should the disciplinary procedures include long-term suspension or expulsion, the district must continue to provide the educational services defined in the IEP.
- If the IEP Team determines either that the behavior is related to the student’s disability or that the student’s program is not appropriate, and then the student may not be suspended and must receive an appropriate program.
- Any suspension that excludes a student from his/her IEP services must be counted when calculating the total number of suspension days (10 consecutive days or a series of suspensions that constitute a change in placement).
- The decision to remove a student from his/her IEP services must be made on an individual basis.
- Procedural safeguards outlined in the New Mexico Department of Education Standards for Excellence in Compliance Manual ensure that parental due process rights are afforded.
- All federal guidelines regarding the provision of education continuation services for suspended special education students will be adhered to.
- Special education students are entitled to a due process hearing.

### **El Camino Real Academy Definition of Behavioral Infractions**

<b>Minor Problem Behavior</b>	<b>Definition</b>
Cell Phone / Pagers	Student’s cell phone is made visible or audible.
Cheating (Could be a major infraction, depending on severity)	Student is in possession of, having passed on, or being responsible for removing someone else’s work or has signed a person’s name without that person’s permission. OR Student copies the work of another individual.
Defiance of School Personnel / Authorities	Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Disruptive Behavior	Inappropriate behavior that interferes with the teaching / learning process.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school.
Electronic Devices	Student has an electronic device that is visible or audible (e.g., cd player, pager, gameboy)
Failing to provide / surrender school identification.	Student refuses to provide school ID to any public school personnel or activity sponsor upon demand. Refusal to identify self. Giving inaccurate information
Inappropriate Physical Contact	Sexualized physical touch that includes (but is not limited to) kissing, frontal hugs, touching of private body areas, etc.
Language - Inappropriate	Inappropriate language that is NOT directed at another person.
Materials, Obscene	Displaying material that is indecent and has the potential of being disruptive.
Possession of a lighter / etc.	Student is in possession of products related to smoking (lighter, etc...)
Refusing to Comply	Student refuses to comply with staff directives.
Sleeping	Student disengages from class by sleeping.
Tardy (greater than 5 minutes but less than 10 minutes)	Lateness to class that exceeds five minutes from the start of the class period. Once a student is later than 10 minutes they are no longer tardy, but are considered truant.
Walking Out of Class But back quickly	Student leaves class without permission of teacher / staff, but returns to class within 5 minutes.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

<b>Major Problem Behavior</b>	<b>Definition</b>
Alcohol / Drugs	Student is in possession of, using, selling / distributing alcohol or illegal drugs / substances or imitations.
Arson	Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.
Bomb Threat / False Alarm	Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that person(s) or property is likely to be injured or destroyed. OR Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.
Cheating/Plagiarism (could be a minor infraction, depending on severity)	Student is in possession of, having passed on, or being responsible for removing someone else's work or has signed a persons name without that person's permission. OR Student copies the work of another individual.

Extortion	Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.
Fighting / Physical Aggression	Actions involving aggressive physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc...)
Firearm possession	Student is in possession of a firearm on the school campus.
Gang Related Activity	Student initiates or participates in activities that are gang related, such as tagging or throwing signs.
Harassment / Bullying of student or teacher (Verbal)	Student delivers disrespectful message (verbal, gestural or written) to another person that includes intimidation, obscene gestures, pictures, or written notes.
Harassment/Bullying of student or teacher (Physical)	Student seeks imbalance of power by making unwanted physical contact with a human target.
Intimidation	Student initiates behaviors or communication that causes a fearful response or a feeling of powerlessness to self-advocate.
Language - Abusive / Aggressive	Inappropriate verbal messages that are directed at another individual in a threatening manner.
Paraphernalia Possession	Possession any paraphernalia, such as (but not limited to) rolling paper, pipes, or bongs.
Sexual Harassment	Sexual harassment is a violation of federal law and ECRA Policy. Sexual harassment is also illegal under State Human Rights statutes and may be considered a criminal offense under state and local assault and child abuse laws. Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and written or verbal conduct of a sexual nature. If behavior toward another student makes him or her feel intimidated, uncomfortable or threatened, it may be considered sexual harassment even if the harasser did not intend for his or her actions to be offensive.
Sexual Misconduct	Sexual misconduct may include, but is not limited to, physical acts of aggression, force or threat against another student of the same of opposite sex, threatening to force or coerce sexual acts, including the touching of private/intimate parts, and coercing, forcing or attempting to coerce or force sexual intercourse. Although, sexual misconduct may be considered sexual harassment, these acts should also be reported to the Bernalillo Sheriff Department.
Skipping Class	Student fails to report to class although having been sighted on campus. Student out of class without a valid excuse or later than 10 minutes to class.
Smoking	Student is in possession of / or is using tobacco products or related paraphernalia.

Theft	Student is in possession of the property of another person without permission of the owner of that property.
Threats	Student makes statements or physical gestures toward another student or staff that are interpreted as intent to cause physical harm.
Trespassing / Unauthorized presence	Entering or being on school grounds or in a school building without authorization.
Truancy	Student absent from school without a valid excuse.
Van/Vehicle Disruption	Deliberately or inadvertently interfering with the safe operation of a van which is stopped or moving, behaving in a manner adversely affecting an individual or any property on or near the vehicle itself, or at pickup areas.
Vandalism / Property Damage	Student participates in an activity that results in any destruction or disfigurement of property.
Walk Out of Class	Student leaves class without the permission of teacher / staff
Weapon Possession	Possessing a weapon such as, but not limited to: a firearm, any type of gun, knife, club, explosive, spiked wrist band, chains or other item that may cause, or is intended to cause, injury or death. This specifically includes “look-alike” guns and knives, such as toys, if the “look-alike” object is used or intended to be used to intimidate, threaten, or cause fear.
Weapon Use	Use of any weapon or “look-alike” weapon to threaten, intimidate, injure, or kill any person.
Chronic Minor Infractions	Student has accrued five total minor behavior write-ups. Five minors equal one major (Of the same or different behavior).
Non-compliance in ISS	Student fails to follow rules or staff requests when in ISS.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

<b>Locations</b>	<b>Definitions</b>
Classroom	Any classroom or space utilized regularly as a classroom
Outside Areas	Any of the areas between the buildings.
Cafeteria	Cafeteria
Bathroom	Any of the restrooms
Gym	Gym
High School Building	Building south of Gym. Building that houses the high school classes
High School Building	Building west of the Gym where PMU is located.
Middle School Hallway	Hallway that houses the middle school classes
Elementary Building	North end of building that houses elementary classes
Admin. Building	Building housing Administration Offices
Loading Zone / East Parking Lot	Parking Lot to the east of the admin. building / Area utilized for loading / unloading

Special Event / assembly / field trip	Infrequent activities that occur in and/or out of school.
Other	Location for referral occurs in a location that is not listed above. Staff using this area must specify the location for the problem.

<b>Possible Motivations</b>	<b>Definition</b>
Avoid Adult	Student engages in problem behavior to get away from adult(s)
Avoid Peer(s)	Student engages in problem behavior(s) to get away from / escape peer(s)
Avoid Tasks / Activities	Student engages in problem behavior(s) to get away / escape from tasks and/or activities
Inability / Difficulty with reading or skills needed to complete task	Student engages in problem behavior(s) to mask their inability to perform the required task or in response to frustration from not being able to comprehend / perform task.
Obtain Adult Attention	Student engages in problem behavior(s) to gain adult(s) attention
Obtain Items / Activities	Student engages in problem behavior(s) to gain items and /or activities
Obtain Peer Attention	Student engages in problem behavior(s) to gain peer(s) attention.
Other	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.

<b>Others Involved</b>	<b>Definition</b>
None	Student engaged in problem behavior incident alone
Peers	Student engaged in problem behavior incident with peer(s)
Staff	Student engaged in problem behavior incident with staff
Substitute	Student engaged in problem behavior incident with substitute
Teacher	Student engaged in problem behavior incident with teacher
Unknown	It is unclear if any others were involved in incident

<b>Classroom Interventions</b>	<b>Definition</b>
Verbal Warning	Teacher / Staff offers s verbal warning that behavior in unacceptable
Non-Verbal cue to correct behavior	Teacher / Staff offers non-verbal cue to student to make them aware that behavior is unacceptable
Conference with student	Teacher / Staff pulls student aside within classroom on in hall to discuss behavior
Last to leave room	At end of period, student remains in class after peers have been excused
Proximity Control / Seat	Teacher / Staff directs student to change seats or location in

Change	order to diffuse inappropriate behavior
Parent Contact	Teacher contacts student's parents (preferably with student present) to inform them of student's inappropriate behavior
Time Out in Classroom	Student is removed from class activity for a short period
Write Apology / Write Essay about incident	Student is directed to write an apology note or reflective writing about the incident
Detention (with teacher)	Teacher requires the student to come to class detention with the teacher.
Public Service Announcement	Student (-s) complete an assignment to reflect on consequences, severity, and impact of their actions to be presented to a class or grade level to prevent further infractions.
Loss of Privilege	Student loses privileges such as ability to utilize Tiger Reward Store or attend PBS events.
Think Sheet/Decision	Student completes reflective exercise to evaluate their decision.
Lunch Detention	Student loses social privilege during lunch-time/recess while eating lunch in the classroom or office
Role Play	A situation is reproduced to allow the student to interactively re-evaluate their actions, reflecting on what should have taken place to prevent further action
Natural Consequences	A consequence that is delivered or owned as a common/natural response to an action/reaction (ex: make a mess, clean the mess, break it fix it)
Correct Situation	Action taken by staff to correct the behavior issue
Other	Consequence for referral results in consequence that is not listed above. Staff using this area will specify the action taken

<b>Administrative Interventions</b>	<b>Definition</b>
Parent Contact	Consequence for referral results in parent communication by phone, e-mail, letter, or person to person about the problem
P.M. and A.M. Detention	Student loses social privilege before or after school.
Lunch Detention	Student loses social privilege during lunch-time/recess while eating lunch in the classroom or office
Loss of Privilege	Consequence for referral results in student being unable to participate in some type of privilege.
Conference With Student	Consequence for referral results in student meeting with administrator, teacher, and / or parent (in any combination)
Community Service	Consequence for referral results in student participating in supervised community service activities on the school grounds

Student / Parent/Teacher/Administration Meeting	All parties meet to confront and contract behavior disrupting the learning process
Contact J.P.O.	Consequence for referral results in contact with the student's Juvenile Probation Officer (if applicable)
Contact Social Worker / Case Manager	Consequence for referral results in contact with the student's out-of-school Social Worker or Case Manager (if applicable)
Out of School Suspension	Consequence for referral results in a set period of time when student is not allowed on campus
Contact Law-Enforcement	Consequence for referral results in contact with Law Enforcement to report incident
In School Suspension	Consequence for referral results in student attending the ISS for a set amount of time (1 class period to 3 full days)
Packet Work/Character Counts Assignment	Student must complete packet work that addresses target behavior(s)
Mediation	Students meet to address concerns to develop plan to prevent further actions
Behavior Contract	Student/Parent/Administrator/Teacher set behavior goals with consequences and rewards to monitor progress over time.
Saturday School	An intervention to recover time and instruction lost due to absences and/or behavior infractions.
Other	Consequence for referral results in administrative decision that is not listed above. Staff using this area will specify the administrative action taken.

# El Camino Real Academy

## 2012-2013

### Internet Acceptable Use Policy

El Camino Real Academy Charter school provides technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence.

Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. Violation of this policy is grounds for school disciplinary action.

El Camino Real Academy shall ensure proper security measures for district data and data systems. This may include, but is not limited to:

- Appropriate access controls
- Data security measures
- Network security measures
- Oversight of employee and student online internet use

Listed below are the provisions of this contract. Violations of these provisions will result in the loss of access to the Internet, and possible legal and disciplinary action:

- I will accept personal responsibility for the appropriate use of the Internet. El Camino Real Academy will make very effort to provide supervision and appropriate structured activities for students, and will provide filtering for certain known inappropriate sites, however, the user accepts final responsibility for appropriate use.
- The use of the Internet is a privilege not a right, and inappropriate use will result in the cancellation of those privileges. Transmission of any material in violation of any United States or other state law is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trademark. The administration or facility of El Camino Real Academy may request that the Systems Administrator make the final determination of what is inappropriate use.
- Vandalism or any malicious attempt to harm or destroy hardware or data of any connected entity will result in the loss of computer privileges, disciplinary action, and/or legal referral.
- El Camino Real Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. El Camino Real Academy will not be responsible for any damages suffered while on the system. El Camino Real Academy specifically disclaims any responsibility for the accuracy of information obtained through its services.

#### **Student**

I understand and will abide by the provisions and conditions of this contract. I also agree to report any misuse to the teacher or System Administrator. I understand that any violation of above provisions may result in disciplinary action, the loss of my network privileges, and appropriate legal action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Parent/Guardian**

I have read this contract and understand that ECRA will take every reasonable precaution to block access to all controversial and inappropriate materials. I will support the provisions and conditions outlined in this document.

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EL CAMINO REAL ACADEMY

## Cell Phone Registration and Use Policy

El Camino Real Academy is implementing a *Cell Phone Registration and Use Policy* to address concerns that present when cell phones are allowed on campus:

- Disruption to the educational environment and learning process
- Misuse (***making or receiving***: calls, text messages, photographs)
- Violation of the Right to Privacy of students, staff, and visitors
- Theft of phones

Expectations:

- Cell phones will be kept in the student's backpack or handbag
- **Cell phones are expected to be turned off and not used on campus during class hours/instructional times.**
- Student should not carry the phone on their person. (*Teachers cannot be responsible for "holding on to" or "keeping" the phone for the student.*)

Consequences:

- Violation of expectations may result in disciplinary actions that include, but are not limited to, loss of privilege to carry a phone (duration at administration's discretion), In-school suspension, community service, etc.
- Students in possession of an **unregistered phone** will turned it over to administration and a parent will be responsible for picking up the phone.
- Possession of another student's phone may constitute Theft/Robbery and will be disciplined accordingly.

\_\_\_\_**My child will not be carrying a cell phone to school. (Parent signature required)**

If your child will be bringing a cell phone to school, they will be required to register that phone. The child's phone number will not be required; however, a parent/guardian contact number is requested.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Parent/guardian Name:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Description of Cell Phone:**

**Brand/Maker:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

*I have read and agree to abide by the expectations outlined in this document.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

**EL CAMINO REAL ACADEMY  
STUDENT/PARENT HANDBOOK**

I have read and agree to abide by the all policies and procedures (Discipline, Dress Code, Attendance & Truancy, etc) found herein the Student/Parent Handbook for the 2012 – 2013 school year.

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(Student's Signature)

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(Date)

I have read and agree to support all policies and procedures (Discipline, Dress Code, Attendance & Truancy, etc) found herein the Student/Parent Handbook for the 2012 - 2013 school year.

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(Parent/Guardian's Signature)

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(Date)