



International School

Experience & Quality Education

H O N D U R A S



Preschool Family Handbook School Year 2017-2018

PRESCHOOL
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 in 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

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, creates its own school environment and culture.

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

a) ***Christ-centered***

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

b) ***Collaboration***

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

c) ***Community***

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

d) ***Responsibility***

Students are punctual, are prepared and focused on reaching objectives, show a positive attitude, try to reach their full potential and dedicate time to their assignments in order to make sure that 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 and are ready to listen, are thoughtful when speaking and are slow to anger (Matthew 7:12, Romans 12:10; James 1:19).

f) ***Initiative***

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

g) ***Integrity***

The students are honest, just, worthy of trust, show strong moral values and do what is correct: as role models for 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)

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 finally responsible for management. Nevertheless, decisions are a product of a group process taken by a team of collaborators that respond to the same philosophy.



C. GENERAL INFORMATION

1. Class Schedule

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

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

2. Attendance

Attendance of your child(ren) to 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 regulations 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 Preschool Office. The cafeteria has lunches available for sale. Students can also bring their own lunch from home.

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

4.1. 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.

4.2. Week at a Glance

Every week through CLASS DOJO, teachers will send home information regarding next week's tests, SAMI work, projects, and general information.

4.3. Folders/Papers Sent Home

A re-sealable folder will be sent home every Friday with the student's papers and weekly notices. If there is a big event at school on a given Friday, it will be sent on Thursday. This folder must be returned on the following Monday. It is important for you as a parent to take the time to go over with your child what he/she has learned that week.

4.4. 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.

4.5. 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.*

4.6. 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 Preschool Principal.

4.7. Website

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

4.8. 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.

4.9. 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. 1001 to schedule a meeting. Such meetings can be scheduled with parents via email (preschool@internationalschool.hn) 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.

4.10. 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 Surveys

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

4.13. Discipline Notifications

Teachers will send home a note when your child has misbehaved. This note must be signed and returned to the teacher on the following day as an assurance that the parent is aware of the consequence.

4.14. Open House

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

5. Assemblies

For each grade, during the year, we will hold assemblies for special events, festive holidays or to hand out special prizes and recognitions.

6. Morning Devotionals

Every morning routine starts with a small devotional meeting. Once a month, each grade and section will have the opportunity to host this meeting, where students will be the actors. Parents will be invited on such occasions.

7. "Totally Awesome Tigers" Program

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

8. Student of the Week

This is a special class room activity in which each child has a chance to be Student of the Week. The student shares information with classmates about him/herself, family, and what they enjoy doing. Teachers will send a note with additional information. This activity begins after the second quarter.

9. The Mattson Research Library and Collaboration Center

The IST Research Library and Collaboration Center will be opened from Monday through Friday. 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.

10. Tiger Card

Tiger Cards work as an identification for students. These are delivered by the school to parents or guardian.

11. 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.

11.1. 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.

11.2. 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.

11.3. Allergies/Special Medical Conditions

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

11.4. 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.

12. 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.

13. 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.

14. 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. Preschool students are not allowed to make purchases during school hours.

15. 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.

16. School Activities

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

17. Birthday Celebrations

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

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

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

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

18. Restrictions for Parents/Guardians

Parents are always welcome on school grounds as well as school-related activities, but the following is 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 influence other to do so.
- e) Not following the hierarchy established by the school in order to deal with any issues regarding their child.
- f) Sending someone else other than a parent, tutor, or guardian to deal with issues related to their child.
- g) Removing another child that is not their own without a pass from the corresponding office.
- h) Entering school with a weapon or an armed guard.
- i) Coming to school under the influence of alcohol or drugs.
- j) Smoking at school premises.
- k) Going into classrooms during school hours. Any question or inquiry should be handled through the corresponding office.
- l) Having access to security camera. The security cameras are for exclusive use of the administration.
- m) Bringing 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

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

2. Family

Biblically, the family has a fundamental role and responsibility in caring and educating their own children. We are assured that when you register your child(ren) at International School, you work along with us in order to comply with 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

PRE SCHOOL

Pre School Office

preschool@internationalschool.hn

Ext. 1001

Principal – Ms. Elia Peñalba

epenalba@internationalschool.hn

Principal Assistant – Mrs. Yohanna Hernández
yhernandez@internationalschool.hn

Counselor – Mrs. Iris Nieto
inieto@internationalschool.hn

ADDITIONAL SERVICES

IDEAS – Mrs. Fannia Rivera
frivera@internationalschool.hn

Admissions – Mr. Joaquin Rosales
admisiones@internationalschool.hn

Medical Clinic – René López. MD
rlopez@internationalschool.hn

School Store - Mrs. Nidia Palacios
palaciosnidi@internationalschool.hn

Bus Service
Mr. 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 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.

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 tournaments or competitions, will be excused.

1.1. Because of Debt

Absences to school due to insolvency are considered unexcused.

1.2. For Extraordinary Circumstances

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

1.3. Due to Illness

If your child is too sick and is unable to come to school for three (3) or more days, 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. Please do not send your child to school with a contagious disease or if they can put others at risk.

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. The Principal will let the student and teacher(s) know the time frame in which the student can make up the lost work.

1.4. For a Family Member's Illness

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

2. Leaving Early

In order to authorize a student to leave school early, a letter or email must be previously sent to the Preschool Office. Letters/requests will be received between 7:00 a.m. and 12:00 p.m. (after 12 p.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 office to pick-up an exit pass that must be provided to the guard at the entrance/exit of the school.

3. Late Arrivals to School

Teaching our students respect for time and schedules is an important part of their education. Students who arrive late must go to the Preschool Office with their parents to justify their late arrival.

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.**

4. Sugar Intake

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

5. Toys

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

6. School Access/ Remaining in School Grounds

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

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

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

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

7. Lunch

Students are **NOT** allowed to leave school during school hours, even during lunch. Parents who bring lunch for their child(ren) must leave it at the Preschool Office. Our cafeteria sells lunch, students can bring their own from home and must eat during recess/lunch in the classroom. They may use the microwave oven if needed.

8. Transportation

Héctor Sierra (9992-4930) is the coordinator for the buses at IST. Our drivers and nannies have worked for us in the area of Transportation for many years.

8.1 By Bus

Bus Service at IST is known to be professional, responsible, and secure for students. 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 Preschool Office between 7:00 a.m. and 12:00 p.m. (after 12 p.m. no requests will be accepted). If you have sent an email (preschool@internationalschool.hn) regarding this, please make sure you have had a response of acknowledgement from the school that confirms the change. These changes should not become common practice.

Clarification: 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 your child can result in the suspension of the right to use the bus service on a temporary or permanent basis.

8.2 By Car

Dropping off or picking-up: Please schedule a time to drop-off or pick your child so as not interfere with the entrance or exit of our school buses. Please take precaution when 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.

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 Preschool Office.

9. Emergency Situations

9.1. 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 social networking, radio and television. Announcement to resume classes will be done in the same manner.

9.2. Buses on route

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

10. 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.

11. Admissions

11.1. 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 Preschool Principal and will be communicated to the parents through the Admissions Coordinator.

11.2. Registration Period

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

IST reserves the right of admission.

12. Students Assigned to a Section

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

13. 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.

14. Cell phones and other electronic devices

Pre School students are not allowed to bring cell phones or any other electronic device (such as tablets, etc.) to school.

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

15. Textbooks

Textbooks must be covered first with manila paper, and secondly with contact paper at all times. They must also have the student's name as well as the subject.

16. 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.

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.

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

6.1.1. Recommendations for Parents

The bullying of other persons originates in a satisfaction of a bad sign from the abusers that take advantage of the weakness of 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. Emphasize a personal relation of confidence 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 they do not want to go to school, please contact the Preschool Principal immediately.

6.2. 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 Preschool Principal.

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 are informed of a bullying case or retaliation report this in oral or written form to the Principal. The reports can be anonymous and are subject to investigation.

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. Conduct System

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

Its main principles are:

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

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

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

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

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

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

9. Conduct Standards on the School Bus

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

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

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

9.1. 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 office in case they board a different bus.
- h. Do not use inappropriate language.

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

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

- a. Bullying
- b. Threats

- c. Fights
- d. Damages to the bus
- e. Theft
- f. Disrespecting classmates, nannies, driver, etc.
- g. Standing up while the unit is moving.
- h. Any other that in the opinion of the administration is typified as an offense

9.3. Consequences for not following bus rules:

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

10. Bus Procedures

10.1. Arrival at School

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

10.2. Leaving School

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

10.3. Leaving School by Car

- At the end of the school day, students must wait in the Nursery classroom to be picked up by their parents or authorized person.
- Parents need to pick-up their child(ren) at the designated area.

10.4. 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 office 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/her self in uniform, says a lot about his/her personality and parent responsibility.
- d) The uniform is mandatory and part of the school norm.

Parents will be held responsible for the proper uniform of their child(ren).

1. Daily Uniform

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

a) Girls

Jumper and Puffy Sleeve Shirt

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

Pants and Polo Shirt

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

b) Boys

Pants and Polo Shirt

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

2. Physical Education Uniform (PE)

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

For girls and boys, the uniform is as follows:

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

3. 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.10.00. **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
- Skirts or short dresses
- Sleeveless shirts or shirts that show the belly button or with low cut shirts.
- Transparent clothes
- Shirts with inappropriate messages or words
- Make up
- Long earrings
- Flip flops, roller shoes or Crocs
- Capri pants or short pants on boys
- Part uniform and part colored clothes

4. School Spirit Shirts

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

5. 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.**

6. Hats/Caps

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

7. Jewelry

Only ½ inch earrings or shorter are allowed.



H. STUDY PLANS

1. Student Profile for a Kindergarten Student

At the end of Kindergarten students will:

- Know about God and be able to repeat Bible stories.
- Know that prayer means speaking with God.
- Be aware of what it means to lead a holy life.
- Be equipped with a word bank, both in English and Spanish, and able to say key sentences in English.
- Relate in a positive way with persons from diverse cultures.
- Be aware that technology can be used for learning purpose.
- Be able to use words in English for reading and writing, according to American Standards.
- Be a team player (sharing, listening and taking turns).
- Respond adequately to reprimand from adults.

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. Biblical Integration

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

4. Individual Education Plan (IDEAS)

In 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.



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 Principal who will gladly provide more information.

3. SAMI 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 grading scale for this level is characterized by the assessment of the levels of achievement of the different competencies necessary to fulfill the program. This evaluation is qualitative and continuous.

Grading Code:

M: Meets Expectations

A: Approaching Expectations

W/H: With Help from the Teacher

N: Not Meeting Expectations

5. On-going Evaluation

Students in Preschool are constantly being evaluated. Active participation, responsibility, authenticity, punctuality and creativity students put into their work are some of the things considered when evaluating a student.

6. Promotion to the Next Grade

The students can be promoted to the following grade in Preschool when they achieved the development of their cognitive and executive skills required for the next grade. Due maturity problems, teachers and/or administrators may recommend another year in the same grade.

7. Student Retention Policy

- a. When a student has not reached the optimal development of the required competences, it will be recommended to parents to hold their child back in the same grade.
- b. A student registered at IST can not be two years older than the average for said grade.
- c. We will discuss all other exceptional circumstances that can occur, 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.**

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. The Dance group made up of IST teachers has a stellar participation. Parents, friends and alumni are part of the celebration, giving it a warm and familiar flair.

2.2. 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 daily uniform. The administration reserves the right to only take students that show appropriate behavior.

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

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. Green Day

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

3.2. Camp Day

It is part of the curricular program of the Bible class. The purpose of this activity is that children enjoy in a recreational environment of communion with each other and that they can also reinforce in a dynamic, experiential and meaningful way the Christ-centered values that we promote in IST.

4. End of the Year Events

Students must dress in their daily uniform for the photo session for the Kindergarten Diploma.

Kindergarten Graduation

In June, Kindergarten students celebrate their graduation from Pre School. The Preschool Office will send pertinent information.

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.