



GENEROSITY • HAPPINESS • ENGAGEMENT • INGENUITY • ADAPTABILITY





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GENERAL INFORMATION

Presentation

The International School Nido de Aguilas has written these internal regulations for the school's organization and life in order to systematize the set of basic rules through which its educational project is expressed, and to comply with the provisions of Article 46 letter f) of the Ley General de Educación de la República de Chile, which states that every educational establishment must "have a set of internal regulations to govern the relations between the establishment and the various actors of the school community. These regulations, in matters of coexistence at school, must incorporate prevention policies, pedagogical measures, action protocols, and various conducts that represent failure in good habits of coexistence at school, regulating them according to their seriousness. Similarly, they will establish the disciplinary measures consistent to these conducts, which may include from pedagogical measures to cancelling registration. In any case, when applying those measures a fair procedure must be guaranteed at all times, as established in the regulations."

General Rules

1. The top authority and first decision-making level of the International School Nido de Aguilas is the Headmaster, who is appointed by the Board of Directors of the Fundación Educacional Nido de Aguilas. The second authority is the Assistant Headmaster, and the third level institutional decision level corresponds to the four Division Principals: Early Years/Elementary/Middle School/High School.
2. The right of all the members to participate in the school community according to their specific role in it is recognized, in agreement with the provisions of these internal regulations of school organization and coexistence, and in the internal labor and hygiene and safety regulations.
3. Relations with parents and guardians are regulated by the contract for rendering educational services that is agreed on annually with the families that entrust their children's education to our school.
4. Relations with the components of the personnel will be governed by what is established in their work contracts and in the school's internal regulations.
5. Relations with the students are regulated by these regulations and by the instructions of the administration.
6. The Headmaster will name a person in charge of school coexistence, who will oversee the effective validity of the provisions of these regulations, and will head and coordinate the work of the Social Emotional Development Committee.
7. At Nido de Aguilas, there are acceptable behavior rules for the common good of everyone at school. The students are reminded that their main role is as learners in this community. One of the school's interests is to have rules that ensure good conduct, self-discipline and responsible behavior. The responsibility for student behavior corresponds to every individual student. The school's teachers will manage



the students' behavior and will deal with minor infractions. The Principal will deal with more serious infractions and with multiple minor faults.

8. Nido de Aguilas protects the right of each individual student to receive an education in a positive school environment free from major disruptions to learning.

Nido's Mission

The International School Nido de Aguilas offers an English language based liberal arts education, influenced by U.S. and Chilean thought and tradition, that prepares students to be eloquent communicators and impactful stewards of a rapidly changing world.

Nido students:

- Engage in authentic, consequential experiences, learn by doing, and are accustomed to taking risks.
- Master a rich curriculum while acquiring the skills to communicate across multiple fields, disciplines, and cultures.
- Build their own personalities fully, nurturing their strengths and passions.

Core Values

In keeping with its founding mission, Nido de Aguilas fosters:

- Engagement
- Ingenuity
- Adaptability
- Generosity
- Happiness

Vision

The International School Nido de Aguilas strives to be an open and dynamic global education center known for its empathic and forward-thinking students, innovative pedagogy, and responsible stewardship of intellectual and environmental resources. Nido seeks to be a hub of knowledge creation and dissemination for Chile and the world.



SCHOOL GOVERNANCE

Board of Directors

A Board of Directors governs Nido de Aguilas. In accordance with the school's By-Laws, the Board shall consist of 9 to 13 members with the following minimum (9 member) composition:

- One member appointed by the ambassador of the United States in Chile
- Four members shall be Chilean citizens
- Four members shall be US citizens

The remaining members may be Chilean, US, or citizens of other countries. Board terms are for three years. The body is self-perpetuating and the sitting members of the Board elect members with special consideration given to the following characteristics:

- A commitment to the philosophy and purpose of Nido de Aguilas as stated in the school's By-Laws.
- A commitment to serve the needs and best interests of all Nido students rather than any particular constituency or special interest.
- Experience and professional training that provides for a wide range of professional expertise among Board Members and that complements the expertise of existing Board Members.
- Representation among Board Members of students in all divisions (early years, elementary, middle, and high schools).
- Personal, work, and travel schedules that permit attendance and participation on various Board Committees and at Board meetings, which are held each month when school is in session.
- Board Members serve without pay or compensation and are not entitled to any special privilege or benefit.

Policy on Payment of Tuition and Fees

School fees may be revised at any time during the school year, as determined by the Board of Directors. The exchange rate to be used for conversion of currencies shall be the official exchange rate (dólar observado) at the date of invoice.

The school shall offer options for the payment of annual tuition:

- One annual payment, at the beginning of the school year due not later than August 9.
- Semester payments (two), at the beginning of each semester (due not later than August 9 and March 9).
- Monthly payments in 11 installments, July, August, September, October, November, December, January, February, March, April, and June (payments to be made not later than the ninth day of the corresponding month. If the 9th day occurs on a holiday



or week-end, payment is due on the next working day).

A late payment fee shall be charged monthly. For any past due accounts, students may not be permitted to re-enroll for the subsequent school year, and the matriculation fee will not be accepted for continued enrollment until the account is paid in full, unless specifically authorized by the Board's Finance Committee.

The school reserves the right to Initiate extra judicial or judicial collections within the first fifteen days following each unpaid balance of a financial obligation. The Parent empowers the Fundación to carry out said action directly or through third parties, assuming the collection expenses authorized by law and sending this data to process, treat, and communicate them to third parties in general without any restrictions.

Nido Parent Association (NPA)

The administration of the school will work with the NPA to promote participation and cooperation between the school and parents in a variety of activities intended to support the school and its students. The NPA is recognized as the official organization for parents of the school, and it is authorized to function as a support organization by the Nido Board of Directors.

Accreditation

Nido de Aguilas is recognized and accredited by the Chilean Ministry of Education and by the New England Association of Schools and Colleges (NEASC) in the United States. NEASC is the agency that accredits private and public school in the north eastern part of the US and international schools throughout the world, provided they meet the stringent accreditation requirements set forth by the agency. The school is also a member of AASSA, the Association of American Schools of South America (with an affiliation to the US State Department's Office of Overseas Schools in Washington D.C.), and it is a fully recognized International Baccalaureate (IB) Diploma school.



SCHOOL COMMUNITY RELATIONS

Role of Students

Students are expected to conduct themselves in accordance with all school policies, rules and procedures including, but not limited to, the following:

- Attend and participate actively in classes and school activities.
- Care for all school property and equipment including textbooks and other items provided by the school.
- Avoid bringing valuables or large amounts of money to school and keep personal items secure. This includes any personal items of value that can be lost, stolen, or broken.
- Show respect, courtesy, and dignity toward all members of the community.
- Conduct oneself in a manner that reflects positively on the school and all Nido students.
- Use appropriate language at all times.
- Serve as a positive role model for one's peers and for younger students.
- Conduct themselves in a manner that exemplifies honor, self-respect, integrity, tolerance for diversity, and compassion for others.

Role of Parents

Parents are expected to conduct themselves in accordance with all school policies, rules, and procedures including, but not limited to, the following:

- Ensure that students arrive and depart school at the appropriate times.
- Keep informed of their child's progress at school and attend meetings as requested.
- Make timely payment of school fees in accordance with the payment schedule set by the school.
- Accept responsibility for payment of lost or damaged school property resulting from neglect, carelessness, or willful destruction caused by their child.
- Respect the school calendar and only take children out of school due to illness and/or family emergencies.
- Schedule routine dental and/or doctor's appointments after school hours whenever possible.
- Keep the school informed, in writing, regarding a child's absence from school and/or regarding transportation arrangements to and from school.
- Work cooperatively with the school and teachers to support their child's progress at school.
- Accept responsibility for contributing to a positive school environment and avoiding conduct that creates or promotes intolerance or disharmony between and/or among the members of our school community.



- Bring any concerns regarding your child's education directly to the teachers providing instruction. Most concerns are best handled directly between the parent and teacher.

The school requires at least one parent to be residing with their child while the child is enrolled at International School Nido de Aguilas. When both parents are going to be away temporarily, it is imperative for them to inform the appropriate school office in advance, stating who will be responsible for the student and whom the school should contact in case of an emergency. Parent must notify the school of a change of address or telephone number. Parents should also inform the school nurse of any significant change in the health status of the student.

Parking

Private vehicle access and parking within the school premises are considered privileges and may be revoked by the Principal, at any time, if it is determined that the driver and/or owner of the vehicle abuses this privilege. Inappropriate vehicle use includes inconsiderate behavior, carelessness, driving too fast, parking in "no parking" zones, and obstructing the normal flow of traffic. Drivers may NOT use cell phones while operating vehicles on the school campus, as their full attention should be on pedestrians and other vehicles. Parents are responsible for registering their vehicle(s) with the security office and keeping their vehicle details updated.

Drivers must respect all indications from Nido personnel and security guards and respect these rules of parking etiquette. Please do not be offended if you are asked to move your vehicle. Our responsibility is to ensure that traffic moves safely and with ease to avoid congestion. Our guards are tasked with overseeing the parking lot and do so with the best intentions for the benefit of our entire community.

Solicitation/Information Distribution

No letters, flyers or other information may be distributed through students or on the school premises without the express consent of the Headmaster or his designee. This includes solicitation of donations, advertisements, items for sale, notices of private parties, or information deemed to be derogatory to the school, its students, staff or parents.

Bullying/Discrimination/Harassment

All students shall be afforded equal rights and opportunities. They shall enjoy freedom from discrimination, bullying, and harassment in the school's educational programs and environment. Such behavior is contrary to the philosophy of Nido de Aguilas and as such our [Child Protection Policy](#) considers these behaviors unacceptable conduct whether physical, verbal, or visual in nature. Violations will be subject to serious disciplinary action that may include suspension and/or formal expulsion from school.



Cell Phones

Students are discouraged from bringing cell phones to school. If a child does bring a cell phone to school, it must remain in his/her backpack during school hours. A child should only use his/her cell phone in the event of an emergency such as a parent being late for pick up etc. At all other times, students should use the school office landline telephone to communicate with his or her parents.

Health/Sports/Physicals/Immunizations

Parents are responsible for ensuring their child is in good health so that children can participate in physical activities at school. It is the parent's responsibility to consult with their doctor or local clinic and have regular physicals conducted for their child/children..

Parents are responsible for informing the school nurses of any health related issues regarding their child/children, for providing required immunizations, and for notifying the nurses' office of any medications being taken by their children. If your child needs to take medication during the day, it must be administered by the Nido nurse and not by the student or a teacher.



NIDO DE AGUILAS PHILOSOPHY

The International School Nido de Aguilas is a private, non-profit, coeducational, non-discriminatory institution that offers a quality education, in English, based on U.S. teaching techniques and materials. It is an accredited, college preparatory school, which meets the academic needs of Chileans, North Americans, and international students.

Nido goes beyond high academic standards by encouraging academic growth, the development of student talents, promotion of social skills, leadership abilities, physical development, and fosters cultural awareness through the diversity of its student body. We dedicate ourselves to developing students as individuals in an interdependent world. Our students grow into educated people who act ethically, are responsible stewards of the environment, fully engage as contributing members of society, and aspire to the highest level of achievement in their chosen endeavors.



MESSAGE FROM THE EARLY YEARS TEAM

	
<p>Debra Cota EYS Principal dcota@nido.cl</p>	<p>Jessica Overton Assistant Principal joverton@nido.cl</p>

Welcome to the International School Nido de Aguilas

For over 80 years, The International School Nido de Aguilas has provided a world-class education to Chilean and International families in Santiago.

In the Early Years School (EYS), we strongly believe in the development and education of the whole child through an integrated learning approach, encompassing all learning domains, and is grounded by the school's the Mission and Vision. Our teaching practices foster the core values of engagement, ingenuity, adaptability, generosity, and happiness, in order to develop student character.

On behalf of the entire Early Years School, we welcome all of you to visit our amazing school. We also invite you to visit our website at www.nido.cl for more information about our program, to learn how to get involved as a Nido Parent Association (NPA) member, to find out information about transportation, after-school activities, and to learn about many other school-wide initiatives.

Warm regards,
EYS Leadership Team



NIDO ADMINISTRATIVE & EYS LEADERSHIP

David Perry
Gonzalo Blanc
Paz Nalegach

Acting Headmaster
Business Manager
Chilean National Plan Director

EYS Leadership Team

Debra Cota
Jessica Overton

EYS Principal
EYS Assistant Principal

TEACHERS			
TEACHER	CLASS/SUBJECT	TEACHER	CLASS/SUBJECT
Karin Buckley	PKA Lead	Lorena Paredes	PKA Assistant
Pia Swinburn	PKB Lead	Jasmijn Puijk	PKB Assistant
Tanya Burgess	PKC Lead	Sara Luna	PKC Assistant
Laura Carvajal	PKD Lead	Nathalie Aguilera/Gaby	PKD Assistant
Carolina Landman	PKE Lead	Isabel Torres	PKE Assistant
Carmen Cullen	K1A Lead	Marisol Gonzalez	K1A Assistant
Rebeca Beckdorf	K1B Lead	Fernanda Lopez	K1B Assistant
Yulia Ladd	K1C Lead	Nicole Bouiey	K1C Assistant
Andrew Stewart	K1D Lead	Francisca Karmy	K1D Assistant
Valentina Cordova	K1E Lead	Francisca Barriga	K1E Assistant
Constanza Raby	K1F Lead	Joyce Senerman	K1F Assistant
Laura Galindo	K2A Lead	Mariana Trugeda	K2A Assistant
Jon Krumtinger	K2B Lead	Mica Buraschi	K2B Assistant
Vicky Rojas	K2C Lead	Javiera Escobar	K2C Assistant
Viviana Patino	K2D Lead	Cecilia Ravest	K2D Assistant
Allison Ryan	K2E Lead	Ale Meza	K2E Assistant
Carolina Correa	K2F Lead	Paola Sangroniz	K2F Assistant
Paula Munoz	1A Lead	Natalie De Stadler	1A Assistant
Janelle Figueroa	1B Lead	Teresita Guzman	1B Assistant



Terry Kegel	1C Lead	Joyce Kelly	1C Assistant
Laura Biasca	1D Lead	Connie Hidalgo	1D Assistant
Kristen Minster	1E Lead	Monica Cortes	1E Assistant
Pamela Poupin	1F Lead	Marianna Manganiello	1F Assistant

EYS OFFICE	
NAME	ROLE
Silvana Carbajal	Secretary
Alejandra Baumann	K1 Grade 1 Counselor
Veronica Diaz	PK and K2 Counselor



EYS CLASS SCHEDULE

Daily Schedule

Pre-Kinder	7:45 a.m. - 12:30 p.m.
Kinder 1	7:45 a.m. - 12:30 p.m.
Kinder 2 - Grade 1	7:45 a.m. - 2:25 p.m.

Morning Arrival

Nido de Aguilas does not provide supervision for children before 7:30 a.m. Parents should not bring children before this time.

Early Dismissal Schedule

On early dismissal days all students (PK, K1, K2, Grade 1) attend school from 7:45 a.m. – 11:40 a.m. or 12:00 p.m.

After School Departure

All students must leave campus at 2:25 p.m. unless participating in a supervised activity. Arrangements must be made so that no student is left unsupervised. Parents who fail to regularly pick-up their children or leave them unsupervised on campus, may result in disciplinary action and/or loss of campus privileges.



FOOD

Healthy Food Guidelines

Research has shown that the school environment has a vital role in shaping children's eating behaviors. For this reason, Nido has formulated Healthy Snack Guidelines to help parents provide nutrient-dense foods for children to consume while at school. These guidelines are meant to foster proper growth, development and to assist students in gaining greater understanding of healthful eating habits for lifelong benefit.

Healthy Snack Guidelines

Parents are to provide snacks that will make a positive contribution to their child's health, with an emphasis on providing fruits, vegetables, lean proteins and whole-grains as the primary snacks and water as the primary beverage. Portion sizes should be age appropriate.

Healthy Snack Ideas

- Fruits and vegetables
- Dried fruits (raisins, apricots)
- Seeds (sunflower, pumpkin)
- Nuts (be mindful of allergies)
- Dairy (cheese, yogurt, milk)
- Popcorn (light or air-popped)
- Whole-grain products (select granola and cereal bars)
- Muffins and breads (low-sugar varieties including bran, zucchini, carrot)
- Water

Foods that Impede Children's Ability to Learn Effectively (and subsequently are discouraged)

- Candy and other refined sugars (lollipops, chocolate bars)
- High sugar baked goods (cookies, cakes, etc.)
- Salty food items with high saturated fats (potato chips, tortilla chips, puffed cheese snacks, crackers, etc.)
- Soft drinks and most juices
- Those with high level of artificial colors and flavors.

Student Birthdays

Student birthdays will be celebrated in coordination with the homeroom teacher. The food brought to class must be in accordance with our healthy snack guidelines. Parents are to check with homeroom teachers for any food choice restrictions due to children with food allergies.



Birthday party invitations may be handed out at school only if the entire class is invited, or if all of the boys or girls in a class are invited to the party.

Class Celebrations

Food brought to class must be in accordance with our healthy snack guidelines. Parents should coordinate with homeroom teachers if they are interested in sponsoring other celebrations such as religious, international holidays, etc.

EYS celebrates the following events:

- National Holiday
- Halloween
- Thanksgiving
- End of Semester Celebrations
- Easter
- Celebrations of Learning

K2 and Grade 1 Lunch

K2 and Grade 1 students are to bring a healthy lunch to eat in the classrooms each day.



ADMISSION AND WITHDRAWAL

Admission Requirements and Conditions

Nido de Aguilas is an international school and accepts all academically qualified students regardless of race, religion, or nationality. All instruction is in English with an American and Chilean curriculum.

- To enter the Pre-Kindergarten program, the student must be three (3) years old by August 31st. Subsequent grades also use the August 31st date as a cutoff for admission.
- Students will be accepted, provided there is available space, and placed in grades and classes based on information from entrance exams, official school transcripts, and other supporting documentation. Nido admits students according to guidelines and priorities set by the Board of Directors.
- Nido de Aguilas reserves the right to refuse re-enrollment to any student deemed by the administration to be in the best interest of the student or of the school in strict adherence to the relevant protocols established for these events.

Withdrawal Procedures

A student is deemed to be officially withdrawn from Nido de Aguilas when all prescribed steps have been taken to ensure the completion of the normal obligations to the school. These obligations are as follows:

- The parent(s) / guardian(s) have formally notified the Admissions Office of their wish to withdraw the student by completing the [Withdrawal Form](#).
- All fees including tuition, lost library books, lost textbooks, etc. have been paid.
- All school textbooks and materials have been returned.

Nido de Aguilas will forward an official transcript and supporting documentation directly or will provide a sealed official copy of papers to hand carry to the student's next school. An unofficial copy for family records is available upon request. **Transcripts must be requested from the corresponding divisional office and must be picked up by parents and will not be entrusted to students.**

School Community Relations Policy

The school recognizes its responsibility to maintain communication with the various segments of the school community, as well as, providing information that may be required by local governmental agencies. All communications are in English, and provided in Spanish as well, when deemed appropriate.



The Headmaster or his designee shall serve as the spokesperson for the school regarding all school-related matters and shall ensure that appropriate measures are taken to maintain regular communication with the school community. Communication may consist of printed or electronic newsletters, web site, parent meetings, surveys, forums, or other available communication tools and should be communicated in Spanish, as well as English, when deemed appropriate.

Parents who have questions or concerns about specific classroom activities are urged to contact their child's teachers directly. For special issues related to guidance, counseling, or special programs, parents are encouraged to contact the school counselor or other specialists on staff.

Questions concerning curriculum, instruction, student conduct, activities, and general division operations should be first directed to the classroom teacher and then the respective division principal as necessary.

The Headmaster is available to discuss questions concerning school-wide instructional, operational, and business functions, safety and facility issues, and school policy matters. Communication to or from parents or school employees to the Board of Directors shall be sent through the Headmaster for reply or action. Communications regarding additions, changes, or application of school policy, or requests for appeal on decisions made by the Headmaster may be directed to the Board of Directors in writing with a copy sent to the Headmaster.

It should be acknowledged that matters concerning school policy or appeals concerning the application of school policy can only be considered by the Board of Directors, acting as a whole, at a duly constituted meeting.

ACADEMIC INSTRUCTION

The Instructional Program

The EYS curriculum is designed to create opportunities for deeper learning and exploration about the world in which we live. Projects and units are authentic and meaningful for students and as a result strengthen 21st century skills such as problem solving, collaboration, and creativity as well as help students to develop a growth mindset. Children dig into their own inquiry by asking questions, conducting investigations, and develop independence by making decisions about their activities.

Nido's Early Years School focuses on learning and reading readiness skills. Foremost among these skills is the ability to communicate in English. English Language Learners need a



stimulating environment to acquire the basic knowledge and skills that develop spontaneously. Teachers guarantee. Through projects and units, both an environment that entices children to explore and learn on their own initiative and a specific system in which the teacher takes the initiative to stimulate more accurate learning.

Objectives of the EYS Program

- Independence and autonomy
- Self-confidence
- Social skills
- Work habits
- Logical thinking and math skills
- Fine and gross motor development
- Literacy (pre-reading, pre-writing reading and writing skills)
- Listening and speaking skills
- English acquisition

Student Responsibilities

- Participate
- Make choices
- Active learner
- Respectful member of a community
- Listen
- Follow rules and instructions
- Be responsible with belongings
- Develop work habits

Parent Responsibilities

- Be involved in child's learning
- Listen to your child
- Give your child space and support to grow and learn
- Participate in school related activities
- Maintain open/constant communication with teachers
- Volunteering
- Collaborate with the school community
- Share resources and materials from home
- Participate in End of Project Celebrations

Teacher Responsibilities

- Provide safe, meaningful environment
- Provide clear limits, rules, and routines for the children's comfort and security
- Be a guide; provide necessary tools for optimal learning in every area (social-emotional, language, cognitive, and motor)



- Keep families informed about their child and the classroom

Daily Reading

Nido encourages daily reading to help children achieve reading fluency and comprehension. The primary goal is to help children grow a love for literature. Reading provides excellent practice of grammar, pronunciation, vocabulary, and higher level thinking skills. The EYS encourages parents to read to their children in their native language and encourages the students to practice daily their reading in English.

Daily reading can take several forms. In the Early Years School, parents are asked to read with/to their child daily (which is an excellent habit to continue through to middle school). Most of the time students are encouraged to read books of their choice. Parents can help their child by asking him or her questions about the text and having a discussion.

Children will find reading easier if they practice reading constantly. We ask that your child read for pleasure or you read to them on a daily basis.

What Parents Can Do

Parents are encouraged to take an active interest in developing their child's love for reading by:

- Providing a study area that is quiet, comfortable and free of major disturbances.
- Providing a definite time for daily reading.
- Limiting TV viewing and computer/video games.
- Helping your child develop study skills.

Field Trips & Outside Performances

From time to time the EYS children will go on field trips off school grounds. To be eligible to go on a field trip or to perform at a function outside of school, students must bring a permission slip signed by the parent /guardian and returned to the teacher before the scheduled trip. **Students without signed permission slips will not be allowed to attend field trips or outside performances.** Field trips require a minimum of 5 adult chaperones, not counting the teachers. Outside performances require 2 adult chaperones, not counting the teachers.

To help ensure that school-sponsored field trips result in safe and worthwhile experiences for all participants the parent/guardian needs to complete the volunteer chaperone form before the due date. Chaperones must be at least 18 years of age.

Prior to the field trip, the classroom teacher or trip coordinator will provide the chaperone with the information regarding the activities planned for the trip, expectations for supervising children, and emergency procedures.



Guidelines for Volunteer Chaperones

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the teacher, work cooperatively with other volunteers and school staff members, and model appropriate behavior for children.
2. As a chaperone, you will supervise a small group of children, helping them learn and making sure they behave appropriately. Children must stay with you, their chaperone, at all times. Account for all participants regularly and before changing activities.
3. Be sure you know when and where to meet the rest of your group at the end of the visit.
4. Chaperones must be readily available, be mindful of safety concerns, and respond to children's needs.
5. Cell phone may only be used for emergencies and trip related purposes.
6. Go over rules and standards of behavior, safety rules, and any site-specific rules with the children. Ensure that they do not get involved in any other activities not pre-approved by the teacher. While you are responsible for children behavior, it is the responsibility of the teacher to discipline a student.
7. Siblings and family members may participate in a school sponsored field trip with prior written permission granted by the Parent.
8. Be sure you know what to do in an emergency. Keep the cell phone contact number of the teacher and other chaperones available.

EYS Report Cards

The school year is divided into 2 semesters. Parents receive their child's reports at the end of each quarter. Parents meet with Teachers at the end of quarter 1 and quarter 3, at which time Progress Reports are shared. At the end of quarter 2 and quarter 4, Report Cards are shared.

Early Childhood Child Growth & Development Standards

Teachers will routinely inform parents of students' individual growth and development in all learning domains (social and emotional, cognitive, academic, and physical development) through personal contact and/or Parent/Teacher Conferences. Teachers will work with parents to provide appropriate opportunities to help students improve their skills. Students must demonstrate progress towards meeting the expectations of all of the early learning standards for their respective grade levels.

Parent/Teacher Communications & Conferences

Parent/Teacher Conferences are held at the end of quarter one, and again at the end of quarter three.



The conference gives teachers and parents a chance to discuss academic progress and other important school-related questions. Other conferences will be scheduled at the request of the parent or teacher. Parents of students who are experiencing academic difficulty or are displaying behavior problems will be invited to discuss these matters with their child's teacher.

During each semester a Celebration of Learning event will be held to display the scaffolding of learning that takes place during the year. The celebrations begin during the 2nd semester for PK and during the 1st semester for K1 through Grade 1.

PowerSchool

PowerSchool, Nido's student information system, is intended to provide parents, students and teachers with a secure and simple way to view student grades and attendance records from any computer with Internet access. Registration for After School Activities for students in K2 and Grade 1 happens through PowerSchool.

To access PowerSchool go to <http://powerschool.nido.cl> or go to www.nido.cl and select "PowerSchool" from the "Parents and Student" section. If you do not have your DIRECTIONS SHEET, USERNAME or PASSWORD handy, please contact your homeroom teacher, and/or the EYS Office, to receive the required information.



STUDENT SERVICES

Student Study Team

The Student Study Team is comprised of the EYS administration, a school counselor, classroom teachers, support teachers as needed, and/or the school nurse. This group meets regularly as a team to discuss the special needs of referred students.

Administration, parents or teachers may make referrals to the team. The exact nature and extent of the child's talents, skills and needs are determined and decisions about appropriate educational programming for each individual child are made in collaboration with the child's teacher and parents.

The appropriate level of ongoing support and challenge for the child is always the most important objective of the team.

Student Intervention Plan

Administrative Guidelines to Policy D9.04 (Academic/Behavioral Conditional Enrollment Status).

The Nido Student Intervention Plan provides guidelines for identifying and supporting students who need help to function successfully in school. It is used in conjunction with the Student Study Team (SST) process to develop a plan designed to provide support for the student.

There are different categories of functioning addressed by the Student Intervention Plan: Language and General Academic Progress (1), Behavior (discipline) (2), and Social/Emotional Development (3). It is possible that a student may experience difficulty in more than one area of need. The level system, described in the table below, is used to indicate the seriousness of the student's needs. The chart below reflects that a period of time (as determined, case by case, via the SST process) on the highest level, with no significant improvement in a student's functioning or performance will ultimately lead to that student being ineligible to re-enroll at Nido de Aguilas. Depending on the seriousness of any given situation, a student could immediately be placed at level two or level three.

The Student Study Team (SST) is comprised of those people involved with the student, may vary at different grade levels, and may include any combination of teachers, counselors, psychologists, principals or others deemed to offer additional insight or expertise. The SST may be convened, if deemed appropriate by the Principal, to determine level of placement on the Student Intervention Plan, to develop strategies for intervention, to monitor progress, and to determine movement from one level to the next or exit from the plan.

The purpose of the Student Intervention Plan or any other measures deemed appropriate by the principal is to help the student function to the best of his/her ability and to achieve the required levels of academic and behavior success expected for continued enrollment.



For that reason, an incoming student new to Nido may be placed on the Student Intervention Plan as a condition for admission if past school history and/or on-site assessment warrant that action.

EYS Student Intervention Plan Indicators

	Level One	Level Two
Academic	<p>Insufficient progress noted by the classroom teacher or SST personnel through one or more of the following criteria:</p> <ol style="list-style-type: none"> 1. Language and general classroom progress 2. Resource and/or other support services 3. Previous student records Initial assessment results <p>Parent conference and written notification that student is placed on Level One "conditional enrollment" status.</p>	<p>Insufficient progress is evident after support services have been provided by resource program and/or other support services, and it is apparent Nido may be unable to meet the individual needs of the student.</p> <p>Parent conference and written notification that student is not meeting Nido expectations and that enrollment will be terminated (usually at the end of the academic year).</p>
Discipline	<p>Behavior/events that compromise the educational environment or excessive absence from school.</p> <p>Parent conference and written notification that student is placed on Level One "conditional enrollment" status.</p>	<p>Despite utilization of an intervention plan to address the student's behavior, the events that compromise the educational environment or continued absence persist.</p>
Social/Emotional	<p>Situations, which cannot be successfully addressed except through outside professional assistance and/or significant parent/ family cooperation with the school.</p> <p>Parent conference and written notification that student is placed on Level One "conditional enrollment" status.</p>	<p>Even with outside professional assistance and/or significant parent/ family cooperation no improvement is noted after a period of time.</p>

Student Study Team (SST) meetings are held prior to placement on the Student Intervention Plan, and between each level and/or exit.

EYS School Counselors

The School Counselor collaborates with parents, school personnel support and may recommend that parents seek a psychological and psycho-educational screening when needed.



Counselors conduct on-going observations of students in a variety of settings and share their observations with teachers and the Student Study Team. In cases when children require support from an outside specialist, the counselor acts as a liaison between school and the outside specialist. Referrals and recommendations for psychological and/or psycho-educational evaluations are made by the entire SST team.

The EYS Counseling Program is aimed at assisting students, parents, and teachers. Some of the counseling services being offered include:

- Individual and small group counseling
- Classroom guidance
- Student assessment
- Consultation with teachers and parents
- Parent seminars

Language Acquisition

The EYS/Elementary Language Acquisition Program is designed to assist students with limited English proficiency in grades K2-5. The following services are offered:

- Diagnostic evaluation to determine entrance into and exit from the program
- Development of listening, speaking, reading, and writing skills through the teaching of course content material for each grade level

K2 and Grade 1 students may receive up to 45 minutes a day of small group English language instruction. The rest of the day, they are mainstreamed in their regular classrooms. Depending on individual needs, the LAS teacher may also provide extra support within the regular classroom on a periodic basis. Students should be fully mainstreamed, with no EAL support, in two years.

Specials Classes

PK and K1 attend a daily Special including: Music & Movement, PE, Art, and Library
K2 has a 6-day rotation of Music & Movement, PE, and Art with Library once a week.
Grade 1 has a 3-day rotation of Music & Movement, PE, and Art with Library once a week.

Media Center/Library Policies, Rules and Regulations

Nido's Media Center program expands the learning experience beyond the wall of the classroom into the world. The Media Center is a central hub for teaching, research, experimentation, practice, creating, working, learning, and play. In a welcoming and collaborative atmosphere, reading, discovery, imagination, and creativity come alive. Wonder and curiosity become central to personal, academic, social, and cultural growth. As research facility for the older students and a "curiosity and exploration lab" for the younger children, the Media Center provides opportunities to develop inquiry-based skills and habits of the mind, which will enable students to continue their individual quests for learning throughout their lives.



General Elementary Library Information

1. Library hours are 7:00 a.m. - 4:00 p.m. from Monday through Thursday; Friday 7:00 a.m. - 3:30 p.m..
2. Materials are arranged in the following sections: ECC (EYS), E (everybody fiction and non-fiction), BB (Big Books), J (junior fiction and non-fiction), Pro (professional), Reference, JSp (Spanish), JB (biography) and Periodicals.
3. Encyclopedias, dictionaries, almanacs, yearbooks, directories, etc., are classified as reference material and are to be used in the library.
4. Videos and DVD's are for instructional use only and are not available for students or parents to check out.

Checking Out Books

- PK through K2 students may check out one book for a period of 7 days. Grade 1 students may check out two books to take home for a period of two weeks. A third book may be checked out for classroom use.
- Students may not check out books if one or more books are overdue.
- Parents may check out five books for a period of 14 days.
- Staff may check out books for a period of 30 days.
- Students are required to pay for lost or damaged books.

Co-Teaching and Flexible Scheduling

In partnership with the Media Center staff, teachers are encouraged to plan curricular units and/or projects that revolve around the use of our media center. The Media Center staff will work in partnership with the teacher to co-teach needed skills for the unit and or project. Our curricular information literacy (library) skills will be integrated into these units.

“Flexible scheduling,” means that teacher and Media Center staff work together to agree upon a timeframe in which to work on units/projects with Media Center resources as needed throughout the year.

The Media Center subscribes to a number of password protected e-book collections and databases. These resources are available at all times:

- BookFlix
- Capstone Interactive Library
- CultureGrams
- EBSCO
- SIRS
- Tumble Books
- World Book Online (English and Spanish)

Ask the media center staff for usernames and passwords.



Lost and Found

Students are responsible for making sure that their belongings are kept in a safe place. Uniforms and supplies all look alike; therefore, we cannot stress enough the importance of marking all belongings in permanent ink with the name of the student and his/her grade. The EYS has a lost and found basket located in front of the EYS Office. There are also lost and found closets in the Elementary School, Middle School and High School Offices.

Students should not bring valuables such as large amounts of cash, expensive jewelry, and iPods and like devices, cameras, handheld games, mobile phones or other electronic devices to school. Unmarked items not claimed within a reasonable period of time will be donated to a charitable organization.

Health Services

Three school nurses work in alternate shifts throughout the regular school day from 7:00 a.m. to 5:00 p.m. There is also a physical therapist with CPR and first aid assistance training on duty for school sports activities held after 5:00 p.m. and on Saturdays. Additionally, we have the services of PULSA (company of paramedics who support our health staff during extra sports events or other activities). The health staff provides routine first aid and medical care. Please be aware they are not allowed to make diagnoses nor prescribe any medications.

In the event of illness or injury to a student, the nurse in the Health Unit will initiate first aid measures.

In case of injury requiring more than first aid attention, the student will be taken to the clinic chosen previously by parents for further treatment. Parents will be advised of the accident by the nurse and will be asked to pick up the student at school or meet the nurse at the clinic depending on the severity of the accident.

Student Accident/ Emergency Insurance

Upon acceptance and throughout their enrollment at Nido de Aguilas, all students are covered by accident insurance. The current providers of these services are Clinica Las Condes and Clinica Alemana. Both provide coverage for accidents of a traumatic nature, 24 hours a day, throughout the calendar year.

More details on each clinic's coverage can be found on the Nido website under Health Services.

Should your student require emergency attention, go to the Clinic where your family is registered, "Urgencia Escolar" (Student Emergency Service), and state the school's and your child's name and RUT number in order to receive prompt medical attention.



Medications

As per Chilean law, the Health Unit is not allowed to keep any medications in its facilities, nor can the nurses prescribe any medications.

If a student is required to take regular oral medication during school hours, the nurse may administer the medication only following a medical prescription from his/her doctor.

All medications prescribed by a doctor to any student, will be kept in the Health Unit only for the use of that specific student.

Nurses' Routine Duties

Included also in the nurse's scope of responsibilities is the identification of health problems. The nurse will work with teachers, directors, guidance personnel and parents in helping students obtain appropriate attention for specific health problems. Nurse's routine duties include:

1. The Health Unit should inform all teachers and any person who might have contact with the student during the school year, of any important medical condition or allergy. An email will be sent to all of them explaining the type of condition/allergy, main symptoms, and special indications in case of any emergency.
2. Implementation of the Chilean Vaccination Program in accordance with the policy of the Health Ministry:
 - a. 1st grade MMR (measles, mumps and rubella) as well as DTP (diphtheria, tetanus and pertussis).
 - b. 4th and 5th grade HPV (human papilloma virus) only for females.
 - c. 8th grade DTP (diphtheria, tetanus and pertussis).
3. Pediculosis (head lice) check to the class affected whenever we are informed of a case or find a case during school hours.
4. Maintain the health file updated in PowerSchool with each student's medical information: medical insurance, emergency phones, medical conditions, allergies, immunizations administered at Nido, office visits, etc.
5. Communicate to parents any communicable disease whether detected in school or reported by a parent.
6. Attend monthly meeting of Hygiene and Safety Committee.
7. Provide teachers and students with First Aid Kits whenever they go on a field trip out of the school (WWW, field days, sport games, etc).

Health Unit Procedures for a Sick Student Going Home

1. Student is assessed in the Health Unit.
2. If it is necessary to go home, a parent (mother or father) is contacted by phone and informed of student's condition by the nurse.
3. The student waits in the Health Unit for a parent or authorized person to pick him/her up and take them home.



4. The Principal, Assistant Principal, and Principal's secretary, classroom teacher, security officer and transportation office are informed that student has gone home sick and the time that he/she left the Health Unit.
5. Any student leaving school for a medical reason must give *Permission to Leave School Slip* to guards on departure from school grounds indicating the authorized person in charge of taking him/her home.

Medical Certificates

All medical certificates should be handed to the Health Unit as soon as possible. If the certificate excuses student from physical education, this information will be emailed to the Principal, secretary, counselor and teachers.

Any new medical information from the student throughout the school year should be given to the nurse as soon as possible in order to keep updated information in the health files in PowerSchool.

Health Unit Staff:

Claudia de Petris (nurse coordinator)
Claudia Quirland (nurse)
Macarena Yob (nurse)
Rodrigo Marambio (physical therapist)

Toileting Expectations

Before children enter the EYS program at Nido, it is expected that EYS children will have mastered the ability to manage their toileting routines. However, we recognize that our students are still in the process of learning how to listen and respond to their bodies, and may still occasionally need assistance in the bathroom, or have a toileting accident. If your child has a toileting accident at school, you can choose to be notified immediately so that you can pick up the child from school, or bring a change of clothes.

Procedures in case of toileting incidents:

1. Teachers will remove your child's soiled clothing and send it home in a plastic bag for you to wash.
2. If necessary, the teachers will clean your child.
3. The teachers will send you an email or talk with you at pickup time to inform you that your child required a change of clothes.

Earthquake Procedures

In the case of an earthquake, the most important thing to remember is not to panic. At the first shock, students will be directed to crouch below their desks (**DUCK AND COVER**), away from windows and falling objects. When the tremors have subsided, and if there is sufficient reason for doing so, students will proceed to directed area in a calm and orderly manner and assume the same locations as in an evacuation drill. **In the event of a major**



earthquake, all students will remain on campus until they are released by the administration.

Emergency Evacuations/Drills

The school periodically conducts emergency evacuation drills. Students are expected to follow all instructions of the faculty. Upon instruction, exit classrooms quickly and quietly, and convene at one of three prescribed staging areas assigned to occupants of that high school classroom. Attendance will be taken for each class.

ATTENDANCE

Consistent with the School's mission and local law, the Headmaster shall establish, document, and enforce appropriate attendance policies by division.

PK, K1, K2, and Grade 1 students are required to arrive at school on time before 7:45 a.m., and are expected to attend all scheduled classes each day except in the case of excused absences.

Excellent attendance to classes is a critical factor in student academic success. Students who have less than 85% attendance for the year must obtain authorization from the EYS Principal before receiving a year-end report card or enrolling for the next grade level. Each type of absence listed below counts as a day missed from the school year.

Homeroom teachers submit daily attendance no later than 8:30 a.m. The PowerSchool system will automatically send an email to alert you that your child is absent from school if marked absent. If this information is not accurate please email the EYS divisional secretary to report this error.

Excused Absences

An excused absence is granted as a result of sickness, death in the family, major family problems, or the obtaining of government documents. The Excused Absence gives no penalties for classes missed and all will be given adequate time as determined by the teacher. Parents must contact the office before or the day of if a student will not be attending class or will miss a class during the day. Any failure to do so will be deemed an unexcused absence. Parents may contact the school by phone, email, or a written note signed by the parent.

If the student has received professional medical treatment, he/she should also bring a note from the doctor, dentist, or other professional person who attended him/her. In case of an illness of over two days or contagious disease, please notify the School Nurse at 2-2339-8140.



Unexcused Absences

An unexcused Absence is defined as when a student misses school without prior notification or approval of the school. Unless approved by the EYS Principal, all absences immediately preceding or following a vacation period are considered unexcused. Parents must inform the school if students will miss more than two days of school for a previously planned activity or other scheduled event.

Physical Education

Permission to miss physical education may be granted upon the receipt of a parental note requesting that the student not participate in the class. A medical certificate may be required for P.E. absences of more than a week.

Tardy Arrival & Early Departure

Arriving at school on time contributes to a positive school day for all students and teachers. Students who arrive on time are able to properly organize themselves for daily activities and do not miss important instructional time. Their prompt arrival contributes to a classroom environment that is free from disruptions.

Advance written request from a parent must be provided to the Office for early departure from school. A pass will be issued to the student to be presented to the school guard when the student leaves the campus.



STUDENT ACTIVITIES

After School Activities

After School Activities extend the academic program at Nido de Aguilas by providing K2 and Grade 1 students with additional learning opportunities. K2 students may participate in the program only in the second semester. Grade 1 students may participate in the program all year. The After School Activities Program may include:

Art Fun, Ballet, Dance Academy, Dance and Karaoke, Gymnastics Beginners, Happy Yoga, Loving our Environment, PE & Sports, Andres Diaz Soccer academy, Soccer Boys & Girls, Spanish Fun. We encourage students to participate in accordance with established procedures.

Information regarding ASA will be available at our webpage (www.nido.cl) at the beginning of each semester. It will include a list of activities, policies, description of activities, schedules, location, activity advisors and other pertinent information. Registration information will be clearly stated on Nido's webpage and also sent through the weekly communications. Registration is done on a lottery basis.

If a student is enrolled in an After School Activity but does not plan to attend, he/she must bring a written note from home to be excused from the activity.

In case of rain or air quality emergency, physical activities may be canceled and students who would normally participate in an outdoor activity will stay inside with the advisor. Parents who wish to pick-up their child may do so.

After School Buses (See Transportation)

Pick-up Policy for Students Who Do Not Ride After School Activity Buses

After School Activities for Nido de Aguilas EYS (Grades K2 and 1) finish at 4:00 p.m. Students who ride home by car or other transportation services must be picked up no later than 4:10 p.m. Students who remain in school after 4:25 p.m., will be subject to the following policy. Please be advised that students should not wait for their parents in the parking lot area without adult supervision.

- First Occurrence: Verbal warning to the student with written notice to parents
- Second Occurrence: Suspension from participation in all After School Activities for a one-week period



- Third Occurrence: Suspension from participation in all After School Activities for the remainder of the semester

After School Activities are an important aspect of our school program, but they are also a privilege. There is no adult supervision after the conclusion of our After School Activities. We appreciate your cooperation in helping our After School Activities Program run smoothly, and helping us to ensure the supervision and safety of all our students.



SCHOOL UNIFORM REQUIREMENTS

Students in the EYS are required to wear the Nido uniform daily. Neatness and cleanliness are required at all times. Hats are encouraged to be worn outside the classroom for protection from the sun. Nido de Aguilas reserves the right to send a student home if he/she does not comply with school uniform requirements as determined by the administration. For the first warning, the administration may choose to lend the student an appropriate article of clothing from the lost and found closet if the parent is unavailable to bring a change of clothes.

Uniforms are available from several suppliers, and the prices and quality may vary with each supplier. **Uniforms can be purchased directly from the Nido NPA Store.** The NPA store is located to the left of the main entry stairwell next to the horseshoe parking area. Please check the [Nido website](#) for current NPA store hours, or contact them via email at npa@nido.cl.

Alternative Nido uniform vendors include:

- **Scolari** (located at Balmoral 163, Las Condes, phone [+56-2-2212-8540](tel:+56222128540))

All uniform items should be clearly labeled with the complete name of the child.

Uniform Options:

- Grey pullover with Nido across the front
- Blue Nido PE athletic shirt with white panels & red piping and Nido PE sweatpants
- NPA Spirit Wear
- Comfortable shoes
- Nido sun hats
- Water Bottle

In cold weather students may wear winter jackets of their choice; however, the only sweatshirts permitted are Nido sweatshirts.

Nido Aquatics - Swimsuit Policy

Nido students must purchase their own swimsuit for use in the Aquatics Program for regular Physical Education classes and for after-school swimming programs. Swimsuits may be purchased from the Nido PTA Store or any retail outlet stores and must meet the following specifications:



Girls: One-piece sport swimsuit of 100% nylon, lycra, or nylon/lycra mix. Swimsuits must be free of buttons and jeweled accessories and reflect a modest cut and style and include a strap around the neck or over both shoulders.

It is best to avoid suits that are white or light in color.

Boys: Boys suits must be 100% nylon with a mesh liner recommended. The suit may not hang below the knees and must fit snugly at the waistline. All suits must be maintained, clean, and neat in appearance.

Girls & Boys: A swimming cap and goggles are recommended for swimming. Lycra rash swim shirts are also allowed.

Additional Requirements:

The student is responsible for the daily laundering of his or her suit. Suits may not be left in the changing room at the pool, or in the gym locker rooms.

Appropriateness of Student-Provided Suits

The Aquatics Director and Physical Education Instructors will determine the appropriateness of each student's suit. Suits failing to meet the above criteria may not be worn.

TRANSPORTATION

While the school assists with the coordination of the transportation, the buses are privately owned and operated by the bus providers. The choice to use one of the school buses is an individual agreement between the bus provider and the parent. Fees are stipulated by the bus provider and approved by the school.

Expected Behavior:

- Students will show courtesy, safety and proper conduct at all times.
- Students will follow and respect instructions given by the driver.
- Students will remain seated at all times with a seat belt fastened.
- Students will respect others and the property of others.
- Students will refrain from eating and drinking on the bus.
- Students will refrain throwing objects inside and outside of the bus.
- Students will refrain from requesting the driver to turn on the radio.

Report to the school any observations, and complaints related to safe, orderly transportation of students (forms for this are available at the school).

It is important to have procedures in place to assure a timely, safe arrival to and from school. To ensure this, we are including the following expectations:



- Be ready for the morning pick-up at the appointed time and place. Buses should be at the school by **7:30 a.m.**
- Return to the departure site and promptly board buses to ensure the timely departure **of buses at 12:30 p.m. or 2:40 p.m.** dependent upon grade level release times (the end of the school day) and 4:25 p.m. (after school activity bus).

Students who normally ride the bus must inform their classroom teachers during morning attendance every time they do not intend to take the bus home after school. For example, if students are riding home by car with parents or with friends, they must inform their teacher that they are not riding the bus in addition to turning in the necessary permission forms. **The transportation coordinator will honor no special transportation requests on early dismissal days.**

Using Transportation on a Special Day

Students who do not normally take the bus can use the service on fixed bus routes, paying a fee for the trip. To visit the home of a friend who normally takes the bus, students must have a permission slip from both parents. The notes should include the complete name of the host student and his/her guest, the date of the visit, and the signature of the parent. Students should turn in permission notes to their classroom teacher during morning attendance, and should make special bus arrangements if they are planning to ride the bus. **Children may not use the school telephone for arranging after school visits.** The transportation company only allows one guest, and transportation is subject to availability of space on the bus. There is a fee charged to friends who are not registered for transportation services. **The transportation coordinator will honor no special transportation requests on early dismissal days.**

After School Activities Bus

Students, who need to ride the after school activity bus (and who are already part of the transportation system) must inform their teachers during morning attendance. Students who arrive at school after the morning attendance is taken, must inform the EYS office, before 11:00 a.m., that they intend to ride the After School Activities Bus.

Student requests will be checked from the daily attendance logs. Students who report to a late bus without following proper procedures will be transported home, however, continued failure to follow the After School Activities bus procedures will result in a suspension of privileges.

Emergency Requests for Change of Pick-Up or Drop-Off Address

Last minute requests to change transportation arrangements create many complications. We ask for the cooperation from parents for these requests. In an effort to facilitate the communication of the emergency requests, we kindly ask you to submit the following information in writing:



- The original pick-up or drop-off address.
- The new pick-up or drop-off address (please be sure to explain which address is the original and which is the new).
- An emergency telephone number that can be used to clarify instructions, if necessary.

Students can provide a change of address request to the EYS office.



DISCIPLINE

Disciplinary Procedures

Teachers, guidance center, staff, and administrators work collaboratively with students on a case-by-case basis. Our approach places ownership on students to make the needed adjustments to help create our safe and orderly environment.

Steps for Resolving Major Disciplinary Problems

- **Step 1:** Individual conference between the student and teacher; (the EYS Principal, EYS Assistant Director, and/or counselor may also be involved.)
- **Step 2:** Parents/Guardians are notified via email or phone call.
- **Step 3:** Parent Conference*

**See the disciplinary portion of the Student Intervention Plan.*

Peer Conflict - Bullying/Harassment

Normal Peer Conflict	Bullying
<ul style="list-style-type: none">● Equal power/friends● Happens occasionally● Equal emotional reaction● Effort to solve the problem	<ul style="list-style-type: none">● Imbalance of power● Repeated over time● Imbalance in emotional reaction● No effort to solve the problem

Normal Peer Conflict is defined as a disagreement where children want different things. Individuals involved in the conflict have equal power to solve the conflict. Hurtful comments and actions often occur during conflicts, such as hitting, teasing or ignoring. However, the hurtful behaviors are a result of strong emotions from both sides, and not a result of intentional harm doing. After the conflict occurs, there often is an effort on both sides to come up with a solution to the problem.

Special procedure for school bullying cases

Bullying is anti-social behavior defined as “every action or omission which constitutes repeated aggression or harassment, which is carried out within or outside the school grounds, by: a) students, who individually or collectively threaten another student, by making use of a situation of superiority or defenselessness of the affected student, which provokes mistreatment., humiliation or instills fear of being exposed to a grave wrongdoing, either by technological or any other means, taking in consideration his/her age and condition; b) whoever holds a position of authority, such as principal, teacher, teacher’s aide or other; c) by an adult of the educational community against a student.” Bullying comes in many forms including:



- **Physical:** Pushing, kicking, hitting, including threats to harm another, and taking or damaging others' property
- **Verbal:** Name-calling, sarcasm, gossiping, spreading rumors and persistent teasing
- **Emotional:** Tormenting, humiliating, ridiculing, ignoring or excluding
- **Sexual:** Unwanted physical contact, comments of an unwelcome sexual nature
- **Racist:** Gestures, taunts, graffiti, physical violence or mocking

Bullying in any form is unacceptable and students who engage in any form of bullying behavior will be subject to serious disciplinary consequences, including suspension, withdrawal or formal expulsion from school.

Reporting and Responding to Bullying

It is obligatory for parents, guardians, professionals, teachers, teacher's aides, and administrators to report incidents of physical or psychological violence, aggression or harassment, as defined above, immediately or within the next school day, to: a school administrator (e.g. EYS Principal, EYS Assistant Director) or any of the school's counselors who, in turn, shall inform the Principal/Assistant Director. Students are encouraged to report incidents of bullying for which they themselves or others may be the victims. Reporting by students may be verbal or in writing and shared with any school employee, who, in turn, shall communicate this information to a school administrator or counselor. The administrator or counselor shall investigate and provide written documentation including the date, person or persons involved, and any additional relevant information. Following a thorough investigation, the EYS Principal/Assistant Director shall take disciplinary measures deemed appropriate to address the matter and document all aspects of the investigation and resulting actions. Such actions include, but are not limited to, disciplinary measures noted in the Student/Parent Handbook, School Board Policy, and one or more of the following:

- Conference with students involved
- Parent notification
- Parent conference
- Community/school service work
- Psychological assessment (if deemed appropriate)
- * Mandatory counseling sessions
- * Placement on the school's STUDENT INTERVENTION PLAN
- * Withdrawal, non-enrollment or formal expulsion from school
- * Legal action and prosecution by the authorities

**These consequences are for violations considered of a serious nature, as determined by the administration. They may be the result of the circumstances of any particular violation or repetition of less serious infractions. Failure of a school employee to report incidents of bullying or harassment, as defined in this procedure, shall result in administrative action as deemed appropriate by the Headmaster.*



Appeal Procedure

- **Step One:** An appeal on behalf of either the victim(s) or alleged perpetrator(s) of actions taken by the EYS Principal or EYS Assistant Director shall be submitted, in writing, within 5 school days from the date of written notification to parents of the disposition of the matter, to the school's Social and Emotional Development Committee. In the case of an appeal of disciplinary measures taken by the EYS Principal or EYS Asst. Director involved, these persons shall be recused from any decision made by the committee.
- **Step Two:** The committee's decision may be further appealed to the Headmaster, in writing, within 5 school days of notification of disposition by the Social and Emotional Development Committee.

Step Three: Review by the Headmaster, who, within 5 days shall render a decision. Such decision, on behalf of the school, shall be final.

Sexual Abuse Complaints

Procedures in cases of sexual abuse complaints (*The following is in compliance with the Chilean Law*):

Every complaint of sexual abuse against a member of the school personnel must be submitted in writing, or must be written down by the employee or member of the administration who receives it.

The complaint must be reported to the affected worker, who will have 48 hours to answer the charge and attach the supporting information deemed necessary. The collected arguments and background information will be analyzed by the school administration. If the information received provides evidence of sexual abuse, the administration, to comply with what is established under letter e) of Article 175 of the Código Procesal Penal, will immediately file an accusation with the Ministerio Público.

The accused teachers or workers will be immediately removed from their functions. If the penal investigation concludes indicting the defendant, salary payments will be stopped, as established under Article 4 of the Estatuto Docente. If the investigation is closed due to the grounds established under letters a), b), c), and d) of Article 250 of the Código Procesal Penal, the defendant will return to his work. If the defendant ends up being convicted, his work contract is terminated.

If from the collected arguments and background information there is suspicion of sexual abuse, an inquiry must be started, in charge of an administrator designated by the Board of Directors.

If the inquiry concludes that there is evidence of sexual abuse, the Headmaster will file a complaint with the Ministerio Público, informing the plaintiff and the defendant.



If the inquiry concludes that the background information does not constitute reportable facts, the information will be stored away, informing the plaintiff and the defendant.

In every procedure the following measures are taken to protect the victims:

1. Care will be taken to prevent them from coming in contact with the suspect.
2. Their identity will be protected.
3. With the parents' authorization, the school psychologist will carry out a first moment of acceptance whose purpose is to get information and look for possible indicators.
4. When necessary, a crisis intervention will be performed, with the corresponding derivation, asking the parents to apply therapy to repair the inflicted damage.
5. Conditions that will allow safe attendance to school will be generated.

The school will always proceed in coordination with the victims' parents and guardians. If the **accusation is against a school student**, the following measures will be adopted:

- a) The accusation will be analyzed and processed by the Board.
- b) If the Board decides that the accusation is well founded, and the accused is older than 14 years, the first action will be to inform the family of the accused child, pointing out the legal obligation that the accusing has of presenting the complaint to the Ministerio Público.
- c) Depending on the seriousness of the act, the accused student will be prevented from approaching the victim or will be immediately suspended from school.
- d) During the proceedings, the accused student and the parents will be heard, and the information provided by them will be considered. Refusal by the accused and the parents to exert this right will not prevent the continuation of the corresponding procedure.
- e) When possible, it will be attempted, together with the parents, to provide psychological and pedagogical support to the accused student.
- f) In any case, whether the denounced event is a crime or not, the school reserves the right to apply to those involved the rules and penalties established in its internal regulations.
- g) In any case, the accusers will be informed of their right to present their accusation directly to the Ministerio Público.

The Appeal Procedure is the same as the one stated before

Nido's full Child Protection Policy [is available here](#).



TRANSPORTATION

While the school assists with the coordination of the transportation, the buses are privately owned and operated by the bus providers. The choice to use one of the school buses is an individual agreement between the bus provider and the parent. Fees are stipulated by the bus provider and approved by the school.

Expected Behavior:

- Students will show courtesy, safety and proper conduct at all times.
- Students will follow and respect instructions given by the driver.
- Students will remain seated at all times with a seat belt fastened.
- Students will respect others and the property of others.
- Students will refrain from eating and drinking on the bus.
- Students will refrain throwing objects inside and outside of the bus.
- Students will refrain from requesting the driver to turn on the radio.

Report to the school any observations, and complaints related to safe, orderly transportation of students (forms for this are available at the school).

It is important to have procedures in place to assure a timely, safe arrival to and from school. To ensure this, we are including the following expectations:

- Be ready for the morning pick-up at the appointed time and place. Buses should be at the school by **7:30 a.m.**
- Return to the departure site and promptly board buses to ensure the timely departure **of buses at 12:30 p.m. or 2:40 p.m.** dependent upon grade level release times (the end of the school day) and 4:25 p.m. (after school activity bus).

Students who normally ride the bus must inform their classroom teachers during morning attendance every time they do not intend to take the bus home after school. For example, if students are riding home by car with parents or with friends, they must inform their teacher that they are not riding the bus in addition to turning in the necessary permission forms. **The transportation coordinator will honor no special transportation requests on early dismissal days.**

Using Transportation on a Special Day

Students who do not normally take the bus can use the service on fixed bus routes, paying a fee for the trip. To visit the home of a friend who normally takes the bus, students must have a permission slip from both parents. The notes should include the complete name of the host student and his/her guest, the date of the visit, and the signature of the parent. Students should turn in permission notes to their classroom teacher during morning attendance, and should make special bus arrangements if they are planning to ride the bus. **Children may not use the school telephone for arranging after school visits.** The



transportation company only allows one guest, and transportation is subject to availability of space on the bus. There is a fee charged to friends who are not registered for transportation services. **The transportation coordinator will honor no special transportation requests on early dismissal days.**

After School Activities Bus

Students, who need to ride the after school activity bus (and who are already part of the transportation system) must inform their teachers during morning attendance. Students who arrive at school after the morning attendance is taken, must inform the EYS office, before 11:00 a.m., that they intend to ride the After School Activities Bus.

Student requests will be checked from the daily attendance logs. Students who report to a late bus without following proper procedures will be transported home, however, continued failure to follow the After School Activities bus procedures will result in a suspension of privileges.

Emergency Requests for Change of Pick-Up or Drop-Off Address

Last minute requests to change transportation arrangements create many complications. We ask for the cooperation from parents for these requests. In an effort to facilitate the communication of the emergency requests, we kindly ask you to submit the following information in writing:

- The original pick-up or drop-off address.
- The new pick-up or drop-off address (please be sure to explain which address is the original and which is the new).
- An emergency telephone number that can be used to clarify instructions, if necessary.

Students can provide a change of address request to the EYS office.

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