



**COLEGIO
BILINGÜE
RICHMOND**

STUDENT GUIDE

2007-2008

STUDENT GUIDE

Introduction

Dear Students:

Our goal at CBR is to be very clear about what we expect from you and what you should expect from the school. These expectations are published in our Educational Project Guide (Projecto Educativo Institucional, PEI) which you can read on our webpage (www.richmondschool.edu.co) and in our Institutional Manual (Manual de Convivencia) which is included in your Student Diary. Nonetheless, you might still have some questions remaining. This Guide is an attempt to answer these questions. If you have any problems understanding these answers or if you have a question that is not addressed, please see your Homeroom Teacher.

1. What are the facilities for students who come to school early or who leave late?

- Our library is open from 7:00 AM for Elementary School students who come to school early. We also have the cafeteria open if students wish to purchase breakfast. The librarian supervises the students during this time as the Primary teachers have meetings to attend. Our library is closed from 2:00-3:00 so that the librarian can eat lunch.
- Our Computer Lab is open from 2:30-3:30 for Middle and Upper School Students who wish to stay and do work or wait for the second bus. There is a group of students in there every day. Students do not need to be using a computer to sit in the room as long as they are quiet. It is not a place for play or conversation. The Computer teacher supervises the students as Middle School and Upper School teachers use this time for meetings and tutorials.
- Should a student wish to study alone or in a small group, they should speak with their Principal and they will open a classroom for them. This classroom is not to be used as a space for play or conversation.
- Students should not be on campus unsupervised before or after school hours.

2: What happens if I am late to school?

- If you are late for school at the beginning of the day, please go directly to your Principal's office to register to explain why you are late and receive a note admitting you to class. If students are frequently late, the Principal will begin the disciplinary process.

3. What happens if I am late to class?

- Students who are late disturb the class and interfere with the learning of their classmates. This is particularly true when several students are late and enter the class at different times. The class is disturbed more than once. Thus, being late to class is not acceptable and is considered a disciplinary incident.

3. What happens if I miss a test or an exam?

- Students who are absent for a test or exam and have no justifiable excuse receive the grade of "0". They may recuperate by following the school recuperation procedures.
- Students who are absent, but who have a justified excuse may take a make-up test or exam on a date and at a time fixed by the school.

4. What happens if I turn in my Homework late?

- If an assignment is turned in one day late, without a justifiable excuse, it will be marked down one grade unit in each applicable dimension.
- If an assignment is turned in two days late, without a justifiable excuse, it will be marked down two grade units in each applicable dimension.
- If an assignment is turned in three days late, without a justifiable excuse, it will be marked down three grade units in each applicable dimension.

- If an assignment is not turned in after three days, without a justifiable excuse, the student will be referred to the appropriate Coordinator. The Coordinator will arrange for a Homework Clinic where the student will complete the assignment under teacher supervision.

4. What happens if I want to invite a friend to the school?

- Ask your Principal for permission first.

5. How is a Jean's Day organized?

- The date for a Jeans Day is chosen by the Headmaster after consultation with the Principals and the Student Council.
- Jeans Days will occur every two weeks if student behaviour during each Jeans Day meets expectations. These expectations are that students are on time for class, respectful to teachers and each other, and maintain the usual standards of cleanliness. The Rector after consultation with the Principals and the Student Council will determine if these expectations have been met.
- If a Jeans Day does not meet expectations. The Headmaster after consultation with the Principals and the Student Council will cancel the next Jeans Day.
- If a Jeans Day is cancelled, after four weeks the students can have another Jeans Day and the Headmaster after consultation with the Principals and the Student Council will determine if the expectations have been met. If they have, the next Jeans Day will be two weeks later.
- The Student Council determines where or to whom the money from a Jeans Day is allocated
- The money collected from a Jeans Day is turned over to the School Treasurer for safeguarding and for distribution.

6. How do students organize an Activity?

- They must notify the Principals at least 5 working days in advance.
- The Principals must give their permission.
- A list of students involved in the activity must be presented to the relevant Principal.
- Students failing 2 or more subjects cannot miss class for the activity.

7. How do I resolve a difference with another student or teacher?

- Talk with the person with whom you are having a difference. Perhaps, it is merely a misunderstanding or a miscommunication.
- If talking to the individual concerned does not resolve the problem, speak with: first, your Homeroom Teacher; second, your Principal; and, finally, the Headmaster.
- If you do not feel comfortable going alone to speak with any of the individuals mentioned in step 2, ask one of the following to accompany you:
 1. A student you trust
 2. Your class representative on the student council
 3. A teacher you trust
 4. Your Homeroom teacher
- Please try the above procedures before letting a problem get too big to solve.

8. What happens if I lose something?

- Students should not bring valuables (e.g. Ipods, cellphones) to the school.
- If an item is lost, please report it immediately to your Principal and complete a lost item form.
- All students are assigned a locker. Please purchase a sturdy lock and keep the locker locked at all times.
- The school is not responsible for missing items.

9. What happens if I want to drive my car to school?

- Only 11th grade students with Drivers Licenses may drive to school. They need to speak with the Upper School Principal.

10. What happens if I am sick?

- Ask your teacher for a note and take it to the Nurse
- When you leave the Nurse you must ask her for a note to show to your teacher.

11. What happens if I want to change my bus route home or go home with a friend?

- You must bring a written note signed by your parents giving you permission. Telephone calls are not accepted.

12. What happens in Homeroom?

- Homeroom occurs from 7:00-7:15 am
- Attendance is taken
- Uniforms are checked.
- If students have a problem, they should comunicate it to their Homeroom teacher.
- Letters to and from parents are distributed or collected.
- Jean's Day money is collected.
- Class activities are organized.

13. What happens if I miss school?

- Students are expected to attend school. In case of an emergency, the parents or guardian of the students must send a written letter or fax (telephone calls are not accepted) explaining the reason for the absence.
 1. If the absence is considered justified by the Principal, the teachers will help the student make up any missed work as soon as possible. It is the responsibility of the student to seek out the teachers and arrange for the missed work to be completed.
 2. If the absence is not justified, the student will have to make up the missing grade during the "Recuperation" period.

14. How do I get permission for a representative of a travel agency or clothes maker to visit the school so I can organize a student trip or the purchase of class jackets or shirts?

1. Students must get the authorization of their coordinator or the rector before they invite any off campus representative to speak.