

Santa Cruz Cooperative School



Middle School Student / Parent Handbook 2008 - 2009

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

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2008-2009 SCHOOL YEAR CALENDAR DATES

August 2008						
S	M	T	W	Th	F	Sa
				31	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 2008						
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 5 Professional Half Day
 Sept 24 Santa Cruz Day
 Sept 25 & 26 Spring Break

October 2008						
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 8 End 1st Qtr. HS
 October 10 End 1st Qtr. ES / MS
 Oct 21-22 Parent/Teacher Conf.
 October 24 Professional Half Day
 October 31 Halloween

November 2008						
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 3 School Holiday
 Nov 27-28 Thanksgiving Holiday

December 2008						
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 11 End 2nd Qtr. HS
 Dec 12-17 1st Sem Final Exams
 December 17 End of 2nd Qtr. ES/MS
 December 18 Teacher Work Day
 December 19 Report Cards Issued

January 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

January 19 First Day of Classes

February 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

Feb 6 Professional Half Day
 Feb 23-24 Carnival Holiday

March 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				

March 11 End 3rd Qtr. Seniors
 March 13 Professional Half Day
 March 20 End 3rd Qtr. HS
 March 24 End Qtr. 3 ES/ MS
 March 31 Parent Conferences

April 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		

April 1 Parent Conferences
 April 6-10 Easter Vacation
 April 13-17 50th Anniversary Celebrations

May 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						

May 1 Labor Day Holiday
 May 11 End 4th Qtr. Seniors
 May 12-15 Senior Final Exams
 May 18-29 Senior Projects
 May 28 End 4th Qtr. HS
 May29-June3 2nd Sem Final Exams

June 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				

May29-June3 2nd Sem Final Exams
 June 3 End 4th Qtr. ES/MS
 June 4 Teacher Work Day
 June 5 Graduation Ceremony
 June 5 Report Cards Issued
 June 6-18 Summer School
 June 11 Corpus Christie

Key	
	Professional Half-Day
	Vacation / Holiday

August 1 to 5Teacher Pre-Service Days
August 6	..Bolivian Independence Day (Holiday)
August 7	..First day of 2008 – 2009 School Year
September 24Santa Cruz Day
September 25 to 26School Holiday
October 10End of First Quarter
November 3School Holiday
November 27 to 28Thanksgiving Holiday
December 17Last Day of Classes for Students
December 19Last Faculty Day
January 19Return to School for Students
February 23 to 24Carnaval Holiday
March 24 End of Third Quarter
April 6 to 10Semana Santa
April 17Founders Day
May 1Labor Day Holiday
May 31Senior Graduation
June 3Last Day of Classes for Students
June 4Teacher Work Day
June 5Last Faculty Day
June 6 – 18Summer School

MIDDLE SCHOOL STAFF

Professional Staff

Mrs. Katherine Anglarill	MS Art I, II, and III
Mr. Ricardo Adachi	Algebra 1
Mrs. Rebecca Battistoni	English 6, Social Studies 6 and English 7
Mr. Rolando Cabrera	Physical Education
Mr. Kirk Dahlberg	Social Studies 7 and 8
Mr. Heath Kondro	MS Tech I, II and III
Ms. Josie Hanneman	Librarian
Mr. Alvaro Ludueña	Physical Education
Mrs. Lotty Palacios	French I, II, III and IV
Mrs. Nancy Quiroz	Spanish 6, 7 and 8
Ms. Adria Rosendale	Science 7, 8 and Math 8
Ms. Misty Skidmore	English 8
Mr. Hudson Thurston	Math 6, 7 and Science 6
Mr. Edward Wolf	MS Band and MS Music
Mrs. Valerie Kyllmann	SSL 6, 7, 8 and Fund 7,8

Support Staff

Mrs. Carla Gorriti	Secondary Secretary
Mrs. Graciela Barba	Ministry of Education Liaison

MISSION STATEMENT

We are 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 be citizens and leaders for the 21st century.

SCCS EXPECTATIONS FOR STUDENT LEARNING

Communication -	The student will communicate proficiently and 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.

WELCOME LETTER

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 the Principal, by calling Carla Gorriti at 353-0808 ext 201. Please visit our website at: 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 con el sub. Director con una llamada a Carla Gorriti al 353-0808 extensión 201. Por favor visite nuestra página Web en: 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 apoderado:

(Por favor imprimir nombre)

Padre o apoderado Firma

Firma del Alumno

Firma del Alumno

Firma del Alumno

Fecha: _____

PROGRAM OF STUDY: AN OVERVIEW

*"I am a strong believer in luck and I find the harder I work the more I have of it."
Thomas Jefferson, 3rd President of the United States of America*

Middle School is a period of transition. To assist students in successfully crossing the bridge from childhood to young adulthood, the Middle School offers a wide range of exploratory and experiential opportunities - both social and academic. SCCS provides a range of inclusive activities that encourage student involvement in the life and conditions of the school, and at the same time foster personal responsibility. The Middle School is committed to the community at large, placing value on outreach opportunities to increase cultural awareness and promoting respect for all individuals. The program is designed to provide the best environment and opportunities for students to identify their own areas of success, to increase their competencies and to continue to define who they are, what they are capable of and what role they see themselves playing in a global society.

"Core" Courses

The program for all Middle School students includes "core" courses of English, Mathematics, Spanish, Science, Social Studies and Physical Education. Some students may also be in an SSL class if they are recent Spanish language learners.

"Exploratory" Courses

To enrich their program, students also take "exploratory" courses in Music, Band, Technology, French and Art.

The School Day

Classes begin promptly at 8:00 and any student who arrives at school after that time must sign-in at the Secondary School office before going to class. The last class of the day ends at 15:10. Students engaged in extra-curricular activities finish at different times depending on the activity. Those students who are not participating in activities nor seeking extra help from their teachers should be off campus by no later than 3:30 p.m.

During the school day, when transitioning between classes, students may be at their lockers, in the Middle School corridors or at the student center. Students should not be in classrooms unless a teacher is also in the room.

Each day students have four 80 minute periods of instruction and one 30 minute Flex period. The regular day also includes 35 minutes for lunch (and recess) as well as a 20 minute morning break and a 10 minute passing period. The day operates on a "two-day block" schedule. The scheduling of blocks of time gives ample opportunity for labs and extended projects to be a regular part of each student's experience. It also provides for a more unified and less hectic day for both students and faculty.

Flex Block

Flex Block, is designed to help our middle school community meet the ideals of our mission statement and guiding principals. Flex Time will help the above and is projected to foster student-adult relationships / student advocacy, provide an avenue for increased student involvement, promote an atmosphere of community, improve inter and intra personal skills, enhance student-student relationships and enhance school / community communication and provide another outlet to learn some new skills.

It is our strong belief that each Middle School Student should be well known by at least one adult in Middle School. While small classes ensure that all students have close contact with each of their teachers, it is during Flex Block that teachers and students are able to interact on a more personal level. When students enter Middle School, they are assigned to an advisory group. The advisors serve as the student's advocate, and guide through middle school, following a student's academic and social progress and helping the student to communicate with parents, teachers, and peers alike.

Each Flex Block group meets each day for 30 minutes. During Flex Block, a variety of activities – both individual and group – take place. Some days this is a time for helping students sharpen their academic and organizational skills. Other days, the activities and discussions will center on interpersonal relations and communication skills; or the advisory will focus on helping make a difference in the wider community, both in school and in the world around us. This is done via assemblies, working on community projects and engaging in activities.

The multi-faceted foci of Flex Block are:

- Building a sense of community, trust and teamwork within the advisory;
- Supporting students academically by addressing study and organization skills;
- Celebrating the interconnectedness of our academic program through engaging activities;
- Developing students' decision making skills;
- Discussing issues important to students in order to build strong character and outstanding citizenship;
- Providing opportunities for students and teachers to create more informal relationships through structured activities;
- Enhance communications skills and social emotional growth;
- Fostering a safe environment conducive to trying a new activity, community project etc;
- Creating opportunities for relationships between students within and across the grade levels;
- Creating a relationship between teachers and students and teaches and parents, so each child will have an advocate outside of the classroom who can serve as a liaison between teachers, counselors, and parents.

It will be the responsibility of the advisors to establish good channels of communication between the school and the student's family. For specific classroom issues, parents should contact classroom teachers directly. When a parent needs to communicate any concerns about a student's general progress or wonders who to turn to with issues or concerns in the middle school, the first stop should be with the advisor. Advisors will attend any meetings involving a specific student's academic or disciplinary problems.

Language Statement

SCCS is a dynamic environment. Language is one key component to fostering cultural understanding. Our learner objectives point to our duty to prepare students who "will communicate proficiently and fluently in English and Spanish." To this end, our language expectations are as follows:

- In class we speak the target language (English in an English-medium class, Spanish in Spanish class and French in French class).
- In our public spaces we recognize the social importance, educational value and comfort of people speaking their "mother tongue", thus in our hallways we may hear different languages.
- In our group interactions we focus on a language of inclusion.

Physical & Health Education Information

To be ready for movement, learning and fun students need to be ready to participate and wear proper clothing that is conducive to movement and safety.

- Proper Clothing: Students must wear appropriate clothes for class: White T-shirts, tennis shoes and socks, red shorts or sweat pants/warm-ups. Clothing can be purchased at the school store. A light sweater and or sweat pants may be worn when the weather is cool.
- Be Ready: 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. Please note that between each class there is a break time thus students have ample time to change, rest and be ready for their next class.
- Participate: Students can only be excused for not participating in class with a note from parents/guardian or medical personnel. The note should be brought to the teacher on the day the

student is unable to participate. Students unable to participate for more than three classes must provide a medical excuse based on a doctor's written recommendation and should specify dates of the excuse. The student can then be provided with modified activities or written work to earn a PE grade.

- Personal Belongings: Lockers are provided in the change area. Students are encouraged to bring a personal lock to secure their items during PE class time. The school is not responsible for valuable items such as jewelry, cell phones, money etc. Valuable items should be left at home or better yet locked up by your teacher in the PE office before the start of class.
- PE and Athletics: Any student who does not participate in PE class (excused or unexcused) may not participate in after school SCCS sponsored athletics the same day.

Counseling

Our Counselor, Mr. Michael Vande Loo is available to meet with students or parents during the school day. Students may drop into the counselor's office during the school day or may schedule an appointment for a specific meeting.

Parents are also invited to call the Secondary School office to schedule appointments with Mr. Vande Loo. Parents may wish to talk with teachers or a counselor about grades, adjustment problems, course requirements or other issues, and may make an appointment with the counselors or teachers by calling our secretary at 353-0808 ext. 201.

Class Without Walls (CWW) and Excursions

All students are involved in the CWW program, which takes place, each academic year. These overnight trips are designed as an extension of the Middle School curriculum and give students the opportunity to explore a variety of interests, engage in teambuilding, enhance cultural awareness, learn about themselves and each other as well as the wonderful country of Bolivia.

CWW trips are organized by grade level and students travel with faculty and staff supervisors and guides. This affords both faculty and students to interact in an environment outside of school. In this context, outside of the familiar patterns of school and home, new leadership skills and self-confidence become important lessons.

Students who do not participate in CWW are considered absent from school. Also, if a student does not travel during CWW their opportunity to travel with other school groups during that school year may be reviewed.

School-sponsored travel is also available through various groups and activities Band and Junior Varsity Sports.

Needless to say when students are traveling outside of the school they are still obliged to conduct themselves in a manner commensurate with the school's code of conduct.

After School Assistance

If a student has questions about or difficulties with a subject, after-school help with the teacher is available from 15:15 - 16:00, Monday to Thursday. It is best for students to arrange such meetings in advance because many teachers have other after school commitments with students and teachers due to after school activities and professional development meetings. Students who come for after school help stay with the teacher(s) and then go home, unless they have to stay for other school related activities. In after-school sessions, teachers can answer specific questions a student may have. The sessions are not designed to re-teach a class given that day. Loitering in the halls, computer labs, Jaguar Plaza or other public areas is not permitted.

After School Activities and Athletics

The Middle School Athletics program is part of the secondary school athletics program. The JV (Junior Varsity; this applies to Middle School students) practices are scheduled at the start of each semester, please see Athletic Director Mostert for more details. SCCS competes with other English

schools in the Santa Cruz area. Students from 6th to 8th grade are eligible for JV and from 6th to 12th grade for Varsity sports. Team Sports offered: 1st semester: Volleyball / Soccer; 2nd semester: Basketball/Track and Field

Students may also choose to engage in a wide variety of other activities including Middle School Drama Productions, Knowledge Bowl, National Junior Honor Society, Spelling Bee, Middle School Stucco, Concert Band and much more. Students are encouraged to get involved. These activities allow for many learning opportunities, afford students a chance to take risks in safe environment and learn about teamwork.

Most of the sports and some of the activities allow for a limited number of Middle School students to travel within and around Santa Cruz to compete or participate inter-scholastically. Since there are always more students who wish to participate than there are places available to travel, a number of criteria are used to decide which students may travel. However, since maximum participation is encouraged traveling groups are not named too early in order to ensure opportunities for as many people as possible. Skill and aptitude are two factors, which are used in the selection of a traveling group. Attitude and sportsmanship are very important considerations in the selection process.

Those students on the traveling list as well as any students designated as alternates must continue to participate in practices and rehearsals while maintaining an acceptable level of academic performance until traveling time. Also, all team members must continue to demonstrate good citizenship in all areas of their school life. The coaches/sponsors of an activity in consultation with the Principal and/or Athletic Director will make the ultimate decision concerning travel. If a team member's academic performance should deteriorate or should there be any significant disciplinary problems, permission to travel may be withdrawn by the Principal. Students who do not participate in the CWW or who demonstrate poor conduct during CWW may jeopardize their opportunity to travel with other school groups.

Eligibility for Activities and Athletics

All students who maintain appropriate academic and behavioral standing are eligible to participate in after school activities sponsored by SCCS.

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

Note: For Middle school students participating on Varsity teams: 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.

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 or quarter progress reports, 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, MS STUCO and NJHS.

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.

Homework

Homework supplements or extends a student's class work. Students are expected to complete assignments within the prescribed timelines. The amount and kind of work which is assigned for outside the class period varies according to the subject and to what projects or work is being done in class at any given point in the year. Due to individual differences in work style, learning styles and energy management different students will different amounts of time to complete homework.

Late Work

Assessments, assignments and exercises are to be handed in within the timeline established by the teacher. Late assessments, assignments and exercises can adversely affect academic achievement. Work will be deducted 20% for each day that it is late.

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 such recommendations must go through this channel, at which point the parents will be advised. It is recommended that parents wishing help in this area contact the counselor. All tutoring for pay must take place off campus.

Supplies

When admitted to the school each student receives a grade specific supply list. Students are issued textbooks for class use. Students are expected to take good care of all issued books, part of which means that the books are covered with a protective wrapping to help preserve the resource in good condition. Lost or damaged books must be paid for at the replacement rate cost. Students will be supplied a lock for their locker.

Sleep

Adolescents need about 8 to 10 hours of sleep per night and as they progress through puberty, teens actually need more sleep. Ideally, a teenager should try to go to bed at the same time every night and wake up at the same time every morning. Good rest is very important for learning, general well-being and your health.

ATTENDANCE

"Seventy percent of success in life is showing up." Woody Allen

Success in the academic program in the Middle School depends on regular and punctual attendance. Our educational philosophy places high value on the learning process during these formative years, and students need to be active participants in their classes to achieve the maximum benefits of a SCCS education.

We realize, however, that there are some times in which students cannot be in school. SCCS trusts that parents will remove their children from school only when they feel it absolutely necessary, and therefore all parent-approved absences are deemed "excused." In all cases (other than sudden illness) students are expected to get an "Absence Form" from the Secondary School office in advance of their absence and fill this out when they meet with their teachers to set a make-up schedule. If this process is followed, full credit will be given for all work that is made up in the time-frame agreed upon between student and teacher.

In the case of sudden absence due to illness, students must get the form and have it filled out the day they return to school. Again, when this process is followed, they will be given full credit for all work completed in the time frame agreed upon with their teachers.

Projects, papers and homework must be turned in directly to teachers as arranged, missed tests and quizzes must be made up during a pre-arranged time. Major tests/exams missed at the end of a semester will be made up in January and August, respectively.

The philosophy of the SCCS Middle School attendance policy is to encourage student ownership for their learning, and this ownership should be rewarded by giving of full credit for missed work that is made up in the agreed upon time. When students fail to meet their obligations, they will receive reduced credit for all work handed in late.

If a student is absent from school then that student will not be allowed to participate in after-school or evening school events on the day of the student's absence unless otherwise mutually arranged by school and home.

Extended Absences

When a family must take a student away from school for an extended period, prior notice equal to the anticipated time away must be given to the School office and the student's advisor and teachers. In most circumstances, effort will be made to provide students with work that might be accomplished outside of school. Lengthy absences (more than three days) should be reported to the Dean of Students, who will help the student work out a recuperation plan that is fair to the student and teachers. The school cannot take responsibility for diminished achievement resulting from a student's absence. Teachers and administrators are unanimous in recommending that, whenever possible, trips and home leave be planned to coincide with school holidays. The student is responsible for making up the missed work.

Note: Parents are reminded to arrange all travel plans well in advance. 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 considered unexcused (exception: family emergency). All academic work due during these types of absences will not receive credit.

Absence Form Details

- Students must get an Absence Form from the Secondary Office for all absences. This form must be signed by students, parents, and teachers. Once the work is completed, the form should be turned into the secondary office.
- Students who are absent during the school day may not participate in any after-school activities or other events held on the SCCS campus.
- In cases of extended illness or major injury resulting in prolonged absence from school, arrangements must be coordinated through the secondary office for work and class time missed.
- Skipping class will be handled as a disciplinary matter, and zero credit will be given for any work due during the missed class period.
- The Secondary School Office will monitor absences and tardies and will notify parents and students when absences and/or tardies reach an inappropriate level. Students will be expected to complete "make-up time" to make up for missed class time. Make-up time is allocated on a 2:1 ratio. Students missing more than 25% of total class time are at risk for failing the year.

Punctuality

Students are expected to be prepared and on time for classes. In the event of tardiness the following procedure is used.

- Parents are asked to call the Secondary School Office by 8:00 a.m. if their son/daughter will be tardy to school.
- Students who are tardy to school or must obtain a tardy pass from the Secondary School Secretary in order to enter class.
- Students who arrive after a class has begun must present a tardy pass from their previous teacher or the secretary.
- Students who have excessive (more than three) tardies to any class per quarter will be subject to disciplinary action, using the following guidelines:
 - Fourth Tardy = Parent/Student conference with Dean of Students

- Fifth to Ninth Tardy = decrease academic average 1% for each tardy
- Tenth Tardy = Internal Suspension.
- Eleventh Tardy = External Suspension.
- **Twelfth** Tardy = Principal's Discretion.

The following disciplinary consequences will be assigned for any student accumulating more than 10 total tardies per quarter in all classes:

- 11 th cumulative tardy; After school study time 2 hours
- 12 th cumulative tardy; after school study time 3 hours
- 13 th cumulative tardy; 1 day in-school suspension
- 14 th and beyond cumulative tardy ; out of school suspension

Early Departure or Different Departure

Students who will be departing early (or in some way other than their normal method of transport) must obtain departure gate pass from the Secondary School secretary in order to leave class or campus. Gate passes are issued only upon receipt of a written note from the parent, and can be verified via a phone call.

School Dismissal

After a student is dismissed from their last class, commitment, or after school activity, they need to quickly make their way home, leaving campus not later than 3:30 pm. In the event that a student needs to wait for a ride home they may work in a quiet place, ensuring the school is aware of their whereabouts. If their work is up to date, students may wait for their ride home in the Jaguar Plaza or Office whilst engaging in pleasant conversation, reading or playing stimulating games of strategy.

CONDUCT AND BEHAVIORAL EXPECTATIONS

"You cannot shake hands with a clenched fist." Indira Gandhi

We have all heard of the Golden Rule-and many people aspire to live by it: "Do unto others as you would have them do unto you." The Golden Rule implies the basic assumption that other people would like to be treated the way that **you** would like to be treated. A better alternative to the Golden Rule is the Platinum Rule: **"Treat others the way they want to be treated."** The Platinum Rule accommodates the feelings of others.

The "Platinum Rule" of treating others in a manner which they would like to be treated," is the guiding premise of our behavioral expectations. This concept is elaborated on in a variety of ways to help illustrate the expectation of mutual respect and consideration.

Students at SCCS are expected to conduct themselves, both on and off campus, in a manner, which reflects well on themselves, their families, their school, and their community. They should maintain standards of conduct that model the school's mission statement and beliefs. The Director and/or the Principals reserve the right to take appropriate disciplinary action in the case of violation of these standards.

The School expects parents to support its behavioral expectations and to direct any questions regarding an action taken by the school to the particular teacher involved or the Principal without delay.

Citizenship

The basic tenet of citizenship at SCCS is respect for self and others and their property. Any actions or attitudes that convey less than that will not be tolerated. Mutual respect and consideration, whether inside or outside of the classrooms, are the guidelines for all of our interactions with others. To help maintain and foster the above all students, teachers and parents are expected to model the following behaviors:

- Treat people with and property with dignity and respect
- Participate actively in the learning process

- Exhibit a positive attitude
- Act responsibly and honestly
- Arrive at school punctually and prepared to learn
- Use appropriate language

While citizenship does not appear as a subject, it is the foundation of our whole educational structure. Self-control, self-responsibility and consideration for others are the 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 transport and at school-related activities.

Character

Your character is defined by your total pattern of behavior. Your own actions determine your reputation and also help to determine how people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character.

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 in the school

Hazing, harassment, teasing, badgering, sexual harassment and relational aggression violate these principles. Students will be held responsible for their own actions with little or no consideration of the provocation. SCCS students are expected to exercise self-control. 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.

Discipline

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 a concern for the 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.

Conduct

There are a few specific expectations that will also help community life. Students should not:

- Disrupt classes with unacceptable behavior
- Be absent from class without permission of a teacher
- Leave school grounds without permission

Please Note: Violations of the standards of basic conduct that prevail in any civilized community can result in immediate suspension from school, specifically:

- Physical violence or bullying
- Relational Aggression
- Harassment
- Stealing
- Destruction of property
- Use of drugs and alcohol on campus

Below are some more specific details about the above rules (following the information listed below will no doubt create a positive experience for everyone), it is important to once again note that mutual respect and consideration are the keys to making our school a great place to be.

- **Attend all classes on time and come prepared to learn**
 - Please be in your assigned place when class begins.
 - Remember to bring your SCCS school agenda, materials and supplies.
 - Tardy students must have a late pass. (From the office if it's first period, or from previous teacher if during the school day).
 - For safety reasons, students may never leave school grounds without a parent/guardian signing you out in the office.

- **Respect the rights and property of others**
 - Please remember that school property is your property. Be respectful of the property of your peers as well.
 - Treat your lockers with tender, loving care – and only go in your own locker.
 - Tampering with computers/computer systems is vandalism.
 - Memorize your locker combination and your computer password; do not share it with others.

- **Respect yourself and others**
 - Follow instructions from all adults; cooperate with staff at all times.
 - Please help make SCCS a welcoming place by showing respect towards cleaning and kitchen staff, teachers, classmates and visitors.
 - Fighting and aggressive play can not be tolerated.
 - Please be reminded that words are very powerful; speak with your peers and teachers with respect.
 - Please remember we are all part of a team.

- **Leave distractions to learning at home and out of the classroom**
 - Candy and other snacks (including gum) should stay in appropriate areas.
 - Mp3 players, iPod's, Cameras or other audio and video equipment must be placed in your locker when you arrive at school and left there until you leave, or better yet not brought at all. **The school is not responsible for valuables brought to school. Do not bring large sums of money or other valuables to school.**

- **Control hands, feet and body**
 - The campus can get crowded at times, and the halls can get slippery in the rain. Please walk at all times.
 - If somebody else does something that bothers you, please don't be tempted to retaliate. There are better ways of making your feelings known.
 - Please keep displays of affection to a cheek-to-cheek greeting or handholding only.
 - Sports balls are for field and galpon use – never in the halls or classroom areas.

- **Dress appropriately for school**
 SCCS has a uniform policy.
 - **Males:** A white collared polo shirt, and blue pants or Bermuda shorts (denim or khaki) are the recommended SCCS uniform. A sweater or a Jaguar jacket may be worn on cooler days; however, students still must wear the collared SCCS shirt underneath.
 - **Females:** A white collared polo shirt, and blue pants or capris (denim or khaki) are the recommended SCCS uniform. A sweater or a Jaguar jacket may be worn on cooler days; however, students still must wear the collared SCCS shirt underneath. **Skirts and heeled shoes are not considered to be acceptable school wear.**
 - 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.** Students are to change from their PE uniform into their school

uniform at the beginning and end of their Physical Education classes. PE uniforms consist of a plain white t-shirt (with or without school emblem), red or blue shorts and appropriate athletic footwear.

- 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 (unexcused) and will take grades of 0 for all work missed during the block (this includes tests, quizzes, homework's, class work, projects and participation grades).
- **Maintain a safe and clean school environment**
 - Please help the cafeteria function smoothly by keeping food on your plate and trying not to yell while you are eating.
 - Clean your table and push in your chair.
 - The only place you are allowed to throw food is into the trash.
 - Recycle or dispose of trash in appropriate containers. Keep the disposal area clean.
 - Please keep in mind that SCCS is a smoke-free campus. Drugs and drug-related items are treated as serious offenses.
 - Place litter in trashcans. It is every student's obligation to help keep our campus clean and attractive, in respect to your colleagues and to the environment, inside and outside the classroom.
 - Weapons or items that are used as weapons (including laser-pens, matches, lighters or fireworks) are not tolerated on campus.

Disciplinary Procedures & Consequences

The school works to turn mistakes and lapses in good judgment into learning opportunities. Students who choose to violate school rules will be subject to consequences. The severity of the violation and the student's individual discipline record will be considered when assigning consequences. Please see Appendix A for more details. Alternative consequences deemed appropriate by the principal or counselor may be assigned.

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 counselor to assist the student in understanding his/her responsibility for a change in conduct. The teacher may assign (but not limited to) the following consequences for inappropriate behavior:

- | | |
|---------------------|--------------------------------------|
| ▪ Warning | ▪ Telephone call home |
| ▪ Time Out | ▪ Conference with Parent and Student |
| ▪ After-school time | ▪ Other appropriate action |

Individualized Behavior Plans and Behavior Contracts

If a change in behavior is not evident after classroom interventions or teacher assigned consequences and parent contacts, a referral will be made to the appropriate disciplinarian. Students who receive a referral will meet with the Dean of Students to discuss the infraction and receive an appropriate consequence. Parents will be notified. The Dean of Students will use a variety of methods in working with students in guiding their behavior. These may include:

- Individualized Behavior Plans (IBP): Students identify behaviors/actions that need to be changed and develop a plan to implement change.
- Classroom Behavior Contracts: Students who are having difficulty controlling classroom behavior may be placed on a daily behavior contract for one or more teachers. This contract is signed by the student, teacher and parent.

Violations of the Conduct and Behavioral Expectations

SCCS considers any of the following behaviors – committed on campus or on school trips – to be a major violation of the school's code of conduct:

- Insubordination (not following adult directives)
- Cutting classes
- Misbehavior in class on the grounds or buses, at school-related activities
- Failure to serve appointed time after school
- Harassment, verbal abuse, or threatening actions
- Forgery or use of forged notes or signatures
- Academic dishonesty
- Inappropriate horseplay or roughhousing
- Vandalism / willful destruction of property (including graffiti)
- Profane or obscene language, orally or in writing
- Repeated disruptions, tardies, or other violations of school rules
- Theft
- Fighting
- Severe misuse of technology or computers

Depending on the severity of the offense, students may be subject to the following consequences:

- Parental Conferences,
- In-school suspensions,
- Out-of-school suspensions,
- Any other consequences deemed appropriate by the school administration to protect the rights of other students and assist the student involved in growth and maturity,
- And, for the worst offenses, students may be referred to the Teachers Council. The Director and School Board must review all cases whereby the student's permanence at school is questioned.

In all cases above, the school will meet with the student and contact parents to outline the issues involved and indicate in writing the consequences.

Out of School Suspension

External suspension occurs when the student is not allowed on campus for the term of the 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 Council is the responsible body for determining the future of a student at school. The 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) Teachers Council will review and recommend action in cases dealing with student removal from the school.

Extenuating and Aggravating Circumstances

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

ACADEMIC INTEGRITY

“Honesty is the best policy. If I lose mine honor, I lose myself.” William Shakespeare

Integrity is frequently cited as a very important virtue. Its definition is not simple. It usually refers to quality of a person’s character. If describing something other than a person, integrity often means things like whole, pure and uncorrupted.

Assessment Situations

Students must not cheat by using either verbal or written information during a test which is not permitted by the teacher. Classroom rules on communication during tests (talking during tests) may be enforced as a matter of discipline and may constitute examples of cheating, subject to teacher judgment. Talk outside of classes by students taking the same test in different sections is not verifiable cheating, though the possession or use of “cheat sheets” is.

Academic Dishonesty

Academic dishonesty in simpler words, means cheating. Common examples of academic dishonesty include, but are not limited to, the following:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in an assignment; copying from another student; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one’s own work; submitting the same work in more than one course without prior permission from the school; not following the rules of an assessment
- Fabrication (making things up; lying): intentionally making up data, information, documents, research or forging signatures
- Plagiarism: intentionally representing another person’s ideas, “facts” or original work without giving proper credit (e.g. citations, footnotes, endnotes). Please refer to Writer’s, Inc. To avoid plagiarizing, be sure to do the following:
 - If you copy a quote, cite it
 - If you paraphrase, however loosely, you must use a citation
 - In general, if you borrow an idea from someone else, you must give that person credit

If a fact is common knowledge, then no citation is needed. Common knowledge is on the level of the fact that the Edmonton Oilers are the best Ice Hockey team, Oriente is the best soccer team or that Columbus sailed to the New World in 1492. If you have the slightest doubt whether or not to cite something, cite it. If you cite common knowledge, it is fine. If you fail to cite something you should, then you are plagiarizing.

- Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit engage in academic dishonesty

Consequences of Academic Dishonesty

Students involved in cheating will receive a zero on academic assignments or exercises in question. 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. Academic Honesty is one of the highest values of SCCS, and students caught engaging in academic dishonesty will be subject to consequences in line with the level of the offense, which in severe cases could include removal from the school.

HEALTH SERVICE

“He who has health has hope; and he who has hope has everything.” Arabic Proverb

The school’s doctor is on duty during school hours for consultation and periodic student health check-ups, and to treat any minor mishaps that may occur. During class time a student pass should be

secured from the teacher referring the student to the doctor's office. If the doctor is not present, the student, in case of an emergency, will report to the administrator's office. If it is not an emergency, the student will return to class.

Illness or Injuries at School

The school's doctor's office is equipped to provide immediate first aid and to treat minor injuries. In the event of illness or accident requiring further medical treatment, parents will be notified. The doctor will call the home, office and/or emergency telephone numbers listed on the student's file. Parents, or their appointed guardians, will be asked to collect their child at school and arrange for medical treatment.

In the event of a serious accident requiring immediate, life-saving measures, appropriate ambulance services will be summoned.

Medication

If a student needs to receive medication while at school please contact the doctor's office for details. No student is allowed to self-medicate and all medicines must be taken under the direction of the school medical staff.

Immunization

Students are expected to have followed a routine and customary schedule of immunizations throughout their early childhood and later years. It is the parent's responsibility to ensure that their child's immunization record is up-to-date and the school requires a copy of each student's vaccination record. On occasion when SEDES offers vaccination programs for school students, parents will be notified of the programs and asked whether or not they approve of their child's participation in the program.

Questions regarding health care and insurance are best directed to Dra. Nancy Gonzales Telf: 353-0808 ext 126.

WISE CHOICES & INFORMED DECISIONS

"The best way to predict your future is to create it." Peter Drucker

Strong Body – Strong Mind

The SCCS cafeteria is administered by a certified nutritionist. The school strives to present balanced and nutritious meals every day. Hot lunches are served; soup-and-sandwich and salad 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 strongly encouraged to eat healthy choices from our wonderful cafeteria and choose to eat healthy snacks. The adage an apple a day keeps the doctor away serves adolescent minds and bodies well. You are what you eat is not just a cliché. Students and adults alike are not recommended to eat junk food and consume carbonated soft drinks during the school day. The above, combined with enjoying the outdoors, engaging in mild exercise at breaks (in appropriate locations) is important with respect to the promotion of healthy living. 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 by Students is not permitted.

Drugs and Alcohol

Abuse of chemicals and illegal drugs is an extremely serious matter in Bolivia and can result in disastrous legal consequences. The school is not in a position to protect a student involved in drug abuse. The school may facilitate the treatment of a student who wants help with an addictive problem and wishes to remain in school. Students bringing these substances onto the campus or appearing on campus under their influence will face lengthy suspensions and probable expulsion. The school is under obligation, in certain circumstances, to report these incidents to the authorities. The supplying or sale of drugs will result in expulsion and the notification of the authorities.

We would like to share with you some reflections on the issue:

- It's a fact that drugs are a reality everywhere, and availability seems to be common at bars, clubs, parties, etc.
- It's also a reality that some of our students have enough extra pocket money to be able to buy drugs, and, more seriously, to be identified and attracted by dealers.
- We trust that our students know the hazards of abusing drugs and alcohol. We have always taken the position that it is not worth the risk to experiment. We emphasize that their lives and health are their most valuable treasures.
- Communication networks among parent groups are often effective.

We have learned that the relation of a student's trust in and respect for trusted adults makes a difference when they have to make the right choices or, after, if they have made a wrong choice, to trust us and count on us for understanding and support.

Students must be able to count on their parents, who are the adults they trust the most, to help us remind them about making the right choices. Dialogue on your part is crucial. The relationship between you and your son/daughter is so important in helping him/her deal with the challenges of not getting involved with drugs. Communication with your child is fundamental in addressing the concerns that drugs and alcohol present. Please share with your son/daughter any anecdotes about dangerous incidents of drug and alcohol abuse, and use them as an opening to deeper conversations. Helping your child develop tactics and refusal skills is critical to his/her well being. Remind them that the teachers, counselors and other school adults are prepared to listen and help. The school shall also continue to emphasize wise decision making, discuss concerns / issues at assemblies, take advantage of teachable moments and continue to instruct faculty and staff on how to help identify problems and offer assistance.

In addition we often offer separate substance abuse programs by drug education organizations for students and parents, to increase awareness about the issues of substance abuse.

REPORTING ACADEMIC PERFORMANCE

"Try not. Do or do not. There is no try." Yoda in The Empire Strikes Back

Report Cards and Interim Reports

Report cards are issued four times a year. At the end of each quarter, reports may be picked up at the secondary office by an authorized person. An absence/tardy report is also included in the report card. Progress (mid-quarter) reports are sent home with children and sent by email to parents if they need to be informed of special concerns that the faculty/school may have. Weekly updates between the progress and end of quarter reports are provided by using Edline. The Middle School uses number grades on report cards.

- 90-100% Range: A very thorough application of relevant skills, knowledge and concepts. Performance and work shows sound judgment, insight and analysis with independence, originality and flair.
 - Assessments scores indicate a high level of understanding of concepts and skills
 - Assignments are complete, well organized and show a high level of commitment
 - Learning goals are fully or consistently met and extended
- 80-89% Range: A thorough application of relevant skills, knowledge and concepts. Performance and work, on the whole, shows sound judgment, insight and analysis with some independence and originality.
 - Assessment scores indicate a good grasp of concepts and skills
 - Assignments are complete and organized
 - Learning goals are consistently met

- 70-79% Range: An adequate application of the main relevant skills, knowledge and concepts. Performance and work shows evidence of sound judgment, insight and analysis.
 - Assessment scores indicate satisfactory acquisition of concepts and skills
 - Assignments are generally complete, organization and quality may vary
 - Essential learning goals are being met
- 60-69% Range: A partly successful application of the main relevant skills, knowledge and concepts. Performance and work shows evidence of cursory understanding however there are clear difficulties in some areas and extra support may be needed.
 - Assessment scores indicate weak acquisition of concepts and skills
 - Assignments are generally complete, organization and quality varies widely
 - Essential learning goals are just being met at the minimal level
- Less than 60% Range: Limited understanding or application of basic skills, knowledge and concepts, even with extra support.
 - Assessment scores indicate a very weak grasp of concepts and skills
 - Assignments show poor quality and are barely complete
 - Essential learning goals are not being met at this time
- INC (Incomplete): Incomplete evidence of understanding and application of concepts and skills because student has not completed key assignments. *(This may be due to extenuating circumstances or not handing in assignments.)*

Incomplete Grades on a Report Card

A student will have two school weeks after the report card is sent home to reconcile an incomplete. (One day in the case of the fourth quarter.) If an incomplete is not reconciled within this time then a student would earn a zero for an unexcused missing work and the report card will be reissued with these final grades included. A valid medical certificate must document the illness.

Assessments

Assessments and the corresponding feedback are an integral and important part of learning. In many courses, major assessments include exams. Such assessments are to be written at a specific time. 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 assessment at the scheduled time. Requests for exceptions to the school's policy must be made in writing to the Middle School Principal well in advance of exams. Counselors will work with families to schedule the make-ups, either before travel, after travel, or in some cases both.

Individualized Study Plans (ISP)

Students who are struggling academically (as determined by quarter grades or classroom performance) may be placed on an Individualized Study Plan (ISP). An ISP asks that the student, the student's advisor, the student's parents and a member of the Student Services Team (SST -Principal, Counselor, or Dean of Students) all meet to develop the plan. The ISP involves identifying areas of concern both at school and home, creating an Action Plan that the student will follow-up on, and developing consequences for not following the plan. The school may require, through the ISP writing process that a student reduce the number of school-sponsored activities in order to focus on improving academic performance. In other cases, it may be recommended that students drop an elective course and enroll in a structured study hall to improve performance in the classroom.

An ISP will be routinely evaluated at SST and Grade Level meetings with follow-up usually overseen by the student's advisor. The length of time a student is on an ISP will be determined at the initial meeting but will be re-evaluated at each grading period.

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 may 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 withdrawn from the school.

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%

Students that have 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 Spirit Awards

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

COMMUNICATION

"The basic building block of good communications is the feeling that every human being is unique and of value." Author Unknown

SCCS makes every effort to include parents in discussions concerning school issues related to our greater community. Through clear and open communication by both parents and school staff we can ensure that all students have the best educational experience possible.

There are a number of ways in which the school will communicate with parents. These include, but are not restricted to:

- School Website and Edline: Our website is www.sccs.edu.bo . This site is our main portal to the community. Edline is a private website providing students and parents with current grade, class information and school information. Edline login information is available through the Technology Department.
- Email Correspondence: Parents should establish a reliable email connection and give the email address to the Secondary School office as early in the school year as possible.
- Agenda Books: At the beginning of the school year, each middle school student receives a school agenda. Students should keep their planners up-to-date. These agendas help students learn the benefits of organizational and planning skills. Parents should also look at the planners. Agendas need must be brought to each class daily.
- SCCS Newsletter: The newsletter is distributed physically and electronically on a bi-monthly basis.
- Open House / Back-to-School Night: Early in the school year parents are invited to an evening meeting to meet their child's teachers and to learn more about the program.

- Parent Meetings: Periodically, parents are invited to attend meetings with the Principal or other school members to receive updates on the program and to share questions and concerns.
- Conferences: Parent – Advisor Conferences take place in the spring and the autumn each year. Students are most welcome at the conferences as well. Conferences can also happen anytime of the year should a meeting be requested by either parents or teachers.
- Where to Take Concerns: Notes or emails that provide teachers with information about special events or difficulties in a student’s life are most helpful. Parents should never hesitate to contact the advisor with any information or concerns. Alternatively, parents may contact the Principal, Dean of Students or Counselor.
- Messages for Students & Outside Communications: If parents have messages for students, they should call the office and the message will be relayed through the office.
- Telephone Use & Cell Phones: Middle School students may not use cell phones to send or receive calls or messages during class time. Should the need to make a phone call become necessary, the phone in the Secondary School office is available for student use.
- Open Door: Please know the school community is welcome to come by the office or call if you wish to talk. Mr. Carson can be reached at tel: 353-0808 ext 116.
- Emergencies: A Mother’s Club telephone tree will be established for the school to alert families in the case of school closings due to emergencies. Parents should make sure that any changes in home address or home or business telephone numbers are reported to the school office as soon as possible.

FACILITIES POLICIES AND PROCEDURES

*“When every physical and mental **resource** is focused, one’s power to solve a problem multiplies tremendously.” Norman Vincent Peale*

Regulations for Use of Campus Facilities

- Children under the age of 10 may not 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 only if under the direct supervision of an adult.
- The use of any item with wheels is not allowed on campus.
- 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.
- Pets are not allowed.
- SCCS is a smoke-free facility.
- The use of campus facilities by a group or individual must be approved in advance by an appropriate school authority.
- During school hours, Middle School students may only go into Elementary School areas if they are directly supervised by an adult.
- Rules for the use of the coliseum are posted at the coliseum entrances.

Library/Media Center

The Library offers students a pleasant place to study as well as a wide selection of materials. The library is open on school days from 7:30 to 16:00 p.m. Mondays to Thursdays and 7:30 a.m. to 3:30 p.m. on Friday’s for the purpose of reading and research. A photocopy machine and printer are in the library for student use, for a minimum fee. Copy cards can be purchased in the business office, which is open 8:00 - 12:15 and 1:00 – 4:00pm (it may be a good idea to plan ahead and purchasing print cards before you need it at the last minute). The cards cost 3B’s and are good for 20 copies/prints. Copies of reference book pages are free.

The library is a FOOD FREE SPACE, including gum, candy and water. These can damage the computers, books and other library resources, as well as attract bugs and vermin.

SCCS Library Lending Policy

Up to 3 Books from the regular collection and back issues of periodicals may be checked out for a period of two weeks. Books from the reserve collection can be checked out overnight, while current magazines may be checked out for one week; please only take one magazine at a time. 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. If you have overdue materials, you will not be able to check out additional materials until overdue items are returned. Overdue notices will be sent to students via advisory groups on a quarterly basis. All patrons will pay for lost or damaged material. 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 will be considered lost. The replacement cost will be included in the next tuition mailing if not taken care of beforehand. 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.

Sports Complex

SCCS has an extensive sports complex, including a coliseum, a galpon, a mat and weight room and 2 soccer fields. These facilities are used for physical education classes and inter-scholastic sports, and for certain SCCS community events on week-ends.

Student Center

Food items can be bought at the Snack Bar, located beside the cafeteria. All students who use the Snack Area, Student Center, jatatatas and cafeteria are responsible for keeping it clean.

School Store

School items such as pens, pencils, paper, school uniforms, physical education shirt and shorts, notebooks, folders, etc., may be purchased at the school store. See Senior Mothers delegates at end / start of school year for purchasing details.

PERSONAL EFFECTS

Lockers

Middle School students are assigned lockers for use in storing books, coats, supplies, shoes etc, during the school day. Students are responsible for their own locker and are to treat in with respect and a keen eye for organization. Lockers are property of the school, and assignment to individuals does not indicate a transfer of ownership. As property of the school, lockers are subject to inspection at any time deemed appropriate by the school administration. Problems with lockers should be brought to the attention of the Secondary School Secretary. You should never open another student's locker. All student possessions should be kept inside a locked locker. Please do not leave bags and personal items lying in the hall. **Students in the Middle School will be lent a lock by the school.**

Valuables

All personal belongings and articles of clothing brought to school are the students' responsibility. It is unwise for students to bring considerable amounts of money or valuable equipment such as cameras, music devices, electronics or other personally valuable items to school. The School is unable to accept liability for lost articles.

Lost & Found

The Lost & Found area is located in the Supply Office. Parents and students may check this area for missing items. Sports and physical & health education items are often turned in to Lost & Found near the gym. Sometimes lost items are turned at the security offices. Any missing items not claimed after a reasonable period of time will be donated to a local orphanage or organizations in need of clothing and school supplies. Please be careful and accountable for your belongings.

COMPUTER ETHICS

“Those parts of the system that you can hit with a hammer are called hardware; those program instructions that you can only shout at are called software” Unknown

SCCS believes that the sole use of our technology resources should be to further the educational goals of the school. The school expects appropriate behavior in using our technological resources, just as we would in classroom settings. Examples of non-academic or irresponsible use of instructional technology could include: use of chat rooms on the Internet, posting obscene or threatening e-mail messages, installing software onto workstations or the network or using another’s login, even if authorized by that person. The use of e-mail is a privilege. You may not send or receive e-mails on class time, unless they are part of an assignment. After school you should do homework before you use computers for personal purposes. Students needing computers for schoolwork have priority over students wanting personal computer time. As computers are an academic research tool, students may lose computer privileges for failure to respect the Authorized User Policy. Each student, upon signing his or her Acceptable Use policy (see appendix B) will receive network and Edline login information.

SCCS recognizes and respects the need for privacy when it comes to data and email stored and sent through the network 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. While rare, there are times when technical staff may need to read personal email or files. So far, such occasions have been limited to physical or property threats. Students must comply with the terms of the computer use contract that each signs for the school year. Computer use policies may be found on SCCS’s homepage.

Internet Privacy

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.

SAFETY AND EMERGENCY DRILLS

Emergency drills at regular intervals 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 place on the field with their advisory group. Details of emergency procedures may be found in the classrooms, offices and other areas of the school.

SCHOOL VISITORS

All adult visitors must sign in at the front gate where they will be given a Visitor ID. Visitors are required to report to the Secondary office.

Permission to bring a student guest to the school must be sought in advance from the Principal. Depending on the circumstances, visiting students may be granted permission to attend school for a day. The host student should bring the guest to the Middle School office at the very start of the day. Any visiting student is expected to follow all the school rules and the host is responsible for the behavior of the guest. The interruption or disturbance of class by visitors to the school is not acceptable.

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 in the afternoon, leaving school at 15:30. Students staying on campus for extracurricular activities are not being provided bus transportation home at the end of their activity.

The bus drivers are screened and licensed and are responsible for the conduct of the students and rule enforcement, in addition to the safe navigation of the bus in the traffic. Students who do not behave properly are a safety hazard to all who ride the bus and can lose the privilege of school bus transportation for varying lengths of time, depending on the seriousness of the infraction. School rules apply to buses.

Students not receiving after-school help or not in an after-school activity should take the 15:30 bus.

CHECK OUT PROCEDURES

Any student leaving SCCS must be properly checked out prior to departure from school. The check-out process is initiated by written parent notification to the Admissions Office. No student will be officially checked out until all school obligations have been cleared. Request for official transcripts and school records will not be honored until a student has been officially cleared by the Business Office. Copies of unofficial transcripts may be available earlier.

Middle School Student / Parent Handbook Updated May 9 2008

APPENDIX A
Middle School Schedules – Full and Half Days

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

**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 homeroom teacher. Every student **must** have one on file.

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

Name of Student and Grade Level (**Please Print**)

Date

Student Signature

Parent Signature

