



# **Colegio Bolivar**

## **Middle School Student Handbook**

### **Last Updated September 10, 2019**

This handbook is intended to be a resource for students and parents and may be updated at any time without notice. The most current version will always be available on the website. The handbook highlights the most relevant policies for middle school students but is not intended to replace the Manual de Convivencia. In the case of a discrepancy, the Manual de Convivencia supersedes the student handbook.





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### How to be successful in middle school

- Listen.
- Follow instructions and expectations.
- If you do not know, ask.
- Be kind and responsible - you will gain or lose privileges based on how you act.
- Your opinions and feedback matter – make sure to share them respectfully.

### Dress code

- Be reasonable. We are one of the only schools in Cali that does not require uniforms. We would like to keep it that way.
- Clothing must be in good condition.
- Ripped or damaged clothing (even if you bought it that way on purpose) are not allowed. The size of the rip, tear, fray, etc. does not matter.
- No one wants to see your underwear or bra, so please keep them covered.
- Please keep your torso covered.
- Hair
  - Natural colors are okay.
  - No designs are allowed.
- Do not wear or bring to school anything related to tobacco, vapes, drugs, alcohol, violence, etc. If it is not legal outside of school it is definitely not okay inside of school.
- Failure to follow the dress code results in suspension until you can change your clothes or fix the issue.



### **Gum Expectations**

- Gum is not allowed in middle school.
- If chewing gum, student will be asked to throw it out and receive a warning.
- If caught chewing gum after already having received a warning, student will be sent directly to Dr. Martin.

### **Lockers**

- Use the locker assigned to you.
- Do not share lockers.
- Do not trade lockers.
- Do not share your combination.
- Do not leave food in your locker (it attracts bugs).
- Keep your locker clean and organized.

### **No selling at school**

- For many reasons, students are not allowed to sell items of any kind on campus.
- Consequences begin with short suspensions but may include long term suspension or matrícula condicional.
- Help maintain your freedom during breaks and lunch by following expectations.



## Bullying protocol

If someone is bothering you:

**Step 1:** Tell them to stop – be specific and clear. For example, “When you do/say \_\_\_\_, it bothers me. I am asking you to stop doing/saying \_\_\_\_.”

**Step 2:** If they continue bothering you, go talk to Dr. Martin, a counselor, or Mr. Fisher. This is not tattling or being a sapo. You gave them fair warning.

Everyone has a right to feel safe at school and to be treated with respect. We take it very seriously when someone is not treating others with respect.



## ACADEMIC EXPECTATIONS

### Schedule Changes

- You may request to change your elective by filling out the “schedule change request form” in the office.
- You have the first two weeks of the school year to request a schedule change by filling out the form in the office. After that date, no schedule changes will be made.
- Attend the classes you were assigned until Mr. Fisher calls you in to discuss your request. Remember, there is no guarantee that your schedule will be changed.
- If you fill out a form, then after attending your electives you decide you like them and do not want to switch, let Mr. Fisher know.

### Absences

- Bring a note from your parent (or have them send Mr. Fisher an email) at least 2 days prior to your absence.
- Excused absences will not be given if it is less than two days prior to your absence (except emergencies and illnesses).
- The excused absence form must be signed by Mr. Fisher or Dr. Martin before you meet with your teachers.
- All work must be turned in prior to your absence.
- Excused absences are given for:
  - Illness/medical appointments
  - Sports and academic competitions (with Mr. Fisher’s approval – depending on your grades)
  - Legal matters
  - Religious activities
  - Calamity or family emergency
- Unexcused absences:
  - All other absences are unexcused.
  - If you miss a presentation or evaluation, you receive a zero that cannot be recuperated.



### Requesting passes

- Bring a signed note from a parent to the office before school between classes, or during break.
- Come to the office after lunch or after school to pick up your pass.
- Passes will not be issued after 1:30 pm.
- Passes must be requested in writing. Emails from parents will not be accepted.
- In the case of an emergency, your parent needs to call the office to request your pass.

### Leaving campus after school or activities

- Please follow school policies. They exist to keep students safe.
- You must follow the restrictions listed on your pass.
- Students MAY NOT leave in an Uber.
- Students may leave in a taxi ONLY if a parent sends driver's name, cedula number and license plate number.
- Be honest with the guards, transportation faculty and monitors. If you are dishonest in order to leave school in an unapproved way (e.g. having someone drive you off of campus, then getting in an Uber), you will lose your permanent pass.

### Cheating, sharing/borrowing, plagiarism

- Any form of cheating, sharing/borrowing work, or plagiarism results in a zero that **cannot** be recuperated.
- For students that repeatedly cheat the consequences are much more severe.





### **Expectations when there is a substitute teacher**

- Follow the instructions and expectations of the substitute teacher. Remember, they may have different expectations than your regular teacher.
- Always speak respectfully and be patient. Remember that the teacher is doing their best. Make sure you always represent Bolívar Values.
- If you think a substitute teacher is doing something wrong or you disagree with them about something, speak to them respectfully and in private – never in front of other students.
- Music on personal devices (phones, computers, etc.) is not allowed at any time when there is a substitute teacher.
- If you are not following expectations, a substitute teacher will give you a warning, then will send you to Dr. Martin's office. If your behavior is more serious, they may send you directly to Dr. Martin. Arguing with the teacher will only make things worse. You will always have an opportunity to share your version of what happened when you arrive at Dr. Martin's office.

### **Assembly expectations**

- Enter quietly.
- Talk quietly (whisper) with your neighbor until the assembly starts.
- 6th in front, 7th in middle, 8th in back.
- Leave your things in your locker.
- If you bring anything with you, it must stay under your seat during the assembly.
- When someone is speaking, give your full attention.
- Keep your hands and feet to yourself.
- Clap and cheer at appropriate times.
- Students who choose not to behave appropriately will be asked to leave the assembly.





## **TECHNOLOGY EXPECTATIONS**

### **Cell phone policy**

- Off and away from the moment you arrive at school until 2:30 (off means off).
- Smart watches are treated the same as cell phones, off and away.
  - 1st offense: cell phone stays in office until Friday (if it is Friday, it stays until the next Friday)
  - 2nd offense: one month
  - 3rd offense: remainder of semester (minimum one month)
- If you need to contact a parent, come to the office and get permission.

### **Laptop expectations**

- Laptops are only out and open when teacher has asked you to get it out.
- They are not allowed to be out before school, break, or lunch unless in a classroom with a teacher present.
- They are only used for the purposes the teacher has given.
- Be responsible – it is not worth it to misuse your computer during school.
- Violations will be treated the same as deliberately not following instructions and will include a period of time where you are not allowed to use your laptop.
- Change your passwords and do not share them with anyone.



### Computer checkout

- ICT will only lend a computer 2 days in a row. If you need it longer than this period of time you will need to provide evidence that your personal computer is being repaired.
- The laptop will be loaned to you in perfect condition. If there is something wrong when you turn it on you must notify the teacher in charge immediately. If you do not, you are responsible for any repair the computer may need.
- The Laptop must be returned the same day by 4:00 pm.
- Laptops must be returned by the same person who checked it out.
- If you do not return it the same day:
  - You lose borrowing privileges for 10 school days.
- If you misplace the computer
  - You lose borrowing privileges for the rest of the school year.
- ICT Office hours (G-9)
  - Laptops will be checked out during these times only
    - 7:00 am – 7:40 am
    - Break (9:55 am -10:15)
    - Lunch (12:50 – 1:20)



## **BREAK AND LUNCH EXPECTATIONS**

### **Cafeteria expectations**

- Walk
- Say please and thank you.
- Wait your turn in line – you are not allowed to have someone else buy food for you if you are not in line with them.
- Plates, cups and silverware are not allowed to leave the cafeteria.
- If you want to eat somewhere else, bring your own container to put your lunch in or take it on a napkin.
- Clean your area – the consequence for not cleaning your area is one month of cafeteria cleaning duty at lunch.
- Follow the instructions for sorting your tray, plates, cups, silverware and garbage in the racks.
- If plates are stacked too high, go get another tray to put on the rack.
- There are a few “nut free tables” – you may only sit at them if your lunch is entirely nut free.

### **Bosquecito expectations**

- Bosquecito is considered part of the cafeteria, so all of those expectations still apply.
- Do not feed the iguanas.

### **Ball checkout**

- Soccer balls, basketballs, frisbees, volleyballs and some games are available in the office for checkout during break and lunch.
- Bring your ID card or your cell phone in order to check out a ball
- Say please and thank you.



### **Gym rules**

- No food or drinks allowed in the gym except water. Use the benches or picnic tables instead.
- Pick up trash and put it in the trash cans.
- All plates, cups and silverware must stay in the cafeteria.
- If you make a mess, clean it up.
- Respect the use of the courts (volleyball using volleyball, basketball using basketball).
- Only one game is allowed per court.
- No tackles or violent games.
- Be respectful with your words and actions.
- Return the balls to where they belong.
- Stay off the net that separates the courts.

### **Smart card cafeteria and printing**

- Cash will not be accepted in the cafeteria or for printing.
- Make sure your parents load your Smart card with money for printing and for the cafeteria (they are two separate links on the website).



### **School doctor expectations**

- You must get a note from your teacher.
- Always check in with your teacher before going to the doctor.
- You must get a note from the doctor prior to returning to class.



## **AFTERSCHOOL EXPECTATIONS**

All students are expected to leave school at 2:30 or be in an approved activity.

### **Reinforcements**

- Reinforcements start at 2:35 pm.
- Students who arrive after 2:40 pm will not be allowed to stay.
- You must sign up ahead of time with the teacher/s you wish to stay with.
- All school day expectations apply during reinforcements.
- At 3:30 pm students must leave school, go to an approved activity, or go to the library.
- Reinforcements do not conflict with extracurricular activities. You can go first to the reinforcement and then attend the extracurricular activities.

### **Recuperations**

- It is always easier to do the work the first time.
- Students must meet certain expectations prior to being allowed to recuperate.
  - This generally includes doing all assignments for the unit and completing additional work to show you have improved your learning and are ready to recuperate.
  - Recuperations are only available for a certain amount of time following an assessment.
  - Each grade level with post their recuperation expectations.



### Library expectations

- The library is for reading and working only.
- Games are not allowed.
- Web sites must be appropriate and related to the work you are doing.
- Food and drinks are not allowed.
- Be respectful of the space and the library personnel.
- Students who do not follow library expectations will lose the privilege of using the library after school.