

Marian Baker School



PRESCHOOL AND ELEMENTARY
HANDBOOK

2010-2011

Marian Baker School

Welcome!

The purpose of this handbook is to inform parents and students about the principles and policies of Marian Baker School. The handbook undergoes a revision process annually; as our school strives to better meet the needs of its students and staff.

It is necessary that you become familiar with both the general and more specific policies of the school. These will influence our day-to-day practices and decisions.

Mrs. Linda A. Niehaus

GENERAL DIRECTOR

ELEMENTARY STAFF

General Director	Mrs. Linda Niehaus
Middle and High School Principal	Mr. Randall Zúñiga
Preschool & Elementary Principal	Mrs. Judy Crook
Business Manager	Mrs. Bonnie Heigold
Accountant	Mrs. Flor Ivette Umaña
Counselor	Ms. Mariana Harnecker
Information Technology Coordinator	Mr. Pablo Solano
Director's Secretary	Mrs. Rosa Gómez
Middle and High School Secretary	Mrs. Ellen Barrantes
Preschool and Elementary Secretary and Receptionist	Ms. María José Bonilla

HOMEROOM TEACHERS:

K-3:	Ana María van der Laat
K-4:	Gloriana Montealegre
Preparatory:	Adriana Quirós
First Grade:	Priscilla Macaya
Second Grade:	Mirtha Cruz
Third Grade :	Isella Ibarra
Fourth Grade:	Ileana Cappella
Fourth Grade :	Luisa Sparrow
Fifth Grade :	Marcy Fortner
ESL:	Silvia Bolívar

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Marian Baker School

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MISSION STATEMENT

Our commitment at Marian Baker School is to provide a nurturing environment which fosters moral integrity and inspires a life-long love of learning. We challenge our students to strive for academic excellence to solve problems constructively and creatively and to make responsible decisions. We encourage them to be proud of their own culture, appreciative of that of others and determined to work together for the welfare of all.

GOALS

- To teach the knowledge and skills and to foster the self-confidence that will help students choose the best roads in life.
- To present the curriculum in a way that is meaningful to students and is relevant in the world.

PHILOSOPHY

Marian Baker School (MBS) is an international English-speaking school educating preschool through high school students. MBS is fully accredited by the Costa Rican Ministry of Public Education (MEP) and the AdvancEd Southern Association of Colleges and Schools (SACS CASI). The school offers a curriculum that fulfills the educational requirements of both the U.S. and the Costa Rican systems and prepares students for colleges and universities in the United States and Costa Rica, as well as other countries.

MBS recognizes each individual as having infinite possibilities of success. The program emphasizes the acquisition of both knowledge and critical thinking skills in order to promote high academic and creative achievement. The goal is to help students become lifelong passionate learners who are concerned and responsible participants in their communities and the world.

MBS provides an atmosphere that fosters this love of learning. In small, student-centered classes, teachers address individual needs. A variety of strategies are implemented to stimulate active and engaged learning and to reach the whole student. The school recruits an international staff that reflects its philosophy, with teachers who serve as positive role models for the students. MBS ensures opportunities for teachers to grow and develop professionally.

Communication and cooperation with the home is an important part of the educational process at MBS. The parents' understanding of school programs and the educational process is vital to the development and emotional well-being of the student. MBS also encourages the involvement and participation of family members through the Parents' Association and its many activities.

OBJECTIVES

MBS will:

Develop reading, writing oral communication skills at all grade levels across the curriculum.

Guide students to think creatively and reason critically.

Endorse English as the official language of the school.

Teach Spanish at a high level of proficiency for students to perform successfully in a Spanish speaking culture.

Offer ESL programming for non-English-speaking-students.

Help students to identify their strengths and weaknesses and to reach their fullest potential.

Meet the physical and health needs of students through a well-developed PE program and extracurricular activities.

Coordinate activities across subjects and levels.

Offer opportunities for students to develop habits to succeed in life.

Provide opportunities for students to assume leadership roles.

Prepare students for success in college or university.

Maintain a high morale and a positive environment.

Foster a sense of community and world responsibility.

Be responsive to the needs, requirements and requests of its faculty.

Encourage professional growth through in-service, training, and professional development.

Facilitate communication between parents and school.

Involve parents, when appropriate, in school activities, and encourage them to reinforce the educational process of the child at home.

Require professional and ethical behavior from staff and administration.

Continually evaluate and update facilities to meet school and educational changing needs of the school's programs.

Assist students with diagnosed learning needs so they are able to succeed in the regular classroom.

MBS TEACHER PROFILE

As a person, the MBS teacher:

- Is knowledgeable about his/her field, and a life-long learner;
- Is enthusiastic about teaching and committed to educational excellence;
- Is respectful and open-minded;
- Uses common sense and is able to see the lighter side;
- Is a positive role model and shows a professional attitude;
- Is open to collaboration and teamwork;
- Is supportive and caring.

In the classroom, the MBS teacher:

- Creates a positive and structured learning environment;
- Is flexible and creative;
- Uses different approaches to meet the needs of each student;
- Communicates effectively;
- Inspires and challenges students to reach their fullest potential in all areas.

In monitoring student growth, the MBS teacher:

- Communicates clear standards and expectations;

- Uses a variety of assessment tools and strategies to monitor the teaching/learning process;
- Evaluates students effectively, consistently and regularly.

ACADEMIC POLICY

MBS is a college preparatory school that recognizes each individual as having infinite possibilities of success. The school strives to provide students with a challenging academic program, while developing good study and life skills. A student's success is also determined, in part, as a function of his/her commitment and determination to participate in the learning process.

Students in the elementary and preschool program are in a formative process to learn new habits, routines and practices to help build a strong foundation in the academic areas of language, mathematics, sciences and social studies along with appropriate social skills among peers and within the school community and beyond.

Students in first through twelfth grades must maintain a good academic standing throughout the school year. If a student fails one or more classes and or has a conduct grade below 70, the school reserves the right to deny admission for the following school year.

Academic Policy for Students who Receive Financial Assistance

All students receiving tuition discounts or scholarships, with the exception of those receiving sibling discounts, are required to maintain a semester average of 85 or higher and have no individual grade below 75. If a student does not meet the standard, they will have one semester in which they can raise their grades. If after that semester, they do not meet the standard they will lose their scholarship or tuition discount. After one year of losing the financial support, the student and parent may apply for the financial assistance to be reinstated. The Administration and Board will review the application and based on the academic performance, conduct, and participation in school activities will determine if the financial assistance will be reinstated.

Academic Policy for Student Activities

In order to participate in extracurricular activities that occur during the school day the student must have had during the previous semester a grade point average of 80 or higher and no individual grade below 70. In addition, the student must have a semester conduct grade of 80 or higher and not have missed more than four days of school. If a student feels they have special circumstances that affect their eligibility they may appeal to the administration. If a student is new to MBS, the grades from the sending school will be used to determine their eligibility.

Policy for students taking AP Exams

Students taking Advance Placement (AP) classes will receive the AP designation if they take the test. In addition, the grades for the students taking the AP examination will be weighted so that a student receiving an A in the class will receive five quality points rather than four when calculating the grade point average. A student receiving a B in the class will receive four rather than three quality points. A student may choose to take the class, but not take the AP examination. In this case, the class will be designated as an honors class. The grades for these students will be weighted so that a student receiving an A in the class will receive four and

one half quality points rather than four when calculating the grade point average. A student receiving a B in the class will receive three and one half rather than three quality points.

ADMISSION POLICY

The Admission process can take up to two weeks or more to conclude. Students and parents will visit the school and upon deciding to pursue an admission will arrange through the main office a day to have the admissions' tests administered to the applicant, a classroom visit, a parent and student interview. All necessary documentation is sent by parents and received by the school to complete the student's admission application by the day of the admission testing. The admission tests include an evaluation of English, Spanish and Mathematics. Upon completing the admissions testing, the applicant is presented to the Admission Committee made up of the General Director, Preschool and Elementary School Principal, Middle School and High School Principal, Guidance Counselor and the Student Support Services representative. The committee meets weekly to discuss applicants. The committee can accept or deny an applicant based on the information presented through testing and documentation. Parents are notified of the Admissions Committee's decision through a written letter from the committee held in the office for pick up at the school's main office. The Committee also may also make recommendation in the best interest of the student and may ask for further reports or evaluations.

Age Requirement for students entering MBS, by August 1st:

- Students entering the Kinder 3 level must be three years old.
- Students entering the Kinder 4 level must be four years old.
- Students entering Preparatory must be five years old.
- It is important to apply in May for the following August in order to reserve a space.

The following documents must be attached to the completed application form at the time of registration:

- Original report cards of three previous years if applicable.
- Original and photocopy of the birth certificate or passport.
- Vaccination record.
- Hearing and sight tests (recommended).
- Letter of financial responsibility, good conduct and recommendation from the previous school.

All non-native speakers of English also take an English proficiency test. This test helps determine whether or not the student needs ESL assistance.

ADVISORY FORM (See DISCIPLINE page 13)

AFTER SCHOOL ACTIVITIES

Elementary students are encouraged to participate in after school activities for their development. First through fifth grade students may participate in after school club and 8th Hour. Elementary clubs are offered in monthly, semester and year-long formats. Certain clubs are restricted to different ages due to developmental requirements. A parent or guardian must pick up students in the lobby at 4:15 p.m. Parents must accompany students to any after school athletic event. Only fifth grade students are allowed to take the late bus. Clubs begin at 3:15 p.m. and end at 4:15 p.m. Instructor brings students to the lobby to be picked up.

ANNOUNCEMENTS

Announcements are extremely important in the communications system of our school. The teacher in the first block will read the bulletin to the class. Students are responsible to communicate to their parents or guardian the information the teacher shares. Written notes will be sent home announcing major news and events, and will also be included in the bi-weekly bulletin on the web site.

- Teachers are responsible for making sure announcements are read at the beginning of first period classes.
- Teachers should then post announcements in their classrooms.
- Teachers or students who wish to add items to the bulletin should ask for the bulletin slip form in the Front Office. It needs to be approved by the director and returned to the Front Office by noon the day before the announcement is to appear in the bulletin.

ARRIVING AT SCHOOL (before 8:05 a.m. and after)

The MBS campus opens for all students at 7:45 a.m. Students arriving before 7:45 a.m. should remain in the lobby or the Principal and/or teachers may give permission for the student to wait outside the classroom in the hallways or other specified areas.

Students may enter from the lobby or through the pedestrian gates before 8:05 a.m.

Students in the hallways should wait quietly outside of their class. Students form a line along the wall until they are invited into the classroom by the teacher. Students can use the play area between the library and Spanish classrooms to play hopscotch and 4-Square, but NO balls are allowed in the buildings. The playgrounds, field and gym are not for use before school by elementary or preschool children. Activities run by Middle or High School students may be offered during this time and students are encouraged to participate. Activities run by students are stopped at 7:55 a.m. to allow older students to be on time to their classes.

Students arriving at 8:05 a.m. or later need to go by the lobby office to report their arrival and get a tardy slip. Teachers will not accept students in class after 8:05 a.m. without a tardy slip. The pedestrian gate closes at 8:00 a.m.

ASSEMBLIES

Assemblies, performances, sports events, and expos are important for all students to share with parents and friends, in a simple and natural way, their classroom learning experiences.

All students are encouraged to participate and show pride in work accomplished. During the events, students must stay with their classes and show appropriate behavior. They should not leave the event until they are instructed to do so.

The following behavior is expected of all students during assemblies and performances:

- Follow the instructions given for the particular assembly and accompany their teacher to the event.
- Unless otherwise instructed, students should always sit with their teacher and class.
- Respectful behavior is expected of all students for each other and for the people leading or performing in the activity.
- Students should not leave the assembly until notified. Middle and High school students help to put chairs away before returning to the classroom. Preschool and Elementary students follow teacher instructions.

ASSESSMENTS

Student assessment at the **elementary** level is based on consistent monitoring of performance and mastery of learning.

At the preschool level, assessment is varied. Collections of students' work, teacher observations and logs are important sources of information. Formal reports are sent home each semester.

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At the younger levels (first through third grade), the emphasis is placed on teaching students how to learn, study, and acquire knowledge. A positive atmosphere prevails, which guides and encourages children to master new tasks in reading, writing, math applications, and thinking. Tests are one of several ways to evaluate the student's knowledge. All work is equally weighted (see EVALUATION POLICY p. 35)

At the upper levels (fourth and fifth grades) students are still learning the meaning and importance of tests. Teachers strive to accommodate the individual readiness for skills and concepts, since these are years of transition.

Teachers from first through fifth grade levels prepare progress reports on a monthly basis to inform parents of their child's progress. Report cards are sent to the parents at the end of each quarter. Parent conferences are held at the end of 1st and 3rd quarter grading periods to discuss with parents their child's progress.

ATTENDANCE (see Attendance in the DISCIPLINE AND CONDUCT GRADES for how attendance affects grades)

MBS believes attendance is essential to student learning and progress. Students are encouraged to arrive at least 10 minutes before the beginning of the day, between 7:55 and 8:05 a.m. Students must be in their classrooms and ready to begin working at by 8:05 a.m. School hours run from 8:05 a.m. to 3:05 p.m. If parents have not contacted the school by telephone or by sending a note to the teacher to justify an absence, the absence will be considered unexcused and the student will not be given an opportunity to make-up exams or work missed while absent. It is expected that MBS students be in attendance every day.

Preschool and Elementary School attendance is taken and recorded on a daily basis by teachers. When the student is going to miss class for personal reasons, the parents need to notify the school in advance. Parents are responsible for planning and helping students make up all class work, homework projects and reschedule tests with assistance of the teachers. Absences can affect student performance as seen in grades. Parents receive an attendance report on quarterly report cards identifying number of absences (whole day and partial day) and tardies.

When a student is absent:

Parents must send in an absence excuse, if they have not previously notified the school.

Tests are to be made up after school during 8th Hour.

Teachers will be provided a roll sheet that must be completed in the first 10 minutes of the day, and attendance forms are filled out and placed in the envelope outside their classroom door. Attendance is collected and recorded by the main office.

Unexcused Absences

An absence is considered unexcused when:

A note is not presented to the school in the first two days after returning to school.

Specific attendance points of interest:

Excuse Notes should be sent directly to the teacher and the teacher will send it to the office.

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Student absences due to illness are excused if a call or written note is received by the office within two days of the absences. Class work and tests may be made up.

Elementary children who have been absent bring their notes directly to their teachers.

If the student has been absent for an extended period, make-up work deadlines should be determined after conferring with the Principal.

Due to the unique circumstances, some students arrive late or leave early in the school year. The need for students to travel may also occur during the middle of the school year. According to the MBS attendance policy, a student is entitled to take up to five school days in a semester for family traveling or personal business. Every attempt is made to help students make up missed work, or to get assignments ahead of time when a lengthy absence is known.

Tardies

Students should arrive to school by 8:05 a.m. Students arriving later than 8:05 a.m. are considered tardy. Students arriving late should enter through the main lobby and report their arrival to the office and they will receive a Tardy Slip to class. Teachers are required to ask for a tardy slip from students arriving late to school. Teacher will send students back to the office to request the pass.

ATRIUM (ELEMENTARY BUILDING)

The Elementary building atrium is an area for use in the following manner:

- As a rainy day recess area
- Assemblies
- Students should always be quiet in the atrium and walk in a single file line unless directed otherwise by a teacher.

AUDIO-VISUAL EQUIPMENT USE AND CARE

Students are not permitted to check out equipment, and may only operate it under close supervision by a teacher. The equipment should be returned promptly by the teacher.

BAKE SALES

Every Friday a school group usually offers goodies and treats for sale to raise money, Items have a price range from ¢100 to ¢500 per item.

BATHROOMS

Bathrooms are to be used by students before school, during break or lunch and between classes. If there is an emergency situation, the student may ask to be excused during a class. Bathrooms are not to be used as "meeting place".

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PRESCHOOL AND ELEMENTARY SCHEDULE

2010-2011

BLOCKS

Homeroom 8:05-8:15

1 45 minutes

Preschool/Elem
8:15-9:00

MS & HS
8:05-9:05

RECESS 9:00-09:20

2 45 minutes

Preschool/Elem
9:25-10:10

MS & HS
9:25-10:38

Homeroom	30 minutes	10:10 -10:40
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3 45 minutes

Preschool/Elem
10:40-11:20

MS & HS
10:43-11:56

LUNCH: 11:00-12:25

Preschool 11:00 Elementary: 1st and 2nd:11:20 /3rd:11:25 /4th:11:30 /5th:11:35

4 45 minutes

Preschool/Elem
12:25-1:20

MS & HS
12:34-1:47

Homeroom 1:20-2:10	50 minutes	Preschool/Elem
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5 45 minutes

Preschool/Elem
2:10-2:55

MS & HS
1:52-3:05

Homeroom 10 minutes

BULLETIN BOARDS

All notices need to be approved by the Director before being put up on a bulletin board. Those messages posted without previous approval will be removed.

BUSES

Bus service extends to areas all over San José. Due to the location of some houses, it is not always possible to give front door service. In these cases, students will have to take the bus at a designated pick up point. Every effort will be made to get them as close to home as possible. Parents will notify the school if a student is to leave school on a different bus or with a different person than usual.

The second bus of the day leaves campus at 4:30 p.m. and has a direct route through San José to Centro Colón.

On days where there is a longer activity planned, the 4:30 bus will only go as far as Plaza del Sol. The last bus goes to Plaza del Sol then through San José to Centro Colón.

Teachers who ride buses are asked to help maintain a safe environment. Referrals for inappropriate or unsafe bus behavior are to be made to the Business Manager. Teachers should become familiar with the bus rules.

BUS RULES

We know that all parents are concerned about the safety of their children. Please discuss the following bus rules with the students to ensure their safety.

1. Wait on the sidewalk until the bus comes to a full stop before entering.
2. At all times remain seated on the bus.
3. At all times, show due respect the people inside or outside the bus.
4. Eating and drinking is not allowed.
5. Never throw anything out the windows.
6. Keep head, arms, and legs inside at all times.
7. Staff members riding with a group of students in a school bus have the obligation to supervise the student's behavior.
8. In the absence of an MBS staff member, the bus driver is the person in charge to supervise the student's behavior.
9. Bus drivers cannot have their radios on while on an MBS route.
10. Hold on to belongings or keep them under the seat. Belongings may not be kept near the driver at the front of the bus.
11. Children under 13 may not sit in the front row.
12. Wait until bus comes to a full stop to exit.
13. Advise the Administration of any changes regarding school bus or pick up / drop off location.

14. Do not talk to or distract the driver.
15. The school bus has to be respected and protected against graffiti, or destruction.
16. The MBS Handbook discipline rules apply for as long as the students are riding the school bus, either to their home places, sports events or field trips
17. Buckle up! It's the law!

CLASS SCHEDULE

Every grade level has its own schedule. Homeroom teachers hand out this information at the beginning of every semester and have a schedule posted inside/outside of the classroom.

CLASS SIZES

Marian Baker School (MBS) continually strives to be an outstanding educational institution with “the goal to help students become lifelong passionate learners who are concerned and responsible participants in their communities.” It has been decided that in order to best achieve this, MBS will remain small with just one group per grade level. This will go into effect for the 2010-2011 school year.

MBS has identified that the optimal class size which allows for addressing individual needs and promotes high academic and creative achievement is the following:

K-3	12 students	2nd through 12 grade	20 students
K-4	15 students		
Prep	17 students		
1st grade	17 students		

In the case that a group has reached the optimal number and a family has requested admission in which one of the siblings would be in that group; or an international family or a teaching candidate for a key staff position has a child in one of the groups, the Administration has the flexibility to increase the enrollment in any one group by two.

CLASSROOMS

The care and cleanliness of the classroom is both the teacher's and the students' responsibility. Approximately once each month the paper from the recycling box will be emptied. Students are never allowed to mark walls, lean their chairs back against walls, write on desks or engage in any other destructive activity in their classroom. For safety reasons as well as the preservation of the desks, students should never sit on desks or tables in the classroom.

CLOSED CAMPUS

In order to ensure the safety and well being of all students at MBS, we have a closed campus. During the school day, as well as during after-school activities, no student may leave the campus without written permission from a parent or guardian and the administration. Parents picking up children from school during school hours need to go to the reception office in the main building request the child be brought to them and pick up a dismissal permission slip signed by the office or school administrator.

CLUBS:

Elementary and Middle School students can participate in month, semester or year-long clubs after school from 3:15 p.m. to 4:15 a.m. through the school week. Clubs are taught by MBS teachers, staff or outside instructors. Some clubs are free of charge and some require an instructor fee or material fee.

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Instructor/Teachers of clubs pick up students at the ES building start at 3:05 p.m. Clubs run from 3:15 to 4:15 p.m. Instructors are in charge of instruction, discipline, and supervision of the club. Instructors must end the club by taking student to the lobby and help with departure by bus and/or parent pick up.

COMPUTER USE

Students may be in the center only if the computer teacher is present. All students must comply with the procedures for use and care of computers and other technology in the Computer Learning Center. Students may use the available hardware and software for school related projects during regular class hours. Students who are working on independent projects must have a written pass. E-mail may be checked during break and lunch only upon the computer teacher's permission.

Marian Baker School Technology Policy

Introduction

The Board recognizes that as telecommunications and other new technologies change the ways information may be accessed, communicated, and transferred, those changes may affect instruction and student learning. The Board supports student access to these resources, as well as the development by staff of appropriate skills to analyze and evaluate this information. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened -prior to use- by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Because telecommunications may lead to any publicly available fileservers in the world, it will expose learners of all ages to electronic information resources, which have not been screened by educators.

Board Policy requires that all such materials be consistent with MBS philosophy and objectives, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff incorporate thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Internet/World Wide Web/E-mail Access

Access to telecommunications will enable students to explore thousands of libraries, databases, and electronic resources. We expect our students to use the Internet in a safe, responsible and effective manner. Within reason, freedom of speech and access to information will be honored. Families should be aware that some material accessible via the Internet might contain items that are inappropriate for school or potentially offensive. Filtering software is not in use. No filtering system is capable of blocking 100% of the inappropriate material available on the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. Educational staff will, to the best of their ability, monitor student use of the Internet in school, and will take reasonable measures to prevent access to inappropriate material on the Internet and World Wide Web. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed any disadvantages.

E-mail and direct electronic communications (Instant Message services) are allowed during break and lunch only. Public chat rooms are not permitted.

Student Responsibility

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using any form of electronic communication should notify their teacher or other adult staff.

Using the Network Systems in the Computer Center and the Library

Use of the network resources must be in support of educational goals. The school reserves the right to prioritize use and access to the network. No one shall disrupt the operation of the system; system components including hardware or software shall not be destroyed, modified, or abused in any way. Users are responsible for the appropriateness of the material they transmit over the network.

The following behaviors are not permitted

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information when using the system, such as a complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Opening others' folders, work or files.
- Intentionally wasting limited resources.
- Keeping files that will use excessive storage space.
- Downloading or installing any commercial software, shareware, or freeware onto network drives or disks.
- Employing the network for commercial purposes, financial gain, or fraud.

Consequences

Violations may result in a loss of access privileges and/or referral to the Discipline Committee.

CONDUCT: (See DISCIPLINE AND CONDUCT GRADE FOR ELEMENTARY SCHOOL, p 13)

COPIES

Students should not go to the office to copy pages from encyclopedias or other reference books. They are encouraged to read and take notes. The teacher and the principal must approve any copies of materials that are considered important for the students' work.

DEPARTURE FROM SCHOOL

During: All parents and guardians must check out students from school by going to the lobby office to request a permission slip for departure. Students will be brought to the office by MBS staff. The permission slip must be presented to the guard upon departure.

Parents and guardians arranging regular early departures need to register these departures with principal to be approved for the permanent dismissal list with the guardhouse.

After: Students leaving at the end of the day need to be safe. MBS asks all students and their parents to abide by the following procedures to help keep everyone safe. In Preschool and Elementary teachers will inform their students where to go at the end of the day. We ask parents to also help to reinforce these procedures.

- Students leave their classrooms when dismissed by the teacher at or before 3:05 p.m.
- Students leave at the end of the day in the following manner:
 - Bus Line with teachers
 - Car Line / Parent Pick-Up Line
 - Pedestrian Gate for Parent Pick Up (South end) opened at 3:00 p.m.
 - Clubs Line / Instructor Pick Up
 - 8th Hour / Teacher
- Departure Time is from 3:05 to 3:15p.m. and all students are expected to help maintain efficiency and safety for the departure of all students. No students are permitted to wander the campus during this time.
- Students line up quietly in the Elementary atrium in the respective line of departure.
- Student stand or sit quietly until . . .
 - Teachers escort different lines to the appropriate locations at designated times.
 - Parents pick-up students from the Parent Pick-Up line at the north end of the elementary building. MBS asks parents to pick up students when they are ready to depart, helping to create a great network of supervision for children.
 - When the buses leave, Car Line / Parent Pick and Pedestrian Gate lines go to the lobby with the assigned teacher.

If parents need to change a child's departure for a day, parents should write a note to the school and/or classroom teacher the day of the change and in an emergency; parents should call the school as soon possible, preferably before 2:15 p.m.

Parents with questions concerning the departure practices of MBS should contact the Elementary and Preschool Principal.

DISCIPLINE

It is expected that all students, in class or out, be responsible for their own behavior.

Teachers, in class or out, are responsible for enforcing the proper behavior of students. They are expected to observe and respond to rule infractions. In general, they are responsible for communicating to students any unacceptable behaviors. Teachers may meet with the Principal before deciding what action may be the best.

Where deemed appropriate, teachers need to follow up inappropriate behaviors by recommending counseling or seeing the Principal/Director.

DISCIPLINE AND CONDUCT GRADE FOR ELEMENTARY SCHOOL

Each teacher will give a conduct grade that will carry a weight according to the following percentages:

- ❖ Academic subjects 70%
- ❖ Special subjects 30%

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The general approach to discipline and any problems that arise at the elementary level is one that looks at the whole child and considers individual situations in the school setting. Students will be introduced into the code of discipline in a way that helps them develop self-motivation towards respecting the rules of the community. An effort will be made, therefore, to reinforce positive behavior. Communication with the parents at this level is a key factor in accomplishing such a goal.

The conduct grade is based on the following criteria:

Respect: manifested through the courteous, prudent, and discreet treatment of peers and adults as well as through the caring attitude towards the environment.

Indicators:

- Shows consideration toward others and toward their rights.
- Is respectful with teachers, school staff, and all members of the community in and outside of the school campus.
- Respects the opinions and beliefs of others.
- Always uses appropriate language when speaking.
- Takes care of the school property and grounds as well as those of the community.

Responsibility: Reflected upon the complying of rules and institutional dispositions that contribute to the personal and institutional growth.

Indicators:

- Complies with the school's obligations such as class work and homework.
- Shows constant progress.
- Shows positive study habits and organization.
- Prepares materials on time.
- Participates in projects for the well being of the school community.

Cooperation: manifested through attitudes of service, courtesy, solidarity, and generosity that strengthen the social environment.

Indicators:

- Is open to dialogue.
- Practices friendship.

Practices generosity and solidarity in the classroom and play areas.

- Shows interest for others.
- Makes decisions in favor of the group.

Honesty: manifested by a correct, truthful, and sincere attitude towards him/herself and others.

Indicators:

- Is truthful in his/her manifestations.
- Is honest when taking tests or doing the work assigned.
- Rejects others' ideas to break the rules.
- Respects other people's belongings.
- Expresses thoughts, feelings and knowledge sincerely.

Good manners and grooming: manifested by a set of rules that has been observed for appropriate social interactions.

Indicators:

- Is nice, moderate and courteous when speaking with others.
- Has a clean and neat personal presentation.
- Uses the complete and proper uniform according to the guidelines.
- Assumes a pertinent behavior for every occasion, respecting the differences between formality and familiarity in the activities in which he/she participates. This includes appropriate bus behavior.

- Shows appropriate conduct in the classroom, which include behaviors related to the learning process such as following instructions and positive class participation.

Attendance: Students missing 10% or more of classes per semester will be referred to the Academic/Discipline Committee for a study of each individual case. The Committee will decide if the student will receive credit for that class, and/or if he/she will be promoted to the next level.

DISCIPLINARY ACTIONS AND CONSEQUENCES

Advisory: *Form (pink slip)* In elementary and preschool, teachers and administrators work to remediate inappropriate behaviors and provide opportunities for students' growth. Advisory forms are used to communicate with parents about inappropriate behavior which is occurring at school. The school or parents can request a conference to discuss issues occurring at school.

Advisory

DATE: _____

STUDENT: _____

TIME: _____

TEACHER: _____

SUBJECT: _____

Your child has infringed the MBS code of conduct due to the following reason(s):

*Respect *Responsibility *Cooperation *Honesty

Inappropriate behavior : _____

Student's signature

Parent's or guardian's signature

Teacher's signature

Please Sign and Return To the Teacher Who Assigns the Advisory

This advisory is to formally let you know that your child has been involved in inappropriate behavior at school. Currently, the school is working with your child with respect to this incident. The school or parent may request a conference to discuss the child's progress.

INFRACTION SLIP

Students who experience behavior issues in the elementary school may be involved in any of the following:

- A short discussion with the teacher involved (Teachers are expected to document all discipline cases.)
- Talk with the principal or director.
- A conference with parents
- Consultation with the school counselor.
- Referral for outside help, such as a family therapist, if deemed necessary.
- The student will receive an infraction slip with a copy sent to the parents. If the inappropriate behavior continues, and this will lower the conduct grade.
- Receiving and Infraction Slip will lower the conduct grade.
- **NO TOLERANCE FOR VIOLENCE:** Students in preschool or elementary who physically hurt others on purpose or in anger can and will be removed from class and not allowed to be with their peers. Parents will be called and informed of their child's behavior. The child will remain out of class until picked up by parents and/or a parent conference can be arranged.

**MARIAN BAKER SCHOOL
INFRACTION SLIP**

DATE: _____	STUDENT: _____	TIME: _____

TEACHER: _____	SUBJECT: _____	

The above student has infringed the MBS code of conduct due to the following reason(s): (circle)		
	Minor	Discipline Committee
(Check type of infraction)		
1. Inappropriate use of the uniform.	_____	_____
2. Inappropriate personal presentation	_____	_____
3. Disruptive behavior in class: _____ (please specify)	_____	_____
4. Disrespect to another member of the MBS community: _____ (please specify)	_____	_____
5. Use of inappropriate language	_____	_____
6. Damage to school's property	_____	_____
7. Damage to other people's personal property	_____	_____
8. Not taking written information home: _____ (please specify)	_____	_____
9. Other: _____ (please specify)	_____	_____
(Please label minor infractions and major infractions)		

Marian Baker School

Student's signature

Parent's or guardian's signature Teacher's signature

Please Sign and Return To the Teacher Who Assigns the Infraction

***Students have to bring this document signed by the next day or will receive a second one.
Three infractions within the same quarter will cause the student referral to a Discipline
Committee***

In-house suspension—takes place on campus. The student is assigned work, which he/she has to complete under the supervision of a designated staff member. During in-house suspension, the student is not to interact with his/her peers. The length of an in-house suspension may vary from one to three days.

Home suspension—The student is suspended from the school grounds for a period of time that ranges between 1 to 30 days, depending on the severity of the infraction. Teachers provide work to be done during the suspension period. Work is due when the student returns to school. Tests and deadlines must be rescheduled in order to guarantee the student's right to complete the work.

Absences that result from the implementation of suspension will not be taken into consideration when assessing attendance. After the third suspension within a school year, the student is placed on probation.

Probation—students on probation are given until the end of the semester, in which the infraction took place, to demonstrate improvement. If the student does not show improvement, he/she will not be accepted back to school.

Expulsion—the Discipline Committee determines the circumstances under which expulsion is applied. The Board of Directors will give final approval to this process, based on the recommendations made by the Discipline Committee.

DRESSCODE POLICY

All students must wear the standard uniform at all the events unless otherwise notified by the administration. Students must comply with the following uniform policies:

Dress Down Days happen throughout the year to raise money for school groups or to celebrate school spirit. Students must remember the following guidelines, no low cut or spaghetti strap tops, mid-drifts must be covered and no short-shorts.

Preschool Standard Uniform

- Turquoise t-shirt.
- Black, navy blue or gray sweat pants. No overalls.
- Solid black, navy blue or gray socks.
- Mostly black, blue, or white tennis shoes.
- Black, navy blue, or gray sweat shirt.

Standard Uniform 1st – 5th grade

- White MBS polo shirt.
- Black standard cut fitted jeans; No sweat pants or overalls.
- Black or very dark navy blue woven slacks
- Pants may not have holes or frays and should not be oversized or low slung.
- Black knee-length skirt or knee-length hemmed shorts, no more than 3 inches above the knee.
- Solid black, navy blue or white socks.

- Black shoes or mostly black, blue, or white tennis shoes.
- Optional sweater, pullover, sweatshirt or jacket must be black or navy blue without distracting colors, designs or large logos; these will be approved individually by the Administration.

PE Uniform for 1st – 5th grade

- Turquoise t-shirt.
- Black or dark blue walking shorts or sweat pants.
- Girls are allowed to wear leggings for PE, but during regular class a skirt must be worn over the leggings.
- Solid black, navy blue or white socks.
- Mostly black, blue or white tennis shoes.

When a student arrives without a complete daily or PE uniform, the homeroom teacher will send a note to the parents or guardian requesting that the student bring the correct uniform. If this situation continues, the student will receive a uniform infraction that needs to be signed by the parents and returned to the homeroom teacher.

All students are asked to do the following:

- To abide by the school uniform regulations at all times, not only in the classroom, but in the hallways and at other times during the school year.
- Keep their shoes tied.
- Remain properly groomed during the school day. This includes having clean hair, and hair pulled back from their faces.
- Jewelry and accessories should be kept at a minimum.
- It is required to remove any jewelry during PE or other physical activities in order to maintain a safe and comfortable learning environment.
- Overalls and leggings are not allowed for the standard uniform.
- Caps or hats can be worn during PE or recess, but not in class.
- Long-sleeve shirts may not be worn under the standard uniform shirt.
- Pants need to be high enough to cover all underwear.
- T-Shirts from previous MBS activities are not allowed for use in PE classes, unless approved by the administration. (2009, 25th anniversary shirts are not to be worn as part of the P.E. uniform)
- Shirts and pants or skirts should cover mid-drifts.
- Body Piercing—MBS students participating in all school-sponsored activities, including classes may use adornments in their ear lobes and studs or posts in any other part of the ear. Extension piercing that elongates the earlobe or makes a large hole in the earlobe and adornments and clear posts in any other piercing will not be allowed. Individuals not complying will receive a minor infraction and be asked to remove the adornment, which will be held by the Administration for the parents to claim.

Teachers

The Administration expects teachers to enforce the uniform policies and will periodically check to see how closely the teachers are adhering to their responsibility. Homeroom teachers should enforce the policy.



MORNING ARRIVAL

BUS DROP-OFF PROCEDURES

Buses travel through the parking lot and unload students directly in front of main building doors. Students proceed through the building to their respective classes. Bus drivers leave the school after their bus is completely empty.

CAR DROP-OFF PROCEDURES

Cars travel a 15KM or 5 miles/ per hour through the driveway and can do one of the following

1. Stop at the main building front doors, student(s) get out of car, remove belonging and proceed into the building to their respective class, parents immediately, at 15KM / 5 miles per hour, proceed to exit the campus.
2. Pull up to the furthest area along the SE pedestrian walkway in front of the main building, turn the car off. Student(s) and parents remove belongings and parent and child walk along pedestrian walk to main building front doors, students proceed to class, parents return to their car, driving to exit the campus at 15KM or 5 miles per hour.
3. Follow #1 and once exiting the campus, park along street parking or park in the school parking lot across the street. Parents and students can return to the school on foot for activities or meetings.



Marian Baker School

San Ramón de Tres Ríos
San José, Costa Rica
Phone: 506-2273-0024
Fax: 506-2273-4609

DRIVING ON AND THRU THE CAMPUS

Marian Baker School

WE PROVIDE STUDENTS WITH MORE THAN AN EDUCATION, WE GIVE THEM AN ADVANTAGE.

DRIVING SAFETY

2010-2011



TEL: 2273-0024

DRIVING SAFETY AT MBS

AT MBS WE TRY TO
KEEP SAFETY OF OUR

STUDENTS AS A TOP
PRIORITY. THE

FOLLOWING

GUIDELINES WILL BE
IMPLEMENTED AT THE
BEGINNING OF THE

2009-2010 SCHOOL

YEAR TO ENSURE THE

SAFEST ENVIRONMENT

WHEN ARRIVING AND

DEPARTING FROM THE

MBS CAMPUS.

AFTERNOON DEPARTURE

BUS PICK UP PROCEDURES

Repeat underlined area from pick-up and park along east pedestrian walkway before 3:05pm. Drivers wait for students at bus doors. Students enter assigned bus and any guest must present parent communication to the bus driver or bus monitor. At 3:10pm bus drivers are given the signal to depart by the MBS administration and exit the campus.



CAR PICK UP PROCEDURES

Cars must wait in a single file line and pick up children at the main door. Once children are in the car, cars proceed to exit the campus via the only lane open at 15Km or 5 miles/hr.

Students are asked to wait in the lobby for their parents' car to come to a complete stop at the main building front doors. Student load into cars only at the main building front doors. Once cars are loaded they proceed to exit the campus via the only open lane at 15Km or 5 miles/hr.

SPEED

Individuals driving thru campus should maintain a speed no greater than 15 Km or 5m/hr



PHYSICAL AREA

The school driveway consists of one wide lane entering the teacher parking lot, narrowing to a two (2) lane area directly in front of the MBS main building, and returning to a single lane before exiting the campus.

A painted line designates the two (2) lanes in front of the school main building.

Cones designate areas that are off limits to moving cars.

Cross walks exist directly in front of the main building doors and before the northeast corner of the main building. These areas are to remain open and no parking is permitted.

Pedestrian walkways exist along either side of the main buildings doors and also along the soccer field terrace directly east of the main driveway.

DRUG POLICY

Objective:

The purpose of this document is to define the position and response from MBS regarding the possession, use or supply, of illegal and unauthorized drugs, tobacco and alcohol, on the campus, during school sponsored activities outside the campus, or during the trip to and from school activities.

This document will be followed as a guide for the procedures and consequences, in situations involving these substances.

By signing the application on the student handbook form, parents and students confirm their agreement to follow MBS regulations.

Justification and Philosophy:

Recent investigations show the increase of legal and illegal drugs use and abuse among the worldwide young population. As part of our concern of the students' welfare, we consider we must inform the students about the consequences of drug use and abuse; as well as motivate them to take informed, responsible and healthy decisions.

MBS is committed to promote healthy lifestyles and security to all the population and work together with the parents and other community resources, in order to enable the students to make healthy decisions and to discourage drugs use and abuse.

Policies of MBS about consumption and possession of drugs:

MBS is an institution free of tobacco. No student, parent, visitor, member of the staff or member of the subcontracted services may have, promote, sell, consume, or use any form of tobacco on the campus, during school sponsored activities outside the campus, or during the trip to and from school activities.

MBS is an institution free of alcohol. No student, parent, visitor, member of the staff or member of the subcontracted services may have, promote, sell, consume, or be under the influence of alcohol on the campus, during school sponsored activities outside the campus, or during the trip to and from school activities.

MBS is an institution free of drugs. No student, parent, visitor, member of the staff or member of the subcontracted services may have drugs, promote them, sell or use them, or be under the influence of any drug on the MBS campus, during school sponsored activities outside the campus, or during the trip to and from school activities.

Definition of the term "drug"

The term "drug" is defined as any substance that influences consciousness and behavior, and includes, but it is not limited to the following:

- 1.-Any illegal substance that alters the corporal functions, such as psychochemical, marijuana, barbiturates, hallucinogens, amphetamines, steroids or chemistries.
- 2.-Any legal pharmaceutical medicine that has not been prescribed by a doctor or is not taken according to the indications on the prescription, used for the purpose of getting drugged.
- 3.-Any chemical substance as glue or aerosol that is inhaled to get drugged.
- 4.-Products such as tobacco and alcohol, are also are considered drugs.

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-All legal medicine provided by the institution or brought from home, to treat diseases, pains or conditions previously diagnosed, must follow the policies concerning the prescription.

-The term “under the influence” is defined as the visible symptoms on the physical appearance, the behavior, the pattern of speech, or odors from the use of an illegal substance. The tests to detect alcohol or drug consumption are a measurement to determine, that the body is under the influence of these substances.

-“To possess” is to have any kind of drug in the locker or among the personal belongings, including the briefcase, back pack, portfolio or vehicle.

Program of Prevention and Education on drugs at MBS:

The school recognizes the necessity of implementing a program of education in health, with the objective to prevent drug use.

MBS has semester courses of Health in seventh and eighth level; they approach diverse subjects related to health issues, including the diverse types of drugs, the effects, risks and consequences of the use and abuse. As far as the development of the character and the choice to make healthful decisions, MBS recognizes that this requires continuous education, which begins when the individual is born. Therefore, parents, teachers, relatives, (etc.) have a fundamental role in the holistic development of the child. All the MBS staff is committed to supporting and advising the students to make responsible decisions. Also, MBS promotes activities at all levels that reinforce the development of the character of the students.

Procedure for punishing an infraction to the MBS Drug Policy:

Incidents of non-compliance to the school drug policies, by the students, parents or family, visitors, members of the staff or members of the subcontracted personnel, will be communicated to the Director of the institution for subsequent actions.

a. If this policy is disobeyed by parents, visitors or subcontracted personnel, the Director will ask for this person to leave the campus.

b. If it is disobeyed by a member of the MBS personnel, the Director will take the measures according to the Internal Regulations.

c. If suspicions arise (See Exhibit 1-Guide list of possible signs the person is consuming drugs or is under the influence of a drug) that the drug policy has been violated by some student on the campus, or during school activities outside the campus, the following procedure is applied:

1.-A committee of at least three members is set up, this committee must include representatives of the Administration and the Counselor Department or staff; they have the task to evaluate the facts and establish an action plan. They may consult with the legal adviser of the institution.

The main duties of the Committee are:

2.-Inform the situation to the parents or representative, and arrange a meeting to communicate the action plan. The parents must attend the meeting at the time established by the committee.

3.-If the parents or representative are unable to attend the meeting, MBS reports the reasons of the non attendance, and that the parents were informed of the situation and the action plan. The action plan may include taking a drug test by the student, without the presence of his/her parent.

4.-Some of the actions MBS may request are: an inspection to the student's personal locker, desk, personal articles and vehicle. This inspection must be done, with respect of their right of dignity and intimacy; all the actions undertaken have to be informed and explained to the student.

5.-The Committee may request the student to submit immediately to a drug test, to discard the consumption of drugs. If the test result is negative, the Committee must determine if the disciplinary process continues.

6.-The refusal of the student to perform any of the actions stated in points 4 and 5, will be considered as a reasonable doubt, in this case, the Committee must determine if the disciplinary process continues.

7.-The results of the test and the documentation will be reviewed by the committee to determine if sufficient reasons exist to apply disciplinary actions, which include:

- a- Disciplinary consequences established in the Students Handbook.
- b- Probation.
- c- Suspension
- d- Expulsion of the institution

8.-The parents of the student are responsible for all the expenses incurred in this process.

The student on probation, will be allowed to continue at MBS, but will have to fulfill the conditions established by the MBS, which may include, but is not limited to the following conditions:

1.- Attend a drug control program, agreed by the MBS Administration, the Counseling Department, the parent and the student, which includes evaluations and regular meetings.

2.- Attend therapy/treatment with an independent professional (psychiatrist and psychologist), in which the institution will have direct communication with the professional.

3.- During and after the probation period, the school has the right to ask for laboratory tests as a form of evaluation of the treatment of the student.

4.- The probation period will continue until it is determined by the institution, in agreement with the professional in charge, that the student has responded to the treatment.

5.- If the requirements of the probation period are not accepted, the school will be able to change the disciplinary status of the student to permanent expulsion.

Procedure for punishing an infraction to the MBS Drug Policy

Setup a committee
Task: Evaluate the situation and establish an action plan.

Inform the parents, of the incident and arrange a meeting.

Meeting of the Committee with parents and student
Task: Communicate the facts and inform the action plan.

- The action plan:**
1. Order an inspection to the student's personal locker, desk, personal articles and vehicle.
 2. Take a drug test
 3. Both

Refusal of the student

Acceptance of the student

Committee revises the reasons of the student and may decide to establish disciplinary measures

Committee evaluates the results of the inspection and/or the results of the exam and may decide to establish disciplinary measures

Guide list of possible signs the person is consuming drugs or is under the influence of a drug

- A person may present many symptoms, if he or she is consuming drugs. With this in mind, the appearance of one or more of these symptoms, can't make us reach a conclusion that the student is consuming drugs.
- At first glance, it's not very easy to determine when a person is consuming drugs, since the effects can be confused with the emotional state of the person.
- The following behaviors may be present when the person consumes drugs and may be used as alert signals, by teachers and parents, of the conducts of the children and adolescents.
- Act abnormal
- Amuse oneself
- Difficulty to walk
- Dizziness
- Laugh with no motive
- Red eyes
- Smell of alcohol in the breath
- Getting overdosed
- Difficulty to coordinate movement
- Difficulty to speak
- Somnolent
- Lack of expression
- Monotony in the speech
- Nasal congestion
- Talking to much
- Body tremors
- Very passive in the movements
- Incoherent speech talking to loud
- Nausea
- Cough
- Headaches
- Hear and see things that don't exist
- Confused about the place, time and date
- Periods of panic, worry
- Usage of eye drops
- Fatigue
- Smell of drugs or alcohol in the cloth or room
- Usage of incense or air freshener in the room
- Changes in the personal hygiene and the appearance
- Impulsive attitude
- Use sunglasses in places when not needed
- Use long sleeve shirts in hot days
- Having instruments necessary for drug usage
- Bad humor
- Loss of interest in school, low grades
- Lack of motivation
- Changes in personal relations
- Having new group of friends
- Lack of interest in their favorite activities and hobbies
- Engaging in antisocial activities, such as lying, stealing, not going to school
- Excessive hostility
- Increase in fatigue and irritability

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- Alteration in the appetite
- Defensive attitude when talking about drugs and alcohol
- Use music devices very loud
- Changes in the sleeping habits
- Increase in traffic tickets
- Phone calls from strangers
- Family conflicts and fights
- Disappearance of objects of value
- Depression, frequently talking about suicide

DUTIES

All teachers have supervision duties to assure a safe environment for the entire community. Depending on the area, teacher supervises students and their direct safety. Areas of Supervision can be found under RECREATIONAL AREAS pg. 47.

“EIGHT HOUR” STUDY SESSIONS

MBS is committed to supporting students giving them the opportunity to meet with their teachers in after school sessions called “Eight Hour”.

These study sessions take place two days a week (announced at the beginning of the year) from 3:15 to 4:30 pm. On these days, a group of teachers stays after school to provide support and help with homework.

There is no “Eight Hour” Study Sessions on those Mondays and Wednesday in which Staff Meetings are previously schedules. This happens on the third Monday and the first Wednesday of each month.

Staying for these “Eight Hour” sessions is not mandatory, but they are intended to provide an extra support to assure the student’s success.

For Elementary, students 8th hour is used to provide supplemental instruction to students needing help in certain subject areas. Teachers will notify parents and provide any other information necessary.

ELECTRONIC DEVICES AND CARD GAMES

NO pagers, cell phones, musical devices and electronic games can be used during class time or on the school grounds during the school day.

Using electronic devices will result in their confiscation and infraction. The first time the device will be returned to the student at the end of the school day. The second time parents will be notified to pick it up and an infraction will be given. The third time the device will be held until the end of the semester.

ESL PROGRAM

The ESL (English as a Second Language) Program leads students towards communicative competence in all areas of the English language.

In order for ESL students to develop a sense of achievement and self-esteem, ESL teachers, homeroom teacher, staff members and parents must assist them in their efforts, emphasizing English as the primary school language.

Students in ESL are monitored by formative and summative evaluations: IRI’s, achievement tests, teacher observations and grades. Students are exited from ESL when previously mentioned evaluations show competency within one year of the student’s current grade level. Promotion or changes to services are announced at the end of each semester (December and June).

For more information contact a member of the ESL Department.

EVALUATION COMMITTEE

In Elementary, teachers use tests created by textbook publishers for most evaluations. Publishers' tests are used as a formative and/or summative assessment and are not the only form of evaluating students' performance skills. When elementary tests are teacher made they are reviewed by other teachers and/or Academic Evaluation Committee.

Parents are asked to contact their corresponding Principal if they have any questions related to testing at Marian Baker School.

The Evaluation Committee at MBS is composed of at least four members of the staff. The persons on the committee include:

- High School Principal.
- Elementary Principal.
- Elementary Teacher.
- Middle & High School Teacher.

The two teachers who serve on the Committee are selected by the school Director, and serve for the duration of the school year in that capacity. The functions and duties of the Evaluation Committee are as follows:

- To review all major semester or final tests before they are administered.
- To review all complaints and grievances by students or parents regarding test irregularities.
- To advise teachers in cases where tests need to be reconstructed, revised, lengthened or shortened.
- To assist in maintaining an atmosphere of individual integrity among students with regard to test taking and responsibilities.

The Evaluation Committee retains the following powers:

1. To declare any test null and void where substantial evidence exists indicating that:
 - The test bears no relationship to the content taught.
 - There is an irregular distribution of points assigned to certain test questions.
2. To request a restructuring of any questionable test document.
3. To require a teacher to reevaluate any student's test where questionable credit is given for certain test questions.

Members of the Evaluation Committee meet as needed to review current questions and procedures. Teachers may submit tests to the Committee for comments and questions at these times.

EVALUATION POLICY ELEMENTARY

Preschool: Students are monitored in their developmental levels and evaluated in their progression through the developmental levels and performance skills using a informative rubric scale of 1 = still acquiring and needing reinforcement to perform the skill through 4= showing independence and proficiency.

Elementary: First, second and third grade students are graded by assigning an equal weight to all of their class work, assignments, homework and tests. Tests are treated as a natural part of the formative evaluation process and will follow the completion of content studied. At this level, tests are not necessary announced ahead of time.

Fourth and fifth grade students' grades are calculated with the following weights:
60% class work, homework and assignments

Marian Baker School

40% tests (quizzes, chapter test and/or cumulative test.)

The passing grade at the elementary level (1st- 5th) is 65 (letter grade "D"). Elementary students who are not able to succeed academically at MBS or do not comply with the conduct regulations might be asked to leave the school. (See ACADEMIC POLICY, page 3)

A+	97-100	B+	87-89	C+	77-79	D	65-69
A	94-96	B	84-86	C	74-78	F	64 and below
A-	90-93	B-	80-83	C-	70-73		

Grading scale:

Quarterly Report Cards to Parents:

- Each teacher determines the quarterly average. Students receive this information in their quarterly report card.
- During 1st and 3rd quarter parents are requested to attend parent conferences with all the student's teachers to review the report card and any pertinent issues.
- Parents also receive notification about curriculum accommodations during the 2nd and 3rd quarter.
- Parents can request a conference with the administration to discuss grades.

Make Up Work, Tests and Retakes:

Students may sometimes miss classes and assessments due to absences or they may have performed poorly on evaluations which must be remediate, retaken and completed. Teachers can request a student to retake a test if the test was of unsatisfactory nature. MBS teachers will find time for students to put all work up to date. Students can work during 8th Hour or during another designated time as arranged by the classroom teacher. Parents are encouraged to speak with the Principal about the process of remediation, retaking and completing work. In the case of retaking exams, the purpose is to ensure that the material has been mastered. The score obtained on the make-up exam will be averaged with the original test score, but the new grade cannot exceed 70%.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an integral part of the MBS program. Students are encouraged to participate in these activities for their own development.

Activities and clubs are determined at the beginning of each semester. Information concerning these activities and the time/place where they will take place is posted in the electronic bulletin, website, and through informative notes home.

The administration and staff will approve the list of participants for all extra-curricular activities that take place during the school day. Academic performance, attendance and conduct will be taken into consideration.

FIELD TRIPS

Field trips are an integral part of our curriculum; therefore, all students are expected to participate. When a teacher has arranged a field trip, students will be given permission slips to take home and get signed by parents or guardian. No student will be able to go on any field trip without a permission slip signed by at least one parent.

Behavior on field trips is expected to be exemplary. The school uniform will always be worn on field trips unless otherwise notified.

ALL fieldtrips are chaperoned by the teacher and a MBS representative. Teachers invite parents to chaperone by the teacher as needed. All chaperones will work together to maintain safety and order for all students.

FUND-RAISING

A form requesting permission to raise funds must be submitted through the group's sponsor approved by the Director before any activity takes place. Any funds generated must be kept in the Business Office.

GRADES - See EVALUATION POLICY

GRADEBOOK (See EVALUATION POLICY)

The teacher's grade book is the most accessible evidence of students' work in our school. The grade book should reflect (at a glance) the student's progress.

Grades in report card format are given on a quarterly basis.

Elementary Progress Reports are given once a month on designated dates.

- These reports inform parents about current grades, study habits and responsibilities of the student. Teachers also inform about students current strengths and areas which need improvement and/or reinforcement.
- Progress reports must be signed by a parent or guardian and returned to the homeroom teacher as soon as possible.
- Students with low grades or a possible need for retention will be informed by the teacher and a parent conference meeting with parents will be scheduled to discuss the plan of intervention for the student.

Incompletes may be given only with the Administrative approval. Incomplete work must be done by a set date.

GUIDANCE PROGRAM

In order to assure the academic and personal success of each student, the MBS counselor will help students increase their knowledge and skills in decision-making, goal setting, planning, problem solving, communicating, interpersonal effectiveness, cross-cultural awareness, and values as we strive to meet individual needs. All students have equal opportunities to receive guidance and counseling services.

Philosophy of Guidance and Counseling

MBS believes that a comprehensive guidance and counseling plan is an integral component of the total educational program. The guidance program plays a vital role in assisting students in developing maximum academic and personal success. This program is proactive as well as reactive and it is characterized by outreach as well as availability.

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The Guidance Program helps to promote a proactive approach by providing developmentally appropriate values lessons throughout the year in weekly classes for each level.

Gum

Chewing gum is not allowed on the MBS campus.

GYMNASIUM

The gymnasium can be used during break, lunch, scheduled physical education classes, after school athletic practices/events, and for organized recreational activities during or after the school day. A teacher must always be present to monitor gym activities.

The gym is not open for student use before or after school, unless there is a scheduled activity under adult supervision.

HALF-DAYS

The first Wednesday of every month is a half-day. The school day ends at noon. Elementary classes have lunch before leaving school. Students who do not ride the bus must be picked-up at noon.

HALL PASSES

Students must have a pass to leave the classroom. Pass sample,

MBS Hall Pass

Student Name: _____

Date: _____ Time Leaving: _____

To:

____ Mrs. Niehaus' Office

____ Computer Lab

____ Mrs. Harnecker's Office

____ Front Office

____ Mrs. Heigold's Office

____ Library

____ Mrs. Zúñiga's Office

____ Restroom

____ Mrs. Crook's Office

____ Other: _____

Returning Time: _____ Signature: _____

HOMEROOM

Preschool: Teachers plan the school day incorporating social interactions and special areas classes along with academic oriented lessons throughout the day.

Elementary: Teachers work with students in the academic areas of Language Arts, Mathematics, Science and Social Studies. The majority of students' day is spent with the homeroom teacher. Homeroom teachers coordinate the students' day around academic areas and special area classes: Physical Education, Music, Art, Drama, Library Time, Values Program, etc...

HOMEWORK

Elementary teachers work with the following policy:

- Homework is a source of support in the learning process that provides an opportunity for students to reinforce skills and/or pursue personal interests. It also helps them develop self-discipline and take responsibility for their own learning. Parents are encouraged to monitor their children's homework process, but not do it for them. If a child consistently spends an excessive amount of time doing homework, parents should inform the teacher.
- In the primary grades (first through third grades), the amount of homework assigned will increase gradually from twice a week in the first quarter of first grade to an everyday routine. Teachers use various ways to motivate students to their homework, for instance charts with stickers, homework calendars and reminders. Students are expected to write their assigned work every day in their agendas,
- In the upper elementary grades (fourth and fifth grades), students are expected to turn in or review their homework on the assigned day in class. When a student does not turn an assignment in on the day it is due, the teacher will inform parents through monthly progress reports, parent conferences or a note home in the agenda. The student will have two more days to turn the work in. The teacher will evaluate the late assignment with the tardiness in mind. For graded assignments, five points will be deducted from the grade for each day it is late.
- Homework is a habit that helps students to build skills of responsibility into their lives. The skill is measure within the conduct grade since it is a behavior more than an academic content.
- All students' written work should be neat and legible. Teachers may differentiate a student's homework to create the best learning for the students. Homework will be neat, have good penmanship, proper grammar or vocabulary usage.
- Types and kinds of homework assigned should be varied whenever possible.

A routine for assigning, checking and turning in homework is established in each class. In each classroom there is a place where homework is posted and a routine time during class when the homework is assigned and written in agendas.

Make Up Work, Tests and Retakes:

Students may sometimes miss classes and assessments due to absences or they may have performed poorly on evaluations which must be remediate, retaken and completed. Teachers can request a student to retake a test if the test was of unsatisfactory nature. MBS teachers will find time for students to put all work up to date. Students can work during 8th Hour or during another designated time as arranged by the classroom teacher. Parents are encouraged to speak with the Principal about the process of remediation, retaking and completing work. In the case of retaking exams, the purpose is to ensure that

the material has been mastered. The score obtained on the make-up exam will be averaged with the original test score, but the new grade cannot exceed 70%.

ILLNESS AND INJURY POLICY

Whenever a student is ill or gets injured on campus, the child will be taken to the school nurse, who will make an evaluation as to the cause and severity of the illness or injury. The nurse will determine what action to take. In most cases, the parents will be notified.

If outside assistance is needed, the student will be transported to a doctor. The ideal situation is to have parents take their son or daughter to the doctor, but in the event that they cannot quickly attend to their child, they will be asked which place they would like their child to be transported. Only in emergencies will the school decide the location. Parents will be notified in order for them to meet their son or daughter. If the parents cannot be contacted, the child will still be transported to a clinic or hospital. In the event that the school takes a student, an adult will remain with the student until the parent arrives.

When each child is enrolled at MBS, parents sign a release form allowing an administrator to seek medical attention on behalf of the student and the student's parents. A form that has to be filled out when the student is taken to the doctor can be requested from the Business Office. Any expense incurred by the medical services is the parent's responsibility.

The MBS injury policy also extends to school events off campus.

INSURANCE

MBS students have a year-round, 24-hour accident insurance policy. This policy covers each student for up to ₡2,000,000 (two million colones) per year as long as they are in Costa Rica. Parents should ask the doctor for a "solicitud de beneficios de póliza estudiantil". Keep all prescriptions and receipts for x-rays or other exams requested by the doctor.

LATE ENTRANCE POLICY

Student entering half year or late into a semester will be expected to manage all content missed and to keep up with grade level work. Teachers can provide work to be done at home and in 8th Hour to level students to grade level, as needed for current classroom work.

LESSON AND UNITS

Preschool and Elementary School: Teachers work with yearly scope and sequence planning to design the best year for learning of students. Monthly curriculum maps and daily planning are used to record and organize the instructional time in the classroom. Elementary teachers emphasize content area skills with the level of their instruction. Preschool teachers emphasize social, emotional and cognitive developmental progress to reach age appropriate performance skills. The program is organized to maximize learning.

LIBRARY USE FOR STUDENTS

Welcome to the MBS Library Media Center! Take advantage of the services it offers you. They can help you learn more in school and expand your horizons! We offer fiction and non-fiction books for all levels, reference materials, local newspapers, magazines, videos, and CD-ROMs. Computers with Internet access and an on-line database of magazine and newspaper articles are also available.

The Library is open every school day from 7:50 a.m. to 3:15 p.m., and on either Mondays or Wednesdays until 4:30 p.m. Students are welcome to use the Library during their recess or lunch times, and before or after school within the scheduled hours. To come during class times, students must bring a pass signed

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by their teacher. Parents are also invited to stop by during the day and take advantage of our Library services.

Preschool and Elementary visit the library on a weekly basis to be read aloud, Library Science lessons and to check out books.

Here are a few reminders about using the Library properly:

Use quiet voices so that others can read and study.

- Don't bring along your lunch or snack. Eating and drinking is not permitted inside the Library.
- Take good care of the materials you check out, and return them on time. You must pay for anything that you lose or damage, and a fine is charged for books that are returned more than two days late.
- Anything you want to borrow from the Library must be checked out with the Librarian's help. Some reference books and other items are not permitted to leave the Library, so you will have to arrange for time to use them there.

LUNCH

Students and teachers may bring their own snack/lunch or purchase them in the cafeteria. Lunch cards may be obtained from the Business Office. The cafeteria does not accept cash for any snack or lunch purchase. Only lunch cards are accepted.

Lunch Program: MBS has carefully planned its lunch program to be both nutritionally balanced while still being appetizing to students. See Website for monthly menus.

Full Lunch Program:

Main dish	Drink	Salad Vegetable	or Fruit	Dessert
Choice of: Menu of the day, rice and beans, or a variety of sandwiches.	Orange or apple juice. Vanilla, chocolate or plain milk.	Ample variety of seasonal vegetables that vary from day to day.	Ample variety of seasonal fruits that vary from day to day.	Small Ice cream or package of cookies.

Snacks: The cafeteria offers warm snacks, such as bagels, gallo pinto or empanadas along with an ample selection of low fat and sugar prepackaged products. All of these items follow the recommendation of "The Healthy Lunch Program" of the United States.

Seating and Eating at Lunch:

The cafeteria is the main area in which students eat their lunch.

Therefore they should:

- Place dirty trays on the cart.
- Put garbage in the containers.
- Leave eating area clean for others and clean up any spills (liquid/solid).
- Return chairs to the tables.
- Eat in the cafeteria or at the picnic tables.
- Leave backpacks or books in their lockers not at the entrance to the cafeteria.
- Wait in an orderly manner while in the cafeteria line.
- Speak in a normal tone of voice in the cafeteria and at the picnic tables.
- Leave the tables cleared off and wiped down, to leave it ready for the next group.

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Preschoolers eat lunch family style. All students are asked to try everything and they are welcome to repeat.

Elementary school students (1-3) are supervised during lunch to ensure proper eating habits for an active day.

M.A.P. TESTING (Measure of Academic Progress)

Students from grades 2-9 are tested up to 3 times a year with M.A.P. Adaptive Standardized tests from Northwestern Education Association. This adaptive test is administered by computers in the areas of Reading, Mathematics, and Language Usage. The testing result are reported to parents twice throughout the year. Testing results do not affect grades or promotion. Students are asked to do their very best to demonstrate in an objective manner their strengths and areas to improve. Scores are used to improve teaching focus and as a comparative analysis against norm reference groups from the United States.

MONEY AND VALUABLES

MBS is not responsible for money, electronic devices, clothing, jewelry, or other valuable possessions that students may bring to school. Bringing large amounts of money to school is not appropriate.

OPEN HOUSE

Marian Baker School has an Open House each semester (August- Back to School Picnic, February-Pancake Breakfast). Parents are invited to meet with teachers. Elementary teachers have their rooms open during this time to meet informally with parents. Other dates are selected to introduce new teachers to parents. Other dates are selected to introduce new teachers to parents.

PARENT CONFERENCES

At MBS we value the home to school connection as an important part of our effort to serve our students. Parents are welcome and encouraged to request a conference with their child's teacher(s). Conferences are requested through the secretaries and will be scheduled with the Principal and the teacher(s) involved as soon as possible. Parents will be asked to meet with the principal, teachers and/or student support personnel, as needed, in order to ensure our students' success in their academic, emotional and social development.

Teachers

A parent conference may be called at any point in the school disciplinary process where it is deemed necessary. The parent, administrator or teacher may initiate this process. Parent conferences should help examine the student's situation and determine the appropriateness and effectiveness of the disciplinary measures.

Administrative—Conferences with the Administration may be arranged by appointment, preferably during the teacher's planning period or before or after school hours.

Parent/Teacher —All conferences are to be scheduled with an Administrator's knowledge and consent. An administrator should be present at all such conferences, unless approved otherwise. A record of all such conferences should be kept and filed in the child's cumulative folder. If a parent comes to your room or calls you about a student, you are expected to write a brief note about the conversation. After being reviewed by the administrator, the note will be placed in the cumulative folder.

PARENT INVOLVEMENT

MBS welcomes parent involvement, and takes advantage of parents' offers to help. In addition to individual teachers' options to get parents involved and chaperones for field trips, the school also offers several activities for parent volunteers.

PARKING

Parents are encouraged to park their cars in the outer parking lot and walk into campus through the designated pedestrian entrances.

PARTIES

School parties may be held during recess or lunchtime, not during class time, and must be kept simple. Parties may take place only in the cafeteria or at the picnic tables. Parents must give notice to the homeroom teacher one week before the date of the party. The teacher then submits the request to the Principal. In the event that a party takes the place of the students' school lunch, the cafeteria should be notified so that plans for food preparation can be made. For parties that are held outside of school, the organizing parents are responsible for delivering the invitations.

PHOTOGRAPHS

Photographs are taken by teachers and students for the yearbook. These photographs are also used by the school in prompting school activities and events.

PHYSICAL EDUCATION

All students take physical education. School PE uniforms are required for all students and should be worn during all PE classes, without exception. Not wearing the correct uniform will lower the PE grade.

PLAYGROUND SAFETY

(Also see RECREATIONAL AREAS, page.....)

Students will be encouraged to play safely and to use playground equipment in a proper way.

Areas:

- Preschool Playground
- 1st-3rd playground
- 4th-5th Hopscotch, 4-Square and Field
- ES Building Atrium (rainy days)
(See Atrium, page 7)

Rules:

1. Students should not display behaviors such as: playing with sticks, throwing sand or rocks, running or jumping from the bridge, climbing the slide, climbing up fences, standing on the monkey bars and playing roughly.
2. Slide down the slide in a sitting position, one child at a time.
3. Finish snacks or lunch before entering the play area.
4. Play in an area visible to the teachers.
5. Students are allowed to use the playground after school, if a responsible adult is supervising closely.
6. Students should respond to requests the first time asked.

POLICY FOR USE OF THE MBS FACILITY

After School Use

The facility and grounds are available for MBS student groups until 4:30 p.m. The students must be supervised by an adult. During this time there will be an administrator on campus.

Evenings

Student groups working with a staff member or parent meetings may use the buildings until 9:00 p.m. in the evening.

Weekends and Vacations

The facilities will be open on weekends only for school-organized events. The sponsor(s) of the event and an administrator must be present.

The playing fields are available for use by students who are supervised by an adult, parent groups, or staff members.

PROGRESS REPORTS (see EVALUATION POLICY)

PUBLIC DISPLAY OF AFFECTION

Students may give, as a greeting or farewell, a kiss on the cheek. Students may also hold hands. No other displays of affection are considered acceptable. If a teacher observes an inappropriate behavior he/she needs to speak at that time to students. If the behavior is repeated, an infraction needs to be given.

RECREATIONAL AREAS

Gym

Students should not be on the stage or in the bathrooms.

Food and drinks are not allowed anywhere in this area.

Students are not allowed to enter the PE offices to get equipment.

Student games or activities that present a danger to students or property will be stopped.

Students may not play with balls between the gym and the parking area.

Students need to share equipment.

Students should not be in north and east side of the gym.

Cafeteria

Students need to go through the line in an orderly fashion.

Students purchasing snacks may go past those waiting to be served lunch.

Students should wait patiently for lunch cards to be punched.

Students may not go from the eating area into the kitchen, but must reenter through the outside door.

Students leave the kitchen only through the door leading to the eating areas.

Students may not go through the lunch line with their backpacks.

Students need to leave their eating area clean. Students must stack lunch trays properly on the cart.

Hall

No food or drinks are allowed in the halls or on the outside stairs.

Students are not allowed to hang out in the halls or in the bathrooms.

Students may go to the computer room or their lockers, but then need to leave the building.

Unless there is a teacher supervised meeting, students are not allowed in the classrooms.

SAFETY PATROL

Students from Middle and High School help to organize and lead themselves in school as community liaisons and promoters of safety in the MBS community. Students are invited by the staff and current members to become involved in this students leadership project.

SAFETY PLAN

The school’s safety plan is designed to be the staff’s and student’s response in emergency situations. There are two basic situations that will be considered: the need to evacuate the buildings, and the behavior during an earthquake.

These two situations will be faced as follows:

- In the need to evacuate the building, an auditory signal will be given, and all the students and staff will leave the building and place themselves in predetermined areas.
- In the event of an earthquake, students and teachers are to place themselves in the “triangle of life” position. See below for details.
- There will be monthly drills to practice both events.
- Please note that there are signs in your classroom describing the procedures indicated here.
- Also there will be some manila envelopes, called “emergency packets”. These packs always have to have a pencil, a list of the students in your classes, and blank “emergency forms”.
- Make sure that this pack is close to the door so you retrieve it when evacuating the classroom.
- The procedures during drills is as follows:

A. Evacuation Drill

1. For this event, the drill will start with the use of a siren to differentiate from the bell used to change classes. This siren will go off continuously indicating the evacuation.
2. When the siren wails, stop what you and your students are doing, have them stand and walk out of the classroom in an orderly fashion.
3. Take your group to the pre designated areas *indicated below*. This map and instructions are also on the emergency packets located in your classrooms.
4. Over there, account for all students under your responsibility and fill in the emergency forms inside the packet.
5. Do not return to the building until the emergency form is picked up and you are told so.

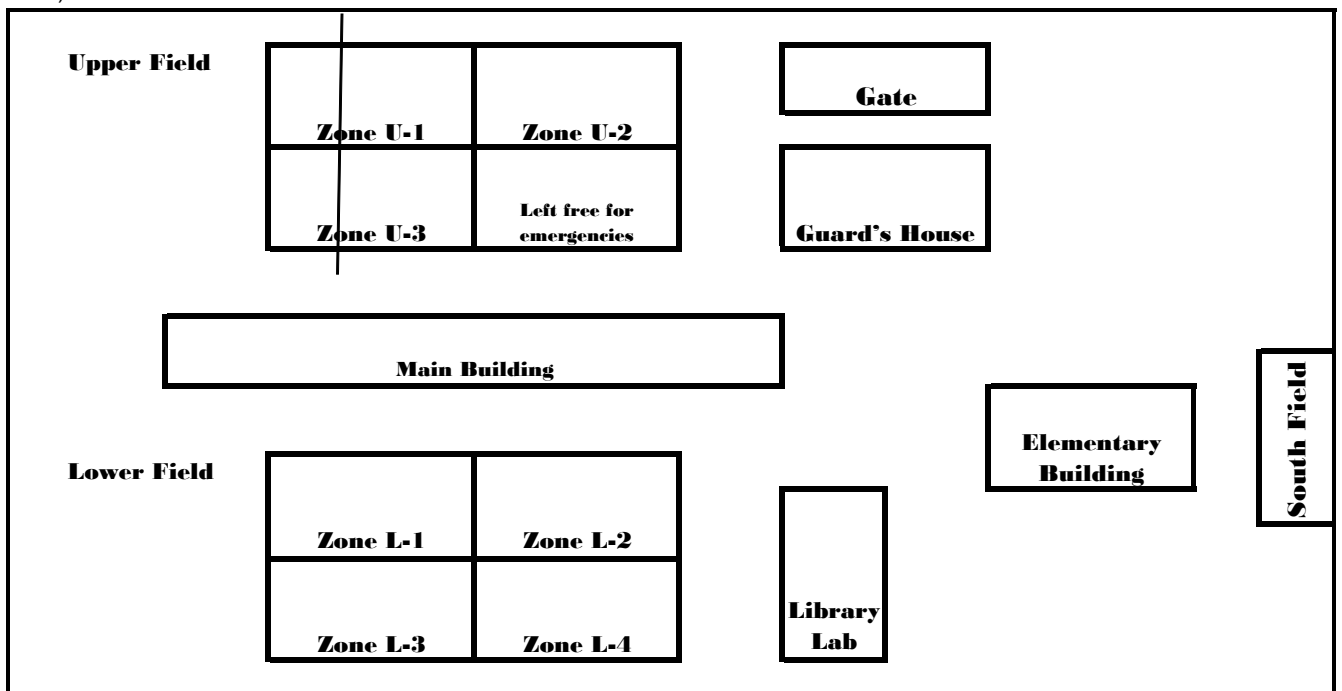
EVACUATION ROUTES:

People in the Gym and Drama room	to the main field zone U-1
People on Upper Floor of Main Building	to the main field zone U-2
People coming from the Music and Cooking room	to the main field zone U-3
People in the Cafeteria and Teachers Lounge, and SSP or ESL classes	to the area on the west side of the main building zone L-1

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Spanish Rooms, Class #1, Library	to the area on the west side of the main building zone L-2
Preschool (K-3, K4, Preparatory)	to the area on the west side of the main building zone L-3
People in the Science Class, Science Lab, and Art room.	to the area on the west side of the main building zone L-4
People in the Elementary Building	to the south side of the elementary building

Upper Field (Soccer court, away from the aerial electric wires, indicated here by a line)



Earthquake Drill

1. An earthquake drill will start when the siren starts to sound intermittently. These short - period signals take the place of the actual seismic event.
2. During the drill you need to duck and assume the "Triangle of Life" position after you make sure that the students had done the same.
3. The "Triangle of Life" position is to get next to a desk or other object that will protect them against falling debris.



4. The safest places being away from windows and bookcases, and next to a table or desk, but not under it. People can get trapped under them.
5. In a real emergency, the instruction to evacuate could be a long, continuous, wail of the siren (if there is electricity), or long whistles. This indication will be given when it is considered safe to leave the building.
6. During the drill, the signal for evacuation will be given either way, so proceed with the evacuation protocol described above.

SCHEDULES (SEE BELL SCHEDULE)

(SSL) SPANISH AS A SECOND LANGUAGE

Students found to have limited Spanish abilities are placed in SSL classes to develop their Spanish language skills. The program addresses oral-speech, reading and writing of the language. Students are excited when they demonstrate academic competency according to their grade level.

SPORT EVENTS AND TEAMS

Students can participate in any of the school teams after being selected by the school coaches.

Involvement in school teams means that any class work missed due to participation in games has to be made up. Students are responsible to look for and make up any missing work.

In particular cases decided by the Administration and coaches, students might not be allowed to leave the school early to go to a specific game.

At all moments, during local or international events, the MBS athletes participating are expected to perform to the best of their abilities while respecting their coaches, competitors, referees and staff. In both events, the team members are to behave in a manner that will reflect positively on the school's name at all times.

All the MBS Handbook rules apply during sport event and teams activities. The use of ANY artificial noise makers is not allowed in the school gym. This takes place during any official (Action or AASCA) or intramurals sports event.

Students wishing to participate in sport events after school only can do so if they have attended classes during that day. This applies to other after school special events such as Drama rehearsals or presentations.

STANDARDIZED TESTS

Testing occurs throughout the educational development of our students.

Preschool: students are given maturity tests and literacy tests to assure that students are developing in accordance with established developmental milestones and progressing towards readiness for learning.

Elementary: students are tested with literacy tests, achievement tests, reading inventories and teacher observations to assure growth. External standardized tests are also administered.

Please contact your child's Principal for further information.

The results from these tests are viewed as an important source for teachers and the Administration to use in the revision of the curriculum and evaluation of classroom instruction. Student mastery, as well as deficiencies may be ascertained through the testing.

STUDENT COUNCIL:

ES/MS/HS all have student councils that are sponsored by different members of the MBS staff. Students plan their year, activities and practice working as a group member of the MBS community.

STUDENT HANDBOOK

All students receive a copy of the MBS Handbook for the current level of instruction through their homeroom teachers at the beginning of the school year. The parent acknowledgment letter should be signed and returned to the homeroom teachers. The homeroom teachers return slips to the Principals' office.

STUDENT SUPPORT PROGRAM (SSP)

The Student Support Program provides assistance to students with specific and diagnosed learning needs. It provides students with strategies and techniques needed to succeed in the regular classroom. Through this program, the school offers support to teachers, families and students as related to academic performance.

Mission

- The Student Support Program is designed to assist individual students with their specific learning needs. It is meant to provide students with the necessary skills and strategies to work at their fullest potential in their least restrictive environment.
The Student Support Program perceives each student as an individual with unique learning and academic needs. Teachers provide their students with the environment that fits the individual learning needs to guarantee success. This environment will encourage the students develop their self-esteem, curiosity, and self-awareness.
- The Student Support Program is also designed to assist teachers to maximize their time and effectiveness in the classroom by providing them with the necessary information and training to deal with the specific learning needs of their students.
- Parents are an integral part of the Student Support Program.

SSP Referral Procedure

The referral procedure begins when a teacher fills out the referral form. After discussing the referral with the teacher(s), the student support specialist will observe the student in the regular classroom environment and analyze the information. If there is evidence that the student qualifies for SSP, a request for an outside evaluation will be made. Based on the results of the evaluation, the specialist will decide on the type of support the student will receive. A final step of the process includes a conference to offer an explanation to the parents about the services the student will receive.

Goals

The Student Support Program will:

- Analyze the students' referrals done by teachers or parents, and give the necessary recommendations.

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- Inform and train teachers in the school about the strategies and procedures to be followed for supporting students with special needs.
- Recommend to the teachers and parents the educational services and resources that will satisfy the specific needs of the individual students.
- Provide the necessary follow up for every student.
- Teach the students the strategies and techniques that will help them cope with their special needs.
- Contact and provide parents with the necessary information to become co-participants in their child's learning process.
- Facilitate the communication process among the professionals involved in the students' educational process.
- Monitor the students' progress throughout their educational process and adjust their needs as they arise.

For further information contact the SSP department and/or the corresponding Principal.

SUPPLIES

Elementary

Students are issued school supplies through their homeroom classes. At the beginning of the school year students receive various items such as: crayons, markers, notebooks, pencils, and any other basic materials, that should be cared for throughout the school year. Paper and pencils are issued monthly to each student. Students supply any additional materials needed.

SWIMMING

Preschool students go to swimming lessons every week. MBS teachers and staff help students change into their suit, transportation is provided by the school bus, teachers supervise during the lessons. After the swimming lesson teachers help get students changed into dry clothes and the school transports students back to school. Parents can come to the pool and assist their own child.

Parents can pick up their children at the pool to go home. Parents must sign their child out from MBS at the pool. If parents do not arrive by time of departure, the student returns to school by MBS bus and parents must pick their children up at school.

Swimming is one day a week, leaving from school 12:30 p.m. and returns to school at 2:45 p.m.

TARDIES

TELEPHONE USE

Students may use the public telephone near the entrance of the school during break or lunch. Any **emergency** call may be made from one of the office phones, or the principal's office during class time. The student needs to bring a note written by the teacher giving him/her permission to make the call. Phone calls should be kept short. Cell phones are not to be used during class time.

TEXTBOOKS

Textbooks are provided by the school and issued to each student during the first few days of class. The student's name and the school year are to be written neatly on the inside cover of each text. All textbooks must be covered in protective plastic wrap, which teachers provide for students at the beginning of the year. It is the student's responsibility to keep the book covered in the plastic during the entire school year. Students should not write in the books either with pen, highlighter, or pencil. The loss or damage of any text will be charged to the student for its replacement.

TRANSPORTATION

Students can depart school by bus, car, or parent pick up. The school requests that parents designate a departure option for their child. Depending on the method of transportation used, students will be at certain locations at the end of the day.

TUTORING POLICY

MBS is committed to supporting students with tutoring when their teachers or their parents request this extra help. After school study sessions are organized most Mondays and Wednesdays from 3:15-4:30 p.m. It is important to abide by the following procedures with regard to tutoring.

- Homeroom teachers may not receive remuneration for tutoring their own students.
- Tutoring requests from parents and teachers should be made through the Principal. A match-up between the student's needs and available teachers will then be made.
- If tutoring occurs outside of the 8th Hour session tutors are to be paid a uniform rate for their services, which is subject to change.
- No more than two children will be assigned to a tutor for one session.
- In the event that tutoring is recommended for the two-month vacation at the end of the school year, parents will request that the tutor send a report to the principal indicating the type of work done with the student. This is to be submitted to the principal the first week of classes.

MBS holds no responsibility for any tutoring arrangement that parents make on their own outside the limits of the school.

Tutors may be asked to submit reports about the students' progress to the school.

UNIFORMS (See DRESSCODE POLICY)

WEAPONS

Weapons of any kind are not allowed in school.

YEARBOOK

At the end of the school year, each student will receive a yearbook. A limited number of books are printed; therefore, there is no guarantee that there will be extra copies of the yearbook for sale at the end of the year. Teachers must purchase their own copies.