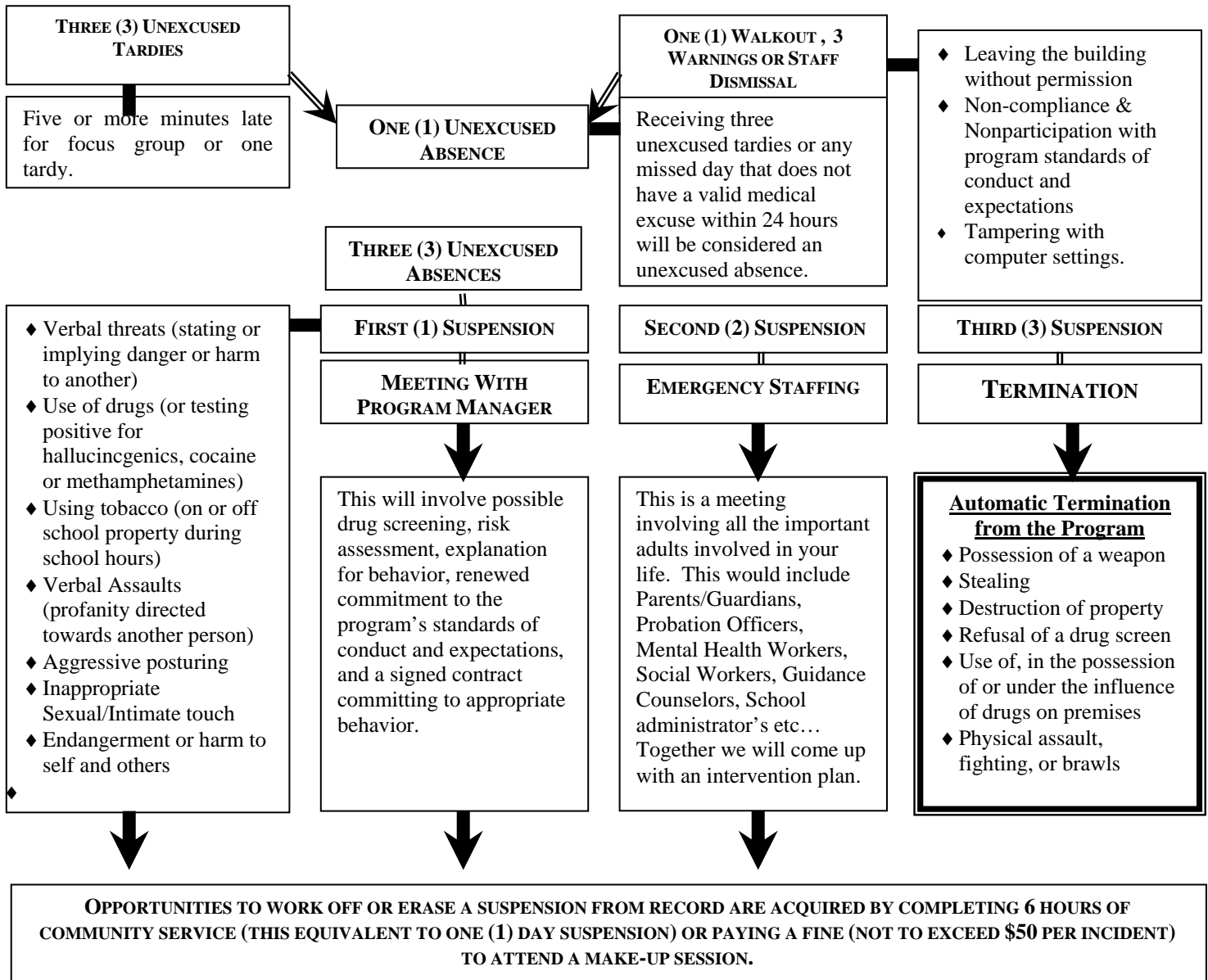


STANDARD OF CONDUCT AND EXPECTATION FOR ED ANYWHERE STUDENTS

	EXPECTATION	CONSEQUENCES
1	ATTENDANCE POLICY: Good attendance is essential to academic success. Students are expected to attend the program every day. Employers value good attendance. Students who develop the habit of being at school on time each day will find that they are in demand when they apply for a job. Students who are present, in their seat, ready to work, at the start of the day will be considered on time. Students will not be permitted on-site prior to 15 minutes before the start of their school session.	UNEXCUSED ABSENCES AND TARDINESS are not permissible. You will be excused only with a <u>written</u> doctor's note for the day you were absent or tardy. Word of mouth will not be accepted. Other absences will be excused at the discretion of the program manager. Excused notes given 24 hours after the incident will not be accepted. 3 Unexcused Tardies=1 UNEXCUSED ABSENCE 3 Unexcused Absences = 1 SUSPENSION 3 Suspensions=TERMINATION
2	MEALS: If you are staying for an all day session, you will need to provide your own lunch. The classroom will be closed for this lunch hour, so students will have to leave for lunch, and return at the appropriate time.	The ED Anywhere Program does not provide lunch; therefore students will be responsible for their own lunch during the 12 noon to 1 p.m. hour.
3	PHONE USAGE: Phone use during school hours is not allowed. Phone calls to parents or probation officers during breaks will be charged at 25 cents per call. <i>Please do not ask staff for money to make phone calls. They have been directed not to give money to students. Avoid getting your feelings hurt.</i>	Unauthorized usage of the phone will result in an early dismissal and an unexcused absence for the day. 3 Unexcused Absences = 1 Suspension 3 Suspensions = Termination
4	BREAKS: You will receive one break during each session if you are in good standing. Those who are excessively tardy will forfeit their break. The time and length will be determined by the staff. During your free time please remember that you are in a business establishment where visitors are often present. Your behavior should be an asset to yourself and to the office.	If you are not back from break on time you will be given an unexcused tardy. If you abuse your breaks, you will lose them!
5	DRESS AND GROOMING: The ED Anywhere site used by the EDA students serves a professional adult and youth population. ED Anywhere students are, therefore, expected to dress and carry themselves in a professional manner both inside and outside the building each and every day of the week. You are to wear appropriate casual business clothing, have good personal hygiene, and proper shoes on at all times while receiving services in this corporate environment. Dress in a manner acceptable in a corporate office. For males, shirts with collars and slacks are recommended (no blue jeans, shorts or head covering of any kind). For females, skirts or slacks and blouses that would be appropriate for going to work in an office setting. (EDA no longer participates in "Dress Down Fridays.")	If you are not dressed appropriately you will receive an unexcused tardy or possibly sent home at staff's discretion. You may be asked to turn an inappropriate shirt inside out or given a sweatshirt. If prompted by staff and you refuse to respond see <i>Oppositional Defiance & Non-Compliance</i>. [*The following are unacceptable : clothing with tobacco, weapons, drug, cult, gang or "thuggish" ware (this includes clothing that is oversized), or violence related logos. Any clothing with obscene and sexually suggestive pictures or words, and swimwear (except at the beach or pool) will not be permitted. Revealing clothing ("Daisy Dukes", mid drift tops, halter tops, spaghetti string tops, bootie shorts, and any clothing that will reveal undergarments are not allowed. In addition, clothing/colors that suggestive of gang involvement, such as tattoos, tags, or "flags" (tattoos need to be covered up), bandannas, rings or jewelry, raised pant legs etc.... are not permitted!]
6	PERSONAL VEHICLES: You may drive your own registered and insured vehicle to and from the program. ED Anywhere will not take any responsibility for your use of your personal vehicle. It is recommended that you not transport other students to or from the program.	ED Anywhere will not be responsible or liable for any incident that may occur as a result of personal vehicle use. It will be the sole responsibility of the vehicle owner.
7	A POSITIVE ATTITUDE AND A CLEAR MIND are essential to learning. The use of tobacco, alcohol, or other drugs has both a short-term and long-term negative effect on your ability to learn and on your general well-being. These substances are incompatible with the goal of the ED Anywhere Program to see each student succeed. Students are expected to avoid the use or possession of these drugs.	Smoking, Cigarettes, Tobacco Products, Alcohol, Drugs & Drug Paraphernalia are not permitted inside or outside the premises. Students found in possession of tobacco inside or within this business district will be required to serve an in-school suspension. You are strictly prohibited from possessing, using, distributing, or being under the influence of alcohol and illegal substances while in the program. You will be subject to a search, urine screening and/or breathalyzer test by local authorities. You will have criminal charges filed against you for possession of any illegal substances or contraband and you may be terminated from the program or be required to participate in a substance abuse treatment plan. Your probation officer, parents, school and caseworker will be notified.
8	COMPLETION OF ACADEMIC WORK: The purpose of ED Anywhere is to provide you with an education. Students are to take full advantage of the opportunities being offered. Students are expected to complete a minimum of 2 submissions per day. When completing a course mid-year, a student may be required to complete more than 2 submissions per day. A score of 70% or above is the minimum acceptable score.	Failure to consistently complete submissions or work responsibly toward your written academic goals will result in suspension and/or academic probation. Academic probation results in daily reporting between school and home. Failure to comply with academic probation or individual academic contracts could lead to program termination.

9	EFFECTIVE COMMUNICATION: ED Anywhere students need to use language appropriate to a professional business setting at all times. In communicating with others, try first to understand what others are trying to tell you and then communicate in a way that will be understood and received positively. The use of foul language, language of a sexual or violent nature, and obscene gestures are incompatible with a professional work environment.	CURSING, INAPPROPRIATE CONVERSATIONS & OBSCENE GESTURES may result in a suspension. Staff reserves the right to file criminal charges for “curse and abuse” if you direct inappropriate language (verbal, written, or recorded) towards a peer or staff member. Obscenity charges can be filed for cursing in public or making an obscene gesture. You will receive warnings for inappropriate behavior. Three warnings will be given before receiving a early dismissal and considered unexcused absences for the day.
10	BE A TEAM PLAYER: The rules, directions, and standards of conduct of the ED Anywhere Program are designed to provide a positive learning environment for you and others. If you disagree with something that a staff member has said or done, ask to speak with them privately (give staff time to find someone to supervise other students while they are talking to you) and explain your side. Becoming disruptive or not following the standards and expectation is never in your best interest.	OPPOSITIONAL DEFIANCE & NON-COMPLIANCE: If you become non-compliant, disruptive or oppositional you will be subject to a disciplinary early dismissal or suspended. A parent/counselor or parent/teacher conference will be held to discuss your behavior and possible solutions. NOTE: In order to assure safety of all students, staff, and visitors, it is the policy of ED Anywhere to can perform searches of pockets, bags, or any item brought into the school or on school property. This will include vehicles. This can be administered at any time. Any item that will compromise the safety of ED Anywhere will be confiscated. Refusal will result in termination from the program.
11	SHOW RESPECT TO PEERS & STAFF: You get what you give. If you would like to receive respect you must give it. Remember to get along you must go along.	If you are disrespectful and rude to your peers you will receive 1 (one) warning. After 3 warnings you will be asked to leave the program.
12	RESPECT FOR PROPERTY: You should treat the property of others as you would like others to treat your property. This includes the property belonging to students and staff, computers and other program property.	Vandalizing, defacing, destroying, or stealing the property of others or of the program will not be tolerated and will result in criminal charges being filed and possible termination from the program.
13	BORROWING OF PERSONAL PROPERTY: Personal property means: walkman, CD player, jewelry, shoes, radio, etc... anything that means something to you. ED Anywhere is not responsible if you allow a peer to borrow your personal property and it is lost or broken.	If a peer loses or breaks something that belongs to you after you allowed them to borrow the item, you must share the responsibility. Borrowed items are often not returned. If you have something that you value, leave it at home. There is less chance that it will be lost, broken or stolen at home than at school.
14	BEING A GOOD NEIGHBOR: The ED Anywhere Program is located in a Professional zoned area in Sterling. It is important that we be good neighbors. Your contact with local businesses and citizens should reflect positively on you and on the program.	LOITERING: The Sheriff Department will not tolerate loitering by groups of students in the professional zoned area. Students are expected to enter the building immediately upon arrival and to exit the area immediately at the end of each session. Non-compliance with this expectation may lead to suspension or termination from the program.
15	PAGERS, AUDIO DEVICES & CELL PHONES: No pagers, CD players (or other audio devices, or cell phones are to be used without permission during program hours. Pagers and cell phones must be turned off during program hours.	A violation of this policy will result in a warning and confiscation of the device for the remainder of the class session. If a student persistently violates this standard, a parent/teacher conference may be held, and the device may be returned only to parents when confiscated.
16	PHYSICAL BOUNDARIES: It is important for all of us to respect the physical boundaries of others. Displays of affection that are suggestive, and provocative in nature are inappropriate in a learning and business setting. Ask and get clarification before you act!	You will be asked by staff to stop any inappropriate behavior. In certain cases, staff may ask you to leave for the day. Ongoing violations will result in suspensions or termination from the program. Aggressive or threatening behavior, or failure to keep the peace will not be tolerated and immediate legal and criminal action will be enforced to the fullest extent of the law including suspension and termination.
17	RESOLVING CONFLICT: There will always be conflict when people interact with one another. The ED Anywhere Program will help you develop skills for resolving conflicts you may face.	PHYSICAL FIGHTING/ASSAULTS: Any physical fights or assaults will not be tolerated. Physical fights or assaults involving ED Anywhere students will result in immediate termination from the program. Participating students will be subject to criminal charges. Possession of any weapon or object than can conceivably be used as a weapon will result in immediate termination.
18	USE OF COMPUTERS: The computers and other equipment available to you in the ED Anywhere Program will be a tremendous help in your learning. As with any expensive tool, they should be used carefully and correctly.	COMPUTER TAMPERING: No computer software of any kind may be brought, downloaded, used or installed on corporate computers without the written permission of the COO of ED Anywhere, LLC. If you add to, delete from, or alter software or settings on any of the ED Anywhere, LLC computers, criminal charges will be filed against you for computer tampering. You will be suspended from the program, and/or terminated. Since the computer and its programs cost more than \$2,000, the crime could be a felony. If in doubt, ask! Parent/guardian, school, and probation officer will be notified of the violation.
19	CONSEQUENCES: If you have been given a consequence by staff then you will need to follow the instructions immediately.	Failure to follow consequences such as early dismissal for the day can result in more severe consequences including suspension, termination, or arrest.
OPPORTUNITIES TO WORK OFF OR ERASE A SUSPENSION FROM RECORD ARE ACQUIRED BY COMPLETING 6 HOURS OF COMMUNITY SERVICE (THIS EQUIVALENT TO ONE (1) DAY SUSPENSION) OR PAYING A FINE (NOT TO EXCEED \$50 PER INCIDENT) OR TO ATTEND A MAKE-UP SESSION.		

DISCIPLINE PROCEDURE SUMMARY



EDUCATION, ANYTIME, ANYWHERE

- High School
- Middle School
- On-line Classes

EDUCATION, LEAVING NO STUDENT BEHIND

10 Pidgeon Hill Drive, Suite 70 Sterling, VA 20165
703-433-0805, fax: 703-433-0378

www.edanywhere.com

SUMMARY OF APPEAL PROCEDURES

- ◆ Issues regarding the implementation of the STANDARDS OF CONDUCT AND EXPECTATION cannot be appealed. Interpretations of the Standards are solely at the discretion of program staff. Specific concerns of students may be discussed in focus groups. Questions raised will be forwarded by staff to the program manager and/or addressed as a discussion item during morning staff focus meetings or at full staff meetings.

- ◆ Parents or students over 18, seeking a review of a SUSPENSION should contact the program manager. Upon request, the program manager will review the facts and circumstances of the suspension. After conducting a review, the decision of the program manager is final. Suspended students will not attend or participate in the program during the review period unless the suspension has expired.

- ◆ Parents or students over 18, seeking to appeal a TERMINATION from the program must submit the appeal to the program manager in writing. The appeal must state a rationale for overturning the action. Upon receipt of the written appeal, the following process will be used:
 1. The program manager will review the facts and circumstances leading to the termination. Parents, or students over 18, may request a meeting with the program manager to present relevant information. The program manager will respond to the appeal in a timely manner.
 2. The decision of the program manager may be appealed to the COO. Parents, or students over 18, may request a meeting with the COO to present relevant information. The COO's decision is final.

STANDARDS OF CONDUCT AND EXPECTATION'S MEMBER/STUDENT CONTRACT

I, _____ (Members/Student's full name), have read the Standards of Conduct and Expectations of ED Anywhere, LLC. I understand the consequences that will apply to inappropriate behaviors. I am also aware of the appeal procedures. I have been given an adequate opportunity to ask and receive answers to my questions regarding these standards and procedures. I understand that the Standards of Conduct and Expectations are made to assure the safety of myself, other students, and staff. Following them will assure my success in this program. I will commit to obeying and following these Standards of Conduct and Expectations. I also understand that ED Anywhere staff will file criminal charges against me where appropriate and can suspend or terminate my participation in the program for negative (unwanted) behaviors, for possessing contraband, or for any violation of law. By signing this form I am committing to follow the Standards of Conduct and Expectations of ED Anywhere, LLC.

Student's Signature Date

Probation Officer's Signature Date

Parent/Guardian's Signature Date

ED Anywhere Counselor's Signature Date

Caseworker's Signature Date

ED Anywhere COO's Signature Date

Teacher's Signature Date