

# Santa Cruz Cooperative School



## High School Student / Parent Handbook 2009 - 2010

Mr. Cory Carson, *Principal*  
Mr. Mike Vande Loo, *Counselor*  
Mr. Nicolaas Mostert, *Dean of Students*

***Calle Barcelona #1 Barrio Las Palmas  
Santa Cruz de la Sierra, Bolivia  
Phone: 011-591-3-353-0808  
Fax: 011-591-3-352-6993  
[www.sccs.edu.bo](http://www.sccs.edu.bo)***

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## **FACULTY AND STAFF**

### School Administration

Mr. William McKelligott	Director General	wmckelligott@sccs.edu.bo
Mrs. Susan Zapata	Primary Principal	szapata@sccs.edu.bo
Mr. Cory Carson	Secondary Principal	ccarson@sccs.edu.bo
Mrs. Patricia Vilela	Business Office	sccsgaf@sccs.edu.bo
Mr. Nicolaas Mostert	Dean of Students	nmostert@sccs.edu.bo

### Counselor:

Mr. Michael VandeLoo	Secondary Counselor	mvandeloo@sccs.edu.bo
	College Counselor	

### Secondary Staff

Mr. Alejandro Adachi	Technology
Mrs. Rebecca Battistoni	Librarian
Mr. Taylor Barton	English
Mr. Rolando Cabrera	Physical Education
Mr. Kirk Dahlberg	Social Studies
Mr. Ryan Jones	Social Studies
Mr. Ryan Kadow	Science
Mr. Joseph Kirkey	Math
Mr. Aleksander Mahdjik	Math
Mr. Alvaro Ludueña	Physical Education / AD
Mrs. Olivia Mercado	Art
Mr. Matthew Moore	Social Studies
Mrs. Mirna Ojopi	Spanish
Mrs. Lotty Palacios	Spanish
Mr. Carlos Paredes	Technology
Mr. Edward Wolf	Band
Mr. Robert Wooldridge	English
Ms. Lisa Yemma	Science
Mrs. Carla Gorriti	Secondary Secretary
Mrs. Graciela Barba	Ministry of Education Liaison

## 2009 – 2010 SCCS ACADEMIC CALENDAR

August 2009						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 31-Aug5 Staff In-service  
 August 6 Bolivian Independence  
 August 7 First Day of Classes

September 2009						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 4 Professional Half Day  
 Sept 24 Santa Cruz Day  
 Sept 25 Spring Break

October 2009						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 7 End 1<sup>st</sup> Qtr. HS  
 October 9 End 1<sup>st</sup> Qtr. ES / MS  
 Oct 20-21 Parent/Teacher Conferences  
 October 23 Professional Half Day  
 October 30 Halloween

November 2009						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2 All Saints Day  
 November 13 Professional Half Day  
 Nov 26-27 Thanksgiving Holiday

December 2009						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 10 End 2<sup>nd</sup> Qtr. HS  
 Dec 11-16 1<sup>st</sup> Sem. Final Exams  
 December 16 End of 2<sup>nd</sup> Qtr. ES/MS  
 December 17 Teacher Work Day (TWD)  
 December 18 TWD / Report Cards Issued

January 2010						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18 First Day of Classes

February 2010						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 5 Professional Half Day  
 Feb 15-16 Carnival Holiday

March 2010						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 11 End 3<sup>rd</sup> Qtr. Seniors  
 March 12 Professional Half Day  
 March 19 End 3<sup>rd</sup> Qtr. HS  
 March 23 End Qtr. 3 ES/ MS  
 Mar 29 – April2 Easter Vacation

April 2010						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 9 Founder's Day  
 April 10 Fun Run  
 April 13-14 Parent /Teacher Conferences

May 2010						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 10 End 4<sup>th</sup> Qtr. Seniors  
 May 11-14 Senior Final Exams  
 May 17-28 Senior Projects  
 May 27 End 4<sup>th</sup> Qtr. HS  
 May28 -June2 2<sup>nd</sup> Sem. Final Exams

June 2010						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May28 -June2 2<sup>nd</sup> Sem. Final Exams  
 June 2 End 4<sup>th</sup> Qtr. ES/MS  
 June 3 Teacher Work Day (TWD)  
 June 4 Graduation Ceremony  
 June 4 TWD / Report Cards Issued  
 June 5-16 Summer School  
 June 7 Last Day for Teachers

Key	
	Professional Half-Day
	Vacation / Holiday

## 2008 – 2009 CALENDAR DATES

July 31- Aug 5 August 6 August 7	Professional Days Bolivian Independence Day First Day of Classes
September 4 September 24 September 25	Professional Half Day Santa Cruz Day Holiday Spring Break
October 7 October 21 October 23 October 30	End of 1 <sup>st</sup> Quarter HS Report Cards Parent-Teacher Conferences Professional Half Day Halloween
November 2 November 26 - 27	School Holiday Thanksgiving Holiday
December 10 December 11 -16 December 17 December 18	End of 2 <sup>nd</sup> Quarter HS Semester Final HS Exams Teacher Work Day Teacher Work Day / Report Cards Issued
January 18	First Day of Classed
February 5 February 15 - 16	Professional Half Day Carnaval Holiday
March 11 March 12 March 19 March 29 - April 2	End of 3 <sup>rd</sup> Quarter Seniors Professional Half Day End of 3 <sup>rd</sup> Quarter HS Semana Santa
April 9 April 14	Founder's Day Report Cards - Parent Conferences
May 10 May 11 - 14 May 17 - 28 May 27 May 28 – June 2 May 31	End of 4 <sup>th</sup> Quarter Seniors 2 <sup>nd</sup> Semester Senior Final Exams Senior Project Internship End of 4 <sup>th</sup> Quarter HS HS Semester Final Exams Senior Project Presentations
June 3 June 4 June 4 June 5 -16	Teacher Work Day Report Cards Graduation Ceremony Remediation

## **SCCS GUIDING PRINCIPLES**

### **SCCS MISSION:**

Preparing students to become productive citizens, leaders and life long learners.

### **SCCS VISION:**

SCCS is a college preparatory school equipping students with the necessary skills and values to become citizens and leaders in the 21<sup>st</sup> century.

SCC

### **SCCS EXPECTATIONS FOR STUDENT LEARNING:**

- Communication - The student will communicate proficiently fluently in English and Spanish.
- Critical Thinking - The student uses critical and higher-order thinking skills to make decisions and solve problems.
- Resources /  
Technology - The student demonstrates the ability to use resources and technology.
- Citizenship and  
Service to Others - The student demonstrates responsibility in the area of citizenship and participates in community service.
- Physical Well Being - The student demonstrates an understanding of their own physical and emotional well-being in their daily lives.
- Discipline - The student demonstrates respectful attitudes and behavior to all members of the school community and its campus.
- Study Skills - The student continuously demonstrates their organizational and study skills.
- Teamwork - The student demonstrates respect and appreciation for others by working toward a common goal in groups, contributing productively in leadership and supportive roles.

## Letter to Parents

Dear Parents:

Our professional staff at SCCS is dedicated to providing an outstanding educational program in order to prepare our students to become twenty-first century leaders. In order for us to provide an educational environment conducive to learning, it is important for the school community members to abide by the rules, regulations and procedures stated in the handbook.

We request that you spend time with your child in order to read this handbook together. We have a school community that wants to provide an educational program that will prepare our students to be fluent in English and Spanish; seek academic excellence; understand cultural differences; be productive team workers and become ethical, integral citizens of the world. This handbook will help our school community work together to achieve this goal.

This document will be in effect for this school year. If you should have any questions about the rules and regulations listed in the publication, please feel free to schedule an appointment with me, by calling Carla Gorriti at 353-0808 ext 201. Please visit our website at: [www.sccs.edu.bo](http://www.sccs.edu.bo)

Please sign in the space provided below along with your children who belong to this level indicating that you have received the handbook. You and your children are responsible for knowing and complying with its contents, including the Authorized User policy for the school computer network.

Sincerely yours,



Mr. Cory Carson  
Secondary Principal

-----  
Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's/legal guardian's name:

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child's Signature

Date: \_\_\_\_\_

### Carta a los Padres de Familia

Estimados Padres:

Nuestro plantel profesional de SCCS está dedicado a proveer un excelente programa de educación para preparar nuestros estudiantes a ser líderes en el siglo veintiuno. Para que nosotros proporcionemos un ambiente educativo que conduzca al conocimiento, es importante que la comunidad de miembros del colegio acate las reglas, reglamentos y procedimientos indicados en el manual del estudiante.

Les pido que dediquen un tiempo con su hijo para leer este manual junto. Tenemos una comunidad en el colegio que desea darles un programa educativo que prepara a nuestros estudiantes para que sean fluidos en habla inglesa y castellano, busquen excelencia académica, entiendan la diferencia entre culturas, sean buenos trabajadores en equipo y se vuelvan buenos ciudadanos. Este manual ayudará a la comunidad de nuestro colegio trabajar juntos para alcanzar este objetivo.

Este documento se utilizará durante este año escolar. Si tiene alguna pregunta sobre las reglas y reglamentos listados en esta publicación, por favor siéntase libre para marcar una cita para reunirse conmigo con una llamada a Carla Gorriti al 353-0808 extensión 201. Por favor visite nuestra página Web en: [www.sccs.edu.bo](http://www.sccs.edu.bo).

Por favor firme en el espacio correspondiente junto con su hijo, quien pertenece a este nivel, indicando que Ud. ha recibido el manual, lo conoce y está de acuerdo con su contenido, incluyendo el contrato de Usuario Autorizado para nuestra red de computadoras.

Atentamente,



Sr. Cory Carson  
Director de Secundaria

-----  
Nombre del estudiante: \_\_\_\_\_ Curso: \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_ Curso: \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_ Curso: \_\_\_\_\_

Nombre del padre o tutor:

\_\_\_\_\_  
(Por favor imprimir nombre)

\_\_\_\_\_  
Padre o apoderado Firma

\_\_\_\_\_  
Firma del Alumno

\_\_\_\_\_  
Firma del Alumno

\_\_\_\_\_  
Firma del Alumno

Fecha: \_\_\_\_\_

## **GRADUATION REQUIREMENTS**

- The Santa Cruz Cooperative School, SCCS, is accredited by the Southern Association of Colleges and Schools, and is recognized by the Bolivian Ministry of Education. SCCS's academic program is college-preparatory, designed to prepare students for entry into colleges and universities in the United States, Latin America and virtually any other country in the world.
- Programs of study are available which lead to two different diplomas: The American Diploma (equivalent to a US Diploma issued by accredited High Schools in the United States) and the Bolivian Bachillerato Diploma, required for entry into a Bolivian or other Latin American University.
- Any family of a student that chooses not to pursue either the American Diploma or Bolivian Bachillerato Diploma must sign a waiver form.
- All students are expected to take mathematics in their senior year.

**Specific credit requirements for the American and Bolivian Diploma (earned in grades 9-12) include:**

### **American Diploma**

English:	4 credits
Mathematics:	3 credits
Social Studies*:	3 credits
Science:	3 credits
Foreign Language:	2 credits
Physical Education	2 credits
Technology:	1 credit
Electives:	6 credits

\* must include World History I/II and US History

### **Bolivia Diploma**

Spanish:	4 credits
Mathematics:	4 credits
Social Studies*:	4.5 credits
Science:	4 credits
Foreign Language:	4 credits
Physical Education:	2 credits
Art:	1 credit
Music	1 credit
Technology	1 credit

\* must include World History I/II, Bolivian Social Studies, Anthropology, Philosophy & Psychology.

### **Course Credit**

**Note: Credits are based on a pre-determined number of hours. Any student who misses more than 10% of class contact time may be deemed ineligible to receive credit for the course.**

### **Courses Failed**

**Note: The following policies apply for students who fail courses that are required for earning the American Diploma at SCCS.**

A student in **grade 12** who fails a required course must enroll in an accredited American High School (other than SCCS) or correspondence school (ex. University of Nebraska-Lincoln's

Independent Study High School) and earn the appropriate passing credit within the discipline of the course that was failed. The course must be pre-approved by the High School Principal. SCCS will then record the additional course grade as transfer credit on the student's transcript, and the student will then receive his/her American Diploma from SCCS. The cost of the correspondence class and any associated materials is the sole responsibility of the student and his / her parents.

A student in **grades 9-11** who fails a required course must either repeat the course at SCCS during the following school year (if the course fits into their schedule), enroll in an accredited American high school summer school program or correspondence class (ex. University of Nebraska-Lincoln's Independent Study High School) and earn an appropriate passing grade within the discipline of the course that was failed. The course must be pre-approved by the High School Principal and the student must complete all course requirements by the first day of the school year. SCCS will then record the additional course grade and credit on the student's transcript. The cost of the correspondence class and any associated materials is the sole responsibility of the student and his / her parents.

SCCS will follow the guidelines of the Southern Association of Colleges and Schools (SACS) in the granting of all credits.

A student who has failed a course that is a requirement for the American Diploma will not be offered any course or study program at the end of the year to earn replacement credit (i.e. no remediation is permitted for American Diploma Credit)

**Note: The following policies apply for students who fail courses, which are required for earning the Bolivian Bachillerato at SCCS:**

A student in grade 9 - 12 who fails a required course must enroll in the remediation program being offered immediately after completion of the course. During remediation, students will receive an opportunity to develop skill and knowledge areas that went undeveloped during the corresponding semester and to complete work that was not performed during the regular school year. The final grade will be averaged with the remediation grade to give a modified semester or final grade. Only if the remediated semester or year average is greater than 60% will credits be awarded for the class.

A student in **grade 12** who fails a required course after the remediation opportunity must make arrangements with SEDUCA in Santa Cruz to complete a course of study that will earn them credit for the class. Contact Sra. Graciela Barba in the Business Office for more details (353-0808 ext 201).

A student in **grades 9-11** who fails a required course for the Bolivian Diploma after the remediation opportunity will be required to repeat the year, as per Bolivian Law.

### **Repeating the School Year**

There are two possible ways to fail the school year:

- If a student fails four subjects during the year, they automatically fail the year (no remediation).
- If a student fails any subject required for the Bolivian Diploma after remediation, they will be required to repeat the entire year or withdraw from SCCS.

A student may only repeat one year during their secondary (Middle and High School) career. Failing a second year will result in the student being asked to leave the school.

### **Advanced Placement Courses**

Advanced Placement courses, which provide access to rigorous university level materials, are offered for highly motivated secondary students in grades 10, 11 and 12.

SCCS is authorized by the College Board to offer the following AP Courses:

AP Calculus	AP Lit and Comp	AP Spanish Lit.	AP US History
AP Lang and Comp	AP Physics	AP Studio Art	AP World History

AP courses are weighted. Weighted courses receive an additional 5% on the quarterly report card grade. Courses will not be weighted for a grade lower than 70%. Students must take the AP exam to receive weighted scores and the AP designation on their final transcript.

Any student that chooses to withdraw from an AP course will have the 5% weighted award removed from each prior report and a W (withdraw) will be placed on their transcript. Students may only withdraw at the end of the semester. Enrollment in an AP courses entails an additional fee, which covers the cost of the exam. If a student chooses not to complete the exam, the AP label is removed from their transcript and any 5% weighting, if earned, will be removed from their grades.

The availability of AP Courses is based on student enrollment, interest and scheduling feasibility. Courses may not be available every semester or every year.

### **Advanced Placement Credit**

Advanced Placement Examinations, provided by the College Entrance Examination Board, are available for SCCS students when they register through the Counselor's office.

### **Schedule**

The High School uses a block approach to scheduling. The schedule follows a two day rotation of Day 1 and Day 2. Classes meet every other day for 80 minute blocks. When students are not scheduled for classes, they are expected to be working in the library, meeting with peers / teachers or working in available computer lab space. Some students will be scheduled into structured study halls during their unscheduled time.

### **Flex Program**

All students are scheduled for a 30 minute Flex block every day. The Flex block serves multiple purposes at SCCS: a chance for students to get to know one teacher outside the normal academic environment, a common class time for class meetings, an assembly time, a meeting time for club and students groups and a study hall time dedicated to staying ahead of their homework. Students will report to their Flex period each day at 12:40, where attendance will be taken.

### **Structured Study Hall**

Students in 11<sup>th</sup> grade that carry two or more AP courses as well as all seniors have a SSH scheduled into their timetable. These students are assigned to a teacher and a dedicated study hall classroom. Responsibility to complete work during this study hall opportunity belongs to the individual student.

**Note: Failure to attend Flex / or Structured Study Halls is a disciplinary matter. Make-up times will be arranged.**

### **Dropping or Adding Courses**

Changes in a student's schedule of classes must be made in consultation with the Counselor's office or with the Secondary Principal. Only necessary changes may be made during the add /

drop period which lasts the first days of the first or second semester. Students are instructed to complete the add / drop form and obtain teacher and parents signatures before presenting to the office. Changes are made based on need, feasibility, availability and class size. Requests made after the limits noted above must be teacher initiated and may require a parent teacher conference with counselor.

### **After-school help**

If a student has difficulties in a subject, after-school help with the teacher is available from 3:15-4:00pm. In after-school sessions, teachers can answer specific questions a student may have. Teachers may also use the time for students to make-up work from excused absences, study for tests and quizzes, ask questions that were not asked in class and so on.

### **Tutoring**

In a few cases, students may need reinforcement in certain areas beyond what can be covered in class or in after-school help sessions. In these cases, teachers may suggest to the principal or counselor that a tutor could help. All tutoring recommendations must go through the Counselor or Principal, at which parents will be advised. All tutoring for pay must take place off campus and staff may not tutor their own students. The secondary office maintains a list of qualified tutors.

### **Tests**

As a student may not be required to have more than two tests or major projects due on any one day, the student is responsible for arranging to reschedule one of his / her tests or projects with his / her teachers.

### **Final Exams**

Final Exams will be given at the end of each semester. Two exam review days will be designated prior to the beginning of exams. During exam review days, no new material will be presented and no projects, essays, tests, quizzes will be given. Teachers that have elected an alternative final assessment, like a presentation or project, can use these days for collecting and grading said final assessments.

### **Early Final Examinations**

Final examinations are such an integral and important part of a course that it is school policy that they be taken only during regularly scheduled times. Exceptions are made only when student illness (documented by a physician's statement) or employer-dictated parent travel (documented by a letter from the employer) make it impossible for the student to sit for a final examination at the scheduled time. Requests for exceptions to the school's policy must be made in writing to the Secondary School Principal well in advance (at least 2 weeks) of exams. Unless traveling students will not be returning to Santa Cruz, missed final examinations will be made up during the first days of the next school semester. It is the responsibility of the student to schedule make-up final examination with the appropriate teacher.

### **Exam Exonerations**

Students in grades 9-12 can be exonerated from second semester exams if they maintain an **accumulative** average of 93% or higher in a subject through to the end of the fourth quarter. To be exonerated, students must maintain an acceptable attendance record (no more than 5 absences during the semester and no more than 3 tardies in each of the 3<sup>rd</sup> and 4<sup>th</sup> quarters of study).

**Textbooks**

Students are issued textbooks for class use. Students are expected to take care of all issued books. Lost or damaged books must be paid for at the replacement rate cost. Textbooks are to be covered by the student upon receipt. Students who have not returned or paid for a lost textbook will not be allowed to take the final exam in that class.

**GRADING SYSTEM**

Academic credit is awarded based upon final grades. In a yearlong course, the average of the first and second semester grades determine the final grade. High School semester grades are calculated by assigning 42.5% value to each quarter and 15% to the final exam. Grades reported to parents at the midpoint of each quarter are indications of the level of student achievement at the mid-point of each semester.

The Secondary School uses a numerical grading system. Grades in the 90 – 100 range represent superior performance, 80 – 89 above average, 70 – 79 average, 60 – 69 below average, and below 60 failing (no credit). Official Bolivian documents use the 70 point system. The American transcript will use numerical grades based on the percentage scale only.

**Honor Roll**

A Secondary School Honor Roll will be published in the newsletter and or online at the end of each semester. Honor Roll recognition is based on academic average. There are three Honor Rolls at each grade level. Qualifying standards are as follows:

Highest Honor Roll: minimum average of 93%, with no grade below 85%

High Honor Roll: minimum average of 90%, with no grade below 80%

Honor Roll: minimum average of 87%, with no grade below 75%

**A student that has one or more unsatisfactory marks in conduct or who surpasses the allowable number of absences and / or tardies will not be eligible for the Honor Roll.**

**Jaguar Award Recognition**

SCCS students will be recognized for outstanding efforts in extracurricular activities during our assemblies and award ceremonies. Students may also accumulate points through participation in extracurricular activities. The top 5 Students will be eligible for an end of the year award.

**Report Cards**

Parents and students are informed of the level of student achievement in each of the student's courses by means of a report card issued at the end of each quarter and each semester. An absence/tardy report will accompany the report card. The semester grades and final averages are reported on official transcripts.

**Bolivian Report Cards and Transcripts**

These will be issued as a part of the checkout procedures for those students officially enrolled in the Bolivian Bachillerato program.

**Interim (Progress) Reports**

Reports of a student's progress in a specific course may be addressed to parents at any time during a semester. Parents can also log onto Edline for access to online progress reports that will be updated twice per quarter, two weeks before progress reports and two weeks there after.

Progress reports are used to inform parents of good performance, improvement, and low or failing academic performance. Interim progress reports are routinely e-mailed home for each student in the middle of each quarter. Parents who do not receive these reports should call the office. Please keep your e-mail address updated so that you may receive these reports in a timely manner.

### **Incomplete Grades**

When a student has not completed work assigned due to illness or another emergency, a teacher may report a grade of incomplete (INC). A valid medical certificate must document the illness. Incomplete work must be completed within the time designated by the Principal, or the student's final semester grade will be calculated using a failing grade for the quarter.

### **Transfer Credits**

Although SCCS accepts transfer credits toward the fulfillment of the diploma requirements, these credits are not integrated into the SCCS system nor placed on SCCS official transcripts.

### **Valedictorian and Salutatorian**

At each year's graduation ceremony, the graduating senior with the highest cumulative weighted average for all coursework completed at SCCS during grades 11 -12, is recognized as the class valedictorian. The graduating senior with the second highest cumulative weighted average is recognized as the salutatorian. To be eligible for either honor, a student must have earned credit as a student at SCCS for a minimum of 4 semesters. Only those grades awarded for coursework completed at SCCS will be considered when valedictorian and salutatorian determinations are made.

## **STUDENT ATTENDANCE**

At SCCS, we truly believe that having an excellent attendance record allows students to maximize their individual potential. When students are absent or late to school or class, not only does their learning suffer significantly, but the learning of other students is also affected. Therefore, we expect students to be in school and to be on time for classes. For the benefit of all, the following absence / tardy policy is in effect:

### **Student Hours**

**Students are to arrive at school by 7:45 a.m. and leave the premises at 3:15 unless they are meeting with a teacher for after school assistance, or are involved in an extra curricular activity supervised by school personnel.**

### **Absences**

- Parents/guardians are asked to call the Secondary Office at (353-0808 ext 201) by 8:00 a.m. on the day that their son/daughter is absent.
- After an absence and upon the student's return to school, full credit will be given for missed work if it is completed within the same number of school days for which the student was absent (e.g., 3 school days absent yields 3 school days to make up work for full credit).

- Any work (including homework, quizzes, tests, papers, projects, oral presentations, etc.) not completed within the agreed upon time period after an absence will receive a grade of zero.
- A student who is absent more than 5 times in any one of their classes within a semester will be required to sit official make up hours. The schedule of make up hours is set at the schools convenience. If a student fails to sit the required make up hours he or she may lose credit for the courses in which the absences occurred. It is also important to note that all students are required to finish the school year. Students who do not finish the entire school year will not be promoted to the next grade level and will receive grades of INC. Exception: absences for SCCS school trips, necessary government documentation or military obligations will not count toward the 10% maximum. Students and parents will be sent an attendance profile with the quarterly report reports.
- Make up hours for excessive absences will be assigned on a 2:1 ratio.
- It is the students' responsibility to complete an ABSENCE FORM (available from Carla) before any pre-arranged absence or upon returning from an unplanned one.
- In the case of illness, notification from a doctor will be required. In cases of extended illness or major injury, arrangements approved by the school may satisfy attendance requirements. ( Dealt with on a case by case basis)
- It is the responsibility of the students to schedule a date with the individual teacher to make up quizzes and tests missed as the result of an absence. They should be made up between the hours of 3:15 – 4:00 p.m. on a scheduled date prearranged with the individual teacher. If the student fails to do so by the Monday following the absence the student will receive zero credit for the work.
- Any major, long-term project or paper due on the day of an absence (assigned at least one week prior to the absence) should be delivered to the appropriate teacher on the due date or it will receive reduced grade or no credit (exception: family emergency).
- Skipping Class will be handled as an absence and a disciplinary matter. Students who skip class will be receive zero credit for the classwork missed, tests or quizzes taken, and or any homework due and will be subject to disciplinary action depending upon the frequency of the behavior: parental contact, conversation with administration, make up hours being assigned, discipline letters and possibly suspension.
- Absence from Flex is treated as any other absence.
- The Secondary Office will monitor absences and tardies and will notify parents and students when absences and/or tardies reach an inappropriate level.

### **Tardies /Early Departures**

**Clarification: In order for a tardy to be excused the student must present the teacher with a tardy pass signed by their previous teacher or an administrator. Passes signed by the secondary secretary do not excuse the tardy they simply allow the student to enter class late.**

- Parents are asked to call the Secondary Office by 8:00 a.m. if their son/daughter will be tardy to school or will be departing early from school that day.

- Students who are tardy to school or class and those who will be departing early must obtain a tardy pass or early dismissal exit pass from the Secondary Office in order to enter or leave class or campus. Students who arrive to school after the 8:00 a.m. bell must pick up a tardy pass from the Secondary Office in order to be admitted to class. Exit passes are issued only upon receipt of a written note from the parent.
- All tardies and early dismissals will be designated as excused or unexcused using the guidelines noted above. It is important to note that tardy is defined as not being seated with books out at the time of the bell.
- Students who arrive after a class has begun and who do not have a pass will be considered tardy.
- Up to a maximum of 5% points of students' quarterly grade will be dependent on their punctuality to class as a component of their class participation. Students who have more than four tardies to any class per quarter will be subject to disciplinary consequence:
  - 0 – 4 unexcused tardies; no reduction in points but with 4<sup>th</sup> tardy, parent/student conference with Dean of Students
  - Every unexcused tardy after 4 is a 1% point reduction of the 5 allotted per quarter.
  - 10<sup>th</sup> Tardy – Internal Suspension
  - 11<sup>th</sup> Tardy – External Suspension
  - 12<sup>th</sup> Tardy and beyond – Principal's Discretion
  - Example: If a student has a 83% in the first quarter, but 8 unexcused tardies then the quarter grade would be reduced by 4% to 79%. This reduction will not come out of the semester exam.
- A student that is tardy 5 or more times during the quarter in the same class will automatically receive an Unsatisfactory for a conduct grade in that course.
- The following disciplinary consequences will be assigned for any student accumulating more than 10 total tardies per quarter in all classes:
  - 11<sup>th</sup> cumulative tardy; After school study time 2 hours
  - 12<sup>th</sup> cumulative tardy; after school study time 3 hours
  - 13<sup>th</sup> cumulative tardy; 1 day in-school suspension
  - 14<sup>th</sup> cumulative tardy ; out of school suspension

**Note: Parents are reminded to please arrange all travel plans well in advance and in doing so try to avoid having your child miss class time. Any absence due to early departure before a holiday or weekend, late return from a holiday or weekend, or travel during regular school time will be counted against the 5 allowable class absences per semester and are subject to the attendance policies noted earlier.**

### **Leaving Campus**

SCCS is a closed campus, meaning that students are not freely allowed to come and go over the course of the school day. Students are required to present a gate pass to the school gate guard when they must leave the campus during the school day. Gate passes are only issued by the Secondary School Office when requested in writing by the parents of the student who must leave. The request should include why and when the student must leave during class hours. (e.x. doctor's appointment)

### **Homework During Absences**

If a student is absent, he or she may call a classmate, check Edline or email their teachers to get homework assignments. The secondary school secretary is not responsible for collecting assignments.

### **Check-Out Procedure**

Any student leaving SCCS must be properly checked out prior to departure from school. The checkout process is initiated by written parent notification to the Admissions Office. The student is responsible for furnishing a letter signed by his or her parents requesting withdrawal from the school. No student will be officially checked out until all school obligations have been cleared. Requests for official transcripts and school records will not be distributed until the Business Office has officially cleared a student.

### **Eligibility Policy for Activities and Sports**

All students who maintain good academic and conduct standing are eligible to participate in the extracurricular activities sponsored by SCCS. However, for those activities that meet regularly, after school, there is an eligibility policy in effect:

Note: A student must be in school at least half a day and have participated in PE (if applicable) in order to participate in extracurriculars / athletics.

Note: Student eligibility deadlines and dates regarding the purchase of tickets and hotels and the arrangement of documents for travel will be set by the Athletics Director in coordination with the Business Office.

Students who are placed on **academic probation**, that is any student who received a failing grade in his/her course of study, an unsatisfactory (U) in conduct or who has an overall average of less than 70% at interim or quarter progress reports, may attend practices for the activity but are not allowed to participate in the games or performances. Students that are considered to be **academically ineligible**, that is who have more than one failing grade and/or more than one unsatisfactory (U) in conduct will be immediately suspended from the extra-curricular activity and cannot participate practices, games or performances.

From the time of each interim and quarter progress report, the probationary or ineligibility status will be re-evaluated on a weekly basis. If the student is passing all classes, the probationary and or ineligibility status will be rescinded.

**Some extracurricular activities have their own guidelines or policies that determine membership.**

The extracurricular activities affected by this policy are:

- All junior and varsity Sports
- All "out of school" time allotted for programs such as Knowledge Bowl, Band, Drama, STUCO, Hands Helping Hands, NJHS and NHS.

**Note: There is no carry over in a student's eligibility status from one school year to the next. At the beginning of each school year, in August, all students are eligible to participate in extracurricular activities and athletics.**

### **Athletic Program**

The Athletics program has practices from 4:15 to 7:00 pm. SCCS is in the Santa Cruz Interscholastic Sports League (SCISL) and competes with other English speaking schools in Santa Cruz and Bolivia. The sports program includes Junior Varsity and Varsity teams for all sports offered; students aged 11 – 14 are eligible for Junior Varsity and aged 15 – 18 for Varsity teams. For additional information, schedules and specific Athletics Department policies, rules and expectations regarding student participation in the sports program, please visit the Athletic Director, Mr. Alvaro Ludueña.

### **Activities Program**

SCCS offers its students the opportunity to participate in a variety of activities beyond the traditional classroom. Students are able to pursue an area of personal interest while building unique relationships with teachers and students. Examples of activity programs include Hands Helping Hands, National Junior Honor Society, National Honor Society, Student Government, Knowledge Bowl and Concert Band. Additional information regarding activities offerings are offered on a semestral basis by the Secondary Principal.

## **STUDENT BEHAVIOR**

As a school, our priority is to assure a safe learning environment free from disruptions. Rules and regulations are established for the safety and well being of all students in our school. Behavior that interferes with the teaching and learning or safety of our students will need to be improved. Failure to abide by school rules or to maintain appropriate conduct will result in disciplinary consequences. School rules apply in school, on school grounds, on school buses and at school related activities. While the following rules are emphasized, they may not be all inclusive. Common sense and concern for safety of all shall prevail in situations where a rule has not been formalized. The purpose of disciplinary consequences is to help students internalize positive community values and ensure a safe learning environment for all. Appropriate conduct is expected at all times within the community.

### **School Uniform**

**MALES:** A **white collared polo shirt and blue pants or Bermuda shorts (denim / cotton)** are the SCCS uniform. A sweater or Jaguar jacket may be worn on cooler days; however, students must wear the collared SCCS shirt underneath.

**FEMALES:** A **white collared polo shirt and blue pants or capris (denim / cotton and skirts are not permitted)** are the SCCS uniform. A sweater or Jaguar jacket may be worn on cooler days; however, students must wear the collared SCCS shirt underneath.

The school uniform is to be worn at all times during the academic day except during physical education classes or during special activities. **The PE Uniform is to be worn ONLY during PE and is not considered as part of the uniform to be worn while in classes other than PE.** Caps or hats may be worn for outside activities and it is up to the discretion of the teacher regarding cap or hat use in the classroom. All hats must be removed during all assemblies and when sitting in the cafeteria. Swimming suits or beach wear, warm-up pants or athletic clothing is not acceptable for wear during the academic day. **Students are to change from their PE**

**uniform into their school uniform at the beginning and end of their Physical Education classes.**

Students who are not in appropriate uniform will not be allowed to attend class. Students will be required to call home and have the correct uniform brought to them. If a student is late as a result they will be marked Tardy, if a student cannot have the correct uniform brought to them in time to return to class, they will be marked absent and will take grades of 0 for all work missed during the block. This includes tests, quizzes, homeworks, classwork, projects and participation grades.

Students in grades 10 and 11 may solicit the opportunity to design their own collared shirt to wear one day a week (Friday). Seniors (grade 12) students may wear Senior Shirts on Fridays. On Game Day, students may also choose to wear activity shirts that represent the club or extracurricular activity that they are involved in. The design of all shirts must be approved by secondary administration prior to production.

The administration reserves the right to advise students and censor articles of clothing deemed inappropriate for school.

**Public Displays of Affection (PDA)**

Inappropriate displays of affection are to be avoided. More specifically, any sexually passionate acts are not acceptable on campus or near the entrances or exits. Parents will be notified after an initial warning has been given and behavioral consequences will increase if the inappropriate actions continue.

**Lockers**

Proper care of lockers is the responsibility of the students who use them. Students are assigned lockers to store backpacks, books and school supplies. Lockers must be locked at all times to protect student property, school books and the locker door from damage. While lockers and locks are issued to students at the beginning of the school year, they remain property of the school. The school reserves the right to check lockers in the interest of the entire school community, or those of an individual, for safety or health issues. If the student loses or damages the school-issued lock or the locker, he or she must pay for its replacement or repair.

**Hall Passes**

Any student outside of their class during regular class time must always have a completed Hall Pass inside their Agenda. No Agenda mean No Hall Pass.

**Care of Grounds**

Please treat all areas of the campus, especially the communal / social areas, with respect. Place litter in trashcans. It is every student's obligation to help keep the SCCS campus clean and attractive, inside and outside the classroom.

**CLASSROOM VIOLATIONS**

Students who choose to violate school and classroom rules will be subject to consequences. The severity of the violation and the student's individual discipline record will be considered when assigning consequences.

If a student has violated a school rule within the classroom, the teacher will initiate procedures to correct the observed behavior. The teacher will work cooperatively with the student, parent and guidance staff to assist the student in understanding his/her responsibility for a change in conduct. The teacher may assign the following consequences for inappropriate behavior:

- Warning
- Time Out
- Removal from Class
- Detention (during the time designated and supervised by the teacher)
- Telephone call or email home
- Conference with student and / or parent

### **Referrals**

If a change in behavior is not evident after classroom interventions by the teacher, a discipline referral will be made to the appropriate disciplinarian. Students who receive a referral will meet with the disciplinarian to discuss the infraction and receive an appropriate consequence.

## **MAJOR SCHOOL RULES**

One of the most important lessons to be learned is appropriate conduct. Self-control and consideration for others are keys to good conduct. We expect all students to be accountable for all their behavior all the time. Students, parents, and school staff members are jointly responsible for maintaining proper conduct in school, on school grounds, on school transportation and at school-related events.

When students violate a major rule, our response is firm and immediate. The usual consequences for breaking rules are as follows:

- Make-up Study Time, in which the student reports to a designated place after school in order to be quiet and to study or complete homework tasks.
- Internal suspension, in which the student spends the entire day studying in school but is not allowed to attend classes.
- External suspension, in which the student is not allowed on campus for the term of the suspension. In the case of a suspension, the student is allowed to turn in previously assigned work but will receive zero (0) credit for work done at school during the duration of the suspension. The school may forward cases to the Teachers Council where repeated and flagrant violations of the school rules have taken place. The Teacher's Council is the responsible body for recommending students for possible removal from the school. Director and School Board must review all cases whereby the student's permanence at school is questioned.

### **Due Process**

In order to suspend a student there is a four-part process that the school must follow. The school must:

- (1) Gather evidence / written testimony relating to the incident from all parties involved.
- (2) Meet with the student to review the incident and the evidence gathered.
- (3) Notify the parent and student explaining the reason for the suspension.
- (4) A suspension **may** require a review of the case by the Teacher's Council.
- (5) Teacher's Council reviews and recommends action in cases involving removal of a student from school.

### **Extenuating and Aggravating Circumstances**

In all disciplinary matters, the administrator has the right to apply a less severe or more severe punishment based upon the actions of the individual involved in the incident.

## **Student Rights**

Each student has the right to be:

- Secure and safe in his/her person and property;
- Treated with respect, courtesy and consideration by every student and adult within the school.

All teachers and staff members in the school have authority over all SCCS students. Student behavior must reflect self-respect, respect for others and respect for learning.

## **MAJOR VIOLATIONS**

The SCCS Community considers any of the following violations – on campus or during school sponsored activities – a serious breach of our code of conduct:

- Academic Dishonesty
- Alcohol or Drugs
- Forgery
- Fighting
- Insubordination
- Possession of Weapons
- Smoking
- Theft
- Vandalism
- Verbal, Physical or Sexual Harassment

Depending on the severity of the offense, the violations may be dealt with according to the following consequences:

- Parental conference
- Behavior / Discipline Contract
- Internal Suspensions
- External Suspensions
- Any other consequence deemed appropriate by the Secondary School Administration
- And as a final result and for the worst offenses or repeat offenses the student's case may be forwarded to the Teacher's Council (the responsible body for recommending students for possible removal from the school). Director and School Board must review all cases in which removal of the student has been proposed.

## **Behavior / Discipline Contracts**

This is a written document that establishes responsibilities and commitments that the student must meet as well as potential consequences for lack of compliance. The contract will be in effect for a defined period of time that is established by the Secondary Principal / Dean of Students. The student, his/her parents and a school authority sign this contract.

Students may also be given a disciplinary or academic contract as a condition of their registration or acceptance at the school. In this case, the student will be required to meet the conditions of the contract within the specified time in order to continue to be a member of the cooperative.

## **Clarification on Academic Honesty**

## **Test Situations**

Students may not use verbal, written or electronic information during a test, which is not previously permitted by the teacher. Classroom rules on communication during tests may be enforced as a matter of discipline, and may constitute examples of cheating, subject to teacher judgement.

### **Plagiarism**

Plagiarism is the use of another person's ideas, "facts" or original work without giving proper credit (e.x. footnotes, endnotes).

To avoid plagiarizing, be sure to do the following:

- If you copy a quote, footnote it.
- If you paraphrase, however loosely, you must footnote.
- In general, if you borrow an idea from someone else, you must give that person credit.

### **Common knowledge**

If a fact is common knowledge, then no footnote is needed. Common knowledge is on the level of the fact that Neil Armstrong was the first man to set foot on the moon in 1969. If you have the slightest doubt whether or not to footnote something, **footnote it**. If you footnote common knowledge it is fine. If you fail to footnote something you should, you are **plagiarizing**.

### **Homework**

The question of collaboration on homework is a matter of classroom discipline and may be considered cheating. Students are encouraged to discuss the concept of "collaboration" with individual teachers. An example of cheating might be copying the work of a fellow student, in which case the principal shall be notified and disciplinary action will be taken accordingly.

### **Sanctions**

The zero received on work that is involved, in a case of cheating, is not part of the punishment. It is merely the assessment of the value of the work.

In the High School, for a first plagiarism offense, the usual response will include a behavior contract and completion of the task, not for a grade but to ensure that the student has learned the material covered in the assignment, project or essay. A second offence, in any class, will result in a grade of zero for the task, a discipline letter and suspension. A third offense, in any class, will result in referral to the Teachers' Council.

### **Clarification on Alcohol and Drugs**

If a student brings alcohol onto the campus or comes to school or a school activity under the influence of alcohol, he or she will receive an external suspension and the parents will be informed. Repetition of this offense will lead to a recommendation for revision of the case by the Teachers Council. Abuse of chemicals and controlled substances (illegal drugs) is an extremely serious matter in Bolivia and can have legal consequences. The school is not in a position to protect the student involved in drug abuse, although it does attempt to prevent such problems by providing information in classes and in other forums. The school may facilitate the treatment of a student who wants help with an addiction and wishes to remain in school. Students possessing or bringing these substances onto the campus or appearing on campus under their influence will face suspension until the case is reviewed by the Teacher's Council. The supplying or sale of drugs will result in removal and the notification of the authorities.

## **STUDENT SERVICES**

**Bus Transportation**

The transportation system at SCCS is offered as an optional service. Three bus routes deliver students to school at 7:40 and return students to their homes at 3:30. There is no bus service for those students staying on campus for extracurricular activities.

The bus drivers are responsible for ensuring safe passage and addressing what he deems to be inappropriate behavior. All students are responsible for his or her own behavior. Students who do not behave properly are a safety hazard to all who ride the bus and may lose the privilege of school bus transportation for varying lengths of time, depending on the seriousness of the infraction. Students not receiving after-school help or not in an after-school activity should take the 3:30 bus.

**Health Service**

The school doctor is available for treatment of minor mishaps, accidents and consultations. A hall pass **MUST** be obtained from a teacher if the student is being referred to the doctor's office during class time. If the doctor is not present, the student must return to class or in case of emergency, report to the Secondary office. Questions regarding health care and insurance are best directed to Dra. Nancy Gonzales Telf: 353-0808 ext 126.

**School Visitors**

All visitors must sign in at the front gate where they will be given a Visitor ID. Visitors must always report first to the Secondary Office. Visitors may not interrupt or disturb classes. Student visitors are not allowed in classrooms between 8:00 a.m. and 3:10 p.m. without permission of Secondary Administration. Permission for student visitors must be requested from the Dean of Students at least 24 hours in advance.

**Standardized Tests**

All SCCS students are required to perform standardized tests at various times throughout the year. These tests, including the IOWA, PLAN, EXPLORE, PSAT, SCCS Writing Prompt (English and Spanish) and the ERB, assesses basic skills including reading comprehension, writing and mathematical ability. **Due to the importance of writing skills, all students that are considered below the established standard for each grade level will be required to participate in an online writing reinforcement process.**

**Telephones**

School office telephones are for business purposes. In emergency situations, students may be allowed to use an office telephone if granted permission. Routine calls home for forgotten homework and rides after school must be made from the pay telephone located at the main gate. The use of cellular phones on campus is restricted to break and lunch times. Use of cell phones anywhere else or at any other time will result in confiscation of the phone. Telephone cards may be bought from the business office.

**CAMPUS FACILITIES****Technology Department**

The technology department provides equipment and services for secondary school students. Each student, upon signing his or her Acceptable Use Policy (see Appendix B) will receive network and Edline login information. In addition, SCCS faculty post course information on the school's Edline website (<http://www.edline.net>). Each faculty member has their own expectations for student use of the Edline.

### **Computer Rights and Responsibilities**

As our instructional technology is a limited resource, SCCS believes that the sole use of that resource should be to further the educational goals of the school. The following guidelines are intended to help students understand appropriate use. Failure to respect these guidelines could result in immediate restriction or termination of access and/or other disciplinary action.

### **Privileges of SCCS network users**

- The right to privacy in your electronic communication and work. SCCS recognizes and respects the need for privacy when it comes to data stored on the network and sent through the school's email server. It should be noted, however, that the computers and all data in them are school property. Because the school acts as a "host" for your account, it has a responsibility to ensure the legality of all behavior conducted in its name. There are occasions when a member of the technology staff may need to access personal email or files for security or maintenance reasons.
- Equal access to network services. All members of the SCCS community have the right to equal access of the school's resources. Some uses, such as classroom work or homework, have priority over other uses, such as email or "web surfing". No single user should monopolize a computer or the network.

### **Responsibilities of SCCS network users**

- **Never share your password or account with anyone.** You have full responsibility for the use of your account and will be held responsible for any policy violations traced to your account.
- **Do not knowingly degrade the performance of the network.** For example, electronic chain letters and Internet chat rooms are prohibited for this reason. Downloading and/or storage of non-classroom material from home or the Internet is forbidden and will result in the loss of network access. Games are not allowed.
- **Honor all rules of copyright and personal property.** Ownership of text, music, software and other media must be respected. This prohibits the copying of software and, in particular, games to or from school computers.
- **Avoid the knowing or inadvertent spread of computer viruses.**
- **Use appropriate language and behavior.** Profanity or obscenity is not permitted at any time. As the computer labs are shared workspaces, be courteous and polite in the computer labs as well. "Hacking" or altering the operating system or programs on school computers is unacceptable and considered a very serious violation of school rules.
- **Impersonation, anonymity, and pseudonyms are not permitted.** As an educational network, we believe that individuals must take responsibility for their actions and words. Use of another's login, even if authorized by that person, is expressly forbidden.
- **Use of network for illegal or unethical activities is prohibited.** Such activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable destruction of computer files.
- **Respect school policies.** As SCCS considers computers an academic research tool, students may also lose computer privileges for failure to respect library checkout rules or other school policies.

- **Sensible use of natural resources.** Please avoid the unnecessary printing and throwing away of paper.
- **Responsible use of email.** Email accounts are to be accessed for school communication and work. Spam and other irresponsible use of the system are forbidden. Students with questions about acceptable use of email should contact a member of the technology department for further details.

### **SCCS Internet Privacy Policy**

SCCS is strongly committed to protecting the privacy of students and families. We feel it is important to provide a secure environment for students at school and to ensure that sensitive information is not made available to the outside world. At the same time, we recognize the power of the Internet to communicate information to the SCCS community as well as prospective families and teachers. In an effort to provide the best information possible, the school reserves the right to publish candid and random photographs of students and teachers throughout the school's web site. If you wish for pictures of your child to not be published on the SCCS website, please contact the Website administrator in the Technology Department.

### **Cafeteria**

A certified nutritionist who strives to present balanced and nutritious meals every day administers our cafeteria. Hot lunches are served; salad bar and soup-and sandwich alternatives are available. Parents must purchase weekly tickets for student use or children may bring their lunch from home. **ALL STUDENTS ARE REQUIRED TO EAT AT SCHOOL.** Students are expected to return their trays to the service area when finished eating and to leave the tables clean for those who follow. The cafeteria provides snacks during morning recess. Students are to eat the food served in the cafeteria, bring their lunchbox from home or have their lunch box delivered to the front gate where it can be picked up by them at a later time. Ordering of food to be delivered to campus for students is not permitted. Staff are required to notify the secondary office, a minimum 24 hours in advance, of their intention to bring food onto campus for any of their classes.

### **Library/Media Center**

The Library Media Center is equipped with literature, reference books, subscriptions to magazines, several computer work stations with access to Internet and access to "EBSCO". It is staffed by a professional librarian plus an assistant. The library is a place for students to secure resource and leisure reading materials and to do research. The library is open Monday to Thursday from 7:30 a.m. to 4:00 p.m. and Friday from 7:30 a.m. to 3:30 p.m.

The basic library rules are:

- All students must have a pass from a teacher to use the library during class periods.
- The Library is a FOOD FREE SPACE (no food, gum, candy water, soda etc.)
- Keep the noise level to a minimum.
- The Library Media Center has a photocopy machine and printer for student use, for a minimum fee. Copies of reference book pages are free. All other copying requires the use of a copy card. Copy cards can be purchased in the business office, which is open 8-12:15 and 1-4 (it may be a good idea to plan ahead and purchasing print cards before you need it at the last minute).

Failure to comply with library rules will result in immediate removal from the library. Subsequent offences will result in a suspension of library services.

### **SCCS Library Lending Policy for Students**

- Books from the regular collection and periodicals may be checked out for a period of 2 weeks. If you have overdue materials, you will not be able to check out additional materials until overdue materials are returned.
- Videos are maintained for curriculum support and may be checked out by teachers.
- Material may be renewed any time unless there has been a patron request.
- Patrons' with overdue material may not borrow additional material.
- Overdue notices will be sent to students once a quarter.
- All patrons will pay for lost or damaged material. Lost books are paid for at the dollar cost of purchase and importation. Lost or damaged books may be replaced with an exact copy (not photocopy) in good condition, in place of the "lost book fee".
- At the end of each semester, library material more than one month overdue or not returned will be considered lost. The replacement cost will be charged to the student. If a student owes outstanding library charges, no transcript, letter of recommendation or report card will be issued until the charges have been paid in the Business Office.
- If a "lost" item was paid for and is subsequently found and returned to the library in good condition, the patron's money will be refunded.

### **Lost and Found**

A place for valuable lost and found items is maintained in the Supply Office. If you find an item that does not belong to you, give it to a teacher or a secretary immediately. Clothes and sports equipment are turned into the P.E. Department. **DO NOT BRING VALUABLES TO SCHOOL!**

### **School Store**

School items such as pens, pencils, paper, school uniforms, physical education shirts and shorts, notebooks, folders, etc., may be purchased at the school store. See a senior mother for more information about ordering uniforms and purchasing school supplies.

### **Security and Emergency Drills**

Safety route maps are posted in each classroom. Emergency drills are required by law and are an important safety precaution. You must quietly evacuate the building under the supervision of your teacher. Students at lunch should exit the cafeteria and move to the athletic field, where they must report to their pre-assigned locations.

### **Sports Complex**

SCCS has an extensive sports complex, including a gymnasium, a covered court, a mat and weight room and two soccer fields. These facilities are used for physical education classes and inter-scholastic sports, and for certain SCCS community events. Students must have permission from the athletic department to use the coliseum outside of any regularly scheduled class.

### **Fund Raising for Class Projects and Community Service**

Activities to raise money for community service organizations and class projects must be approved two weeks in advance through the HS STUCO President, STUCO Advisor, and Secondary Principal. Students may not sell products for personal gain on school grounds at any time.

### **Regulations for Use of Facilities**

- The use of any item with wheels, except wheeled-backpacks, is not allowed on campus.
- Children under the age of 10 cannot be on campus after school hours or on non-school days without the company of a responsible adult.

- Children may use the playground and elementary playing facilities if under the direct supervision of an adult.
- During events occurring after school hours or non-school days, participants and spectators are expected to remain in or near the area where the event takes place.
- Animals are not allowed on campus.
- SCCS is a smoke-free campus.
- The use of campus facilities by a group or individual must be approved in advance by the Director or Sub-Directors.
- During school hours, Secondary School students may only go into Elementary School areas if an adult authorizes them to do so.

## **PHYSICAL EDUCATION REGULATIONS**

### **Uniforms**

Each student must dress in red shorts and a white t-shirt (Jaguar t-shirt), white socks and tennis shoes. Shirts and shorts can be purchased at the school store. A light sweater and/or sweatpants (but not coats which restrict movement) may be worn when the weather is cool. If a student is not dressed in proper gym clothes, they may participate in activities but will lose participation points for the day and / or may be required to make up the work after school or on Saturday.

### **P.E. Class Period and Tardiness**

Students must be in the gym when the class period begins. They have 5 minutes to dress at the beginning and 7-10 minutes at the end of the period. When reporting to class from an office or with a pass slip from another class, dress first, then report to your teacher.

### **Medical Excuse for P.E.**

Unless an excuse from a doctor states the need for complete rest, a student is to be dressed in his/her gym clothes every day. Medical excuses are based on a doctor's written recommendation, and should specify dates of the excuse. All notes should be specific as to what types of activity are prohibited so that modified activities, which may include written work, can be arranged to earn a P.E. grade. Students that have medical excuses to not participate in class will be required to perform alternative projects designed by the teacher.

### **Security for Personal Items**

Lockers are provided in a change area. Students are encouraged to bring a personal combination lock to secure their personal belongings during PE class time. **The school is not responsible for valuables brought to school. Do not bring large sums of money or other valuables to school.**

**APPENDIX A  
High School  
Full and Half**

<b>HS Regular Mon - Fri</b>	<b>HS Half Day</b>
<b>8:00 - 9:20 Block A or E</b>	<b>8:00- 8:45 Block A or E</b>
9:20 - 9:40 Break	<b>8:50 – 9:35 Block B or F</b>
<b>9:45 – 11:05 Block B or F</b>	9:35 – 9:50 Break
11:05-11:15 Passing Period (no cafeteria services)	<b>9:55 – 10:40 Block C or G</b>
<b>11:15 –12:35 Block C or G</b>	<b>10:45 – 11:30 Block D or H</b>
12:35 – 12:40 Passing Period (no cafeteria services)	
<b>12:40 – 13:10 Flex Block</b>	
13:10 – 13:45 Lunch	
<b>13:50 – 15:10 Block D or H</b>	*To be determined and announced prior to the half day.

**Schedules –  
Days**

**APPENDIX B**  
**Acceptable Use Policy**

Santa Cruz Cooperative School Technology Department

We are pleased to offer SCCS students access to the computer network and the Internet. Students are expected to exercise the same good behavior on the school computer networks as they do in the classroom or school walkways.

1. I will use the technology equipment (including Internet and e-mail) for educational purposes only.
2. I am aware of what is considered appropriate / inappropriate material to be accessed / not used when using any school computer.
3. I understand that the use of technology is a privilege, not a right, and the inappropriate use will result in the cancellation of those rights.
4. I will always log off my workstation after finishing.
5. I will keep my passwords private and respect other people's passwords.
6. I will open, delete, move, or modify only my own files.
7. I recognize and honor the intellectual property of others. I will comply with the legal restrictions regarding plagiarism and use proper citations for information.

Teacher:

I have discussed these rules with my student because he/she will use the technology equipment for individual or group work. I cannot be held responsible for my student's use of the equipment, but I agree to instruct my student on the acceptable use of the technology equipment.

Parent:

I have discussed these rules with my child and he/she agrees to follow them.

Student:

I understand the rules on the Acceptable Use of Technology Policy and promise to follow them. If I don't follow them, I know that I may have my computer privileges restricted or taken away. There is also the possibility of other disciplinary action. Please sign and return this portion of the paper to your child's advisor. Every student **must** have one on file.

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**Acceptable Use Policy**  
**Santa Cruz Cooperative School Technology Department**



**NOTES**

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