

# STUDENT HANDBOOK

## STATEMENT OF BELIEFS

Education must not only provide students fundamental knowledge and skills but must also foster attitudes, beliefs, and a preparedness to contribute to a globally connected world.

1. As educators we work to create an educational environment that is:
  - Physically, emotionally and socially safe and supportive.
  - Culturally sensitive and diverse.
  - Enhanced by positive relationships and mutual respect within the whole school community.
2. We are responsive to the needs and interests of students and their families within the context of our fundamental values which incorporate a sense of:
  - Connectedness
  - Compassion
  - Achievement
  - Creativity
  - Integrity
  - Responsibility
  - Resilience
  - Equity
3. We acknowledge the individual nature of students and the different ways in which learning takes place, and respond through a variety of instructional approaches designed to actively engage each student.
4. We provide students with a variety of opportunities to demonstrate their growth and development through meaningful and challenging contexts.
5. Together we work to create a community of learners where students, teachers, and parents share responsibility for advancing the fundamental purposes of:
  - Learning to learn, how to think, know and understand;
  - Learning to act ethically;
  - Learning to relate, participate and care as a global citizen;
  - Learning to live full, healthy lives;
  - Learning to prepare for meaningful futures.

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The educational program of CCS offers an American curriculum supported by American methodological and pedagogical practices. The educational requirements of the Bolivian Ministry of Education are incorporated into the curriculum to allow students to earn both an American and Bolivian diploma.

## SCHOOL ATTENDANCE

**Attendance Policy:** Attendance is the responsibility of the student and the student's family. Personal travel, medical appointments, non-school sponsored sporting events, and other engagements should be scheduled outside of the regular school day. Any student in grades 7-12 missing more than 15 class periods per semester will lose course credit for that class for that semester. This policy applies to excused and unexcused absences, suspension, non-school trips, or other reasons that prevent the student from attending class. If a student misses more than 15 days in one Semester, the attendance committee will meet and determine whether there were extenuating circumstances that caused the absences. If the committee finds there were extenuating circumstances, they may allow the student to make up the number of days missed over the allowable 15. If the committee agrees, the student may make up the days by the following methods:

1. Attendance at Saturday school from 8-12 equals one day.
2. A combination of eight, thirty minute morning and after school detentions, equals one day.

For the first semester these days must be made up by the last day in February

For the second semester these days must be made up before the last day of school.

Extenuating Circumstances that may be considered by the committee are:

- 1- In case of long term illness or injury, or other extreme circumstances, home tutoring may be provided and approved by the school to satisfy attendance requirements.
- 2- School-sponsored exchanges or trips such as: sports tournaments, Model United Nations, and field trips will not be considered as an absence.
- 3- Emergency related circumstances as determined by the committee.

**Absences:** Upon return to school following an absence, students must report to the office prior to attending class. Students must bring a note from their parent or guardian explaining the reason for the absence, whether for all day or part of the day. The student will be given an absentee slip noting whether it is an excused or unexcused absence. **Students will not be admitted to class without an official slip.** For any absence, students are personally responsible for all material covered in their classes during the time of their absence. It is also the responsibility of the student, not the teacher, to ascertain assignments, class work and tests that were missed, and to arrange to compensate for missing work. Excused absences include such reasons as sickness, death in the family, and school sponsored events.

**Unexcused Absences:** Any absence that does not fall into the categories defined as excused will be marked unexcused. If a student returns from an absence without a written excuse adequately explaining the reasons for the absence, the absence will be considered unexcused. The student will be given a readmit slip marked unexcused. No credit will be given for work missed during the time of the absence or for work that was due on the day of the unexcused absence. Students will also be responsible for work that is due the day they return. It is of the utmost importance that students make every attempt to attend class regularly. A consequence will be imposed if a student skips classes for all or part of the day and parents will be called immediately.

**Leaving During the School Day:** All students who request to leave during the school day (medical reasons, emergencies, etc) must sign out in the office. Parental permission is required for early dismissal. Any student who leaves campus without signing out will be considered truant. Students must obtain a written permission slip signed by all of their teachers before they are allowed to leave the school. In the case of an emergency the student only needs to get permission from the Director or Principal or Counselor.

**Truancy:** Students who leave the school campus without authorization from the home and school will be considered truant. Incidences of truancy will result in a consequence imposed by administration and parents will be contacted immediately.

**Withdrawal Procedure:** Any student withdrawing from C.C.S must obtain a withdrawal form from the office. This form must be signed by all of his/her teachers, the librarian, counselor, secretary, principal and manager. All textbooks will need to be returned by the student, and any outstanding fees must be paid. Failing to follow proper withdrawal procedures will result in the delay of the release or transfer of official records to another school.

### **TARDIES**

The Elementary and Secondary Tardy Policies are listed on a Separate Form and will be presented to every student and parent during the first week of orientation.

### **ASSESSMENT**

<b>Letter Grade</b>	<b>Percent</b>	<b>Bolivian Equivalent</b>	
A	90-100	63 – 70	Superior Work
B	80 – 89	54 – 62	Consistently Above
C	70 – 79	45 – 53	Average Work
D	60 – 69	36 – 44	Consistently Below
F	0 - 59	0 - 35	Failure

**Incomplete Grades** A grade of “I” on a report card represents assignments and tests that are not completed. The teacher will decide how the “I” will be changed to a letter grade. If a student fails to complete the required make-up work within two weeks of the end of the grading period, the grade will automatically change to an “F”.

## SECONDARY CURRICULUM

7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>
Language Arts 7	Language Arts 8	English I
Pre-Algebra	Algebra I	Geometry
Life Science	Earth Science	Physical Science
Social Studies	World Geography	World History I
Spanish	Spanish	Spanish
Physical Education	Physical Education	Physical Education
Quechua	Quechua	Quechua
BSS	BSS	BSS - Psychology
Art - Music	Art - Music	Art - Music
10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
English II	English III	English IV
Algebra II	Pre-Calculus	Calculus or Adv. Math
Biology	Chemistry - Physics	Chemistry - Physics
World History II	U.S. History - Geography	Politics - Economics
Philosophy - Psychology	Philosophy – Natural Science	Philosophy – Natural Science
Spanish Literature	Spanish Literature	Spanish Literature
BSS	Bolivian History/Civics	Bolivian History/Civics
Physical Education	Physical Education	Physical Education
Art - Music	Art - Music	Art - Music

## GENERAL INFORMATION

**Honor Roll:** The honor roll is published after each quarter to recognize students in grades 7 through 12 who have demonstrated outstanding academic success. To be eligible, students must be attending all regular classes.

*Bronze Honor Roll:* 80% and above, with no D's

*Silver Honor Roll:* 85% and above, with no D's

*Gold Honor Roll:* 90% and above, with no C's

**Academic Alerts:** Academic Alerts are sent home two times during each quarter for those students performing in an unsatisfactory manner. A teacher may issue a progress report at any time. Parents are encouraged to visit teachers frequently.

**Academic Probation:** Students in grades 7 – 12 who have failing grades may be put on academic probation. This results in the family of the student signing a “conditional admission” contract. If the student’s academic standing in the following semester does not improve dramatically the family must then voluntarily remove their child from the school.

**Admissions:** Students who reach the age of 3, 4 or 5 by September 30<sup>th</sup> are eligible for entrance into the appropriate Early Childhood level according to the number of vacancies determined annually by the Board of Directors. Students at other grade levels may be subjected to an interview, testing, and other forms of assessment. The director may refuse admission to any child who does not have the required academic ability to enter at the grade level appropriate to his/her age.

Continued enrollment in the school may be refused on the recommendation of the director and approval from the Board in cases of severe disciplinary problems or failure to meet academic expectations.

**Agenda:** All students are given an agenda at the beginning of the school year. The Student Handbook is contained within the agenda. Students are expected to have their parents sign and return the acknowledgment slip at the back of the agenda, before they are permitted to begin classes.

Students are to be encouraged to use their agenda to record their homework obligations.

**Rank in Class:** A student's rank in his/her class is determined by his/her cumulative grade point average, starting in ninth grade. The Valedictorian at graduation will be the student who has the highest cumulative GPA for grades 9-12. The Valedictorian and Salutatorian must have attended CCS for no less than two years before graduation. The Salutatorian is selected in the same manner and represents the student with the second highest cumulative GPA.

**Guests:** Guests are welcome to visit CCS but they must receive prior approval from administration. No guest is permitted to attend classes as a visitor; exceptions to this rule may be made only by the Principal/Director.

**Lockers:** Secondary students will be issued a locker and combination lock that is registered in the office. Students not returning locks at the end of the school year will be charged US\$ 10.00. Students may bring their own lock if they prefer, but the combination of the lock, or a copy of the key must be kept in the office. The school is not responsible for items lost from lockers. With the student present, the school has the right to inspect a locker.

**Textbook Procedures:** Students are responsible for the proper care of books issued. Loss or damage of a book will result in a fine equivalent up to double the book's cost to cover replacement and transportation costs.

**Lost & Found:** Articles lost or found should be reported to the office immediately. Students are encouraged to leave valuables at home. ***The school is not responsible for items lost at school including all electronic devices.***

**Physical Education Uniforms:** PE uniforms are mandatory during PE classes for all grades. Shorts or sweats, tennis shoes, and a sport T-shirt make up the PE uniform.

**Academic Scholarships:** The top 3 students in elementary and the top 6 students in secondary receive a 20% discount off their semester tuition. To be eligible students must fulfill Bolivian and US course requirements.

**Computer Use Policy:** As responsible members of the school community, all students are expected to adhere to the regulations below. These regulations will improve access to information and programs on the school's computers and apply to both the library and computer rooms.

- Computers are for schoolwork only.
- Food and drinks are not allowed in the library or the computer labs.
  - No games, downloads (including music), chat or email are permitted (unless you have permission from the teacher or librarian).
  - The Internet is to be used for researching schoolwork only.
  - No one may interfere with the computer equipment for any reason. Problems must be reported to the teacher in charge.
  - Students cannot be in the Computer Lab without a teacher present.
  - Students must bring their own paper for printing. Printing will only be allowed when a teacher has approved its content.

Failure to comply with these rules will result in the removal of student computer privileges and disciplinary action will be taken, as determined by the Director.

## STUDENT ACTIVITIES

**National Honor Society:** The National Honor Society is an organization whose membership is formed by students excelling in scholarship, service, leadership and character. Membership is open to any student in the 10<sup>th</sup> (provisional), 11<sup>th</sup>, or 12<sup>th</sup> grades who have been enrolled at the Cochabamba Cooperative School for at least one semester. Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to continually demonstrate the qualities of scholarship, service, leadership, and character. Potential Members are first nominated by teachers. Then a Selection Committee selects the new members. An induction process and ceremony is held at the beginning of each school year. A minimum grade point average of 3.4 with no C grades for one year is needed for selection and must be maintained.

**Sports Program:** Games and tournaments with local Bolivian schools are scheduled throughout the year. Students who participate on CCS teams must comply with the regulations governing conduct which are outlined in the section of Student Handbook “Eligibility Policy for Co-curricular Activities.”

**Student Council:** The Student Council is the voice of the student body. It proposes and carries out activities for the improvement of the school and coordinates co-curricular activities. The Student Council comprises a President, Vice-president, Secretary/Treasurer, and representatives from each class. This organization operates under the sponsorship of the principal and maintains its own by-laws and constitution. Each class is assigned a teacher sponsor by the administration. CCS operates with a Junior STUCO (gr. 7-9) and a Senior STUCO (gr.10-12). STUCO officers must maintain a 3.0 GPA.

## STUDENT SERVICES

**Counseling and Guidance:** Activities of the counselor include helping to plan each student's academic program, advising students on vocational fields, supplying information on colleges, counseling students with personal problems, and administering all standard tests. A variety of resources are available from the counselor's office to help students in career planning, personal growth and academic development. Students and parents wishing to speak with the counselor on any matter should make an appointment.

**Library:** The Cochabamba Cooperative School library is available to all CCS staff, students and parents. Library rules and regulations are posted in the library. For further information consult the Library-Media specialist in the School Library.

**School Store:** Paper, diskettes, notebooks, pencils, photocopies, school T-shirts, book labels, etc. may be purchased from the School Store before school begins, during recess and lunch break, and after school. Supplies must be paid for at time of purchase.

**Sports Fields:** The athletic fields (soccer, track, basketball, volleyball, etc) are available for CCS students after school with prior approval from the administration and under the supervision of an approved adviser.

## ELIGIBILITY POLICY FOR CO-CURRICULAR ACTIVITIES

Participants in co-curricular activities are representative of CCS, and are expected to uphold the high standards and a sense of responsibility and respect. The following academic and conduct regulations are part of the CCS co-curricular program. It is the responsibility of the coaches, sponsors and supervisors of student activities to assure that students are made aware of all regulations, and that regulations are followed. It is also the responsibility of the coaches, sponsors and supervisors to maintain close supervision of students involved in any co-curricular activity.

**Academic Regulations:** All students participating in co-curricular activities must maintain grades that do not include F's. Ineligibility means that a student cannot attend practice nor play in any games during the period of ineligibility.

**Conduct Regulations:** Students participating in an off-campus activity will depart and return to CCS with his/her group. Students will abide by all school regulations while on a school-sponsored trip. If students conduct themselves in a way deemed unworthy to represent CCS in any co-curricular program or event, such students will be removed immediately from all remaining competition/participation in that activity while an administrative review is conducted.

## GENERAL GUIDELINES FOR STUDENT BEHAVIOR

**General School Rules:** CCS students are expected to conduct themselves in a manner that reflects pride and respect for themselves, their families, their schoolmates and the school. The following are provided as guidelines to assist students in developing proper behavior both within the school and in the community.

- 1- Follow classrooms rules.
- 2- Take pride in our school.
- 3- Take care of school property. Students found destroying school property will replace or repair all damages and further disciplinary action may be taken.
- 4- Inappropriate public display of affection is not permitted.
- 5- School equipment may not be taken off campus without special permission from the teacher in charge and the principal/director.
- 6- Use of profanity is not allowed on campus, at school-sponsored events, or on school buses.
- 7- Physical confrontations of any type will not be tolerated.
- 8- Posters/advertisements must be approved by the office prior to posting.
- 9- Electronic devices such as cellular phones, MP3 players, I-pods, etc. are not to be used in classrooms or on campus during instructional periods of the day.

**Cell Phone Use:** Cell Phones must be turned off during class time. (Not put on vibrate or silent). Cell Phones may be used during Break and lunch times. If a student's cell phone, or any electronic device, has to be confiscated during class time, for "usage against school policy", the device will be turned into the office for safe-keeping. The device will be returned to the student after the student pays a fine of 20 bs. The student will also be given detention(s) in accordance with the Discipline Chart. The money collected for "illegal use of electronic devices" will be used to help fund student activities.

**Music/Video Players, etc.:** All such electronic devices must be turned off during class time. They may be used during Break and Lunch times.

**DISCIPLINE:** Discipline must be proactive and corrective in nature, not punitive. All teachers are responsible for implementing a program of expectations and appropriate behavior in their classrooms. The following guidelines should be taken under consideration:

1. Good disciplinary actions utilizes positive rather than negative action and should be constructive and appropriate.
2. Good discipline is fair and preserves a student's dignity.
3. Conferences with appropriate individuals should be used as often and as necessary to bring about acceptable behavior.
4. When a discipline issue arises in a classroom that can not be addressed by the teacher, then a ticket must be written up and the student needs to be sent to the office. The ticket needs to be handed into the principal for documentation purposes.
5. ***Corporal punishment is prohibited under any circumstances.***

**Tickets:** When a student has misbehaved in some way and needs to receive a consequence, a discipline ticket is issued to that student. If it is a minor offense, the teacher may assign after school detention. The teacher may assign a maximum of two days of after school detention. The

student must be given 24 hours to start to serve the detention(s) so that he/she can provide alternative transportation. Detentions will be from 15:05 until 15:30. A copy of the ticket should come to the office so that the office can maintain proper records. If there is a transportation issue the teacher MAY allow the student to serve the detention(s) in the teacher's room during break period. Two detentions during break equate to one detention after school. The teacher may require the student to go to the ISS room or the Counselor's office for a "cooling off period" without assigning any detention.

For more serious offenses the teacher should send the ticket and the student to the office for administrative discipline. If the teacher can not write the ticket immediately, the student may be sent to the ISS room and the teacher can write the ticket later. However the ticket should be sent no later than the end of the school day.

A Cochabamba Cooperative School Discipline Chart will be used by the administration as a general guide to administering discipline. A copy of this chart will be given to every teacher.

**Dress Code:** Students are expected to maintain a clean and neat appearance in person and dress. Attire should not be sexually provocative or contain inappropriate messages that directly state or imply offensive messages. The administration reserves the right to determine what is considered acceptable appearance.

**Hall Passes:** An official pass is to be used for all occasions when a student leaves the classroom.

**Grounds Rules:** Students must remain on the school grounds in plain sight throughout the school day unless permission to leave the campus is granted by parents and the school office. Students are not permitted in the school car-park during the school day.

**Cafeteria Rules:** Students may eat their lunches in the cafeteria area. Trash must go in the wastebaskets, and cups, trays and silverware must be returned to the cafeteria. Each student is responsible to clean up his/her lunch area. The sixth grade and up are allowed to eat at the picnic tables and common areas of the school, but are responsible for cleaning up after themselves.

**Bus Rules:** School buses are considered an extension of the CCS campus and all CCS rules and regulations. Students must:

- 1- Remain seated while the bus is in motion and talk quietly
- 2- Hands, feet and personal objects must remain inside the bus.
- 3- Non-paying riders are not permitted on the bus. Students wishing to ride a bus other than that assigned must receive permission by the office.
- 4- The driver will not move the bus until all riders are seated.
- 5- Students must not talk with the bus driver except in case of an emergency

**Academic Dishonesty:** Academic Dishonesty is defined as any action designed to misrepresent a student's work as having been completed by that student, when in fact it was not. Academic dishonesty includes any form of cheating and plagiarism.

The first infraction carries the following penalties:

- A grade of zero on the test, quiz or assignment
- The student will be admitted to class after a conference is held with the principal, student, teacher and parents.

The second infraction of cheating carries the following penalties:

- Additional disciplinary action as determined by the principal and/or director.

**Smoking Policy:** Smoking is not permitted on or near campus, on buses, or on any school-sponsored trip or activity.

**Drug and Alcohol Policy:** Students may not possess alcoholic beverages at any time on campus, on a bus, during a field trip, athletic trip or other school-sponsored activity.

Possession, sale or use of drugs on school premises, on the school bus, or at any school-sponsored event or trip, is punishable on the first offense by immediate suspension and recommendation to the Board of Directors for expulsion from CCS. The student shall be suspended until such time as the Board can act upon the recommendation for expulsion.

**Suspension:** The director will administer in-school or out-of-school suspensions based on the severity of the discipline issue. The length of time for a suspension will be at the discretion of the director. Suspension may be given for the following reasons:

- 1- Smoking on/or near campus, buses or school-sponsored activities
- 2- Drinking alcoholic beverages on campus, near the campus, on buses or during school-sponsored activities
- 3- Insubordination/disrespect to members of the staff
- 4- Truancy
- 5- Vandalism of school property
- 6- Physical Confrontations
- 7- Theft
- 8- Repeated office referrals
- 9- Cheating

**Expulsion:** Expulsion from school means the permanent loss of all privileges to attend CCS. Expulsion is a recommendation that can be made only by the Director to the School Board. A majority vote of the Board decides the final outcome. Expulsion may be recommended for, but is not limited to, the following:

- 1- Possession, use or distribution of drugs and alcohol on or near campus, the immediate environs, or school-sponsored trips or activities.
- 2- Serious and willful destruction of school property
- 3- Theft
- 4- Assault
- 5- Vandalism
- 6- Real or perceived threats to school security
- 7- Possession of a weapon



*Right to Appeal:* If a parent does not agree with the director's decision to suspend, he/she may appeal in writing to the Board of Directors. The appeal should include all relevant information and extenuating circumstances. The Board of Directors will review the case, including information from the director, and render a final decision upholding, revoking or modifying the director's decision to suspend. The student shall remain suspended until the Board makes its decision.