

# Student Handbook



COLEGIO LOS NOGALES

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## INTRODUCTION

**This Student Handbook (literally: Handbook for Community Living) establishes the principles, guidelines and regulations that guide the organization of the community of Colegio Los Nogales for the full development of its institutional goals in accordance with the directives set in the Institutional Education Program (PEI).**

**All elements of the school, such as directors, teachers, parents and student representatives, have participated in the elaboration of this Handbook. Should any of the parties wish to amend the Handbook, requests go to the school's Board of Directors (Consejo Directivo); the Board studies the petition and decides on the relevance of the proposed modifications.**

## SCHOOL CALENDAR AND SCHEDULE

### A. SCHOOL CALENDAR

The school calendar for the 2006-2007 school year is as follows:

August	14	First day of classes for students
December	15	Christmas vacations start
January	15	First day of classes
March	31	Holy Week vacations start
April	9	First day of classes
June 15		Last day of classes – Closing Ceremony
June 16 to June 30		Remedial course

### B. SCHEDULE

- The schedule for preschool is: Monday to Friday from 7:20 a.m. to 12:20 p.m.
- The schedule for the other sections is: Monday to Friday from 7:20 a.m. to 3:20 p.m.

#### NOTES:

- Sports practices take place Monday to Friday from 3:20 to 5:00 p.m.
- Individual Help is offered out of the school schedule (6:35 to 7:20 a.m. Monday to Friday). If the Section Directors deem it necessary, they may assign remedial help on Saturday mornings.
- Tutorials take place Tuesday to Friday from 3:20 to 5:00 p.m.
- The Marching Band will practice from 3:40 to 5:00 p.m. on days to be decided by the the Band leader. The Band rehearses on some weekends, according to a previously established schedule.

- The Cheerleading squad practices on after school hours, sometimes on weekends, according to a previously established schedule.
- The drama group rehearses according to a previously established schedule, including some weekends.

The school will not be responsible for any student before 7:10 a.m. nor after 3:30 p.m., unless the student is in one of the previously mentioned activities and under the responsibility of an adult working at the School.

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# STUDENT HANDBOOK

## I. INSTITUTIONAL PROFILE

### A. Mission and Values

Colegio Los Nogales has chosen as the framework for its educational endeavor the values inspired by the Christian vision of the world. Consequently, its mission is to promote exemplary citizens, leaders in their service to society and committed to Colombia. To achieve this, the school works on the principles that develop the values related to the individual's search for excellence and ethics based on the moral and intellectual growth of the community.

In accordance with such principles, the individual who seeks excellence must be characterized above all, by honesty in all life's actions. Honesty must direct the student to always tell the truth and to act in personal growth with autonomy, rectitude and sincerity, in order to present and justify performances and creations as authentic and give credit to others for theirs. It must also lead the individual to accept and assume the consequences of wrong doing.

Besides honesty, the person who seeks excellence must manifest respect for oneself and for others. All actions must take into account human dignity and, consequently, must allow the individual and others to act according to their individuality and their right to be different. Therefore, the person must understand rights in harmony with the rights of others; and must be able to follow and comply with the regulations established for the good of the community to which the person belongs, and not only for personal benefit.

In addition, a person who seeks excellence must act with responsibility, defined as the awareness of obligations to oneself, to others and to the environment. This conscience must enable the student to make constructive use of the right to make decisions, to commit to decisions out of personal conviction and to be responsible to the community for actions.

The student who seeks excellence and who acts according to the three values described above, must be autonomous in thinking and in action; the student must have a will for continuous improvement and must see in relations with others and in work opportunities for personal fulfillment. All of this must constitute his work and life ethic.

Those who pursue excellence must act in accordance with the principles that guide their actions with respect to others, particularly with the principles of democracy, solidarity and teamwork. Accordingly, a Nogales student cannot be conceived as an individual educated in isolation, but as a person related with and open to others; a person who listens to others, who takes into account their participation and who is capable of modifying ideas when seriously considering those different; a person who contributes to collective creation and who joins others to seek what is best for all.

Finally, the nogalista student should have, above all else, solidarity and acceptance of the differences that exist among human beings. Consequently, the nogalista community is committed to a non discrimination policy in terms of race, religion, political beliefs, gender, nationality, socio- economic status, age, impairment, civil status, and any other individual condition. Therefore, the nogalista student belongs to a solidary, united, and committed community with common ethical ideals. The final goal is to transcend their own interests and project themselves to society through the service of others.

## **B. Vision**

In order to fulfill the proposed mission and based on its guiding principles, Colegio Los Nogales has committed itself to work permanently toward the achievement of the following objectives:

- Create an educational community that accepts diversity in all its members and that is committed to its values in the pursuit of personal fulfillment and community improvement.
- Fulfill in all its students their intellectual, artistic, physical

and social potential.

- Offer—as a unifying principle of education and with a healthy religious pluralism—a life option inspired in the values of the Catholic Church.
- Educate exemplary citizens, able to assume leadership in service to society and in the commitment to progress, justice and peace in Colombia.
- Become leaders in the educational field.

To sum up, the school strives to educate citizens truly committed to the needs of their country and its people and able to contribute to the advancement of their community from a global perspective. A personal life of commitment with Colombia is, then, the ultimate goal that guides the actions of Colegio Los Nogales as an educational institution founded in response to a clear need in the national context.

## **II. SCHOOL GOVERNMENT AND INSTITUTIONAL ORGANIZATION**

Participation of all the members of the educational community, both in the life and in the decisions of the school, is a basic condition for the creation of the educational environment that the school seeks. Based on this principle, the school has organized its governing into the following bodies:

Colegio Los Nogales is owned by a non-profit entity called **CORPORACIÓN COLEGIO LOS NOGALES**, which in turn has a Board of Governors. The Board of Governors (Consejo Superior) establishes the general guidelines and policies of the Corporation Colegio Los Nogales and oversees their attainment. Besides that, it guarantees constant fidelity to the institutional principles of the school.

The Board of Directors (Consejo Directivo) executes the general policies established by the Consejo Superior; it is responsible for

allocating and supervising the resources of the school, for overseeing its general operation, and for permanently evaluating the institutional achievements and stimulating improvement in the results.

The School Principal is the natural leader of the education community and channels the participation of all the members that constitute it. The Principal executes and oversees the administrative and academic policies adopted in coordination with the Academic Vice-Principal, the Section Directors, the Academic Council, Heads of Department, teachers, the psychologists, the director of the library, the school business manager, the Student ombudsman, the Student Council and its representative, the Parents Association and the Alumni Association.

The School Principal is chosen by the Colegio Los Nogales Corporation, according to its established rules.

The Academic Vice-principal and the Director of the Professional Development Department ensure the application and diffusion of academic policies in accordance with the Institutional Profile. The Vice-principal convenes and presides over the Academic Council and works with all its members. Functions include permanent revision of the curricula, methodologies and pedagogical resources to adjust them both to the changes indicated by the National Education Ministry and to the academic advances in pedagogy, science and technology.

The Directors Committee is made up by the Vice-principal and the Section Directors, who are immediate assistants to the School Principal in the school government. This committee decides on disciplinary issues according to the terms expressed in the Student Handbook and supervises the general organization of the School's sections.

The Academic Council includes the Principal, the Vice-principal and/or the director of the Professional Development Department, the section directors, the heads of departments, the Library director, and the director of the psychology department. It makes decisions concerning academic and administrative poli-

cies. This Council is also a superior authority in the decision-making process regarding the execution of such policies.

The Internal School Council's functions, among others, are to serve as a conflict resolution instance among students and teachers and administration, defend and warrant the rights of all members of the school community, make sure the Student Handbook is enforced accordingly, and help in the planning and evaluation of the PEI.

The Section Directors (Preschool: Pre-kindergarten to Transition; Primary: grades 1 to 4; Middle school: grades 5 to 8 and Upper school: grades 9 to 11) direct, coordinate and evaluate the application of the administrative, pedagogical and disciplinary policies in their respective levels and make decisions in consultation with teachers for the permanent improvement of the effectiveness of the academic process.

The Heads of the Academic Departments or Department Coordinators are responsible for the application of the academic policies in their department for all the grade levels in the school. They are the leaders of the processes of design, execution and revision of the curriculum in their areas; of the selection of teachers; of the selection of materials and methodologies adequate to achieve the goals set by those programs; and of the direction and evaluation of the planning process and implementation of the educational process by the teachers.

The Director of the library administers the Resource Center. The director is in charge of leading all the actions that seek to promote a culture of learning, of research and of interest in and love for reading.

The teachers carry out the educational policies of the institution in their direct contact with the students. They actively participate in the academic and disciplinary decisions related to their students, their section and/or their department. Teachers meet

periodically with the department coordinators, with the section directors and with the principal.

Among the teachers, the group directors have a special responsibility, as they directly participate in the academic and disciplinary decisions related to their students based on their own information or that received from other teachers.

The Psychology Department is in charge of promoting the integral development of the students, of preventing academic or emotional difficulties, and contributing to their effective solution. It also contributes to the administrative, pedagogical and disciplinary policies of the school in accordance with its values and Institutional Profile. The director of the department is a permanent member of the Academic Council. The psychologists of each section regularly participate in the teachers meeting and are part of the Evaluation and Promotion Committees in each level.

The Evaluation and Promotion Committees for each academic level are constituted by the School Principal or his delegate, the section director, the group directors and a parent. Such committees examine the academic process of each student and make recommendations to the Academic Council about their promotion. The committees meet before the partial or final academic reports to students.

The admissions director welcomes and meets with the parents of future students, administers the selection process for all grades and participates in admissions decisions with the principal, the section directors and psychologists who are part of the Admissions Committee.

The bookstore administers the textbooks and materials given to students and teachers.

The Student Council and the Student Representative, who acts as President, are elected by the students and contribute their ideas to the institution in permanent communication with the school administration. The vice-president of the council is the represen-

tative of the students to the Board of Directors.

The House Captains (Eudikia, Filia, Politeia) are senior students who are elected to this dignity for their outstanding school spirit; they collaborate with the school administration in the promotion of values of the community.

The Alumni Association groups the alumni in order to maintain personal contact, to support the school in its projects and organize academic, social and cultural activities with community service purposes.

The Parents Association participates widely in the organization of social activities and events for the integration of the community. Besides that, it supports the school in obtaining resources to carry out projects such as the Parents Workshop that aims to educate, guide and support the parents of the community. It also provides financial support for students, for the professional development of teachers, and for the growth and furnishings of the school facilities. The Council of the Association is made up of ten parents who direct it. It has a permanent office in the school.

### III. ACADEMIC HONOR

#### A. Academic Honor Code

All Nogalistas are committed to the school's character education. A central aspect of this commitment has to do with academic honesty which is respect for the student's academic work and that of others. That is why the school has developed an Honor Code that makes the governing principles explicit.

##### 1. Definition

The Honor Code is a set of principles written out in a pedagogical document directed to the students and inspired by the ethical pillars of the school: the values of honesty, responsibility and respect.

As an honor code, it means that the student, developing autonomy while advancing in the educational process, responds positively to the high expectations of moral integrity in the compliance of duties. As an academic code, it means that the Nogales student identifies by name and ratifies by signature only those products that belong to him and gives due credit to other sources, when making use of them.

This integrity should be present not only in formal academic assignments, but also in everyday school activities including relationships with peers and the use of school property. Consequently, the student should not: use improper or fraudulent help, obtain advantage that alters the equity of evaluation, affect the objectivity of such evaluation, be participant or complicit in academic faults, or ask for acknowledgement or evaluation of work that was not submitted. Committing dishonest acts, helping to commit them, and/or knowingly helping to violate the Honor Code are all equally objectionable. It is expected, conversely, that students with honest intentions discuss the contents of a class and look for help from others to fully understand a subject.

Since the performances presented by the students are used to evaluate individual understanding, they must be carried out according to the person's ability without unauthorized help.

Firm adhesion to these values and compliance with this Honor Code gives the student the right to be considered worthy of trust and of the same moral qualities of the school's faculty, other students and the institutional surroundings.

## 2. Actions

The following actions, among others, constitute violations to the Honor Code:

- a. In academic work such as research, homework, labs, creative work:
  - Turning in someone else's work as one's own.
  - Presenting the same assignment (or parts of it) twice without previous consent of the teachers.
  - Copying homework from others.

- Using sources expressly unauthorized by the teacher.
  - Using materials, sources, or ideas without proper citation.
  - Manipulating work guidelines.
  - Falsifying research or lab data.
  - Hiding, altering, or keeping materials on reserve.
- b. Exams, tests and quizzes
- Obtaining a copy of the exam beforehand.
  - Commenting on the contents of an exam with students of different sections with the intent of knowing the answers.
  - Bringing or consulting unauthorized material to the exam.
  - Talking during an exam.
  - Looking at the exam of another student.
  - Giving or receiving unauthorized information during an exam.
  - Consulting the teacher to obtain information that is being tested.
  - Disregarding the time given for an exam.
  - Being absent for an exam in order to have more time to prepare.
  - Falsifying or manipulating answers after turning in an exam.
  - Falsifying or altering results in athletic tests or sports scores.
- c. Other
- Falsifying signatures in conferences, academic reports, mail to or from home, or any other school related document.

3. Sanctions: According to the type and seriousness of the offense, the age of the student, the frequency, and the specific situation, the Section Directors, the Academic Council, the Principal, and/or the Honor Council will hear those implicated and apply the appropriate sanctions according to this Handbook (Manual de Convivencia).

## B. Technology Honor Code

The following guidelines for the use of computers and their accessories are community regulations set in order to guarantee

personal and academic progress for all, to ensure that all members of the community can make proper use of the technological resources of the school, and to favor group work.

It is expected that a member of the Nogalista community uses the computers, software, Internet services and all the elements associated with technology behaving with respect, responsibility and honesty. These include, but are not limited to the following:

### 1. Respect

- Respect the rights of others to use the computers and their associated elements.
- Take proper care of the equipment and its associated elements.
- Use proper and respectful language.
- Sign all communications.
- Respect privacy: do not use the files or accounts of others.
- Return all borrowed equipment on time and in good condition.
- Do not change configurations.
- Do not send offensive information or graphic material.
- Do not send viruses.

### 2. Responsibility

- Follow library procedures for the use of resources.
- Use school equipment only for academic purposes within the posted schedules.
- Handle passwords and information responsibly.
- Use Internet sites approved by the library or by the teachers, or those of academic interest.
- Ask for authorization to download files or programs.
- Use diskettes to store information.
- Use paper sparingly.

### 3. Honesty

- Sign all communications.
- Use passwords, id numbers and access codes responsibly.
- Acknowledge all sources.

- Use proper citation formats.
- Use only properly licensed software.
- Do not use other people's accounts.

All sanctions will be handled according to this Handbook (Manual de Convivencia).

### C. Honor Council

The Honor Council is a means of communication between the students and the educational community that aims to achieve decisions that are fair and that agree with the school's principles. As such, it is an advising body to the Principal and the Academic Council.

This Council can be called on by any student who wants to be heard by a different authority to the regular one. It is constituted by the Students Representative, a member of the Student Council, the Captains, a student and a teacher chosen by the student who called the council, and the Section Directors.

The Council may also receive a request to convene by the Section Directors when, because of the complexity of a case, it is in the interest of the student body.

## IV. STUDENT RIGHTS

### A. Student rights

Student rights are all actions that benefit the student and his classmates and that seek the integral development of the student.

- Be educated integrally and develop personality in an environment that balances autonomy with responsible freedom.
  - Know the Student Handbook (Manual de Convivencia) and its uses.
- Be assisted by faculty and staff in all aspects concerning academic and personal development, with due confidentiality.

- Receive orientation and counseling necessary for the healthy development of the student's emotional life.
- Participate in the extracurricular, sports, cultural and academic activities that the school offers.
- Use all the school's services.
- Be respected by classmates, teachers, school officials and staff associated with the school.
- Communicate in an open, direct and respectful manner with teachers and school officials of the school.
- Demand high academic class level.
- Contribute ideas for the proper functioning of the school.
- Be elected as class representatives -if fulfilling necessary conditions- and participate in the election of representatives (Student Council and Students' Representative).
- Receive timely assessment and feedback of work.
- Demand honesty and responsibility from teachers, school officials and other employees.
- Know course descriptions and syllabi.
- Receive timely and adequate individual extra help.

#### **B. Religious Education**

Colegio Los Nogales offers education in the Catholic religion. Those families that profess a different religion can request support from the Values Department in order to provide religious education for their children. The department will help them organize the space and time in the schedule to carry it out. This agrees with the school's vision of respect and openness to other faiths.

#### **C. Appeals**

When a student considers that a right has been violated, the student can request help from the following authorities:

- Teacher
- Group Director
- Section Director
- Head of the Department
- Academic Council
- Students Representative and/or Honor Council

## V. STUDENTS' OBLIGATIONS

Students' obligations derive from the school's philosophical framework and its understanding of discipline and the development of autonomy. A student from Colegio Los Nogales is expected to demonstrate a commitment to the institution through compliance with both the duties listed below and the particular regulation of other activities and bodies of the school.

### A. Respect

All students should respect themselves, their classmates, their teachers, the school staff and the school as an institution. To achieve this, students must comply with the following:

#### 1. Respect the self

- Eat adequately in order to achieve a proper development of the body.
- Sleep an adequate number of hours and come to school alert and attentive to activities.
- Comply with basic hygiene and personal cleanliness according to school expectations.
- Not consume any substance that may be harmful to the body (including alcohol and psychotropic substances).
- Not smoke on the school premises, on the bus or in school activities off campus.
- Demand respect.
- Care for the body and physical integrity.

#### 2. Respect others

Respect for others is understood as the acceptance of the worth of each member of the community and the respect for differences. The school considers as serious offenses any act of intimidation, taunting, coercion, or harassment that seeks to shame, offend, or humiliate a member of the community. It is also considered serious to discriminate against others because of any physical, religious, ideological, socio-economic condition or any other reason.

Students must:

- respect the right to education of their classmates.

- cooperate for an optimal work environment.
- respect others' freedom of ideas and beliefs.
- respect the works of others.
- respect turns.
- be polite and cooperative with school staff, including the transportation personnel.
- use respectful and correct language with all members of the community.
- demonstrate respect in community events such as Mass, assemblies, flag raising ceremonies, and other school functions.
- avoid any behavior that may cause accidents.
- not chew gum.
- not use physical strength to solve differences.
- not use sound devices, video devices, toys, games, cell phones, communication devices or any other device that may disturb academic activities during the school day.
- restrict the use of cell phones to recess or other moments when the student is not participating in any academic activity.
- use—on the occasions that the schedule and activities indicate—the appropriate uniform, in good condition according to the regulations given in Chapter XIV of this handbook.

### 3. Respect the surroundings

- Care for and preserve nature in and out of school.
- Commit to the ecological campaign of the school by:
  - following recycling guidelines.
  - re-using paper when appropriate.
  - using water and electricity moderately.
  - not wasting paper in bathrooms.

### 4. Respect property

- Cooperate with the general order and cleanliness of the school.
- Respect projects and exhibits.
- Assume care and good use of facilities, furnishings, textbooks, equipment and other elements, including the school buses.
- Respect others' belongings.
- Be responsible for any damage, mistreatment, or wrong use of the elements of community when the school deems appropriate.

## B. Honesty

All students should be truthful to themselves and others; this includes the following:

- Tell the truth always.
- Abide by the Honor Code (see chapter III).
- Do not take others' belongings without authorization.
- Return lost items to the owner or a school official.
- Meet commitments.
- Inform the corresponding authority about facts that may affect the community.

## C. Responsibility

All students must be responsible and meet the following obligations:

- Work with maximum effort to achieve the best results possible.
- Fulfill obligations and represent the school with dignity in activities on or off campus (examples: on school teams, at musical presentations, during community service)
- Abide by school calendar.
- Be punctual to classes and other school activities.
- Make use of the necessary materials, uniforms and supplies, as established by the school, for all activities.
- Follow instructions from teachers and school officials to comply with regulations for activities such as school trips, community service, school functions and other external participation.
- Turn in all assignments and projects according to deadlines and schedules.
- Care for textbooks and materials on loan, return them in the same conditions according to deadlines, and replace them in the case of loss or damage.
- Request and attend extra-help sessions.
- Deliver and return communications to and from school such as school reports, newsletters, school bills, appointments, etc.
- Label all belongings.
- Stay on campus according to schedules.
- Inform about irregularities.
- Act responsibly in school buses abiding by the established

regulations and the instructions of the adults in charge.

- Assume consequences of actions (academic and disciplinary).
- Actively assume the duties of the community service activities.

#### D. School Drug Policy

The Colegio has adopted a clear “Healthy Lifestyle” policy. The term drugs refers, in addition to illegal psychoactive drugs, to alcohol and tobacco, considered by the World Health Organization (WHO) as types of drugs.

One reason this policy has been adopted is for the notion that drugs, in any manifestation, are harmful to the integral development of youths. It has been sufficiently proven, through multiple research, how the organism and especially the brain of adolescents are affected by the damaging effects of drugs. Another reason is that the Colegio complies with all laws clearly prohibiting ingestion of these substances in educational institutions. Therefore, the school’s activities are alcohol-free, whether these are held inside or outside the school’s grounds.

That is, we see this rule as another expression of one the Noga-lista values: respect; respect for our bodies and for Colombian law.

The policy is reflected in very concrete actions and consequences:

- Consumption, possession or traffic of alcohol, tobacco or illegal drugs during the school day, on campus, is prohibited.
- The same rules apply to extracurricular activities off campus, such as UNCOLI sports or cultural events, or on excursions.
- Students who consume, possess or traffic alcohol or illegal drugs during school activities are taken to a higher disciplinary stage (suspension, probationary enrollment, expulsion), since the

infraction is considered serious.

- Students who come to school under the influence of any of these substances will be sent back home and their parents will be called to a meeting.
- When the abuse of any of these substances affects community life and becomes a bad example, the School may apply sanctions, independently of the place or time it occurs.

Colegio Los Nogales is an alcohol –free, drug –free institution. In consideration to this, no alcohol is served in school on any occasion to parents, students or visitors.

#### **E. Other**

Students should seek authorization from their Section Director to sell things and/or organize activities involving money. Direct sales to classmates are not permitted.

### **VI. INCENTIVES FOR STUDENTS**

The school has the following mechanisms to stimulate the students in a positive manner:

- Time in Group Direction to analyze school performance of each student: results and discussion of comments from teachers.
- Diplomas in Flag Raising ceremonies to those students who are outstanding in the exercise of the values promoted by the school.
- Honor Diplomas in the Closing Ceremony for academically outstanding students from each course.
- Participation in events and special activities in the school.
- Diplomas for outstanding performance in Sports Events.
- School representation in cultural, academic, artistic, or sports events.
- House Captain. This recognition is given to incoming senior students.

- Congratulation notes from Section Directors to the students who improve their academic performance.

## **VII. STAGES (INSTANCIAS) OF REFLECTION AND / OR SANCTIONS**

Colegio Los Nogales strives to educate autonomous students, particularly concerning decisions involving ethical values. That is why it believes in the individual's capacity to act out of personal conviction, in accordance with those values, and not out of fear of punishment, peer pressure or personal convenience. Teachers guide students through various stages (instancias) so that they may reflect upon their errors and commit to correct them. Consequently, applicable sanctions are not seen as punitive actions, but as formative decisions taken according to the student's age, the seriousness of the offense and the history of the student. In all cases, all parties involved are heard before any decision is made.

The instancias are the following:

### **A. Warning (amonestación) [levels 1 and 2]**

It is a verbal warning to the student. There are two levels:

- **First instancia:** Verbal communication from the teacher or implicated adult with the student in order to seriously reflect on the cause of the warning.
- **Second instancia:** Meeting with the student and the teacher (or adult) and group director in order to clarify the appropriateness of the behavior from an ethical and disciplinary point of view.

In the semester system (grades 9 to 11), any member of the staff can immediately warn and inform the corresponding group director in writing (using the proper form) of any infraction from a student of this section.

A student is warned when directly or indirectly he faults against:

- The normal development of classes.

- Proper attire and personal presentation, especially the use of the uniform.
- Punctuality (absences and tardiness).
- Cleanliness.
- Return of newsletters, academic reports, library loans, etc.
- Responsibility, honesty and respect (minor disruptions)

According to the seriousness of the offense, the student could either pass to a higher instancia (letters B, C, D, or E), or be denied entrance to class until he has complied with the accorded action, or stay after school, or come on Saturdays to make up for wasted time or incomplete assignments.

### B. Student conference (instancia 3)

A written reflection that the student produces about the implications and consequences of wrong doing for personal and academic life; particularly, the student must make explicit the reasons that brought on the behavior, the value or values at stake in the action, and a concrete commitment to change. It is carried out in the office of the section director with the student, the group director and the teacher. This instancia directly involves parents who should sign the form, write a comment, and return the form to school.

The reasons to arrive to this instancia include:

- Serious disregard of duties and regulations of this handbook
- Relapse on previous faults.
- An unjustified absence to class or to the school.
- Three unjustified cases of tardiness.

### C. Suspension

The suspension is an instancia of reflection that implies not participating in school activities for the time determined by the Section Director, and a grade of insufficient on any evaluation of assignments in that time. The Principal or Section Director decides if the suspension takes place on or off campus. The school will inform parents in writing; the letter must be returned signed. Sometimes the Section Director will meet with parents to analy-

ze the case. The student must write the product of his reflection including an explanation of the facts and a concrete commitment to the values of the school.

This sanction is applied when school officials so decide after analyzing the student's behavior in cases such as the following:

- Serious disrespect involving physical and/or verbal aggression.
- Relapse on previous faults.
- Dishonesty in exams and/or assignments.
- Serious faults in the judgment of the Section Director.
- On school buses, suspension of the service for some time.

#### **D. Probation (Matrícula Condicional) or Conditional Enrollment**

It is a state of alert about the relation of the student, his responsibilities and duties with the school; it must be resolved favorably in the deadline established by the school. Favorable resolution is a consequence of a positive change in the behavior that caused the probation. The cases are presented to the Academic Council by the corresponding Section Director; cases are studied in order to provide guidelines concerning the measures to be taken and to decide on the conditions of the probation. Parents will be informed of the decision in a meeting with the Section Director and/or the Principal.

It is applied in cases such as:

- Relapse in any of the previous faults.
- Consumption of alcohol and drugs in school activities on or off campus.
- Insufficient evaluation of discipline and/or responsibility at the end of the year.
- Insufficient evaluation of discipline and/or responsibility in a number of classes during the quarter terms.
- Serious aggressions to the dignity of a member of the community.
- Repetition of a year.

#### **E. Expulsion**

A very serious fault or several faults can cause the student

to lose his right to be part of the school for the following school year, or even an immediate expulsion. This decision will be taken by school officials when considered necessary after analyzing the behavior presented by the student and according to the seriousness of the offense. This instancia is applied in cases such as the following:

- Relapse in any of the previous faults
- No favorable resolution of the probation in the times and conditions established by the Academic Council.

In this case, parents will meet with the Principal to receive communication of the decision.

If a student is involved in an investigation for infractions or violations to the law, or if he commits an act that constitutes an infraction or violation to the law on or off campus, such conduct will be qualified as serious, and it will lead to the application of the highest sanction. Any member of the community who knows about the offense must immediately inform the Principal, to follow procedure to confirm the wrong doing and decide on actions to be taken.

#### **E. Appeals**

Students have the right to be heard and to have their version of events to be accepted as true. As part of the reflection process on faults, students have the right to be heard by authorities higher than that which imposed the sanction. In addition, students may ask the Honor Council to analyze the case and make recommendations to the corresponding authority.

#### **G. Other Resources**

In the higher disciplinary stages, at the Directors Committee's discretion, there exists the possibility of recourse to mediation under adults trained in the methodology. This resource allows for exploration, through dialogue, of alternative solutions for situations that go beyond the scope of the disciplinary-stage system. By nature, these situations are limited to complex interpersonal conflict.

## VIII. ATTENDANCE

The school considers that punctual attendance to classes and school activities is an indication of responsibility and of the students' commitment to their education. Therefore, all students are expected to strictly comply with the school calendar and the schedules. In cases of absences or tardiness, the guidelines and procedures are as follows:

**NOTE:** In case of sickness at school, the student will only be able to leave with authorization from the school nurse who, having consulted the Section Director, will take the proper actions.

### A. Pre-school and Primary

- The student who is absent without excuse assumes the consequences of absence that may include not being able to complete evaluations scheduled for that day.
  - The student must hand in an excuse to the group director who will organize the schedule for making up missed work.
- A student arriving late to school must go to the secretary's office to obtain an authorization to enter class.
- A student arriving late to school three times in the same bi-monthly period will be sent home and this absence will be considered unjustified.
- The student who arrives late to class may come in, but is marked with a tardy.
- In accordance with the law, the school follows the medical guidelines concerning sick-leave.

### B. Secondary school

- Students who disregard the school calendar without excuse must complete a Student Conference because of irresponsibility.
- Students absent without excuse assume the consequences of absence that may include not being able to take the evaluations scheduled for that day.
- Students must justify absences with the Section Director with a doctor's excuse or a personal explanation. This must be done when entering the school.

- In the case of a justified absence, students are responsible for scheduling missed assignments directly with teachers, no later than a week after absence.
- Unjustified absences are handled according to the instancias (Chapter VII). The group director informs parents of these absences.
- Students who arrive late to class and/or other school activities without an excuse may come in, but the tardy will be considered an absence. Frequent and unjustified tardiness will be handled according to the instancias.
- In any type of absence, students must make sure that assignments scheduled in advance arrive to school.
- In accordance with the law, the school follows medical guidelines concerning any sick-leave.
- Students who do not use the school transportation service and arrive late to school must go directly to the secretary to receive an authorization to go to class. After the third tardy, the student will be sent back home.
- Teachers must immediately report to the secretary all absences to the first class.

## **IX. ASSESSMENT AND EVALUATION**

### **A. Definition**

Assessment in Colegio Los Nogales is an ongoing, permanent process that is an integral part of the learning process. It has the character of formative assessment of processes and not only of summative evaluation of outcomes. Assessment is carried out through diverse activities that seek to demonstrate student understanding and that include processes of personal reflection reported in self-assessments. The assessment process assists students, so that they can progress in their education.

### **B. Grading Periods**

The school year is divided in four grading periods called “bimesters” or bimonthly periods for preschool, primary and middle school (grades PK to 8). At the end of each term the teachers write academic reports presented to students and parents. Besides that, there are also midterm reports. This system guarantees

permanent communication of student outcomes.

### **C. Academic report**

The evaluation of the students is communicated through an Academic Report that has two sections. The first section contains the assessment of the outcomes and the habits and attitudes through a scale of concepts. In the second section, each teacher writes comments and observations that highlight progress, identify weaknesses and suggest strategies and goals for continued improvement.

The concept scale used to assess progress is made up of the following values:

**AH High Honors.** Consistent excellent performance. The student attains all the goals at significantly superior levels to the ones set for the course.

**H Honors.** Very good performance. The student frequently attains goals above the expected average for the course. The concept suggests that the student can still work more to achieve excellence.

**S Satisfactory .** Good performance. The student reaches goals at a sufficient level. The concept suggests, in turn, that this level can be improved.

**A Acceptable.** The student has achieved set goals at an acceptable level. Nonetheless, the student must strengthen skill development and knowledge.

**I Insufficient .** The student does not meet the essential goals set by the curriculum. Presents serious academic difficulties or lack of sound fundamentals. The concept indicates the need to change strategies or academic attitude.

The following are the terms used in the Academic Report:

- **Concept:** Objective measure of the performances with respect to the throughlines and goals set.

- **Discipline:** assesses student behavior. It has a social dimension as it indicates whether the student is contributing to an optimal academic environment that allows others to learn.
- **Responsibility:** assesses student commitment to comply with school requirements such as homework, attendance, uniform, materials, among others.
- **Progress:** assesses the relation between abilities and performance over time.
- **Attention:** assesses how actively the student follows the class.
- **Following instructions:** Related to attention, assesses the adequate execution of oral or written instructions.
- **Order:** assesses the organization, handwriting and proper presentation of assignments, projects and notebooks.
- **Interest:** assesses the engagement that the student demonstrates for the class.
- **Participation:** assesses how active, timely and relevant student contributions to the class are.
- **Effort:** assesses what the student demands of him or herself.
- **Acceptance of errors:** assesses the capacity to recognize and overcome mistakes.
- **Relation to others:** assesses the quality of student relations with others in the group.
- **Group work:** assesses the capacity to assume roles in a group.

The results of the assessment are presented in the bimonthly academic reports which are not averaged: their purpose is to inform the student of progress and the way to continue successfully. The grade in the fourth bimonthly period reflects the end of the process.

#### D. Individual Help

The Individual Help can start at any moment during the school year for those students with specific difficulties in any subject. This help is carried out by the teachers before school, until the student overcomes the difficulty. It is offered as long as the student needs it or requests it. In very difficult cases, the

Section Director may recommend the student to seek tutoring. If a student has an Insufficient grade in a subject for one or more bimonthly periods, he must attend Individual Help.

**E. Program of Tutorial Support (PAT)**

The school offers this program as another means of assisting students with academic difficulties. This tutoring aims to review study habits and basic abilities, and it is offered by properly trained personnel. The section directors contact the parents of those students to whom the program is recommended. Attendance to the program is voluntary. It is carried out after school and, therefore, implies a small fee. The tutorials are coordinated by the section directors with the advice of the heads of the department and the psychology department.

**F. Remedial course (academic recovery)**

An Insufficient (I) grade in any subject at the end of the school year (end of fourth bimonthly period) means failure of the subject. The students who fail one or two areas have to take intensive remedial course(s). This course takes place in the school in the last two weeks of June. If the student does not pass the subject(s) at the end of the course(s), the school proceeds according to Article 10 of Decree 230 of February 2002 that says: "the student will take another evaluation a week before the start of the following school year at the latest; this evaluation will be based on a recovery program that the teacher will design for the student, taking into account his difficulties."

**G. Evaluation and Promotion Committees**

In accordance to Article number 8 of Decree 230 of February 11 of 2002, the Academic Council elects the members of the committees constituted by the group directors of each grade, a psychologist, a parent and the Principal or delegate. The committees meet at the end of each bimonthly period and at the end of the year to analyze the cases of students with insufficient results in the areas, make pertinent recommendations and define which of these cases proceed to the Academic Council for a final decision on promotion.

## H. Areas and subjects

In accordance to Article 23 of the Law 115 of 1994 and the Institutional Education Program (PEI) of the school, the following areas and subjects have been established for basic education (grades 1 to 9):

	<b>AREAS</b>	<b>SUBJECTS</b>
	- Science	Science
	- Social Studies	Social studies
	- Arts	Arts, Music
	- Ethics	Health (CAV)
sports	- Physical education	Physical education and
	- Religious education	Catechism
	- Language	Spanish
	- Foreign language	English
	- Mathematics	Mathematics
	- Technology	Computers

## I. Academic promotion

Failure of a subject implies failure of the academic area.

At the end of the school year (end of fourth bimonthly period) the Academic Council, considering the recommendations and definitions of the Evaluation and Promotion Committees, decides on the promotion of the students according to the following criteria:

- A student fails a school year if the student has insufficient (I) evaluation in three or more areas.
- A student fails a school year when obtaining insufficient (I) evaluation in Mathematics and Language (English or Spanish) during two or more consecutive years.
- Those students who fail one or two areas and do not recover them (see letter F) fail the school year. This decision is taken to the Academic Council for definite approval.
- Unjustified absence to more than 25% of the academic activities in a school year.

## J. Withdrawal from the school

- Students who do not resolve favorably the probation (Matrícula Condicional) in the established time must withdraw from the school.
- Students are recommended not to repeat a second year when having had the opportunity to repeat once in the school. The Academic Council may recommend a change of school or require withdrawal.

## X. SEMESTER SYSTEM

### A. Definition

Grades 10, 11 and 12 operate in a semester system in compliance with the guidelines of Law 115 of Education and with the purpose of correcting deficiencies in the traditional system. The Academic Council considers that the semester system offers the following advantages.

Students:

- attend a fewer number of subjects, but with higher concentration.
- are required to take certain subjects, but may choose some classes, or the order and combination of subjects.
- interact with students from other grade levels. Particularly in art, music, values, computers and physical education, which include students of grades 10, 11 and 12.
- are part of smaller classes.
- are offered diverse courses that respond to their interests and areas of specialization.
- start the study of a third language: French.
- are prepared for the rigor and rhythm of university life.
- have the opportunity of taking AP (Advanced Placement) courses, which may be accepted as college credits.

### B. Areas and subjects

In accordance to Article 23 of Law 115 of 1994 and the Institutional Education Program (PEI) of the school, the following areas and subjects have been established for the semester grades (grades 10 to 12):

## AREAS

## SUBJECTS

- Science	Physics, Chemistry and Biology
- Social Studies	History
- Arts	Art, Music, Dance and Theater
- Ethics	Health (CAV), Ethics and community service
- Physical education	Physical education and sports
- Religious education	Religion and Catechism
- Language	Spanish
- Foreign languages	English and French
- Mathematics	Mathematics
- Technology	Computer Programming
- Philosophy	Philosophy

### C. Graduation requirements

Students in the Semester System must fulfill the following graduation requirements: (a credit corresponds to a course).

Arts	6 credits	
Science	6 credits	
Computers	1 credit	
Health (CAV), ethics and community service		4 credits
Physical education	6 credits	
Leadership activities (grade 11)		2 credits
Spanish	6 credits	
Philosophy	2 credits	
French	6 credits	
English	6 credits	
Mathematics	6 credits	
Religion and Catechism		2 credits
Social Studies	4 credits	

### D. Assessment and Evaluation

The Academic Council expects students in the semester system to concentrate their efforts on obtaining results at the Satisfactory, Honors and High Honors levels in all the subjects, given

the aforementioned advantages (less academic load, smaller classes, teachers dedication and flexibility in the choice of courses), and the fact that because of their age and maturity they must have already developed the work habits and responsibility required by the school.

#### E. Evaluation and Promotion Committees

In accordance to Article 8 of Decree 230 of February 11 of 2002, the Academic Council elects the members of the committees constituted by the group directors of each grade, a psychologist, a parent and the Principal or delegate. The committees meet in the middle and at the end of each semester to analyze the cases of students with insufficient results in the areas, make pertinent recommendations and define which of these cases proceed to the Academic Council for final decision on promotion.

#### F. Remedial course (academic recovery)

An Insufficient (I) grade in any subject at the end of either semester means failure of the subject. The students who fail one or two subjects have to take intensive remedial course(s). This course will take place in the school in the last two weeks of June. If the student does not pass the subject(s) at the end of the course(s), the school will proceed according to Article 10 of Decree 230 of February 2002 that says: “the student will take another evaluation a week before the start of the following school year at the latest; this evaluation will be based on a recovery program that the teacher will design for the student taking into account his difficulties.”

\*Note: The recovery of French follows agreements with the Alliance Française.

#### G. Academic promotion

At the end of the school year (end of the second semester) the Academic Council, considering the recommendations and definitions of the Evaluation and Promotion Committees, decides on the promotion of the students according to the following criteria:

- A student fails a school year with insufficient (I) evaluation in three or more subjects.

- Those students who fail one or two areas and do not recover them (see letter F) fail the school year. This decision is taken to the Academic Council for definite approval.
- Unjustified absence to more than 25% of the academic activities in a school year.
- Those students who for different reasons have not complied with the graduation requirements on time will have the opportunity to extend their schooling. This will be granted in cases such as prolonged illness, change of school systems, failure of more than two subjects in grade 11, or other cases that the Academic Council might consider.

#### H. Withdrawal from the school

- Students who do not resolve favorably the probation (Matrícula Condicional) in the established time must withdraw from the school.
- Students are recommended not to repeat a second year when having had the opportunity to repeat once in the school. The Academic Council may recommend a change of school or require withdrawal.

#### I. External Testing

In order to know how well the students are applying and developing the curriculum, the school considers that external measurement is very important and useful. The following tests are taken:

- ICFES – This is the official exam needed to enter Colombian universities. It is taken in eleventh grade at a date determined by the Instituto Colombiano de Educación Superior (ICFES). Every student in eleventh grade takes this exam regardless of his or her academic achievement. The school offers two trial exams to help the students feel confident about their test-taking skills.
- SABER tests – These tests are given by the Ministry of Education. They have to be taken in fifth and ninth grade. They evaluate the students' skills in Language, Science, Math, Social Studies, and Citizenship skills.
- AP – The Advanced Placement exams are offered as part of

the curriculum in Physics, English, Calculus and World History. These can be taken in different grades. Some Colombian and most North American universities give credits for exams with passing grades.

- DELF – This is France’s proficiency exam and is given by the Alianza Francesa. Foreign students need to pass this exam to get accepted in French universities. This test should be taken at the end of tenth grade.

- SAT – The Secondary Aptitude Test is needed to get accepted in North American universities. The school provides help in the preparation for this exam and requires that all seniors take it. The school uses the results of this exam to measure its performance in the English and Math areas.

- PSAT – The preliminary SAT is a preparatory exam for the SAT. The school requires all sophomores to take it, since the results from this exam are used to measure its performance in the Middle School English and Math areas.

## **XI. LIBRARY**

The library is the heart of the school. Its mission is to offer opportunities and spaces so that works selected from the wealth of universal and Colombian culture are valued, known, enjoyed and used by the members of the community as a contribution to their integral education. The main purpose of the library is, then, to generate curiosity and intellectual motivation characteristic of life-long learners.

The library organizes activities and projects to promote a love for reading, research and knowledge and in so doing, becomes the integrator of the institution’s academic goals.

Its basic objectives are:

1. to become a center of cultural diffusion.
2. to create and educate a community competent in the use of the library as a resource center and in the development of research abilities.
3. to support the pedagogical project of the school.

4. to incorporate technology as a necessary and daily resource for access to knowledge.

The library loans bibliographic, audiovisual and multimedia resources. It also administers the circulation of the necessary equipment for those resources.

In order to serve all the community with the resources and services of the library, it is necessary to make use of them with honesty, respect and responsibility, in accordance with the regulations, procedures and schedules established.

## **XII. PARTICIPATION AND COMMUNICATION SYSTEMS – LEADERSHIP ACTIVITIES**

The students of Colegio Los Nogales are participative members of the educational community that counts on their contribution in order to achieve its goals. All students have free, direct or indirect (through their group director) access to any teacher or school official. They also have the following mechanisms to constructively participate in the administrative and academic decisions, to collaborate in the organization of events, and to communicate with the rest of the community.

### **A. Student Council**

The council is composed of a representative of each level from grade 6 to grade 12 elected by classmates. The president and vice-president are elected by vote of all students from grades 4 to 12. A secretary and a treasurer are elected from the members. The Council has the following functions:

- Serve as a communication channel between the students and school officials by:
  - proposing activities.
  - collaborating with the development of projects.
  - evaluating and proposing changes to institutional poli-

cies.

- Motivate the student body to be conscious of their rights and obligations and to express their worries.
- Organize the evaluation that the secondary students do of their teachers and present its results.
- Project the Nogalista spirit and promote its growth.
- Run a bulletin board for communication with students of each section.

For a detailed description of the student ombudsman's functions, please see Chapter II on School Governance and Organization in this handbook.

#### **B. Students Ombudsman**

For a detailed description of the student ombudsman's functions, please see Chapter II on School Governance and Organization in this handbook.

#### **C. Student Representative to the Board of Directors (Consejo Directivo)**

According to the statutes of the Student Council, the Vice-President of this body represents the student body before the Board of Directors (Consejo Directivo) and, consequently, is a direct communication channel between students and school directors.

#### **D. Houses and Captains**

The project of organizing the student body in Houses came from the students themselves; it is a way of promoting the integration of students of different grades and ages and affirming the three values that the school promotes as pillars of integral education: honesty, responsibility and respect.

The Houses are identified by Greek words associated with the three values: Eudikia (honesty), Politeia (responsibility) and Filia (respect). All the students belong to one of them, and each House is directed by two Captains from grade 11.

The Captains are outstanding Nogalistas who are regarded

as positive leaders and as integral persons who, with their permanent example, promote the values of the school. They are elected by the outgoing captains, the grade 10 group directors, the section director and the principal.

Their main function is to promote a sense of community by integrating all the students from each House in sports, cultural or ecological activities. These activities stimulate the development of values, the promotion of individual talents, and healthy competition through contests where the Houses receive points for their members' performance. Houses also win or lose points because of academic or disciplinary performance of their members.

One of their functions is to assist in the reflection process of those students who have had academic, responsibility, or disciplinary problems through extra-help and their permanent contact with the House Captains.

#### **E. Student magazine**

Students in grade 11 produce the school's magazine, with guidance from a teacher. This is a medium of open communication that is issued several times a year. All students can publish their informative, argumentative, or literary articles once they have been approved by the Editorial Committee.

The position of Magazine Director has a special responsibility in the community since this person channels and motivates student participation.

#### **F. Radio station**

Students in grade 11 direct the school's radio station that transmits music and information of interest to the community. They create their own programs that should abide by the school's philosophy and principles.

#### **G. Yearbook**

Students in grade 11 organize the production of the school's yearbook that is the medium of expression of the graduating

class of each academic year. A committee is in charge of this publication with the guidance of a teacher.

#### H. School's web page [www.colegiolosnogales.edu.co](http://www.colegiolosnogales.edu.co)

Students in grade 11 are in charge of maintaining the school's internet site. These students carry out technical, layout and journalistic duties.

The webpage is the meeting point for students, alumni, teachers, parents and those interested in knowing the institution.

#### I. Literary Magazine

Pre-school and Primary students have the magazine *Walnuts* as a medium of literary participation and diffusion. Grade 12 students interested in literature produce the *Literary Magazine N.N.* with exemplary pieces from secondary students under the coordination of a teacher.

#### J. Social Help Committee

Students from grade 12 organize projects to help needy communities. The dispensary collects and distributes food, clothes, school supplies and other donations. The group is coordinated by a teacher.

#### K. Mediation Program

The Community Service program includes the Center for School Mediation. The Center is made up of eleventh-grade student mediators, with a year's training in conflict resolution strategies. Mediators help to reestablish communication between people in conflict and to help them arrive to mutually satisfying solutions. Conflicts are mostly over interpersonal differences that arise in the day to day such as fights among classmates, teasing, rumors or some form of bullying.

Mediation is requested by implicated students. Students who wish to have mediation should fill out the request form available in the section psychologist's office, or from group directors.

The purpose of School Mediation is to help foment each student's responsibility in solving their own conflicts, by developing leadership, communication and decision-making skills. It also seeks to provide a peaceful and safe environment in the school.

### **XIII. PARENTS**

Colegio Los Nogales believes that the school is a support system for parents, and considers that the education given at home is crucial for the fulfillment of the objectives set at school.

When parents sign the Enrollment Act and the Contract of Educational Cooperation, they express their agreement with the Institutional Education Program (PEI) and with this Handbook (Manual de Convivencia), thus committing to follow their guidelines.

#### **A. Parent commitment to their children's education at school**

This commitment implies:

- signing the Contract of Educational Cooperation
- understanding that Los Nogales is a school that offers Catholic education and, as such, expects support in the instruction given.
- attending the different school meetings called on during the school year: Open House, workshops, academic reports meetings, ceremonies and others.
- providing an environment conducive to school work for their children.
- supporting the school in the recommendations done to benefit the students such as therapies, individual help, tutoring, remedial courses, etc.
- considering the academic or disciplinary observations made in Academic Reports or disciplinary conferences as to promote their children's reflection.
- signing and returning school communication such as news-

letters, letters, conferences, etc.

- informing the school about children's absences and tardiness.

#### **B. Communication with the school**

The school communicates with all the community about important events in its monthly newsletter that can be consulted in the school's intranet ([www.nogales.edu.co](http://www.nogales.edu.co)). The school is always open to the communications from the parents and expects them to follow the following channels:

- In Pre-school and Primary, use the school agenda (student diary) to send messages via the Group Directors who will transmit them to the corresponding authority.
- Request, through the secretaries, appointments with teachers or group directors who will meet with them at their earliest convenience.
- Communicate with teachers exclusively through the school or via e-mail, not calling them at home.
- Attend punctually the assigned appointment announcing their arrival at the Reception office.
- For security reasons, the school does not accept permissions issued by fax or telephone.

#### **C. School fees and other payments**

- Pay promptly the eleven (11) tuition installments in the first ten (10) days of the month using the corresponding payment book.
- Pay the fees corresponding to textbooks with the tuition in November and the school supplies and material with the tuition in February.
- Pay for school trips promptly.

### **XIV. SCHOOL UNIFORMS**

The uniform must be used with pride and respect on and off campus. It must be worn completely and in good condition according to the activity and occasion.

## A. Pre-school

- Girls

- Dark blue school jumper dress or sweatpants with school's open fleece pullover.

- White short sleeve t-shirt.

- Blue socks.

- Sneakers with basic color either, black or dark blue.

- Boys

- Dark blue school sweatpants with school's open fleece pullover.

- White short sleeve t-shirt.

- Blue socks.

- Sneakers with basic color either black or dark blue.

- Physical education

- School shorts.

- School's white t-shirt.

- Blue socks.

- Sneakers with basic color either black or dark blue

- School cap (optional).

## B. Primary

- Girls

- School's gray wool skirt.

- White long sleeve or short sleeve blouse.

- School's gray wool pants (optional).

- School's dark blue, v-neck sweater or vest.

- Dark blue knee-high socks.

- School's shoes.

- Boys

- School's gray wool pants.

- White long sleeved or short sleeved blouse.

- School's dark blue, v-neck sweater or vest.

- Dark blue socks.

- School's shoes.

- Physical education

- School shorts.
- School's white t-shirt.
- Dark blue socks.
- Dark blue school's sweatpants with school's fleece pullover.
- Sneakers with basic color either black or dark blue
- School cap (optional).

**Notes:**

- The school does not allow skirts or pants in material or style different from the uniform.

**C. Secondary school**

- **Girls**

- School's gray wool skirt.
- White long sleeve or short sleeve blouse.
- School's gray wool pants (optional).
- School's dark blue, v-neck sweater or vest.
- Dark blue knee-high socks.
- School shoes.

- **Boys**

- School's gray wool pants.
- White long sleeved or short sleeved blouse.
- School's dark blue, v-neck sweater or vest.
- Dark blue socks.
- School shoes.

- **Physical education**

- School shorts.
- School's white t-shirt.
- Dark blue socks.
- Dark blue school's sweatpants with school's fleece pullover.
- Sneakers with basic color either black or dark blue
- School's cap (optional).

**Notes:**

- The school does not allow uniform items in material or style different from those indicated above.
- Ceremony uniform (mandatory for students in grades 10

and 11 and members of the Band): Dark blue single-button blazer with dark blue buttons and school's emblem patch stitched; school tie.

- The grade eleven prom jacket may only be worn by grade eleven students.
- Accessories should agree with the sobriety and simplicity of the uniform. Consequently, jewelry, make-up, bandannas, barrettes and other adornments that do not meet this criterion will not be allowed. Piercing is not accepted either.
- Previous versions of the uniform can only be worn up to one year after the change.

## **XV. TEXTBOOKS AND SCHOOL SUPPLIES**

### **A. Textbooks**

The school offers the textbooks under the following forms of rent or purchase:

- Textbooks for bilingual education bought in the country or imported exclusively for the school and rented annually to the students to avoid the high costs of purchase. Students receive these textbooks and should return them in good condition at the end of the year. In case of loss or deterioration, the school will charge the amount corresponding to the replacement or repair of the book.
- Textbooks imported or bought in the country that are sold to the students at low prices since the school buys them in large quantities.
- Textbooks for periodic use in classrooms.
- Textbooks and handbooks produced by the school to make up for the needs of materials not found in the market. These are sold to the students at cost.

The school's bookstore coordinates the selection and acquisition of all textbooks. Such selection is made by the Heads of Department with approval from the Principal. The school offers all the required textbooks; however, if a parent does not want to use this service, texts can be acquired in stores.

For students up to ninth grade, the bill for the purchase and rent of textbooks is sent home and should be paid with the tuition in November. Students in upper school (grades 10 to 12) may buy or rent directly from the bookstore.

**B. School supplies and materials**

- The school offers all the supplies and materials necessary for the students. The cost is paid with the tuition in February.
- Those parents who do not want to get supplies through the school, should request the list and send supplies with their children the first week of school. In addition, they should pay for consumable materials that the school provides for all students.
- Students in the semester system will not receive supplies from the school. They may buy them at the school store.

## **XVI. STUDENT SERVICES**

**A. Psychology**

The school has a Psychology Department including four psychologists and a speech therapist who cover the four sections of the school (pre-school, primary, middle school and high school). Their functions are to oversee the emotional and academic well-being of the students, organize workshops for the community, and support the programs of drug and alcohol prevention and sex education.

The psychologist in upper school is also the guidance counselor.

Parents can also consult the psychology department when seeking guidance for their children.

**B. Chaplain**

The school's chaplain is a pastoral service of the Catholic Church for the benefit of all the community: students, teachers and parents. The Chaplain is available according to a posted schedule. This service consists of the preparation and celebra-

tion of the Eucharist and the Sacraments, spiritual counseling, guidance for retreats, and promotion of community service activities.

#### C. School Nurse

The school has a full-time registered nurse who is available in the regular schedule and who keeps the students' health records. In cases of illness or accidents, the nurse is in charge of informing parents and following-up.

### XVII. SERVICES

#### A. Cafeteria

Parents can opt for this service in the school. The cafeteria offers a varied and nutritious daily menu. The service fee is paid monthly with the tuition. Registration or withdrawal is made in writing every semester.

#### B. Snack Bar

The cafeteria administers a snack bar that sells products to all according to a posted schedule. Students can buy lunch in the snack bar.

#### C. Bookstore

The bookstore offers for sale or rent those textbooks and supplies required in the school.

#### D. Store

The store offers supplies and uniform items for sale. The store maintains the lost and found. Students can go during their recess to retrieve their belongings. However, when this situation is frequent or the time an item is in the store is more than a term, lost items are sold at low prices.

#### E. Transportation

Parents can voluntarily contract their children's transporta-

tion with a company that offers this service, and that the school has chosen for its experience and reliability. The cost of the service—full or partial—is paid to this company directly.

Students are expected to follow the behavior rules of the school on the school bus. When a student is reported for misbehavior to the section director, the student can be suspended from bus service for an indefinite time depending on the seriousness of the offense.

**F. Accident insurance**

Along with the enrollment documents, parents can voluntarily acquire an accident insurance with a company that the school has chosen for the quality of its service.

**G. Education Guarantee**

In 1990 the school formed the “Educational Fund Colegio Los Nogales” whose objective is to cover the costs of tuition and fees for those students whose guardian dies. Parents who want to be part of this plan may pay, at the moment of enrollment, the annual amount according to the regulations established.

## **XVIII. EXTRACURRICULAR ACTIVITIES**

These are sports, ecological and cultural activities that complement the pedagogical actions of the school.

**A. Sports practice**

According to after-school schedules, the school offers technical sport practice for the teams made up of interested or selected students. The school has masculine and feminine teams in football, basketball, volleyball, track and field and hockey; these represent the school in different varsity competitions.

**B. Excursion Program**

As one of the strategies to develop knowledge of and commitment to Colombia, the school offers a hiking program that

allows students to see different regions of the country. The trips are also opportunities for personal growth, social interaction, consolidation of student-teacher relationships and for firsthand knowledge of the country's reality.

The hikes are specially planned according to the age of the students from kindergarten to grade 12. Each class makes an annual trip. This activity also meets academic objectives from different areas, depending on the place: objectives of physical fitness, environmental awareness and the knowledge of tropical ecosystems and cultures.

The trips have reasonable costs and are guided by properly trained staff. The students' participation is obligatory, and those who cannot go because of physical impediments, must attend school on the regular schedule.

### **C. Musical Activities**

The music department offers different programs as a complement to the musical education offered to its students. The music department also offers private classes to the students who request them.

### **D. Uncoli (Union of International Schools) regulations for sports participation**

(Note: these regulations were produced by a commission of students and teachers from Uncoli schools and it is the same for all its members)

- Behavior of fans and supporters
1. Rules:
    - a. All members of the teams, fans and supporters, and judges and referees present at a game must know these regulations and collaborate with their compliance. Each fan group should have a delegate that will greet the delegate from the opposing team in front of the judges, before the game.
    - b. Mutual respect between the fans should exist with cheers "in favor of" and avoiding defiant and derogatory behavior such as chants, taunts, invasion of spaces, or disrespect for symbols.

c. Internal rules of each school must be respected. These include:

1. Care for the facilities.
  2. Do not use explosive elements.
  3. Do not attend under the influence of alcohol or drugs.
  4. Do not smoke or drink alcohol.
  5. Leave spaces clean. Confetti and streamers are not permitted.
  6. Elements whose noise may affect the game, at the judge's discretion, may not be used.
  7. Circulate only in the spaces used for the activity.
  8. Smoke elements are only allowed in open spaces at the discretion of the local school.
- d. If there are additional rules in any of the schools, these must be posted visibly.

## 2. Consequences

- Of regulation a:

The person can not enter the school or he may be withdrawn.

- Of regulation b:

1. Warning the offender, requesting change in behavior.
2. Withdrawal of the premises to those repeating provocations. If the person does not leave, the game will be suspended. If he refuses, the game may be cancelled.

3. If there is major tension, the game will be suspended until the tension diminishes. If necessary, the game will be cancelled.

4. In case of physical aggression or the suspension of a game, the offending or guilty team will be sanctioned with one game in W.O. According to the circumstances, it will be the day's game; if the events are after the game, the team will not be able to play the next game.

- Of regulation c:

1. Point 1:
  - Payment of the damages.
  - If the damage is caused by vandalism: withdrawal from the school and loss of one game for the school's team.
2. Points 2, 3 y 4
  - Withdrawal from the premises.

### 3. Points 5, 6, 7 y 8

- Warning and, in case of repeated offense, withdrawal from the premises.

### 3. Application:

- Anyone is entitled to request compliance with these regulations, although it is the function of the delegate to take the initiative.
- Aggression to a delegate is considered a serious offense.
- Any behavior that merits sanctions such as cancellation or loss of games, or charges for vandalism will be informed to the school involved and to the Uncoli Board of Directors.
- The school that receives three (3) of these sanctions in a school year will be suspended for a year of Uncoli sports in all categories.
- These regulations will be applied in all situations generated before, during and after the events organized by Uncoli.

## XIX. ADMISSION

The admission process in Colegio Los Nogales has two basic objectives:

- That interested parents identify in CLN an institution that will educate their children with the same values promoted in their family.
- That the characteristics of the school are compatible with previous and anticipated development of the student (bilingualism, for example).

The admission process for Pre-kindergarten is as follows:

1. Information talk - Carried out in the months of October and November. The objective is to provide information on the school's philosophy for the interested parents.
2. Application forms - Handed out at the end of the talks to those parents who want to continue with the process. The requisite is that the child turns four (4) by the 31st of August of the entrance year.

Applications for members of the community will be available between September 1 and 17.

3. **School reports** - The school sends a form to the pre-schools to assess the child's development in different areas. This must be filled in and sent directly to the admissions department. The last two reports should be attached to the application.
4. **Observation** - Starting in October, children are invited to the school to play and complete some activities under the observation of the admissions team.
5. **Written survey for parents** - Parents fill in a survey that allows the admission committee to know the family, its characteristics and relations.
6. **Parents interview** - Parents will have an individual interview.
7. **Selection** - The admissions committee, made up of the Principal, Section directors, psychologists and Speech therapist, select the group of seventy two (72) children who will make up the entering class. Preference is given to siblings of students in the school, and children of school staff.

The admission process from Kindergarten to grade 12 is determined by the availability of places. In such case the procedure is as follows:

1. **Information talk** - Carried out when parents request admission to the school. The objective is to provide information about the school's philosophy and objectives for the interested parents.
2. **Application** - Parents fill in the form and attach school reports from the last year.
3. **Academic exams** - The students take aptitude and performance exams in Mathematics, Spanish and English according to the course they want to enter.

4. Subject description - The students applying to grades 10 to 12 must provide the school with the description of the subjects studied in their secondary years including the weekly periods and duration of the classes.
5. Interview - The students who are applying will have an interview with the psychologists of the corresponding section.
6. Selection - The admission committee, made up of the Principal, the Vice-principal, the Section director, the pre-school psychologist, and the speech therapist place students after considering the application and analyzing the results of the exams.

## **XX. ENROLLMENT AND OTHER FEES**

Colegio Los Nogales is a not-for-profit Corporation that derives its income from the fees paid by the students as payment for the educational and complementary services it offers. Some activities, such as instrument lessons, are charged separately; likewise, the Program of Tutorial Support (PAT) also has a fee.

The financial resources of the school are destined to meet the demands of the educational project that it has proposed in its principles and philosophy. This project requires a high investment in teachers, administration and staff salaries, as well as training and professional development, acquisition of equipment and materials, and the permanent maintenance of facilities and equipment. The surplus of the operation is re-invested in its totality in the improvement of the educational service through the expansion of the premises, scholarship programs and the renovation and acquisition of technology.

The Board of Directors has always mandated that the finances should be balanced so that the project is accomplished successfully.

**A. Costs of the Educational Service**

- These are defined as the annual amount charged to the student for the educational service provided.
- The Colegio Los Nogales is classified under the Regulated Freedom Rule (Régimen de Libertad Regulada), in which first grade fees are freely set by the institution. The Secretary of Education has approved the following yearly costs:

PreKindergarten                      \$ 14,708,532

- The yearly cost for kindergarten through grade 11 is fixed by the Corporation's Board of Directors, after analyzing the structure of budgeted costs for the school year and according to guidelines established by the National Education Ministry. This value is communicated in writing to parents. For 2006 – 2007, the yearly cost is:

Kindergarten	\$14,708,532
Transition	\$13,546,501
Grades 1 to 11	\$8,827,657

- The tuition corresponds to ninety percent (90%) of the year fee, and it is paid in eleven (11) anticipated installments during the first ten (10) days of each month.

The fee for monthly tuition for the 2006-2007 school year is the following (in Colombian pesos):

Grades 1 to 11                      Col\$ 722,263

- Non payment of the enrollment or tuition fees will cause outstanding fees according to what is stipulated in clause number five of the Educational Cooperation Contract.
- The families that so desire, may make anticipated payments for the cost of the whole year with a discount. Inquire at school administration.

**B. OTHER EDUCATIONAL COSTS**

- Tutorial after-school help - \$138,000 per month, 4 classes per week
- Individual after-school Music and Art classes - \$20,000 per hour

**C. Costs for Complementary Services:**

- Cafeteria:

This service is offered in semester periods to those students whose parents have voluntarily requested it. The amount is established by the Board of Directors after assessing the operational costs of the service. It is paid alongside the tuition in anticipated installments on the first ten (10) days of each month. Payment delay will cause outstanding fees according to what is stipulated in clause five of the Cooperation Educational Contract.

The cost of this service for the 2006 – 2007 school year is as follows (in Colombian pesos):

Regular lunch	Col\$177,815
Lunch Special	Col\$222,388

- Textbooks and school supplies:

The school offers—for those parents who so desire voluntarily—the imported and national textbooks for sale or rent, the materials, and the supplies that the students use during the year. The cost of this service is determined by the administration considering the recovery of the costs incurred in their acquisition. The amount for textbooks is paid with the tuition of October, and that for materials and supplies is paid in February. The costs are communicated in the school's newsletter; late payment will cause outstanding fees.

Parents who do not request the textbooks and supplies from the school must get a copy of the corresponding list at the bookstore. The students should bring them the first day of school. The costs for materials are announced in due time.

- Educational Guarantee:

The guarantee was created by the Board of Directors in May of 1990 in order to guarantee education to those students whose parent or guardian dies, until the last grade of Secondary according to the regulations of the Fund.

Parents or guardians who voluntarily wish to join the Fund must pay simultaneously with the enrollment, the annual sum for this concept

For the 2006 – 2007 school year the annual fee per students are the following (in Colombian pesos):

Pre-kindergarten to grade 5	Col\$221,950
Grades 6 to 10	Col\$119,650
Grades 11 to 12	Col\$ 73,400

GRADE	FULL TARIFF		TARIFF FOR	
	ADVANCED PAYMENT		ADVANCED PAYMENT	
	One parent	Father and Mother	One parent	Father and Mother
PreKindergarten	\$419,880	\$710,895	\$309,762	\$524,455
Kindergarten	\$419,880	\$710,895	\$309,762	\$524,455
Transition	\$386,708	\$654,731	\$290,639	\$492,077
1 to 4	\$252,000	\$426,000		
5 to 9	\$141,270	\$230,259		
10 to 11	\$48,187	\$75,541		

- **Transportation**

Parents who so desire may directly contract the transportation of their children with Tech Limitada.

For the 2006-2007 school year the monthly cost for transportation is \$209,000 (Colombian pesos)

**D. Application of payments**

The charge for the educational and complementary services per family, and the payments that the family makes are applied in

the following order:

1. Outstanding fees
2. Tuition
3. Cafeteria
4. Other

E. Enrollment Dates:

For 2006 – 2007, enrollment will take place in the first two weeks of the month of June.

## **XXI. EDUCATIONAL ASSISTANCE**

The Board of Directors (Consejo Directivo) of the school has constituted a fund to help families that temporarily suffer financial difficulties. There is a committee that assesses the requests for aid. Information about the procedures and requisites for this aid is published in the March newsletter.

**We have read the Student Handbook (Manual de Convivencia)  
and we agree with all its sections**

\_\_\_\_\_  
**STUDENT'S NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**FATHER'S NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**MOTHER'S NAME**

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

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