



# Student/Parent Handbook

(updated April 19, 2016)

This handbook is intended to define the rights and responsibilities of school members, enabling all members to be effective learners and to function in harmony within the community.

# The International School of Sosúa

## STUDENT / PARENT HANDBOOK

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Welcome

Welcome to the International School of Sosúa (ISS), a student centered institution that educates young people who come to us from destinations worldwide. We share a common vision that stresses healthy minds and bodies and prepares students for university and productive careers. ISS is accredited by AdvancED and the local Ministry of Education.

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 –**

The International School of Sosúa is dedicated to providing the academic excellence the world requires and the social consciousness the world needs.

### **Mission –**

ISS provides students the opportunity to achieve **high academic standards**, to learn **essential social and life skills**, and to develop **global consciousness**.

ISS implements a rigorous curriculum that emphasizes the development of **fundamental skills** (reading, writing and arithmetic) as well as **21<sup>st</sup> century learning skills** that enable students to successfully pursue a post-secondary education or career in the country of their choice.

### **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;
- a safe and nurturing environment fosters learning; therefore all stakeholders must abide by the ISS Code of Conduct and be responsible and accountable for their actions;
- 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 –**

In a multicultural environment, all students will be able to:

- ***Think critically and problem solve***
- ***Effectively collaborate and communicate***
- ***Develop and express creativity***
- ***Utilize and apply technology***

Note – ISS believes that the students who master these expectations for learning will be equipped to make informed judgments and become productive world citizens.

## School Year

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

## The School Day

The school day begins promptly at 8:00 a.m. therefore students are expected to be on campus by 7:55 a.m. at the latest. On Mondays and Fridays, K-12 students attend Morning Circle (assembly) in the covered court during which ISS community members make announcements, celebrate birthdays, and sing the School Pledge and the National Anthem. Please note that parents are always invited to attend Morning Circle. All other days, students report to their first class which begins at 8:00 a.m. The school day ends at 3:00 pm at which time all parents are required to promptly pick up their child. Children cannot be left unattended after 3:00 pm.

## Admission Policy and Windows

All students that enter the school must complete the admission process and meet the requirements stipulated in the ISS Admission Policy.

The following policy governs late entry to the Secondary School after the official start of any quarter of study:

- Students that arrive within the first two weeks of the quarter – teachers govern make-up work choices. A % grade will be assigned for the quarter.
- Students that arrive after the third week of the quarter, the student will submit a grade report from their previous school and credit will be assigned at the discretion of the secondary administrator.

## Admission Contracts

In some cases, families may be required to sign admission contracts that detail any conditions that must be met for ISS to officially register the child. These conditions may include: \*"convalidacion" of grades, plan to make-up missed assignments, \*tutoring requirements, \*ESL classes, etc. \*Note-families are required to pay additional fees for any special services provided by the school.

## High School Transfer Credits

ISS will recognize high school credits earned from other accredited institutions and will note the number of credits recognized on the student's ISS Transcript; however, ISS will not list the credits course by course or note the grades received in each course.

## School Visitors

All visitors to the campus are required to sign in at the front gate and then report to the Administration Office to receive permission from the Director or designate to enter instructional areas.

## Entry and Exit Policy

All students should enter school at 7:45 am and report to their first class by 7:55 am. Throughout the day, the school gates will remain closed until 3:00 pm except to receive scheduled visitors.

## After-School Policy

Parents must pick up their children from afterschool activities promptly and students, particularly younger children, should never be left unsupervised. ISS is not responsible for students left unattended after 3:00 pm.

## Extra-Curricular/After-School Clubs and Events

Extra-Curricular Clubs and special events will be offered after regular school hours. These clubs and events are organized by a community member(s) who has a special interest in sports, games, computers, dance, arts and crafts, etc. Parents must pick up their children from afterschool activities promptly and students, particularly younger children, should never be left unsupervised.

## Reinforcement

Teachers will be available in their classrooms on Mondays through Fridays from 3:00-3:30 pm to provide instructional support for students. Students may attend voluntarily or they may be mandated to attend as a measure to improve their academic standing. Students must be picked up promptly at 3:30 pm.

## Attendance and Make-up Work

Attendance at school is vital for student learning. When a student is absent from school, they miss out on invaluable learning opportunities which occur daily during class time. Further, as a school, we want to instill a sense of commitment to learning within our students and a mindset that school attendance is a top priority. As such, holidays outside the regular school holidays are strongly discouraged. If a child must be absent, a parent or guardian must contact the main office before 8:00 a.m. Once enrolled in the school, any student who misses more than 15 classes in

any subject area may not be promoted to the next grade level or awarded credit unless all standards are met and approval from administration has been granted.

***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 arrange a time to redo tests and turn in assignments. Tests and assignments not completed by the arranged time will receive an Incomplete (INC) until learning is demonstrated. In rare cases of excused long term absences, a student may be assigned Incomplete (INC) on their report card and the level Principal will establish a timeline for the student to complete the program of study.

In the event of a ***planned absence***, between 5 and 20 instructional days, the family will notify the head administrative assistant and teacher of the intended absence. The family will be required to complete a "Student Planned Absence Form" at least a week prior. This timing allows teachers to prepare make-up work which must be completed and returned to the teacher when the student returns to class. Included with the work packet, a contract of completion will be signed by the parent/guardian, student and level administrator. Upon return to school, the completed packet will be submitted to the teacher for evaluation of learning.

End of Semester Exams or projects are an integral part of the secondary program and will not be re-scheduled without the Secondary Principal's approval. Students missing exams or projects will receive an INC on their transcript until missing exams or projects are completed.

#### Tardiness

Students who arrive late to school after the attendance is reported must check in at the office before being permitted to enter class. Students who arrive late to class during transitions will be noted on the "Teacher Attendance Report".

In elementary and preschool, the principal and teacher will conference with the family of any student who consistently arrives late.

In the secondary school, frequent tardiness within a quarter will be addressed by the Principal, and the following disciplinary consequences will be enforced (secondary only):

Late arrival to any class:

- 3 times late to any class = Detention and parental notification;
- Each additional late in the same class will result in an additional detention and a parent meeting.

Note: At the end of each quarter, lates are reset to 0 although an accumulative record is maintained and reported on school reports.

#### Early Dismissals

The following policies regarding early dismissal were developed for security purposes:

- Parents must inform the office in advance via note, phone call or visit of the departure time and transportation arrangement;
- Students must pass in any homework due before the end of the day before they can be dismissed and make arrangements to make-up any assignments or tests that they will miss;
- Students must receive an "Exit Pass" from the administrative office signed by the Director or designate.
- Leaving campus without an "Exit Pass" is considered a major infraction equivalent to skipping school.
- Early Release (ER) will be entered into the student's school attendance record

#### Agendas

At the beginning of each school year, students in grades 3-8 are provided a student agenda to be used as a communication tool between the home and the school. Students are expected to record their daily homework and other assignments (i.e. important dates, quizzes, tests, major assignments, projects, etc.) in their agenda. If the child misplaces their agenda, they will be given a new agenda by the school and charged a US \$10.00 replacement fee.

#### Assessment Policy

The following policy outlines the general assessment procedures for the school. Teachers are responsible for communicating their individual assessment policies to the students and parents at the beginning of the school year.

#### Pre-School

- 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
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.

## Elementary

- The assessment process is continuous and teachers examine the process as well as the end result
- Documentation and demonstration of student learning will be shared throughout the year through scheduled conferences with parent
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.

## Middle School –

- The assessment process is continuous and teachers examine the process as well as the end result
- Progress is reported via an internet based program and classroom platform called Thinkwave
- Documentation and demonstration of student learning will be shared throughout the year through scheduled conferences with parents
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards

## High School –

- The assessment process is continuous and teachers examine the process as well as the end result;
- Progress is reported via an internet based program and classroom platform called Thinkwave
- Documentation and demonstration of student learning will be shared throughout the year through scheduled conferences with parents
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.
- Final grades are accrued by averaging the two semester grades.

## Report Cards

### Infant and PreK 3&4:

Students in the infant and PreK groups receive formal report cards four times a year. Parents must pick-up report cards from the teacher on a designated day. Report cards consist of a written description of basic skills that the students are introduced to in the areas Language Arts, Math, Science, Social Studies, Fine and Gross Motor Skills, Art, Music, Social Emotional Skills, Work Habits and Self Reliance Skills. The children are evaluated using the following system:

- 1= Not Evident,
- 2=Progressing with Support,
- 3=Progressing Independently, and
- 4=Mastered

### Kindergarten- Grade 5:

Students in Kinder-Grade 5 receive formal report cards four times a year. Parents must pick-up report cards from the teacher on a designated day. Report cards inform parents about their child's social skills, work habits, and academic progress relative to the ISS essential grade-level benchmarks for each subject area. All benchmarks have been aligned to the ISS standards for each content area. The grading criteria are:

### EXPLANATION OF STANDARDS AND EFFORT MARKS

<b>E: Emerging</b>	<b>D: Developing</b>	<b>P: Proficient</b>	<b>M: Mastering</b>
Student is in the beginning stages of understanding concepts and procedures and requires consistent support <b>“I don’t get it yet. I need help.”</b>	Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it. <b>“I almost get it but I sometimes need help.”</b>	Student demonstrates proficiency of targeted grade level standards and is confident and competent. <b>“I get it! I can do it well!”</b>	Student demonstrates proficiency of targeted grade level standards with evidence of application to new contexts. <b>“Since I can do/get this, I can figure out new things!”</b>
<b>1</b> <b>Effort Needs to Improve</b>	<b>2</b> <b>Effort is Improving</b>	<b>3</b> <b>Satisfactory Effort</b>	<b>5</b> <b>Exemplary Effort</b>

Secondary:

Students in grades 6 to 12 receive report cards four times a year. Parents are required to pick up the report cards in person from the teacher on the day assigned by the school. The following grade scale is employed at ISS:

Grades 6 – 8

**EXPLANATION OF STANDARDS AND EFFORT MARKS**

<b>E: Emerging</b>	<b>D: Developing</b>	<b>P: Proficient</b>	<b>M: Mastering</b>
Student is in the beginning stages of understanding concepts and procedures and requires consistent support	Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it.	Student demonstrates proficiency of targeted grade level standards and is confident and competent.	Student demonstrates proficiency of targeted grade level standards with evidence of application to new contexts.
<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
<b>Effort Needs to Improve</b>	<b>Effort is Improving</b>	<b>Satisfactory Effort</b>	<b>Exemplary Effort</b>

Grades 9 – 12 Report card consists of a numerical percentage grade, 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%; F=<70%) \*NOTE-70% and above is considering a passing grade\*

*Progress Reports: Online Access / Ongoing Communication/ Mid-Quarter Progress Reports*

Pre-School and Elementary:

Teachers will provide ongoing communication with parents with regard to progress.

Secondary:

Thinkwave enables ISS students and parents to continuously monitor student performance in all subjects. All students (and parents upon request) are provided access codes to login to Thinkwave and it is strongly recommended that families establish a weekly time to review student performance. A formal Mid-Quarter Progress Report is sent home in the middle of the quarter for those students who are below 70% or are not meeting the academic expectations in any academic area. This report must be signed by the guardian and returned to the school the next day.

Academic Probation Policy:

Students will be placed on academic probation if, within a quarter or trimester, they earn a grade less than 70% in any individual core subject (Math, English, Science, Social Studies) or fail more than one course with grades less than 70%. Students who are placed on academic probation will receive weekly progress reports that must be signed by the parent and returned the next day. Students on academic probation are not permitted to miss school for any organized activities without the Director’s approval.

Parent/Teacher Conferences

Parent/teacher conferences to review student progress are scheduled by the teacher/school as required. Parents that would like to discuss their child’s progress during the school year must make an appointment with the teacher directly or through the administrative office. Our teacher’s priority is to the students; therefore, discussions with parents cannot be scheduled or take place during academic teaching periods and we ask that parents respect that teachers are usually involved in classroom preparation from 7:45-8:00 am.

Promotion Policy

At the end of the school year, students will be promoted to the next grade level if they:

- Demonstrate mastery of all essential learning elements in all subjects with a minimum grade of 70% in MS/HS and at least a “Proficient” on most standards in the elementary school
- Meet community service requirements of 10 hours (minimum) in grades 6-8 and 15 hours (minimum) in grades 9-12.

Students who do not meet the above criteria in *three* core subjects will automatically be retained. Students who do not meet the above criteria in *one or two* core subjects and/or elective courses will be provided the opportunity to be re-evaluated through a process of Recuperation.

Please note that final grades in Spanish, Social Studies, Math, and Science for students enrolled in the dual diploma program in grade 8 and 12 must meet unique standards developed by the Ministry of Education which factor in grades on Prueba Nacionales.

### Recuperation Process:

Students who do not achieve the minimum passing grades in 1-2 core subjects will be given the opportunity to complete a process of Recuperation to earn passing grades. Students have until first day of the next school year to complete the recuperation process and raise their grade to the minimum passing standard. No student will be promoted to the next grade level until they have met the minimum passing standards in all subjects.

### Semester 1 Recuperation:

At the end of the first semester, students in High School that fail any of the core subject areas (Math, Social Studies, English, Science, Spanish, and Sociales) and students in Middle School that fail Math, English, Spanish, or Sociales, will be required to take a recuperation exam, project or assignment on a date defined by the school (normally 15 days following the end of the quarter). Semester 1 recuperation grades will be calculated by averaging the Semester 1 Grade with the recuperation grade. Note: The maximum obtainable grade is 70% and student grades cannot be lowered due to poor results from the recuperation process. It is the student’s responsibility to develop and implement a plan to prepare for the exam.

### End of Year Recuperation: Secondary Students

The following options for recuperation exist: exam, project, or assignment to demonstrate learning; 70% is the highest mark that can be earned after successful completion of recuperation process.

- Online Credit Recovery: At the Principal’s discretion, a student may be granted permission to make up the failed course by enrolling in an online course or a summer recuperation program at another accredited institution at the family’s expense.

Note - If by the first day of school the student has not earned the minimum passing grade or demonstrated that they earned credit through an alternative path, they will be retained or required to sign an Academic Contract that outlines conditions under which they will be conditionally promoted to the next grade level. The Academic Contract will require that the student make-up the failed course during the first half of the school year. Students who do not meet the conditions of the Academic Contract will be withdrawn from the school or retained.

### End of Year Recuperation: Elementary Students

- Students will be assigned a package of work to complete either as part of the ISS Summer School or with a pre-approved ISS tutor.
- Students will be given 2-6 weeks to complete the package.
- After completing the work package, students who do not meet the minimum expectations will be required to repeat the year

### ISS Summer School:

Depending on demand and academic needs of the students, ISS may offer Summer Reinforcement options.

### 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 6 must also complete the Dominican “*Bachillerato*”. Additionally, all students must complete a minimum of 60 hours of community service and a Senior Project (or alternative course) during their high school career.

The US High School Diploma requires a minimum of 26 Carnegie units of credit: one Carnegie unit is the equivalent to 130 hours of instruction in a particular course. Note - fractions of Carnegie units may be assigned for quarter or semester courses.

### Specific ISS minimum requirements for diploma programs:

Courses	US	DR
English (*AP English Language and Composition)	4	4
Spanish (*AP Spanish Literature, *AP Spanish Language and Composition)	4	4
Social Studies (World History I, World History II, US History, AP World History or AP European History)	4	4
Dominican Social Studies	0	4
Science (*Forensic Science, Physical Science, Biology, Chemistry, Physics)	4	4
Mathematics (Geometry, Algebra II, Pre-Calculus, *Calculus or *Statistics)	4	4
Fine Arts (Art, Music, or Drama)	1	1
Technology	1	1
Physical Education	2	2
Electives	2	0

\*Optional

The Dominican Republic Diploma (Bachillerato) requires completion of 6 years of instruction in Spanish, Sociales, and Civica in addition to courses regularly instructed in English. Note - students in grades 8 and 12 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 June/July)

#### Online/Correspondence Courses

With approval from the Secondary Principal, online or correspondence course work from accredited providers can be used to fill requirements otherwise not met within the ISS Program of Study. Students must adhere to the rules and regulations established by the external course provider in addition to those in the ISS Student/Parent Handbook. Students who are scheduled for online/correspondence courses within the regular class schedule are expected to:

- Report to the **assigned area** at the scheduled time;
- Have the required materials;
- Be engaged in the assigned coursework.

All students who enrol in online classes are required to sign and comply with an ISS Online/Correspondence Course Agreement. Penalties for non-completion of or expulsion from an online course will be assessed to the student's family and noted in the student's file and/or ISS transcript. All fees associated with online course work are invoiced to the family. Families are responsible for any course costs above and beyond the registration fee such as software applications, text books, mailing fees, etc.

#### Summer Courses/Assignments

During the summer months, students may choose to complete courses to create space within the regular schedule for additional electives. Students must solicit authorization from the Secondary Principal to do so and complete and comply with the Summer Credit Advancement Contract.

In the case of Advanced Placement (AP) courses offered on campus, students may be assigned summer work to be completed as a requirement for entrance to the course at the beginning of the school year.

#### Student Code of Conduct: -

School rules offer specific guidelines for responsible student behaviour.

- Classroom rules and regulations must be respected at all times.
- Proper uniform is required at all times unless otherwise specified. Appropriate footwear must be worn at all times (flip flops are not allowed).
- Hats and headwear may not be worn in the class rooms, except in PE and excursions that take place in the sun.
- Students are expected to use appropriate language at all times.
- Harassment and/or intimidation of community members by students or adults will not be tolerated.
- Discrimination (race/religion/nationality) of any kind will not be tolerated
- 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, public displays of affection, sitting on desks, and other poor behaviours are discouraged.
- No alcohol, tobacco, drugs, drug paraphernalia, weapons, or any facsimile thereof, are allowed in school. Smoking is not permitted on school property.
- Students are not permitted to sell any goods or services for profit without permission from the Director. Betting is not permitted on campus at any time.
- Pets are not permitted in school without permission from the administration.
- Toys should not be brought to school unless permission to do so has been granted by a specific teacher. If toys are brought to school, ISS accepts no responsibility for lost or stolen property.
- Cell phones may be used during recess and lunch; however, during class time they should only be used for instructional purposes. No cell phones should be used as cameras or videos in school unless authorized by a teacher.
- Money should not be brought to school except if there is a bake sale, a special event or an activity planned in advance.
- Improper use of the Internet or other technology will result in a loss of privilege.
- Requests for visitation by non-ISS students must be made to the Director at least two days prior to a visit.
- 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.
- Students must respect green areas, school resources, and school facilities.
- Students should be in their designated areas during snack and lunch. Please use the garbage containers for wastepaper/ bottles/ cans.
- Food is not allowed in the classrooms except if teachers give permission on special occasions.
- Each student must have his/her own 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.

## 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, 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, behaviour contracts, detentions, and suspensions.

All students and parents are required to sign an ISS Discipline Code of Conduct and Parent Agreement at the beginning of the school year that informs students of general policies and procedures and holds students accountable to high expectations. ISS uses a three tier system to classify and assess consequences for misbehaviours deemed infractions. Included within each Tier is a list of infractions; however, ISS understands that it is impossible to list all potential infractions, therefore any incidents that are not readily classifiable will be managed under the “acts contrary to the mission and vision of the school (minor or major).

Tier I Infractions: NOTE – managed by the teacher

- Inappropriate use of community property (marking on desks, etc.)
- Violation of established classroom rules
- Littering, not picking up garbage or lunch tray
- External disruption of the learning environment

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/Intimidation/Discrimination (minor)
- Inappropriate language and obscene gestures
- Inappropriate displays of affection
- Damage to school property (minor)
- Acts contrary to the mission and vision of the school (minor)
- Failure to return parent communications
- Repetition and/or accumulation of Tier I Infractions (3 or more of the same Tier I infraction within a single term of study)
- Failure to complete Tier I Consequence

Tier II Consequences:

- Office Visit
- Restitution
- Counselling
- Detention
- Special Assignment
- In-School suspension
- Behavior Contract/Probation

Tier III Infractions:

- Disrespect of any community member
- Skipping class/school
- Violence
- Theft
- Harassment/Intimidation/Discrimination (major)
- Possession of unacceptable substances (cigarettes, alcohol, drugs, drug paraphernalia, pornography, weapons, etc.)
- Destruction of school property (major)
- Acts contrary to the mission and vision of the school (major)
- 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:

- Restitution
- Detention
- In-School suspension
- Behavior Contract/Probation
- Suspension (external)
- Mandatory Counselling
- Referral of case to the Administrative Council (possible expulsion cases)

*Note – Drug use of any kind on campus or at a school sponsored events will result in the child’s case being immediately sent to the board for consideration for possible expulsion.*

*Note – Accumulation of three major infractions or repetition of any major infraction will result in the child’s case being sent to the Administrative Team for consideration for possible expulsion.*

In all cases, the circumstances surrounding the infraction will be reviewed and aggravating and insinuating factors will be examined.

Specific policies governing the Academic Honor Code, Dress Code, and Attendance Policy are described below.

ISS reserves the right to examine the contents of student pockets, bags, and lockers at any time. ISS also reserves the right to cancel or deny the future registration of any child if their or their parent’s behaviour or attitude is deemed inappropriate or harmful to the general school population.

### **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 Principal/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 submitted 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”.

### Discipline Probation Policy:

Students that are placed on disciplinary probation will receive weekly or quarterly progress reports (depending upon the conditions of probation) that must be signed by the parent and returned the next day. Students on disciplinary probation are not permitted to miss school for any organized school activities without the Director’s approval.

### Dress Code

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

#### School Uniform (Students in PreSchool):

- ISS athletic shirt or ISS Polo Shirt
- Dark (encouraged) colored shorts/pants/skort.
- Students are encouraged to wear tennis shoes at all times (rain boots are acceptable when appropriate).

Note - Students are not permitted to wear sleeveless shirts.

#### School Uniform (Students in Grades K-1):

- ISS athletic shirt or ISS Polo Shirt
- Navy blue slacks, shorts or skorts
- Students must wear tennis shoes at all times (rain boots are acceptable when appropriate).

Note - Students are not permitted to wear bike-shorts, short-shorts, board shorts, or miniskirts to school.

#### School Uniform (Students in Grades 2-12):

- ISS Polo Shirt. Note - only solid white undershirts may be worn under the ISS shirt.
- Navy blue slacks, capris, or dress shorts and skorts (Note - school administrators hold the final judgement in terms of the appropriate length of shorts/skorts).
- All students must wear tennis shoes (rain boots are acceptable in wet weather). Note – flip-flops, will not be accepted.

Note - Students are not permitted to wear tank tops, jeans of any type, athletic shorts, stretch pants, bike-shorts, short-shorts, board shorts, or miniskirts to school. Exposed midribs are also not permitted and shorts, etc. must be worn so that the waistlines of the trousers or shorts are near the person's natural waistline.

#### Physical Education (PE) Uniform: (Students in Grades 2 to 12)

- ISS athletic T-shirt.
- Appropriate athletic shorts that are navy blue or black in color (must meet minimum length requirements). Note – athletic shorts usually have an elastic band, are made of sweat shirt material or mesh and worn above the hips. Board shorts, lycra shorts, etc. are not permitted.
- Athletic shoes.

Note – All students in grades 6-12 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 (only earrings permitted)
- Headwear is not permitted within the classroom or the cafeteria.
- Student hair must be a natural color.
- Hair should be well groomed and, for males with long hair, be tied back or supported by a head band.
- School uniforms must be maintained in a clean and presentable manner.

#### Consequences for violating the Dress Code include:

- Removal from class until the proper uniform is obtained.
- Phone call home.

Note - school administrators hold the final judgement in the case of any dispute.

### **Harassment & Bullying Policy**

ISS defines harassment and bullying as deliberate and hurtful behavior toward another community member. It is important to note that bullying and harassment usually involves an imbalance of power and it can be orchestrated and performed by one person or a group.

Bullying and harassment can include, but is not necessarily limited to, the following categories and specific behaviors, whether in person, online, by phone or text message: threatening, social exclusion, spreading rumors, put downs / insults, name calling, hitting, taking belongings and/or vandalism.

### **Discipline Process for Bullying/Harassment**

When harassment and/ or bullying occurs or is reported, the following steps will be taken:

- The Director, Principals, teachers, and school staff will respond by providing a clear message that harassment and bullying will not be tolerated.
- All instances of harassment and bullying are to be reported to the school Director or principal, which will then inform counselors, teachers and staff, as appropriate.
- The Director, principal, counselor, or teacher(s) will listen, investigate, offer support and determine the appropriate course of action.
- A discipline report will be used to record the actions of those involved in the incident and the action taken by the individual reporting the incident.
- If the Director, principal, counselor, or teacher determines that there is harassment and/ or bullying, they will contact the parents of the students involved to inform them of the incident, the consequence and actions that are proposed, and the due process.
- The principal, counselor and teachers will monitor the situation, keep each other, and the parents of the students involved informed, and will file a report in the discipline folder in each of the students involved.
- When a student has been involved in repeated incidents of harassment and bullying, the
- Director or his/her designate will meet with the parents of the students involved and suggest further support and alternative courses of action to solve the problem.
- School discipline policies will be followed when consequences for bullying involve suspensions or expulsions.

All students deserve to learn in a safe and secure environment at school and for this reason, all cases of bullying and harassment will be taken seriously and the aforementioned process will be strictly abided by.

#### Academic Honor Code:

As a university preparatory school, ISS students must learn proper research methods and accepted practices. The integrity of the both the student and our school requires complete academic honesty on all assignments, papers, and presentations. Cheating, plagiarism, and test dishonesty are serious violations of school rules and community values. Such dishonest behaviour will not be tolerated. Parents will be notified and a copy of communication will be kept on file in the student's academic record.

Plagiarism is copying another's work or having someone else complete your assignment for you and submitting it as if it were your original work.

Test dishonesty is the use of any means deemed unacceptable 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.

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

Infractions of the Academic Honor Code will result in the following consequences in Middle School:

- Plagiarism: 0 on the work initially noted in Gradebook, parent informed, child is given a specific date to redo the assignment by and the assignment is re-graded (the regraded assignment can receive a grade of up to 70%).
- Test Dishonesty: 0 on the test or quiz and parent informed; (must complete another test on own time with maximum score being 70%)
- Repeated Offenses: Students that repeatedly violate the Honor Code will be placed on probation. A violation of the probationary status will result in the case being sent to the Administration Team for review.

Infractions of the Academic Honor Code will result in the following consequences in High School:

- Plagiarism: 0 on the work initially noted in Gradebook, parent informed, child is given a specific date to redo the assignment by and the assignment is re-graded (the regraded assignment can receive a grade of up to 70%).
- Test Dishonesty: 0 on the test or quiz and parent informed; (must complete another test on own time with maximum score being 70%)
- Repeated Offenses: Students that repeatedly violate the Honor Code will be placed on probation. A violation of the probationary status will result in the case being sent to the Administration Team for review. Repetition of the violation in the same class may result in loss of credit.

#### School Lockers

All secondary students will be supplied with a locker and a lock. A US \$120 charge will be levied if a student's locker is purposefully damaged. A US \$15.00 charge will be assessed if a student loses or damages their lock. Note - ISS retains the right to search lockers at any time.

#### School Materials

Students will be held accountable for any school resource that is signed out to them, i.e. text books, novels, etc. In some cases, students will be asked to pay a minimal fee to rent resources (i.e. calculators, locks, etc.) If the student loses any material signed out to them, they will be required to pay all costs of replacement including shipping and handling.

#### Student Code of Conduct Contract/ Internet User Agreement/Parent Agreement

All students are required to sign the "Student Behavior Contract (Appendix A), the "Internet User Agreement", and parents are required to sign the Parent Agreement within the first week of school.

#### Library Guidelines

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

- Use quiet voices.
- Be respectful, and courteous.
- Return books in good condition or pay for the replacement if lost or destroyed.
- Refrain from bringing food and beverages into the library.
- Remove their shoes if they are muddy or dirty.

- Only use computers for educational purposes (no game playing, chat, etc.).
- Follow directions and all rules and regulations established by the librarian.

Consequences for violation of rules include the following measures in addition to the application of the Tier System within the Discipline Policy:

- Verbal warning
- Removal from library and disciplinary report if deemed necessary
- Loss of library privilege and parent conference

Please note – the library carefully monitors all books that are checked-in and out of the library. At the end of the academic year, students will be responsible for paying the replacement cost including shipping and handling of any books or resources that are checked-out in the student's name and not returned.

#### Computer Laboratory

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

- Use quiet voices.
- Be respectful, and courteous.
- Only use computers and AV equipment if a teacher is present and they ask permission.
- Refrain from bringing food and beverages into the comp. lab or AV Room.
- Only use computers for educational purposes (no game playing, chat, etc.).
- Follow directions and all rules and regulations established by the Technology Coordinator.

Consequences for violation of rules include the following measures in addition to the application of the Tier System within the Discipline Policy:

- Verbal warning
- Removal from area and disciplinary report if deemed necessary
- Loss of library privilege and parent conference

Students will be held responsible for the cost of any damages that they cause to the computer through physical abuse or the downloading of any unauthorized program.

#### Cafeteria Guidelines

Students must observe the following rules in the lunchroom:

- Students must enter the cafeteria in an orderly manner using the appropriate doors.
- All students must eat in the inner or outer cafeteria area.
- 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 are permitted to use the microwave and fridge with care and respect.
- 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.
- Students are not allowed in any part of the kitchen.
- Students must remove hats while eating.

Consequence for violation of rules includes the following measures in addition to the application of the Tier System within the Discipline Policy:

- Verbal warning
- Removal from the area and discipline report if deemed necessary
- Loss of privilege and parent conference

#### 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.
- No Elementary nor Secondary students are allowed in the PreK area without permission.

Consequence for violation of rules includes the following measures in addition to the application of the Tier System within the Discipline Policy:

- Verbal warning
- Removal from the area and discipline report if deemed necessary
- Loss of privilege and parent conference

#### Transitioning

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

#### School Funds

All school fees must be deposited directly into the school accounts held at the Banco Popular (admission, tuition, registration, testing fees, uniforms, online course fees, etc.).

All monetary collections for school activities (Parent Support Group, Student Council, Field Trips, Club Activities, Community Service, etc.) will be deposited in an appropriate school account.

#### Distribution/Display of Community Information within School Grounds:

Director's approval is required to post or distribute any printed material on school grounds.

#### 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. All field trips must be completed before the end of April unless special approval is received from the Director.

#### Emergency Evacuation Procedures

In the case of an emergency, community members will follow the ISS Emergency Response Plan. Community members will:

- Take appropriate action independent of where they are on campus (get under desk, stop drop and roll, etc.).
- Exit instructional areas in an orderly fashion and assemble on the soccer field in their assigned area or alternative meeting site if the situation merits it.
- Teachers will check the attendance roll and report missing students to an administrator.
- Listen quietly for further instructions.
- 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 and Evacuation Routes are posted in all classrooms and common areas.

## **Additional Information for Parents**

#### Parent Code of Conduct

We believe that learning is maximized when a culture of discipline and mutual respect exists and parents, teachers, and students work toward common goals. Toward this end, parents are expected to:

- Support the school and its policies;
- Inform the school of reasons for any absence;
- Ensure that your child is on time to school, in the proper uniform, and prepared;
- Encourage your child to be a respectful and peaceful member of the school community;
- Discuss the contents of the *Parent/Student Handbook* with your child;
- Attend scheduled appointments with school staff;
- Show respect to all members of the school community;
- Provide the school with current telephone numbers and emergency contact information;
- Alert the school if there are any significant changes in your child's health, or well-being (including headache, contagious diseases, emotional issues, family matters) that affect his/her ability to perform in school.

Parents that do not meet these expectations are subject to consequences that may include and are not limited to:

- Verbal and/or written warning;
- Restricted access to campus;
- Removal of child from the school.

ISS also reserves the right to cancel or deny the future registration of any child if their parent's behaviour or attitude is deemed inappropriate or harmful to the general school population.

## 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. 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.
- If a child is permitted to leave school on motoconchos or drive their own vehicles to school, they must have written permission to do so and preferably use a helmet.

## 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.

## ISS Sick Child Guidelines

All parents are asked to keep their children at home if they are sick in order to not spread any medical illness throughout the school population. The school supplies basic first aid services only

It is our goal to keep the school environment as healthy as possible for all children. To protect your child as well as others please keep the following guidelines in mind:

A child will be sent home if he or she has:

- a temperature of 100 degrees or higher
- active vomiting or diarrhea
- suspected contagious illness
- a serious injury or appears obviously ill

Please be aware that we encourage students to stay in class when possible. If you, as a parent or guardian are called by the office, please pick up your child in a timely manner.

Guidelines for parents to follow to avoid exposing other children to possibly contagious illnesses are as follows:

- Children with a temperature above 100 degrees must be fever-free before returning to school.
- If a child vomits or has diarrhea during the night or in the morning before school, that child should be kept at home
- If they have red swollen eyes that itch, have purulent drainage, or have a crusty appearance upon awakening, they should be kept home and see a doctor.
- If they have a productive cough that cannot be controlled with medication they should stay home.

In addition, injuries that happen at home should be taken care of before returning to school.

## Communicable Conditions

Parents often ask about sending their child to schools with a communicable disease. ISS follows these guidelines:

Pink Eye: Child is excluded from school for 24 hours after the initiation of treatment

Strep Throat, Scarlet Fever: Child is excluded from school for 24 hours after the initiation of treatment

Lice: Child is excluded from school until treated with a pediculicidal agent. Students who have been excluded must be checked by the School Nurse upon re-entry to school.

Chicken Pox: Child is excluded from school until all blisters are dried and crusted, usually five days from the last crop of blisters to erupt.

Impetigo, scabies and ringworm: Child is excluded from school until judged non-infectious by a physician (with documentation) or by the school nurse.

#### Student's Medication

If parents request the school to administer medication to their child or for their child to take medication at school, 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.
- Administration of medication must occur in the office

#### Student Injuries

The school maintains a limited supply of medical equipment and common medicines for minimal ailments at school. In all cases, the parent will be consulted before any medication is given to the child. The school will also provide treatment for minor cuts and bruises. In the case of any major injury that requires external care, the parent will be immediately called and either a staff member or the parent themselves will be responsible for transporting the child to the nearest medical facility. All children at the school are expected to have medical insurance to cover any external treatment required. Any child that suffers a head injury of any kind will be immediately sent home and parents are strongly encouraged to take their child to a doctor for observation.

#### Volunteer Opportunities

Parents are encouraged to volunteer for school activities and to be active members of the Parent Support Group. The PSG are governed by policies and procedures that are continually reviewed and updated by their members. Parents may also be invited to help in classrooms with reading or other support areas. Please contact the Principal/Director of the school to learn more about volunteering in school.

#### Home/School Communication

Parents play a very important role in each child's progress. Parents are always welcome to meet with teachers to discuss an issue of interest and, if necessary, with the administration. Appointments can be scheduled through direct emails or telephoning the office.

The school will provide updates to parents via e-mail, the school's website, newsletters and the secondary online grading system

#### Birthday Celebrations

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.
- Recommended time for birthday celebration is 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.

If a student/parent wants to hand out invitations at school, they are invited to do so only if all students within the classroom are invited. We respect a child's decision to make choices; however, we also must remember the impact not receiving an invitation will have on children.

## ***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.*

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

*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.*

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