



International School

Experience & Quality Education

H O N D U R A S



Middle School & High School

Family Handbook

School Year 2017-2018

MIDDLE SCHOOL & HIGH SCHOOL
Family Handbook
2017-2018

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A. INTRODUCTION

W E L C O M E!

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 policies and 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

1. Who We Are

We are a Christ-centered bilingual international school with a study program based on high quality, international and multicultural standards and values.

2. Vision

To be a leading Christ centered international school dedicated to transforming Honduras.

3. Mission

To provide a Christ-centered bilingual, multicultural, 21st century, American standards-based education in a collaborative, engaging, and personalized learning environment.

4. Education Philosophy

At IST we offer the student a whole education, 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.

We emphasize that education must be multisensory, differentiated and built on the highest expectations of success. Differentiation in product, process and content is vital to the success of a student in the classroom. Teaching executive skills prepares students for success throughout their lives. We believe that all students can learn; learn different rhythms, in different modalities, and demonstrate their learning in different ways.

5. Statement 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; 2 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).

g) ***Integrity***

The students are honest, just, worthy of trust, show strong moral values and do what is correct as role models for 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, with Christ-centered character, who is cooperative and adaptive, who shows initiative and has a strong national identity.
- b) Develop a student able to reach high standards in scientific, technological and social skills.
- c) Develop within the student spiritual, family, community and civic values.
- d) Develop a bilingual education program (English and Spanish), with American and International standards.
- e) Develop students with skills and abilities to perform successfully in the international context.

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 Education"

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 of Tegucigalpa 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 process followed by a team of collaborators that respond to the same philosophy.

C. GENERAL INFORMATION

1. Class Schedules

Full day schedule	7:15 – 2:50 p.m.
Half day schedule	7:15 – 12:00 m.
Thursday schedule	7:15 – 12:00 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.

In order to validate the school year, all students are required to have a minimum of 90% attendance in classes per quarter, in accordance with the guidelines of the Ministry of Education. This is why we insist and encourage our students to keep an attendance record above this minimum percentage.

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. For security reasons and space in the parking lot, parents are expected to cooperate in order to leave the premises once their pending matter has been completed.

Parents who bring lunch to their children shall leave it in the corresponding office. The cafeteria has lunches available for sale. Students can also bring their own lunch and eat inside the school cafeteria.

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 Systems

IST uses various means of communication with parents:

4.1. StrategIST 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 access this platform at the following address: <http://strategist.ist.hn/login.aspx> or through our webpage <http://internationalschool.hn>

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.

StrategIST 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.

When periodically reviewing the platform, you can obtain 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 homework, assignments, projects and evaluations that are scheduled for the following week, among others.

c) Study Guides

Study guides will be uploaded by subject for every quarter. These guides serve as a tool for your child(ren) to prepare for the partial exams and/or annual recuperation. They will be available on the virtual platform in every subject/class.

4.2. Class Dojo

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 post class pictures, announcements, points achieved and lost, as well as individual messages regarding the behavior of your child(ren), among others.

4.3. Interpress

IST publishes a 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.

4.4. Written Notifications

Frequently the school sends communications, important information, updates and reminders to parents. *By having parents sign and return these communications, our children also learn how to be responsible.*

4.5. Situations Where the School Needs to Be Notified

If a student requires a security guard provided by parents, they are required to communicate this to the Student Dean and Principal of the appropriate level.

4.6. Website

The website contains information regarding school organization and activities. Our official website is: www.internationalschool.hk

4.7. E-mail

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

4.8. Scheduled Meetings

It is encouraged to schedule an appointment with the teacher or with the administrator when the need arises. To do so, contact the Principal's Assistant at **2269-0090**, ext. 1016 for Middle School and ext. 1026 for High School. Such meetings can be scheduled with parents via email or phone call.

Administrators may call and request a meeting to discuss a student'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 a child's enrollment the following school year if, in the institution's opinion, the lack of parental involvement affected the school's educational program.

4.9. Progress Reports

At the midway point of each quarter, both MS & HS 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.

4.10. Report Card Day (PTC)

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

4.11. School for Parents

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 required that all parents attend school for parents.**

4.12. Parent/Student Surveys

We periodically send surveys to request information from parents and students with regards to different topics concerning school.

4.13. 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. These meetings take place during August of every school year and dates will be provided at registration time.

4.14. Tiger News Network

The Tiger News Network is IST's student operated TV show in which news about the school, the world, sports, etc. is shared with the school.

5. Assemblies and Chapels

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. The Mattson Research Library and Collaboration Center

The IST Research Library and Collaboration Center will be opened from Monday through Friday. Middle and High School students will be able to use the Library and computers during their lunch hour, after classes, and during the school day with a teacher pass.

Students can check-out one (1) book per week. Books need to be returned to the Library on the due date. If they are NOT returned on that day, a fine 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.

7. Tiger Card

Tiger Cards work as an identification for students. It will be a required document in the use of The Mattson Research Library and Collaboration Center. These are delivered by the school to each student.

8. 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.

8.1. 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.

8.2. Administering Medications

- a) We will ONLY administer medications with written authorization from the parent or legal guardian.
- b) Medications should be delivered first thing in the school clinic.
- 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 parents will be called to a conference.
- d) Only the school physician can administer medications during school hours.

8.3. Allergies/Special Medical Conditions

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

8.4. Use of Crutches and/or Wheelchair

Every level 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.

9. Lockers

Lockers are school property and are offered as a service to the students for an additional cost. Students can only use **combination locks** and are required to provide the Student Dean with the combination at the moment that the locker is rented. Key locks are not permitted and will be cut off. Any student who that does not have a combination lock on their locker will have their locker sealed, and the student will not be allowed to use it until he/she meets the standard.

The school is not responsible for lost objects inside lockers. There will be a penalty for sharing lockers and/or combinations with other students. Opening another student's locker has a consequence. Any student that damages a locker will receive a consequence.

Important: Administration may check lockers and backpacks at any time without previous notification.

10. Medical Insurance

The school offers accident insurance to students with coverage up to Lps. 45,000.00 and is included in the Registration fee. It covers any accidents that occur **during any school activity or school sponsored event**, in which the student is representing the school.

11. Cafeteria

The cafeteria is a service that the school provides through a sub-contractor. The students can buy lunch, snacks, pastries, etc. The cafeteria does not replace the balanced meal you can provide at home.

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.

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. All items left after the school year will be donated.

14. School Activities

Music programs, sports events, theater 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. 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 armed guards.
- 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 cameras. The security cameras are for exclusive use of the administration.
- m) Bringing food for other non-relative students to the school.
- n) Bringing on campus lunch/meals not provided by home or school cafeteria. This includes meals prepared in a restaurant. IST reserves the right not to allow the entry of food that does not comply with established standards.

D. SCHOOL COMMUNITY

1. Students

IST believes all students 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 valuable and important to 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 this responsibility. 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. Teachers

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 his inquiries with the Leadership team, which consists of: Principals, Curriculum Coordinator, Spiritual Life Director, Director of the Official Liaison and Administrative Manager.

5. Contacts at IST

Institutional Email: info@internationalschool.hn

Phone Number: PBX 2269-0090

MIDDLE SCHOOL

MS Office

msoffice@internationalschool.hn

Ext. 1016

MS Principal - Mr. Jason Mulla

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MS Principal Assistant - Mrs. Alejandra Godoy

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MS Conduct Dean – Mr. Michael Adkins
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MS Counselor – Ms. Allison Arguijo
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HIGH SCHOOL

HS Office
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HS Principal- Mrs. Ivonne de Vásquez
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HS Counselor – Mrs. Jennifer Allen
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OTHER SERVICES

IDEAS - Mrs. Fannia Rivera
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Chaplain – Harold Zelaya
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Admissions – Joaquin Rosales
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Medical Clinic – Dr. René López
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School Store – Ms. Nidia Palacios
palaciosnidi@internationalschool.hn

Transportation – Mr. Héctor Sierra
hsierra@internationalschool.hn

E. INSTITUTIONAL NORMS

1. Absences

An absence to class can negatively affect students' 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. All work not delivered due to an absence that does not meet the standard will not be considered.

IST will consider an absence as justified due to a medical emergency, mourning, accident, or other official appointments (embassy, justice system, official appointments). Absences due to school sponsored activities, such as academic trips, tournaments or competitions, will be excused.

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

1.1. During Exams

When any student is absent due to illness during an exam, parents must provide the office with a medical excuse, signed and sealed by a doctor. The student, who turns in a medical excuse, can take the exams, on a date established by the Principal. It is also a legitimate cause to excuse an absence: the death of a relative. Each case will be evaluated separately.

1.2. Because of Debt

A student may not take quarter evaluations or exams if the parents are not financially solvent. Absences to quarter evaluations or exams due to insolvency are considered unexcused. When the family becomes financially solvent, the student will have the opportunity to take the quarter evaluations or exams within a certain time.

1.3. 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. Special situations will be handled by the Principal on an individual basis.

1.4. Due to Illness

If a child is too sick and is unable to come to school for three (3) or more days, a doctor's note must be provided, signed and sealed when the student returns to school. This excuse needs to be presented to the Principal before the child can go to class. Without a medical excuse, the student will receive an unexcused absence.

The Principal will decide if the medical excuse is valid and if the student can or cannot make up the 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 children are 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.

1.5. For a Family Member's Illness

If a student is absent because a family member is sick, the parents or guardian shall report this to the corresponding level office. We wish to offer moral and spiritual support during trying times.

1.6. 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 must be written to the Dean of the corresponding level. The student will take the letter to the office, when he/she arrives at school between 7:00-12:00 a.m. (after 12 m. no requests will be accepted). For security reasons, it is **mandatory** that the person(s) who picks up the student(s) during school hours, (parent or guardian), comes to the Dean's office in order to pick-up an exit pass that must be provided to the guard at the entrance/exit of the school.

Clarification: The administration reserves the right to determine if an absence is considered excused or unexcused.

3. Late Arrivals

3.1. To School

Teaching our students respect for time and schedules is an important part of their education. Students who arrive late (after 7:15 a.m.) must see the Dean and justify their late arrival. Students may not be allowed to enter the classroom and will be required to remain in the Dean's office for the remainder of the period.

3.1.1. Rules for Unexcused Tardies

- a. If a student arrives late to school **three (3) times** in one quarter, a note will be sent home or the parents will be called.
- b. If a student arrives late to school **five (5) times** during a quarter, he/she will receive an internal suspension.
- c. If a student accumulates **two internal suspensions** during one quarter, he/she will be sanctioned with **1-3** days of external suspension.

Clarification: The administration reserves the right to determine 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.

3.2. To Class

Every teacher will keep a record of the late arrivals to class, and it is he/she who decides if the arrivals are excused or unexcused. Students have enough time to move from one classroom to the next, and must stick to this time frame. As an institution, we reinforce in our students the importance of punctuality as this will prepare them for the future. We ask for parental support in this.

3.2.1. Rules for Middle School

- a. If a student arrives late to class, he/she will receive a detention or other consequence for each tardy that shall be served with the Dean.
- b. If a student arrives late to class **five (5) times** in a quarter, he/she will receive an internal suspension.

3.2.2. Rules for High School

- a. If a student arrives late to class **three (3) times** in a quarter, he/she will receive an internal suspension.
- b. If a student accumulates **two internal suspensions** in a quarter, he/she will receive an external suspension of **1-3** days.

4. Transportation

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.

4.1. By Bus

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

If a student needs to ride on a different bus on a given day, parents must communicate with the Dean between 7:00 -12:00 p.m. (after 12 p.m. no requests will be accepted). Please make sure a response of acknowledgement from the school that confirms the change. These changes should not become common practice. If the bus service is not paid on a monthly basis, it is required to pay the daily bus service fee.

Additionally: IST reserves the right to change bus stops at any moment and to make route changes when necessary to guarantee the maximum protection of our students. Discipline issues with children can result in the suspension of the right to use the bus service on a temporary or permanent basis.

4.2. 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 dropping-off or picking-up children. **The speed limit is 5 kmh.** Remember there are school personnel in the parking lot to guarantee the security of our children. We ask for your full cooperation with them. For security reasons, it is NOT allowed to wait for students outside the premises. It is mandatory for a parent or guardian who is there to pick up a child(ren) to come into school parking lot.

We do not allow any student to remain in the buildings after school hours unless under the direct supervision of a teacher in charge of a club, tutoring, or training for a particular sport.

Any person(s) (different from those who are authorized) that needs to remove a student from school before dismissal shall turn in a written authorization and then request an exit pass from the Dean. **Any student who tries to leave without permission will be given a consequence.**

4.3. Students who drive their own vehicle

Students who request to drive their own vehicles to school must meet the following requirements:

- a) Be 18 or older.
- b) Present a copy of the Honduran ID and driver's license to the Dean.
- c) Turn in a written authorization of parent consent to the Dean.
- d) Comply with all institutional rules.

The school will not be responsible for any damages done to or by the vehicle, theft or for injury to the student.

5. Emergency Situations

5.1. Streets are blocked due to strikes or any other activity that endangers students

In these cases, these procedures will be followed:

- a) Class schedules will be altered.
- b) A message will be communicated with parents.

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

5.2. Buses on route

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

6. Hair

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

7. Make-up

Make-up or nail polish is not allowed for students (only clear nail polish is allowed).

8. Monthly Payments

Teaching responsibility as a value begins with example. The monthly tuition payments shall be paid within the first 10 days of the month. There is a 5% interest charge for late payment. Monthly payments can be done at any Banco Atlántida or BAC.

When parents are not solvent, the student will not be able to take his/her quarter exams and can not be exempt from final exams. The child will not be allowed to participate in school events and/or tournaments.

9. Admissions

9.1. Requirements for New Students

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

- a) Completed the registration forms.
- b) Turned in the following:
 - Transfer from the previous school
 - Birth certificate
 - Certification of conduct and solvency
 - SACE certification
 - Recommendations from two previous teachers
- c) Interviewed with the Principal of the corresponding level
- d) Passed the admissions/diagnostic tests. This service has an additional cost.

The test results will be reviewed by the corresponding Principal and will be communicated to the parents through the Admissions Coordinator.

9.2. 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 child's enrollment. **IST reserves the right to deny admission.**

10. 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. Interview with the corresponding Principal in order to explain the reasons for the transfer or withdrawal.
- b. Ask for the transfer from the IST General Secretary. The General Secretary will carefully explain the steps that need to be followed.
- c. Complete the format and turn it into the General Secretary.
- d. The General Secretary will deliver the student's official transfer two days after the completed information has been received. **These services have an additional cost.**

Important: No transfer will be provided unless the parents are solvent/current with payments.

11. Cell Phones and Electronic Devices

Students are allowed to use the cell phone only in emergencies and in the corresponding office in the presence of the staff in charge. Students that carry cell phones shall respect school rules. *Electronic devices include: cell phones, speakers, tablets, music players, among others.*

11.1. Rules for Middle School

- a) Students can bring their cell phones to school, with parent permission.
- b) Cell phones or any other electronic device shall be turned-off during classes (7:15 a.m. to 2:50 p.m.) or they will be confiscated, except when a teacher specifically allows for their use in class. This includes recess and lunch.
- c) All types of speakers or music players are prohibited during the school day.

If students bring cell phones/electronic devices to school, they lose their right to privacy. The authorities can at any moment ask to look at the phone's content, to look for photographs or inappropriate messages, sexting, cyber bullying, etc.

11.2. Rules for High School

- a) The students can bring their cell phones to school, with parent permission.
- b) Cell phones or any other electronic device must be turned off during classes (7:15 a.m. to 2:50 p.m.) or they will be confiscated, except when a teacher specifically allows for their use in class.
- c) Students can use their cell phones only during recess or lunch.
- d) All types of speakers or music players are prohibited during the school day.

If students bring cell phones/electronic devices to school, they lose their right to privacy. The authorities can at any moment ask to look at the phone's content, to look for photographs or inappropriate messages, sexting, cyber bullying, etc.

Additionally: Teachers and/or the administration will not be responsible for the loss, theft or damage to any cell phone and/or any other type of electronic device. *The consequences for inappropriate use of cell phones/ electronic devices are detailed in the conduct standards section of this manual.*

12. Textbooks

Textbooks are assigned by subject area and in accordance with a designated code. Our school policy states that a student must have **his/her** assigned book during class. If a student loses or damages a school textbook is responsible for replacing it.

Books must be properly covered first with manila paper, and secondly with contact paper. Teachers will periodically review textbooks and make sure that they are cared for. Books that are not covered will be confiscated. ***To take quarter exams, all students must show their textbooks appropriately covered.***

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 fee. Any lost book will be reported immediately to the Dean'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.

If a student needs to take recuperation exams during the summer, they shall pay a deposit fee for every book they need.

13. Damages 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

In 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 affect their spiritual needs and leave them at physical, mental and spiritual risk (1 Corinthians 9:27).

International School of Tegucigalpa bases its policies for conduct on Biblical principles. The tools used are found in the philosophy of “Love and Logic” and PBIS (Positive Behavior Intervention and Support).

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.

IST promotes an environment of forgiveness, grace, and accountability. 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 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. IST seeks to teach and model appropriate conduct daily and reinforce and encourage good behavior. IST seeks to correct using a positive behavior approach and the use of consequences.

Guiding Principles:

- a. **Inappropriate Behavior.** Generally, discipline is a public matter, but every case is unique and treated individually. The administration wishes to work with families to teach and train their child(ren). When in conversations that deal with issues that affect your child, we will not comment about other students and their families.
- b. **Teaching and Encouraging Personal Responsibility.** The goal is to teach and encourage personal responsibility. Foundational to personal responsibility is to determine what went wrong, if something did go wrong, and begin conversations with the student(s) that is involved. Making our students responsible for their actions is difficult, but an important process of maturity.
- c. **Grace and Forgiveness.** Although forgiveness is important in the discipline area, accountability is required. If a student shows (through repeated actions) no desire to recognize the goals and expectations promoted by IST, he/she must be held accountable

for his/her actions and face the possibility of losing the opportunity to be part of the school community.

2. Classroom Management Policy

IST believes that learning can only occur in an environment of collaboration between teachers and students. Administrators and teachers are trained in maintaining this type of environment. Students are expected to adhere to the policies that assure this type of effective classroom management. Parents are expected to support and follow such policies and rules.

3. Conduct Promise

“We, the students, teachers, and administrators of International School of Tegucigalpa declare that we want to be part of an excellent 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 will work to improve our educational community to transform Honduras”.

4. Parent Participation

The role of parents in the Bible is to train, guide, and discipline their child(ren). If a student does not respond to the discipline decisions of the school, the administration will ask the parents to correct the situation. It is necessary for parents to cooperate with and support the discipline decisions of IST. If the parents are not able to change the behavior in their child(ren), the Administration reserves the right to cancel the student registration for the following year.

5. Academic Honesty

Students must do and present their own work (SMART work, projects, reports, etc.). Academic dishonesty is a serious violation not only for academic standards, but also in Biblical instruction.

Academic dishonesty includes the following:

- a. **Copying assignments quizzes or tests from another student and handing it in as your own work.** Both the student who copies and the student who gives the assignment to be copied are guilty of this infraction.
- b. **Plagiarism.** The most basic plagiarism is to take someone else's work and use it as your own. Copying material from published content, including the internet, partially or completely and presenting it as one's own is plagiarism. The student will be instructed on how to legitimately use Internet and text material.
- c. **Any act that damages other students' work.** This includes, but not limited to, not actively participating in group work, stealing work or texts, vandalizing work or texts, or deliberately giving misleading or incorrect information about an assignment.
- d. **Turning in the same assignment/report in more than one class.** This is only acceptable if the teacher has given permission to do so.

A student who is guilty of any of the above-mentioned infractions, will receive an internal suspension, along with a zero (0) for the assignment. This applies to all those involved.

6. Bullying

IST has a preventive system to control the practice of bullying; although many factors are generated at home and in student behavior. If you suspect your child is the victim of bullying, contact the school immediately.

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 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 is considered to be the action against one or more students of the following form:

- a. **Psychological:** When the conduct manifests itself through shouting, insults, threats, prohibitions, intimidation, indifference, or ignorance or any other type of separation, humiliation, 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.

** Taken from "Ley Contra el Acoso Escolar o Bullying de Honduras"*

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

- The creation of any social media or online presence that assumes the identity of the other person.
- The impersonation of another person in any social media or other digital content or message sent.
- The creation of a group or groups intended to distribute negativity about a person or persons.

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(ren)'s behavior, their moods or he/she does not want to go to school, please contact the Counselor or Dean 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 Serious offense for which the consequence can include an indefinite suspension.

6.3. False Accusations

Any student that knowingly makes a false accusation will be subject to a disciplinary action including but not limited to, meeting with parents, sanctions, loss of privileges, and/or suspension.

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 Dean.

7.1. School Personnel

All personnel are instructed to report situations of intimidation or retaliation among students. 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 or Dean. The reports can be anonymous and are subject to investigation.

7.3. Approaching Students Other than One's Own

It is prohibited for a parent or guardian to approach a student in response to a concern or complain. Parents/guardians must address all concerns with administration. Approaching a child other than one's own in such cases is considered intimidation and/or retaliation.

8. Infraction Classifications

8.1. Minor Infractions

Students incur a minor offense:

- a) For an offense against order and cleanliness
- b) For arriving late to school or to class (repeated instances can result in a serious or very serious offense).
- c) For the incorrect use of the uniform. Reoccurrence will result in a consequence.
 - Jumper above the knee.
 - Shoes or socks that are not allowed.
 - Jackets or sweaters that are not IST branded.
 - Make-up or having their painted nails.
 - Accessories not permitted in the school (for example, earrings that are too long).
 - Facial hair on boys.
 - Boys shall not have long and/or unkempt hair.
 - Boys shall not wear visible piercings, nail polish, or make up.
 - Crocs, flip-flops, sandals, or any other shoe that is inappropriate for school are not permitted.
- d) For disrupting the classroom or any other school environment.
- e) Throwing trash on the floor, in the green areas, bathrooms or any other place that is not a trash can.
- f) For taking more time than necessary while using a pass.
- g) For disobedience of an explicit instruction from a teacher or administrator
- h) For making other students uncomfortable with words or actions.
- i) For not presenting an excuse for one or more absences.
- j) For not returning a note/letter signed by their parents or guardians.
- k) For not bringing books, materials, or supplies to class.
- l) For speaking Spanish in a class that is taught in English.
- m) For chewing gum in class.
- n) For voluntary delays in attending any warning.
- o) For using inappropriate language.
- p) For any other offense specified as Minor by school authorities.

8.2. Serious Infractions

Students incur a serious offense:

- a) For a third reoccurrence of a minor offense.
- b) For leaving class, chapel, or an assembly without permission.

- c) For intentionally not showing up at a class, chapel, civic acts or any other school sponsored event.
- d) For intentionally marking any piece of uniform.
- e) For fights and quarrels.
- f) For disrespecting classmates or teachers.
- g) For disturbing order inside the classroom or during study hours.
- h) For possession of books, magazines, pamphlets, or other materials that are morally harmful or contrary to the democratic doctrine of the State.
- i) For threatening other students, teachers or employees.
- j) For copying SMART work, assignments, or projects.
- k) For plagiarism.
- l) For marking or damaging any other equipment, furniture, or school property.
- m) For being an accomplice to an infraction.
- n) For using the name of the school in activities not authorized by the Administration.
- o) For refusing to attend scheduled activities such as retreats, chapels, etc.
- p) For repeated use of cell phones during class hours without authorization.
- q) For the unauthorized use of speakers or music players in school.
- r) For effusive manifestations and physical contact between boys and girls that go beyond friendship such as kissing, caressing, etc. while at school or at any school organized event, also called PDA (public display of affection).
- s) For using inappropriate language in an aggressive manner.
- t) For any other offense specified as Serious by school authorities.

8.3. Very Serious Infractions

Students incur a very serious offense:

- a) For three consecutive serious offenses.
- b) For leaving the school property without permission.
- c) For intentional disobedience of school personnel with visible manifestation or insubordination.
- d) For copying quizzes, tests or any other document which implies fraud.
- e) For fights and quarrels with physical aggression.
- f) For theft, trying to commit theft or trying to open file cabinets, desks, chests, dressers, etc.
- g) For student access to forbidden teacher or administrator accounts through electronic means.
- h) For inciting students in order to rise up against the administration or the establishment.
- i) For participating and causing a scandal, by being under the influence of alcohol, drugs, illicit associations, immoral acts, theft, vengeance, etc.
- j) For pornography, possession or consuming drugs, alcohol tobacco, electronic cigarettes, carrying any type of weapons, or any other objects whose use goes against our educational purposes while in school, the school bus or any IST sponsored event.

- k) For showing up at school and/or any IST organized event under the influence of alcohol or illegal substances.
- l) For damages caused in an intentional manner to the building, furniture and/or teaching materials.
- m) For taking items that belong to another student with intention to cause damage.
- n) For falsifying a signature on any family or school document.
- o) For leaving IST during school hours without permission.
- p) For acts that offend IST's reputation and/or image.
- q) For confronting teachers and authorities in a disrespectful manner.
- r) For lying to, discrediting, or deceiving another student, teacher, or employee with the intention of causing harm.
- s) For deliberately causing emotional, physical or moral damage to any other student(s).
- t) For going into prohibited places for minors in the school uniform.
- u) For direct disrespect to any administrator, teacher, counselor, or personnel with visible manifestations of insubordination including:
 - Hand gestures or body language
 - Verbal expressions
 - Screaming
 - Threats
- v) For damaging the personal property of a teacher or administrator.
- w) For bullying, cyber bullying, or sexting, described under section 6.
- x) For seriously offending the honor or dignity of any teacher or staff member.
- y) For direct disrespect or disobedience towards technical and support personnel or personnel, using gestures, words, drawings, pictures or any other manner, even without physical manifestation.
- z) For any other type of offense classified as Very Serious by school authorities.

9. Consequences

9.1. For Minor Infractions

a) **Sanctions applied by the Teacher, including but not limited to:**

- Private reprimand
- Reprimand in class
- Reassigning student to a different place in the classroom
- Confiscation of objects
- Give one to two detentions
- Referral to the Dean's office

b) **Sanctions applied by the Dean, including but not limited to:**

- Written warning
- Detention
- Detention and phone call to parents

- Conferences with parents
- Referral to Counselor/Chaplain

9.2. For Serious Infractions

The reoccurrence of minor infractions will result in a serious consequence.

a) **Sanctions applied by the Teacher, including but not limited to:**

- Referral to the Dean's office
- Removal of the student for the remainder of the class, with an excused absence and referral to the Dean office
- Confiscating objects

b) **Sanctions applied by the Dean, including but not limited to:**

- Referral to Counselor/Chaplain
- Application of a discipline contract
- Meetings with parents
- Internal Suspension
- External Suspension

Important: In case the student continues accumulating offenses, he/she will accumulate more days of internal suspensions.

Parents will be called in for a meeting before an internal/external suspension is imposed on a student. These infractions are based on the seriousness of the offense.

9.3. For Very Serious Infractions

The reoccurrence of serious infractions will result in a very serious consequence.

a) **Sanctions applied by the Teacher, including but not limited to:**

- Referral to the Dean's office
- Removal from class for the remaining period with absence considered unexcused and referral to the Dean's office
- Confiscation of objects

b) **Sanctions applied by the Dean, including but not limited to:**

- External suspension for 1-8 consecutive school days
- Suspension for the rest of the school year
- Indefinite suspension. Supported by the School Board, after meeting with the Board of Teachers, and issuing the corresponding report.
- Referral to Counselor/Chaplain
- Application of a Discipline Contract

Parents will be called in for a meeting before an internal/external suspension is imposed on a student. These infractions are based on the seriousness of the offense.

Clarification: The administration and teachers at IST will determine which consequence is appropriate for the infraction.

10. Detentions

Detentions are a consequence for minor infractions. They will be served during lunch, Monday through Friday. Students who do not served a detention will receive an automatic internal suspension.

Consequences for Accumulation

Middle School

With three (5) or more detentions received in the quarter, the student is subject to:

- An internal suspension
- Referral to the Chaplain, the Counselor, and/or outside professional.

High School

With three (3) or more detentions received in the school term, the student is subject to:

- An internal suspension
- Referral to the Chaplain, the Counselor, and/or outside professional.

11. Internal Suspensions

Internal Suspensions are a consequence for accumulating minor offenses and/or for having incurred a serious offense that merits the consequence. It consists of retaining the student in an assigned space in which he/she will comply with school assignments supervised by the Student Dean and will be served from **12:00 to 4:00 p.m.**

11.1. Procedures for Imposing Internal Suspensions

- a) Internal suspensions will be applied to students on Thursdays.
- b) The student will report directly to the Dean's office.
- c) The student will be placed in internal suspension.
- d) The student will be assigned time to have a break.

Consequences for Accumulation

Middle School

With two (2) or more internal suspensions received in quarter, the student is subject to:

- Referral to the Chaplain, Counselor and/or external professional
- Weekly follow-up visits with parents regarding their child's conduct
- Remain at IST under a Discipline Contract
- Inability to register for the following school year

High School

With three (3) or more internal suspensions received in the school term, the student is subject to:

- Referral to the Chaplain, Counselor and/or external professional

- Weekly follow-up visits with parents regarding their child's conduct
- Remain at IST under a Discipline Contract
- Inability to register for the following school year

11.2. Rules for Internal Suspensions

- a. Appointment with the parents or guardians in the Dean's office in order to explain the student's standing.
- b. Internal Suspensions must be served on Thursdays from 12 to 4 p.m.
- c. The student who does not served the internal suspension will be written down as an unexcused absence and will automatically receive one day of external suspension.
- d. The student who is late (after 12 m.) to the internal suspension will receive another consequence.
- e. Excuses for why a student can not attend internal suspension are unacceptable. The only exceptions are those special cases that are defined as such by the Student Dean.
- f. Students must wear the corresponding uniform to the internal suspension.
- g. In the case of a student refusing to work or follow instructions, he/she will automatically receive an external suspension.
- h. The student may loose extra-curricular and/or co-curricular privileges (e.g. sports practices or games, clubs, etc.).

IST reserves the right to not accept a child's enrollment the following school year if, in the institution's opinion, the lack of parental involvement affected the school's educational program.

12. External Suspensions (Clases Presenciales)

External suspensions are a consequence for accumulating serious offenses and/or for having incurred a very serious offense that merits the consequence. Consists of suspending the student from school for a stipulated time (1-8 days).

12.1. Procedures for Imposing External Suspensions

- a) External suspensions will be applied to students in a stipulated way and time by the Dean, during regular school days; holidays will not be taken into account.
- b) During the suspension, the student will receive a folder with assignments to be completed during this time.

Consequences for Accumulation

Middle School

With two (2) or more external suspensions during the quarter, the student is subject to:

- Referral to the Chaplain, Counselor and/or external professional.
- Weekly follow-up visits with parents regarding their child's conduct.
- Inability to register for the following school year.
- Be transferred out of the school.

High School

With two (2) or more external suspensions during the school year, the student is subject to:

- Referral to the Chaplain, Counselor and/or external professional.
- Weekly follow-up visits with parents regarding their child's conduct.
- Inability to register for the following school year.
- Be transferred out of the school.

12.2. Rules for External Suspensions

- a. Appointment with parents or guardians in the Dean or Principal's office to explain the student's situation.
- b. Students who receive an external suspension will not be able to come to school, participate in trips, and play sports, games or any other school activity during the time of the sanction. The disobedience will result in another infraction and the student will be sanctioned.
- c. For very serious infraction contained in the "Special Clause", a mandatory transfer will be extended to the student.

IST reserves the right to not accept a child's enrollment the following school year if, in the institution's opinion, the lack of parental involvement affected the school's educational program.

13. Special Clause

IST maintains the **"Special Clause"** in relation to possession of weapons, pornography, consuming tobacco, alcoholic beverages, and narcotics. Students will be transferred out of the school for the following reasons:

- a. Deliberate introduction, consumption and/or sale of cigarettes or tobacco (including electronic cigarettes or pipes) on school grounds, school transportation or any other school-related activity held elsewhere.
- b. Deliberate introduction, consumption and/or sale of alcoholic beverages by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- c. Deliberate introduction, consumption and/or sale of narcotics by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- d. Production, possession, diffusion and/or sale of pornographic material (including sexting) by a student on school grounds, school transportation, or any other school-related activity held elsewhere
- e. Deliberate introduction of any type of weapon by a student on school grounds, school transportation, or any other school-related activity held elsewhere.
- f. Deliberate introduction, consumption and / or sale of drugs or illegal substances, in or outside the school.

14. Conduct Standards on the School Bus

Every student must follow the instructions and obey the driver and the nanny in a respectful and immediate way. 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 Dean, who will decide on the applicable sanction. 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.

14.1. Expected student conduct:

- a. Board the bus at the established time and in an orderly manner.
- b. Obey the Nanny or Driver's instructions at all times.
- c. Communicate with their classmates in a soft voice and appropriate manner.
- d. Respect everyone.
- e. Abstain from throwing trash inside/outside of the bus.
- f. Stay seated and following security procedures.
- g. Present a pass signed by the Student Dean in case they board a different bus.
- h. Do not use inappropriate language.

Important: All the conduct rules established in the Family Handbook apply.

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

- a. Bullying
- b. Threats
- c. Fights
- d. Amorous physical contact (PDA)
- e. Possession and/or use of weapons
- f. Possession or use of cigarettes, alcohol or drugs
- g. Prohibited material
- h. Damages to the bus
- i. Theft
- j. Disrespecting classmates, nannies, drivers, etc.
- k. Standing up while the bus is moving
- l. Any other that in the opinion of the administration is typified as an offense

14.3. Consequences for not following bus rules:

- a. Warning
- b. Meeting with the Dean 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. Detention
- g. Internal suspension

15. Bus Procedures

15.1. 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.

15.2. Leaving the School

- When the bell rings at the end of the day, the students shall go towards the bus area. No one shall be running in this area.
- Once the bus is moving, no student is allowed to board it.

15.3. Leaving the School by Car

- Personnel in charge of supervising the students will wait until 3:30 p.m. for parents to pick up their children. After this, students are instructed to go to the designated area.
- The parents shall go up to pick-up their child(ren) in the designated area.

15.4. Change of Normal Routine

If there is a change in the normal leaving routine (i.e. going by car or going in a different bus), an exit pass authorized by the Student Dean must be presented. Passes must be requested by the parents before 12 m. in regular days and before 10 a.m. in half-days.

G. STUDENT DRESS CODE

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, so improper use of it can mean a disciplinary sanction for the student.
- e) In any act in which the students are required to wear the formal uniform, it must be impeccable.

Any student who does not comply with the correct uniform will not be able to enter school grounds, will be asked to leave the classroom and sent to the Dean's office. They will remain there until their parents or guardian provide the complete uniform. *Parents' inability to comply with this regulation may have future consequences for the student's enrollment in the next school year.*

1. Formal Uniform

This uniform shall be used during Chapels (Only Middle School), official trips, formal assemblies and exam week. Tennis shoes or Crocs are NOT allowed.

a) Young Ladies

Jumper and Puffy Sleeve Shirt

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

b) Young Men

Pants and Polo Shirt

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

2. Daily Uniform

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

a) 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, and 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 but are not allowed to wear tennis shoes with the jumper.*

b) 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, and both must be tucked in (only in Middle School).
- Black or white socks.
- Black shoes or any colored tennis shoes as long as they are clean and in good condition.

3. Physical Education Uniform (PE)

The Physical Education uniform can only be used on days when students have PE class. Crocs are NOT allowed.

For young ladies and young men the uniform is as follows:

- T-shirt with the school logo
- School sweatpants
- School shorts (only for PE class)
- White or black socks
- Tennis shoes. Can use any color tennis shoes, as long as they are clean and in good condition.

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 cost of color day is Lps.10. **The decision to participate falls on the parents as it is not mandatory.**

If the student has P.E. on that day, he/she must bring the appropriate clothes for this 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
- Short skirts or dresses
- Sleeveless shirts or shirts that show the belly button or with low cut shirts.
- Transparent clothes
- Shirts with inappropriate messages or words
- Make up
- Long earrings
- Flip flops or Crocs
- Capri pants or short pants on boys
- Part uniform and part colored clothes

In case your child does not dress according to the rules on “Color Days”, parents/guardian will be asked to bring in a school uniform or the student will remain in the Dean's office.

5. School Spirit Shirts

These shirts can be used by Juniors and Seniors only on Fridays.

6. Sweaters/Jackets

Only 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**. Students are not permitted to use Senior or Ex-Seniors jackets, if they are not Seniors.

7. Hats/Caps

Hats are allowed only during cold weather or winter months. Only IST Caps are 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

1. Student Profile

1.1. Middle School (8th Grade)

At the end of Eighth grade students will:

- Know who God is and how to be a Christian.
- Show patriotic values.
- Know executive skills.
- Show integrity and initiative.
- Demonstrate responsibility.
- Exhibit fluency 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 understanding of course that goes beyond textbook-based or lesson-based knowledge.
- Collaborate well in a group setting.
- Offer personal points-of-view (arguments) and be open to consider points of views from other members of the group.

1.2. High School (12th Grade)

At the end of the Twelfth grade, the student must:

- Know God's love and His will for humanity.
- Show patriotic values.
- Use executive skills.
- Demonstrate academic and social responsibility.
- Show initiative and integrity in various situations.
- Be equally fluent in English and Spanish.
- Adapt to diverse cultures.
- Use technology in order to learn and present their knowledge in a variety of ways
- Show a high level of understanding of course that goes beyond textbook-based or lesson-based knowledge.
- Collaborate well in a group setting.
- Offer personal points-of-view (arguments) and be open to consider 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, including:

- 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>

3. International Bachelor in Sciences and Humanities (BICH)

BICH is a curriculum aimed at establishing a graduate profile with the requirements necessary for studying university careers anywhere in the world. Additionally, graduates of this program can perform with success in the work field.

Students, who follow both the Honduran plan and BICH, are entitled to two diplomas: The High School Diploma awarded by IST and the one provided by the Honduran Secretary of Education.

4. Advanced Placement Courses (AP)

These are university level courses taught in High School, with the possibility of obtaining University credit. At the end of the year, every student can take an advanced placement exam in order to obtain university credit. Even when a student decides not to take the final AP exam, these course are highly beneficial as they prepare the students for his/her next university experience. These classes are accredited through the College Board.

5. 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.

6. American Plan

This education plan is offered to those foreign students that register at IST in High School (9-12).

Requirements:

- a) Be a foreigner (attach a copy of the passport).
- b) Have an interview with the High School Principal.

Important: Students in American Plan will not be able to get in any case, the diploma that extends the Ministry of Education of Honduras.

7. Individual Education Plan (IDEAS)

In Intervention Department for Emotional and Academic Services (IDEAS) we work with a team of specialists who help students who 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.

8. 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, he/she must meet the 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

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: Christ-centered living, responsibility, respect, integrity, initiative, community and collaboration. Traditionally, soft skills are part of the grade for “participation” and are worth about 5-10% of the student’s grade. But at IST, we believe that executive skills are just as important as the content and therefore have a similar grade weight.

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 level Principal who will gladly provide more information.

3. SMART Work

SMART, strategic, measurable, autonomous, relevant, and thinking, work is deliberate and intentional work to be done outside the classroom. 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. 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. Report cards are provided according to the annual school calendar.

5. Honor Roll

Each quarter, we recognize students with excellent grades (all A's) and no disciplinary reports.

5.1. Requirements for High Honors

- 94-100% GPA (includes A-, A, A+ only)
- Very good or excellent conduct

5.2. Requirements for Honors

- 90-93% GPA (includes A-, A, A+ only)
- Very good conduct

6. Exam Week at the End of the Quarter

Final exams must be taken at the end of every quarter. Each exam must be over in 90 minutes. For students to take a quarter exam **parents must be financially solvent with the administration, wear their formal uniform and present their corresponding textbook, duly covered.**

7. Students Exempt

The students in Middle School can be exempt in the 2nd, 3rd, and 4th quarters. The students in High School can be exempt in the 2nd quarter of each semester. All students must have an average of 94% or above in the class during these quarters. Students can be exempt from their final exams only if they are solvent (even if the teacher says that student is exempt but the administration says that the student is not solvent, he/she will have to take the corresponding final exam). The exempt condition is an incentive for the student and not a right and as such it is not something they can request or demand.

8. End of Quarter Honors Assembly

During this assembly, IST honors students who have excelled. This is done at the end of 1st, 2nd, and 3rd quarter, in front of all the students body. Parents will receive an invitation to this event from the corresponding office. Students must wear their official uniform to this assembly.

9. Promotion to the Next Grade

The students can be promoted to the following grade in Middle and High School when they achieve 70% or more in all subjects and have been in classes the minimum amount of days required by the school.

10. Standardized Exams

10.1. 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 of 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. The results of these tests will be delivered to parents/guardian at the end of the school year.

10.2. SAT (Scholastic Aptitude Test)

IST is an authorized center for the SAT. The SAT is an admissions exam that is taken for admission into universities abroad. It is recognized around the world and allows our students to show the universities what they know and how they can apply this to admissions, scholarships, etc. It measures reading, writing, and math, subjects that are taught throughout High School. Most of the students take the SAT during the third or fourth year of High School.

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/semester. Nivelaciones are applied at the end of the first three quarters of a year-long class, and at the end of the first quarter of each semester in semester-long classes.

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 and/or end of the semester. Students will be given a recuperation exam for a total of 100%. The minimum passing grade is 70%.

The corresponding office will notify the parents of the students who have obtained a final grade below 70%, the schedule and the result obtained in the recuperation exam.

13. Student Retention Policy

- a. A student whose final average is below 70% (F) in two or more subjects, will be held back in the same grade.
- b. A student will be automatically held back, when his/her average 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

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 for their child to have meetings with the team. The teachers and administrators can refer students to the different members of the team, depending on the individual needs of the students.

2. IDEAS

IST is an inclusive school. 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 IDEAS 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 3:30 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. Homeroom Teachers

Middle School students will have a Homeroom teacher and mentor. They are teachers that are available to meet with them, guide them and establish periodic communication with parents throughout the year. If a student is dealing with an academic, social, or emotional problem, they can go first to their Homeroom teacher or to a mentor for help.

The grade level teachers are responsible for their grade level students. A mentor needs to be someone who the students can count on for help and guidance when they are not sure where to go or what to do.

5. Pre-College Advisor

This is a service that is offered to High School students in order to help with procedures and applications for universities abroad. This process includes information about the SAT.

The parents should be involved and willing to work with the advisor so that the process will be successful for their child. The costs are covered by parents.

6. Mentoring Program for Athletes

It is a service that IST offers to help athletes with low academic levels. The athletic mentors are part of the school's personnel and their job will end with the end of the sports season.

K. SCHOOL ACTIVITIES

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. Fiesta Catracha

During the month of September our school participates in a grand event with a Catracho flavor. From Preschool all through High School, all levels participate in a celebration where we enjoy typical dances, music, traditional songs, traditional foods, etc. Parents, friends and alumni are part of the celebration, giving it a warm and familiar flair.

2.2. Science Fair

All students in 6th, 9th and 11th 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 winner will represent the school in the ABSH Science Fair competition.

2.3. Academic Trips/Tours

Students in 10th and 11th grades go on Academic Field trips related to content in History and Spanish class. These are part of the curriculum and worth a certain percentage of their final grade. They are organized by the Principal's office along with Teachers and a Tour operator in order to guarantee the security and compliance with the objectives.

They are carried out in the following manner:

10th Grade	Ruta Maya (Copán)
11th Grade	Ruta Lenca (Lempira & Intibucá)
12th Grade	Ruta Ecológica (North Coast)

2.4. 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, unless otherwise specified. The administration reserves the right to only take students who 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 who exhibits poor behavior during the trip will be sanctioned.

2.5. Spiritual Retreats

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 and are part of the Bible class grade.

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. Sports

IST participates in a variety of sports for boys and girls alike: Volleyball, Basketball, and Soccer. In all sports activities, IST promotes a Christ-centered philosophy and tries to develop Christian values in students as they play.

3.2. Art Gala

Students show their artistic and musical talents to parents, family and friends during this event. It is organized by the Music Department and generally celebrated on the Friday before Mother's day as a celebration for mothers.

3.3. 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. This event gives the opportunity to enjoy nature and share time with family and friends, and to thank God for His grace.

3.4. Spelling Bee

Every year, students from 6th through 12th grades participate in the internal spelling bee. Winners will represent our school in the regional and ABSH Spelling Bee when it is hosted in Francisco Morazán.

3.5. Service Days

Service Days are days where Students go to help their neighbors. These opportunities will be chosen with their security in mind and for the opportunity to help others. These activities 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.’”

3.6. Student Leadership Council (STUCO)

STUCO is a representative organization chosen by the students to represent them. STUCO works within the parameters established by the School Board and IST Administration.

STUCO is made up of the following:

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

3.7. 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.

3.8. Choir, Band, and Orchestra

Middle and High School students integrate them and they are active participants in any official school event. Part of their responsibility is playing the Honduran National Anthem.

Senior Stimulus: Students in 12th grade who join the IST choir receive a grade that corresponds to the National Anthem exam that is required for graduation.

4. End of the Year Events

Students must dress in their formal uniform for the end of the year events, unless otherwise specified.

4.1. Athletic Banquet

IST has an active sports program. In order to identify and recognize the effort of the athletes, we organize a special dinner with a program in which we honor valuable players.

4.2. Eighth Grade Closing Ceremony

Middle School students (8th grade) participate in a closing ceremony at the end of the school year. Students are required to use their formal uniform. Special recognition is given to students who have distinguished themselves during the year. This event is held at International School.

IST hands out the following prizes to students:

Spiritual Leadership	Knowledge of the Bible
Talent Development	Creativity
Perfect Conduct	Excellent Spanish
Most Progress	Positive Attitude
Effort	Compassion
Excellent English	Leadership
Maturity	School Spirit
Integrity	Good Humor
Perfect Attendance	Involvement

4.3. Annual Honors Assembly

This ceremony is held at the end of the school year for students to be honored in front of their classmates. Parents will receive an invitation from the corresponding office to attend this assembly. Students must wear their complete formal uniform for this assembly.

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
- School Spirit by grade
- Best Student by level (Elementary, Middle and High School)

L. NORMS FOR ATHLETES

Practicing sports is part of our school and is a privilege. It is an important element in the overall education of our students, especially for keeping with their mental and physical health, formation of character, emotional maturity, discipline and tolerance. This is why IST highlights their importance and provides all possible support.

1. Conduct Code for Athletes

It is a requirement that all students show up to practice, games, meetings and special events in the established schedule. Athletes, who do not comply with this, are subject to a trial period and/or prohibitions, including not being able to participate in games and/or expulsion from the team.

Excused absences will only be accepted if the parent presents a valid excuse as to why the student did not come to school on that day. If a student is at school on a given day but does not show up for practice and does not turn in an excuse to the coach or Athletic Director, it is considered an unexcused absence. Unexcused absences may result in an athlete being put on a trial period, a prohibition and/or not being able to participate in games and/or expulsion from the team.

When a student receives a detention and misses practice or a game because of this, it becomes an unexcused absence. When a student receives a class suspension THEY CAN NOT come to practices, games, etc. Disobedience incurs another offense and the student will be sanctioned. If he/she receives/accumulates two class suspensions, the student loses the right to be on the team.

Student athletes shall always behave in a respectful and honorable manner. They need to keep in mind that they are representing the school and its Christian values. If a student does not comply with one of the above-mentioned principles, he/she could be placed on probation or a trial period, and/or not be able to participate in games and/or suspension from the team. No trainer or athlete shall verbally or physically attack a referee.

2. Participation

All students have a right to participate in any sports. Their financial solvency is an indispensable requirement.

The practice of a sport by a student generates financial obligations for the parents:

- a) Additional costs for transportation, in special cases.
- b) Payments for uniforms.
- c) Payments for referees.
- d) Payment for the difference in costs, when there is an accident and the school insurance does not cover all expenses, as it exceeds the amount of the coverage.

3. Senior Athlete of the Year

The Senior Athlete of the Year Award is the highest honor an IST student-athlete can receive, this honor is awarded annually to a twelfth-grade student-athlete (female and male). The nominees and winners of this award are selected by the Athletic Department, taking into consideration the following:

- a) To have participated consecutively in all categories (infantil, pre-juvenil, and juvenil), competing in at least one of the three sports in ABSH (Basketball, Soccer and Volleyball) tournaments.
- b) Have proved to be a worthy IST ambassador; being a good representative of the sport, vision and mission of International School.
- c) To have contributed significantly in the teams with which he/she participated; taking a leading role within them (will take into account the individual and collective achievements of his/her sporting career).
- d) Have demonstrated a high degree of participation by collaborating in volunteer activities (helping to collect/move training equipment, assemble or disassemble, fund raising activities, refereeing, score taking, etc.).
- e) Have excelled in some of the following qualities on and off the field:
 - ✓ Respect for coach, teammates, opponents and referees.
 - ✓ Commitment and loyalty.
 - ✓ Positive leadership and work ethic.
 - ✓ Teamwork.
 - ✓ Sportsmanship and fair play.
 - ✓ Academic achievement and good behavior.

4. Academic Policy for Athletes

Support for sports shall not distract IST from its central purpose, which is an academic education of the highest quality. As such, all students who decide to play are required to keep up their grades. IST has implemented a “No pass, No Practice” program.

4.1. No Pass, No Practice Policy

Our policy stipulates that every student who participates in sports **will have a minimum grade of 70% in all classes**. A weekly review of the grades will encourage student-athletes. Teachers, administrators, coaches and parents will work together and coordinate efforts to help in this process.

4.2. Responsibilities

a) Student-athlete

Students are responsible for being aware and keeping their grades up. They can do this by reviewing the platform on a weekly basis. In this manner, no student shall ignore a low grade. They are also responsible for making up and turning in any missed work due to a game or tournament.

If the student is failing a class, he/she is responsible for speaking with the teacher to determine how and when he/she can make up missed work and/or take exams/quizzes.

b) Captains

In addition to the sporting requirements, they must fill the profile of a charismatic leader, committed to the objectives of the team, with good Christian testimony, outstanding academic performance and must have attended IST for at least one year prior to being on the team.

c) Parents

Parents are responsible for reinforcing school policies at home, encouraging their son/daughter to do their best in the classroom and on the field.

4.3. Mentoring Program for Athletes

Mentors will provide support to those athletes show difficulties such as low comprehension skills, poor study habits, low academics, language difficulties, for not trying, lacking order and discipline in their studies and diagnosed learning problems.

The mentors are part of school personnel. There will be an assigned mentor for each athlete with diagnosed difficulties who will take his/her job seriously, backed up fully by the Superintendent, the Principals and especially teachers and parents.

5. Leagues/Tournaments

Middle and High School students participate in national tournaments organized by the Association of Bilingual Schools in Honduras for Volleyball, Soccer and Basketball. The athletes **that are not financially solvent** will not be able to participate in leagues or sport tournaments.

6. Practices/Training

Practices will take place after school, on the days and hours established by the sports department for each season. All students must leave school by 6:00 p.m.

M. SENIOR ACTIVITIES (12th Grade)

1. Privileges

Every year there are certain privileges given to seniors. All of the privileges are subject to the behavior and proper attitude of the class as well as its individuals. IST reserves the right to not allow students to participate in events that do not meet school established standards. Here are the following privileges that are given to the seniors:

1.1. Senior Entrance

Seniors have the opportunity to come to school as a group procession on the first day. They shall turn in a plan for approval by the Principal during the first days in August. On that day, they wear a special shirt and the daily uniform pants.

1.2. Senior Jacket

Every year students in 12th grade will help design a jacket that distinguishes them as seniors. The jackets must be approved by the Principal. This privilege is for Seniors only and no other students, or teachers can wear a Senior Jacket, unless the seniors themselves give this honor to a teacher or administrator.

1.3. Senior Days (Cartoon Day, Clash Day, Twin Day, etc.)

Seniors will have an opportunity to dress differently during various occasions throughout the year. At the beginning of the school year, they shall turn in the list of dress options for prior approval from the Principal and the Superintendent. **All costumes are subject to approval by the High School Principal.**

The students will come to school dressed in their special attire, which must comply with school established standards. This privilege can be suspended for students who show inappropriate attire. Group pictures can only be taken during lunch.

The following is NOT permitted:

- Extravagant makeup on girls.
- Makeup on boys, imitating rock stars or others.
- Boys dressed up as a girl
- Painted nails on boys
- Girls dressed up as a boy
- Showing underwear as part of the costume
- Short skirts or shorts.
- Strapless or short dresses.
- Imitating persons who are not in line with our spiritual beliefs.
- Whatever the Administration considers as inappropriate. The student will be asked to change into his/her uniform.

1.4. Senior Breakfast

This event is held during the **first quarter**. The students use semi-formal attire as a preparation for the professional world. Students invite their teachers. An external guest, approved by the Headmaster and the Principal, will give a speech or message to the Seniors. The Superintendent, Principal, General Director, and Spiritual Life Director also come along, as well as two members of the School Board. The students are responsible for the cost of the breakfast.

The Student Dean will send a letter to parents with specific details as to the dress code for this occasion. Short skirts, shorts, strapless dresses, jeans, transparent items or other dress items that do not follow the established school norms **will not** be allowed.

It is required that students come to school and depart to/return from the location of the breakfast in a school bus. *Only those students who have been authorized by the school from the beginning of the year, at the request of the parents, will be allowed to arrive at the place of the event in their own vehicle.*

1.5. Senior Lunch

This event will take place during the **third quarter**. The students will dress in a professional manner as an incursion into the executive world. Students invite their teachers. An external guest, approved by the Headmaster and the Principal, will give a speech or message to the Seniors. The Superintendent, Principal, General Director, and Spiritual Life Director also come along, as well as two members of the School Board. The students are responsible for the cost of the lunch.

The Student Dean will send a letter to parents, detailing the dress code for this occasion. Short skirts, shorts, strapless dresses, jeans, transparent items or other dress items that do not go along with the established school norms **will not** be allowed.

It is required that students come to school and depart to/return from the location of the breakfast in a school bus. *Only those students who have been authorized by the school from the beginning of the year, at the request of the parents, will be allowed to arrive at the place of the event in their own vehicle.*

1.6. Brigades

Seniors will have the privilege to help with brigades, assisting those in need. The days granted will be at the discretion of the Principal.

1.7. Skip Day

This day, the whole grade agrees to not come to class. Seniors can only do this during the fourth quarter. This privilege can only happen during a normal class day, when there is no activity scheduled or their attendance required. Students can not use their uniforms on this day. Seniors must get prior approval from the Principal.

1.8. Senior Spiritual Retreat

It is an important activity in the graduation program. The purpose is to successfully complete the spiritual formation plan. Therefore, it is designed so that the students themselves collaborate in the development of the activities, showing with it the degree of maturity reached. This activity will be under the direct responsibility of the Spiritual Life Department and the Principal.

Due to its relevance, the attendance and participation of the students in it is MANDATORY and is a non-negotiable requirement to participate in the graduation ceremony.

2. Requirements Prior to Graduation

2.1. National Anthem Exam

It is required by the Honduran Secretary of Education that all students pass a National Anthem Exam, along with an exam regarding the flag and shield. These are the most important civic symbols in Honduras.

The test has three parts: written, oral and song. Students in 12th grade who are official members of the IST Choir are exempt from taking this exam as they already sing the National anthem.

The requirements to take the National Anthem exam are:

- a) Wear the complete formal uniform.
- b) Take all three parts of the exam.
- c) Get at least an 80% on the exam
- d) Be solvent with the school.

2.2. Social Work Exam (TES)

The TES (Social Work) program was designed by the Honduran Secretary of Education.

These are the requirements to take this exam:

- a) Wear the formal Uniform.
- b) Take the evaluation
- c) Get at least an 80% on the exam
- d) Be solvent with the school

3. Senior Ceremonies

Students must wear the formal uniform (unless it is not required) for most of the events held at the end of the year. **Students are not allowed to use cell phones during the events.**

3.1. Baccalaureate

This is the first of the graduation ceremonies for Seniors and it takes place before the fourth quarter final exams. This is a Thanksgiving program that is handled by the parents. At this ceremony, special awards are given, and students may include artistic performances.

Here are the following policies regarding this event:

- a. All students in 12th grade must attend. **If a student does not attend, he/she will lose the privilege to participate in the final graduation ceremony.**
- b. Boys must wear a suit and tie, and girls must wear a formal dress, no low cut.
- c. The General Secretary will send a letter to the parents, detailing the dress code for this event.

3.2. Juramentación

This is an Official Graduation ceremony that the Ministry of Education requires. The graduates receive a Bachelor of Sciences and Humanities degree. This event is held at the School and the students must wear **their formal uniform**.

Girls: Can not use long earrings. Jumper is **not** allowed above the knee.

Boys: Short hair without any facial hair.

Important: *Parents must be solvent in their payments to participate in the Juramentación ceremony.*

3.3. Graduation

This is an official ceremony in which Seniors wear a cap and gown and receive a High School Diploma. It takes place at IST or at a local church. The students must have a passing grade in all their classes in order to participate in this event. The school reserves the right to allow only the participation of the students who have shown appropriate behavior all year and have attended all the activities planned by the Spiritual Life Department. Students must dress appropriately for this event.

Girls: White blouse with a round collar, black skirt above the knee, black dress shoes, tennis shoes are not allowed or long earrings.

Boys: White shirt, blue tie, black pants and socks. Black dress shoes, tennis shoes are not allowed.

3.4. Awards Given to Seniors

3.4.1. At the Baccalaureate ceremony, IST hands out the following awards:

- School spirit
- Most Improved
- Exemplary Conduct
- Christian Witness
- Leadership
- Excellence in serving others

3.4.2. At the Juramentación ceremony, IST hands out the following awards:

- Distinguished participation in Community Service Work (TES)
- Distinguished participation in sports

- Athlete of the year
- Highest average during the last school year (12th grade).
- First, second and Third places in the class
- Distinguished in extracurricular activities.
- Distinguished in Music and Art

3.4.3. At the Graduation ceremony, IST hands out the following awards:

- Valedictorian*
- Salutatorian*
- Perseverance
- Principal's Recognition
- Board of Director's Award
- Awards provided by outside institutions

***Important:** Only students who have attended IST from 9th-12th grades will be candidates for Valedictorian or Salutatorian awards.*

3.4.4. Eligibility to be recognized as Valedictorian and Salutatorian

a. Valedictorian

It is an honor given to a student with the highest average during 9th, 10th, 11th and 12th grades.

b. Salutatorian

It is an honor given to a student with the second highest average during 9th, 10th, 11th and 12th grades.

c. Requirement for both awards

- A minimum of four years at IST in High School, including 12th grade.
- To have completed the curriculum for the International Bachelor in Sciences and Humanities with academic excellence.
- Show high moral and spiritual values.

DISCLAIMER

The contents in this handbook are subject to change at the discretion of the IST administration and/or School Board, as they deem necessary at any time during the school year.

IST does not discriminate on the basis of race, color, ethnic background, religion, gender or disabilities in providing educational services. However, all staff and students and school community in general must respect and abide by the Christ-centered decisions taken by school administration and/or School Board.