

# The International School of Sosúa

## STUDENT / PARENT HANDBOOK

### Welcome

Welcome to the International School of Sosúa (ISS), a student centered institution that educates children and youth who come to us from destinations world wide. We share a common vision that includes strong academic preparation along with physical and social growth to prepare students for university and productive careers. We are accredited by AdvancED and the local Ministry of Education, and are reputed as the best school on the North Coast of the Dominican Republic.

As a student at ISS, you are a part of a school family. The friendships, skills, and academic foundation you receive will serve you well in your future. Grow and learn; become involved.

### ISS Vision –

ISS will be the leading educational center in the Caribbean region within the next five years.

### Mission –

ISS provides a quality education which ensures that children achieve *high academic qualifications, essential social and life skills*, and a *global awareness* enabling them to successfully pursue a post secondary education or career in the country of their choice.

The ISS curriculum stresses the development of *basic skills* (reading, writing and arithmetic) as well as *21<sup>st</sup> century learning skills* to aid students to develop into *contributing global citizens*.

### ISS Beliefs –

ISS believes that:

- student learning and the best interests of the children are the foremost concerns of all stakeholders and therefore guide the decision making processes of the school;
- education is a shared responsibility between the home and the school;
- effective communication between all stakeholders facilitates the learning process;
- all community members are accountable for their actions and personal responsibilities and must abide by the ISS Code of Conduct;
- a safe and nurturing environment fosters learning;
- all children learn differently; therefore,
  - teachers must use a variety of instructional strategies to engage and motivate students to learn,
  - teachers must use a variety of assessment strategies that permit students frequent opportunities to demonstrate their learning.

### ISS Expectations for Student Learning –

- All students will demonstrate the ability to *read fluently* and use *higher levels of comprehension and thinking*;
- All students will demonstrate the ability to *communicate their ideas orally* and in *written form*;
- All students will demonstrate competency in basic **arithmetic and mental math**;
- All students will demonstrate *bilingualism*;
- All students will demonstrate the ability to *work independently* and *in teams to achieve goals and solve problems*;
- All students will demonstrate the ability to perform *research* and *use technology to synthesize and analyze information* from a variety of sources.

Note – ISS believes that the students who master these expectations for learning will be adequately equipped to be able to make informed judgements and become exemplary citizens.

## **1. School Year**

The academic year has a minimum of 180 instructional days and is divided into two semesters and four grading quarters. The school calendar recognizes some U.S. and all Dominican holidays and events. Appropriate time is allotted for school celebrations and staff development activities.

## **2. The School Day**

The school day begins promptly at 8:00 a.m. Students must report to first class by 8:05 a.m. on Tuesday, Wednesday and Friday. On Mondays and Thursdays, all students will attend Morning Circle on the basketball court. At Morning Circle, ISS community members can make announcements, celebrate birthdays, and sing the School Pledge and the National Anthem. On Tuesday, Wednesday and Friday, students will go to their home-rooms. The school day ends at 3:00 pm.

## **3. School Visitors**

Visiting students are only permitted on campus during lunch and/or to participate in specialty classes such as art or physical education. Permission from the Director must be secured one day in advance of any visit. All visitors to the campus are required to sign in and to report directly to the Administration Office before entering instructional areas.

## **4. Clubs**

Each quarter, clubs will be offered after school from 3:05–4:00 or 4:30 pm. These clubs are organized by a teacher or parent who has a special interest in a particular area such as sports, games, computers, dance, and arts and crafts. Parents must pick up their children promptly at 4:00 pm unless otherwise notified.

## **5. Reinforcement**

One day a week, all teachers in grades K-12 are required to stay after school from 3:00-3:45 pm to provide reinforcement. The purpose of reinforcement is for students to receive additional help or to complete missed assignments. Students may attend voluntarily or they may be required by their teacher to attend. Teachers will maintain records of reinforcement attendance.

## **6. Attendance and Make-up Work**

Attendance at school is an obligation. To earn an equivalent US diploma credit, students are required to complete a minimum of 130 hours of instruction in all subjects (full year course). When a student is absent, parents must send a note with the child upon his/her return to school or call to explain the absence. Parents should contact the school secretary by 8:00 a.m. if the child will not be attending school that day.

Students are responsible for making up missed work during their absence. It is the student's responsibility to contact the teacher for make-up work and to arrange an appropriate time to redo tests and assignments. All makeup work must be completed within the time-frame established by the teacher and before the end of the marking period or the student will receive a 0 on all uncompleted work. In rare cases of excused long term absences, a student will be assigned the grade of INC (incomplete) on their report card. The Director will establish a timeline for students who receive an INC to complete the program of study.

In the event that a student will knowingly be absent, the student will be required to fill out a pre-arranged absence form. Teachers will provide extra assignments if informed at least 2 days in advance of the student's absence.

Students who are absent more than 5 days in a semester will be required to sign attendance contracts to ensure that they do not lose course credit.

Exams are an integral part of the secondary program and will not be re-scheduled. Students missing exams will receive 0% or an INC on their transcript.

## 7. Tardiness – Early Dismissals

Students who arrive late to school must check in at the office before going to class. Students who arrive late to class between class transitions will be noted on the daily teacher report. Consistent late absences will be addressed by the Director and will result in disciplinary action as outlined in the code of conduct.

Students who must leave school prior to regular dismissal MUST bring a note (reference the time of departure and the transportation arrangements) from their parent explaining the reason for the early departure in order to receive an Exit Pass from the Administrative Office. Students may not leave the school on “motoconchos”. If parents arrive to pick up a child early, they must report to the office first before collecting their child from the classroom. These policies were developed for security purposes. If students plan on leaving early, they must notify the teachers of the classes they will miss and they must hand in and collect the appropriate assignments.

## 8. Agendas

At the beginning of each school year, students in grade 2-12 will be provided with a student agenda. The agenda will be used as a communication tool between the home and the school. Students are expected to record their daily homework and important dates for quizzes, tests, and major assignments or projects in their agenda. It is highly recommended that all parents sign the agenda on a daily basis. Failure to report to class with the agenda will be considered as a late or missed homework assignment.

## 9. Assessment Policy

The following policy outlines the general assessment procedures for the school. Teachers are responsible for reporting their individual assessment policies at the beginning of the school year to all stakeholders. The Administration Team makes the following recommendations for reporting student achievement and assigning quarterly grades:

### PreSchool –

- assessments are based upon observations and demonstrated learning in accordance with developmental checklists
- the assessment process is ongoing; however, the summative results guide promotional decisions

### Elementary –

- assessments are based upon formal and informal systems established by the teachers
- the assessment process is continuous and teachers examine the process as well as the end result

### Secondary –

- assessments are based upon formal and informal systems established by the teachers
- the assessment process is continuous and teachers examine the process as well as the end result
- Quarterly grades are developed based upon the following suggested appropriations:

Homework	-	10%
Classroom Work & Quizzes	-	30%
Major Projects & Summative Tests	-	50%
Effort & Participation	-	10%
- Semester grades are developed based upon the following formula:

Quarterly Grades (average)	-	80%
Exam Grade or Semester Project	-	20%
- Final grades are accrued by averaging the two semester grades.

## 10. Report Cards

Students receive report cards four times during the school year. At the beginning of the school year, each teacher will give parents and students a written copy of his/her grading policy. The following grading systems are employed at ISS:

Infant & PreK	Report card consists of a checklist of basic skills evaluated on a development scale (example: “Mastered”, “Emerging” and “Not Evident”) as well as teacher observations.
Kinder – Grade 5	Report card consists of letter grades and marks for core classes. Individual development grades will be assigned for specialty classes and social/emotional development

(example: “O” = Outstanding; “G”= Good; “S” = Satisfactory; “N” = Needs Improvement) as well as teacher comments.

Grades 6 – 12 Report card consists of a numerical percentage grades, as well as a developmental grade for conduct and a teacher comment.

Grade Scale Equivalency: A+=97-100%; A=93-96%; A-=90-92%; B+=87-89%; B=83-86%; B-=80-82%; C+=77-79%; C=73-76%; C-=70-72%; D+=67-69%; D=63-66%; D-=60-62%; Failure=<60%)

Students who maintain an overall average of an A or 92% or higher in the core classes on the quarter report cards will qualify and be acknowledged on the Honor Roll.

### **11. Green Sheets and Mid-Quarter Progress Reports**

Green Sheets will be given out on a weekly basis in elementary and biweekly basis in secondary to report student progress. In addition, a Mid-Quarter Progress Report will be sent home in the middle of each quarter to provide a more formal assessment of individual student progress. Green Sheets and Mid-Quarter Progress Reports must be signed by the guardian and returned to the school in a prompt manner. Failure to do so will result in a disciplinary consequence.

### **12. Promotion Policy**

Students will be promoted to the next grade level at the end of the school year upon satisfactory completion of all prerequisite courses (passing grade of C or higher) and by demonstrating mastery of all essential learning elements in all subjects.

Students who do not meet the above criteria for promotion will be retained or provided the opportunity to sign an Academic Contract that outlines a summer program of study to prepare the student for a re-evaluation to be completed before the beginning of the next school year. Before being promoted to the next grade level, the student must demonstrate fulfillment of the Academic Contract.

Students who fail three or more core subjects will not be promoted and must repeat the school year..

Core subjects include: Spanish, Sociales, Civicas, English (Reading and Writing in elementary), Mathematics, Science, and Social Studies.

Students who fail Physical Education, Computers, Music, Art, or other electives will have a summer project assigned that must be completed before the beginning of the next school year.

All students in grades 6-8 must complete a minimum of 10 community service hours in order to be promoted to the next grade level, while students in grades 9-12 must complete a minimum of 15 hours a year.

### **13. Parent/Teacher Conferences**

Parent/teacher conferences to review student progress will be scheduled at the end of each quarter of study. In some cases, teachers may only request individual meetings with parents of students who struggle to meet the academic and or disciplinary standards. Student participation in the meetings is encouraged.

Parents may contact a teacher at any time throughout the year to discuss their child’s progress. Parents are requested to make the appointments through the Administrative Office.

### **14. Portfolios**

Student work and examples of social development will be collected throughout the year and placed in portfolios. Students in Kinder-Grade 5 will be required to present their portfolio to their parents two times a year, while students in grades 6-12 will be required to present their portfolios to a panel of stakeholders at the end of the year. Part of the process of building the portfolios will require students to reflect upon their work.

### **15. Senior Project**

All senior students will be required to complete a senior project. Senior projects must meet the criteria developed within the Independent Study Course Syllabus. Seniors must present their projects to a panel of community leaders.

## 16. Graduation Requirements

All students enrolled in ISS must complete a program of study designed to lead to the US High School Diploma. Students enrolled at ISS before entering grade 7 must complete the US High School Diploma and the Dominican “Bachillerato”. In addition to these requirements, all students must complete a minimum of 60 hours of community service during their high school career (15 per year) and a senior project.

US High School Diploma requirements include:

- accumulation of a minimum of 26 Carnegie units of credit (one Carnegie unit is the equivalent of 130 hours of instruction in a particular course)
- fractions of Carnegie units may be assigned for quarter or semester courses.

Specific ISS minimum requirements for the US High School Diploma:

English	4
Modern Foreign Language (Spanish or other)	2
Social Studies (World History I, World History II, US History, CPS or Psychology)	4
Science (Physical Science, Biology, Chemistry, Physics)	4
Mathematics (Algebra I, Geometry, Algebra II, Pre-Calculus or Calculus)	4
Fine Arts (Art or Music)	1
Computer Science	1
Physical Education	2
Electives	4

Dominican Republic Diploma (Bachillerato) requirements include:

- completion of 6 years of instruction in Spanish, sociales, and civica in Spanish, while all other classes may be taught in English or Spanish
- grade 8 and 12 students are required to take the Dominican Ministry of Education’s national exams, “Pruebas Nacionales” (special classes are held to assist students in preparing for these important exams in July)

Specific ISS minimum requirements for the Dominican Bachillerato:

English	4
Spanish	4
Sociales	4
Civica	4
Science (Physical Science, Biology, Chemistry, Physics)	4
Mathematics (Algebra I, Geometry, Algebra II, Pre-Calculus or Calculus)	4
Fine Arts (Art or Music)	2
Computer Science	2
Physical Education	4

## 17. Code of Conduct: School rules offer specific guidelines for responsible student behavior.

- Classroom rules and regulations are developed by the classroom teachers and must be respected at all times.
- Proper uniform is required at all times unless otherwise specified.
- Students are expected to use appropriate language at all times. English is encouraged during the school day except in language classes and is encouraged at home when possible. Speaking English helps the process of language development.
- All members of the community must respect the property and personal space rights of others.
- Students are expected to behave reasonably, courteously and responsibly at all times. Gum chewing, sitting on desks and other poor behaviour is discouraged in the classroom.
- Hats may not be worn in the class rooms, except in physical education classes and/or excursions that take place in the sun. Footwear must be worn at all times.
- Food is not allowed in the classroom except during snack time. Teachers may give permission to students to bring food into the classroom on special occasions.
- Each student must have his/her cup to drink from while in the classroom. Except for snack and lunch, lunchroom cups will not be given to students and are not to be removed from the lunchroom.
- No alcohol, tobacco, drugs, weapons, or any facsimile thereof, are allowed in school. Smoking is not permitted on school property.
- Pets are not permitted in school without the Administrative Office’s permission.

- Students' personal property (electronic devices such as MP3, iPod, etc., cell phones, toys, money, etc.) should not be brought to school. The school accepts no responsibility for lost or stolen property.
- Improper use of the Internet or other technology will result in a loss of privilege.
- Student visitors must have the Director's permission to visit. Requests for such visits must be made in writing by the student's parents at least two days before the expected visit. Visits in excess of two school days are not permitted.
- Lost and damaged books and supplies are the responsibility of the student. Students are expected to pay a replacement cost for books or equipment that is lost or damaged.
- Harassment and/or intimidation of community members by students or adults will not be tolerated.
- Students should be in their designated areas during snack and lunch. Please use the garbage containers for wastepaper/ bottles/ cans.

## **18. Discipline Policy**

ISS adheres to the belief that acquiring good judgement, self-control, and developing respect for others is part of the educational process. When errors in judgement result in inappropriate behaviour; consequences will be assigned to ensure that the student learns from the experience. Depending on the age and maturity of the student, many different strategies will be applied. These include, but are not limited to conversations with the teacher, reflective personal essays, notification of parents (written and/or oral), referrals to the principal, director, or counselor, detentions and suspensions.

ISS uses a three tier system to assess consequences for misbehaviours.

### Tier I Infractions:

- Late
- Inappropriate use of community property
- Violation of established classroom rules
- Littering, not picking up garbage or lunch tray
- Inappropriate language
- Violating the uniform policy
- Disruption of the learning environment (loud noises, etc.)

### Tier I Consequences:

- Warnings – written or verbal
- Time-outs
- Assigned duty (clean-up)
- Confiscation of Items (handed in and collected from the Administrative Office)
- Reflection Papers
- Referral to Counselor

### Tier II Infractions:

- Insubordination (minor)
- Interrupting the learning environment
- Harassment (minor)
- Obscene gestures and language
- Damage to school property (minor)
- Violation of Academic Honor Code (1<sup>st</sup> offense)
- Acts against the mission and vision of the school
- Repetition and/or accumulation of Tier I Infractions (3 or more of the same Tier I infraction)
- Failure to complete Tier I Consequence

### Tier II Consequences:

- Office Visit
- Restitution
- Counselling
- Detention
- Behavior Contract

### Tier III Infractions:

- Disrespect of any community member
- Skipping class/school
- Violence
- Harassment (major )

- Violation of Academic Honor Code (2<sup>nd</sup> offense)
- Possession of unacceptable substances (cigarettes, alcohol, drugs, pornography, weapons, etc.)
- Destruction of school property
- Repetition and/or accumulation of Tier II Infractions (3 or more of the same Tier II infractions)
- Failure to complete Tier II Consequence

Tier III Consequences:

- Saturday School
- Restitution
- Behavior Contract
- Suspension (internal/external)
- Mandatory Counselling
- Referral of case to the Administrative Council (possible expulsion cases)

In all cases, the circumstances surrounding the infraction will be reviewed and aggravating and insinuating factors will be examined. Any action considered outside the realm of the infractions outlined in the tier system may result in an automatic referral to the Administrative Council.

**19. Discipline Process:**

- Infraction assessed in terms of Tier I, II, or III.
- All Tier I Infractions will be managed by the responsible teacher.
- Tier II Infractions will be managed by the level principal.
- Tier III Infractions will be managed by the Director.
- Discipline referrals will be completed and sent to the Administrative Office for Tier II and Tier III Infractions.
- In the case of Tier II and III Infractions, the appropriate administrator will review the case, form judgement and inform the student of the subsequent consequence.
- Parents will be informed of all Tier II and Tier III Infractions.
- The student may appeal their infraction and/or subsequent consequence(s) in writing within one day of notification. The Administrative Council will review the appeal and make a final binding decision.
- In the case of a possible expulsion, the Director will recommend that the Administrative Council reviews the case and determines whether a recommendation for expulsion should be made to the School Board for approval.

Note - All disciplinary processes that occur at ISS will be managed within the framework of Dominican law and the “Codigo del Menor”.

**20. Dress Code**

Students are required to be in proper uniform at all times. All uniforms must be maintained in a neat and orderly manner. The ISS school uniform consists of the following:

School Uniform (Students in Infant PreK-1):

- A white or grey T-shirt (ISS athletic shirt recommended).
- Navy blue slacks, shorts or skorts.
- Students in the PreSchool to Grade 1 should wear elasticized waistbands as they have trouble dressing for PE.
- Students are not permitted to wear stretch pants, bike-shorts, short-shorts, or mini skirts to school.
- For safety purposes, we require shoes or sturdy sandals.

School Uniform (Students in Grades 2-12):

- The ISS white, collared shirt (polo or button down). Students are not permitted to wear garments below the ISS shirt other than pure white undershirts.
- Navy blue slacks, capris, knee length dress shorts or skorts.
- Students are not permitted to wear jeans of any type, athletic shorts, stretch pants, bike-shorts, short-shorts, or mini skirts to school.
- Bottoms must be worn so that the waistlines of the trousers or shorts are near the person’s natural waistline; they may not be worn with the crotch hanging down. Exposed midriffs are not permitted.
- For safety purposes, we require shoes or sturdy sandals.

Physical Education (PE) Uniform: (Students in Grades 1 to 12)

- The ISS white or grey athletic T-shirt.

- Athletic shorts or pants (elastic waistband).
- Athletic shoes.

Note – All students in grades 2-12 must change from their regular school uniform into the PE uniform for PE classes. Students will be provided 5 minutes to change back into the regular school uniform at the end of PE class. All PE clothing MUST be taken home for washing on a daily basis.

Other:

- Exposed body piercing is not permitted.
- Hats are not permitted within the classroom.
- Girls may wear earrings; boys may not.
- Student hair must be a natural colour.

**21. Academic Honor Code:**

Cheating to complete assignments is a serious violation of school rules. The major forms of cheating are plagiarism and test dishonesty.

Plagiarism is copying another’s work or having someone else complete your assignment for you and submitting it as if it were the original work of the student whether the source is copyrighted or not. This extends to and includes homework assignments.

Test dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test or a quiz. Test dishonesty includes giving, receiving, passing or using specific information about a test or quiz, whether in oral or written form.

Cheating and or plagiarism will not be tolerated and will usually result in a mark of zero in addition to other disciplinary consequences. A letter will be sent home to notify parents, and a copy will be kept on file in the student’s academic record.

As a university preparatory school, students must learn proper research methods and accepted practices. The integrity of the student and our school requires complete academic honesty in presentation of any assignment, paper, or presentation.

At the beginning of the school year, each teacher will publish a copy of his/her course syllabus that includes his/her grading policy.

**22. Internet User Agreement**

All students are required to sign the internet user agreement before being permitted access to technology services.

**23. Library Guidelines**

All students are encouraged to take advantage of the services offered in the library in accordance with the following expectations:

- Students are expected to use quiet voices.
- Students are expected to be respectful, and courteous.
- Students are expected to return books in good condition or pay for the replacement if lost or destroyed.
- Students are expected to refrain from bringing food and beverages into the library.
- Students are expected to remove their shoes if they are muddy or dirty.
- Students are expected to only use computers for educational purposes (no game playing, chat, etc.).
- Students are expected to follow directions and all rules and regulations established by the librarian.

**24. Computer Laboratory Guidelines**

All students are encouraged to take advantage of the services offered in the computer laboratory in accordance with the following expectations:

- Students are expected to use quiet voices.
- Students are expected to be respectful, and courteous.
- Students may only use computers if a teacher is present and they ask permission.
- Students are expected to refrain from bringing food and beverages into the comp. lab.
- Students are expected to only use computers for educational purposes (no game playing, chat, etc.).

- Students are expected to follow directions and all rules and regulations established by the Technology Coordinator.

## **25. Lunchroom Guidelines**

All grades eat lunch in the Cafeteria at the following times:

11:45 to 12:15 p.m.	Infant and PreK;
11:45 to 12:25 p.m.	Kinder-Grade 5
12:20 to 1:10 p.m.	Grades 6-8
12:40 to 1:30 p.m.	Grades 9-12

Students must observe the following rules in the lunchroom:

- Students must enter the Cafeteria in an orderly manner.
- Students must eat the prepared snack or lunch. Parents and students should review the menu with their child and send an alternative snack or lunch if the child does not like or cannot eat what is served.
- Students may not order food from off campus without the permission of the Director or designate.
- Each student is responsible for cleaning his/her eating area and for returning eating utensils to the proper receptacles.
- Students must place their utensils and flatware in the plastic bin. Please do not throw plates, glasses and utensils in trash barrels.
- Following lunch, students may play in the designated play areas on campus.
- Students are not allowed in any part of the kitchen.
- Inappropriate behaviour in the lunch room will result in a disciplinary consequence.

## **26. Play Area Guidelines**

Equipment must be used in a safe manner and returned to the storage area when play is completed.

- Grabbing, hitting, pushing, kicking other students or jumping off equipment is not allowed.
- Students must respond immediately to teachers' requests while on the playground.
- The sand play area is limited to students in Pre-kinder through Grade 6.
- Use good judgement when playing, and remember safety is important!
- Inappropriate behaviour will result in loss of privilege of playground facility.

## **27. Transitioning**

Classes moving from one instructional area to another should do so in an orderly manner that does not disturb the learning environment.

## **28. School Funds**

All monetary collections for school activities will be deposited in the business manager's office and will be kept in an appropriate school account.

## **29. Special Events and Field Trips**

Throughout the year, the school may sponsor curriculum related events and activities that may require students to travel to off campus sites.

In all cases, students and parents are required to fill out permission slips to attend special events or field trips.

Participation in special events and field trips is a privilege. When representing the school, students are expected to maintain appropriate behaviour at all times. Misbehaviours will be dealt with in accordance to the Parent/Student Handbook.

## **30. Emergency Evacuation Procedures –**

In the case of an emergency, students will:

- Take appropriate action in the classroom (get under desk, stop drop and roll, etc.).
- Exit classrooms in an orderly fashion and assemble on the soccer field in their assigned area.
- Teachers will check the attendance roll and report missing students to an administrator.

- If it is determined necessary to evacuate the campus, parents will be notified to pick up their children and a detailed list of departing students will be made.

The full Emergency Response Plan is posted in all classrooms and common areas.

## **Additional Information for Parents**

### **31. Transportation**

- Parents are encouraged to carpool in order to reduce traffic congestion and risk of accident during drop off and pick up times.
- Parents should use extreme caution when approaching the school. The road is narrow and there are a large number of cars, motorcycles and bicycles heading to and from the school.
- When parents drop their child off at school it is important that they exercise caution in the parking lot and especially in the drop-off circle. Many other students are being discharged and accidents can happen. No vehicles are permitted to park in the drop off circle.
- The security and safety of our students is our priority. We cannot allow students to leave with drivers, relatives, or friends not authorized by the parent. If someone other than the regular bus, parent, or driver is to pick up a child, the school must be informed in **writing**.
- Students must stay behind the fence to wait for parents to come in for them. The guard or teacher may escort older students to the car.
- Parking within the drop off circle is not permitted. Cars should only pause long enough to load or drop off their child.

### **32. School Cancellation**

In the event that we are forced to close the school for days not indicated on the calendar (inclement weather, national strike, etc.), parents will be informed of school cancellation by email or a pre-arranged phone tree.

### **33. Student's Medication**

If parents request the school to administer medication to their child, the following is needed:

- A written and signed request from the parent;
- A signed release form from the parent, indemnifying the school from responsibility;
- Written directions as to how to administer the medication;
- Medication in its original container with instructions (in English) and the appropriate formula.

### **34. Volunteer Opportunities**

Parents are encouraged to volunteer for school activities and to be active members of the School Improvement Team (SIT) and the Parent and Teacher Association (the PTA). The PTA and SIT are governed by policies and procedures that are continually reviewed and updated by their members. Please contact the Director of the school to learn more about these organizations.

### **35. Home/School Communication**

Parents play a very important role in each child's progress. Parents are always welcome to meet with the Administrative Team members or teachers to discuss an issue of interest. If the person you wish to see is not immediately available, the office secretary will make an appointment for you.

The school will provide updates to parents via e-mail, newsletters, Green Sheets, and will also post important events on the school's website. Parents who do not have easy internet access may request the school to send announcements home with their children.

Each student will be provided with an ISS Student Agenda that students will use to record homework and upcoming important events. Teachers will check agendas periodically during homeroom for parent comments; however, it is the student's and parent's responsibility to bring any important information to the attention of the teacher. Students will bring their agendas home everyday. Parents are requested to check for teacher comments,

add their own comments as appropriate, and initial the planner in the space provided once a week. Some teachers may require a daily review of the student agendas.

At least once a month, the Director's News will be sent home to inform the students and parents of upcoming events and the school's performance. The ISS web page also includes invaluable information pertaining to the curriculum and occurrences at the school.

### **36. Birthday Celebrations**

The ISS recognizes that a child's birthday is a special occasion. However, in order to ensure that each child is treated equally and that teachers may better plan their class schedules, we have established guidelines for birthday celebrations during school hours.

#### General Guidelines:

- Teacher should be notified at least two school days in advance.
- The recommended time for celebration in PreSchool is from 11:45-12:15 pm.
- The recommended time for celebrations in elementary is from 12:15-12:45 pm. Parents may request an alternative time if they notify the teacher more than two days in advance.
- For parties involving secondary students (grades 6-12) celebrations must be held during the lunch period.
- Please remember to bring all supplies, such as plates, forks, napkins, candles, and matches, with you. These items are not stocked in the classroom and the cafeteria cannot be expected to supply them.
- Be sure to help to clean up after the party.
- Promptness is essential. Teachers spend a great deal of time and effort planning their curriculum and we should all do our best to see that these efforts are not in vain.
- Gifts should be exchanged privately.

## ***The International School of Sosúa***

### ***School Pledge***

*I pledge allegiance to the Earth and all its sacred parts,  
Its water, land, and living things, and all its human hearts.  
I pledge allegiance to all life and promise I will care,  
To love and cherish all its gifts with people everywhere.*

**HIMNO NACIONAL**  
**Autor: Emilio Prud'Homme**

*Quisqueyanos valientes alcemos  
nuestro canto con viva emoción  
y del mundo a la faz ostentemos  
nuestro invicto glorioso pendón.*

*Salve el pueblo que intrépido y fuerte  
a la guerra a morir se lanzó  
cuando en bélico reto de muerte  
sus cadenas de esclavo rompió.*

*Ningún pueblo ser libre merece  
si es esclavo, indolente y servil,  
si en su pecho la llama no crece  
que templó el heroísmo viril.*

*Mas Quisqueya la indómita y brava  
siempre altiva la frente alzará  
que si fuere mil veces esclava  
otras tantas ser libre sabrá.*