

# UPPER SCHOOL HANDBOOK FOR STUDENTS AND PARENTS 2011-2012

Dear Upper School Students and Parents:

On behalf of the faculty and administration of Colegio Menor San Francisco de Quito, we wish you success in reaching your goals this academic year, and we thank our parents for their support of Colegio Menor and for their vital collaboration in educating their children.

In a dynamic learning community of more than 1,400 students, it is important that the school have clearly defined policies and procedures. The Student-Parent Handbook serves as an important guide to these policies and procedures as well as to our academic programs and community expectations. We hope that when you have a question about how something is handled at Colegio Menor, this handbook will serve as your first point of reference.

Although it might be unrealistic for us to assume that you will familiarize yourselves with the complete handbook, we strongly encourage you to review the Colegio Menor Código de Convivencia and community expectations. The Código de Convivencia serves as the moral backbone for our institution, so it is vital that all community members understand and respect this important document. As always, we seek to provide a learning environment based on mutual respect, honesty and communication.

The Student-Parent Handbook is very detailed; however, please understand that no document can ever contemplate every situation that may occur in a school community. Guidelines are, at times, unable to prescribe the exact actions to be taken under every situation. For example, in processing a difficult discipline case, we must always consider:

- How can we help the student learn from his/her mistake?
- What effect did the student's actions have on the community?
- What is the student's academic and disciplinary record at Colegio Menor?

The school will always reserve the right to apply its policies with a degree of flexibility.

If you have any questions or comments about the contents of this handbook, please do not hesitate to contact Jack Jackson (jjackson@colegiomenor.edu.co), the upper school principal, Juan Carlos Casares (jcasares@colegiomenor.edu.ec), or Carmen Helena Araujo (caraujo@colegiomenor.edu.ec) the Upper School Deans of Students.

Thank you and have a wonderful school year!

Sincerely,

Upper School Administrative Team

*Please note that the policies in this handbook are subject to change.*



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### Founding Principles

Beauty, Goodness and Truth are the principles that inspired the foundation of Colegio Menor San Francisco de Quito in 1995.

### Mission

Our mission is to inspire students to be lifelong learners and to guide them, through a liberal arts education, to be creative, well-rounded individuals, and critical thinkers who are proud of their culture, advocates of freedom, and prepared to be successful and live harmoniously in a diverse world.

### Vision

Our vision is to be the premier educational provider in the region through sound institutional practices, active community involvement, and a commitment to continuous improvement.

## UPPER SCHOOL (US) ACADEMIC INFORMATION

### GRADING SCALE

A+	100-95	C+	79-77
A	94-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D	69-60
B	86-83	F	59.4 or less
B-	82-80		

### Progress Reports and Report Cards through POWERSCHOOL Parents Portal

Colegio Menor provides one physical, official report card per year at the end of the first semester. At the end of the school year printed report cards will be given only if required by parents. However, it is our interest to keep both the student and parents informed of the academic performance and progress in shorter periods of time. For this reason, we have opened the electronic portal on the school's website that can be accessed by using the personal access code provided by the Systems Office. Students' academic progress is updated continually and academic review of the progress in student's performance is made every six weeks.

### Grade Point Average and Weighted Grade Point Average

Student transcripts will reflect either a Grade Point Average (GPA) or a Weighted Grade Point Average (WGPA). All AP courses, with the exception of Spanish Language, are weighted with an additional 10%. Transcripts of students that have completed AP courses (other than Spanish Language) will report a WGPA.

### Grading Categories

	SEMESTER I S1	SEMESTER II S2
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<b>Semester Weight</b>	Class work P1 80%	Semester Exam E1 20%	Class work P2 80%	Final Exam E2 20%
<b>Year Weight Y0</b>	50%		50%	

### Summative Assessments 50%

- Should be graded only over /100 or /50
- Projects include, mid and end unit tests, any work involving research or presentation, *control de lectura* final, end of novel test
- Minimum of two per unit of study
- Each department will have its own policy on essays

### Formative Assessments 40%

- Should be graded over /10
- Includes graded homework, practice quizzes, lab reports, class work, work sheets, journals, *controles de lectura*, essay second drafts (self edits)
- Minimum four per unit of study

### Life Skills

#### Participation 5%

- Should follow Upper School Participation Rubric
- Assessed and applied to final grade three times per semester

Categories	Always 5	Almost always 4	Sometimes 3	Rarely 2	Never 1
Initiative	Always participates and intervenes in class in a positive manner. Student is self-motivated and constantly and regularly participates in English.	Almost always participates and intervenes in class. Student sometimes needs to be asked to participate in English.	Sometimes participates and intervenes in class in a positive manner. Student sometimes needs to be asked to participate in English.	Rarely wants to take part in the class and does not communicate in English. Interrupts or interferes in the learning of others.	Never takes part in the class and does not communicate in English. Interrupts or interferes in the learning of others.
Sharing of ideas	Always has relevant answers and connects the topic to questions that are asked.	Almost always has relevant answers and connects the topic to questions that are asked.	Sometimes has relevant answers and connects the topic to questions that are asked.	Rarely has relevant answers and does not usually connect the topic to questions that are asked.	Never has relevant answers and does not usually connect the topic to questions that are asked.
Respect	Always pays attention and listens quietly when a peer or the teacher is talking. Student respects turns and raises his/her hand before speaking.	Almost always pays attention and listens quietly when a peer or the teacher is talking. Student Usually respects turns and raises his/her hand before speaking.	Sometimes pays attention and listens quietly when a peer or the teacher is talking. Sometimes respects turns and raises his/her hand before speaking.	Rarely pays attention and listens quietly when a peer or the teacher is talking. Rarely respects turns.	Never pays attention and listens quietly when a peer or teacher is talking. Student does not respect turns and/or does not raise his/her hand before speaking.
Level of commitment	Always follows instructions, uses time wisely, takes class notes, and commits to the task at hand even when the answer or solution is not yet clear. Student always brings all necessary materials to class.	Almost always follows instructions, uses time wisely, takes class notes, and usually commits to the task at hand even when the answer or solution is not yet clear. Student usually brings all necessary materials to class.	Sometimes Almost always follows instructions, uses time wisely, takes class notes, and usually commits to the task at hand even when the answer or solution is not yet clear. Student sometimes brings all necessary materials to class.	Rarely follows instructions, does not use time wisely, does not take class notes, and rarely commits to the task at hand. Student rarely brings all necessary materials to class.	Never follows instructions, does not use time wisely, does not take class notes, and rarely commits to the task at hand. Student never brings all necessary materials to class.

### **Punctuality 5%**

- One point will be deducted for each tardy to a class
- After five tardy arrivals to class, a parent and meeting may be called to address the issue

### **Parent Conferences**

Parents are encouraged to meet with the teacher about any concerns at any point during the year with a previous appointment. Parents should think of teachers and Deans as the first points of contact with regard to issues concerning their students' progress or discipline issues. Parent conferences should be set up directly through the teacher, and if necessary, through the Upper School office. If after a teacher conference a parent has concerns, then a meeting with the Upper School principal may be appropriate.

### **Homework (HW):**

It is common practice for homework to be used as an opportunity to practice material explicitly taught in classroom learning activities. Homework is not to be used to introduce new information. Homework assignments are designed and differentiated to prepare students for classroom assessments. In other words, students should see homework practice as helpful to being better prepared for future classroom assessments rather than working towards an actual homework grade.

- Homework will be posted on the teacher's website.
- Students who are absent are required to complete homework as assigned on the webpage
- Late daily homework and other minor assignments receive a 0 (for excused absences refer to the Absence Policy)
- Major projects, papers, etc. will receive 20% off per day late (for excused absences refer to the Absence Policy)
- Projects and essays must have a minimum of 2 drafts or deadlines
- Homework over ½ page that is handed in should be typed
- Any homework that does not adhere to the following standards will automatically have 20% taken off:
  - Name, date, class, block, type/title of homework
  - Double space, font 12, no cover sheets to save paper!
  - Followed instructions
  - APA format when requested by a teacher
- Each subject (except AP classes) should send approximately the following amount of homework per week, including reading and writing activities:
  - 7-10th grade = 2-2 1/2 hours
  - 11-12th grade = 2 1/2 -3 hours

### **Make-up Work and Missed Exam Policy**

- Students who are within their limit of excused absences are responsible for making up work.
- Students who have surpassed their limit of excused absences lose their privilege to make up work.
- Students who miss up to two exams, justified or not, will have to make them up the following Friday at 3:00 pm. If a student misses the make-up test, it will result in a zero. Students will have the same amount of time to complete the exam as they would usually have in their regular class.

### **Extra Help Policy**

Teachers are available to give extra help to students one afternoon each week as assigned by the department. Students with difficulties or low performance in a particular class are encouraged to, and may be required to, attend extra help sessions. Mandatory extra help sessions are decided on

a case by case basis. Extra help sessions are only held for students that are experiencing difficulties with the material presented during regular classroom sessions. Extra help sessions are not designed for students who are not experiencing difficulties, for students that are absent from school, or to be held as test preparation sessions. The only exceptions to this policy are for students attending AP classes. Students attending extra help sessions are required to come in with specific questions for their teachers.

### **Extra Credit Policy**

Students may be able to earn extra credit in a particular class if they have completed all other assignments throughout the semester. **There will be no more than 5 extra credit points per semester**. Extra credit is prohibited during the last three weeks of the semester ends. Extra credit assignments are provided at the discretion of the teacher.

### **Semester and Final Examinations**

Semester exams are required for most classes and are given during an established exam period at the end of each semester. Students who do not have an exam on a particular day do not need to come to school. The only excuse for missing a semester or final exam is a written medical certificate.

### **Exam Exemption Policy**

Because test taking is an important skill that is developed through practice, we require all students to take first semester exams except seniors who may be exempted from 2 first semester exams if they meet the conditions. However, we want to recognize excellence and effort in our students by allowing them the privilege to exempt from any second semester exams in subjects where they have a minimum year-long average of 95. In a one semester course, the same exemption policy will apply.

When students meet the qualifications stated below, they will have earned the privilege to exempt from taking any second semester exam. In such cases, the students receive an “exam grade” equivalent to their pre-exam grade in the class for the second semester.

### **Qualifications for exemptions from final exams**

- Students must have a minimum year-long average of 95% one week before the start of exams.
- AP students are not allowed to exempt from first semester exams.
- Students can not have more than 5 excused absences.

### **Awards by Grade Level:**

The **Goodness, Beauty, and Truth (GBT)** and **Pursuit of Excellence (POE)** awards are given to students who have been nominated by the faculty and passed the selection process.

### **Goodness, Beauty and Truth**

The student represents the foundational principles of the school, Goodness in demonstrating empathy, self-sacrifice and creating a positive community environment; Beauty in creating actions that leave a durable impact on others and the community; Truth in upholding the core values of our school and being a role model of virtue and leadership for others. This award is designed for unique students who represent the following characteristics:

- Demonstrable academic excellence through constant superior academic performance.
- Leadership in grade level and perhaps throughout the school through involvement in multiple student life activities.
- Commitment to extracurricular activities positively impacting the school and greater community and generating a positive image for the institution.

### **Premio Pursuit of Excellence P.O.E.**

This student should demonstrate a spirit and commitment to achieve excellence. This award is designated for a hard worker who demonstrates the following attributes:

- Superior effort to achieve high educational standards.
- Outstanding commitment to better our community and a dedication to personal growth.
- Participation in activities both inside and outside of the school that contributes to personal and school improvement.

### **Awards by Subject Area:**

#### **Most Improved**

- This award is given to the student who has demonstrated great effort, commitment, and consistency to overcome his/her difficulties. One student is chosen by the faculty in each subject area.

#### **Academic Excellence**

- This award is given in each subject area to all students with a 95 or higher year-long average.

### **Academic Honors**

A student will not be considered for Honor Roll if they have had an academic-related Código de Convivencia violation or Disciplinary Warning during the semester. If the violation takes place in the final week of the semester, the exemption from consideration for academic honors will apply to the next semester.

- Academic Recognition**  
87-89 (B+ average)
- Honor Roll**  
Semester grade point average of 90-94 (A average)
- High Honor Roll**  
Semester grade point average of 95 (A+ average) and above

### **AP Award of Excellence:**

This award is given to each student that has taken at least 4 AP courses in their US career with a grade of 90 or above in each of those courses.

### **Graduation Honors**

To be able to graduate with Honors at Colegio Menor, the student must have studied for at least four years in our school. Valedictorian and Salutatorian awards are based on 9<sup>th</sup> -12<sup>th</sup> cumulative grades. The honors are determined as follows, according to the student's cumulative grade point average:

- Cum Laude 90-92
- Magna Cum Laude 93-94
- Summa Cum Laude 95-100

### **9<sup>th</sup> Jura a La Bandera Recognition**

Special positions of honor at this ceremony will be awarded based on the cumulative grades from 7<sup>th</sup> to 9<sup>th</sup> (including first semester of 9<sup>th</sup> grade). **Attendance at the Jura ceremony is mandatory for ninth grade students.**

### **12<sup>th</sup> Jura a La Bandera Recognition**

Special positions of honor at this ceremony will be awarded based on the cumulative grades from 10<sup>th</sup> to 12<sup>th</sup> (including only 10<sup>th</sup> and 11<sup>th</sup> grade GPA). **Attendance at the Jura ceremony is mandatory for twelfth grade students.**

## UPPER SCHOOL ACADEMIC INFORMATION AND CREDIT SYSTEM

### Promotion and Graduation Requirements

Colegio Menor uses a credit system based on student-teacher contact time per class. We provide **28 credits** from 9-12 grade , though in some cases students will graduate with a minimum **26 credits** as we consider their individual needs. Any course meeting at least 130 hours, which is a normal year long course, is worth **one credit**. Any course meeting less than the 130 hours will be assigned pro-rated credit.

<b>Required Credits by Subject Area Needed for Graduation</b>	
English	4.0
Spanish	4.0
Math	4.0
Science	4.0
Health	0.6
Social Studies	3.5
Art Appreciation	0.5
Music Appreciation	0.6
Computers	0.6
PE	1.2
Art or Music	1.0
<u>Electives</u>	<u>4.0</u>
<b>TOTAL</b>	<b>28</b>

### Required Courses

9 <sup>th</sup>		10 <sup>th</sup>		11 <sup>th</sup>		12 <sup>th</sup>		Required total credits
<b>Social Studies: Core Subject</b>								3.5
World History II	1	American/ Ecuadorian Studies	1	Economics and Political Science or <b>AP World History</b>	1	Philosophy (one semester)	0.5	
<b>Science: Core Subject</b>								4
Biology	1	Chemistry	1	Physics	1	Physics	1	
<b>Math: Core Subject</b>								4
Contemporary Math I	1	Contemporary Math II	1	Algebra or Pre-Calculus	1	Pre-Calc or Intro Calculus or AP Calculus	1	
<b>Spanish: Core Subject</b>								4
Literatura Oriental	1	Literatura Universal I	1	<b>AP Spanish</b> Language/ Literatura Universal II	1	Literatura Latinoamericana or <b>AP Spanish Literature</b>	1	
<b>English: Core Subject</b>								4
English I	1	English II	1	English III or AP Prep English	1	English IV or AP English Language	1	
<b>Physical Education (P.E.)</b>								1.2
PE	0.4	PE	0.4	PE	0.4			
<b>Other subject areas</b>								2.3
Computers	0.6	Health	0.6	Music Appreciation	0.6	20th Century Art (one semester)	0.5	
<b>Electives</b>								5
Elective class Art or Music	1	Elective class Art or Music	1	Elective class Art or Music	1	Elective class Art or Music	2	
<b>Total Possible Credits</b>	<b>7</b>		<b>14</b>		<b>21</b>		<b>28</b>	<b>28</b>

### Electives

All students are given the opportunity to explore different subject areas by choosing from a variety of elective courses throughout their US career. Students are not allowed to drop electives except in extraordinary circumstances. The final decision will be made by Upper School Principal.

### **AP Course Policies**

#### **Advanced Placement - AP Classes**

The Advanced Placement program, sponsored by the College Board, was developed to provide students who have demonstrated academic excellence in grades 9-11 with the opportunity to study a course at university level while still in Upper School. Students, who enroll in an AP course, or courses, take an exam approved by the College Board in the month of May. If the student passes the exam, college credits may be earned at most US universities, and in many other countries throughout the world. USFQ accepts AP credits for placement, but not for graduation credit.

Admission to the Advanced Placement Program will be based on:

- The satisfactory completion of prerequisite courses.
- An average of 89.5 in the subject area at the time of application, tracked in math, or teacher recommendation in art.

#### **K12 International Academy**

The K12 International Academy is a SACS accredited on-line program utilized by Colegio Menor for students to recover non-earned course credits due to low academic performance. In special cases students can also earn credits in this internet based study format when unable to attend classes for extended periods of time or to enroll in a course, authorized by school authorities, when that course is not offered by the school. The number of total credits earned through this program may not exceed 7 (seven) or one full year of studies and is not an option for senior year. Credit recovery and enrichment courses must be paid for separately. Regular semester courses due to a school approved leave are covered in standard tuition payments.

**All students that fail courses are required to recover their lost credits through the K12 Program.**

#### **Academic Promotion Policy & Supplementary Exams**

- Students who end the school year with a final year average of 59 F or less will fail the subject and lose the credit. The student must recuperate their lost credits through the K-12 International on-line courses.
- Students who end the school year with a final year grade of D will have to take a supplementary exam. The final year grade will be averaged with the supplementary exam, with the final grade carrying a weight of 80% and the supplementary exam carrying a weight of 20%.

If after taking the supplementary exam the student has:

- Not achieved a weighted average of 60 with the score from the supplementary exam, the student must recuperate their lost credits through the **K-12 International** on-line courses.
- A final year grade of F in three or more subjects, the student **fails the school year**. The end of the year junta and the school administration may recommend the student find another educational alternative.

#### **Academic Probation**

Any student's continuation in the Upper School is contingent on whether the student's needs may be met with our existing programs. A student earning D's or F's can be put on probation at anytime in the school year. Efforts will be made to provide appropriate support to the student on probation and the student will be expected to meet all specified conditions. All students on academic probation will automatically be referred to the Junta at the end of each semester. If the student

ends the year on academic probation with three or more F's, the junta the academic promotion policy will apply.

### **Academic Support Program**

The Academic Support Program is designed to provide guidance to teachers and students in instructional and organizational strategies to address low academic performance. We believe students are concerned about academic achievement and that the school should provide quality communication and recommendations to assist students in improving their academic performance. Intervention plans are designed to promote student motivation and independent learning and are based on classroom observations, teacher provided information and student interviews.

Students participate in the program for academic support due to low academic performance (two or more D's and /or one failing grade). Student performance will be monitored by the Academic Support Coordinator who will gather information, collect data, discuss case with teachers, carry out observations and design intervention strategies to address student learning needs. The intervention includes consideration of classroom instructional strategies, organizational issues, tutoring session needs and the possibility of an external evaluation. Parent meetings will be requested when necessary and constant communication with parents will occur through email.

If deemed necessary, students may be required to reduce non-academic commitments including participation in extracurricular activities in order to improve academic performance. Continued issues related to low academic performance may result in the assigning of an academic probation standing. In cases where the intervention is not successful the school may require that student to find an alternative learning setting.

### **Placement in the Program for Academic Support - PAS**

- Students who end the school year with two D's, a D and an F, or two F's, will start the new school year under observation by the Academic Support Coordinator. Every 6 weeks, the Academic Support Coordinator will review student grades to decide assignment to, continuation in, or removal from the program.
- Students and parents will be informed when the student is placed in the program.
- Students placed in the Program for Academic Support will attend mandatory extra help sessions.

## **UPPER SCHOOL POLICIES AND GENERAL RULES**

### **Student Behavior Expectations**

Colegio Menor is a community where respect, responsibility and honesty are valued. We believe that all members of the community should contribute in a productive manner and should help create the conditions where a positive learning environment can flourish. We are aware that mistakes are inevitable. Therefore, we believe that responsible individuals create opportunities to reflect upon and learn from their errors. The school is committed to providing the necessary resources to help students develop a better understanding of their behavior and how it impacts a community. We also understand that the process of changing one's behavior can often be frustrating and difficult and thus requires patience and consistent effort primarily on the part of the student, but also of parents, teachers and administrators. Finally, we expect all members of the Colegio Menor community, adults and students, to uphold **the founding principles of the school: goodness, beauty, and truth**, and to adhere to the Código de Convivencia, both inside and outside the school community.

New students are on academic and disciplinary probation during their first year at Colegio Menor.

New students with frequent behavioral problems will be automatically referred to the Upper School Team and may recommend to the Board withdrawal from Colegio Menor. Compliance with any conditions for admission will be reviewed at the first progress report

## **Community Service**

### **Philosophy**

The CMSFQ philosophy of community service is based on a belief that the well-being of our community is a shared responsibility. Our commitment to community service enables students to explore their humanity and become active and responsible global citizens. CMSFQ's community service program is designed to help students learn to be leaders, to empathize and to apply our school core values beyond the classroom.

At CMSFQ we are privileged to receive an excellent education; we find it is important that we who enjoy this privilege establish a long-term commitment to becoming participatory citizens through public service. It is our philosophy that we personally get involved in service both locally and regionally to foster relationships, empower individuals and help others to transform their communities. We appreciate the needs of others and we strive to provide a sustainable impact through service while making lasting connections through friendship, teamwork, and personal reflection.

In addition to serving others, a goal of the CMSFQ community service activities is to aid in the development of the student's attitudes, values, philosophy, and character as it relates to public service. Program activities are chosen to aid our students in making positive and conscientious contributions to society and the environment, and also in developing an intrinsic motivation towards serving others. We believe participation in community service will assist each student to attain a more satisfying, caring, and productive life.

### **Community Service Project Criteria**

The following is a checklist of required criteria for CMSFQ to officially adopt a community service project. The criteria are based on the six pillars from the Character Counts! program and were developed by the 2011 community service committee.

- Trustworthiness** → Does the project require a long-term, institutional commitment and trust in helping an external community achieve a greater level of sustainability and empowerment over the service project?
- Respect** → Does the project require our students to understand, interact and connect with and/or facilitate empathy for people outside of our school community?
- Responsibility** → Does the commitment to serve require students to take action and assume responsibility for completing projects? (Ex: Building a bridge instead of simply fundraising)
- Fairness** → Does the project provide an opportunity for Menor community members to enrich their understanding of and address social inequities?
- Caring** → Is there an opportunity for personal reflection and community involvement integrated into the project?
- Citizenship** → Does the project provide opportunities for leadership development and stimulate contributions from all Menor community members?

**All community service projects will be submitted to the Community Service Committee and must meet the criteria stated above.**

### **Off-Campus Activities**

All students will present a parent permission form which automatically allows them to go on all off-campus activities organized by the school, unless:

- Parents specifically request in writing their preference to give authorization for each individual activity
- The fieldtrip is denied because the:
  - student is in written warning or probation status
  - student has two Código de Convivencia violations within the same year
  - student is in the Program for Academic Support
  - an authority of the school does not recommend participation by this student

### **Positive Relationship Statement**

#### **PURPOSE**

Positive student relationships affect everyone in a school community. Students need to learn how their behavior affects others and they need guidance in developing healthy interpersonal relationships in order to become a positive member of the community.

#### **Core Habits & Values**

The Colegio Menor faculty and administration work to develop character integrity in all students. Character integrity is defined as having a consistent set of interlinked values that influence a person's response to each and every situation. We have identified the following six character traits as indispensable for members of the school community and our society:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

#### **CMSFQ COMMUNITY EXPECTATIONS**

At Colegio Menor we believe that every student should be able to learn in a supportive, caring and safe environment, therefore, the developments of positive student relationships are encouraged. Therefore, we promote the development of character traits and open communication to ensure that students receive regular feedback on their behavior and effort in establishing positive relationships. Our main goal is to support and encourage our students to reach their potential and to become persons of integrity who possess refined interpersonal skills.

#### **WHAT IS A POSITIVE RELATIONSHIP?**

*Some examples of actions to develop a relationship are (but not limited to):*

- Contributing to a community
- Demonstrating respect and trust
- Showing empathy
- Communicating with positive language
- Engaging in acts of kindness

#### **Código de Convivencia**

Colegio Menor is a community of many individuals who seek to develop universal values. These core values represent our aspirations for behavior. Above all, respect, forms the foundation for a peaceful and orderly environment where learning can flourish. We expect all members of the Colegio Menor community, adults

and students, to uphold **the founding principles of the school: goodness, beauty, and truth**, and to adhere to the Código de Convivencia, both inside and outside the school community.

We, as members of the Colegio Menor community, and based upon the six pillars of character, endeavor to:

- Promote a positive school climate based on **trustworthiness**.
- **Respect** ourselves, others, and the environment.
- Take **responsibility** for our own learning and for all that we say or do.
- Always interact with **fairness** toward others.
- Act with **caring**, tolerance, and generosity toward others.
- Strive to make the school community better by building upon the premises of good **citizenship**.

In upholding the Código de Convivencia, students will:

- Encourage classmates to abide by the behaviors set forth in the Código.
- Cooperate with school authorities during any investigation of a violation of the Código de Convivencia. (During the investigation of serious offenses, Colegio Menor reserves the right to search lockers, backpacks, and the personal effects of students)

### **Personal Behavior**

Students will:

- Dress in a clean, non-distracting, non-offensive way
- Use language appropriate for school setting
- Not make excessive noise or otherwise interfere with the learning of others
- Behave appropriately on buses, during assemblies, and in other school settings (refer to transportation policy)
- Show appropriate affection for a school setting
- Help maintain campus beauty by:
  - placing trash in appropriate receptacles
  - respecting campus grounds and plants
  - not writing graffiti on campus walls or property
  - keeping lockers clean and in good condition (lockers are subject to inspection)

Students **will not**:

- use sunglasses, hats, or caps inside classrooms or during assemblies
- eat food or candy, chew gum, or drink beverages (other than water) in the classrooms or at assemblies
- possess or use knives, laser pointers, lighters, matches, fireworks or other potentially harmful items on campus
- use sexually explicit, drug or alcohol-related symbols or propaganda on clothes or any personal items, including notebooks
- possess or consume “energy” drinks
- use rollerblades or skateboards

**Gross misconduct in or around the Colegio Menor campus, during school sponsored activities, or on school transportation is prohibited and may lead to expulsion. We expect our students to behave appropriately at all school functions, including school functions sponsored by other schools.** Gross Misconduct is a behavior that goes against our core values and community expectations; such as:

- Insubordination
- Fighting
- Vandalism
- Theft / Possession of Stolen Property
- Deliberate actions that cause negative student relationships or interactions

- Possession of pornography
- Materials that demonstrate and/or promote actions contrary to the school's core values and Código de Convivencia

**Other actions that are considered to be severe violations of the Código de Convivencia and that will lead to suspension are:**

- Academic Dishonesty
- Deception
- Possession of cigarettes

**Possession or evidence of use of the following items on the Colegio Menor campus, during school sponsored activities, or on school transportation is prohibited and may lead to expulsion:**

- Drugs, alcohol
- Weapons

**Major Infractions against the Código de Convivencia and will lead to recommendation for immediate expulsion:**

- Possession of firearms
- Selling drugs on campus

### **Definition of Terms Used in Código de Convivencia and Upper School Rules**

**Gross Misconduct** – The following are all examples of behaviors that threaten the well-being of the community or of individuals and are subject to disciplinary proceedings as outlined in this handbook. These behaviors go against our Core Values and Community Expectations.

- **Any intentional**, repetitive act which is hurtful or harmful to another member of the community. Some examples include: threats, intimidation, coercion, physical aggression, name calling, defamation, insults, exclusion, practical jokes and public humiliation. Any of these actions occurring over the internet or on cell phones are also considered to be offenses.
- **Insubordination**  
The refusal to follow a reasonable request by any faculty member, staff member or coach; or the making of rude, profane or obscene statements or gestures to a teacher, coach or staff member.
- **Fighting**  
A fight is a physical conflict between two or more individuals. All involved in fighting will be disciplined regardless of whether or not they initiated the fight, ended it, or were defending themselves. However, initiators will be dealt with more severely.
- **Vandalism**  
The willful destruction or defacement of property.
- **Theft / Possession of Stolen Property**  
The taking of property that does not belong to the student or withholding property that does not belong to the student.
- **Deception**  
Deception is defined as lying, forging documents and signatures, or any attempt to mislead others.
- **Academic Dishonesty**  
Examples are: cheating, dishonest conduct, and plagiarism. Below are some examples of each, but by no means is it a complete listing of all possibilities. In most cases, academic dishonesty will not lead toward expulsion, but can result in a failing grade in the class and a loss of credit.

1. Cheating:
  - Willful giving or taking of unauthorized information on exams, projects, class assignments, etc. intended to be individually completed
  - Bringing any unauthorized materials into a testing situation
2. Dishonest Conduct:
  - Turning in a paper or other academic product to more than one teacher or course without permission
  - Stealing or possession of a stolen exam or answer key
  - Changing official academic records
3. Plagiarism:
  - The presentation of material taken from another source as one's own work or the attempt, successful or not, to do so. These cases can be very difficult and at times the actual source cannot be found, but the teacher has previous work of a student that would indicate that some part or an entire work in question is not the work of the student. In these cases, a review will be done with at least 3 of the student's current and/or past teachers in order to arrive at a decision of whether it is a plagiarism or not:

"Most writers know that copying another's work word for word without giving the author credit is considered plagiarism. But they often assume that this practice is frowned on only when long passages are involved (i.e. whole pages or paragraphs). Consequently, they feel free to copy phrases and sentences without using quotation marks or acknowledgments. Actually, any uncredited use of another's information or ideas is plagiarism whether the wording is changed or not. Under the mistaken notion that uncredited paraphrasing is acceptable, students often reproduce sources almost exactly, changing only a word here or there. An honest paraphrase, however, is one in which the ideas of the source are stated in the writer's own words, it is still necessary to credit the source." (Taken from Handbook of Current English, 6th ed., Jim W. Corder, 1981).

The term plagiarism can apply not only to written words and ideas, but also to songs, works of art, computer programs and films. In other words, credit must be given for any aspect of a work that a student has not created. Please note that carelessness is not considered an excuse for plagiarism. Putting a name on a paper, poem, a painting, etc., is a pledge that, except where specified, it entirely represents one's own work.

Students will be provided access to **Turnitin.com**, a composition review website, to help them with developing correct citation methods and build stronger paraphrasing skills. Turnitin.com provides students with the opportunity to make content comparisons through millions of books and publications, billions of web pages, and over 150,000,000 student papers. There are three primary content databases that are used to check for student work, and student results are returned instantaneously. The primary goal of providing this tool to students is to assist the student in the process of developing the skills they need to produce original and authentic written works. When used consistently, schools will see a reduction in incidents of plagiarism, students will become better writers, and teachers will find greater intellectual authenticity, honesty, and precision in student's writing.

### **General Considerations for Infractions against the Código de Convivencia**

A student with any infraction against the Código de Convivencia will:

- Have his/her behavioral and academic record and other relevant information considered in determining consequences.
- Not be considered for Honor Roll if it is an academic-related violation during the same semester.
- If the violation takes place in the final week of the semester, it will apply to the next semester.
- Not be allowed to participate in off campus activities representing the school.

**Código de Convivencia violations will generally result in the following:**

- A student/parent conference.
- The loss of 2 C-points.
- Out of School Suspension (OSS).
- A letter regarding the incident is placed in the student's permanent file.

**1. First Code Offense**

- 1 to 3 days of Out of School Suspension
- Student leaders will be reviewed for possible resignation according to the Student Council Constitution

**2. Second Code Offense**

- Same type or same year:
  1. 3 to 5 days of Out of School Suspension (OSS)
  2. Student resignation from any leadership office
- Different type or in a different year:
  1. 1 to 3 days of Out of School Suspension (OSS)
  2. Student resignation from any leadership office

**3. Third Code Offense**

- Same type or same year:
  1. 5 to 10 days of Out of School Suspension (OSS)
  2. Student resignation from any leadership office
- Different type or in a different year:
  1. 3 to 5 days of Out of School Suspension (OSS)
  2. Student resignation from any leadership office

**4. Fourth Code Offense**

- Will immediately recommended expulsion

**Disciplinary Warning**

Some serious disciplinary incidents could merit a Disciplinary Warning, at the Dean's discretion. This warning is issued only once for a specific type of Código de Convivencia violation and the following steps will result:

- The teacher sends a written Report of Serious Incident to the Dean
- The student has a conference with Dean
- The student writes a reflection letter
- A loss of 2 C-points
- Parent notification by phone or email by the Dean's office
- Letter regarding the incident stays in the student's permanent file

**Suspension Policy**

- **There is no provision for In-School Suspension**
- Out of School Suspension (OSS) may be assigned by the Dean of Students for infractions against the Código de Convivencia and US Rules
- Some infractions may deserve immediate suspension at the discretion of the Upper School Team
- During OSS, exams are on the first Friday after the students returns, all other assignments are sent by email or courier to the Dean's Assistant
- The student is responsible for making up all school work that is missed. Work that is not submitted on the due date will not be accepted

### **Upper School Administrative Team**

This committee meets at the Principal's discretion to analyze infractions against the Código de Convivencia. Contingent to the severity/seriousness of the incident, this committee can modify or recommend the consequences that will apply.

### **Community Point System**

The Deans of Students play an integral part in guiding our students to uphold our Código de Convivencia and General Upper School Rules and Policies. All students are valued members of the Colegio Menor community. As such, they start the school year with 20 community points indicating full membership in our community. Occasionally a student will start at a lower status given his/her record from the previous year.

If a student respects the Código de Convivencia and General Upper School Rules and Policies, there should be no problem maintaining the full 20 C-point status. If a student behaves in a way which is inconsistent with the Código de Convivencia, General Rules and Policies, or with classroom rules, he/she may lose community points. Though the loss of many C-points will eventually put membership in our community at risk, students always have the ability to fully restore themselves in our community by following the recuperation process as explained below.

The Código de Convivencia and the General Rules and Policies are not a complete listing of all unacceptable behaviors; similarly, the list of sanctions shown below is not a complete listing of all possible consequences. There will be consequences for any and all actions which are found to be unacceptable whether mentioned or not. All members of the community are invited to share with us the spirit of these expectations.

There are three stages to the recuperation process: Verbal Warning, Written Warning, and Probation. A student is considered "in the system" once they have reached 16 points or lower:

#### **1. Verbal Warning – 16 community points and a 4 week period of observations and assessments of student behavior:**

When a student reaches 16 community points:

- Parents will be notified of the student's status change by the Dean's office. The Dean will meet with the student to:
  - Notify him/her of the status change to verbal warning
  - Fill out a verbal warning form and return to the Dean's office
  - Discuss causes, effects, and solutions to help the student improve his/her behavior.

#### **To fully restore membership in the community, students will:**

- Write a reflection letter
- Not lose more community points
- Maintain acceptable behavioral standards in classes to be reflected by a teacher report at the end of the prescribed recuperation period
- Have review meeting after 4 weeks with the Dean to analyze his/her situation
- Following the review, the student's parents will be notified of the removal or extension of his/her status.

#### **Second Time Verbal**

The second time a student reaches Verbal Warning in the same year; the student will follow the procedure described above.

#### **Third Time Verbal**

A student who drops to 16 C-points for the third time in the same year will automatically go into Written Warning and will follow the procedure described next.

**2. Written Warning – 12 community points and a 6 week period of observation and assessment of student behavior:**

When a student reaches 12 community points:

- Parents will be notified of the student's status change by the Dean's office
- The student will have a meeting with parents and the Dean of Students to review and discuss the lost C-points and the reflection letter previously written by the student when he/she entered verbal warning
- The student and parents will receive and sign a written warning letter
- They will not be allowed to participate in activities representing the school
  - Students, who have been denied participation in an activity, may request reconsideration by written petition to the Dean of Students. The petition must include parent and student signatures and should be submitted at least 3 days prior to the activity. Student will be notified after consideration of the petition.

**To fully restore membership in the community students will:**

- Complete requirements:
- Serve 1 to 3 days of Out of School Suspension (OSS)
- Not lose more community points
- Maintain acceptable behavioral standards in classes to be reflected by a teacher report at the end of the prescribed recuperation period
- Have review meeting after 6 weeks with the Dean to analyze his/her situation
- Following the review, the student's parents will be notified of the removal or extension of his/her status

**Second Time Written Warning**

The second time a student reaches Written Warning in the same year; the student will follow the procedure described above.

**Third Time Written Warning**

A student who drops to 12 C-points in the same year will automatically enter into Disciplinary Probation. They will follow the procedure described below. This student's case will be considered at the Junta.

**3. Disciplinary Probation – 8 community points and a 8 week period of observation and assessment of student behavior:**

If a student reaches 8 community points, his/her continued membership in the school community is in serious jeopardy. This eight-week probationary period is a time when the student must begin to clearly demonstrate a commitment to and a willingness to abide by the rules of the school. If the student's performance does not improve, he/she may be asked to leave Colegio Menor.

When the student reaches disciplinary probation status:

- Parents will be notified of the student's status change by the Dean's office
- The student will have a meeting with the parents and the Dean of Students to review and discuss the lost C-points and the reflection letter previously written by the student when they entered verbal warning
- The student and parents will receive and sign a Disciplinary Probation letter
- A Código de Convivencia violation or continued loss of community points during the student's probationary status may be analyzed the US Team and will warrant further action including extension disciplinary probation period

- They will not be allowed to participate in activities representing the school.
  - Students, who have been denied participation in an activity, may request reconsideration by written petition to the Dean of Students. The petition must include parent and student signatures and should be submitted at least 3 days prior to the activity. Student will be notified after consideration of the petition.

**To fully restore membership in the community students will:**

- Complete requirements:
- Serve 3 to 5 days of Out-of-School Suspension (OSS)
- Not lose more community points
- Maintain acceptable behavioral standards in classes to be reflected by a teacher report at the end of the prescribed recuperation period
- Have review meeting after 8 weeks with the Dean to analyze his/her situation
- Following the review, the student's parents will be notified of the removal or extension of his/her status

After four weeks on Disciplinary Probation, a preliminary review of the student's progress will be conducted by the Dean of Students. This will be an opportunity to encourage the student's efforts and discuss any continued disciplinary problems. The student will be eligible to recuperate some community points at this time, provided significant improvement has been demonstrated by the student.

A final review will be held at the end of the eight weeks. This final review will result in either the extension or removal of the Discipline Probation status. If the student completes all the requirements, membership in the community may be restored.

**Second time Probation**

**In US, any student reaching probationary status for a second time in the same year will be immediately referred to the Upper School Team.**

**If a student reaches 5 community points:**

- A parent conference will be called and both the student and parents will be notified that the case will be analyzed by the Board
- If a student continues to lose community points, **he/she will immediately be referred to the Board consider if registration for the following year should be denied or permanent expulsion from Colegio Menor should occur**

**Recuperation of C-points**

Throughout the year, students who are not in the Disciplinary System (17 or more community points) may earn back certain lost C-points if they meet the following conditions during a two week period:

- Sign up with the Dean's assistant to start the two week period
- Not lose any C-point
- Confirm the redemption with the Dean's assistant after completing the assigned period
- Seniors must have recuperated all community points by the specified date in order to participate in the Graduation Ceremony

The following losses of C-points are considered more serious and therefore will require more effort on the part of the student to recuperate. Students must complete the above requirements, but for a 4 week period:

- Código de Convivencia violations
- Disciplinary Warnings

- Disrespect or similar offense
- Other serious offenses (at Dean's discretion)

### **End of the Year Revision**

- Students will start the year with the same number of C-points they had at the end of the previous year.
- Students who enter the community points system after the deadline date assigned for recuperation will enter the new school year with same number of C-points they had at the end of the year.
- Students ending the year in the community point system will have to stay after exams to do community hours (8 hours) to be raised one step in the system.
- If the student fails to attend, he/she will start the year with the same number of c-points he/she finished the year.

Students ending their grade in Second Time Verbal Warning, Written Warning, Probation, or at Dean's discretion, will start the next year with a parent conference with the Dean of Students.

### **Use of Electronic Devices (Cellular Phone, Music, or Game)**

- Colegio Menor recommends that US students use electronic devices ONLY for academic purposes and upon teacher's request. However, the school will not take responsibility for damage or loss of the item
- Electronic devices may not be used in classes, meetings, assemblies, or fieldtrips for non-academic purposes and may only be used on such occasions with the ***explicit*** permission from a teacher
- Colegio Menor reserves the right to sanction a student who has inappropriate information in the form of pornography, photos, music, jokes, etc., stored on their electronic device. The sanction will be in accordance with our Código de Convivencia
- All cell phones must remain turned off and in a bag during classes
- Students who do not respect these policies are subject to the following consequences:
  - 1<sup>st</sup> time is a warning
  - 2<sup>nd</sup> time is a C-point and may result in temporary confiscation of the device
  - 3<sup>rd</sup> time is a C-point and may result in permanent loss of electronic device privileges

### **Attendance**

"Students who attend school regularly are more successful than those who do not. Regular attendance has been linked to higher achievement, stronger bonds to the school and community, lower rates of high risk behavior, and increased participation in higher education." The Principals' Partnership. Retrieved June 4, 2008 from <http://www.principalspartnership.com/feature204.html>

Students will:

- Punctually attend every assigned class and activity Monday through Friday from 8:00am – 2:45pm
- Arrive fully prepared
- Not be off campus without permission. **Leaving school without permission is considered a violation of the Código de Convivencia**
- Depart campus at 2:45 pm unless participating in school-related activities. **Students leaving at this time will not be allowed to return to the campus.**

We are very proud to have a number of students who participate in a variety of activities outside of school. The school recognizes the legitimacy of these activities, but we ask students and their parents to strive to minimize the number of classes missed.

### **Absences**

- Parents will receive a telephone call to confirm the absence of their child. It is important to note that a telephone call does not stand to justify an absence. All students must provide a written excuse to the Deans' assistant on the day they return to school.

- Students can accumulate of to 5 absences per semester; if a student accumulates more than five absences they will lose the privilege of exoneration from final exams and lose the opportunity for academic recognition.
- After five absences the student will not receive credit for work missed in their respective class.

Note: Absences that will not count as part of the above written policy are as follows:

- 1) Medical Absences:
  - a. Absences of less than 3 days: The Deans' assistant must receive a written excuse from a parent within 24 hours after the absence.
  - b. Absences of more than 3 days: The Dean must receive a medical certificate with 24 hours after the absence.
- 2) Absences to attend sport activities: It is necessary that parents send in advance an official letter or invitation (from the organization, sponsor, or province) that indicates their child will participate in a formal competition. Only with the official document, sent in advance, will suffice to justify the absence.
- 3) Absences to represent Colegio Menor in other activities: the Dean will receive the list of participants at least one week prior to the commencement of the event.
- 4) Absences because of legitimate documented activities that are in the nature of community service: An occasional absence of a student due to participation in an activity that is by its nature a community service, and which is documented by the organization, in which they served, will be considered a justified absence.
- 5) Absences for bereavement of immediate family members.
- 6) Absences related to visa renewals and college visits that require travel.

**NOTE:**

**Students who show a pattern of skipping classes not only miss important class experiences and concepts, but they also demonstrate lack of commitment as a learner, therefore, they may be at risk of repeating the class.**

**Students who show a pattern of skipping school activities demonstrate a lack of commitment to the spirit of school community. Parents will be informed and the student may be referred to the Dean.**

**Punctuality**

Punctuality to class is directly connected to academic success. It is the student's responsibility to attend and be punctual to all classes; however, parents are expected to also cooperate in this matter, especially when arriving on time to school. Students who arrive late interrupt the learning environment of their peers. They miss instruction and important information and cannot participate in class activities and discussions that will not be repeated. Colegio Menor emphasizes the importance of punctuality as a positive habit in life; therefore, tardies to classes are justified only in exceptional circumstances.

Students arriving repeatedly late to school will be referred to the Dean of Students office after receiving a 3rd tardy in the first hour of the day. This referral may result in a parent/student conference to resolve the issue.

From 8:00 am to 2:45 pm bells will ring to signal the start and end of each period. Additionally, bells will ring at 7:55 for getting ready and at 4:30 pm for the end of extra-curricular activities. There will always be times when the bells may not function for some technical reason; however students are ultimately responsible to be on time!

### **Late Arrivals/Early Dismissals**

Late arrivals and early dismissal will only be permitted with an excuse from their parents, a medical certificate, or an authorized sports competition certificate. Without justification the skip/tardy will be unexcused and students will not receive any credit for the work missed during the class or during the day.

- Students arriving late to school should go directly to class and give the Deans' Assistant written justification from their parent by the end of the following day of school or the tardy/skip will be considered unexcused.
- Students arriving less than 10 minutes late will be given a tardy by their teacher.
- Students arriving more than 10 minutes late to their first class will be given a skip by their teacher.
- Arriving late after the fourth block is considered a half day absence and is counted against the allowable absences.
- A late arrival tardy/skip will be changed to an excused tardy upon providing the dean's assistant with written justification from their parent by the end of the following day of school. Without written justification from a parent, the tardy/skip will be considered unexcused.
- After 3 late arrivals to school, the Dean will notify the parents and call for a parent meeting
- The Dean will have a meeting with the student

### **Tardy Policy for Individual Classes and Activities**

This policy is meant to help students be responsible for their own choices and be aware that those choices affect their academic status and the rest of the community. When students arrive to class up to 10 minutes late without a pass, it is considered a tardy. When students arrive more than 10 minutes after the start of the class without a pass, it is a skip.

#### **Tardies to Classes**

- Unexcused tardies are calculated per class
- 1 tardy = 1% academic deduction from the punctuality grade
- After 5 tardies (a 5% deduction in final grade) a process will be put into motion that may include conferencing with the parents, Deans and/or Academic Support Coordinator
- Parents of students with excessive tardies will be contacted by the dean
- A student can recuperate one tardy during each semester in each subject. Recuperation may only occur if it is the ONLY tardy during the entire semester
- Parents are strongly encouraged to check their child's attendance records through the Portal de Padres in PowerSchool

#### **Tardies to Activities (includes CT, Homeroom, All School Meeting, assemblies and activities)**

- Any activity tardy loses one C-point
- Students who have only lost one C-point because of tardiness to an Activity in the semester and have NOT lost any other C-points during the same time, may recuperate that C-point and remain eligible for the Always 20 award.

### **Individual Class Absence**

Parents cannot justify an individual class absence. Only an administrative justification is acceptable. If a student is present at school, but misses a class, he/she must have an administrative justification or this absence is considered a "class skip." The following will apply:

- Will not be allowed to make up work missed that day
- First class skip – deduction of 2% from the punctuality grade and deduction of one C-point
- Second class skip – deduction of 3% from the punctuality grade and deduction of two C-points
- Subsequent class skips – additional deductions of 2 C-points for each skip

### **Leave of Absences during the School Year**

Requesting a Leave of Absence is a very serious matter and must be approved by a principal and/or the General Director. Students must understand that it is their responsibility to communicate with teachers and to make up

all missed work. Teachers are under no obligation to provide special tutoring to students who miss school due to a Leave of Absence. Students will be held accountable to the consequence in accordance with the Absence Policy.

### **Leaving School Early at the End of the Semester**

Requesting to leave early at the end of a semester is a very serious matter and is highly discouraged. This should only be done for exceptional circumstances. Students and parents must follow the steps outlined below:

- Parents will notify the Principal of their child's early departure in writing at least two weeks prior to the anticipated departure date
- In the case of exams, a special schedule will be made that the student must follow

For second semester departures, students will take all final exams prior to their departure

- Early exams will include material for the entire year and students should prepare themselves accordingly
- Students must complete all work prior to their departure; no incompletes will be given. Incomplete assignments will receive a "0"
- Students need to complete a check out form with signatures certifying all books and materials have been returned and then give the form to the US Administrative Assistant
- Leaves of more than 10 days before the end of the semester will not be permitted.

### **Medical Leaves of Absences (More than 2 Weeks)**

Student must follow the procedures for a regular Leave of Absence. Student is responsible for making up all of the school work missed. Work not submitted on the date due will not be accepted. If the work cannot be made up due to the length of time missed, the student may petition to hand in work and take final exams in August instead of June. Potential retention students will not be considered. According to the Ministry of Education policy, if a student misses more than 25% of the school year, he/she must repeat the grade or course.

Students with medical excuses who cannot attend school several days per week or more may be put on a "floating program" and they will receive the following considerations:

- The student needs to be in the program one month at a time; after each month, the case will be reevaluated to determine if the student will continue with the floating program
- Parents will be required to sign an agreement letter. This will be coordinated with the Academic Support Coordinator and needs Principal
- Teachers should communicate with the student by e-mail. Each month they should send the units covered, the description of one major project/take home exam/essay, and rubrics for evaluation

### **Accidents/Illnesses**

1. Students going to the Nurse's office during classes must receive a pass from the teacher in order to go. On return to class, the student must return the pass to the teacher with the signature of the Nurse.
2. Students should normally not go to the Nurse during the last 5 minutes of class; they should go to the next class and request a pass from the next teacher. This applies as long as it is not an emergency.
3. If a student does not feel well or has an accident during school hours, they will be attended to by the School Nurse. The nurse will decide if the student may return to classes, be sent home, or if they need to be evaluated by a physician.
4. In the event the student needs emergency services, the Nurse will immediately notify the parents or authorized person and the student will be sent to the USFQ emergency clinic or Hospital de Los Valles, accompanied at all times by a member of the COLEGIO MENOR community until parents arrive.
5. It is of utmost importance that the medical file in the Nurse's office is kept up to date at all times on each student. This information should include data on allergies, medications, and any treatments the student is undergoing for health reasons. If a student is receiving a medication or treatment, the nurse can follow the medical prescription during school hours ensuring the student receives all necessary requirements. This information should also be shared with the Principal.

6. Students should NOT attend classes when they have an infectious/contagious illness. We ask that they recuperate at home until their physician gives permission to return to classes. In this case, students should return with an authorized Medical Certificate.
7. Students that arrive to school with the symptoms of a hang-over will be asked to leave the campus immediately. Excessive drinking is a grave issue, and arriving to school in a post-inebriated state will be dealt with seriously and without hesitation. Hangover symptoms typically include:
  - Fatigue
  - Thirst
  - Headaches and muscle aches
  - Nausea, vomiting or stomach pain
  - Poor or decreased sleep
  - Sensitivity to light and sound
  - Dizziness or a sense of the room spinning
  - Rapid heartbeat
  - Bloodshot eyes
  - Shakiness
  - Decreased ability to concentrate
  - Mood disturbances, such as depression, anxiety and irritability

**Special Notes:**

- Students, who have been denied participation in an activity, may request reconsideration by written petition to the Dean of Students or Academic Support Coordinator. The petition must include parent and student signatures and should be submitted at least 3 days prior to the activity. Student will be notified after consideration of the petition

**Requirements for participation in academic fieldtrips:**

During these trips, we expect our students to uphold the values of our community while representing Colegio Menor in the larger Ecuadorian community. We will hold the students to the following criteria as a demonstrated measure of their commitment to this expectation.

Parents will receive a written communication outlining the behavioral criteria that students must meet to be eligible for the trip. Students will be informed of the expectations during an assembly. The following are reasons for a student to lose his/her privilege to participate on the trip:

- An infraction against the Código de Convivencia in the categories of gross misconduct or any actions contrary to our school values.
- The loss of a pre-determined number of C-points in the categories of gross misconduct or any actions contrary to our school values. This number of C-points will be pre-determined based on the date of the academic trip.

Any student entering the year in verbal or written warning (or any worse case scenario), must complete the expected obligations to earn their way back to 20 community points before the assigned deadline, or they will forfeit their right to participate in the academic trip for that academic year.

The school will also provide a date, as is established with the contracted agency, upon which parents will recuperate 100% of any payment made to this date, minus any credit card penalties. After the date provided, any student who commits an infraction against the Código de Convivencia in the categories of: gross misconduct, drugs, weapons, pornography, or other materials that are contrary to the schools core values, will forfeit their right to participate in the academic trip for that academic year. Parents will be responsible for the penalties as are stated in the signed contract.

**When academic fieldtrips are optional, students who opt not to go must attend the regular schedule.**

**The school reserves the right to deny student participation of a student on a trip for health and/or safety reasons.**

### **Lost and Found**

Lost or misplaced articles will be stored by Security Staff. Students or parents may check with the Security office to reclaim articles.

### **Locker**

Students are assigned lockers at the beginning of school. They are responsible for the locker they are assigned. If any damage is done to their locker, they should report to the area administrative assistant. At the end of the year, they will be charged for any damages to the locker assigned.

## **ALL SCHOOL POLICIES**

### **Student Visitor Policy**

General Guidelines:

- Requests for students to visit Colegio Menor must be presented to the Deans in writing from the parent or guardian at least 24 hours in advance.
- Permission will not be granted during the week prior to semester exams or during exam week.

### **CMSFQ'S Media Center General Policy**

The CMSFQ Library and Media Center is designed to provide for the intellectual and academic needs of our student community by providing resources in print and digital formats to promote information literacy and to support the academic program. The Center also plays a crucial role in creating activities to promote the enjoyment of reading and to be critical and effective lifelong users of technology based information.

- Media Center is opened from 8h00 to 15h30 from Monday through Thursday and Fridays from 8h45 to 15h00.

Loan period and regulations (Not books or novels used in classrooms)

- A maximum of three items will be loaned to students from first to twelfth grade.
- Students are provided a two-week loan period and may renew items for an additional two weeks.
- Students with overdue items must return those items before borrowing additional books.
- Students who have lost an item must pay its replacement and the cost will be charged to the student's tuition. Parents will be advised beforehand.
- Reference material does not circulate.

Overdue Books/ Media Center fines

- The Media Center charges fines of \$0.10 per calendar day for overdue items until complete the total cost of replacement.
- Fines begin accruing two weeks after the due date of the books, if the student has not requested a renewal.
- Fines will be charged to students from 1st to 12<sup>th</sup> grade.
- Teachers are expected to notify their students about overdue books according to the printed list sent on a monthly basis by the Media Center.

### **Cafeteria Policy**

The school's cafeteria service is optional and is currently outsourced to Catering Services. It offers four different food stations with four different types of food: complete meals (soup, main course, juice and desert), salad bar, sandwich bar, and a snack bar with a variety of other products. The school does not sell soft drinks, corn chips, potato chips or candy bars.

All purchases at the cafeteria must be prepaid. Students purchase food items by presenting their student ID. In order for students to have a balance in their accounts, parents can make a direct deposit to the cafeteria's bank account. Any balance in the student's account may be reimbursed upon parent's request.

### **Transportation Policy**

- a. Colegio Menor offers door to door transportation service for regular school hours and after school activities. The cost for morning transportation is included in the tuition. For students who live outside of the perimeter or in areas that are not adequate for the bus units, the school will determine a pick-up location.
- b. You can sign-up for transportation service online during two periods: (1) from September to December and (2) from January to June. If you wish to contract the service for a shorter period, please stop by the Transportation Office.
- c. Transportation service is provided to students that are enrolled for after school activities or extra help and have paid for transportation services.
- d. The routes are set according to the area, number of students, unit capacity and road safety.
- e. For students in Early Childhood and Lower School, it is mandatory to have an authorized adult present when being picked up and dropped off. Only Upper School students (seventh to twelfth grade), upon a written authorization from an adult, may embark and disembark from the unit without adult supervision.
- f. For security purposes, all units have a transportation assistant in charge of monitoring discipline and safety during the trip.
- g. The average duration of the route within the perimeter is 1h15 minutes.
- h. Students who use this service should observe basic rules like: not standing up while the bus is moving, not to stick their head or any part of their body out of the window, yelling or fighting, or eating during the trip. Additionally, they have to comply with the school conduct code.
- i. Students are not allowed to get off the unit at a bus stop that hasn't been hired by their parents or allowed to use another bus.
- j. Any requirement for a bus change, temporary or permanent, or bus stop change, has to be reported to the Transportation Department. Bus assistants and bus drivers cannot follow instructions received directly from students or parents. Phone authorizations are not permitted.
- k. It is the user's responsibility to be on time for the morning and afternoon schedule, the driver is not authorized to wait.
- l. If the student misses the bus, it is the parent's responsibility to drop off or pick up the student.
- m. Invitations: No invitations are allowed to the bus.
- n. Colegio Menor is not responsible for any personal property left on the bus.
- o. The bus will not board any student who has not hired the transportation service for the route and schedule.
- p. Failure to comply with these rules may result on a temporary or permanent suspension of regular and after school transportation.

**2011-2012  
Contact Information  
Colegio Menor San Francisco de Quito  
Upper School**

		<u>Ext.</u>	<u>Email Address</u>
<b><u>Colegio Menor Personnel:</u></b>			
General Director	Andrew Sherman	117	<a href="mailto:asherman@colegiomenor.edu.ec">asherman@colegiomenor.edu.ec</a>
Assistant to General Director	Cristina Gonzalez	117	<a href="mailto:cgonzalez@colegiomenor.edu.ec">cgonzalez@colegiomenor.edu.ec</a>
Admissions Office	Alexandra Cordovez	104	<a href="mailto:acordovez@colegiomenor.edu.ec">acordovez@colegiomenor.edu.ec</a>
Transportation Office	Paulina Parra	232	<a href="mailto:pparra@colegiomenor.edu.ec">pparra@colegiomenor.edu.ec</a>
<b><u>US Personnel:</u></b>			
Upper School Principal	Jack Jackson	161	<a href="mailto:jjackson@colegiomenor.edu.ec">jjackson@colegiomenor.edu.ec</a>
Instructional Facilitator 7-9	Marcela Vayas	147	<a href="mailto:mavayas@colegiomenor.edu.ec">mavayas@colegiomenor.edu.ec</a>
Instructional Facilitator 10-12	Nicole George	170	<a href="mailto:ngeorge@colegiomenor.edu.ec">ngeorge@colegiomenor.edu.ec</a>
Dean of Students 7-9	Carmen Helena Araujo	212	<a href="mailto:caraujo@colegiomenor.edu.ec">caraujo@colegiomenor.edu.ec</a>
Dean of Students 10-12	Juan Carlos Casares	211	<a href="mailto:icasares@colegiomenor.edu.ec">icasares@colegiomenor.edu.ec</a>
Academic Support Coord.	Cristina Armijos	171	<a href="mailto:carmijos@colegiomenor.edu.ec">carmijos@colegiomenor.edu.ec</a>
Counselor	Pilar Morillo	210	<a href="mailto:pmorillo@colegiomenor.edu.ec">pmorillo@colegiomenor.edu.ec</a>
College Counselor	Tracy Gavilanes	155	<a href="mailto:tgavilanes@colegiomenor.edu.ec">tgavilanes@colegiomenor.edu.ec</a>
US Administrative Assistant	Ximena Mora	162	<a href="mailto:xmora@colegiomenor.edu.ec">xmora@colegiomenor.edu.ec</a>
Dean's Assistant	Adela Villavicencio	136	<a href="mailto:avillavicencio@colegiomenor.edu.ec">avillavicencio@colegiomenor.edu.ec</a>

**School Addresses and Telephone Numbers:**

Mailing Address:	Street Address:	Website:
Casilla 17-22-20104	Vía a Sta. Inés, Cumbayá	<a href="http://www.colegiomenor.edu.ec">www.colegiomenor.edu.ec</a>
Quito - Ecuador	Quito - Ecuador	
Campus Telephone	289-3391/2/3/4	
Campus FAX	289 -2565	

**School Hours:**

Regular School Day	08h00 – 14h45
Upper School Office	07h45 – 16h00
Extra-Curricular Activities	15h00 – 16h30
Library	07h45 – 16h00

**Address and e-mail changes**

Please inform the Upper School assistant in writing any time there is a change in address, telephone number or e-mail address.