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NIDO  
DE AGUILAS

GENUINITY •

INGENUITY •

ADAPTABILITY •

MIDDLE SCHOOL HANDBOOK AND POLICIES



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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 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.

## **Student's Rights And Responsibilities**

Nido provides each student the opportunity to develop to the highest possible degree his or her talents, capacities, and interests in a school climate reflecting the high standards of good citizenship expected in countries around the world. Effective learning takes place within a positive program of discipline. Nido's program will encourage the individual student to develop desirable qualities of self discipline, will hold the student responsible for his or her actions under the supervision of school authorities, and will protect the student from the individual whose behavior or actions disrupt an effective learning program.

The responsibility for the basic behavior development rightfully belongs with the individual and his or her parents. Parents have an obligation to assist the school in promoting and maintaining positive social and moral standards of conduct both on and off campus. Ultimately students must assume responsibility for their own behavior. They are expected to obey all rules and regulations set forth in the Nido Student's Rights and Responsibilities.

**1. IT'S YOUR RIGHT:** To be part of an environment in which you are addressed politely, treated with dignity and respect, and are free from discrimination.

### **YOUR RESPONSIBILITIES ARE:**

- Avoiding language and behavior, which is offensive to others.
- Respecting the rights of others
- Using acceptable manners, and appropriate social etiquette.

**2. IT'S YOUR RIGHT:** To be part of an environment, which is free of from intimidation, including all forms of physical, mental, and verbal abuse.

### **YOUR RESPONSIBILITIES ARE:**

- Avoid causing or encouraging bullying, teasing, harassing or ganging up on others.
- Showing due consideration for others when moving on or around campus.

**3. IT'S YOUR RIGHT:** To work, learn, and achieve success in an environment, which supports your efforts and helps encourage you to successfully reach your goals. To be able to express your thoughts and to ask questions.

### **YOUR RESPONSIBILITIES ARE:**

- Arriving on time to all your classes with all necessary books and supplies, ready to work.



- Being cooperative and displaying a positive attitude.
- Completing all of your assignments and class work within an agreed upon time frame.
- Allowing others to speak and listening sensitively to what they have to say.
- Accepting and giving opinions, which are critical of ideas but never of people.
- Being intellectually honest.
- No cheating, plagiarism or copying of another student's work
- Avoiding types of behavior, which interfere with, or discourage other students from learning effectively.

**4. IT'S YOUR RIGHT:** To expect that all property and equipment at Nido whether personal, shared, or belonging to the school should remain free from damage, abuse, or theft.

**YOUR RESPONSIBILITIES ARE:**

- Treating all property with respect and using it in an appropriate manner.
- Avoid using or touching property, which belongs to other people without their permission.
- Compensating owners for property damaged due to your inappropriate use.

**5. IT'S YOUR RIGHT:** To be able to spend your day at Nido in a friendly, clean, and safe environment.

**YOUR RESPONSIBILITIES ARE:**

- Placing litter in appropriate containers and cleaning up your table or share spaces after lunch.
- Refrain from bringing dangerous articles to school.
- Helping to keep any nonprescription drug, alcohol, or tobacco away from the Nido campus.

**6. IT'S YOUR RIGHT:** To be a member of a school which is highly valued by parents and the wider community.

**YOUR RESPONSIBILITIES ARE:**

- Obeying all Chilean laws.
- Behaving in an appropriate manner when off campus.
- Not smoking or consuming alcoholic drinks off campus during school sponsored activities.
- Complying with the Nido dress code and generally behaving in a manner, which engenders pride in our school and in the achievements of its students.

**7. IT'S YOUR RIGHT:** To have disputes involving you, settled within a reasonable time frame, in a fair and rational manner.



**YOUR RESPONSIBILITIES ARE:**

- Allowing all members involved in a dispute to state their case and be listened to.
- An obligation to seek assistance from a teacher, counselor, or administrator, if you feel that a dispute cannot be resolved amicably.
- Accepting with good grace the final decision of the arbitration member of staff.

Nido students are expected to model good moral character in their everyday lives. Students are expected to behave in a respectful, mature and appropriate manner both in and outside of school. Any action by a student that could potentially hurt the reputation, integrity, or character of Nido or its employees, regardless of where it occurs, may be grounds for disciplinary action, including expulsion. Such actions may include but are not limited to: inappropriate behavior in public, illegal activities, defamatory publications, or inappropriate written, video or other postings on Internet sites.

**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.

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 are NOT to use cell phones while operating vehicle 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 on. The intention is to ensure that traffic moves swiftly for the benefit of all and to avoid congestion. Our guards are tasked with overseeing the parking lot and do so with the best intentions and 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 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 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 encouraged to not bring cell phones to school. If a child does bring a cell phone to school, it must remain in their backpack during school hours. A child should only use their cellphone in the event of an emergency such as a parent being late for pick up etc. At all other times, a students should use the school office landline telephone to communicate with his or her parents.



## **Health/Sports/Physicals/Immunizations**

In order to ensure that students are in good health and that they can participate in physical activities, it is the parent's responsibility to consult with their doctor or local clinic and have a regular physical conducted.

Parents are responsible to keep the school's health unit (nurses' office) informed of any health related issues regarding their 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.



## **MIDDLE SCHOOL INFORMATION**

### **Principal's Message**

Dear Middle School Parents and Students,

Welcome to the new school year! I am honored to be working with you, and I am eager to share in the excitement of our middle school program. I look forward to celebrating the growth that our students will experience over the course of the year and working together to support them during their middle school journey.

We aim to create a learning environment that enhances each student's self-esteem, sense of belonging, and intellectual curiosity.

We accomplish these goals by offering an in-depth study of the core areas of Language Arts, Mathematics, Science, Social Studies and Spanish. These core courses are supplemented by the Encore program in which students participate in art, drama, music, physical education and health, and technology. Technology education is also integrated into all aspects of the curriculum.

In addition, we have an Advisory program, a community service program (G.I.V.E.), a resource center for academic support, and a wide variety of sports and after-school activities.

This handbook contains important information about our school programs and policies. Please take time to read and discuss this information as a family. If you have questions or concerns at any point during the school year, please do not hesitate to contact your child's teachers, one of the school counselors, the Assistant Principal, or me.

I look forward to traveling with you on this Middle School adventure!

Sincerely,

Tony Shawe  
Middle School Principal



## NIDO ADMINISTRATIVE & MS LEADERSHIP

David Perry	Headmaster
Eric Pivet	Chief Financial Officer
Gonzalo Blanc	Business Manager
Paz Nagelach	Chilean National Plan Director

### MS Leadership Team

Tony Shawe	MS Principal
Dave Côté	MS Assistant Principal

TEACHERS			
TEACHER	SUBJECT	TEACHER	SUBJECT
BARRETT, SCOTT	Math 7	LAZALA, DAVID	Computers 6/7/8
BECKA, SARA	Math 7	MADDEN, BRADLEY	P.E. 6/7/8
BOOTH, PAUL	Science 6/7	MASSEY, TRACI	Social Studies & Language Arts 6
BUENAVENTURA, JOAN	Drama 6/7/8	MONTECINO, PAULA	Art 6/7/8
BURGUEÑO, CONSTANZA	Spanish 6/7/8	NAPIER, LAURA	Science 8
CALLAHAN, ERICA	Social Studies 8	NAVARRO, CARMEN	P.E. 6/7/8
CARBERG, BECKY	Language Art & Social Studies 6	O'TOOLE, AMY	Resource Center
CEA, RODRIGO	EAP; SSL 7 & 8	PARRO, PIA	Spanish 6/7/8
COFFMAN, DEVIN	Resource Center	PETRAROIA, RON	Science 6
DELANY, BRENDA	Language Arts & Social Studies 6	RANDALL, WILLIAM	Resource Center
FRICK, ALANA	Language Arts 8	SEATON, TIMOTHY	Math 8
GALBRAITH, LISSA	Social Studies 8	SEPULVEDA, JORGE	SSL 6, 7 & 8
GIBBS, JUSTIN	Music	JENNINGS, JENNIFER	Science 8
GOLDMAN, SARAH	SSL 6 & 7	WALDO, HILARY	Math 8
GRAETHER, JHAN	Science 7	TORRES, DANIELA	Spanish 6, & 8
GRAETHER, TIFFANY	Social Studies & Language Arts 7	VILCHES, ISABEL	Spanish 6 & 7
HANNON, JAKE	Math 6/7	WIESNER, ANNA	Strings & Choir
HARKINS, EDWARD	Computers/Robotics	YATES, BETH	Language Arts & Social Studies 7
HAUGH, JENNIFER	Language Arts & Social Studies 7	ZIMMER, AMY	EAP
HAWA, DIANA	Language Arts 8		



<b>OFFICE</b>	
<b>NAME</b>	<b>ROLE</b>
PLATA, GLADYS	Secretary
CHAMBERLAIN, MARGO	Counselor
SPENCER, PAULA	Counselor/Psychologist
VAN IERSEL, DIANA	Guidance Secretary

## MIDDLE SCHOOL SCHEDULES

<b>Monday Through Friday Schedule</b>	
<b>Block</b>	<b>Time</b>
Advisory	7:45 – 8:05 a.m.
1 <sup>st</sup> Block	8:10 – 9:05 a.m.
2 <sup>nd</sup> Block	9:10 – 10:05 a.m.
Break	10:05 – 10:20 a.m.
3 <sup>rd</sup> Block	10:25 – 11:20 a.m.
4 <sup>th</sup> Block	11:25 am – 12:20 pm
Lunch	12:20 – 1:10 pm
5 <sup>th</sup> Block	1:15 – 2:10 pm
6 <sup>th</sup> Block	2:15 – 3:10 pm

<b>Noon Dismissal Schedule</b>	
<b>Block</b>	<b>Time</b>
Advisory	7:45 – 7:55 a.m.



1 <sup>st</sup> Block	8:00 – 8:35 a.m.
2 <sup>nd</sup> Block	8:40 – 9:15 a.m.
3 <sup>rd</sup> Block	9:20 – 9:55 a.m.
Break	9:55 – 10:05 a.m.
4 <sup>th</sup> Block	10:05 – 10:40 a.m.
5 <sup>th</sup> Block	10:45 – 11:20 a.m.
6 <sup>th</sup> Block	11:25 a.m. – 12:00 p.m.

<b>Friday Assembly Schedule</b>	
<b>Block</b>	<b>Time</b>
Advisory	7:45 – 7:50 a.m.
1 <sup>st</sup> Block	7:55 – 8:45 a.m.
2 <sup>nd</sup> Block	8:50 – 9:40 a.m.
Break	9:40 – 9:50 a.m.
3 <sup>rd</sup> Block	9:50 – 10:40 a.m.
4 <sup>th</sup> Block	10:45 – 11:35 a.m.
Assembly	11:45 a.m. – 12:30 p.m.
Lunch	12:30 – 1:20 p.m.
5 <sup>th</sup> Block	1:25 – 2:15 p.m.
6 <sup>th</sup> Block	2:20 – 3:10 p.m.



## ACADEMIC MATTERS

### Academic Reports

The school year is divided into four quarters. Report Cards are issued at the end of each quarter. Grades are calculated as an average of work done during the grading period. Semester grades are an average of the two quarters with the final exam (if given) counting 20% of the semester grade. Taking semester tests before or after the scheduled date of the assessment must be approved by and coordinated with the classroom teacher.

Progress Reports are available online via PowerSchool midway through each quarter. The principal will send an email notifying parents when they can log-on to view their child's progress report. Parents can also log in to PowerSchool whenever they wish to view their child's current grades, attendance and teacher comments.

Parent Conferences are held once each semester in order to allow direct contact between parents and teachers to discuss academic progress. Other conferences may be scheduled at the request of the parent or the school whenever necessary.

Report cards are emailed home at the end of each quarter.

**Grade Point Averages:** The average of the quarter grades for all subjects is computed at the end of each quarter. This is not a cumulative GPA, and includes all classes, except those for which a "P" or an "I" grade might be given.

**(I) Incomplete:** An "I" will normally be converted into a failing grade (F) if the missing work is not completed within two weeks of regular study.

**(P) Passing:** Indicates a passing grade. A Pass/Fail grading arrangement is used as an alternative to the usual letter grading system **in exceptional circumstances** with prior approval of the principal and in consultation with the counselor. A grade of "P" is not used for grade point average calculations.

Our grading system uses the Chilean National grades of 1 to 7 with the following U.S. grade equivalents:



## Nido De Águilas Grade Conversion Table

Percent	Chilean	Letter
100	7.00	A+
99	7.00	A+
98	6.99	A+
97	6.98	A+
96	6.97	A
95	6.95	A
94	6.93	A
93	6.91	A-
92	6.88	A-
91	6.85	A-
90	6.81	A-
89	6.77	B+
88	6.73	B+
87	6.68	B+
86	6.63	B
85	6.58	B
84	6.52	B
83	6.46	B-
82	6.39	B-
81	6.32	B-
80	6.25	B-
79	6.17	C+
78	6.09	C+
77	6.01	C+
76	5.92	C
75	5.83	C
74	5.73	C
73	5.63	C-
72	5.53	C-
71	5.42	C-
70	5.31	C-
69	5.20	D+
68	5.08	D+
67	4.96	D+

Percent	Chilean	Letter
66	4.83	D
65	4.70	D
64	4.57	D
63	4.43	D-
62	4.29	D-
61	4.15	D-
60	4.00	D-
59	3.95	F
58	3.90	F
57	3.85	F
56	3.80	F
55	3.75	F
54	3.70	F
53	3.65	F
52	3.60	F
51	3.55	F
50	3.50	F
49	3.45	F
48	3.40	F
47	3.35	F
46	3.30	F
45	3.25	F
44	3.20	F
43	3.15	F
42	3.10	F
41	3.05	F
40	3.00	F
39	2.95	F
38	2.90	F
37	2.85	F
36	2.80	F
35	2.75	F
34	2.70	F
33	2.65	F

Percent	Chilean	Letter
32	2.60	F
31	2.55	F
30	2.50	F
29	2.45	F
28	2.40	F
27	2.35	F
26	2.30	F
25	2.25	F
24	2.20	F
23	2.15	F
22	2.10	F
21	2.05	F
20	2.00	F
19	1.95	F
18	1.90	F
17	1.85	F
16	1.80	F
15	1.75	F
14	1.70	F
13	1.65	F
12	1.60	F
11	1.55	F
10	1.50	F
9	1.45	F
8	1.40	F
7	1.35	F
6	1.30	F
5	1.25	F
4	1.20	F
3	1.15	F
2	1.10	F
1	1.05	F
0	1.00	F



## **Recognition Of Academic Excellence**

**Honor Roll:** shall be composed of students with a GPA of 88% or higher. Students receiving any grade below 68% do not qualify.

**Principal's List:** shall be composed of students with a GPA of 91% or higher. Students receiving any grade below 68% do not qualify for the Principal's List.

## **School Records**

Each student has a cumulative file into which is placed: a record of grades, progress reports, conduct reports, achievements, standardized test scores, teacher ratings, etc. These records are of great importance when a student transfers to another school or applies for college entrance. Obtaining the best possible grades and record of citizenship, personality, character, and attendance should be every student's goal.

## **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 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.



## Student Intervention Plan

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

The Nido Student Intervention Plan provides guidelines for identifying those students who most 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, Behavior (discipline), and Social/Emotional Development. It is possible that a student can be having difficulties in more than one category. The use of the designated Levels signals all involved in supporting a student as to the seriousness of the student's difficulties. 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 Director, 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.

### Student Intervention Plan (Elementary School/Middle School/High School)

	<b>Level One:</b> <b>Warning</b> 	<b>Level Two:</b> <b>Probation I</b> 	<b>Level Three:</b> <b>Probation II</b> 	<b>Level Four</b>
<b>ESL (English as a Second Language)</b>	<b>Indicator*:</b> Rate of progress in acquiring English (listening, speaking, reading, writing) raises serious concerns that student will not be able to succeed in the regular classroom. Parent conference and notification in writing that student is placed on Level One status	<b>Indicator*:</b> Student remains at intensive or transitional level for the start of the 5 <sup>th</sup> quarter (after 4 quarters at either level) or enters the 9 <sup>th</sup> quarter after 8 quarters in an ESL program. Parent conference and notification in writing that student is placed on Level Two status.	<b>Indicator*:</b> Student remains at the intensive or transitional level for the start of the 8 <sup>th</sup> quarter (after 5 quarters at either level) or enters a 10 <sup>th</sup> quarter after 9 quarters in an ESL program/or when it becomes apparent the student's progress is unsatisfactory. Parent conference and notification in writing that student is placed on Level Three.	Exit Nido



<b>Academic</b>	<b>Indicator*:</b> Insufficient progress and/or unsatisfactory grades in 1 or more subjects. Parent conference and notification in writing that student is placed on Level One status.	<b>Indicator*:</b> Mid-term progress report or quarterly report card indicating unsatisfactory grades in 1 or more subjects continued. Parent conference and notification in writing that student is placed on Level Two status.	<b>Indicator*:</b> Insufficient progress is evident and/or an additional 9 week grading period where there are unsatisfactory grades. Parent conference and notification in writing that student is placed on Level Three.	Exit Nido
<b>Discipline</b>	<b>Indicator*:</b> An in-school or out-of-school suspension and/or behavior events that compromise the educational climate or excessive absence. Parent conference and notification in writing that student is placed on Level One status.	<b>Indicator*:</b> Another in-school or out-of-school suspension and/or continued behavior that compromises the educational climate or continued absence from school. Parent conference and notification in writing that student is placed on Level Two status.	<b>Indicator*:</b> Additional referral for disciplinary action. No observed change in behavior that compromises educational climate or continued absence. Negative behavior events continue. Parent conference and notification in writing that student is placed on Level Three.	Exit Nido
<b>Social Emotional</b>	<b>Indicator*:</b> Situations which cannot be successfully addressed except through outside professional assistance and/or significant parent/ family cooperation with the school. Parent conference and notification in writing that student is placed on Level One status.	<b>Indicator*:</b> Even with outside professional assistance and/or significant parent/family cooperation, no improvement is noted. Parent conference and notification in writing that student is placed on Level Two status.	<b>Indicator*:</b> Unable to function successfully in school, potentially harmful to himself and others, disruptive, and/or as a result of excessive absence from school. Parent conference and notification in writing that student is placed on Level Three.	Exit Nido

★ *Indicates Student Study team (SST)*

\* *Or as prescribed by the principal in an academic or behavioral contract.*

### **Placement/Promotion/Retention/Non-Continuance**

The principal is responsible for making decisions regarding admission, placement, promotion, acceleration, retention and continuance from year to year. Provided students meet academic and behavioral expectations, it is assumed that their enrollment from one year to the next will continue. A student may be required to repeat a grade level if it is determined that his or her performance is unsatisfactory. However, if in the opinion of the school, the student is unable to meet academic (including English language) expectations, the option to repeat a year may not be offered. Full tuition and fees must be paid for any grade level that is repeated. Under Ministry of Education requirements, a student must have an attendance rate of over 85% and meet minimum academic grade point average requirements to be promoted to the next grade level.



## ATTENDANCE

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

Attendance is taken during advisory each day. Nido de Aguilas recognizes three types of absences: excused, pre-excused, and unexcused. During an excused absence students have the opportunity to hand in work late which they missed during their absence. As a general rule the number of days of the absence represents the number of days late which the assignment will be received. Middle school students are expected to be responsible for making up the work missed whenever they are absent.

- A. Excused Absences:** Granted as a result of sickness, a death in the family, an unusual family situation, the need to travel for unusual reasons or the obtaining of government papers or documents. **This type of absence will be excused upon receipt of a note, email or phone call (22339-8133) from the parents on the day following the absence.** The note should state the dates absent and the reason. The school reserves the right to determine whether an absence is excused. **If no note is received, the absence is recorded as unexcused.**
- B. Pre-Excused Absences:** Students should complete a pre-arranged absence form prior to the absence. This form requires the parent's signature, principal's signature, and all the teachers' signatures prior to the absence. These absences are granted when parents request in writing that a student miss more than two days of school. The school should be notified at least a week before the expected absence. For extended leaves, the student should ask their teachers for homework ahead of time. Students are responsible for making up missed work as specified in the pre-arranged absence form.
- C. Unexcused Absences:** Applied when a student misses school without prior notification and approval of the school or when the school does not receive a note, e-mail or phone call from the parent following an absence (see excused absences in A). Students may still make-up the work, but it is up to the teachers' discretion if they want to accept it for partial credit. NOTE: all absences immediately preceding or following a vacation period are considered unexcused. Any exception to this requires prior approval from the Principal. Consideration for approval must be obtained from the Principal one week before vacation.
- D. Ministry of Education Requirements:** Under Ministry of Education requirements, a student must have an attendance rate of over 85% to be promoted to the next grade level.



## **Early Departure**

Advance written authorization from the parent must be provided to the Middle School Office if a student wishes to be dismissed early on a particular day. After the request is verified and approved, a pass will be issued to the student that will be given to the school guard when the student leaves. These are excused absences.

## **STUDENT SERVICES**

### **Advisory**

Advisory programs in middle schools are designed for at least one adult at school to have the global perspective of a child. At Nido, we make sure that our Advisory groups remain small (around 10-14 students per Advisor) and students go to this "home base" every morning for the entire school year. It is a place where they connect with others, develop a sense of belonging, contribute to the community in meaningful ways, and seek guidance regarding their social, emotional, and academic needs and goals. Nido Advisors also focus on fostering teams, building character, and working with each advisee on his or her goals for the year.

### **FCD**

FCD (Freedom from Chemical Dependency) is a non-profit provider of school-based substance abuse prevention services. FCD has worked worldwide to provide students and the adults who care for them with the knowledge, understanding and skills they need to make intelligent, healthy choices about alcohol, tobacco and other drug use. Nido brings in FCD educators every year to work with our 6th and 8th grade students.

### **Guidance Office**

The purpose of the Middle School Guidance Program at Nido de Aguilas is to promote the intellectual (academic), emotional and social growth of all students in order that they may succeed in their education at Nido. We also wish to help students cope with the diverse changes and challenges they meet on a daily basis and to prepare them to meet the demands of a globally competitive world.

We are committed to creating learning environments and developing programs which encourage students to understand themselves, to develop satisfying peer relationships, to accept personal responsibility for their own behavior, to understand the world of work, family and education, to make effective decisions, and to develop sound values and high ideals.



We recognize the unique educational nature of an international school environment and seek to provide information and create discussion groups to address the needs of all students.

The Middle School has one full-time counselor and one full-time counselor/psychologist who provide the following services:

1. Assist students in developing a better understanding of themselves, recognizing their individual strengths and weaknesses, and helping them make healthy choices, decisions, and plans.
2. Provide counseling to students with personal concerns.
3. Serve as consultants for teachers and administrators in matters relating to the student's school-related needs.
4. Provide guidance to students with educational, vocational, and school-related needs.
5. Provide orientation for new students as well as cultural transition groups.
6. Facilitate the transition of Elementary students to Middle School, and of Middle School students to High School.
7. Plan and facilitate the Advisory Program.
8. Administer Entrance Examinations.

**Confidentiality:** Any student voluntarily seeking assistance with a personal problem from the school counselor is guaranteed confidentiality unless the counselor determines that there is a physical or emotional danger to the student, another student or the student body, at which point the counselor will advise the Principal of this potentiality.

### **House/GIVE Program**

As part of advisory, students will participate in the House program. The purpose of the House /GIVE program is to develop positive student relationships across grade levels, build problem-solving skills, foster student leadership opportunities, and complete community service projects. Students will participate in off-campus House service activities over the course of the year.

### **Lost And Found**

A lost and found closet is in the Middle School office. The school is not responsible for articles that are lost or stolen. Each student must make sure that his/her belongings are marked and kept in a safe place. Lost articles should be taken to the Middle School Office. Unmarked items not claimed within a reasonable period of time will be donated to a charitable organization. We recommend that **all** clothing, books and P.E. uniforms be marked with an indelible pen to identify ownership. Students should only bring money and other items necessary to meet daily needs and never leave money or valuables unattended at any time. If students choose to bring an iPod, a cellular phone, or other electronic devices, they must take great care to keep it safe, as the school will not be responsible for



any lost items that are brought to school. Students who have lost articles should immediately report them to the Middle School office and complete a lost property report form to assist our staff in locating the items.

**Note:** *Items left in the covered court, gymnasium or soccer field areas will be turned into the lost & found located in those areas.*

## **Health Services**

Three school nurses work in alternate shifts throughout the regular school day from 7:00AM to 5:00 PM. There is also a physical therapist with CPR and first aid assistance training on duty for school sports activities held after 5:00 PM 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, 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)

## **Student Study Team (SST)**

The Student Study Team (SST) is comprised of a combination of teachers, counselors, psychologists, principals or other specialists who offer insight and expertise into students' learning. Teachers refer students who are struggling academically, or emotionally to the SST. The SST team, with input from the student's teachers and parents, may create an Action Plan, which might include learning strategies and interventions to help the student be more successful in Middle School. In order to create an appropriate plan, the SST may recommend additional testing to determine a student's academic strengths and weaknesses. Parents are contacted prior to testing and results of the tests will be shared with parents (and students if deemed appropriate). In addition to an Action Plan, the SST may recommend a placement in the Learning Support Center and/or push-in support by a specialist in core academic classes.

## **Student Learning Support Center**

The programs of the Middle School Learning Support Center provide support for students in various academic areas. These programs are designed to reinforce student learning and help develop the essential skills a Middle School student needs in order to meet the various goals of each course.

Learning Support is an Encore class that provides support in core academic classes. In the Learning Support Center students receive individual and small group instruction. Additionally, the Learning Support teacher conducts close monitoring of the student's classroom performance and frequently consults with the classroom teacher.



## STUDENT ACTIVITIES

Student activities bring together students of similar interests and skills and provide an opportunity for students and teachers to interact on an informal basis. Below is a sample list of after-school activities. Activities vary from semester to semester and will be communicated to parents and students at the beginning of each semester.

### After-School & Athletic Activities (sample list)

#### **FIRST SEMESTER** (August – November)

Girls & Boys Basketball  
Girls Field Hockey  
Boys Baseball  
Boys Rugby  
Cheerleading  
CrossFit - Fitness Training  
Swimming  
Water Polo

#### **SECOND SEMESTER** (February – May)

Girls & Boys Volleyball  
Girls & Boys Soccer  
Girls & Boys Track & Field  
Girls & Boys Water Polo  
Girls & Boys Trail Running  
Dance  
CrossFit - Fitness Training  
Swimming

ASA's may change on a semester basis (Homework Center, Drama Club, Ms Bads, etc)

Students placed on level III Extended Academic Probation are ineligible for participation in after-school activities, student council and sports for the following quarter.

*\*\*Students are not permitted to remain on campus after 3:30 pm unless involved in a supervised after school activity\*\**



## **Homework Center**

Homework Center is offered after school every day except Fridays. Students may attend by choice, but in some cases, may be asked to attend based on teacher recommendation. Students have access to our technology lab during Homework Center.

## **National Junior Honor Society**

Members of the National Junior Honor Society are selected on the basis of four qualities: scholarship, character, service and leadership. Qualifications for consideration for membership are as follows:

1. Student must have a minimum grade point average of 95% (6.7)
2. The student must submit an application
3. A faculty committee evaluates each student that meets the eligibility criteria in the areas of character, leadership, service and citizenship
4. Students must have attended Nido Middle School for at least one semester to be eligible

## **Outdoor Environmental Educational Activities**

The Environmental Education program is an integral part of the middle school curriculum. As such, all students are expected to participate in multi-night trips scheduled once a school year. The goal of Environmental Education is to enhance the standard curriculum by providing middle school students with diverse educational experiences. Professional environmental organizations and Middle School faculty serve as trip sponsors and chaperones. The trips promote academic growth through exploration and acquisition of particular skills. They also reinforce self-esteem and positive interaction among students and faculty within a unique environmental setting, as well as the exploration of cultural, historical, and physical environments. Parents will be notified in advance of the additional fees charged for transportation, food and lodging.

The nature and purpose of specific Environmental Education trips may expose students to a degree of risk not typical of regular on-campus classes. Recognizing that trips involve travel, physical activity and exploration, all trips are subject to a risk and safety assessment. The following criteria have been established in order to assess and minimize the associated potential risks:

- Prior to departure a review of student health records will be conducted. Parents will be requested to inform trip sponsors of any special health related issues regarding their child(ren).
- Specific trips may require a student to submit a medical clearance certificate and/or a physical.



- The name and passport or R.U.T. number of each student participant must be on record at the school and a copy taken along with each travel group.
- Trips which require rigorous physical exercise or special skills may require mandatory pre-trip training or assessment.
- Trips will not include destinations for which the U.S. Embassy or Chilean government has issued an advisory discouraging travel.
- Trips must include written emergency medical evacuation procedures and insurance coverage for all participants. Trips shall not include activities for which appropriate insurance is unavailable.
- First aid kits, appropriate to the nature and destination of individual trips, will be available for all trips.
- Written procedures for access to emergency medical care, communication availability, travel condition alternatives, and emergency procedures will be in place and on file with the Principal prior to departure.
- Upon completion of an Environmental Education trip, an evaluation concerning any injuries/illnesses and/or any disciplinary matters will be made by the faculty sponsors, which will then be reviewed by the Outdoor Education Coordinator and if necessary, by the Principal.

Parents must take the following into consideration when authorizing their student's participation in an Environmental Education trip:

- The nature and purpose of some trips may expose students to a degree of risk not typical of regular on-campus classes.
- At some periods during some trips, immediate and/or twenty-four hour telephone communications will not be available.

**2018-2019 Trip Dates:**

<b><i>Grade 6 - Lagunillas</i></b>	<b><i>Grade 7 - Los Pellines</i></b>	<b><i>Grade 8 - Los Pellines</i></b>
November 5 - 7, 2018	March 4 - 8 2019	November 5-9, 2018
November 7 -9, 2018	March 11 -15, 2019	November 12 - 16, 2018
November 12 - 14, 2018		
November 14 - 16, 2018		

Please note that students will be placed on one of these trips and changes will not be possible unless due to extreme circumstances.

**Student Council (STUCO)**

Every student in the Nido Middle School who wants to be involved in Student Council may do so. At the beginning of each semester an organizational meeting will be held for any students who are interested. Participants will sign an agreement to attend all meetings,



participate in all Student Council activities, maintain an acceptable level of academic performance (no failing grades), and represent the school and the Student Council in a respectful, positive manner. In addition, students will have the opportunity to run for the elected officer positions of President, Vice-President, Treasurer, and Secretary.

## **CODE OF CONDUCT**

Standards of acceptable behavior at Nido de Aguilas exist for the common good of everyone in our school. Students are reminded of their primary role as learners in this community. It is in the interest of the school to have rules, which ensure good conduct, self discipline and responsible behavior. The responsibility for student behavior rests within each individual student. The school faculty will monitor student behavior and deal with minor infractions. The school principals will deal with major infractions and multiple minor infractions.

Nido de Aguilas protects the rights of each individual student to pursue an education free from disruption.

### **Procedures For Code Of Conduct Violations**

The measures which may be employed to obtain the objectives of good conduct, self-discipline, and responsible behavior include any or all of the following:

1. COUNSELING by administrators, counseling staff, and teachers.
2. PARENT NOTIFICATION by phone or written communication. This may also include the request for a parent conference.
3. LUNCH DETENTION 30 minutes during lunch
4. AFTER SCHOOL DETENTION 3:15-4:50 p.m. Students may ride the 5:00 bus
5. CONTRACTS for a marking period during which the student is closely supervised at home and at school may be used in order to modify certain behaviors.
6. SUSPENSION from school, school bus or school activities. A parent conference is required in the case of school suspension. This may be done in-school, where the student remains in the MS office or out-of-school, where the student would remain at home.
7. RECOMMENDATION FOR EXPULSION made to the Board of Directors that a student be removed from school.
8. RESTITUTION for broken or damaged articles will be required in cases of misuse or maltreatment of school materials or personal property of others.

### **Violations of the Middle School Code of Conduct Which Will Call for Disciplinary Action**

The following list of unacceptable actions is provided as a guide and is **not** intended to be a complete list:



1. Possession of, sale, or consumption of alcohol, tobacco or unauthorized drugs. Any student's possession, use, sale, or being under the influence of an illegal substance while at school or while participating in or attending any school activity, whether held at Nido or elsewhere, shall be subject to severe disciplinary measures including suspension and/or expulsion from school.
2. Abusive use of any substance (all medication must be submitted to the nurse's office)
3. Smoking on or near school grounds or while participating in a school sponsored event
4. Cheating on school assignments or examinations and plagiarizing are regarded as very serious matters (see Middle School honor code)
5. Assault
6. Possession of Weapons
7. Physical, emotional or sexual 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 is considered unacceptable conduct whether physical, verbal or visual in nature. Violations will be subject to serious disciplinary action including suspension and/or formal expulsion from school.
8. Disruptive behavior in class or on the school buses
9. Theft of personal or school property
10. Fighting
11. Absence from class without a valid excuse
12. Lateness to class without prior permission
13. Use of obscene language and gestures
14. Leaving campus without administrative permission
15. Failure to follow directions of a member of the faculty or administration
16. Destruction, defacing or littering of school property.
17. Public display of affection
18. Any actions that threaten the safety of fellow students or seriously disrupt the learning process
19. Remaining on campus after regular school hours unless involved in a supervised activity
20. Dress Code violations
21. Lying or dishonesty towards teachers or administrators.

The school reserves the right to inspect students' lockers or personal effects, in their presence or not, if there is reasonable suspicion that they have violated some provision of the school's drug policy. Drug trafficking, of any nature will result in immediate suspension from school until a formal recommendation for expulsion from the Headmaster is considered by the Board.



The students and their parents will be responsible for reimbursing the school for the cost of repairing or replacing any school equipment or goods that are lost, damaged or deteriorated. This includes textbooks and library books and materials, music instruments, or any other article made available to the students by the school. A student that deliberately damages, deteriorates or destroys school goods will suffer disciplinary measures that include formal suspension and/or expulsion from the school.

To apply the preceding established consequences, the following procedural rules will be taken into consideration:

- A. For the application of any measure, those accused will be heard, allowing them to present their version of the events and provide background information.
- B. When appropriate, the parents or guardians of those accused will be summoned to inform them of what happened and listen to what they have to say.
- C. The events that took place will be analyzed and the available information will be studied, to accredit the existence of the misdeed, specify the violated rules, and determine those responsible of the offense.
- D. The corresponding consequence according to these regulations will be applied.

### **Social Emotional Development Committee**

*(Referred to as "Comité de Buena Convivencia Escolar" in law #20,536)*

There will be a **Social Emotional Development Committee** whose purpose is to promote positive school coexistence; social and emotional development of students; mutual respect, and appreciation for diversity in order to encourage a safe and harmonious environment, and prevent and deal with bullying. It will be headed by the K-12 Counseling Coordinator.

#### **The Social Emotional Development Committee will be composed of the following persons:**

- Counselor Coordinator (Chairperson)
- Elementary, Middle School and High School Principals
- Elementary, Middle School and High School Assistant Principals
- Elementary, Middle School and High School Counselors
- School Psychologists
- Headmaster

The Social Emotional Development Committee will meet once every quarter to review and deal with issues related to the social and emotional development of the students, including an evaluation of the consequences of cases of bullying or anti-social behavior reported and



then dealt with by the counselors and/or principals. The Committee may provide training to school employees, students and parents in matters related with school coexistence. The Committee will deal with all cases of bullying and breach of healthy coexistence, and will propose to the corresponding authority the application of the measures and penalties of these regulations that it considers applicable to each case. In all its procedures, the Committee will hear all those involved in the incident and will gather all the information on the case, putting everything on record.

### **Reporting and investigating procedures:**

1. The committee will conduct a thorough investigation.
2. Meet with affected to get their version of events.
3. Receive testimony from witnesses.
4. Make a decision on the case. Should the student be considered guilty, the Committee shall define the resolution to take.
5. Communication of the decision to the parties.
6. Define a deadline for appeal.
7. Decisions on appeal and final decision.

The Committee shall leave written record of all the above steps, including emails, minutes of meetings and instances held and other documents.

### **Bullying/Harassment**

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 in the latter 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, as can be a 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
- **Cyber:** Harassment, alarm, distress, or humiliation that uses internet related and/or telephone technology. Cyber bullying is especially insidious and cowardly as the bully often remains anonymous and hides his or her identity from those being



bullied. Cyber bullying may occur via personal website, blogs, email, discussion groups, message boards, chat, voice, text or image cell phones.

### **Common forms of cyberbullying:**

- Flaming: online fights using electronic messages with angry or vulgar language
- Harassment: repeatedly sending nasty, mean, and insulting messages
- Denigration: "DISSING" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships
- Impersonation: pretending to be someone else and sending or posting material to get that person in trouble or to damage that person's reputation or friendships
- Outing: Sharing someone's secrets or embarrassing information or images on-line
- Trickery: tricking someone into revealing secrets or embarrassing information, then sharing it online
- Exclusion: intentionally and cruelly excluding someone from an online group with the intent of being mean and hurting their feelings
- Cyberstalking: repeated, intense harassment and denigration that includes threats or creates intimidation and fear.

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. principal, assistant principal) or any of the school's counselors who, in turn, shall inform the principal/assistant principal. Students are encouraged to report incidents of bullying for which they themselves or others may be the victim. 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 Principal/Asst. Principal 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
- Detention
- Community/ school service work



- \* Psychological assessment
- \* Mandatory counseling sessions
- \* Placement on the school's STUDENT INTERVENTION PLAN
- \* In-school suspension (from 1 to 3 days)
- \* Out of school suspension (from 1 to 10 days or until receipt and review of psychological evaluation, if deemed appropriate)
- \* Withdrawal, non-reenrollment or formal expulsion from school
- \* Legal action and prosecution by the authorities

*\*These consequences are for violations considered to be 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.*

- A. All those involved in an incident and their parents and/or guardians always have the right to be heard.
- B. Steps will be taken to protect the victim or victims of bullying by separating them from their attackers.
- C. If the allegations contain the characteristics of a crime, the Ministerio Publico (Fiscalia) shall immediately be made aware of the complaint by providing to them all the available information.
- D. Consideration will be given as to whether the aggressor student or students can continue as members of the school. The offending student(s) will always be heard as well as their parent or guardian. If school continuity of the student is opted for, preventive measures to be exercised shall be the re-education of the student within the family and in school. In this case, expulsion or not renewing registration will not apply.
- E. The sanctions will be decided by the school SEL team, and will be notified in writing to the parent and/or guardian of the pupil concerned.
- F. Each sanction may be appealed to the Headmaster within 10 days from its notification.

### **Appeal Procedure:**

**Step One:** An appeal on behalf of either the victim(s) or alleged perpetrator(s) of actions taken by the Principal or Assistant Principal 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 Principal or Asst. Principal 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.

**\*\*PARENTS:** Cyber bullying books available in the Nido de Aguilas Library include:

- *Cyberbullying and Cyberthreats* by Nancy Willard
- *Cyber-Safe Kids, Cyber Savvy Teens* by Nancy Willard

Both books provide information on how to protect your child from cyberbullying, responsible use of technology, unsafe on-line communities, dangerous on-line groups, unsafe disclosure of personal information, online strangers and predators, addictive computer use, social manipulation, and teen online risk. Additional information is available on numerous websites such as:

<http://csriu.org>

<http://cyberbully.org>

[www.stopbullying.gov](http://www.stopbullying.gov)

[www.bewebaware.ca/english/cyberbullying.html](http://www.bewebaware.ca/english/cyberbullying.html)

## **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\***



## School Uniform And Dress/Appearance Code

Students are believed to be sufficiently mature to dress and have a personal appearance according to the expectations of the society in which we live and study.

As Middle School and High School students are expected to possess the maturity to dress and maintain a personal appearance that is consistent with the expectations of the society, the school does not require that they wear school uniforms. They and their parents are asked to comply with what Nido considers to be an appropriate dress and personal appearance code for this school ("Dress/Appearance Code"). The Dress/Appearance Code is based on such considerations as: cleanliness, modesty, concern for different cultural expectations and generally accepted standards for students of Middle School and High School age.

The Headmaster and Board of Directors are insistent on the maintenance of the standards of dress and appearance that appear below. The following are some guidelines as to what is considered appropriate. The school reserves the right to specify what is appropriate in individual cases.

- Clothing must be neat, clean, mended, not provocative or obscene in any way, no undergarments shall be displayed, no pants or skirts may be used below the hip and all shorts and skirts shall be at least mid thigh. In particular, bare midriffs, torn jeans or clothes, bathing suits and T-shirts or clothes with inappropriate logos or messages are NOT allowed.
- Footwear should be clean and in good repair.
- Hair should be neat, appropriately cut and well-groomed.
- No rings that require piercing are permitted unless they fall under the category of earrings, or are not visible. No offensive ornaments are to be worn by any student.
- Athletic uniforms specified by the P.E. department are required when participating in P.E. class and activities requiring their use.
- Hats and sunglasses may only be worn outside the classroom.

**NOTE:** The school reserves the right to send students home immediately if they do not comply with the Clothing/ Appearance Code established by the administration. For the first warning, if the parents are unable to provide the student with the proper clothes, the administration may lend the student a shirt or sweatpants to wear. On later warnings, the student may be sent home or be given disciplinary punishment. The Principal will determine appropriateness.



## MIDDLE SCHOOL HONOR CODE

### Rationale

Nido de Aguilas combines high academic standards with a concern for basic truths and principles. Our Middle School values honor, respect and integrity. We aim to nurture conscientious, ethical, empathetic students who make decisions for their own good and the good of the community. The honor code is designed to educate our students about these principles AND to hold our students accountable to them.

### Definition of Academic Dishonesty

Students must present only their own work for assessment and grading. Therefore, academic dishonesty is defined as completing and/or submitting work that is not entirely a student's own, or assisting another student in submitting dishonest work.

### Examples of Breaking of the Honor Code

The following list provides common examples of unacceptable practice. The list is not exhaustive and each case will be judged upon its own merits by the classroom teacher and, if need be, by the administration.

- Asking for an answer or giving someone an answer inappropriately on an assessment
- Copying from another source (student or book) i.e. plagiarism
- Allowing another student to copy from your work
- Sharing test answers or questions with those who have not taken it yet
- Bringing in unauthorized information on your hands, clothes, or paper to use on tests
- Putting your name on someone else's paper for a grade
- Forging a parent's signature to validate work
- Unauthorized collaboration on an assignment
- Data falsification (e.g. fabricated, altered or copied data on a lab report)

### Plagiarism

Plagiarism is defined as the presentation of another's words or ideas as one's own and without proper citation. When students plagiarize, they usually do so in one of the following ways:

- Using the words or original ideas of another without proper citation
- Failing to use quotation marks when citing a source
- Paraphrasing another's work without citing the original source

Examples of common sources of plagiarized materials include work by other students, journal articles, books and the Internet. It should be noted that even non-deliberate failure to acknowledge a source might constitute plagiarism. Forgetting to footnote or reference is not an acceptable excuse.



## **Measures Taken to Prevent Breaking of the Honor Code**

The Nido de Aguilas Middle School takes numerous measures to prevent breaking of the Honor Code:

- We conscientiously educate students on the honor code through classroom lessons on academic honesty and plagiarism, reminders posted prominently in classrooms, and an honor code oath that students are required to sign before submitting tests and major assessments.
- We clearly communicate the purpose of each assignment, making clear how cheating does not benefit students, classmates or teachers.
- We teach student time management skills so that they do not feel compelled to cheat.
- We actively monitor the classrooms during the assessments.
- We administer multiple versions of some assessments to students in the same course and/or class.

## **Consequences of Breaking the Honor Code**

### *First Violation*

- The student will write a reflection detailing why he/she chose to be academically dishonest and how he/she can avoid this behavior in the future.
- The teacher will refer the incident to the principal to be kept on file.
- The student will have to redo the assignment, or an equivalent assignment, for a maximum grade of 70%.
- The student will not be able to qualify for the Honor Roll in the quarter of the violation.
- Parent is contacted.

### *Subsequent Infractions*

- The student will have to redo the assignment, or an equivalent assignment. There will be no credit given for the re-do.
- The incident will be referred immediately to the principal.
- The student will not be able to qualify for the Honor Roll in the quarter of the violation.
- Per National Junior Honor Society bylaws, the student will be temporarily or permanently suspended from the club.
- Based upon the severity of the incident and the student's prior record of academic dishonesty, one or more of the following actions may be taken:
  - A meeting with the student and parent
  - After school detention
  - In-school suspension
  - Out-of-school suspension
  - Placement on academic warning or probation according to Student Intervention Plan



- Removal from NJHS
- Meeting with the Headmaster
- Recommendation to the Headmaster for withdrawal from Nido de Aguilas

## **GENERAL INFORMATION FROM A - Z**

### **Agendas**

Agendas are provided to students at no charge. They are to be used on a daily basis to record daily homework, test and quiz dates, long-term project dates, etc. Lost agendas can be replaced at a cost of \$5,000 pesos.

### **Arrival And Departure From School**

Students are encouraged to arrive to school by 7:35. The official start of class is at 7:45, so an arrival after this time is considered late, and students are expected to get a late pass from the middle school office before attending class. If a student is demonstrating excessive morning tardies then his/her parents will be notified and an action plan will be created between the student and the middle school administration. For those who take transportation other than that provided by the school approved school bus provider, the parent accepts responsibility to ensure that students arrive on time each morning and that children are picked up from school within 15 minutes following the end of the school day or any approved after school activity. The school expects students to follow the instructions of their parents regarding the time and form of transportation used. The school monitors all elementary students to ensure that they either ride the appropriate school bus or are picked up by a parent or authorized adult at the end of each day. However, the school is NOT responsible for monitoring whether or not middle and high school students abide by the wishes of their parents regarding transportation. Whether they take the school bus, use private transportation, take a taxi, or leave the campus with a friend or on foot, this is a matter of communication between the student and his or her parent. All students leaving before the end of the school day must obtain an exit pass prior to leaving campus. Passes will be issued by the MS office or by the nurse's office to parents or to students with parent notification. After obtaining the pass, students/parents must exit through Guardhouse No. 2, located near campus access stairs. The parent or student will submit the exit permit, which will be stamped and returned. The parent or student must then submit the stamped exit permit at Guardhouse No.1 in order to exit the school campus.

### **Assemblies/ Sports Events**

During Assemblies all students are expected to be courteous to performers and speakers. Applause is the correct and courteous way to show approval of a program or a speaker.



Yelling and whistling are not in good taste and will be dealt with accordingly. Appropriate behavior is expected of all students at sports events.

**Attending events in other school divisions:** Middle School students may attend events in other school divisions if these events are after school and Middle School students have been invited to participate. Middle School students will not be excused from classes to attend events in other school divisions without approval of the middle school administration.

## **Backpacks**

All backpacks and bookbags are to be kept in lockers. Backpacks will not be permitted in classrooms without teacher approval.

## **Bells**

Bells ring at the start and end of each class to help students be on time. Bells will ring five minutes before advisory, and five minutes before the first period after lunch.

## **Cafeteria**

The cafeteria offers hot lunch and snack bar services. Students should show respect for their peers and for the cafeteria staff by not cutting in line. Students should keep the cafeteria neat and orderly. Please note, the school and Del Avila SpA have an agreement that children without lunch are not to be denied a lunch, even if the student is not registered with the cafeteria services. Parents are still responsible for payment of these lunches to Del Avila SpA.

## **Cell Phones**

Cell phones are permitted in the Middle School; however, they should be off and out of sight throughout the academic day (from 7:45-3:10). Teachers may confiscate phones and bring them to the Middle School office if students do not abide by these rules.

## **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.

## **Hall Pass**

In order to facilitate the proper atmosphere needed for teaching and learning, students should not be in the hall unless they have permission from their classroom teacher. There is a special pass for the Nurse's office.

## **Homework**

Homework is an important part of our educational program. On average, students are expected to spend approximately 60-90 minutes per day doing homework. It is a part of the overall student evaluation. If a student is absent, he/she may obtain class work and/or homework by checking the teacher Haiku pages, contacting the teachers via email, or by checking in with classmates.

## **iPad Use**

The use of iPads is an important part of the middle school academic program; however, students are not to use their iPad during break or lunch. If they need to access their device for academic purposes during this free time, then they must seek permission from an adult.

## **Lockers**

Nido provides academic lockers and a lock for each student in grades 6, 7 and 8. Lockers for physical education classes will also be provided; however student are responsible for bringing their own appropriate locks (not luggage locks). The student is responsible for all the contents in his/her assigned locker. It is advisable not to keep money, jewelry, or other valuables in the locker. Students should not share their locker combination with anyone for their own security. Students should store all notebooks, textbooks and personal items in their lockers during class periods. School materials and personal items should not be left outside of the lockers at any time during the school day.

Students are discouraged from bringing valuables to school. If they have brought anything valuable, it is their responsibility to keep them safe while they are on campus.

## **Media Center Hours**



The Media Center hours are from 7:15 a.m. - 5:00 p.m. from Monday through Thursday and 7:15 a.m. - 4:30 p.m. on Fridays.

### **General Guidelines**

- MS students may check out 2 books for a period of two weeks.
- Books may be renewed for up to 14 days.
- Students may check out magazines for 14 days.
- Students may not check out books if 1 or more books are overdue.
- Parents may check out 5 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.

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

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

Ask the media center staff for usernames and passwords.

### **Music Supplies**

For instruments that require a mouthpiece, purchase of mouthpieces is optional but encouraged. Students who rent instruments will be expected to sign a rental agreement at the beginning of the year.

### **Announcements and Bulletins**

All notices of club meetings, social events, school activities and general information are included in the **Morning Announcements**. These announcements are shared with students during advisory every morning. All posters and signs displayed throughout the campus must be approved by the MS office. All announcements for the Daily Bulletin should be turned into the Middle School Office by 1:00 p.m. of the preceding day if they are to appear in the next day's bulletin.

Nido de Aguilas sends a weekly update with news and events every Monday. This update and other important emails are also archived in the [Parent Portal](#). This is an excellent way to communicate, so please keep the Middle School office informed of any changes in your



email address. Parents are also encouraged to check the Nido website at [www.nido.cl](http://www.nido.cl) for up to date school information.

## **Parking**

Private vehicle access and parking within the school premises are considered privileges and may be revoked by the Headmaster, 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 are NOT to 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 keeping their vehicle entrance permits updated as requested by the school.

## **PowerSchool / Haiku**

PowerSchool is Nido's student management and grading software. It is a powerful communication tool that permits students and parents to actively monitor academic progress. By logging onto Nido's Power School Internet site, students and parents can view current grades, pending assignments, attendance and teacher comments.

At the beginning of the school year, we provide each student and his/her parents with a username and password to log on both Powerschool and Haiku. We also provide a user handbook for parents.

## **P.E. Uniforms**

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** located beside the administration building below the Security Office; NPA Store hours are posted outside the store or contact NPA Store via email at [npa@nido.cl](mailto:npa@nido.cl).

### **Alternative Nido uniform vendors include:**

- **Scolari** store located at *Balmoral 163, Las Condes, phone +56-2-2212-8540*

**Students should mark all P. E. Uniforms as well as shoes clearly with their name so that they can be returned if lost. P.E. uniforms are to be worn in P.E. classes only!**

## **Skateboards, Scooters And Motorized Scooters**

Skateboards, scooters and motorized scooters are not allowed on campus. Please do not bring these items to school during the school day or on Saturdays and Sundays during special school events.



## **Solicitation/Information Distribution**

No letters, flyers or other information may be distributed through students, through student email addresses, 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 derogatory to the school, its students, staff or parents.

## **Spanish As A Second Language Placement Exam**

Spanish as a Second Language (SSL) students will all be required to take a Spanish placement examination to determine their proper placement. Grade 8 SSL students will take a placement examination during second semester to assist the high school with their placement in grade 9 Spanish classes. An advanced SSL student who is placed in the Chilean National Program in Middle School may be placed in a different Spanish program in the High School for grade 9.

## **Tardiness**

If a student arrives late to school he/she must report to the M. S. Office before reporting to class. Unexcused lateness to class usually results in teacher consequences being applied. Excessive tardiness will call for more serious measures: detention, parent conference, or suspension. Students should make every effort to be at school by 7:35 a.m. For your reference, the warning bell rings at 7:40 and advisory starts at 7:45 a.m.

## **Telephone**

The Middle School telephone number is +56 2 2339-8133. The FAX number is +56 2 2339-8105. Only for emergencies will students be permitted to use the Middle School Office phone free of charge. Emergencies do not include books and lunches forgotten at home or permission to stay over with a friend. There is a \$100 (pesos) charge to call home from the Middle School office when students request to call home and it is not an emergency. If a student brings a cellular phone to school, he/she is responsible for any damage or loss of the cellular telephone. During the school day hours, it must be turned off or on silent mode and out of sight. If the cellular phone becomes a distraction during class, it may be confiscated until the end of the day. Students may use the features of the cellular phone or smartphone only with permission from the teacher.

## **Textbooks**

The school provides textbooks or textbook access online for all students. Each student is required to assume total responsibility for the care of these books. Teachers will assess damage other than that caused through normal use. Students will be charged the replacement value for lost books and the appropriate value for damaged book.



## 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 AM
- Return to the departure site and promptly board buses to ensure the timely departure of buses at 12:30 PM (PK, K1), 2:40 PM (grades K2-5), or 3:25PM (grades 6-12), 4:25 PM (after school activity bus for grades K2-5), or 5:05 PM (after school activity bus for grades 6-12).

Early Years and Elementary School 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.

Middle/High School students taking the school bus to visit friends must bring a note from parent/guardian authorizing the visit and inform the Transportation office before 1:30 pm. Late bus slips must be submitted prior to 1:30 pm. Failure to comply with this requirement will not guarantee space on the bus for the extra passenger.

**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**

Elementary School 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 their divisional office, before 11:00 AM, that they intend to ride the After School Activities Bus.

Middle and High School Students must complete the late bus slip and put it into the box for transportation by **1:30pm**

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.



## **Tutors**

Requests for tutors should be made through the middle school counselors. Tutoring should not conflict with school hours and school responsibilities. Students may not be tutored by teachers that teach them in class or teach the same grade level. Parents should notify the subject area teacher if his/her child is receiving tutoring in that subject.

## **Valuables**

The school expects students to exercise honesty and to respect the property of others. Nevertheless, students should not bring personal items of value to school that are not essential for learning. These items include cell phones, iPods, laptops, DVDs, valuable jewelry, or more cash than is necessary for lunch or other miscellaneous expenses at school. Students are expected to keep personal items in their lockers, to keep them locked and not to share their lock combinations with anyone.

## **Visitors**

Students may not bring visitors to school during regular school hours unless prior permission, the day before the visit, has been granted by the Middle School Office. Visitors are subject to all student regulations and are limited to one day. The Nido student should bring his/her visitor to the Middle School Office on the morning of the visit to meet the principals and to obtain a special pass.

*Updated July 2018*

