



**International School**

Experience & Quality Education

H O N D U R A S



**25**  
YEARS LEAVING FOOTPRINTS



Elementary

**Family Handbook**

2016-2017

# ELEMENTARY

## Family Handbook

2016-2017

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## A. INTRODUCTION

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### WELCOME!

Since 1991, the International School of Tegucigalpa (IST) has been focused on providing quality education, based on Christian principles, and a multicultural environment of excellence for academic learning and spiritual growth.

This manual was designed to be used as a guide to help create awareness, develop comprehension and establish a certain level of responsibility in our students and their families. It is a privilege to be a part of International School and any privilege carries with it certain responsibilities. This is why we ask all those who accept the privilege of being associated with IST; also accept the responsibility of keeping with its standards.

Of course, the manual does not include everything. As such, the administration reserves the right to take the appropriate actions when specific circumstances arise.

Again, we welcome you to our community and we hope to have a highly successful year!

## B. INSTITUTIONAL IDENTITY

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### 1. Who We Are

International School is a Christ-centered bilingual institution with a study program based on high quality, international and multicultural standards and values.

### 2. Vision

To be a leading Christ centered international school aimed at transforming Honduras.

### 3. Mission

Provide a Christ-centered bilingual, multicultural, 21st century education based on American standards in a cooperative, engaging and personalized learning environment.

### 4. Education Philosophy

The education of a person needs to be whole, developing mind, intellect and spirit. Experimentation, analysis and synthesis applied in teaching allow for better learning. Learning is a process of maturity for which we are responsible by providing the best education possible to future generations. In providing a quality, Christ-centered education, we are creating citizens with integrity, which guarantees their success in all areas of their lives.

### 5. Declaration of Faith

- We believe that the Bible is the only inspired and infallible Word of God.
- We believe in one God, manifested in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ; who was born to a virgin, lived his life free of sin, in his miracles, in his substitutionary death on the cross, his resurrection, his ascent to the right hand of the Father, and in his return with power and glory.
- We believe in salvation that is provided by faith through the death and resurrection of Jesus Christ, essential to every soul.

### 6. Core Values for International School

The core values provide guidelines for leadership and support to all the school community for actions and reactions in planned/unplanned situations which may occur daily within the school. They also establish a belief shared by all of the school that set standards in order to face and handle our actions. The core values give the school its own identity and create its own school environment and culture.

Our core values are inspired by the infallible Word of God, the Bible and are a justification for what the community of families at IST hold in high regard. Here are the core values which all members of our school community should show as a witness of life.



a) ***Christ-centered***

The students model Christ-like qualities, such as love, obedience, empathy, mercy, justice, tolerance and humility (Colossians 3:17).

b) ***Collaboration***

Students strive to show leadership qualities within a group, share well-thought out ideas, and value and encourage team members (Romans 14:19; 1 Corinthians 3:7-11, Philippians 2:5-7, II Corinthians 4:1,15-18).

c) ***Community***

Students show generosity and compassion sharing with others and responding amicably among themselves (1 Peter 3:8-11: 1 Corinthians 12:12-27).

d) ***Responsibility***

Students are punctual, are prepared and focused on reaching objectives, show a positive attitude, try to reach their full potential and dedicate time to their assignments in order to make sure they are well done. (Galatians 6: 4-5: Romans 14:10, 12: 2 Peter 1:10).

e) ***Respect***

Students identify and recognize different opinions in others, show friendly and considerate behavior, are ready to listen, are thoughtful when speaking and are slow to anger (Matthew 7:12, Romans 12:10: James 1:19)

f) ***Initiative***

Students show initiative, curiosity and interest in learning, participate in an independent manner in all learning activities, persevere and solve problems, show ingenuity and ask for help when necessary (Proverbs 10:4, James 2:18: Colossians 3:17).

g) ***Integrity***

The students are honest, just, worthy of trust, show strong moral values and do what is correct as role models for the others (Titus 2:7-8; 1 Corinthians 4:1-2; Romans 5:1-5).

**7. General Objectives at IST**

- a) Develop a student with critical thinking and problem solving skills, a Christ-centered character, cooperative and adaptive, showing initiative and with a strong national identity.
- b) Develop a student able to reach high standards in scientific, technological and social skills.
- c) Instill within the student a profile that incorporates spiritual, family community and civic values.
- d) Develop a bilingual education program (English and Spanish), with American and International standards.

## 8. Symbols

### 8.1. Official Emblem

It has the shape of a crest, made up of three colors: yellow, royal blue and white. The cross represents a Christ-centered character and the paw print represents Tiger Pride, being proud of belonging to IST.

### 8.2. Motto

Our Motto: "Experience and Quality"

### 8.3. Mascot

The tiger represents the strength in character and determination that our students should have. The paw print symbolizes the tiger.

## 9. Colors

The official school colors are yellow, royal blue and white.

## 10. Certifications

### a) **AdvancED-SACS (Southern Association of Colleges and Schools)**

An internationally accredited organization, dedicated to educational excellence on a worldwide scale that offers professional services, accreditation and research in more than 65 countries. It also provides guidelines and the necessary structure to promote the ongoing improvement of schools.

### b) **Association of Christian Schools International(ACSI)**

An association organized at an International level, serving Christian schools in more than 100 countries around the world. Promotes Christian education, helping schools reach what they would not be able to reach by themselves.

### c) **Organization of the Americas for Educational Excellence (ODAEE)**

An Organization that promotes and drives research projects from the paradigm of Consciousness in Education, with the vision of being an agent of development and excellence in education.

### d) **Association of Bilingual Schools Honduras (ABSH)**

An Association that promotes instructional quality in bilingual schools, as well as student participation in sports, art, music, and science competitions.

### e) **Secretary of Education**

Government organization that certifies the Educational plan and Instruction for the country.

## 11. Administration Dynamics

International School is founded on collaborative relationships in which all the areas report to one leader, who is responsible for management. Nevertheless, decisions are a product of a group consensus taken by a team of collaborators that respond to the same philosophy.

## C. GENERAL INFORMATION

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### 1. Class Schedule

Full day schedule	7:15 – 2:50 p.m.
Half day schedule	7:15 – 12:00 m.
Thursday schedule	7:15 – 12:00 m.
Alternate Schedule (Summer))	7:15 – 1:30 p.m.

All students have to be at school by 7:05 a.m.

### 2. Attendance

Attendance of your child(ren) in class every day is essential to his/her success. Every class period contains important information for which your child will be held accountable.

IST requires that all students have a minimum of 90% attendance in classes as per the Ministry of Education in order to validate their school year. This is why we insist and encourage our students to keep an attendance record above this minimum percentage. This also creates a sense of responsibility.

### 3. Access to Campus

Parents as well as guests shall check in at the school's entrance and use the visitor tag while they are within school grounds and during regular class hours and through lunch.

Parents who bring lunch to their children shall leave it in the Elementary Principal's office. The cafeteria has lunches available for sale. Students can also bring their own lunch to warm up as they have access to a microwave.

**Additionally:** As part of the security system, the Entrance guard may deny access to someone if he/she sees fit. IST reserves the right to take extraordinary measures to guarantee the safety of all the school community.

### 4. Communication System

#### 4.1. Daily Agenda

Every student must buy a Daily Agenda at the school store (La Tiendita) in which each student will write down his/her daily homework for the following day. This agenda is a valuable communication tool between parents and teachers. Teachers will go over the Agenda daily and initial it. It is parent responsibility to review, sign and return it.

#### **4.2. Week at a Glance**

Every Friday through CLASS DOJO, teachers will send home information regarding next week's tests and projects, and what information will be covered.

#### **4.3. Class Dojo**

The potential of electronic resources as tools in the teaching-learning process is recognized around the world. International School is continuously searching to improve teaching methodology as well as technologies to enhance learning. After much thought and study, we have learned that "Class Dojo" meets our goal as a tool that stimulates and registers student performance. We are therefore using this application in the following context:

It will be used in combination with the Platform to communicate with and inform parents as to the student's academic performance and progress in the executive skills.

The platform will still be the place where grades and attendance are posted. Class Dojo will post class pictures, announcements, points achieved and lost, as well as individual messages regarding the progress of your child(ren).

#### **4.4. Interpress**

IST publishes a monthly newsletter that keeps parents informed as to pertinent information and upcoming events. This publication is sent via email and also posted on the IST website.

#### **4.5. Written Notifications**

Frequently the school sends communications, important information, updates and reminders to parents. These communications need to be signed by the parent(s) or legal guardians and returned by the due date established by the teacher. We appreciate your help in showing students that they should respect due dates even when you may have lost the communication. By having parents sign and return these communications, our children also learn how to be responsible.

#### **4.6. Situations where the School needs to be notified**

If your child requires a security device, parents are required to communicate this to the Elementary School Principal.

#### **4.7. Website**

Our website contains information regarding school organization and activities. **It is important that you check the website on a weekly basis in order to actively participate in school life.** Our official website is: [www.internationalschool.hk](http://www.internationalschool.hk)

#### **4.8. Communications sent via email**

Periodically we send emails in order to inform parents of special activities held at school or when there is important news to share.

When you register your child(ren), we ask for your current email address, so that the administrators and teachers can contact you via email. We are confident that parents check their emails on a periodic and consistent basis.

#### **4.9. Meetings scheduled with parents during the year**

You are encouraged to schedule an appointment with your child's teacher or with an administrator when you feel it is necessary and the situation can not be covered at parent-teacher conferences. To do so, you must contact the Principal's assistant at **2269-0090**, ext. 1007 to schedule a meeting. If you wish to change or postpone a meeting, please call beforehand to reschedule the meeting. Such meetings can be scheduled with parents via letter, email ([eleminfo@internationalschool.hn](mailto:eleminfo@internationalschool.hn)) or phone call.

Administrators may call and request a meeting to discuss your child's academic progress/conduct. It is essential to remember the Bible model in order to solve conflict and allow for the presence of Christ in these meetings (Matthew 18: 15-17).

**IST reserves the right to not accept your child's enrollment the following school year if there is no support from a family who does not attend scheduled meetings.**

#### **4.10. Virtual Platform**

Our virtual platform is another tool to communicate with parents. Each student has a username and password assigned to him/her. Parents will be able to see grades and be informed as to the academic progress of each student as well as necessary information needed to help their child(ren) with their assignments. Parents can have access to this platform at the following address: [\*\*http://internationalschool.hn/lms/login/index.php\*\*](http://internationalschool.hn/lms/login/index.php)

*Parents and students are responsible for reviewing the information on a weekly basis for every class in order to be up-to-date regarding assignments, projects, exams, academic performance, study guides, etc.*

The virtual platform is a tool designed to facilitate and promote academic performance for students at IST. Every student and parent will be allowed personalized access. This same platform is used for shared learning and handing out specific assignments, as well as participation in educational forums.

Remember to periodically review your email and the virtual platform so you can be aware of the following information:

##### **a) Grades**

Grades will be uploaded to the virtual platform and are updated on a weekly basis.

##### **b) Weekly updates**

Weekly information will be available every Friday on the Virtual platform. It will reflect grades from homework, assignments, projects and tests.

#### **4.11. Progress Reports**

At the midway point of each quarter we will send an email informing parents regarding the academic progress of each student. Parents will be able to see in what area their child(ren) is having problems so they can be part of the solution.

#### **4.12. Report Card Day**

Parents may meet with teachers and/or administrators during a quarter to discuss their child's progress in each subject. Parent-teacher conferences will take place approximately a week and a half after each quarter. Teachers will be available at such dates. **You must be solvent.**

#### **4.13. Escuela para Padres (Parenting School)**

At *Escuela para Padres* we deal with topics related to the challenges and struggle that parents face. We try to help them raise their children successfully with the Bible being the central guide. **It is a required that all parents attend *Escuela para Padres*.**

#### **4.14. Surveys to Parents/Students**

These are sent on a periodic basis to elicit information on academic programs and/or other issues regarding school.

#### **4.15. Open House**

We offer parents an opportunity to meet their child(ren)'s teacher(s) and receive pertinent information to begin the school year. Parents are able to meet the appropriate level authorities and view teaching curricula for the school year. This takes place during August of every school year and dates will be provided at registration time.

### **5. Assemblies and Chapels**

For each grade, during the course of the year, we will hold assemblies for special events, festive holidays or to hand out special prizes and recognitions. We also have a weekly Chapel service for every grade. Student's presence is mandatory.

### **6. "Totally Awesome Tiger" Program**

At IST, we not only work on academics, but also in developing an outstanding character in our students. Every month we focus on a special trait based on our school's fundamental values, which are: Christ-centered, cooperation, community, responsibility, respect, initiative and integrity.

### **7. Library**

The IST Library will be opened from Monday through Friday. Elementary school students will be able to use the Library and computers during their lunch hour, after school, and during the school day with a teacher pass.

Students can check-out one (1) book per week. At no time can a student have more than one book. Books need to be returned to the Library on the due date. If they are not returned on that day, a fine of L2.00 per day will be charged.

If a student loses a book, its cost must be fully paid, or a similar book donated to the library. A student that has an outstanding debt with the Library will not get his/her report card at the end of the year.

## **8. Tiger Card**

Tiger cards work as an identification for your child and allows him/her to make purchases within the school in a safe manner, no cash involved. They can be used in the Cafeteria and the School store.

Parents can deposit funds at their leisure through the electronic banking of BAC Credomatic or in the Administration building.

## **9. Medical Clinic**

It is the parent's responsibility to fill out the "Health Form" for their child. We will administer medication, only with a prescription and written authorization from their father/mother or legal guardian. In case of an emergency, the school will contact the parents so that they can come for their child or authorize IST to take him/her to the Hospital/Clinic indicated on the Health Form.

### **9.1 First aid**

The Medical Clinic is only there for emergency situations that arise during the school day. Other medical situations shall be handled by parents or personal physician.

### **9.2 Administering medications**

- a) We will ONLY administer medications with written authorization from the parent or legal guardian.
- b) Students who are under medical care and need to take medication during class hours need to leave their medications with the School Doctor, and will be given permission to go to the clinic to take their medications, when necessary.
- c) All medications need to be turned in with a copy of the prescription, student's name and signature of their physician. Any medication (with a prescription or without) that is found in the possession of a student will be confiscated and the student will receive the appropriate consequence.
- d) Sharing, lending, distributing, or selling any medication is strictly prohibited.

### **9.3 Allergies/Specific medical Conditions**

If your child suffers from an allergy or special medical condition, please make the information available to your principal with the necessary instructions of how to proceed in case of an emergency. This will help your principal inform your child's teacher(s).

#### **9.4 Use of Crutches/Wheelchair**

Elementary has a wheelchair for the specific purpose of moving students to the clinic in emergencies, or to any other necessary place. Parents need to provide a wheelchair or crutches for those students who require their use for more than one day.

#### **10. Medical Insurance**

The school offers accident insurance to students and is included in the Registration fee. It covers any accidents that occur **within the school or during a school sponsored event**, in which the student is representing the school.

#### **11. Cafeteria**

It is a service that the school provides through a sub-contractor. The students can buy lunch, snacks, pastries, etc. The cafeteria is not a substitute for a balanced meal you can provide from home. You have the option of packing a lunch for your child.

#### **12. School Store (La Tiendita)**

The school store sells uniforms, school supplies, soft drinks, juice, bottled water, snacks and other items for purchase by students or family members. Elementary School students are not allowed to make purchases during school hours.

#### **13. Lost Items**

All belongings brought to school need to be duly labeled and the student is responsible for its care. **The school is not responsible for lost items.** During the Parent/Teacher conferences, there will be a designated place for lost and found items.

#### **14. School Activities**

Music programs, sports events, theatre productions, banquets, promotional events and fundraisers are special school activities that promote community building and allow teachers, students and parents to interact in a more informal environment.

#### **15. Birthday Celebrations**

We are aware that children wish to celebrate birthdays with their classmates, but school is not the place for this.

If you wish to do so, you must: comply with the following:

- Parents must send a written communication or an email to the teacher with 1 or 2 weeks notice.
- Be on time for the celebration.
- You can only bring cake, juice and bagged soft candy. No soda.
- Celebrations can only take place on Fridays during lunch, subject to other school activities.



- No invitations need to be handed out as all children will participate. No gifts are necessary unless you wish so.

## **16. Restrictions for Parents/Guardians**

Parents are always welcome on school grounds as well as school-related activities, but the following are not permitted:

- a) Modifying established school norms with regards to bringing or removing students.
- b) Confronting other students or verbally or physically abusing another student.
- c) Interrupting a teacher in or outside the classroom without a previous appointment, no matter the circumstances.
- d) Contradicting school norms, either verbally or in writing or influencing others to do so.
- e) Not following the hierarchy established by the school in order to deal with any issues regarding their child.
- f) Sending someone else other than a parent, tutor, or guardian to deal with issues related to their child.
- g) Removing another child that is not their own without a pass from the corresponding office.
- h) Entering school with a weapon or an armed guard.
- i) Coming to school under the influence of alcohol or drugs.
- j) Smoking at school premises.
- k) Going into classrooms during school hours. Any question or inquiry should be handled through the corresponding office.
- l) Having access to security camera. The security cameras are for exclusive use of the administration.
- m) Bringing on campus lunch/meals not provided by home or school cafeteria.

## D. SCHOOL COMMUNITY

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### 1. The Student

At IST, the religious, cultural or family background of a child does not make a difference as all are created in God's image. God has an organized and unique plan for each child which HE wants carried out to the fullest. Therefore, every student is very valuable and important for us, and once they have been accepted and enter our community, we will do everything in our power to guide him/her in the best way possible, integrating Biblical truths to do so.

### 2. Family

Biblically, the family has a fundamental role and responsibility in caring and educating their own children. We are assured that when you register your child(ren) at International School, you work along with us in order to comply with these responsibilities. For this reason, we encourage families to feel part of IST and a welcomed participant in school life and the overall education of their child(ren).

### 3. Teacher

Teachers are an intrinsic part of the success of International School. We therefore hire certified teachers who wish to follow Jesus Christ; who not only teach children but disciple them, who want to share in their spiritual richness and who consider the Word of God of worthy importance. The teachers at International School understand that they are involved educators in maintaining high professional standards and consider their service in IST as not only a job but as a ministry.

### 4. Administration

The Board of Directors through the Superintendent is responsible for the implementation and supervision of the Mission and Vision at International School. The Superintendent will bring up your inquires with the Leadership team, which consists of: Principals, Vice-Principals, Curriculum Director, Spiritual Life Directors, Director of the Official Liaison and Administrative Manager.

### 5. Contacts at IST

**Institutional Email:** [info@internationalschool.hn](mailto:info@internationalschool.hn)

**Phone Number:** PBX 2269-0090

#### ELEMENTARY

School Office

[eleminfo@internationalschool.hn](mailto:eleminfo@internationalschool.hn)

Ext. 1007

Principal – Mrs. Nina Cerrato

[ncerrato@internationalschool.hn](mailto:ncerrato@internationalschool.hn)

Ext. 1006

Assistant Principal – Mrs. Paula Argeñal  
[pargenal@internationalschool.hn](mailto:pargenal@internationalschool.hn)

Spiritual Life/Chaplin – Mr. Jorge Rivas  
[jrivas@internationalschool.hn](mailto:jrivas@internationalschool.hn)  
Ext. 1016

### **ADDITIONAL SERVICES**

Academic Services – Mrs. Fannia Rivera  
[frivera@internationalschool.hn](mailto:frivera@internationalschool.hn)  
Ext. 1018

Admissions – Mrs. Chris Mejía  
[admisiones@internationalschool.hn](mailto:admisiones@internationalschool.hn)  
Ext. 1020

Medical Clinic – René López. MD  
[rlopez@internationalschool.hn](mailto:rlopez@internationalschool.hn)  
Ext. 1036

School Store - Mrs. Nidia Palacios  
[palaciosnidi@internationalschool.hn](mailto:palaciosnidi@internationalschool.hn)  
Ext. 1034

Bus Service - Mr. Mr. Héctor Sierra  
[hsierra@internationalschool.hn](mailto:hsierra@internationalschool.hn)

## E. INSTITUTIONAL NORMS

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### 1. Absences

An absence to class can cause a loss of academic performance. We expect parents to plan their family events and vacations, considering the school calendar. Any absence that exceeds three days should be communicated and explained to the corresponding grade level principal in written form. The Administration reserves the right to determine if the absence is justified or unjustified.

If certain absences were planned by the family during the scheduled class time, the parents are required to notify the school in written form with at least one week in advance in order to make pertinent arrangements. Once the absences have been approved, parents will need to sign an agreement in which the student will make up exams, assignments, etc.

**Definition of an Absence:** An absence can be justified or not. A justified absence is one in which the student and parents have followed the stipulated procedure in the Family Handbook. We will also consider an absence as justified due to a medical emergency, mourning, accident or other official appointments (embassy, justice system, official appointments) as a reference. Absences due to school sponsored activities, such as academic tours, tournaments or competitions, will be excused absence.

Unless otherwise stipulated, the student needs to turn in all the assignments for the days he/she will be absent.

#### 1.1. Because of debt

If a student is absent during because the family is not financially solvent, such absence is unexcused. The consequences for unexcused absences will be applied for consecutive or nonconsecutive absences.

#### 1.2. For extraordinary circumstances

Students will be allowed to present additional excuses due to extraordinary circumstances when they are approved by the Principal, prior to family trips, sports competition, death in the family, etc. The school places a high value on the child's education and that is why we ask that vacation, visits, trips be planned during school vacation. Extreme situations will be handled by the Principal on an individual basis.

#### 1.3. Due to illness

If your child is too sick and is unable to come to school for three (3) or more days, you must provide a doctor's note, signed and sealed when the student returns to school. This excuse needs to be presented to the Principal before your child can go to class. Without a medical excuse, your child will receive an unexcused absence. Please do not send your child to school with a contagious disease or if they can put others at risk.

The Principal will decide if the medical excuse is valid and if the student can or cannot make up for lost work. The principal will let the student and teacher(s) know the time frame in which the student can make up lost work.

Please turn in a medical excuse when your child is unable to participate in physical education classes, specifying the amount of time that the student is unable to do so. If the student needs to use different style shoes because of an injury, the physician shall indicate this in a Medical excuse so that it can be authorized by the school.

#### **1.4. For a family member's illness**

If a student is absent because a family member is sick, the parents or guardian shall report this in writing (email) to the Elementary School office. We wish to offer moral and spiritual support during trying times.

#### **1.5. For school activities**

Absences due to school sponsored activities such as field trips, competitions, etc. will not be registered as absences, but it is the responsibility of the student to get caught up on assignments, projects, etc.

### **2. Leaving Early**

In order to authorize a student to leave school early, a letter or email must be previously sent to the Assistant Principal. The student will take the letter to the office, when he/she arrives at school in the morning between 7:00-10:00 a.m. For security purposes, it is **mandatory** that the person(s) who picks up the student(s) during school hours, (parent or guardian), must come to the Elementary School office to pick-up an exit pass that must be provided to the porter at the entrance/exit of the school. **No exit pass will be given to a parent or guardian to remove a student between 2:15 and 2:30 p.m.**

We ask parents to carefully consider their child's requests to leave early, as they are losing vital class time. We ask that medical appointments be scheduled after school when possible. **The school reserves the right to determine if it is considered excused or unexcused.**

### **3. Late Arrivals to School**

Teaching our students respect for time and schedules is an important part of their education. Students who arrive late must go to the Elementary School office and justify their late arrival.

Administration reserves the right to decide if a late arrival is justified or not and to send a student home if these happen too frequently or are unjustified. The Administration may request parents sign an Agreement or, as a last resort, ask parents to pay for bus service.

If a student arrives late to school **three (3) times in one quarter without a justified reason** a notice will be sent home or parents will be called in for a meeting. Students must stop by the office to get a pass to be allowed in the classroom. The Principal shall decide if the late arrival is excused or unexcused.

**If parents do not comply with the established schedule, the administration reserves the right to deny admission for the next school year.**

#### **4. Sugar Intake**

To help your child's health and help in his/her learning and concentration, we strictly prohibit the intake of drinks or other beverages/snacks, etc. high in sugar for all pre and elementary school students while at school. Such drinks/food can not be bought at school or brought from home.

#### **5. Toys**

Except for a ball, students are not allowed to bring any toy to school. The student will share his/her ball with others and will be responsible for its care. He/She can not keep others from playing with it. If the student is not OK with this, he must not bring a ball to school.

#### **6. Classroom Access**

Parents are not allowed access to classrooms during school hours. Teachers are willing to speak with parents but students are their first priority during regular hours. This is why we ask you to please make previous arrangements at the Office, over the phone or via email.

Parents need to drop off a sweater, lunch, project, etc. at the Elementary School Office and they will turn it in to their child. We wish to teach responsibility to our students, so we ask you to please consider seriously when you bring homework to a student because he/she has forgotten it.

Parent participation is essential to the success of your child. This is why we schedule activities during the school year in which you can show up and become aware of what your child is doing, either through the presentation of a project, and exposition or any other which the teacher sees fit and has programmed.

To foster trust within the school environment for your child, we feel, unless absolutely necessary, that you not remain at school.

#### **7. Lunch**

Students are **NOT** allowed to leave school, even during lunch. Our cafeteria sells lunch, students can bring their own from home and eat during recess/lunch at designated areas. They may use the microwave oven if needed.

## 8. Transportation

**Don Héctor Sierra (9992-4930)** is the coordinator for the buses at IST. Our drivers and nannies are people who have worked for us in the area of Transportation for many years. All of our routes are designed to be over in approximately one hour.

### 8.1 By Bus

Bus Service at IST is known to be professional, responsible, and secure for your children. Please cooperate with the driver, showing your child the appropriate behavior on the bus. IST reserves the right to deny bus service to any student who does not respect the established rules while riding the bus. When this happens, parents will receive a written notification and they will be asked to transport their child(ren) in their own vehicles.

If your child needs to ride on a different bus on a given day, parents will fill out a written permission slip, sign it and send it directly to the Elementary School Office before 10:00 a.m. If you have sent an email ([eleminfo@internationalschool.hn](mailto:eleminfo@internationalschool.hn)) regarding this, please make sure you have had a response of acknowledgement from the school to confirm bus change. These changes should not become common practice. If your child does not pay the bus service on a monthly basis, you are required to pay the daily bus service fee.

**Additionally:** The transportation coordinator reserves the right to change stops at any moment and to make route changes when necessary taking into account the maximum protection of your child. Discipline issues with your child can result in the suspension of the right to use the bus service on a temporary or permanent basis.

### 8.2 By Car

Dropping off or picking-up. Please schedule a time to drop-off or pick your child so as not interfere with the entrance or exit of our school buses. Please take precaution when you drop-off or pick-up your child. Remember there are school personnel in the parking lot to guarantee the security of our children. They have all our support and we ask for your full cooperation with them.

We do not allow any student to remain in the buildings after school hours, unless under the direct supervision of a teacher or until 3:30 pm. After this hour, parents must come to the Elementary Polideportivo to pick up the student(s).

It is mandatory that a parent or guardian who is there to pick-up a child come into school grounds. We will not allow children to be picked up outside of the property. This is considered as a lack of support by the parents.

## **9. Emergency Situations**

### **9.1. Streets are blocked, strikes or any other activity that endangers students.**

In these cases, the following procedures will be followed:

- a) Classes will begin after the normal scheduled time.
- b) A message will be sent via email to parents.
- c) A message will be published on our Webpage as a banner and updated accordingly

In case of interruption of classes because of extraordinary circumstances, we will send out a message via radio and television. Announcement to resume classes will be done in the same manner.

### **9.2. Buses still on their way to school/home**

On occasions when the buses are still in transit and an unplanned event occurs, parents shall follow the school's instructions.

## **10. Hair Length**

The boys shall wear short hair (above their ears) during the school year. Boys or girls are not allowed to dye their hair. The school will decide if the haircut is appropriate or not.

## **11. Monthly Payments**

The teaching of financial responsibility to our students begins with the parents. The monthly tuition payments shall be paid during in the first 10 days of the month. There is a 5% interest charge for late payment. Monthly payments can be done at any BAC or Banco Atlántida or personally at the school.

## **12. Admissions**

### **12.1. Requirements for new students**

A student is officially registered at IST when they have met the following requirements:

- a) Having completed their previous years at a bilingual school.
- b) Fill in registration forms.
- c) Turn in the following: transfer from the previous school, photocopy of the birth certificate, Certification of conduct and solvency, and recommendations from two previous teachers.
- d) Interview with the director of the corresponding level (only when required).
- e) Pass the admissions/diagnostic tests. There is a cost for this service.

The test results will be reviewed by the Admissions Coordinator, who will report his/her decision to the appropriate level Principal for approval.



## **12.2. Registration period**

Every year the school establishes a registration period. Returning students will register during this time, in alphabetical order according to the first letter of their last name. It is important that parents follow the designated calendar to guarantee student's enrollment. **IST reserves the right to deny admission.**

## **13. Students Assigned to a Section**

Another very important part of class room management and discipline has to do with the correct distribution of students within the different sections of a grade. This is carefully done by teachers as a team, as they are the ones who know the students individually as well as how they behave within a group. This is done at the end of the school year and the lists are reviewed by the Elementary Principal.

## **14. Transfers**

Any and all student transfers can only happen during the first two quarters in the school year. In order to transfer a student, the parents shall complete the following:

- a. Ask for the transfer format from the General Secretary of the school. The General Secretary will carefully explain the steps that need to be followed.
- b. Interview with the corresponding Principal in order to explain the reasons for the transfer or withdrawal.
- c. Complete the format and turn it into the General Secretary.
- d. The General Secretary will return to the parent the official transfer two days after the completed information has been received. These services have an additional cost.
- e. No transfer will be provided unless the student is solvent/current with payments.

## **15. Cell Phones and Electronic Devices**

Students can use the school phone to communicate with parents only with the permission of the Principal. Cell phones will be allowed only with written permission from the parents to be used for emergency purposes and only in the presence of a school person. Cell phones must be turned off or set on vibrator during class.

If students bring cell phones to school, they lose their right to privacy. The authorities can at any moment ask to look at the phones content, to look for photograph or inappropriate messages, etc. Cell phones will be confiscated due to inappropriate use and parents will be notified when and how to have it returned.

**Additionally:** The teachers and the administration will not be responsible for the loss, theft or damage to any cell phone and/or any other type of electronic device.

## **16. Textbooks**

IST has invested substantial resources to acquire textbooks. These are expensive and require care by the students. They are assigned by subject area and in accordance with a designated code. Our school policy states that a student must have his/her own book during any given class.

Books must be covered first with manila paper, and secondly with contact paper. Teachers will periodically review textbooks and make sure that they are cared for.

All abandoned books will be picked up and turned into the appropriate grade level office, where they will be returned to the student after paying a small fee. Any lost book will be reported immediately to the Principal's office. Parents must pay for the lost textbook so the student can get a new one. Copyright laws do not allow for the photocopying of a textbook, either partially or totally.

The academic performance of a student suffers from lack of textbooks. At the end of every year, students must turn in their assigned books to their teachers. If these are damaged or lost, the parents must pay a fee to cover such damage or for the cost of the book.

## **17. Damage Caused by the Student**

Parents of IST students are financially responsible for any personal harm caused by their child(ren) or damage to school property and for replacing the article(s) or damaged property. If they do not do so, this may result in the student not being accepted for the next school year.

## F. STANDARDS OF CONDUCT

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In light of our Vision, Mission and Statement of Faith, IST strives toward an environment that promotes spiritual growth and the achievement of maturity. All standards are based on the Word of God and used to promote said environment. All Christian activities should be done for the Glory of God, who lives within us (1 Corinthians 8:9, 12-13; 10:32). Christians need to strive to avoid worldly situations that weaken their spirituality and leave them at physical, mental and spiritual risk. (1 Corinthians 9:27).

International School bases its policies for handling conduct on Biblical principles and in how God dealt with people. We use tools that are found in the philosophy of “Love and Logic” and PBIS (Positive Behavior Intervention and Support) to equip teachers and parents in order to help young people in the best way possible in order to develop appropriate behavior.

### 1. Discipline Philosophy

Every community is guided by expectations that define the appropriate and inappropriate conduct within the community. The members of the community seek to promote appropriate conduct through teaching and corrective measures. As in every school community, IST wishes to follow Biblical principles in everything that we do, including the areas that define appropriate and inappropriate behavior, showing and contributing to good behavior and discouraging inappropriate behavior.

We also want to promote an environment of forgiveness, grace and accountability when learning and growing together. When a student is involved in inappropriate behavior, teaching, correction, and repentance are an important part of gaining perspective and it strengthens the learning process. After all, the main goal of the school's discipline program is for our students to learn valuable lessons in life regarding personal responsibility, and the importance of choosing wisely. The Biblical method of discipline emphasizes two important factors: teaching and correction. At IST we seek to teach and model appropriate conduct daily and reinforce and encourage good behavior, whenever possible. In some instances, it is necessary to apply some type of corrective discipline, when inappropriate behavior occurs.

If your child demonstrates inappropriate behavior, please know and understand the following:

- a. **Inappropriate Behavior.** Generally, discipline is a public matter, but at IST we treat it as a private issue between our school, the student and parents. We administration wish to work with you in the teaching and training of your child. When we have conversations that deal with discipline issues that affect your child, we are not at liberty to comment about other students and their families.
- b. **Teaching and encouraging Personal Responsibility.** Our goal is to teach and encourage personal responsibility; we strive to determine what went wrong, if something did go wrong,

and begin conversations with the student(s) that is supposedly involved. Making our students responsible for their actions is difficult, but an important process of maturity. Although we handle the discipline process in the most objective way possible, sometimes there are special circumstances or issues that have to be seen from a subjective point of view. For those who are not aware of all of the relevant information, it can seem like we are giving preferential treatment to one person or another. We strive to be consistent, although sometimes it does not seem that way.

- c. **Grace and Forgiveness.** Although we work on forgiveness in the discipline area, we also recognize the need for accountability. If a student shows (through repeated actions) no desire to recognize the goals and expectations promoted by the IST community, he/she must respond for his/her actions and the possibility of will lose the opportunity to be part of the school community.

## 2. Classroom Management Policy

At IST we believe that learning can only occur in an environment with good classroom management. We, as administrators and teachers, are trained in maintaining this type of environment. We expect our students to adhere to the policies that assure this type of good classroom management and we also expect our parents to support and follow such policies and rules.

## 3. Conduct Promise

Our students, parents and administrators are all in agreement with the Conduct Promise stated below. The administration will make sure that all school policies are followed based on this contract.

We, the students, teachers and administrators of International School declare that we want to be part of the solid and assertive educational community. We understand that in order to create a place where we feel comfortable and ready to learn and teach, we need to have values that will guide us. We are in agreement that we have to submit to these values, respect our teachers, our classmates, our administrators and ourselves. We are conscious that our actions not only affect me, but also those who are around me. We are in agreement that we need to try and grow in maturity as people with responsibilities through cooperation in this educational community. We will work to improve our educational community, by learning to work together to improve the world around us. We accept this challenge with enthusiasm!

Any conduct that distracts any student or teacher in the learning environment will be dealt with according to the established guidelines.

## 4. Parent Participation

The role of parents in the Bible is to train, guide and discipline their child. International School supports and encourages this model and will never take the place of the parents. If a student does not respond to the disciplinary system or academic program at the school, the administration will

ask the parents to correct the situation. If the parents are not able to change the behavior in their child, the Administration reserves the right to cancel the registration for the following year.

## 5. Academic Honesty

We expect students to be honest by doing and presenting their own work. This means that parents, as well as tutors, make sure that students turn in work (homework, project, reports, etc.) that have been done by them.

Academic dishonesty is a serious violation not only for academic standards, but also in Biblical instruction, and is offensive to other students and teachers.

Academic dishonesty includes the following:

- a. **Copying assignments quizzes or tests from another student and handing it in as your own work.** A student who shared his/her work or answers with another student is guilty of this infraction. This includes the use of prior work, quizzes and tests from previous years as study guides.
- b. **Plagiarism.** The internet has created marvelous opportunities to have access to more information. At the same time, it has created new temptations in order to plagiarize others work. This is an issue of personal integrity. The most basic plagiarism is to take someone else's work and use it as your own. This can occur in the context of asking to borrow someone else's homework and copy the same answers to homework and present them as their own work. This can occur when material is copied from the internet in a partial or complete manner and present it in their reports. This can also be due to work presented and given to third parties. The student is responsible in knowing the legitimate or illegitimate form of using the material to write reports or homework assignments as the teachers at IST have taught them.
- c. **Presenting a report or project (parts or as a whole) that someone else did.** This does not include group projects, for which the student is a participant, when the group turns it in as their own work.
- d. **Any act that violates the rights of other students when they complete their academic assignments.** For example, deliberately retaining necessary academic material or voluntarily damaging another's work.
- e. **Turning in the same assignment/report in more than one class.** This is only acceptable if the teacher has given permission to do so.

If the school finds out that a student is guilty of one of the above-mentioned infractions, they will receive a consequence, along with a zero (0) for the assignment. This applies to all those involved.

## 6. Bullying

### 6.1.Types of Bullying

Bullying is any type of abuse, aggression, intimidation, discrimination, exclusion, done through some physical act, verbal expression, written or gesture that causes psychological or physical damage, produced between students in a reiterated form in the in the classroom as well as in any other physical space inside or outside of the school, done directly or indirectly with any electronic device, technology, using software, social media, videos, images and other digital systems.

Bullying or actions against another student in the following manner:

- a. **Psychological:** When the conduct manifests itself through shouting, insults, threats, prohibitions, intimidation, indifference, or ignorance or any other type of separation, humiliations, disqualification, blackmail, manipulation, coercion that produces damage to the psychological and emotional well-being of another person.
- b. **Physical:** The use of repeated use of force or violence of minors towards each other, that produces damages and is manifested with physical aggression, shoving, threats, hiding, stealing or breaking/damaging objects that do not belong to them, without the aggressor being known.
- c. **Verbal:** When there is emotional damage, by insults, contempt, and making fun, using foul language in public or private.
- d. **Cyber-bullying:** When the conduct is manifested through technological means, such as: cell phones, internet, social media, pictures, videos, etc.

#### 6.1.1. Cyber-bullying includes but is not limited to:

- The creation of a Webpage or a blog in which the creator assumes the identity of the other person.
- The impersonation of the other person as the author of the content or message sent.
- The distribution of the communication by other electronic means to more than one person, or publication of material in any electronic page where one or more people can access it.

Bullying in any of its forms is considered a VERY SERIOUS offense and carries with it serious consequences.

#### 6.1.2. Recommendations for parents

A bully takes satisfaction out of taking advantage of a weakness in the personality of other classmates. Some of the most common manifestations are: shyness, being introverted, fear of challenges, sports and group games apathy, low tolerance to jokes

and pain, over-valuation of strong confrontations and nicknames. Parents and teachers shall help so that the student overcomes some of these aspects of their profile. The result will be that the student will not be vulnerable to bullying and this ends the satisfaction of the offender and thus ceases being a victim.

***If you are a parent whose child has been a victim of bullying, we give you the following recommendations:***

- a. Establish a strong, confident relationship with your child.
- b. Establish frequent communication with teachers and school authorities.
- c. Implement a strengthening plan for your child's personality.
- d. If you observe any change in your child's behavior, their moods or they do not want to go to school, please contact the Principal or Counselor immediately.

## **6.2. Sexting**

Sexting is the act of sending, receiving or transmitting explicit and suggestive messages, pictures or images about sex, through cell phones, computer or any other digital device.

Our school considers sending, sharing, or possessing photographs, text messages or emails that contain a message or sexual image as a Very severe offense for which the consequence can include a definitive suspension. The students shall immediately report any type of activity to a teacher or school administrator.

## **6.3. False accusations**

Any student that knowingly makes a false accusation of intimidation or as vengeance will be subject to a disciplinary action including but not limited to, meeting with parents, sanctions, loss of privileges, and/or suspension. An educational component will be part of the actions taken (report and the investigation regarding the intimidation).

## **7. Reporting Intimidation or Retaliation**

Reports of intimidation or retaliation can be done by students, parents, tutors or other persons, either in writing or orally and should be turned in to the Principal.

### **7.1. School personnel**

Any member of the personnel will immediately inform the Principal when he/she is witness or has knowledge of conduct that can be classified as intimidation or retaliation. The obligation to report this does not limit anyone in responding to the incidents with disciplinary actions, consistent with the policies and procedures for the management of conduct and school discipline.

## **7.2. Students, parents, guardians or others**

The school expects that students, parents, tutors, or other persons, who are witnesses or who are informed of a bullying case or retaliation, report this in oral or written form to the Principal. The reports can be anonymous and are subject to investigation.

## **8. Conduct Procedures**

PBIS (Positive Behavior Intervention and Support) is an intervention and support system that helps with discipline and student behavior. It is used by different schools to promote security and positive behavior in their students.

Its main principles are:

- Any child can learn appropriate behavior
- Early intervention can stop future serious misconduct
- Every child is different and schools must offer different approaches for support
- The way a school teaches a student to behave must be based on science and research
- Follow-up in a child's progress is important
- Schools must keep and use information for decision making with regards to misconduct.

PBIS focuses on prevention, and not punishment. In a traditional classroom, the teacher deals with misconduct through punishment. For example, a student in the back of the classroom throws a paper ball. The teacher responds by shouting or sending the student to the Principal. After the student is punished, he/she returns to the classroom and expected to behave well. All students are dealt in the same way; all are subject to the same punishment. The punishment could be more severe for more serious cases.

The difference with schools that use the PBIS program is prevention, before punishment. The students learn from the start what is good behavior, just like they learn math or science. Students learn social skills in different circumstances, in the class room, in the school bus or with their friends. They learn through lessons and acting out different roles. Teachers use compliments (through Class Dojo) when they are behaving well. With PBIS, teachers deal with minor infractions to stop these from becoming serious.

If a student is misbehaving, our school will design a strategy to stop this from happening again. This may include time out for the student to calm down or the influence of a mentor of his/her same age. IST can also work with the parents.

Our school will follow up on the child's progress with regards to how he/she is managing misconduct and go so far as to changing the strategy if it is not working. PBIS focuses more on discipline, not punishment.



Teachers will always keep you informed as to disciplinary issues regarding your child. In case a more serious approach is necessary, our Conduct Specialist will invite you for a conference.

## **9. Special Clause**

IST maintains the “Special Clause” in relation to possession of weapons, pornography, consuming tobacco, alcoholic beverages, and narcotics and bullying. Students will not be allowed to continue in school for the following reasons:

- a. Smoking (including electronic cigarettes or pipes) on school grounds, school transportation or any other school-related activity held elsewhere.
- b. Ingesting or possession of alcoholic beverages by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- c. Ingesting or possession of narcotics by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- d. Possession or use of pornographic material (including sexting) by a student on school grounds, school transportation, or any other school-related activity held elsewhere
- e. Carrying any type of weapon by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- f. Any IST student involved in the use, sale or possession of drugs, in or outside the school.
- g. Bullying in an intentional and persistent manner, with no parental support.

## **10. Conduct Standards on the School Bus**

Every student must follow the driver’s/nannies instructions, in a quick and decisive manner as they are the authority on the bus. They should take into account that the driver needs to concentrate on the road, with minimum distractions, in order to be able to operate the bus in a safe manner. It is important that every student, while on the bus, behave according to the established rules.

If a student does not obey the established rules, they will be immediately referred to the Elementary School Principal, who will decide the consequence. This could go as far as losing the right to ride the bus, temporarily or permanently. In said cases, the parents will be responsible for making arrangements to drop off and pick up their students in a timely and secure manner.

Student conduct at the bus stop must be the same as at school. Once in school uniform, they represent IST.

### **10.1. Expected student conduct:**

- a. Board the units at the established hour and in an orderly manner.
- b. Student shall present a pass signed by the Elementary School office in case they board a different bus
- c. They shall follow the Nanny or Driver’s instructions at all times.
- d. They shall communicate with their classmates in a low voice and appropriate manner.
- e. They shall respect everyone.

- f. They shall abstain from throwing trash inside/outside of the unit.
- g. They shall stay seated and following security procedures.
- h. They shall not play games or view prohibited items.
- i. They shall not use foul language.

**10.2. The following offenses committed while riding the bus will be subject to consequences:**

- a. Bullying
- b. Threats
- c. Fights
- d. Amorous physical contact
- e. Possession and/or use of weapons
- f. Possession or use of cigarettes, alcohol or drugs.
- g. Magazines/prohibited material
- h. Damages to the bus
- i. Theft
- j. Disrespecting classmates, nannies, driver, etc.
- k. Standing up while the unit is moving.

**10.3. Consequences for not following bus rules:**

- a. Warning
- b. Meeting with the Principal and the parents.
- c. Suspension of bus service for 1-5 days
- d. Suspension of bus service for the rest of the quarter
- e. Suspension of bus service for the rest of the year.
- f. Internal Suspension

**11. Bus Procedures**

**11.1. Arrival at school**

- Students arrive at school between 7:00-7:10 a.m.
- Buses will park in front of the designated area, allowing students to exit the bus in an orderly manner.
- The students will walk to the Elementary Polideportivo.

**11.2. Leaving the school**

- When the bell rings at the end of the day, the students will walk in line with their teacher/assistant to the bus area. No one shall be running in this area.
- Once the bus is moving, no student is allowed to board it.

### **11.3. Leaving the school by car**

- At the end of the school day, students will walk in line with their teacher/assistant to the designated waiting area.
- Personnel in charge of supervising the students will remain with them until 3:30 p.m.
- After 3:30, parents need to pick-up their child(ren) at the designated area.

## G. STUDENT DRESS CODE

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The use of the correct uniform is detailed below. If the student uses a different uniform than the one described, it is considered to be an incomplete uniform. Uniforms are for sale at the School Store “La Tiendita”.

**Consider this:**

- a) The uniform is important and distinctive to our school.
- b) The uniform must be used with pride and honor.
- c) The way a student carries him/herself in uniform, says a lot about his/her personality and parent responsibility.
- d) The uniform is mandatory and part of the school norm.

**Parents will be held responsible for the proper uniform of their child(ren). Their inability to comply with this regulation may have future consequences for the child’s next year registration.**

### 1. Official Uniform

The correct uniform is detailed below. If a student wears anything different than what is described, it is considered incomplete uniform. This uniform shall be used during **Chapel, official trips, and formal assemblies.**

**a) Girls/Young ladies**

**Jumper and puffy sleeve shirt**

- The jumper must reach the knees.
- White shirt with puffy sleeves with the school monogram on the left sleeve. Only solid white undershirts are allowed.
- White socks
- Black shoes.

**b) Boys/Young Men**

- White polo shirt for sale at the school, solid white undershirt if desired; both must be tucked in.
- Pants with belt loops
- Black belt.
- White socks.
- Black shoes.

**Please note: CROCS or TENNIS are not allowed**

## 2. Daily Uniform

The daily uniform can be used on those days that the student does not have P.E. class or chapel.

### a) Girls/Young Ladies

#### **Pants and Polo Shirt**

- Girls pants will not have belt loops (no belt required).
- Polo Shirt, students can wear a solid white undershirt; both must be tucked in.
- White socks.
- Black shoes or any color tennis shoes, as long as they are clean and in good condition.

**Please note: Girls can also use the Jumper and puffy shirt as a daily uniform.**

### b) Boys/Young Men

#### **Pants and Polo Shirt**

- Pants will have belt loops and students must wear a black belt.
- Polo shirt, students can wear a solid white undershirt; both must be tucked in.
- White socks.
- Black shoes or any colored tennis shoes as long as they are clean and in good condition.

**Please note: CROCS are not allowed**

## 3. Physical Education Uniform (PE)

The Physical Education uniform can only be used on days when students have PE class.

For girls and boys, the uniform is as follows:

- White t-shirt with the school logo.
- Sweatpants or shorts with the school logo
- White socks
- Tennis shoes. Can use any color tennis shoes, as long as they are clean and in good condition.

**Please note: CROCS, BOOTS, or ROLLER SHOES are not allowed**

## 4. Color Days

Approximately once a month, our school has a color day. The purpose of this activity is to allow the students to enjoy being out of school uniform and meanwhile raise funds for different activities. **The decision to participate falls on you as it is not mandatory.**

The cost of color day is L.10. If the student has P.E. on that day, he/she must bring the uniform required for PE class.

Students shall dress modestly, and wear only shirts with logos or slogans that go along with the image and message that our school promotes.

### **Items not permitted on Color Days:**

- Shorts
- Skirts or short dresses
- Sleeveless shirts or shirts that show the belly button or with low cut shirts.
- Transparent clothes
- Shirts with inappropriate messages or words.
- Leggings
- Make up
- Long earrings
- Flip flops for both boys and girls
- Capri pants or short pants on boys
- Part uniform and part colored clothes.
- No roller shoes or crocs are allowed

### **5. “School Spirit” Shirts**

These shirts can be used **only on Fridays with daily uniform pants, sweatpants, or P.E. shorts.**

### **6. Sweaters/Jackets**

IST sweatshirts, sweaters or Jackets may be worn. Please label these with the student’s complete name and grade. Students may wear additional warm clothing underneath a school sweater, **only if there is an announced cold front.**

### **7. Hats/Caps**

Hats are allowed only during cold weather or winter months. **Caps are not allowed.**

### **8. Jewelry**

Only ½ inch earrings or shorter are allowed. Boys are not allowed to wear earrings. Body piercing and tattoos are not allowed.

## H. STUDY PLANS

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### 1. Student Profile (5th Grade)

At the end of Fifth grade students will:

- Be able to know about God and be able to apply Bible stories to his/her life
- Show trust and be careful in different situations
- Show responsibility and respect
- Show fluency in reading and writing both in English and Spanish
- Appreciate diverse cultures
- Use technology in order to learn and present knowledge in a variety of ways.
- Show a high level of comprehension with regards to the content of each course according to Standards
- Efficiently participate in a group environment and deal with conflict with limited adult supervision.
- Share and listen to different points of views from other members of the group.

### 2. American Standards

The IST curriculum meets the national standards and also complements the following American Standards:

- Language Arts Standards (Common Core)  
<http://www.corestandards.org/ELA-Literacy/>
- Spanish Standards (Common Core)  
<https://commoncore-espanol.sdcoe.net/CCSS-en-Espa%C3%B1ol/SLA-Literacy>
- Math Standards (Common Core)  
<http://www.corestandards.org/Math/>
- Next Generation Science Standards  
<http://www.nextgenscience.org/get-to-know>
- Computer Science (U.S. Computer Science Teachers Association) Standards  
<https://csta.acm.org/Curriculum/sub/K12Standards.html>
- Social Studies (based on North Carolina State Standards)  
<http://www.ncpublicschools.org/curriculum/socialstudies/>

### 3. Biblical Integration

IST addresses teaching of science and general knowledge from a Christ-centered perspective. Faith and learning must come together as a dynamic union, faith residing in the soul and learning residing in the mind.

#### **4. Individual Education Plan (IDEAS)**

In IDEAS we work with a team of specialists who help students that have learning difficulties. The psycho-pedagogical evaluation of a student is necessary in order to determine the needs and establish an Individual Education Plan with the support and help for the necessary accommodations inside the classroom. The specialists for each level are responsible for reporting progress to the Principal and determining the duration of this plan.

#### **5. Alternative Education Plans**

International School understands that there are moments where students are not able to come to school for extended periods. *In these cases*, individual plans are created to satisfy the needs of these students so they may continue their education while they are not physically at school. These are plans designed and supervised by the appropriate level Principal with the support of the teachers. Our objective is to help all students continue to study independently regardless of what they are presently facing. For a student to be able to follow such a study plan, e/she must meet the following requirement that IST considers convenient.

This type of service is done under Articles 7 and 8 of the Regulations of Different Educational Modalities for young people and adults. (Secretary of Education of Honduras)



# I. EVALUATION SYSTEM

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## 1. Comprehensive Evaluation System (CES)

The CES system does not work under the traditional grading system. The philosophy in this evaluation system is based on the idea that learning and growth are more important than a number or letter grade.

In this system, the teachers and administrators believe that all students can and do learn in different ways and at a different pace.

### **Six fundamental pillars in this system:**

- a) The teachers know the students
- b) Grades show how the student is progressing in their learning.
- c) There are high growth expectations.
- d) Teachers are mentors
- e) Administrators are focused on teachers
- f) Being a teacher is a profession

## 2. Executive Skills

21st Century skills are focused on abilities such as: critical thinking and problem solving skills, cooperation, adaptability, initiative, entrepreneurship, curiosity and creativity.

The executive skills are based on IST values: character, Christ-centered living, responsibility, respect, integrity, initiative, community and collaboration. Typically, they are part of the grade for “participation”, although they are helpful for the student’s overall future.

The evaluation of these abilities is based on a rubric that describes each one in great detail. If you have any questions regarding this, please see the Principal who will gladly provide more information.

## 3. Sami Work (class work/homework)

It is a powerful teaching method of independent work for the student inside the classroom. Students complete work on their own, unless they ask for help. The instructions for the assignments are clear and focused. All work has to be applicable to real life situations, promoting creativity, initiative and curiosity on the part of the student.

## 4. Homework Policy

**Note:** Pending refers to any homework that was not turned in for whatever reason: turned in without a name, having it in their possession but not turning it in, etc. It will be considered LATE if it is not turned in on the due date. Students must turn in all homework first thing in the morning.

## 5. Grading Scale

The grade scale at IST is the following:

100%	A+
94-99%	A
90-93%	A -
88-89%	B+
85-87%	B
83-84%	B -
81-82%	C+
78-80%	C
76-77%	C -
74-75%	D+
72-73%	D
70-71%	D-
0-69%	F

The final grade for each class is detailed in every syllabus. Please refer to the school's platform.

## 6. Honor Roll

At the end of the school year, we recognize students with excellent grades and no disciplinary problems.

### 6.1. Requirements for High Honors

94-100%    A    No B's or C's  
No conduct reports

### 6.2. Requirements for Honors

90-93%    A- B    No C's  
No conduct reports

## 7. Honors Assembly

During this assembly, IST honors students who have excelled. This is done at the end of each quarter, in front of all the student body and parents are invited.

Students must wear their official uniform to this assembly. Therefore, it is required from the parents to always have this uniform in good condition.

## 8. On going Evaluation

Students in Elementary are constantly being evaluated. Active participation, responsibility authenticity, punctuality and creativity students put into their homework, projects, written work, expositions, tests and exams are some of the things considered when evaluating a student.

If a student is absent for an evaluation, he/she must turn in a written excuse to the Principal who will decide if it is excused or unexcused. Teachers are at liberty to decide when a student needs more time to finish his/her work.

### **9. Promotion to the Next Grade**

The students can be promoted to the following grade in Elementary school when they achieve 70% or more in all subjects and have been in classes the minimum amount of days required by the school. Due to problems of maturity, teachers and administrators may recommend another year in the same grade.

### **10. Standardized Exams**

#### **MAP (Measures of Academic Progress)**

They are standardized exams that measure academic performance and growth of our students in the areas of Math, Reading and Language. These exams are aligned with the academic standards used at IST. Teachers use MAP information to make decisions toward instruction in general and individualized attention for their students.

IST makes big investments to continuously improve education plans, “MAP Testing” is an instrument and online evaluation, whose results are tabulated outside of the school and help us determine how we are doing in these three areas. These tests are done twice a year, from second to tenth grades.

### **11. Nivelación (Leveling)**

This is part of the formative evaluation and consists of a series of actions to provide feedback regarding students who have a final grade below 70%. A student who takes *nivelaciones* will never receive a grade higher than a 70% for that specific quarter.

All through the school year, students are able to work on failing grades. Any student's who have a grade lower than 70% at the end of first, second or third quarters, can turn in a leveling project worth 20%. The result of this leveling grade will be added on to his/her original grade and that will be the final grade for the quarter. This grade can not be higher than 70%. This leveling will take place during school periods and after school. Teachers will report to parents of those students who have failed a subject and need to do a Recuperation Exam.

At the Elementary level, these leveling classes will take place during Working with Words, Reading, Writing, and Math periods. Leveling for EESS, Spanish, Science and Social Studies will be offered at the end of the quarter. Please see the school calendar for these dates.

### **12. Recuperation Exams**

According to the Honduran laws, the student has a right to the recuperation exams as long as he/she has passed more than 50% of the academic load (5 of 10 classes) and it is applied at the

end of the fourth quarter. Students will be given a recuperation exam for a total of 100%. The minimum passing grade is 70%.

**There is a schedule for these recuperation exams and students must wear their complete uniform. It is a parent's responsibility to speak with the Principal to find out his/her child's grade in this test(s).**

### **13. Student Retention Policy**

- a. A student whose final average is below 70% (F) in two or more subjects, and does not have a global average of 70% in all four quarters, will be held back.
- b. A student will be automatically held back (no appeal), when his/her average in two or more subjects is below 70%, after the recuperation process.
- c. A student registered at IST can not be two years older than the average for said grade.
- d. All other exceptional circumstances that can occur, will be discuss and a decision will be made by the administration.

## J. ACADEMIC SERVICES

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### 1. Student Special Services (Bienestar Estudiantil)

IST has a team of Psychologists, Spiritual and Guidance Counselors and Chaplains who help students with their spiritual and emotional needs. Parents can request anytime for their child to have regular meetings with the team. They are there to help your child. The teachers and administrators can refer students to the different members of the team, depending on the individual needs of the students.

### 2. IDEAS

I.D.E.A.S. (Intervention Department for Emotional and Academic Services) is available to those students who have learning difficulties. The special education teacher is in charge of coordinating parents, specialists and teachers in order to provide the best service for those students who require it. These students are in a regular classroom but receive reinforcement in the Academic Services Room. Extra time with a special teacher and individual attention help students overcome obstacles faced in the normal class environment. The administration reserves the right to ask for a psychometric exam or other types of evaluations in order to determine student admission into the department. This service has an additional cost.

### 3. Tutoring

Various teachers at the school offer tutoring from 3:00 to 5:00 p.m. Any parent interested in tutoring for his/her child(ren) can contact the division Principal. Tutoring has an additional cost. A teacher can not tutor his/her own student(s) or tutor a student using the same teaching materials used in the classroom. Tutoring is not allowed on Thursdays or any other day when there is a scheduled school activity. **IST does not monitor tutoring classes and is not responsible for the results.**

### 4. Study Hall

A Study Hall is available for students from third to fifth grades during lunch period. This is valuable time for students to make up work. If they are under detention, they can not come to Study Hall. Tutoring **can not** take place at this time. This is a place and time when students can be in a quiet place where they can eat and work. It is only for students who have pending work that must be turned in. It is NOT a place to come and play. Students need to respect private property and not touch what is in other children's desks or elsewhere in the classroom.

## K. SCHOOL ACTIVITIES

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### 1. Fund-raising Activities

These activities shall be approved by the administration and have the OK from the Principal of the corresponding level. This includes the plan, dress attire, use of the grounds, etc. This approval needs to be obtained prior to the proposed activity.

### 2. Curricular Activities

During the year IST has various academic activities scheduled. Here are some of them.

#### 2.1. Sports

IST participates in a variety of sports for boys and girls alike. Elementary School students (5<sup>th</sup> grade) play soccer, and participate in regional tournaments. In all sports activities, IST promotes a Christ-centered philosophy and tries to develop Christian values in students as they play. Basketball and Volleyball are offered only through clubs.

#### 2.2. Fiesta Catracha

During the month of September our school participates in a grand event with a Catracho flavor. From Kinder all through High School, all levels participate in a celebration where we enjoy typical dances, music, traditional songs, traditional foods, etc. The Dance group made up of IST teachers has a stellar participation. Parents, friends and alumni are part of the celebration, giving it a warm and familiar flair.

#### 2.3 Green Day

IST has developed this activity in order to promote the importance of maintaining and taking care of the environment within our community. This day we contribute to the altruistic job of taking care of our planet by planting trees and have an opportunity to enjoy nature and share time with family and friends, and to thank God for His grace.

#### 2.4. Science Fair

All students from 4<sup>th</sup> and 5<sup>th</sup> grades participate in the Annual Science Fair. They can work as a group or by themselves. This project is worth 20% of the final grade in Science for that quarter. The winners will represent the school in the ABSH Science Fair competition.

Those students who wish to be elected to represent the school at the ABSH National Science Fair may be part of an after school club. In the event that the national competition is outside Tegucigalpa, students can only travel under the strict supervision of their parents.

#### 2.5. Spelling Bee

Every year, students from 2<sup>nd</sup> through 5<sup>th</sup> grades participate in the internal spelling bee. Winners will represent our school in the regional and the national Spelling Bee. In the event

that the national competition is outside Tegucigalpa, students can only travel under the strict supervision of their parents.

## **2.6. Field Trips**

When the opportunity presents itself, students go on field trips outside of the school. On these field trips, students are representing IST and as such, need to wear their Formal Uniform. The administration reserves the right to only take students that show appropriate behavior.

A permission slip needs to be signed by the parents to be able to go on a field trip. These activities have an additional cost for the parents. (Ex. Entrance fee, transportation, snacks, etc.) Any student that exhibits poor behavior during the trip will receive a consequence.

## **2.7 Service Days**

Service Days are days where Students can go, individually or as a group, to help the needy. Fifth grade students will be able to practice what they have learned at school. These opportunities will be chosen by the administration with their security in mind and for the opportunity to help others. Not participating is considered a lack of support towards IST and what it stands for. This may have an additional cost.

*Matthew 25:37-40 "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink?' 38 'When did we see you a stranger and invite you in, or needing clothes and clothe you?' 39 'When did we see you sick or in prison and go to visit you?' 'The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'"*

## **2.8. Spiritual Retreat for Fifth Grade**

Every year, the Spiritual Life Department plans retreats for students. Attendance to these Christ-centered retreats is mandatory. IST expects parental support in promoting moral and spiritual values in their children. These activities have an additional cost.

This retreat is two days and one night, and is equally important as those retreats in upper grades, and a valued part of our curriculum.

## **3. Extracurricular Activities**

There are various extracurricular activities in which students can participate, during or after school. The dates and times will be announced on our webpage and/or will be sent home in written form. For a student to participate in these activities, they must comply with the following:

- a) Written permission from the parents.
- b) Parents shall pick-up their child at the designated time, or otherwise the school reserves the right to not allow the student to continue participating in the club.
- c) After 5 p.m., no teacher will be at school with the student. They will only be accompanied by the security guards.

### **3.1. Student Council (STUCO)**

Student Council (STUCO) is a representative organization chosen by the students in order to govern student issues within the parameters established by the Board of Directors and IST Administration.

STUCO is made up of the following manner:

- President
- Vice-President
- Treasurer
- Secretary
- Activities Coordinator

Fourth and fifth grade students will elect representatives to work together as a team in order to organize events and social activities for the class. Any student with a leadership role (STUCO, class official, sports captain, etc.) that has serious disciplinary issues will be removed from their elected post.

When a student wishes to make a request to an administrator, this shall be done in an individual manner. If there is a group of three or more students, who would like to make a request to an administrator, they must meet with their class representative who in turn will meet with the administrator.

We want to teach our students that their opinion will be heard in the world and we have designed a system to help students understand how to make their requests to an administrator.

### **3.2. Clubs**

When there are enough students interested in starting a club (chess club, for example) and there is an available instructor, the administration will work to make this happen. The initiative begins with the students.

### **3.3. Choir**

Musical talent is developed through choir. Elementary students can belong and be active participants in any event within the school or outside.

## **4. End of the Year Events**

Students must dress in their formal uniform for the end of the year events. Parents are asked to have this uniform ready throughout the year and in impeccable condition in anticipation for this event.



### **Annual Honors Assembly**

This ceremony is held at the end of the school year for students who are honored in before their classmates. Parents receive an invitation to attend the assembly and are honored as well. Students must wear their complete formal uniform for this assembly. Their uniform must be in impeccable condition. The school will ask parents to appropriately prepare the uniforms in anticipation of this event.

IST gives the following prizes to the students in honors from 1st through 11th grades, during the Annual Honors Ceremony:

- 1st, 2nd, and 3rd. Place in Honors (1<sup>st</sup>-12th. Grades)
- School Spirit, by grade and section (1<sup>st</sup>—12th. Grades)
- Best Student, by grade (Elementary, Middle and High School)