

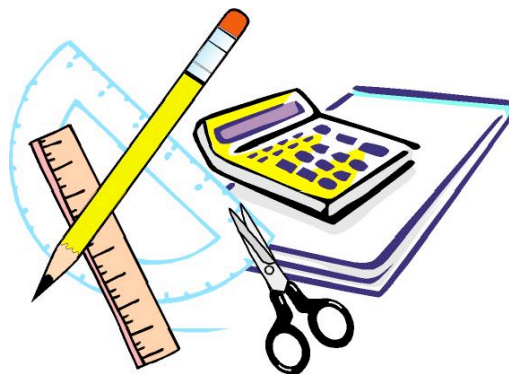


Upper School Behavior Contract

Being an Upper School student at Escuela las Morochas means showing RESPECT for your teachers and each other. It means being **R**esponsible, putting in **E**ffort, having **S**elf-control, and a **P**ositive Attitude, being an **E**ffective Communicator, being **C**ooperative and demonstrating **T**olerance. The following items are intended as guidelines to help you understand what is expected of you during a typical day at ELM.

Come to class prepared

- Arrive on time
- Planner** – must be brought to ALL classes



For academic subjects this means:

- Pencil case with: Pencils (many!), pens (1 minimum), eraser, small hand-held pencil sharpener, high lighter (1 minimum), ruler and a Pen-drive
- Text book or novel
- Notebook for each class
- Binder/ Colored folder for each class
- Completed Homework assignment(s)
- Other items as assigned by teacher



Developing lifelong learners and global citizens

For PE

- Uniform
- Plain white t-shirt
- Navy blue sweat pants or shorts



On Wednesdays and Fridays, you are expected to come to school dressed for PE, wearing sweat pants and a plain white t-shirt. Shorts are only allowed while participating in PE class and NOT inside the building. Jeans are not allowed on PE days.

“Forgotten” Items

Teachers are strongly discouraged from allowing students to go to their locker during class for items that have been “forgotten”! There will be a “trial period” (a student’s first 2 weeks) where students will be allowed to go to their lockers to get items they have forgotten with no penalty. After the trial period, students may go to their locker, at the teacher’s discretion, but this will be treated as an infraction (more details in the section on Consequences).

In the Classroom – Be safe, responsible and respectful

- Respect the teacher and each other
- Keep your volume low! You should never be so loud that it is a





disruption to the students in neighboring class rooms!

- Follow the specific classroom rules, as explained by the teacher

Between Classes

Bathroom use

- You have recess, lunch and a 5 minute passing time between classes. Please do not ask to use the restrooms during class unless it is an emergency. If you do ask to use the facilities, it is the teacher's decision whether or not to let you go. However, you will need to fill out a log posted by the door of your classroom which must be signed by the teacher granting your permission before leaving for the bathroom.

Tardies

In the Morning:

- Stop at the office and fill out a tardy slip. Give the slip to the teacher in your current class.

Between Classes:

- If you are tardy, you must fill out a tardy slip from the current teacher.
- In the event that you were tardy because the teacher from the previous class or the teacher on duty asked you to stay behind a bit longer, then you must get a late slip from that teacher. *Ms.*



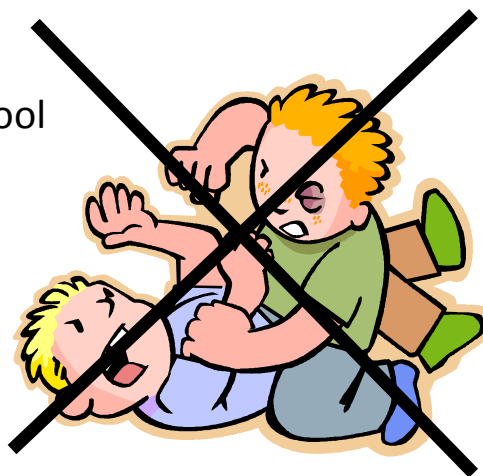
Developing lifelong learners and global citizens

Wold will be tracking tardies between classes. Three tardies or more in a week will require disciplinary action. Nine AM tardies or more in a quarter will require that you begin using the transportation service offered by the school.

Transfer time

The passing time between classes is intended for: getting necessary items from your locker and/or using the restroom. You may also socialize **quietly** with your peers during this time.

- Physical roughhousing on school grounds is absolutely unacceptable! There will be absolutely no holding, grabbing, shoving, pushing, kicking or mounting each other at Escuela Las Morochas!



- Keep your volume low! Passing time (especially if you are traveling in the Lower School Wing) should never be so loud that it is a disruption to the students who are still in class!



Behavior during lunch and recess



- First 10 minutes of lunch (8 minutes of recess) are for eating. All students must be seated at the tables during this time.
- Whether you purchase lunch or bring lunch from home, please wait at the table until your name is called to go get your lunch or snack.
- After your name has been called and you have already gone up to retrieve your lunch, you must still ask permission from the teacher on duty to return to the window for seconds or to collect something else.
- If you choose not to eat, you must still sit at the table and wait for the teacher on duty to dismiss you for free play.
- During the first fifteen minutes at the start of each day, you will be allowed to make orders for snack. Please be on time to school so that you do not miss this opportunity. You are responsible for consuming all the food items requested on the order form.



- Do not play with your food.
- Middle school students are not to be in the playground area. You may be on the bleachers, in the gym area or on the 4-square court.
- Respect equipment and property.** This means that you will play a specific game. It is not acceptable to kick a ball at walls or up onto the roof.
- Respect each other.** This means that you will play to the ball in soccer! Kick the ball, not the student, and no holding, grabbing or shoving. Follow the rules in whatever game you choose to play. Be fair!
- Equipment is to be put away promptly when the teacher on duty asks you to do so.
- During lunch and recess you may use approved electronic items. Inappropriate use of electronic items will result in the item(s) being confiscated by the teacher on duty.



Cell Phones

Cell phones are allowed at school but their use will be restricted to before classes and at dismissal. In order to avoid the temptation of being distracted by a cell phone during class, ALL cell phones that you bring with you to school will be collected at 8am, placed in a special



labeled drop box and stored for you until the end of the day. You will be able to retrieve your cell phone towards the end of the homeroom period. In the event that you are seen with a cell phone during the hours of 8am and 3pm, the phone will be confiscated. In order to get back the phone, your parents must come in to the office to pay a 50BsF fine. This fine will increase if the phone is confiscated again on other occasions.

CONSEQUENCES

Behavior-Related

When you choose not to follow these guidelines there are specific consequences.

A merit card will be attached to your planner. When any teacher observes you disregarding the items on the merit card, that teacher will punch a hole in the card indicating a demerit. Not having your merit card with you (except during recess and lunch) is an automatic infraction, and a separate punch will be given for that.

If you earn a yellow demerit you will lose lunch privileges. This means that you will not be able to participate in free-time activities. You will eat a silent lunch, alone, at the table designated by the teacher on duty.

If you earn a red demerit you will be required to have lunch in the office.

If in a single week, you earn a total of 5 demerits or more (regardless of color) you will be required to remain after school on Friday from 3:00pm to 4:00pm to serve an after-school detention.



REWARDS

Students who have perfect behavior (i.e. no missed lunches, no behavior stamps) during a marking period will earn a reward. The specific reward will be given at different points during the marking period, and will be at the discretion of the Upper School Coordinator & the Director. Rewards may include (but not be limited to) a pizza party, an in-school movie, ice cream, etc.

Teachers (homeroom and academic subject) are also encouraged to reward perfect behavior in creative and unique ways throughout the year.





ORGANIZATION & TIME MANAGEMENT

Staying organized and using your planner correctly are critical to success in Upper School!



search ID: shu0130

Homework

At ELM you will have homework in all subjects. In many subjects, such as math, you will have homework almost every night. In addition to finishing specific assignments, you should allow time to read and study for tests. To be successful, you should set aside one and- a-half to two hours each night in a quiet, well-lit place, where you can do your homework uninterrupted.



AREAS OF ACADEMIC CONCERN

PLAGIARISM: Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” (www.dictionarreference.com). At Escuela las Morochas, plagiarism is unacceptable. If you plagiarize in your work, you will receive a grade of 0% (zero) for that assignment, with no opportunity to re-do or make up the assignment.



MISSING ASSIGNMENTS

Because missing assignments have such a serious, negative impact on student grades, parents will be informed EVERY time a student misses work. If a student frequently misses assignments, the Director will schedule a student-led conference with the parents.

A missing assignment will automatically be graded as a zero (0%), unless the assigning teacher chooses to request an exception. Requests for an exception must be submitted in writing to the Upper School Coordinator. Even though the grade will be a zero, students are encouraged to complete missing assignments, and in some cases may be required to complete missing work prior to testing.

CHEATING/COPYING

At Escuela las Morochas, cheating on testing, class work or homework assignments is unacceptable. If you cheat, you will receive a grade of 0% (zero) for that assignment, with no opportunity to re-do or make up the assignment.

REWARDS

In addition to the obvious “reward” of a higher grade, teachers in all academic subjects are encouraged to reward perfect turn-in records for homework in creative and unique ways throughout the year. Rewards may include (but not be limited to) extra in-class games, free homework passes, etc.





Escuela Las Morochas

ciudad Ojeda, Venezuela

Developing lifelong learners and global citizens

The items in this Behavior Contract have been explained to me by a member of the ELM Upper School staff. I have had an opportunity to ask questions about items that were unclear to me.

Student Signature

Upper School Coordinator

Date

Date

My child has discussed this Behavior Contract with me. I believe he/she understands the content, and I will call the office if I need further clarification on any item.

Parent Signature

Date