

## **INTRODUCTION**

Colegio Decroly Americano welcomes you to the current school year! This Manual will help you feel part of this community, since it contains information about the procedures and norms that parents and students need to know, understand, and follow.

The School is a small society where individuals are nurtured with the capacity to follow norms and develop values that help them to live in harmony with others. This Manual describes the rules and regulations that make the school a better place for everyone.

There will always be aspects and situations that are not covered by the established regulations or for which there might not be an established rule. In these cases, the Directive Council will be in charge of analyzing the aspect or situation and establishing the necessary policies.

The regulations set out in this Manual are in effect in the school facilities, buses and during all activities which take place in and out of the school and which are authorized by the same.

According to need modifications or changes are made to this Manual during the school year, of which parents will be notified in writing through bulletins or circulars.

Upon signing the contract for educational services, the parents agree to support and comply with school regulations. Therefore, it is important to know the contents of this Manual. Parents are expected to talk to their child(ren) to help them understand and follow the rules and regulations governing school activities.

## **VISION STATEMENT**

To be a school with a U.S. curriculum that: maintains high academic standards; provides an education combining academic excellence with a strong sense of discipline and values while inspiring in students a lifelong love of learning; and fosters a democratic culture in which each member of the community can respond to the challenges of an ever changing and complex world.

## **MISSION STATEMENT**

Our mission is to provide students with a challenging academic program in English and Spanish while fostering the values of responsibility, independence, respect, creativity and critical thinking, thereby preparing them for a productive adulthood.

## PHILOSOPHY STATEMENT

Founded in 1993 by “Fomento Educativo” the COLEGIO DECROLY AMERICANO is a private, coeducational, bilingual (English –Spanish), and non-sectarian school. At CDA we are committed to offering a high standard of education, emphasizing academic excellence. We are dedicated to empowering each individual to be honest, truthful and respectful to oneself and others. We strive to foster personal and group responsibility and stimulate creativity. We promote teamwork in order to achieve common goals based on democratic values. This allows us to educate students to reach their full potential and prepare them to succeed in life and contribute to a culturally diverse society within a global context. Essential to carry a democratic philosophy is our non-discrimination policy.

### The Pillars of our Philosophy are:

#### RESPECT

Being honest with yourself and others; being friendly and polite, not bullying; listening to others when they are speaking; helping yourself and others to improve; sharing – not being selfish, showing consideration for others’ feelings; practicing self-respect, keeping in mind personal dignity; avoiding and challenging discrimination.

**Respect is demonstrating concern for the rights, values, beliefs and property of all people.**

#### RESPONSIBILITY

Following instructions and routines set by the school; sharing knowledge and experiences; thinking before acting; being prepared for tasks and events; working towards improving your school and community; being accountable for your decisions; assuming the positive and negative consequences, doing your own work; accomplishing your duties; finishing what you start; not blaming others for own mistakes; the ability to choose between what is right and wrong,

**A responsible person has the ability to choose between what is right and wrong, to accept the consequence of their own actions and to reliably complete their duties.**

## **TEAMWORK**

Sharing duties and responsibility in a group; supporting the ideas of others while offering your own; feeling a sense of belonging to the group; willingness to sacrifice for the group; helping each other; completing your own responsibilities; having confidence in other team members; being positive.

**It is a cooperative coordinated effort with a group of people in the interests of a common cause.**

## **CREATIVITY**

Using your imagination; working in meaningful activities or events; attempting new things; creating and using opportunities and resources; considering different perspectives for new ideas; taking risks.

**It is the ability to create meaningful new ideas, forms, methods and interpretations.**

## **HONESTY**

Being truthful in character with yourself and others; practicing sincere and effective communication; not cheating; understanding your beliefs; not forging signatures; recognizing your strengths and limitations; challenging prejudice and ignorance; practicing self-reflection; accurately representing yourself.

**Honesty is being truthful in character and behavior.**

## **DECROLY AMERICANO GENERAL OBJECTIVES**

Promote in students the desire to learn, making them aware that learning is a continuous process.

Help students to recognize their individual strengths and weaknesses and to establish worthwhile goals.

Provide opportunities for them to develop and apply creative and critical thinking skills.

Foster in them an understanding of democratic principles and a willingness to live by them.

Promote the value of teamwork, fostering the skills necessary to work in groups.

Provide opportunities for students to become fluent in both Spanish and English and to appreciate the historical and cultural traditions of each.

Develop the practice of good physical and mental health habits.

Help students to value themselves as individuals while appreciating the rights and dignity of others.

Promote individual honesty and truthfulness in thoughts and actions.

Encourage responsibility for oneself, possessions and others and foster the necessary skills.

Stimulate cultural and international awareness among students considering themselves part of a global community.

## **CURRICULUM**

Colegio Decroly Americano provides an outstanding English instruction in order for the students to acquire fluency in writing and reading in this language, the bilingual academic program fulfills the requirements of the Ministry of Education. In the Elementary grades, the English program includes Language, Math, Science and Social Studies. In the Secondary section, students are offered the High School program as well as the Bachillerato en Ciencias y Letras.

Our K – 12 curriculum is designed sequentially and modeled after U. S. private schools. It is focused on a standards-based education that fosters: intellectual, emotional and physical skills; positive social interaction; creative and critical thinking skills and aesthetic appreciation. The following traits are distinctive of our curriculum:

- Emphasis in teaching the English Language with 50% of the overall school curriculum taught in English.
- On-going professional development programs.
- Academic guidance and counseling program.
- Systematic and continuous evaluation criteria, to ensure students academic and personal achievement.
- Programs to assist the individual needs of students.

## **FOREIGN ASSOCIATIONS**

Colegio Decroly Americano is accredited by NEASC (New England Association of Schools & Colleges) additionally, is member of A.A.S.C.A. (Association of American Schools of Central America), Tri-Association (Association of American Schools of Central and South America and the Caribbean), the A.A.I.E. (Association for the Advancement in International Education) and NAESP (National Association of Elementary School Principals).

## **GOVERNANCE**

- The Board of Directors is responsible for the formulation of the institution's policies and the supervision of the school's operations through the General Director.
- The Directive Council is formed by the Section Principals, Business Manager, Assistant Principals and the Curriculum Director. They meet weekly and their function is to coordinate and make decisions as far as the daily operations of the school, according to the policies established by the Board of Directors.
- The Parent Support Group is formed by parents, some of their goals are: to support the institution's growth and development, raise funds for the benefit of the students and the school, to encourage student and parent participation in school activities that promote school pride.

## **FACULTY**

All academic staff has a higher education degree either from local or foreign universities, some from the United States, Canada and other countries. All academic staff participates in professional development workshops and conferences offered by the school and/or the above mentioned organizations.

## **I. THE STUDENT**

Student success depends on his/her positive attitude toward his/her studies, responsibility, and discipline both in and outside the school, such as on field trips, during sport competitions, and in any other function.

### **A. Discipline**

The School believes that respect, organization, and discipline are the basic elements in the school community. Therefore we try to develop them in each student so that they practice and use these elements in and out of the school. Each student is responsible for his/her own behavior and must understand the positive outcomes of good behavior and the consequences of inappropriate behavior.

Failure to follow the rules will result in disciplinary action decided by the section Principal and/or Coordination according to the seriousness of the matter.

Our students' behavior should be based on moral and ethical values accepted universally. If students are sent to Study Hall during a class period they will have to stay from 3:00 to 4:00 p.m. the next day to make up for the class work and instruction missed.

Students are expected to:

1. Always be respectful and considerate.
2. Follow the established routines in the classrooms and the confines of the School.
3. Participate with interest and dedication in all school activities.
4. Be on time not only to every class, but also in turning in homework, assignments, and any correspondence from home.
5. Help maintain an agreeable environment for everyone by keeping the school neat and orderly, showing respect and using acceptable vocabulary.
6. Promote a relationship of healthy companionship for everyone: physical contact inappropriate to the school environment is not permitted in the hallways, in classes, or during recess. Should parents believe that dating is correct, that is their decision, but in the school and on any school sponsored activity physical contact is not permitted.
7. Address each person by his/her correct name and not use nicknames which degrade a person's integrity.

### **B. Uniform and Personal Appearance**

1. Every student is expected to come to school in the correct uniform upon boarding the school bus and according to his/her daily schedule of activities. The uniform must be clean, worn properly, and in good condition. The School is not responsible for the loss of jewelry or other objects which are not a part of the uniform.

2. Male students are expected to maintain their hair in an appropriate style (traditional hair cut). Shaved-heads, partial or total dying and styles using excessive gel or ponytails are not permitted. Earrings, necklaces, bracelets, or heavy chains are not permitted. Necklaces with religious symbols that can be concealed under the shirt are allowed. Fake or permanent tattoos, body piercing, mustaches and beards, on male students are not permitted.
3. The use of baseball caps is permitted only during Physical Education class. These are not permitted on the bus or in the school facilities.
4. The hairstyle for female students must be discrete. Hair coloring, either partial or complete, streak dying, painted nails, make-up, tattoos, or body piercing is not permitted. Earrings, bracelets and chains must be discrete. Necklaces with religious symbols that can be concealed under the shirt are allowed.
5. All students should have a raincoat and be prepared for the rainy season.
6. Uniform described as follow:

	<b>Daily Uniform</b>	<b>Physical Education Uniform</b>
<b>Boys</b>	School jeans, black or brown belt with a simple buckle, school polo shirt, blue school jacket, black dress shoes or tennis shoes. (See numeral 7).	School sweat pants, shorts, T-shirt, jacket, short, white socks, and tennis shoes in a non-flashy color (see numeral 7). Baseball caps may be worn during Physical Education classes. Students may bring water bottles and it is recommended that they use sun block.
<b>Girls</b>	School jean-skirt at the height of the knees or School jeans. Black or brown belt, with a simple buckle, school sport shirt, school jacket, closed black or brown casual low-heeled shoes and sneakers. Sandals, boots and slip on shoes are not permitted.	School sweat pants, short, T-shirt, jacket short, white socks, and sneakers of a non-flashy color (see numeral 7). Caps may be worn during Physical Education classes. Students may bring water bottles and it is recommended that they use sun block.

7. Sneakers should be white, black, blue or gray or a combination of these colors in dark tones, with laces or Velcro. Laces of other colors are not allowed. No other color will be allowed even though partially present.
8. The daily uniform polo shirt as well as the Physical Education t-shirt must be tucked in the pants or skirt at all times. It is not allowed to wear the jeans or sweat-pants below the waist. Both Polo and P.E. shirts must reach at least 12 cm. below the navel, so that midriff and/or underwear never show.
9. Uniform complement: In E. L. C. and Elementary in order to safeguard uniforms students will wear a long shirt, robes or aprons during Science, Art, Skills for Life and co-curricular.

**C. Failure to follow the Uniform Rules will have the Following Consequences:**

1. The school will send a report to parents which must be signed and returned the next day.
2. The student who does not come in the correct daily uniform after the first report will have to work in Study Hall and will not be allowed in the classroom.
3. If he/she continues to break the uniform rules, the student will be sanctioned by the corresponding Principal.
4. If a student does not bring the correct and complete Physical Education uniform the day of the class, he/she will not attend that class. He/She will have to write an essay to get credit for the missed class. A report will be sent home by the teacher.
5. Students who are caught writing on the school uniform will have the items confiscated. New clothing will be given, the cost of which will be charged to their account.

**D. Belongings**

1. Every student is expected to have all the necessary textbooks and materials for each class.
2. No one is allowed to bring the materials that the student leaves behind at home or in the car.
3. The student is responsible for the care and safeguarding of his/her books, materials and supplies, including the assigned locker. The school is not responsible for anything lost in the school.
4. Food brought to school and kept in the locker must be stored in sealed containers. Should food or liquid spill in the locker, the student is responsible for cleaning up the mess and for any books or materials that might be damaged.
5. All textbooks, supplies, lunch boxes, book bags, and uniforms must be marked and identified with the student's name, grade, and section.
6. The use of laptops, USB memories and cd's within the school is allowed for educational purposes only and is done under the student's responsibility.
7. Buying and selling anything within the school by students is strictly prohibited. The sale of materials, uniforms, and food are under the direct control of designated departments in the school.
8. The following items are not permitted in the school:
  - a. Any article of clothing which is not a part of the school uniform.
  - b. Objects considered dangerous—glass, rubber bands, and blow guns, sharp instruments, carpentry tools, or any type of weapon (guns, knives).

- c. Cell phones, MP 3 players, radios, tape recorders, video games, beepers, cameras, video cameras, pornographic material, jewelry, athletic balls, stuffed animals, cassettes, CD's, or any other item that is not considered appropriate for the school community.
  - d. Any medicines or vitamins to be taken during the school day must be given to the school nurse and kept at the nurse's station. Parents are expected to send the required doctor's instructions for these medicines or vitamins. Students who are caught with drugs, poisons, alcoholic beverages, or tobacco will be subject to punishment.
  - e. Any amount of money larger than Q 50.00.
9. Any student under the influence of any drug or substance, either chemical or natural during any school activity in or outside of the school will be presented before the "Ministerio Público" immediately to have his/her case submitted to the correspondent judge "Chapter 5, Article 195, Section 1, Childhood and Adolescent Integral Protection Law, Decree No. 27-2003".
  10. Chewing gum is not allowed in school in order to keep the furniture, equipment, buses, fields, floors and windows clean. Furniture or areas damaged by gum will have to be replaced or cleaned by the person responsible. This rule applies to both adults and children.
  11. Any student who brings an unauthorized object will be subject to disciplinary measures from the respective Principal. Unauthorized objects will be taken away, marked, kept in the office, and returned on the last day of the school year.
  12. If for any reason a student needs to bring an item which is not permitted, he/she must make a written request to the respective Coordination and wait for a response.
  13. Any clothing, textbooks, materials, supplies, school bags, or lunch boxes found in the classrooms, hallways, recess areas, or on the bus at the end of each school day will be sent to Lost and Found.
    - a. Students will need to go to Lost and Found during recess time to look for any lost object.
    - b. A fine of Q10.00 will be charged for each book recovered from Lost and Found.
    - c. Students will have to pay a Q 1.00 fee for each item other than books recovered from Lost and Found.
    - d. Only items identified with name, grade, and section will be given back to their owner.
  14. All unidentified and unclaimed items will be donated to charity.
  15. School bags with wheels and extra-large lunchboxes are prohibited for safety reasons and space constraints.
  16. Students are expected to keep their book bags and lunch boxes in the designated area in each classroom and in a clean and orderly fashion.

17. Middle and High School students are expected to use their lockers in a neat and orderly fashion. No stickers or drawings of any kind are allowed on or in the lockers. Each student must have a combination lock and students are not permitted to share lockers or know the combinations of other student's lockers.
18. The school is not responsible for any items lost or stolen from any locker that does not have a working lock or that have been left in the classroom.
19. Any student who does not keep his/her locker closed with a lock will have all of the items taken out, given to "Lost and Found", and will lose the use of the locker for one grading period.
20. If, for any reason, a student cannot open his/her locker and the lock has to be broken, the student will be charged for that service and will need to bring a new lock the next day in order to get his/her locker back.

## **E. Care of Textbooks and Materials**

1. At the beginning of each school year, the students receive books and materials on loan or for permanent use. The school replenishes the students with materials according to program needs. Students must be aware of the following regarding loaned books:
  - a. Each student is responsible for the care of his/her textbooks. The student may not write, draw, color or otherwise damage them. Each book must be covered in plastic and identified with the student's complete name, grade and section on the front cover on the plastic.
  - b. In Elementary the books may be taken home as scheduled by the teacher and must be returned on the due date. Failure to do so will result in loan restrictions.
  - c. Each student should write down the book code when issued one, and check periodically that he/she is using the book assigned to him/her. It is not allowed for a student to use a textbook assigned to someone else.
  - d. Students must not leave their belongings lying around. The school is not responsible for lost backpacks, lunch boxes, etc.

## **F. Payments**

1. All payments sent with the student must be by check in a sealed envelope, clearly labeled with the student's information. The student should turn the envelope in to his/her homeroom teacher first thing in the morning. This is done under parents' responsibility. Cash is not allowed for safety reasons. The school is not responsible for the loss of this cash.
2. Payments done for school supplies and teaching materials are used for
  - a. School supplies and other materials given to students
  - b. Replacement of teaching materials.

- c. Repair and maintenance of sports equipment, laboratory and others.
  - d. Textbooks.
  - e. Library books.
  - f. Photocopies, worksheets, newsletters and other publications.
  - g. Psychometric materials.
  - h. Laboratory materials and equipment.
3. The fee for supplies or materials does not include expenses for field trips. Special programs, cultural fairs, certifications, or any other fees will be charged separately, as will the cost of damage to textbooks unless it is due to normal wear and tear.
  4. Students who wish to buy school supplies in the bookstore need to do so during their recess time.
  5. Any student who loses or damages a loaned textbook will have to pay to replace it.

## **G. Conduct / Academic Probation**

Conduct Probation and/or Academic Probation are a warning for students. The student must leave Probation as soon as possible and not be placed on it again; if so the case will be brought up to the Directive Council.

If a student is in one of these programs for more than one grading period in an academic year this will hinder his/her academic progress. It could also affect his/her re-enrollment for the upcoming school year and/or letters of recommendation to other schools or universities. Conduct Probation is a disciplinary process that is used when the behavior and conduct of the student does not respond to the warnings according to the guidelines given in this Manual.

1. The student is placed on Conduct Probation when he/she:
  - a. Accumulates negative reports and he/she does not show a positive change of attitude or behavior.
  - b. Fails to show respect and/or bullies other people.
  - c. Takes someone else's belongings.
  - d. Skips class or other school activities.
  - e. Commits fraud or plagiarism on any evaluation or assignment.
  - f. Forges a signature or alters documents.
  - g. Fails the "Behavior Grade" for a marking period.



2. Only the student is responsible for completing assignments and turning them in to the teacher on the due date. Work done by someone other than the student will receive zero and the student will have to re-do it in Study Hall or the Coordination Office.
3. If the student leaves his/her work at home or in the car, no one will be allowed to bring it in later.
4. Research assignments must be done by the students. Parental help should be limited to guidance if needed. The school does not assign group work in students' homes.
5. Parents of students in grades Kinder to 7 must sign their child's agenda every day. Only parent's or legal guardian's signature will be accepted.
6. If the agenda is lost a new one will be charged to the student's account to insure homework is not forgotten.
7. Students in elementary who do not submit their homework or do not complete class work on time, will miss recess time and will stay in the classroom with the teacher on duty to finish it (it will be given a maximum grade of C).
8. Students in Middle and High School who do not turn their homework in or do not complete class work on time will be required to do so during recess time on the same day and will receive a maximum grade of C; if they fail to do so they will be required to stay the next day from 3:00 to 4:00 p.m. in Study Hall to finish the task once and for all.
9. Homework being done in class will be confiscated and will have no credit.
10. Copying is considered fraud and ALL students involved will be placed on Conduct Probation and the work will get a zero.
11. Any class work, homework or research work turned in late will receive a maximum grade of C.

## **I. Tardiness and Absences**

1. Students must attend school regularly and on time. Being on time to school is an essential part in the student's life. Classes should not be disrupted for any reason. Students who come in late to school will have to:
  - a. Get a late pass from the Front Desk in the Administration Office.
  - b. Turn in the pass at the Coordination Office before going to class.
  - c. Show a late pass signed by Coordination to the teacher.
  - d. Students, who arrive late, will be sent to Study Hall and will be marked absent for the class period missed. It is the student's responsibility to make up the missed work.

- e. After being tardy four times a student will be marked an unexcused absence for the marking period.
2. Students not driven by bus are expected to enter school at 7:10 a.m. since they need to be in class promptly at 7:30 a.m.
3. Students who are absent need to make up for missed work and it is solely their responsibility.
4. Students will miss all evaluations and work that took place during unexcused absences.
5. The day the student returns after being absent, the student must bring a note signed by his/her parents explaining the reason for the absence. If the student is in attendance when an assignment or quiz was scheduled but he/she does not attend on the due date, the student must turn in the work or take the test the day he/she returns to school.
6. No student should leave the school between 7:30 a.m. and 3:00 p.m. Any medical appointments should be done during non school hours. This also includes going to the airport to meet family or friends.
7. Any student in Middle and High School who skips a class without authorization will be placed on Conduct Probation and will have to do the missed work the next day from 3:00-4:00 p.m. in the Study Hall Study Habits Program.

## **J. Authorized Absences**

1. The following reasons are considered justified absences:
  - a. Illness. If the student is absent for three days or more he / she should bring a doctor's note.
  - b. Passing away of a family member.
  - c. Participation in a school activity previously authorized by school.
2. The school trusts that any excuse sent by parents to be true. The school reserves the right to contact parents concerning any excuse sent.
3. Should a student need to be absent for any reason not listed above the parents need to request that permission, in writing, to the section Principal at least five working days in advance. The Principal's Office will respond, in writing, as soon as possible.
4. The student who accumulates 4 or more unexcused absences will not be eligible to take period exams.
5. Permission to be absent to participate in CDAG sponsored athletic competitions will be granted to those students who have a grade average of C+ or better. The student needs to present an invitation letter from the federation. It will be the responsibility of the student to do all of the missed work and homework assignments when he/she returns.
6. No absences will be authorized during evaluation days.

## **K. Absences due to Illness**

1. Students who are absent due to a contagious disease (pink eye, flu, scarlet fever, hepatitis, etc.) must bring a Doctor's note stating that the student is not contagious any longer.
2. Students may return to school when they have been fever-free for at least 24 hours without fever reducer medicine.

## **L. Absences due to Study Abroad Programs and other**

Students can request permission to be absent to go study, at a school, Educational Program, camp or to participate in an AASCA activity abroad. Authorization to do so will be given if the same helps the student to:

3. Understand the values of a foreign culture and adapt to it.
4. Practice the English Language.
5. Be a good representative of Guatemala acting as an outstanding citizen and showing good working habits.

To be able to participate in these programs the student must have a C+ in each subject and not enter Conduct Probation even after the authorization has been granted.

For the description of evaluations done due to special circumstances, see the "Extra-Ordinary Evaluations" section. Both parents and student must sign a written agreement where they accept the responsibility of making up for missed work and to present a report of the program or school showing the student's activities, progress and behavior.

## **II. FACILITIES**

### **A. In General**

The student is expected to contribute to the cleanliness and good maintenance of school grounds and avoid :

1. Walking in mud.
2. Damaging plants and cutting flowers.
3. Placing feet on the walls.
4. Writing or painting on walls, doors, tables, desks, equipment or any other furniture.
5. Littering in hallways, gardens, etc.
6. Chewing gum.

### **B. Classroom and Furniture**

1. Running is not permitted in hallways, stairs, etc. Students are urged to walk for their own safety.

2. Students are not permitted to be in classrooms where they do not belong, unless they are invited by a teacher. Students may not be in the Teachers' Lounge or be left in a class without adult supervision.
3. Any student caught writing on the desks, doors, walls, etc. will be required to stay the next day from 3:00—4:00 p.m. cleaning the mess under the supervision of maintenance personnel. If needed, the student will be charged for the cost.
4. Any damage done to furniture, windows, equipment or services will be charged to the student's account.

### **C. Cafeteria and Playground**

1. Students are expected to remain in the designated areas during lunch and recess.
2. Students should only eat in the cafeteria or designated eating areas.
3. Eating or drinking is not allowed on the floor or in hallways playground, staircases, fields or bathrooms.
4. Classrooms remain closed during recess time. Students are allowed in the classroom during recess only under supervision of a teacher.
5. Rough games are banned. This includes fighting, physical abuse and throwing rocks, sticks or any object that may cause an accident. These are considered serious offenses and are subject to Conduct Probation.
6. Recess is a time to socialize with other students; therefore, the use of soccer balls, basketballs, or any other type of balls is not permitted unless under supervision of a P.E. teacher for safety reasons. During Physical Education classes and sports, the students will have the opportunity to play organized ball games. Elementary students can play only the authorized games during their recess time.
7. Students using the tables in the cafeteria or Kiosks must clean up after themselves, put the chairs under the table and deposit litter in the trash cans.
8. Students must respect the lines when purchasing food at the cafeteria. They must follow the instructions of the teachers in charge there. There will be no shouting, shoving, cutting in line, or buying for other students.
9. Every student is expected to either bring his/her food or to buy it in the cafeteria. Students are not allowed to ask other students for food.

### **D. Library/Media Center**

The Library/Media Learning Center is an essential component of the school's academic program. The Library/Media Learning Center has materials and resources in both English and Spanish available for all students, teachers, and support staff. Students will be given the Library Media Center rules and regulations manual.

The rules and guidelines for using the Library/Media Learning Center are as follows:

1. Students will enter quietly and without running.
2. Backpacks should be placed in the designated areas.
3. The only materials that may be brought in are a notebook, pencil or pen and USB memory.
4. All food and/or drinks are prohibited.
5. Books must be checked out by the person in charge.
6. Checked out books must be returned within 8 days. The due date will be recorded on a card on the inside cover at the back of each book.
7. For any book not returned by its required due date, a fine will be charged for each day that it is overdue.
8. Lost books must be replaced or paid for.
9. Books must be taken care of by avoiding scribbling or mistreating them. Ruined books will have to be replaced or paid for.
10. Elementary and Middle School students can check out two (2) books at a time.
11. Students in High School may check up to four (4) books at a time.
12. Reference books are not to be taken out.
13. Students are expected to be respectful of Library staff and follow their directions.
14. If a student is sent to the Library during class time, he/she must bring a teacher's note. Students are sent to the Library to do assignments not for punishment.

## **E. Infirmary**

The Infirmary is for emergencies and first aid only; it is not intended as a hospital service. This department can only provide first aid and/or administer prescribed medication. Therefore, students who are ill can not remain at the Infirmary since they can be contagious to other students either in the classroom or at the Infirmary.

1. Any student who needs to go to the Infirmary must have a note signed by the teacher who is sending him/her. If a student does not have a note, the Nurse will not attend him/her. The exceptions would be students who are hurt during recess in cases of emergency and students who need to take medication on a regular basis.
2. The Nurse will send a note home stating what was done for the child during his/her visit to the Infirmary and the note must be signed and returned the next day.
3. Any student who must take medicine prescribed by a doctor must bring a note explaining when and how the medicine is to be administered. All medicines sent to the nurse must be marked with the student's name, grade, and section.

4. No student may carry around any medicines, either prescribed or over the counter, in his/her possession. All medicines must be sent to and kept at the Infirmary.
5. Clothes and other items loaned by Infirmary must be returned to the nurse clean and in good condition no later than two days after being sent.

## **F. Bathrooms**

1. All bathrooms are clearly marked "Boys" or "Girls" and students are expected to use the bathrooms assigned to their area and gender.
2. During classes, only one student at a time may leave to use the bathroom, and only when there is an emergency.
3. Students are expected to help keep the bathrooms clean and in good condition and not waste the toilet paper or paper towels. There will be no throwing of paper on the ceiling, floor or in the toilets and sinks. Students who are caught wasting paper will be charged for what was wasted.
4. When a student notices something broken or any other problem in a bathroom he/she must report it immediately to his/her teacher or to the office.
5. Students are expected to use the bathroom as quickly as possible and not to stay there talking or playing.
6. Whenever possible, students should use the bathroom only during recess or lunch time.

## **III. TRANSPORTATION AND TRAFFIC REGULATIONS**

The school bus service is contracted for the entire school year and is designed to provide service for all students. The School organizes routes to cover all accessible zones in the capital. Each year, the routes are set up depending on the students' addresses. In order to be more efficient and for security reasons, the bus routes are limited to the principal streets and avenues of the city.

The school will consider any suggestions as to reorganizing a bus route if and when it is not just in the interest of one family, but would help the majority of the students using that particular bus. These suggestions must be made in writing and individually; group letters will not be considered. Once the school year has begun no route reorganizations will be authorized.

Parents must understand that the school cannot and is not to be held responsible for a student's safety either before getting on the bus, after being dropped off in the afternoons or due to the actions of third parties. Neither can the school be held responsible for problems arising as a result of student disobedience or during the course of the route. An additional fee will be charged if a student has to be taken back to the school, either for disciplinary reasons or because no one is at the stop to meet him/her.

### **A. Rules for Using the Bus**

1. All students must use the bus from the first day of classes to the last day of regular classes.
2. The route times and itineraries set-up by the school must be strictly followed.

3. The discipline and security of the students is under the responsibility of the monitors, and other staff members on each bus.
4. All students that use the bus service must behave appropriately; otherwise, parents will have to provide the transportation. The monthly bus fee will not be reduced if the service is suspended due to inadequate behavior.
5. Parents are not allowed to take a student out of his/her assigned seat or take him/her off the bus.
6. If the authorized person is not waiting at the stop for a student, he/she will be taken back to the school at the end of the route and the parents will be charged an additional fee of Q 85.00.
7. When those in charge of picking up students at their stops are late a note will be sent and they will be called to meet with the Principal.
8. Students who need to cross the street at their stop must first wait for the bus to leave.
9. Students are authorized to board and get off the bus only at their regular stop or at another stop authorized by the Transportation Department.
10. The parents or guardians must make sure that the students board the bus in an orderly fashion without delays.
11. No parent may stop a bus while on its route in order to have a child either board or get off the bus.
12. No parent or unauthorized person is allowed to get on a school bus.
13. All students are expected to be at their bus stop at least 10 minutes before the indicated time. The bus may arrive as much as 10 minutes before or after depending on the traffic.
14. When a student needs to bring a special item to school (musical instruments, boxes, displays, experiments, or any other object) he/she must request a pass from the Transportation Department which will be given according to the available space on the bus. Without this pass the student will not be able to take the object on the bus.
15. Should a parent want his child to get off the bus by him/herself in the afternoons, the parent must send a note to the Transportation Department giving that authorization. If that note is not sent, the student will not be allowed to get off the bus, will return to school, and Q85.00 will be charged to their account.
16. Bus monitoring personnel are not authorized to carry communications to or from the school to families, or to resolve any transportation special situations. Parents must instead contact Customer Service.

**B. Permission to Change Bus or to Leave by Car**

1. Whenever a student needs to change bus, a written notice specifying the reason must be sent to the Transportation Office at least one day in advance.
2. The student will give the note to his/her Homeroom teacher who will send it to the office. If the request is denied, the respective office will call the parents or guardian to inform them. Take the format below as an example.

**Example of Change of Bus and/or permission to leave the School**

An example of “the change of bus/leave by car” form follows, this form must be filled out completely or it will not be processed. Bus change requests written in student’s agendas will not be accepted.

Name: _____	Grade: _____	Section: _____
Travels on bus: _____ regularly. Today will travel on bus No.: _____		
Will leave by car with: _____		
Will get off with : _____		
Grade: _____	Section: _____	
Name: _____		
Date: _____	Signature: _____	
Bus stop on bus itinerary: _____		

3. On Fridays, no changes of bus to bus nor of bus to car will be authorized. Due to the fact that the students leave at 12:30 p.m. there is not enough time to process these changes.
4. Any parent who needs to take their child/children out of school before the end of the day due to an emergency must ask for permission at the office. This must be done before 2:30 p.m. If permission is granted, a form must be filled out in order to leave.
5. Parents are expected to be on time when picking up their children in the afternoon. The school is not responsible for those students who stay in the parking lot after the dismissal time. Parents who do not pick-up their children on time will be charged Q35.00 for the first half-hour of being late. After 3:30 or 4:30 p.m. (depending on the schedule of the student) the charge will be Q75.00. The school has to pay extra for the personnel who are in charge of these students.
6. The school is not responsible for students who stay in the parking lot after 4:00 p.m.

7. Students will not be allowed to leave campus with unauthorized persons.
8. For security reasons any and all changes in transportation must be made in writing. Changes requested by telephone, e-mail, or fax will not be accepted.
9. Bus changes will be authorized if there is an available seat on the requested bus.
10. The bus change request will not be authorized if the information on the request is not complete or if information has been changed.

### **C. Traffic Regulations**

For better student safety and to facilitate the entry of parents and visitors to the school, the following regulations will be followed:

1. The instructions and directions of the parking lot personnel must be followed.
2. Enter and leave slowly (20 km/hr) maximum.
3. If you wait outside until the main gate opens, please do not drive over the curb, there are students who come in walking and they need to walk on the sidewalk.
4. Be respectful of the line as you wait.
5. Use the designated visitor spaces; avoid using bus or employee parking spots.
6. Priority for entering or leaving the school is given to buses. Cars will have to wait until the buses are done entering or leaving the school.
7. All parent vehicles must be identified by placing the CDA sticker on the windshield, otherwise entry will be denied. Any visitors with an unidentified car will have to present an ID at the main gate to get a permit to enter the school.
8. Car alarms should be turned off while on the school premises.
9. Any person who does not follow these regulations will be denied entrance to the school.

### **D. Bus Behavior Rules and Regulations**

Students are expected to comply with the following:

1. Change assigned seating only with the permission of the monitor or a teacher.
2. Do not talk in a loud voice, shout, whistle, sing, make noise, eat, drink, or talk to the driver.
3. Keep the window open to the point indicated. The window can be closed when it rains with the permission of the monitor.
4. Wait for the bus to come to a complete stop before getting up to get off.

5. Upon arrival at school, the teachers will get off first and then the students starting with those in the first row and moving to the back.
6. Students are expected to use the sidewalks in the parking lot and follow the instructions and directions of the personnel there.
7. All books, supplies, and materials must be in the school bag while traveling on the bus. This is especially important for those objects with sharp ends that could cause injuries such as pencils, pens, scissors, needles, compasses as well as drinking bottles, these must be carried inside the backpacks.
8. The following actions/activities are not permitted:
  - a. Throwing trash or any objects out of the windows.
  - b. Reading or writing.
  - c. Bringing oversized objects which might obstruct movement on the bus, unless special permission has been granted from the transportation office.
  - d. Bringing glass or "pyrex" containers on the bus.
  - e. Using any type of electronics such as MP 3 players, radios, disc man, game-boys, or cell phones.
  - f. Eating or drinking.
  - g. Using offensive language or showing disrespect to fellow students, or to staff.
  - h. Chewing gum.
9. The following disciplinary actions will be taken in case of student misbehavior:
  - a. Verbal warning and a report sent home.
  - b. The student could lose his/her bus riding privileges for three days if their behavior does not improve.
  - c. If there is no improvement, the student's bus riding privileges could be suspended for five days or indefinitely.
  - d. The bus will return to school if students are misbehaving.

## IV. INFORMATION SENT HOME

As an educational institution we believe that it is very important to maintain communication with the parents and that the students are the ones responsible for taking information home. In order to be sure that the student did take the information home and gave it to his/her parents it is necessary that one of the parents/guardian sign the attached return slip to be returned to the school the following day. This applies to bulletins, reports, letters, or any other piece of information that is sent with a return slip or copy.

If a student does not bring the slip back the following day, he/she will be kept out of recess and a report will be sent home. If the student does not bring it back on the second day the student will stay at school from 3:00-4:00 p.m. the following day in Study Hall and the parents will be notified.

## V. EVALUATIONS AND PROCEDURES

Evaluation of the student's performance is part of the educational process. Therefore, it will be systematic, gradual, and on-going to reach the educational objectives planned in each subject area.

Evaluation is not an isolated activity. Rather it reflects changes produced in the student's behavior, subject content, and the effective work of each teacher.

### A. Evaluation Periods

The school year is divided into four marking periods:

1. At the end of each marking period, students will be given a final test for each subject.
2. All evaluations include period contents in addition to that of previous period (s). For example, period II evaluations will include both contents for period I and II. Period III evaluations will include all contents taught in period I, II and III. Period IV evaluations will include contents taught in all periods I, II, III and IV. It is important for the student to integrate the basic knowledge learned during the whole school year.
3. At the end of each marking period (approximately 45 working days) the teachers will calculate the grades the student obtained throughout the period.
4. Two weeks later Report cards will be sent home on scheduled dates according to the school calendar, for parents to be informed of their child's progress.

### B. Evaluation Types and Functions

The School uses three different types of evaluations:

1	Diagnostic	Used to find out how students are doing at the beginning of school year and what they already know about each unit of study.
2	Formative: :	Its purpose is to evaluate the student's daily work, classroom activities, research and other work that the teacher thinks are important. It also includes passing out quizzes and short tests weekly or bi-weekly.
3	Accumulative:	Its purpose is to verify if the students have mastered the proposed objectives. It is done at the end of each marking period.

## C. Report Card

1. Includes the average letter grade that the student has gotten in each subject as a result of the average accumulated by doing: daily work, quizzes, research, individual work, group work evaluations and final period evaluations during the marking period.
2. In each marking period in grades 1 to 12 grade points are distributed as follows:

### ELEMENTARY, MIDDLE AND HIGH SCHOOL

Classwork, class activities, short quizzes and corrected homework.	30%
Unit evaluations	30%
Period evaluations	40%
TOTAL	100%

3. For Practical Areas, in grades 1 and 2 the grading will vary.
4. The school requires a D as a passing grade.
5. Literal values:

97 to 100 = A+	94 to 96 = A	90 to 93 = A-
87 to 89 = B+	84 to 86 = B	80 to 83 = B-
77 to 79 = C+	74 to 76 = C	70 to 73 = C-
67 to 69 = D+	65 to 66 = D	below 65 = F

Note: "F" is considered failed.

6. Each evaluation period is equivalent to the 25% of the final grade in each subject, therefore averaging 100%.
7. Student work habits are evaluated based on the following aspects: shows respect, pays attention, uses time wisely, follows routines and directions, completes homework organized, complete and on time, participates in class and shows consistent effort. Behavior grades include: shows respect, follows routines and school rules. Discipline expectations are the same in and out of the classroom and on the bus.
8. Student behavior grades include behavior in class, transportation, in recess areas and during special activities in and out of the school.
9. Parents are expected to sign the copy of the report card and return it to the school no later than the day after receiving it. The student who does not bring the signed copy back the following day will receive a consequence according to procedures stated in this manual.

10. Honor Roll: There is a list of students in Honor Roll after each marking period. In order to be in Honor Roll students must have a B + in all academic subjects, A- in conduct and B- in practical areas.

**D. Requirements for taking the marking period examinations**

In order for Period Examinations to be processed the student should not have an outstanding balance in the Cashiers Department, Store or Cafeteria.

**E. Promotion to next grade**

**1. Elementary:**

- a. In order to be promoted to the next grade a student must pass all subjects with a minimum grade of D. The final grade will be the average of the grades accumulated during each one of the grading periods.
- b. In order for a student to be promoted to the next grade in grades 1, 2, 3 and 4 they must pass all curriculum subjects. There will be no make-up examinations for any of the subjects.
- c. In grade 5 in order for a student to be promoted to the next grade, they must pass all curriculum subjects with a minimum grade of D. They will be given one opportunity to take a make-up exam for up to three subjects at the end of the school year. The make-up exam must be taken at CDA, it can not be taken at another school, and the student must have an 80% of attendance during the school year.

**2. Middle School**

- a. In grades 6 and 7 in order for a student to be promoted to the next grade, they must pass all curriculum subjects with a minimum grade of D. They will be given one opportunity to take a make-up exam for up to three subjects at the end of the school year. The make-up exam must be taken at CDA, it can not be taken at another school, and the student must have an 80% of attendance during the school year.
- b. In grade 8 in order for a student to be promoted to the next grade, they must pass all curriculum subjects with a minimum grade of D. In order to remain at CDA a student can only fail up to 4 subjects, they can not enroll until they have passed all subjects. They will be given one opportunity to take a make-up exam at the end of the school year. The make-up exam must be taken at CDA, it can not be taken at another school, and the student must have an 80% of attendance during the school year.

**3. High School**

**Grades 9 to 11 (continues on the next page)**

- a. All students in grades 9, 10, 11, and 12 must pass all curriculum subjects with a minimum of D before they can enroll at CDA.
- b. In order to remain at CDA a High School student can only fail up to 4 subjects, they can not re-enroll until they have passed all subjects. They will be given one opportunity to take a make-up exam at the end of the school year. The make-up exam must be taken at CDA, it can not be taken at another school, and the student must have an 80% of attendance during the school year.
- c. If a student has not been able to pass all subjects he/she will have to repeat the grade in order to continue at CDA.

#### **4. Re-enrollment to grades 11 and 12**

- a. It is a requisite for enrollment to grades 11 and 12 to have passed all the academic subjects with a minimum final grade of D, and the behavior areas with a minimum final grade of C.
- b. Students who have sent their enrollment documentation but who do not comply with the requirements listed above will not be confirmed in writing until he/she passes all subjects.
- c. Students in grades 11 and 12 have only one opportunity to re-take exams, if the student fails he/she must be retained or leave the school.

### **F. Graduation Requirements**

1. The student will receive the High School Diploma if he/she fulfills the following English and Spanish Program's requirements established the School which
  - a. Pass with at least a "D" in all English and Spanish classes.
  - b. To have an average stanine of 5 and above in the Stanford Achievement Test during High School years 9 to 12 grade.
2. All students who fulfill the requirements of the Spanish Program will receive a "Bachillerato en Ciencias y Letras" Diploma given by the Ministry of Education, as long as the student passes all subjects with at least a "D".
3. In order for a student to participate in the Graduation ceremony, the following will be considered:
  - a. Fulfillment of all of the requirements established by the Ministry of Education and the School.
  - b. Passing all of the required subjects.
  - c. Any student who is on Conduct Probation or suspended will not participate.

- d. Having at least 90% attendance. All absences must be fully justified in order to be authorized by the school.

## G. Senior Class Awards

1. **Sportmanship:** Awarded to the student who has demonstrated outstanding sports abilities, shown through his/her participation and accomplishment in games both in the School and against other schools, attendance at practices and demonstrating good sports ethics and an attitude of fair play from grades 9 to 12.
2. **Citizenship:** awarded to the student who, during his/her High School studies, demonstrated leadership skills by participating in extra-curricular activities (Student Council, Clubs, Sports, Music, Art, etc.) , was responsible, showed effort, respect, contributed to and helped the general school population, and was responsible in his/her studies.
3. **Honors:** awarded to those students who during their last two years of studies (grades 11 – 12) maintained an average of B+ in academic subjects, an average of B- in Practical Areas and A- in behavior.
4. **High Honors:** awarded to those students who during their last two years of studies (grades 11 – 12) maintained an overall average of A- in academic subjects, an average of B- in Practical Areas and A- in behavior.
5. **Valedictorian:** awarded to the student who obtained the highest grade average in all subjects with grades above 90 points, and A- in behavior. This student will give the farewell speech at Graduation.
6. **Salutatorian:** awarded to the student who obtained the second highest grade average in all subjects with grades above B+ in all subjects and A- in behavior. This student will give the Welcoming speech at Graduation.

The Directive Council will review the graduating students' records to determine which students will receive these awards.

## H. Re-Take Exams

1. The administration will authorize the rental of the textbooks needed for the re-take test for those students who request them. The rental fee will be reimbursed when the books are returned, provided that they are in good condition.
2. Students must come in to re-take exams only on determined schedules.
3. Students must pass these tests by January; if not, he/she will either have to repeat the year or leave the school.

4. The process for re-taking exams is as follows:
  - a. To study the course contents provided by the School.
  - b. Take the test which will be graded over 100 points.
  - c. The student must get a minimum Grade of D in the re-take exam.
  - d. Students can only be retained once at CDA.

## **I. Extraordinary Examinations**

In order for a student to take early evaluations the parents must meet the following requirements:

1. Send a letter to the School explaining why the student will be leaving the school or needs to be absent for an extended period. This letter must be sent before the date indicated in the School calendar. They must pay the balance of the yearly tuition and fees before taking the tests.
2. Early examinations will not be given before August, and they will include the academic contents for the whole year. Parents are responsible for getting the student the necessary help to be prepared for these tests.
3. Early exams will be considered passing with a minimum grade of D.
4. Students who are given authorization to take early examinations must come to take the evaluations on the date set up by the Office.
5. Students who will continue in the school and who have more than three unexcused absences will not be considered for early examinations.
6. Students asking for early exams must have an overall grade average above C+.
7. Early / extraordinary exams must be requested before the date indicated in the school calendar.

## **J. Requirements to be admitted to Middle or High School**

1. Admission to Middle School and/or to High School is not automatic. Upon completion of Fifth Grade, the Admissions Committee reserves the right to deny admission to students who have failed to comply with academic and/or behavior requirements.
2. Admission requirements are:
  - a. Passing all subjects with a minimum Grade of D.
  - b. If a student fails to pass a re-take exam before the start of the school year he / she will not be admitted to Middle or High School.

- c. Demonstrated oral and verbal ability and fluency in English.
- d. Demonstrated good behavior in the previous grade.
- e. Good payment record.
- f. Only those new students who can demonstrate a high level of academic progress and excellent conduct will be admitted in High School.
- g. New students are not admitted to grades 11 and 12.

## **VI. HOME-SCHOOL COMMUNICATION**

As an educational institution we value effective communication between school and parents; we consider it to be essential in the formation of students. We encourage parents to be present during special activities and parent-teacher conferences.

### **A. Parent Visits**

Parents are asked to go to the Administration building where they will be informed as to where the activity is taking place. The parents are then asked to go directly to the activity, avoiding going to their children's classroom in order to avoid disruptions.

### **B. Conferences with teachers and other staff**

Parents who wish to have a meeting with the Directors, Principals, Coordinators, teachers or the Orientation Department, should call the secretary of the respective department to make an appointment.

To confirm the meeting, the student will take a note home giving the date and time. This note must be signed and returned indicating if the parent will come to the meeting or not. If the parent can not come to a confirmed meeting, he/she should call to cancel it and ask for a new appointment.

### **C. Correspondence sent to the Administration**

All correspondence must be submitted by the individual parent; the Administration will not accept correspondence signed by groups. Correspondence must be sent with the student to be delivered to his / her homeroom teacher. Bus personnel are not allowed to receive any correspondence.

### **D. Parent Volunteers**

Parents are welcome to join the different volunteer groups such as: library, sports, cultural and others in order to support the different activities organized throughout the year and for long term projects that benefit the students.

## **VII. PROCEDURES FOR SPECIAL CIRCUMSTANCES**

### **A. Illness or Accident**

In case of illness or accident:

Teachers send students to the Infirmary if they consider it necessary. The Nurse will inform parents when necessary.

1. If the case is considered an emergency the parents are called and the student sent to the nearest hospital.
2. If the student can not be moved an ambulance will be called.
3. If the student is ill and unable to return to class the Nurse will call parents to pick up the child from school.
4. Parents must notify the school in writing of any chronic diseases or allergies.
5. If a student needs to be given medicine during school hours the medicine will be handed in to the Nurse with the appropriate indications.
6. The play areas and equipment are age appropriate; the school can not be responsible for accidents caused by the unacceptable use of equipment.
7. Students sent home with transmissible diseases (cold, hepatitis etc.) must bring a Doctor's note upon their return to school, indicating that he / she is not contagious any longer. Students should not return to school until they have not had fever for at least 24 hours. Students with fever can not ride the school bus home; they must be picked up by parents or an authorized adult.

### **B. Accident Insurance**

Parents or guardians using the school's accident insurance should:

1. Request a claim form from the Cashier Department and fill it out completely.
2. Parents should be aware of the insurance coverage.

### **C. Invitations to Parties**

1. Elementary School students must invite all of the students in their section and give the invitations to the homeroom teacher who will give them out. It is not allowed to give out invitations to only some classmates even if the party is not at school.
2. Middle and High School students may give out the invitations themselves.
3. \* Invitations may not be given with the name of the school on them for parties to be held outside of the school unless prior authorization was granted by the Principal.

4. \*Parties that are organized for an entire section of the school (Elementary, Middle School, and High School) are not permitted.
5. Parents are expected to provide transportation to the party and will need to inform the transportation department as to which students will be attending and not going home on their regular bus routes.
6. No student is allowed to charge students for any private activity (parties, sales, entrance fees, etc.).
7. Students who are going to a party directly from school, in non school transport must bring a note from their parents authorizing this or specifying who will take them. If a student does not bring this note, he/she will need to go home on the regular bus, or stay at school until picked up by a parent. Students going to a party from school must be picked up punctually.
8. Due to the limited seating on the buses, bus changes for students going to parties or other activities will not be authorized.
9. Bus changes are not authorized on Fridays.

\* Students who fail to comply with these procedures will be subject to Conduct Probation.

#### **D. Emergencies**

The School has established appropriate procedures to be followed in case of emergency. These procedures vary and were established according to the type of emergency: earthquake, fire, public demonstrations, or accidents. When an emergency happens during the school day, the students will be moved to the evacuation areas. If it is possible to send students home by bus, it will be done. It might be necessary to reduce or limit some bus routes. If it is not possible to use the buses, the parents will be notified through the emergency phone chain to come to the school to pick-up their child(ren). If students are on the bus either coming to school or going home and there is a problem, students should protect themselves physically. The bus driver will receive instructions to follow from the transportation department. If classes are suspended due to an emergency, parents will be notified through the emergency phone chain. For the emergency phone chain to be effective parents must keep their phone numbers updated at school. Emergency drills will be performed periodically. The whole school community must participate in these drills. It is important that parents support this plan at home, talking to the kids about it and making their own emergency plans. Each student will be given a pamphlet with information to be followed in case of an emergency.

## **VIII. OTHER PROGRAMS**

### **A. Counseling Department**

1. The Counseling Department is responsible for giving admission tests to new students and standardized tests to students from grades 1 to 12, these tests evaluate the general abilities of the student. A Career Counseling program and a Values and Human Development program are also offered. The Counseling Department also gives psychological evaluations. Psychological evaluations are administered to students referred by teachers following the guidelines on the Teacher's Manual for student referrals and a Counseling Program is established for them. The school expects that parents follow the suggestions of the Counseling Department.
2. Workshops and conferences for parents are organized under the heading "School for Parents" with the purpose of giving information about recent studies and investigations made in the areas of student behavior and family education.
3. Career Counseling.
  - a. Vocational testing. The Counseling Department will send information home for vocational testing one week in advance. Students must return the permission slip signed from home in order to participate.
  - b. All students in grades 9 to 12 must direct all their questions and/or diligences about career and admission requirements to the Counseling Department. This Department coordinates everything about admission to local and foreign universities, including career fairs, aptitude tests, scholarships, letters of recommendation, etc.  
Procedures:
    - Students in 12 grade must sign up with the career counselor, indicating the universities in which they will initiate the admission process, taking the evaluations. This information must be kept up to date.
    - Permission to be absent from school must be presented by the parents according to the scheduled dates in the different universities.
    - If the university of choice performs evaluations on Saturdays, the school will not authorize absences during the week.
    - Permission to be absent for testing must be presented 5 days in advance.
    - Recommendation letters will only be given to students who are not on behavior or academic probation.
    - Students must turn in all their admission exams to the Counseling Department in order for them to keep a statistic of student admissions.

### **B. Individual Support Programs**

1. PANI (Individual Needs Support Program). The purpose of the Program is to provide the necessary tools to new students or who are already at school and who show difficulty in Spanish.

2. ELL (English Language Learning) Students participate in the ELL Program when their verbal and written fluency in English do not meet expectations for grades 4 and 5. The Program's goals are for students to meet the desired level in one or two years. The materials used in the regular Language Arts classes is used and modified in order to cover each individual student's needs. Students are evaluated weekly to maintain a record of progress. ELL students work in small groups of 2 to 12 students per class. Students are released from ELL when they have reached the set goals. Students meet 4 to 6 times per week depending on grade level during the Language Arts period.
3. Vacation School \* Academic Program: The main purpose of the Academic Program is to help students who are not at the expected level in Language Arts, "Idioma Español" and Math. The ELD Program (English Language Development) is geared toward students who need to acquire the English foundation needed to adjust to our school standards.
4. "Recreation Camp": This Program is offered during the month of November, its main focus is to provide opportunities for children to enrich their English Language fluency. A wide variety of activities are designed and planned according to their age. Among the activities are: sports, trips, arts and crafts, special guest speakers and camping.

\* Vacation School (both Academic Program and Intensive Language Program) is offered at the end of each school year in November.

### **C. Tutoring and Reinforcement Programs**

1. The Reinforcement Program was created with the goal of helping students to reach grade level in the areas of Math, English and Spanish Languages.
2. The Tutorial Program helps students apply study habits and routines while completing assignments in either Spanish or English. It is not intended to be a remedial program.
3. Depending on the student's daily progress in class, the school will inform the parents of the student who needs to participate in these programs. These programs run from 3:00 to 4:00 p.m. Monday to Thursday.

### **D. Private Tutoring Classes**

1. The school recommends private tutoring classes only in special cases and after analyzing how a student is progressing in class. Private teachers need to be authorized by the principals.
2. Teachers are not allowed to provide private tutoring classes to their own students.
3. CDA does not recommend teachers who have been withdrawn from school as tutors.
4. Any parent who has a private teacher must let the coordinators know the name.
5. At the end of each grading period, the parents must send a written report from the institution or tutor as to the progress being made.

## **E. Co-curricular activities**

Because of the personal interest of the students and in order to develop specific abilities, the school offers the following activities from 3:00—4:00 p.m. Drama, Reading Club, Art (painting and arts and crafts), Sports, Tutoring, Destination Imagination, Knowledge Bowl, Environmental Club Yearbook, Middle and High School Student Council, Community Service, Music (guitar and keyboarding), Choir, and Journalism. Specific Program rules are set for each activity.

1. These rules and procedures will be also applied to all those activities that are held away from school.
2. The school will give written notice to the parents ahead of time about any activity to be held that is authorized by the school. The school assumes no responsibility for any activity held that was not authorized by the school. The following rules and procedures will be followed:
  - a. All students are able to participate in co curricular activities.
  - b. Students are expected to be on time for activities which are subject to the regulations contained in this manual.
  - c. Students who sign up for an activity and do not show up when they are supposed to will be placed on Conduct Probation.
  - d. Students are expected to follow the specific internal rules for the activity.
  - e. In case of team sports—games, championships--, the parents agree to help their child to participate in each activity and to pick them up at the sites and times indicated. If a student has two unexcused absences in a grading period, he/she will be taken out of the activity. Each student must follow the internal regulations of the activity.
  - f. If students who are on a school team have more than two unexcused absences they will be asked to leave the team.
  - g. Students who have a game must bring their sports uniform in a bag and change after school is over.
  - h. Students on any team who do not bring the correct practice uniform will not practice and will be sent to Study Hall from 3:00—4:00 p.m.
  - i. Students who leave by bus at 4:00 p.m. must use the routes at that time and make arrangements with the transportation department.
  - j. Students who are not enrolled in any cocurricular or other authorized activities are not allowed to remain at school from 15:00 to 16:00 hrs.

## **F. Physical Education Classes and Sports**

- a. If a student has to be excused from Physical Education classes for an extended period of time, he/she must bring a doctor's certificate explaining the reason or a note from the parents if it is just for one class.
- b. Coordination will inform the Physical Education department about those students who can not participate in certain activities due to medical reasons. Parents must inform Coordination in writing before hand.
- c. While a student is suspended from regular Physical Education classes for medical reasons he/she will do research work assigned by his/her teacher so that the student can be graded. If a student does not turn in the work on the due date, the next day it will be graded over 75 points. If the work is not turned in the grade will be "0" and the parents will be notified.

## **G. Computer Science Classes**

The students may use the computer (Internet, e-mail and other) for educational purposes only. Students are required to sign a contract where computer use is explained.

- a. Consequences for failing to follow rules:
  - The student will be given a warning and access to the computer lab and computers in the Resource Center will be suspended for the rest of the period.
  - If the student fails to follow the rules again he / she will not be allowed to use computers for the rest of the school year.
- b. Students could be placed in Conduct Probation if they fail to follow the Computer contract.

## **IX. SCHOOL CALENDAR AND SCHEDULES**

### **A. Calendar**

The school year begins in January and ends the fourth week of October. There is a mid-year recess for students.

Parents are expected to be respectful of the school calendar and support the school by planning their family activities accordingly.

## B. Schedules

The student's schedules are as follows:

### Class Schedule

Days	Time
Monday to Thursday	7:25 a.m. to 2:50 p.m.
Friday	7:25 a.m. to 12:15 p.m.

\* Class starts promptly at 7:25.

### Activities (clubs, sports and other) Study Hall

Monday to Thursday	3:00 p.m. to 4:00 p.m.
Friday	1:00 p.m. to 3:00 p.m.

### Games

Saturday	8:00 a.m. to 12:00 p.m.
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### Administration Offices

Monday to Thursday	7:30 a.m. to 2:00 p.m.
Friday	7:30 a.m. to 12:00 p.m.

### Students who come by car

Monday to Friday	7:10 a.m. to 7:20 a.m.
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### Student Pick-up Time

Monday to Thursday	3:05 p.m. and 4:05 p.m.
Friday	12:35 p.m. and 3:05 p.m.

## X. FRAUD, PLAGIARISM, FALSIFICATION AND ALTERATIONS

The School considers all of these to be a serious Honor Code violation. Any student who commits fraud, plagiarism, falsifies a signature, or alters grades or other documents will receive the following sanction:

- a. Receive a "zero" for the work or exam. The parents will be notified in writing; the student will be suspended, placed on Conduct Probation.
- b. Expulsion can be the result of relapse.

## XI. ROBBERY

A student caught taking others' belongings will be expelled from school.

